



JD Edwards World

Subcontract Management

Guide

Version A9.1

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1 Overview

Overview to Subcontract Management

You use the JD Edwards World Subcontract Management system with other JD Edwards World systems to manage the day-to-day and long term details of contracts, payments, and commitments that are associated with your jobs. In addition, you can perform any of the following with the Subcontract Management system:

- Create and maintain contracts for the subcontractors on your jobs
- Establish payment guidelines and make payments against your contracts
- Track the costs you have paid against a job and the costs you are committed to in the future
- Make up-to-the-minute inquiries on contract information
- Input change orders for your contract commitments
- Generate status reports for your contracts and commitments
- Create base agreements for your contracts

When you create a new contract, you enter subcontractor information, the work to be done, contract commitments, dates, log items, and so on. After you enter a contract, you can change the base agreement details, enter commitment change orders, and track the completion of submittals and transmittals.

You can then enter and release progress payments, or hold progress payments. Progress payments are payments that you make to your subcontractors as they make progress against their jobs.

This chapter includes the following:

- [System Integration](#)
- [System Features](#)
- [System Tables](#)
- [System Menus](#)

System Integration

The Subcontract Management system integrates with the following JD Edwards World systems to help you manage your contracts easily and efficiently.

| System | Description |
|--------------------|--|
| Change Management | You can access the Change Management system to review the details of a change request that is associated with a contract. You can also transfer the details of a change request to the Subcontract Management system. The contract number is the key between a contract and its associated change requests. |
| Job Cost | The Subcontract Management system automatically updates committed units and amounts to accounts in the Job Cost system. You can manage your contract budgets and cost projections through the Job Cost system. |
| Work Order | You can associate line item commitments on the Subcontract Entry screen to a work order in the Work Order system. Costs from the line item are automatically charged against the work order in the Job Cost, Subcontract Management, and General Accounting systems. |
| Procurement | The Subcontract Management system shares a common database with the Procurement system. You can view the purchase orders and contract commitments that are related to a project on one inquiry screen that use the same commitment ledger. Both systems also release commitments in the same manner through the Accounts Payable system. |
| Accounts Payable | The Accounts Payable system automatically updates the appropriate accounts payable records when you enter progress payments, release retainage, or make payments against a contract. Retainage is a percentage of the contract amount that is held until a specific date after the completion of the work. You can also complete other accounts payable tasks from the Subcontract Management system, such as designating joint or alternate payees. |
| General Accounting | The Subcontract Management system automatically updates the general ledger in the General Accounting system when you create payment vouchers for contracts. All audit trails for Subcontract Management vouchers and payments are maintained in the general accounting ledgers. |
| Address Book | The Subcontract Management system accesses the Address Book system for the addresses of suppliers, subcontractors, and business owners. You can use this information to print payments, reports, and so on. You can access the Address Book system from a Subcontract Management inquiry screen to find specific subcontractors. |

System Features

The JD Edwards World Subcontract Management system has many features to help you manage your contracts. You can use the Subcontract Management system to:

- Work with contracts
- Work with commitments
- Process payments

Working with Contracts

You create contracts for the subcontractors on your jobs. Contracts specify details such as the contractor information, work to be done, contract commitments, dates, log items, such as submittals and transmittals, and so on. A submittal is information a subcontractor must provide to you. A transmittal is information you must provide to a subcontractor. The JD Edwards World Subcontract Management system offers you the following features to make your work with contracts as efficient as possible.

| Feature | Description |
|---------------------------|--|
| Multiple contract types | You can manage a variety of contract types, including: <ul style="list-style-type: none"> ▪ Construction contracts ▪ Maintenance contracts ▪ Professional service contracts ▪ Fabrication contracts ▪ Encumbered cost contracts |
| Base agreement processing | You can create base agreements. A base agreement allows you to set up various jobs so that you do not have to specify distribution commitments for each job individually. This allows you to manage contracts in which you have various categories of jobs, but with jobs in each category having identical costs. |
| Contract reporting | You can process a variety of reports regarding your contracts. These reports can include: <ul style="list-style-type: none"> ▪ Payment status information by supplier, job, or contract ▪ Log information ▪ Unit price information ▪ Committed cost information, integrating data from the Job Cost and Subcontract Management systems |
| Change order updating | Change orders direct your system to change the amount of money committed to a contract. You can create and update change orders easily. Change orders can stand alone or you can roll them into the original contract for payment. |

| Feature | Description |
|----------------------------|---|
| Supplemental data tracking | <p>Many contracts require supplemental information in addition to the basic contract information. This information can be in the form of submittals, transmittals, and other user defined log types. The Subcontract Management system provides the following capabilities for managing supplemental data:</p> <ul style="list-style-type: none"> ▪ You can track the completion and receipt of submittals and transmittals. ▪ You can report on deficient submittal information that you associate with a contract commitment. ▪ You can automatically update submittal status and transmittal status. ▪ You can withhold progress payments against a contract on the basis of expired logs. <p>In addition, you can enter textual information regarding supplemental data and run reports about various log entries. You can also set up a model log entry for each contract type on your system, and then copy and revise those models in your actual contracts.</p> |
| Contract inquiries | <p>You can review the following contract information:</p> <ul style="list-style-type: none"> ▪ Up-to-the-minute payment status details by amount, units, or unit cost ▪ Online log status details and update ▪ Open order details on remaining commitments ▪ Online budget comparisons ▪ Contract searches |

Working with Commitments

A commitment is the money that you designate to pay for a contract. The JD Edwards World Subcontract Management system provides you with the following features to make your work with contract commitments as efficient as possible.

| Commitment Feature | Description |
|------------------------|---|
| Automatic audit trails | <p>You can maintain an audit trail for committed costs. You can access the Accounts Payable and General Accounting systems for an audit trail of progress payments.</p> |

| Commitment Feature | Description |
|--|---|
| User defined commitment distribution rules | <p>You can set up your system for the following commitment distribution purposes:</p> <ul style="list-style-type: none"> ▪ To distribute commitments among multiple jobs within a contract ▪ To establish user defined cost types per contract type ▪ To establish multiple account distributions per contract type ▪ To track change order distributions separately from the original contract |
| Tax capabilities | <p>You can assess a number of taxes to your progress payments, including:</p> <ul style="list-style-type: none"> ▪ Sales ▪ Use ▪ Value added <p>The Subcontract Management system also creates journal entries for the General Accounting and Job Cost systems and updates tax files.</p> |

Processing Payments

You process payments against your contracts as your subcontractors make progress against their jobs. You charge payments against the money you commit for a contract. The JD Edwards World Subcontract Management system offers many features you can use to process progress payments, including:

| Payment Processing Features | Description |
|--|--|
| Flexible pricing methods for commitments | <p>You can use the following pricing methods for your contract commitments:</p> <ul style="list-style-type: none"> ▪ Lump sum, where you set the contract price ▪ Unit price, where you set the contract price on the number of units workers complete |
| Payment options | <p>You can use the following options when you process your progress payments:</p> <ul style="list-style-type: none"> ▪ Joint payment handling and alternate payees ▪ Partial payments ▪ Multiple concurrent payment runs ▪ Payment release by due date, payment status, or job ▪ Processing of backcharges and extras in addition to the committed amount |

| Payment Processing Features | Description |
|-----------------------------|---|
| Efficient progress payments | <p>The JD Edwards World Subcontract Management system helps you manage your progress payments by:</p> <ul style="list-style-type: none"> ▪ Issuing a warning if there are log requirements that have not been met when you attempt to enter a progress payment voucher ▪ Providing quick access to log status information ▪ Processing retainage amounts as percentage or flat rates ▪ Handling retainage and discount information on the same pay request ▪ Performing both partial and full retainage releases ▪ Providing an American Institute of Architects payment document that you can print and use for future progress payments |
| Multi-currency processing | <p>You can set up multi-currency if you must pay subcontractors in a currency other than your company's base currency. For example, you can make a progress payment in Euros if your company's base currency is U.S. dollars. See the <i>Multi-Currency Guide</i> for more information about set up and using multi-currency.</p> |

System Tables

The Subcontract Management system uses the following tables:

Primary Tables

| Table | Description |
|---|---|
| Accounts Payable Ledger (F0411) | Contains information on progress payment vouchers. You can use this table for reports and online review of amounts for which you bill and pay. |
| Account Ledger (F0911) | Contains information about general ledger transactions that result from progress payment distribution. You can use this table for reduction of open commitments and actual-to-date balances in the General Accounting and Job Cost systems. |
| Subcontract Management/ Purchase Order Heading (F4301) | Contains the identifying information from the Subcontract Entry screen. You use this table to store a contract number, supplier number, and other data that applies to a total contract. |
| Subcontract Management/ Purchase Order Detail (F4311) | Contains the information from the Commitment Revisions screen. This table stores detail distribution information about a contract. |

| Table | Description |
|---------------------------------------|---|
| Purchase Order Detail Ledger (F43199) | Contains commitment audit trail information. The system uses this table to build the account balances for commitments. This table also stores information for the Procurement system. |

Other Tables

| Table | Description |
|---|---|
| User Defined Codes (F0005) | The system uses this table to store category codes and other fields you modify to suit your business needs. This table also provides descriptions for such fields. |
| Job/Business Unit Master (F0006) | The system stores your jobs in this table. The system also uses this table to compare information about your jobs to the information you enter in the Subcontract Management/Purchase Order Heading table (F4301) and the Subcontract Management/Purchase Order Detail table (F4311). |
| Automatic Accounting Instructions (F0012) | The system stores valid cost types, retainage accounts, and so on in this table. |
| Supplier Master (F0401) | The system uses this table to validate the supplier (subcontractor) number you attach to a contract. |
| Account Master (F0901) | The system uses this table to store and validate id account numbers and posting edit codes. This table provides the default detail information in the Subcontract Management/Purchase Order Detail table (F4311) It also provides the account description and unit of measure on commitment distribution lines of a contract. |
| Account Balances (F0902) | Contains the following: <ul style="list-style-type: none"> ▪ Committed cost account balances (amounts and units) for job cost reporting (both total commitments and open commitments) ▪ Projected final cost or units by period ▪ Actual cost or units by period |
| Contract Log Detail (F4303) | Contains log information that you enter on the Subcontract Log Revisions screen. |
| Contract Log Text (F4304) | Stores textual information about a log entry. |
| Contract Distribution Text (F4404) | Stores textual information about a commitment distribution line of a contract. |

System Menus

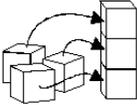
Subcontract Management G44

 **Daily Operations**

- * Subcontract Management Daily Operations G4411
- * Subcontract Management Reports G4412

 **Advanced and Technical Operations**

- * Advanced/Technical Operations G4431

 **Setup Operations**

- * Subcontract Management System Setup G4441

2 Project Setup

Overview to Project or Job Setup

Objectives

- To set up your projects or jobs
- To establish the jobs within your projects
- To set up the cost code structure

About Project or Job Setup

Before you use the Subcontract Management system, you must set up your project and job information. A project includes one or more jobs. When you set up a job, you include information regarding the work to be done. When you set up a project, you include the details of the overall project and the details of each job within the project.

After you enter your project and job information, you can use the Subcontract Management system to create and maintain contracts for each of the subcontractors on your jobs.

You can customize your project and job information to suit your business needs. Consider the following examples:

- You accept the contract to build an office building. The office building is your project, and each floor is a separate job.
- You accept the contract to build the houses in a subdivision. The subdivision is your project, and each house is a separate job.

Set Up a Project or Job

You must set up your projects and jobs before you enter subcontracts into your system. You set up your projects and jobs in the Job Cost system.

You must first create a job master record for each of your projects and jobs. When you set up a project, you must also set up each of the jobs within the project.

After you set up your projects and jobs, you must set up a cost code structure for each job. A cost code structure is a list of all of the accounts that apply to a job. You use the chart of accounts to track and manage all of the costs that you associate with a job.

For example, assume that you accept the contract to construct an office building. You first create a job master record for the entire office building. You can then set up the jobs in the building. In this case, you set up each floor of the building as a separate job. After you set up the jobs, you set up the cost code structure for each job. The cost code structure for the third floor job might include accounts for plumbing, drywall, electrical, and so on.

You can also set up multiple jobs within a company at the same time.

This chapter includes the following tasks:

- [Creating a Job Master Record](#)
- [Setting Up Jobs within a Project](#)
- [Setting Up Multiple Jobs by Company](#)
- [Creating the Cost Code Structure](#)

What You Should Know About

Setting up a base agreement

If you are setting up a base agreement, you must set up your user defined plan codes before you create the job master records for your jobs.

See *Set Up the Base Agreement*

Creating a Job Master Record

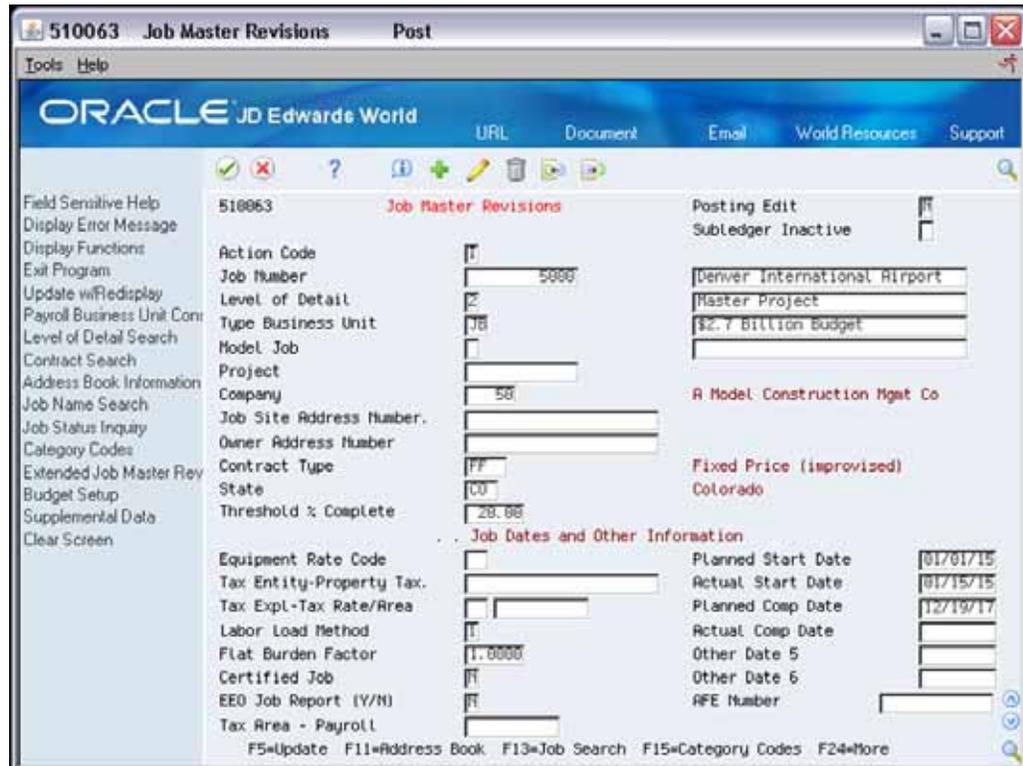


From Job Cost (G51), choose **Job and Budget Setup**
From Job and Budget Setup (G5111), choose **Job Master Revisions**

Before you use the Subcontract Management system, you create a job master record for each of your projects and jobs. A job master record includes basic identifying information about your projects and jobs.

To create a job master record

1. On Job Master Revisions, complete the following fields for each of your Subcontract Management projects or jobs:
 - Job Number
 - Name
 - Company
2. Complete the following optional fields:
 - Type Business Unit
 - Level of Detail



| Field | Explanation |
|------------|---|
| Job Number | A code that identifies a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric. |

| Field | Explanation |
|--------------------|--|
| Company | <p>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</p> |
| Type Business Unit | <p>A code that identifies the classification of the business unit. This is a user defined code (system 00, type MC).</p> |
| Level of Detail | <p>Identifies the relationship of a job with a project, parent job, subordinate jobs, or some other grouping. This is different from the level of detail for accounts. The level of detail for jobs is used by the Financial Analysis Spreadsheet Tool and Report Writer (FASTR) facility to summarize amounts and total them at the different levels. This eliminates the need to set up all the accounts for each job in the higher job numbers to which it relates.</p> <p>The following are true about the level of detail for jobs:</p> <ul style="list-style-type: none"> ▪ Valid codes are 2-9 from least detailed (2) to most detailed (9). Level 1 is reserved for the company. ▪ A summary level includes the related business units at the levels below it. <ul style="list-style-type: none"> o You do not need to use every level of detail. You can skip levels as long as you are consistent. o You can use the level of detail in conjunction with project numbers on both the Job Master Revisions and Job Revisions by Company screens. o The job numbers for projects and jobs within projects must be numbered sequentially in order for the system to use this method to summarize information. <p>NOTE: There are usually better ways to summarize information for jobs than by level of detail such as with cost center category codes.</p> |

See Also

- *Create a Job Master Record in the Job Cost Guide*

Processing Options

See [Job Master Revisions \(P510063\)](#).

Setting Up Jobs within a Project

After you create a job master record for a project, you must set up the jobs within the project. For example, if your project is an office building, you might set up each floor of the building as a separate job.

Assume that you set up job number 6000 for the office building project. You should set up floor 1 as job 6001, floor 2 as job 6002, floor 3 as job 6003, and so on.

To set up jobs within a project

1. On Job Master Revisions, complete the following fields:

- Job Number
- Name
- Company

When you set up the jobs within a project, you must enter the job number of the project in the Project field for each job.

2. Complete the following optional fields:

- Type Business Unit
- Level of Detail
- Project

| Field | Value | Field | Value |
|-------------------------|--------|------------------------------|----------|
| Action Code | 1 | Posting Edit | |
| Job Number | 5801 | Subledger Inactive | |
| Level of Detail | 2 | Main Terminal Building | |
| Type Business Unit | JB | Master Project | |
| Model Job | | \$2.7 Billion Budget | |
| Project | 5800 | Denver International Airport | |
| Company | 58 | A Model Construction Mgmt Co | |
| Job Site Address Number | | Denver City & County | |
| Owner Address Number | 5870 | Lump Sum | |
| Contract Type | LS | Colorado | |
| State | CO | | |
| Threshold % Complete | 20.00 | | |
| Equipment Rate Code | | Planned Start Date | 01/01/15 |
| Tax Entity-Property Tax | | Actual Start Date | 01/15/15 |
| Tax Expl-Tax Rate/Area | | Planned Comp Date | 12/19/17 |
| Labor Load Method | 1 | Actual Comp Date | |
| Flat Burden Factor | 1.0000 | Other Date 5 | |
| Certified Job | Y | Other Date 6 | |
| EEO Job Report (Y/N) | Y | RFE Number | |
| Tax Area - Payroll | | | |

F5=Update F11=Address Book F13=Job Search F15=Category Codes F24=More

3. To set up a base agreement, choose Category Codes (F15).

4. On Job Category Code Revisions, complete the following fields if you are setting up a base agreement:
- Category Code 19
 - Category Code 20

| Field | Explanation |
|---------|---|
| Project | A business unit within a company that groups jobs into a particular project (hierarchy) for reporting purposes. A separate job master record must be created for a project. It can also have accounts to track overhead costs related to the group. The number works in conjunction with the level of detail for business units. The business units must be numbered sequentially in order for the Financial Analysis Spreadsheet Tool and Report Writer (FASTR) facility to summarize information. |

See Also

- *Set Up the Base Agreement*

Setting Up Multiple Jobs by Company

| | |
|--|--|
| | From Job Cost (G51), choose Job and Budget Setup From Job and Budget Setup (G5111), choose Job Revisions by Company |
|--|--|

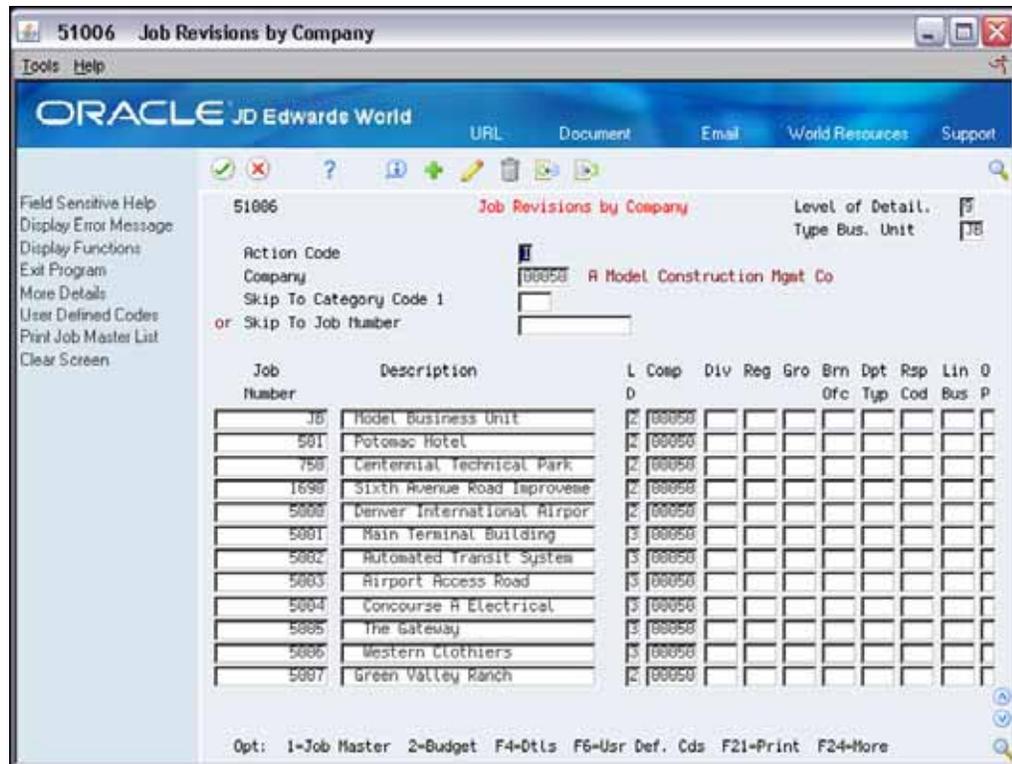
If you have multiple jobs within a company, you can set them up at the same time.

Before You Begin

- To set up jobs within a project, you must first create a job master record for the project.

To set up multiple jobs by company

1. On Job Revisions by Company, complete the following field:
 - Company
2. For each job, complete the following fields:
 - Job Number
 - Description
3. For each job, complete the following optional field:
 - Level of Detail



4. Choose More Details (F4) to access the detail area.

5. For each job, complete the following field:
 - Project
6. For each job, complete the following optional field:
 - Type
7. If you are setting up a base agreement, complete the following fields:
 - Category Code 19
 - Category Code 20

See Also

- *Set Up the Base Agreement* to set up user defined codes for your base agreement category codes

Processing Options

See [Job Revisions by Company \(P51006\)](#).

Creating the Cost Code Structure

After you set up your jobs, you must create a cost code structure for each job in the Job Cost system. A cost code structure is a list of all of the cost codes and cost types that apply to a job.

You use the cost code structure to track and manage all of the costs that are associated with a job. For example, the cost code structure for floor 1 of the job might include accounts for plumbing, drywall, electrical, and so on.

See Also

- *Create a Cost Code Structure in the Job Cost Guide*

Overview to Supplier Setup

Objectives

- To set up the suppliers you use on your jobs

About Supplier Setup

You must enter identifying information for each of the suppliers that you use on your jobs. For example, if you require plumbing subcontractors and electrical subcontractors for your jobs, you must set up supplier information for each of the plumbing and electrical subcontractors that you use.

Set Up Suppliers

You must create a supplier master record in your system for each supplier you plan to use on your jobs. You must enter identifying information for each of the suppliers. For example, if you require plumbing subcontractors and electrical subcontractors for your jobs, you must set up supplier information for each of these subcontractors.

This chapter includes the following tasks:

- [Searching for a Supplier](#)
- [Modifying a Supplier Master Record for a Subcontractor](#)

Searching for a Supplier

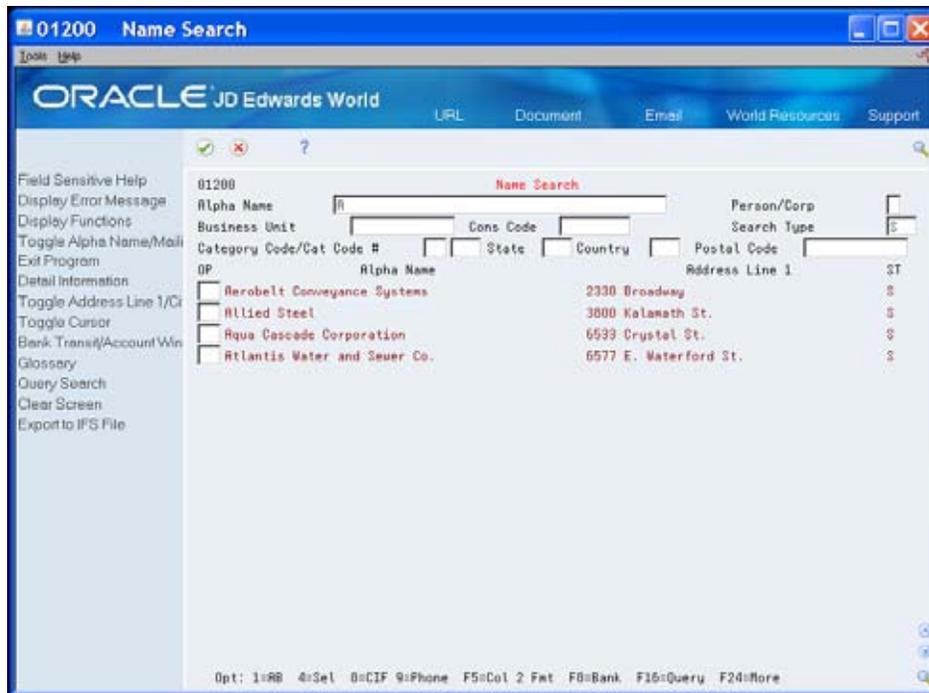


From Subcontract Management (G44), choose **Daily Operations**
From Subcontract Management Daily Operations (G4411), choose **Name Search**

Before you set up the information for a new supplier, you should search your system to ensure that the information does not already exist.

To search for a supplier

1. On Name Search, complete the following field:
 - Alpha Name
2. Complete the following optional fields:
 - Person/Corp
 - Search Type



| Field | Explanation |
|-------------|---|
| Alpha Name | The text that names or describes an address. This 40-character alphabetic field appears on a number of screens and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name. |
| Person/Corp | You can limit your selection to Address Book records for persons or non-person entities. <ol style="list-style-type: none"> 1 Include only those address book records for persons. 2 Include only those address book records for non-person entities. Blank Include both. |

| Field | Explanation |
|-------------|---|
| Search Type | <p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <p>E Employees</p> <p>X Ex-employees</p> <p>V Suppliers</p> <p>C Customers</p> <p>P Prospects</p> <p>M Mail distribution lists</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>Placing security on search types might restrict you from viewing certain records. When security is active, a code is required in this field.</p> |

Processing Options

See [Name Search \(P01200\)](#).

Modifying a Supplier Master Record for a Subcontractor

| | |
|---|---|
|  | <p>From Subcontract Management (G44), choose Daily Operations</p> <p>From Subcontract Management Daily Operations (G4411), choose Supplier Master Information</p> |
|---|---|

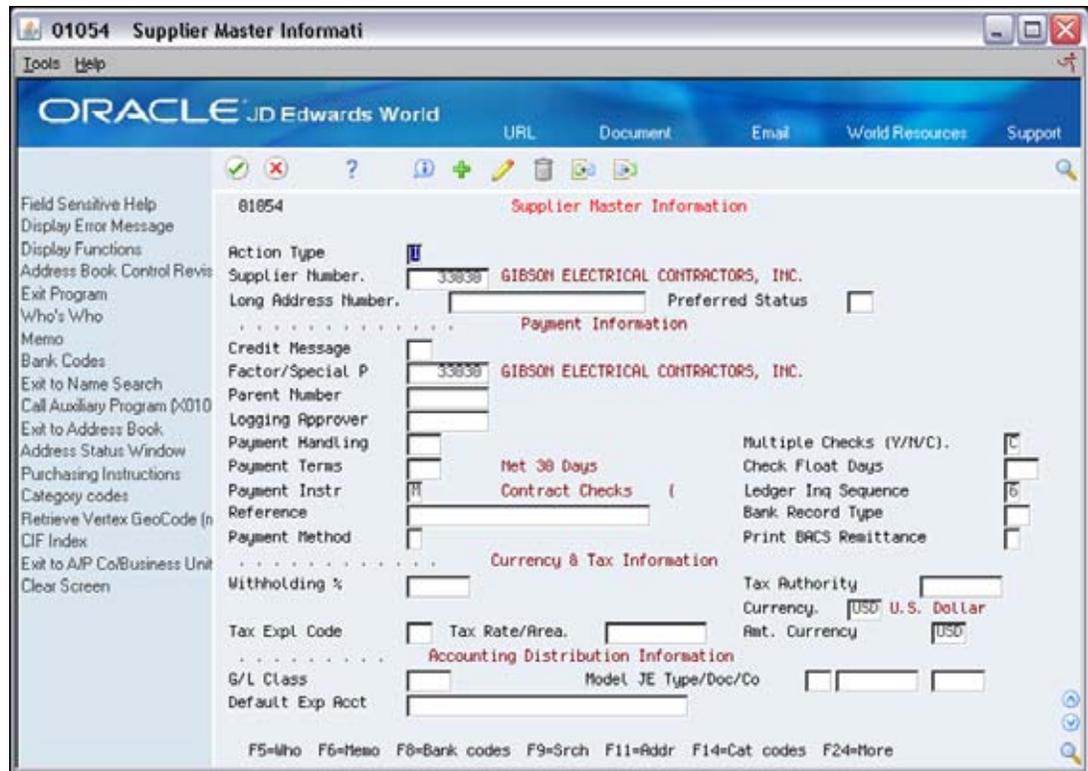
You must create a supplier master record for each supplier that does not exist in your system.

Before You Begin

- Set up a supplier master record. See *Enter Suppliers* in the *Accounts Payable Guide*.
- If your company uses multi-currency, you must set up multi-currency before you set up your suppliers. See *Set Up Multi-Currency*.

To modify a supplier master record for a subcontractor

1. On Supplier Master Information, locate the supplier.



2. Enter M in the following field:
 - Payment Instrument
3. Enter C in the following field:
 - Multiple Checks
4. If you use multi-currency, complete the following fields:
 - Currency
 - Amount Currency
5. Click Change.

| Field | Explanation |
|-----------------|---|
| Supplier Number | A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members. <i>Screen-specific information</i> If you leave this field blank, the system assigns a number using the Next Numbers program. |

| Field | Explanation |
|-------------------------|--|
| Payment Instr | <p>The user defined code that determines the type of payment to be made to the supplier.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>The system uses this information as the default value when you enter vouchers. The default is blank.</p> |
| Multiple Checks (Y/N/C) | <p>A code that indicates whether a separate check will be issued for each pay item on a voucher. Valid codes are:</p> <p>Y Yes, create a separate check for each pay item. (Certain agencies of the government require this.)</p> <p>N No, do not create separate checks. Issue one check for the voucher, regardless of the number of pay items.</p> <p>C Create one check per contract and collate the checks in contract or job number order. The system maintains this field in the Supplier Master table (F0401).</p> |
| Currency | <p>Indicates the currency used by the supplier. If you leave this field blank, Supplier Master provides the default value. If no currency is assigned to the supplier, the default value is the currency code of the voucher company.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>The system uses this information as the default when you enter vouchers.</p> |
| Amt. Currency | <p>The currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history.</p> |

What You Should Know About

| | |
|---|--|
| Printing progress payment checks | <p>To print progress payment checks instead of regular A/P checks, you must set these fields as follows:</p> <ul style="list-style-type: none"> ▪ Payment Instrument - You must set this field to "M". ▪ Multiple Checks - You must set this field to "C". ▪ Currency - You must set this field for the currency in which you will pay the subcontractor. |
|---|--|

Processing Options

See [Supplier Master Information \(P01054\)](#).

Overview to Contract Entry

Objectives

- To enter a contract into the system
- To set up financial information regarding a contract
- To enter contract-specific information
- To change contract commitments

About Contract Entry

You create contracts for the subcontractors on your jobs. A contract contains the details of a work agreement with a subcontractor. You can enter lump sum contracts or unit contracts. A lump sum contract is a contract in which you commit a single amount for the entire contract. A unit contract is a contract in which you commit an amount based on the number of units the subcontractor completes. A commitment is the money that you agree to pay for a contract.

For example, assume that it costs 1000 to install all of the plumbing for the floor 3 job of an office building project. You can enter a lump sum contract for plumbing for 1000. Now, assume that it costs 0.25 per square foot to install the drywall for the same job. In this case, each square foot of drywall is one unit. You can enter a unit contract for drywall based on the number of square feet the subcontractor needs to install.

You enter identifying information to distinguish your contracts from each other. Identifying information includes details about the contract company, subcontractor information, and financial details, such as tax rates and retainage. Retainage is a percentage of the contract amount that is held until a specific date after the work is complete.

After you enter the identifying information for a contract, you enter the commitment details.

In addition, you can create log information for each of your contracts. Log information is supplemental to the information in a contract, and includes such details as submittals and transmittals. A submittal is information that you need to receive from a subcontractor. A transmittal is information that you need to send to a subcontractor.

You can change the commitment details of a contract after you enter them by creating a change order. This updates the commitment information and allows the system to keep an audit trail of the changes to the contract commitments.

Working with a contract includes the following tasks:

- Enter identifying information
- Enter commitment information
- Work with log information
- Create a change order

What You Should Know About

| | |
|--------------------------------|---|
| Defining multi-currency | If you have activated multi-currency, you must define a currency code for each subcontractor. <i>See Set up Multi-Currency</i> |
|--------------------------------|---|

Enter Identifying Information

You enter identifying information to distinguish your contracts from each other. Identifying information includes details about the contract company, subcontractor information, and financial details, such as tax rates and retainage. Retainage is a percentage of the contract amount that is held until a specific date after the subcontractor completes the work.

What You Should Know About

Subcontract Entry processing options

The Display Options processing option for Subcontract Entry controls the display of the project and job fields on the screen.

When you set up this processing option, you can specify the following values:

- 1 - Allow multiple jobs with no project number. If you select this option, the Project Number field and the Job Number field do not display.
- 2 - Allow one job per contract. If you select this option, only the Job Number field displays.
- Blank - Allow multiple jobs with a project number. If you specify this field, only the Project Number field displays.

Selecting the processing mode

You must set the Processing Mode Selection processing option to one of the following processing modes:

- Processing mode 1
- Processing mode 3

If you select processing mode 1, the system displays commitments and change orders as separate line item amounts per cost code on Progress Payment Entry. For example, if you enter an original commitment amount of 100 and then enter a change order for 20, the system displays each amount as a separate line item.

If you select processing mode 3, the system displays commitments and change orders as a single summarized line item on Progress Payment Entry. For example, if you enter an original commitment amount of 100 and then enter a change order for 20, the system displays a single line item amount of 120.

See *Enter Vouchers*

Subcontract Entry processing options

The Display Options processing option for Subcontract Entry controls the display of the project and job fields on the screen.

When you set up this processing option, you can specify the following values:

- 1 - Allow multiple jobs with no project number. If you select this option, the Project Number field and the Job Number field do not display.
- 2 - Allow one job per contract. If you select this option, only the Job Number field displays.
- Blank - Allow multiple jobs with a project number. If you specify this field, only the Project Number field displays.

Multi-currency defaults

If you activate multi-currency, the system applies the base currency and contract currency to a contract in the following order:

- If you leave the supplier currency blank on the Supplier Master Information screen, you can enter multi-currency values manually for each contract.
- The system enters multi-currency values from the Supplier Master Information screen.
- If you leave the supplier currency blank on the Supplier Master Information screen, the system enters the multi-currency values as the company currency.

See *Set Up Suppliers*

Tax information defaults

You apply tax information to a contract in the following order:

- You can enter tax values manually for each contract.
- The system enters tax values from the Job Master Revisions screen.
- The system enters tax values from the Supplier Master Information screen.

See also:

- *Enter a Voucher with Taxes*
 - *Set Up a Project or Job*
 - *Set Up Suppliers*
-

Subcontract Entry processing options

The Display Options processing option for Subcontract Entry controls the display of the project and job fields on the screen.

When you set up this processing option, you can specify the following values:

- 1 - Allow multiple jobs with no project number. If you select this option, the Project Number field and the Job Number field do not display.
- 2 - Allow one job per contract. If you select this option, only the Job Number field displays.
- Blank - Allow multiple jobs with a project number. If you specify this field, only the Project Number field displays.

Withholding a payment for a contract

You can use any of the following methods to withhold payments for a contract:

- Progress Payment Entry program processing options - This method can withhold the payment of individual vouchers depending on the status of log information.

See *Enter Vouchers* and *Enter Log Information*

- Outstanding Submittal Warning - This method creates a soft warning and you can display these on reports. The pay status of the voucher is dependent on the processing options described previously.

See *Enter Log Information*

- Contract Hold Code - This method automatically assigns a hold pay status to new vouchers that you enter against a contract. You must manually change the status of all vouchers you want to pay.

See *Enter Identifying Information*

- Vendor Hold Code - This method does not allow the entry of any vouchers against a contract.

See *Set Up Suppliers*.

- Close field on line items of the Commitment Revisions program - This method holds payments against specific line item accounts of a contract if you set the Close field to Y (Yes).

See *Create a Change Order*

To enter identifying information

From Subcontract Management (G44), choose **Daily Operations**
From Subcontract Management Daily Operations (G4411), choose **Subcontract Entry**

1. On Subcontract Entry, complete the following fields:

- Contract Company

- Supplier
2. Complete one of the following fields:
- Project
 - Job

The screenshot shows the Oracle JD Edwards World 'Subcontract Entry' form. The window title is '44001 Subcontract Entry P'. The form includes a left-hand menu with options like 'Field Sensitive Help', 'Display Error Message', and 'Subcontract Search'. The main area contains the following fields:

| | | | |
|-----------------|-------|-------------------------------------|-------------------------------|
| Action Code | | Description | Electrical - United Ticketing |
| Contract Number | 05 | | |
| Contract Co | 00050 | | |
| Supplier | 33030 | GIBSON ELECTRICAL CONTRACTORS, INC. | |
| Job Number | 5001 | Main Terminal Building | |
| Tax Expt Code | | Person/Corp | |
| Tax Rate/Area | | Tax ID | |
| Retainage % | .100 | Mode (F) | D |
| R/R Document | | Base Currency | USD U. S. Dollar |
| Purge Code | | Contract Curr. | USD U. S. Dollar |
| Hold Code | | Exchange Rate | |
| Payment Remark | | | |

Contract Recap/Summary:

| | |
|-----------------|--|
| Original Amount | |
| Revised Amount | |
| Last Chg Order | |

At the bottom, there are function key shortcuts: F2=Commitments, F5=Update, F10=Search, F16=Status, F20=Logs, F24=More.

3. Complete the following optional fields:
- Description
 - Tax Explanation Code
 - Tax Rate/Area
 - Retainage
 - Hold Code

| Field | Explanation |
|-------------|---|
| Contract Co | <p>A number that, along with order number and order type, uniquely identifies an order document (such as a purchase order, a contract, a sales order, and so on).</p> <p>If you use the Next Numbers by Company/Fiscal Year facility, the Automatic Next Numbers program (X0010) uses the order company to retrieve the correct next number for that company. If two or more order documents have the same order number and order type, the order company lets you locate the desired document.</p> <p>If you use the regular Next Numbers facility, the order company is not used to assign a next number. In this case, you probably would not use the order company to locate the document.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>If you leave this field blank, the system supplies the company assigned to the project or job. If you do not enter a project or job number you must enter the contract company number.</p> |
| Supplier | <p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>Enter the address book number of the subcontractor for the contract.</p> |
| Project | <p>A code that identifies a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>A processing option specifies whether this field appears on the screen and if so, what its title is (Job Number or Project).</p> <ul style="list-style-type: none"> ▪ If the field does not appear on the screen, you can process contracts consisting of multiple jobs that do not relate to a specific project number. ▪ If the field appears as Job Number, you can process only one job per contract. The number you enter automatically appears for each individual commitment line of the contract on the Commitment Revisions screen. ▪ If the field appears as Project, you can process multiple jobs, all of which relate to one project number. The project number you enter in this field must exist in the Job Master List (Cost Center Master table). |

| Field | Explanation |
|---------------|--|
| Tax Expl Code | <p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.</p> <p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>If you leave this field blank, the system supplies the code assigned to the project or job. If no code is assigned to the project or job, the system supplies the code from the Supplier Master table.</p> |
| Tax Rate/Area | <p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>Use this field to override the value entered for the contract in the Tax Expl Code field on the Contract Entry screen. The value in this field is for the particular commitment distribution item only.</p> |
| Retainage % | <p>The rate of retainage (referred to as “holdback” in some countries) that applies to the contract. This rate is a percentage of each payment. It is expressed as a decimal fraction. For example, retention of 10% is expressed as .10. The retainage rate cannot be greater than 99.9% (.999) or less than zero.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>You can override the rate entered on this screen with another rate or amount on the Progress Payment Entry screen.</p> |

| Field | Explanation |
|--------------|--|
| Hold Code | <p>A user defined code (system 42, type HC) that indicates why an order was put on hold. Any value other than the default of blank will cause all vouchers entered against the contract to have a pay status of H and be automatically bypassed during Accounts Payable check processing.</p> <p><i>Screen-specific information</i></p> <p>A processing option specifies whether you can modify this field.</p> <p>If you are setting up a base agreement, you should enter the appropriate preferred supplier code in this field.</p> |

What You Should Know About

| | |
|---|---|
| Revising identifying information | <p>Before you post a payment against a contract, you can revise all of the identifying information except the Job Number and Contract Company. After you post a payment against a contract, you cannot revise any of the identifying information.</p> |
|---|---|

Processing Options

See [Contract Entry \(P44001\)](#).

Enter Commitment Information

After you enter the identifying information for a contract, you enter the commitment information. A commitment is the money you designate to pay for a contract.

When you enter commitment information, you must specify if the contract is a lump sum contract or a unit contract. A lump sum contract is a contract in which you commit a single amount for the entire contract. In a lump sum contract, units are optional. A unit contract is a contract in which you commit an amount based on the number of units subcontractor completes. A commitment is the money that you designate to pay for a contract.

For example, assume that it costs 1000 to install all of the plumbing for the floor 3 job of an office building project. You can enter a lump sum contract for plumbing for 1000. Now assume that it costs 0.25 per square foot to install the drywall for the same job. In this case, each square foot of drywall constitutes one unit. You can enter a unit contract for drywall based on the number of square feet the subcontractor needs to install.

Commitment information includes the effective date for a commitment, and details such as the committed cost and other cost-related information for a contract. The effective date is the financial reporting period to which you post the committed cost. If you activate multi-currency, the effective date also determines the exchange rate for converting commitments into currency other than your company's base currency.

You can also enter descriptive text for each line item account within the contract.

This chapter includes the following:

- [Entering Commitment Details](#)
- [Entering Descriptive Text](#)

Before You Begin

- You must enter identifying information before you can enter commitment information. See *Enter Identifying Information*.



From Subcontract Management (G44), choose **Daily Operations**
From Subcontract Management Daily Operations (G4411), choose **Commitment Revisions**

Entering Commitment Details

You enter commitment details to provide the committed costs and cost-related information for a contract. You can enter commitment details for each account within a contract.

You must specify if the contract is a lump sum contract or a unit contract when you enter the commitment details. For a lump sum contract, you enter the total amount of the commitment. In a lump sum contract, units are optional. For a unit contract, you enter the total number of units and the price per unit. The system calculates the total commitment amount.

You can review information in an alternate format on Commitment Revisions. The alternate format displays totals for each line item instead of displaying change orders on separate lines. You cannot make changes or additions from the alternate format.

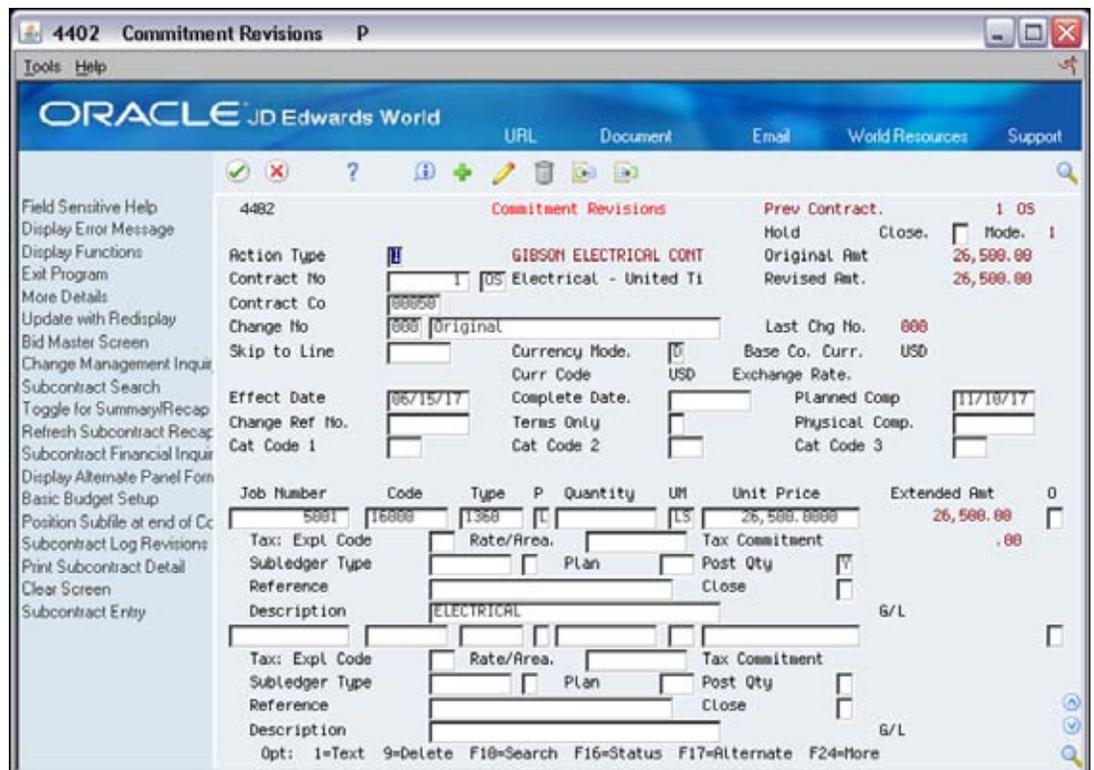
For example, assume you commit 100 to a specific account number. If you enter a change order for -25 in that account, the standard screen displays the information as a line item for the original 100 and a separate line item for the change order amount of -25. The alternate format displays a single line item amount of 75.

To enter commitment details

1. On Commitment Revisions, complete the following field:
 - Contract No

2. Complete the following field:

- Effective Date
- 3. For each line item, complete the following fields:
 - Job Number
 - Code
 - Type
- 4. For a lump sum contract, complete the following fields:
 - Pricing Type
 - Unit Price
- 5. For a lump sum contract, complete the following optional field:
 - Quantity (Optional)
- 6. For a unit contract, complete the following fields:
 - Pricing Type
 - Quantity
 - Unit Price
- 7. For the contract, complete the following optional fields:
 - Terms Only
 - Currency Mode
- 8. Access the detail area.



9. Complete the following optional fields:

- Tax Explanation Code
- Rate/Area
- Subledger
- Subledger Type
- Post Quantity

| Field | Explanation |
|----------------|---|
| Effective Date | <p>A date that identifies the financial period to which the transaction is to be posted. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.</p> <p>The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on.</p> |
| Job Number | <p>A code that identifies a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>The Job field in the detail part of the screen together with the Code and Type fields constitutes the general ledger account number associated with the contract. The system supplies the job number from the Contract Entry screen when contracts are limited to one job per contract.</p> <p>The Skip to Job field in the header part of the alternate screen format specifies the job number of the first account you want displayed in the detail part of the screen.</p> |
| Code | <p>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>This field, together with the Job and Type fields, constitutes the general ledger account number associated with the contract.</p> |
| Type | <p>The object account associated with the cost code. The cost type is edited against the CT series of automatic accounting instructions (AAIs). The CT AAIs define the allowable cost types for your contracts. If only one CT AAI is defined for an order type, the cost type associated with that AAI is the default. You can define up to 99 cost types per order type.</p> <p>In addition, the cost type is also edited against the CR series of AAIs. The CR AAIs define the valid ranges of cost types for a contract.</p> <p>The terms “object account” and “cost type” are used synonymously.</p> |

| Field | Explanation |
|---------------|---|
| Pricing Type | <p>A code that tells the system how to price the contract or commitment.</p> <p>Valid codes are:</p> <p>U Unit price contract. Unit price contract line items require both units and unit prices. The extended amount is calculated by the system. Commitments consist of both units and amounts.</p> <p>L Lump sum contract. Lump sum contracts can have units and a unit price, an extended amount, or both units and an extended amount.</p> <p>If units are entered, a unit price is required as well. The units are informational only, and the extended amount is the true commitment amount. The system calculates the extended amount.</p> <p>If units are not entered, the unit price is the total amount and the extended amount is the same as the unit price. For lump sum contracts, quantities can be posted to the general ledger if the Post Quantities (PQ) field in the fold area is set correctly. Lump sum line items will commit amounts, but not units.</p> |
| Unit Price | <p>The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>If the pricing type is L (Lump Sum) and no units are specified, this is the total amount of the commitment.</p> |
| Quantity | <p>The number of units that the contract or commitment represents. If this is a lump sum commitment (pricing type is L), the value in this field is informational only.</p> |
| Terms Only | <p>A code that specifies whether the change order is a terms only change.</p> <p>Mode 1: Terms only changes must be manually updated with a Y for change orders that have a non-dollar effect, such as a schedule change, where the amount entered is not committed.</p> <p>Mode 3: Terms only changes cannot be entered manually. All change orders created in Mode 3 are terms only changes. Most inquiry screens and reports exclude terms only items.</p> |
| Currency Mode | <p>A code that indicates the currency of a customer's or a supplier's transactions.</p> |

| Field | Explanation |
|-----------------|---|
| Tax: Expl Code | <p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.</p> <p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> |
| | <p><i>Screen-specific information</i></p> |
| | <p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.</p> |
| Rate/Area | <p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p> |
| Subledger - G/L | <p>A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.</p> |
| Subledger Type | <p>A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and subledger editing. On the User Defined Codes screen, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example:</p> <ul style="list-style-type: none"> A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill |

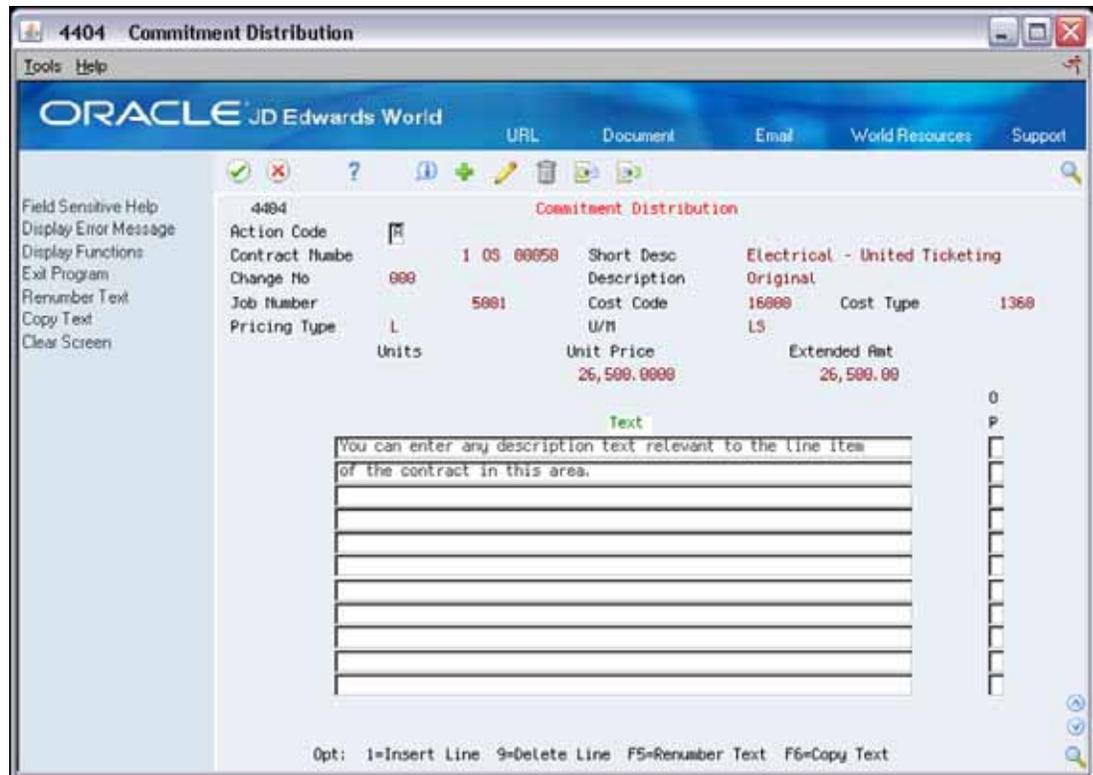
| Field | Explanation |
|----------|--|
| Post Qty | <p>In the Contract Management system, a code that specifies whether the system will post quantities to the general ledger during progress payments and post committed costs. Normally, quantities that are contract related only and are not related to the job quantities are not posted to the general ledger. Values are:</p> <p>Y Post quantities to the general ledger and edit unit of measure to the general ledger account.</p> <p>N Do not post quantities to the general ledger and do not edit unit of measure to the general ledger account.</p> |

Entering Descriptive Text

After you enter commitment details, you can enter descriptive text for each line item account within the contract. Descriptive text can be anything that relates to the contract, including notes to yourself, details of a line item, and so on.

To enter new descriptive text

1. On Commitment Revisions, complete the following field and click Inquire.
 - Contract Number
2. Enter 1 in the following field to enter descriptive text for the individual line items.
 - Option



3. On Commitment Distribution, enter descriptive text for the line item.

Processing Options

See [Commitment Revisions \(P4402\)](#).

Work with Log Information

Log information is supplemental to the information contained in a contract, and includes such details as submittals and transmittals. A submittal is information that you need to receive from a subcontractor, such as proof of insurance, and so forth. A transmittal is information that you need to send to a subcontractor, such as permission to proceed, and so forth. Logs can also include information such as meeting dates, notes, and so forth, that are relevant to the contract.

You can assign dates to log information so that the system issues an outstanding submittal warning when you attempt to make payments before you receive all of the submittals. For example, if you require a subcontractor submit insurance information to you before you make a payment against the contract, you can specify for outstanding submittal warnings. The system then warns you if you attempt to make a payment before you receive the information.

You can enter new log information into a contract, or you can copy log information into a contract from a model log. A model log is a set of standard log information that you can copy into your contracts and then modify for each contract.

After you enter log information, you can enter descriptive text for each line item within the log. You can also delete any of the log information for a contract.

This chapter includes the following:

- [Entering Log Information](#)
- [Copying Log Information from a Model Log](#)
- [Entering Descriptive Text](#)



| |
|--|
| From Subcontract Management (G44), choose Daily Operations From Subcontract Management Daily Operations (G4411), choose Subcontract Log Revisions |
|--|

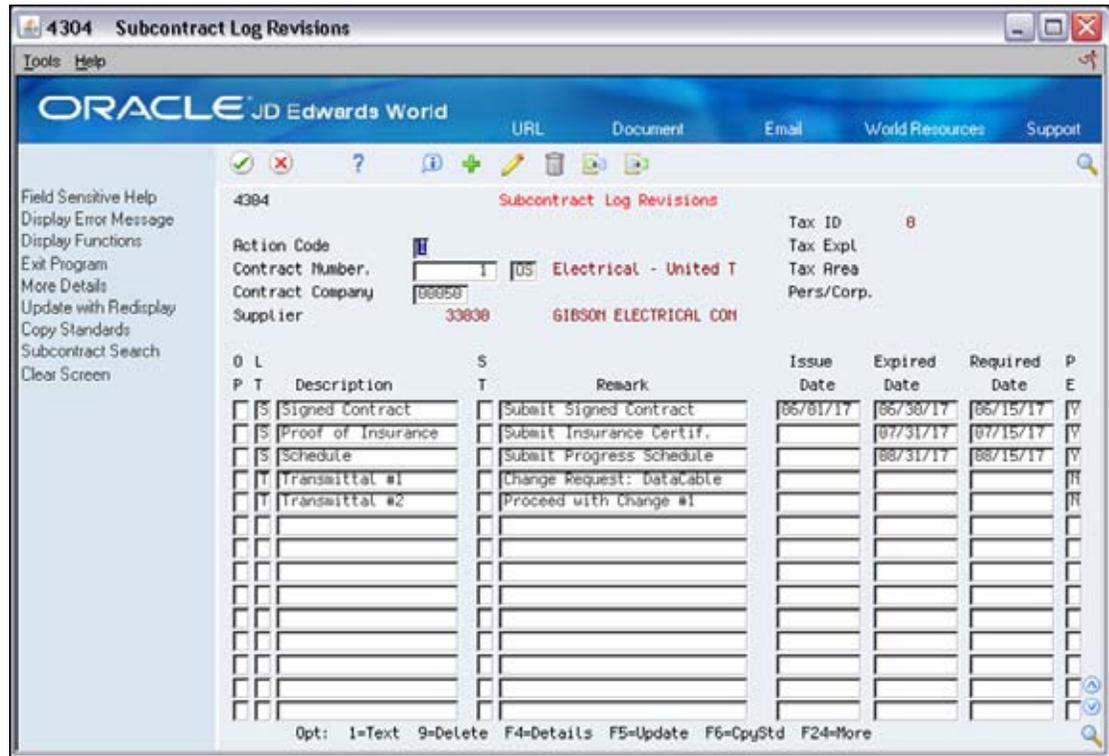
Entering Log Information

You can enter new log information into a contract. Log information can include such details as submittals and transmittals. You can assign dates to submittal information, and set up the system to warn you if you try to make payments against the contract before all of the information is received. This is called an outstanding submittal warning.

To enter log information

1. On Subcontract Log Revisions, complete the following field to locate the contract:

- Contract Number



2. Complete the following fields and click Add.

- Log Type
- Description
- Status
- Expired Date
- Required Date
- Pay Effect

Note: The outstanding submittal warning is set up in the Pay Effect field. For an outstanding submittal warning to occur, the status of the log must be N, the Pay Effect field must be set to Y, and the required and/or expired dates must be earlier than the system date.

| Field | Explanation |
|-------|---|
| L T | A user defined code (system 00, type LG) that specifies the type of information in a log entry. The log type is used to group similar types of entries. |

| Field | Explanation |
|---------------|--|
| Description | <p>A user defined name or remark.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>This is a description of the log entry. The default value is the description of the log type from user defined codes.</p> |
| S T | <p>A code that specifies whether the requirements for the log line have been satisfied. Valid codes are:</p> <p>Y Yes, the requirements have been satisfied.</p> <p>N No, the requirements have not been satisfied.</p> <p>Blank The requirements have not been satisfied, the log line is not yet in effect, or no status is required.</p> |
| Expired Date | <p>The expiration date of the log entry if applicable. For example, consider a submittal requirement for an Insurance Certificate. For such an entry, the termination date for the policy would be entered in the Expired Date field. This date is used by the Submittal Status Update program to update the status field. If the Expired Date is earlier than the current date when you run the program, the system sets the status to N for the log entry.</p> |
| Required Date | <p>The date that the log entry needs to be received. For example, consider a submittal requirement for an insurance certificate. For such an entry, the date that a copy of the policy or certified proof of coverage document is to be received would be entered in the Required Date field.</p> |
| Pay Effect | <p>A code normally used in conjunction with submittal log entries. It indicates whether the submittal requirement is of such importance that regular payments to the subcontractor can be suspended if the submittal requirement is not properly satisfied.</p> <p>If Pay Effect is set to Y, various warning messages can appear during progress payment entry when there are outstanding log requirements. Valid codes are:</p> <p>Y Issue warning messages if log requirements are not met.</p> <p>N Do not issue warning messages.</p> |

What You Should Know About

| | |
|--|--|
| Updating the status of expired logs | <p>To update the status of expired logs to N (No) so that they receive an outstanding submittal warning, you can run the Log Report with Update. You can then run a report to show the expired logs.</p> |
|--|--|

Processing Options

See [Contract Log Revisions \(P4304\)](#).

Copying Log Information from a Model Log

You can copy log information into a contract from a model log. A model log is a set of standard log information that you can copy into your contracts and then modify for each contract. This will save you time when you have log information that is duplicated across many contracts.

Before You Begin

- Create model log information. See *Create a Model Log*

To copy log information from a model log

1. On Subcontract Log Revisions, complete the following fields:

- Contract Number
- Contract Type

2. Choose Copy Standards (F6).

The system copies the log information from the model log with the same contract type and company.

3. On Subcontract Log Revisions, revise information, if necessary.

Entering Descriptive Text

After you enter log information, you can enter descriptive text for each line item of the log. Descriptive text can include any information that is related to the log, such as notes to yourself, details of line item, and so on.

To enter descriptive text

1. On Subcontract Log Revisions, complete the following field:

- Contract Number

2. Enter 1 in the following field to enter text for individual line items:

- Option

4303 Subcontract Log Detai

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Renumbr to Add More Than
Clear Screen

4383

Subcontract Log Details

| | | | |
|--------------|----------------|------------|---------------------------|
| Action Code | I | Log Type | T |
| Contract No | 1 05 00858 | Remark | Change Request: DataCable |
| Description | Transmittal #1 | Pay Effect | N |
| Status (Y/N) | | Expired | Required |
| Issue Date | | Cat Code 2 | Cat Code 3 |
| Cat Code 1 | | | |
| Carrier | | | |

Text

0
P

Since it may be efficient to have data cables for ticketing areas installed in same channels as electrical wiring, please indicate whether you are licensed for such installation and are able to complete within the time frame for the existing contract. If so, please submit proposal by 7/18/17.

Option: I-Insert Line 9-Delete Line F5-Renumber Text F24-More

- On Subcontract Log Details, enter or revise the text for the line item and click Add.

Create a Change Order

You can change commitment details after you enter them by creating a change order. This updates the commitment information and creates a record of changes to the contract. After you enter change order information, you can enter descriptive text for each line item of the contract.

Note: Use the Edit Options processing option for the Commitment Revisions program to allow changes to the original commitment information by line item or you must enter change orders.

This chapter includes the following:

- [Entering Change Order Information](#)
- [Entering Descriptive Text](#)



From Subcontract Management (G44), choose **Daily Operations**
From Subcontract Management Daily Operations (G4411), choose **Commitment Revisions**

What You Should Know About

Linking change order information

If you enter a change order using the Change Management system, you can access the Change Management system and copy the information. On Commitment Revisions, choose Change Management Inquiry (F8).

Processing modes

If you specify processing mode 1 in the Processing Mode Selection processing option for Subcontract Entry, you must manually enter a value for the Terms Only field.

If you specify processing mode 3 in the Processing Mode Selection processing option for Subcontract Entry, the system enter Yes into the Terms Only field.

See *Enter Identifying Information* for more information about the processing mode.

Entering Change Order Information

You can change commitment details after you enter them by creating a change order. This updates the commitment information and creates a record of changes to

the contract. For example, to increase the committed amount for a contract by 100, you enter a change order for 100. The system maintains a record of the change.

You can change the amounts on existing lines and you can add lines. You must remove any detail lines that you do not want in the change order. The system includes all accounts and amounts in the change order when you click Add.

To enter change order information

1. On Commitment Revisions, complete the following field and click Inquire.
 - Contract Number

4402 Commitment Revisions P

ORACLE JD Edwards World

URL Document Email World Resources Support

4402 Commitment Revisions

Prev Contract. 1 OS
Hold Close. Mode. 1
Original Amt. 26,500.00
Revised Amt. 28,500.00
C.O. Amount. 2,000.00
Last Chg No. 001

Action Type T GIBSON ELECTRICAL CONT
Contract No. 00050
Contract Co. 00050
Change No. 001 Change
Skip to Line

Effect Date 07/12/17 Complete Date. Planned Comp 11/10/17
Change Ref No. Terms Only Physical Comp.
Cat Code 1 Cat Code 2 Cat Code 3

| Job Number | Code | Type | P | Quantity | UM | Unit Price | Extended Amt | |
|------------|-------|------|---|----------|----|-------------|--------------|--------------------------|
| 5001 | 16000 | 1300 | T | | LS | 3,000.0000- | 3,000.00- | <input type="checkbox"/> |
| 5001 | 11000 | 1300 | T | | LS | 5,000.0000 | 5,000.00 | <input type="checkbox"/> |
| | | | | | | | | <input type="checkbox"/> |
| | | | | | | | | <input type="checkbox"/> |
| | | | | | | | | <input type="checkbox"/> |
| | | | | | | | | <input type="checkbox"/> |
| | | | | | | | | <input type="checkbox"/> |
| | | | | | | | | <input type="checkbox"/> |
| | | | | | | | | <input type="checkbox"/> |

Opt: 1=Text 9=Delete F10=Search F16=Status F17=Alternate F24=More

2. Delete the values in the following fields:
 - Change Number
 - Change Description (Optional)
3. Complete the following field:
 - Effective Date
4. Complete the following field, if necessary:
 - Terms Only
5. Revise any commitment information, as necessary, in the detail portion of the screen.

You can enter negative values.

| Field | Explanation |
|-------------|--|
| Change No | The change order number of the contract. The default change number of the original base contract is 000. Each time you add a change order, the system automatically increments the number by 1. Change order number 1 has a value of 001, change order number 2 has a value of 002, and so forth. |
| Description | A brief description of an item, a remark, or an explanation. <i>Screen-specific information</i> This is a description of the change order or commitment. The default for the base contract is "Original" and the default for additional commitments is "Change." You can change the default descriptions in Vocabulary Overrides. You can also enter text directly into this field. |
| Terms Only | A code that specifies whether the change order is a terms only change. Mode 1: Terms only changes must be manually updated with a Y for change orders that have a non-dollar effect, such as a schedule change, where the amount entered is not committed. Mode 3: Terms only changes cannot be entered manually. All change orders created in Mode 3 are terms only changes. Most inquiry screens and reports exclude terms only items. |

See Also

- *Enter Commitment Information*

Entering Descriptive Text

After you enter change order information, you can enter descriptive text for each line item of the contract. Descriptive text can include any information that relates to the commitment, such as notes to yourself, details of the line item, and so on.

To enter descriptive text

1. On Commitment Revisions, complete the following field:
 - Contract Number
2. Enter 1 in the following field to enter text for individual line items:
 - Option
3. On Commitment Distribution, enter the text for the line item.

Processing Options

See [Commitment Revisions \(P4402\)](#).

Overview to Progress Payments

Objectives

- To understand how to make progress payments against contracts
- To enter progress payment vouchers
- To post a payment against a contract

About Progress Payments

You make progress payments to your subcontractors as they make progress against their contracts. You draw progress payments from the funds that you commit to a contract.

To make a progress payment you must first enter a voucher into the Subcontract Management system. Vouchers contain the details of a payment and enable you to create a payment that is drawn against the commitments for a contract. After you enter a voucher, you can review it and post it. You can then work with the voucher to change the method that the system uses to process payments. You can also correct a voucher that you enter incorrectly.

In addition, you make progress payments to release some or all of the retainage against a contract. Retainage is a percentage of the committed amount that is held until a specific date after workers complete the contract.

You can enter a backcharge against a contract if you want to decrease the amount you pay against the contract without changing the total amount of the commitment. For example, if an electrician damages the drywall on your job, you can enter a backcharge to deduct the amount of the drywall repairs from the total you pay the electrician. The total amount that is committed to the electrician's contract does not change.

When you are ready to make your payments, you must process your payment vouchers. This creates payment groups to set up as batches for payment and determines the sequence in which the system processes payments.

Complete the following tasks:

- Enter vouchers
- Review and posting vouchers
- Work with vouchers
- Enter backcharges
- Correct vouchers

- Release retainage
- Process contract payments

Enter Vouchers

To make a progress payment you must first enter a voucher into the Subcontract Management system. Vouchers contain the details of a payment and enable you to create a payment that is drawn against the commitments for a contract. You use vouchers to determine the amount and type of payment that you are processing.

You can enter a voucher in monetary amounts or units. You can also enter a voucher with taxes to assess a tax percentage to your payment. In addition, you can enter a voucher that withholds a portion of the gross payment as retainage.

If you enter a voucher in the Accounts Payable system for a progress payment, you must delete it from the Accounts Payable system and enter it in the Subcontract Management system, otherwise, the contract's open commitments do not include this voucher.

This chapter includes the following:

- [Entering a Voucher with Amounts](#)
- [Entering a Voucher with Units](#)
- [Entering a Voucher with Taxes](#)
- [Entering a Voucher with Retainage](#)
- [Changing an Accounts Payable Voucher](#)

Before You Begin

- Verify that the payment instrument is set up properly. The payment instrument determines the type of information that the system includes on the stub for a progress payment check. See *Set Up A/P Payment Processing*.
- Run the Log Report with Update program to update expired logs before you add progress payment vouchers. This places a hold on payments against contracts with deficient log information. See *Print Log Report with Update*.



From Subcontract Management (G44), choose **Daily Operations**
From Subcontract Management Daily Operations (G4411), choose **Progress Payment Entry**

What You Should Know About

Entering contract vouchers You should always use Progress Payment Entry to enter vouchers that relate to a contract. This enables the system to update the amounts and units accurately in the Account Balances table (F0902) for tracking open and total commitments. An open commitment is the unpaid committed amount remaining against a contract. The total commitment is the open (unpaid) amount of the commitment, plus any amounts for which you have previously entered a voucher (actuals).

Understanding the processing mode

You must set the Processing Mode Selection processing option to one of the following processing modes:

- Processing mode 1
- Processing mode 3

If you select processing mode 1, the system displays commitments and change orders as separate line item amounts on Progress Payment Entry. For example, if you enter an original commitment amount of 100 and then enter a change order for 20, the system displays each amount as a separate line item.

If you select processing mode 3, the system displays commitments and change orders as a single summarized line item on Progress Payment Entry. For example, if you enter an original commitment amount of 100 and then enter a change order for 20, the system displays a single line item amount of 120.

Contract payment holds

When you attempt to enter a voucher against a contract that has a payment hold, any of the following might occur:

- You receive a soft warning - This indicates an outstanding submittal warning. You can enter and process payments as usual.

See *Enter Log Information*.

- Your new payments automatically have a pay status of "H" - This indicates that the contract hold code automatically holds payments against a contract. You must manually change each voucher to a pay status of approved.

See *Enter Identifying Information*.

- The system does not allow you to enter a payment voucher - This indicates that the vendor hold code for the subcontractor is set to not allow any payments to the subcontractor. You cannot enter payment vouchers until the hold is removed.

See *Set Up Suppliers*.

Entering contract vouchers You should always use Progress Payment Entry to enter vouchers that relate to a contract. This enables the system to update the amounts and units accurately in the Account Balances table (F0902) for tracking open and total commitments. An open commitment is the unpaid committed amount remaining against a contract. The total commitment is the open (unpaid) amount of the commitment, plus any amounts for which you have previously entered a voucher (actuals).

Progress Payment Entry program processing options You should be familiar with the following processing options related to the Progress Payment Entry program:

- You can set the Voucher Numbering processing option to set the next numbers for vouchers you generate.

See *Set Up Next Numbers* for acceptable values.

- You can set the Outstanding Log Detail Warning Message processing option to specify whether your system is set up on a single cycle or a double cycle for entering information. If you choose a double cycle, you must click Enter or update twice for the system to accept new data. If you choose a single cycle, you must click Enter only once.
- You can set the Unit Price Variance Selections processing options to select the amount of variance that is acceptable on payment vouchers for unit based contracts. Variance is the amount or percentage that a payment can differ from even multiple amounts of the contract cost per unit.

Entering payments with multi-currency If you activate multi-currency, you can make payments in your company's base currency and the system converts the payment amount to the currency that you specify in the contract. The conversion is based on the exchange rate that you enter.

See *Set Up Multi-Currency* to enter the exchange rate.

See *Enter Identifying Information* to specify the contract currency.

Processing Options

See [Progress Payments \(P43105\)](#).

Entering a Voucher with Amounts

You should enter a voucher for an amount if you are paying against a lump sum contract. A lump sum contract is a contract for a specific monetary amount. If you activate multi-currency, you can enter a voucher for the specific currency.

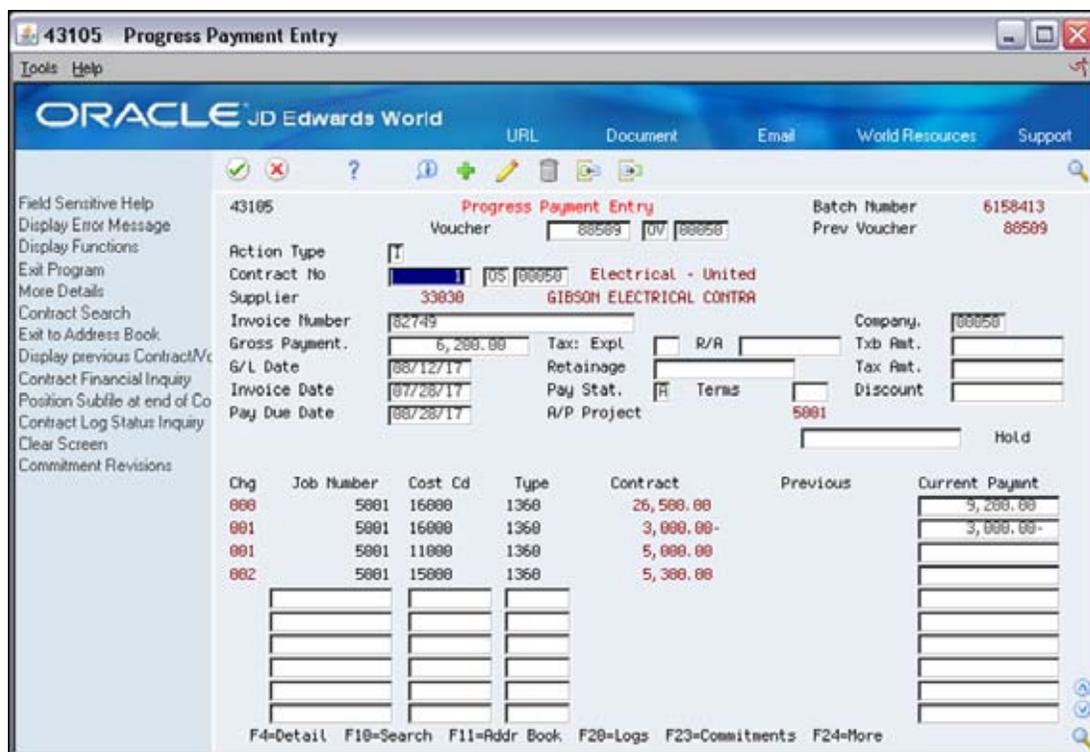
Choose Display previous Contract/Voucher (F12) to display the previous voucher.

To enter a voucher with amounts

1. On Progress Payment Entry, complete the following field and click Add.
 - Contract Number

| Chg | Job Number | Cost Cd | Type | Contract | Previous | Current Payment |
|-----|------------|---------|------|-----------|----------|-----------------|
| 000 | 5001 | 16000 | 1360 | 25,500.00 | | |
| 001 | 5001 | 16000 | 1360 | 3,000.00- | | |
| 001 | 5001 | 11000 | 1360 | 5,000.00 | | |
| 002 | 5001 | 15000 | 1360 | 5,300.00 | | |

2. Complete the following fields:
 - Invoice Number
 - Company
 - G/L Date
 - Current Payment
3. Complete the following optional fields:
 - Gross Payment
 - Pay Due Date



After you enter a voucher, the system displays the voucher number in the Previous Voucher field on Progress Payment Entry. You should note the voucher number for future reference.

| Field | Explanation |
|----------------|---|
| Contract No | The number that identifies the agreement with a subcontractor. |
| Invoice Number | The subcontractor's invoice number used for progress payment voucher entry. It is not to be confused with the Accounts Receivable invoice number, which is used for billing. NOTE: Progress payment voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers, or combine and enter them as one voucher. |
| Company | The number of the company with which the commitment or voucher is associated. <i>Screen-specific information</i> The number of the company responsible for the payment. |
| G/L Date | A date that identifies the financial period to which the transaction is to post. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments. |

| Field | Explanation |
|-----------------|---|
| Current Payment | The gross amount of an invoice or voucher pay item, including tax but not including discounts. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the net amount of a voucher or invoice, not to the gross amount. |
| Gross Payment | The contract amount billed or invoiced including retention. <i>Screen-specific information</i> If you leave this field blank, the system enters value in this field. |
| Pay Due Date | The date payment is due as specified on the subcontractor's invoice. This can be the net due date or the discount due date. If you leave this field blank, the due date is computed automatically using the payment terms code from the screen. If the payment terms code on the screen is left blank, this field is computed using the payment terms code from the Address Book Master file (F0101) for that subcontractor. |

See Also

- *Set up Multi-Currency*

Entering a Voucher with Units

You can enter a voucher for units if you are paying against a unit contract. In a unit contract, you specify progress payments based on the number of units workers complete. You should enter either the number of units for which you are paying or the gross payment. The system then calculates the other value based on the price per unit.

For example, if you enter a voucher for 1000 square feet of drywall at a cost of 0.25 per square foot, the system will automatically calculate your gross payment as 250. Conversely, if you enter a voucher for 250 with a unit price of 0.25, the system will automatically calculate the number of units as 1000.

If you activate multi-currency, the system will calculate the total values based on the currency that you select. For example, if you enter a voucher for 1000 units at 0.25 per unit, the system will calculate the total payment in the currency you specify.

Choose Display previous Contract/Voucher (F12) to display the previous voucher.

What You Should Know About

Setting processing options You can use the Display Quantity or Amount on Main Detail Line processing option to determine whether to display the gross amount or the number of units on the main detail line. You can also use the Unit Price Variance processing options to control the unit price variance for Unit contracts.

To enter a voucher with units

1. On Progress Payment Entry, complete the following field and click Add.
 - Contract Number
2. Complete the following fields:
 - Invoice Number
 - Company
 - G/L Date
3. Choose More Details (F4) to access the detail area to enter the number of units.

The screenshot shows the Oracle JD Edwards World Progress Payment Entry form. The form is titled "43105 Progress Payment Entry" and includes a menu bar with "Tools" and "Help". The main area contains the following fields:

- 43105 Progress Payment Entry
- Batch Number: 6158416
- Prev Voucher: 88518
- Voucher: 88518 UV 00050
- Action Type: []
- Contract No: 218352 [05] 00050 Electrical - Concessi
- Supplier: 33838 GIBSON ELECTRICAL CONTRA
- Invoice Number: 322584
- Company: 08858
- Gross Payment: 2,848.00
- Tax: Expl [] R/R []
- Txb Amt: []
- G/L Date: 08/31/17
- Retainage: []
- Tax Amt: []
- Invoice Date: 08/29/17
- Pay Stat: [R] Terms []
- Discount: []
- Pay Due Date: 09/05/17
- R/P Project: 5881
- Hold []

Below the main fields is a table with the following columns: Chg, Job Number, Cost Cd, Type, Contract, Previous, and Current Payment.

| Chg | Job Number | Cost Cd | Type | Contract | Previous | Current Payment |
|-----|---------------|--------------|-------|----------|---------------------|-----------------|
| 000 | 5001 | 15000 | 1360 | 7,650.00 | | 2,848.00 |
| | 1 Dsc | | Alter | 33838 | Pay/S [R] | R |
| | Subl | Ty UM FT U | | 9888 | | Q 2,488 |
| | Bank Account. | 58.1118.BERR | | | G/L Offst [] | T |
| | Rmk. | | | | Tax: Ex [] R/R [] | Txb |
| | Dsc | | Alter | | Pay/S [] | R |
| | Subl | Ty [] UM | | | | Q |
| | Bank Account. | | | | G/L Offst [] | T |
| | Rmk. | | | | Tax: Ex [] R/R [] | Txb |

At the bottom of the form, there are function keys: F4=Detail, F10=Search, F11=Addr Book, F20=Logs, F23=Commitments, F24=More.

4. Complete the following field to enter the number of units:
 - Q (Quantity)

After you enter a voucher, the system displays the voucher number in the Previous Voucher field on Progress Payment Entry. You should note the voucher number for future reference.

| Field | Explanation |
|-------|---|
| Q | The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on. |

See Also

- *Set up Multi-Currency*

Entering a Voucher with Taxes

| | |
|---|---|
|  | From Subcontract Management (G44), choose Daily Operations From Subcontract Management Daily Operations (G4411), choose Progress Payment Entry |
|---|---|

You can enter a voucher with taxes to assess a tax percentage to your payment.

If you activate multi-currency, the system calculates the payment and tax amounts based on the specific currency.

What You Should Know About

| | |
|---|---|
| Changing tax information for a line item | You can change the rate/area and tax explanation code for individual line items by entering the new information in the corresponding fields in the fold area. |
|---|---|

To enter a voucher with taxes

1. On Progress Payment Entry, complete the following field and click Add.
 - Contract Number
2. Complete the following fields:
 - Invoice Number
 - Company
 - G/L Date
3. If you want the system calculate the current payment and tax amount based on the rate/area, complete one the following fields:
 - Gross Payment
 - Current Payment

You can enter a current payment amount for each line item of the contract. The value you enter in the Current Payment field must include the tax amount.

4. If you want the system to override the rate/area and calculate the current payment, complete the following field:
 - Txb
5. If you want to override the taxable amount and tax based on the rate/area that the system calculates, complete the following fields:
 - Txb
 - Tax

| Field | Explanation |
|---------|--|
| Txb Amt | The amount on which taxes are assessed. <i>Screen-specific information</i> For an individual commitment line item, use the Txb field in the fold area to override the value in the Txb Amt field in the header part of the screen. |
| Tax Amt | This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST). |

See Also

- *Set up Multi-Currency*

Entering a Voucher with Retainage

You can enter a voucher withholding a portion of the gross payment as retainage. Retainage is a percentage of the committed amount that is held until a specific date after the completion of the contract. For example, if you enter a voucher for 100 with retainage of 10 percent, the actual payment will be 90, with 10 held as retainage.

You can enter a voucher with retainage which you apply to the entire voucher, or you can apply retainage by line item of the voucher.

Use the VAT on Retainage processing option to defer VAT tax on retainage. When you set this processing option and you use a tax type of C or V, the system creates a third record to the Accounts Payable Ledger table (F0411) that is a tax record only. When you release retainage, the system reclassifies the deferred VAT to VAT recoverable.

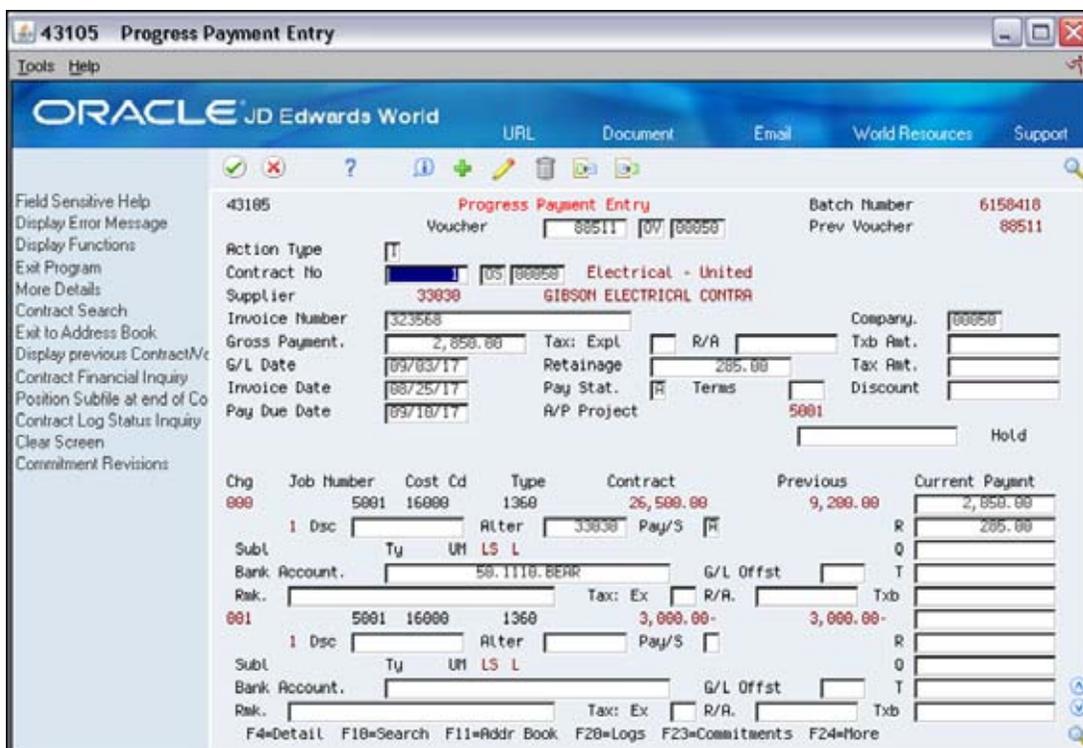
What You Should Know About

| | |
|-------------------------------------|--|
| Selecting processing options | Set the Default Retainage from the Contract processing option to allow the system to enter the retainage amount as a percentage from the contract. |
|-------------------------------------|--|

| | |
|-------------------------------------|---|
| Selecting processing options | Set the Default Retainage from the Contract processing option to allow the system to enter the retainage amount as a percentage from the contract. |
| VAT tax with retainage | If you set the Vat on Retention processing option to 1 and you use a tax type of C or V, the system calculates amounts differently. It subtracts retainage from the original taxable amount and recalculates new amounts. |

To enter a voucher with retainage

1. On Progress Payment Entry, complete the following field and click Add.
 - Contract Number
2. Complete the following fields:
 - Invoice Number
 - Company
 - G/L Date
3. To enter retainage for the entire voucher, complete the following field:
 - Retainage
4. Choose More Details (F4) to access the detail area.
5. If you enter a monetary amount in the Retainage field, complete the following field to enter retainage for individual line items:
 - R



The sum of the amounts in the R fields must equal the amount in the Retainage field.

Choose Display previous Contract/Voucher (F12) to display the previous voucher.

| Field | Explanation |
|-----------|---|
| Retainage | <p>The amount of the payment to be retained to ensure final contract performance. The amount can be entered as a whole dollar amount or as a decimal fraction. If you enter a whole dollar amount, you must manually allocate the total to the pertinent individual contract line items. If you enter the amount to be retained as a decimal fraction, the allocation will be made automatically. If a retention percentage has been entered in the contract master file that percentage will be brought into this field as a default. You can change the default at the time of progress payment entry.</p> <p>FORMAT NOTE: When you enter a percentage, enter a % sign followed by the retention decimal fraction as illustrated in the examples below:</p> <p>10% retention enter as — %.10</p> <p>15% retention enter as — %.15</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>A processing option specifies whether the retainage amount is supplied from the Contract Entry screen.</p> |

| Field | Explanation |
|-------|---|
| R | The current period (payment) retention. <i>Screen-specific information</i> The amount retained, per line item, for the current payment. |

Changing an Accounts Payable Voucher

You cannot enter vouchers in the Accounts Payable system for progress payments against contracts because an A/P voucher does not update the contract commitment information. If you enter an Accounts Payable voucher for a progress payment, you must delete it and enter a Subcontract Management voucher.

The steps to change an Accounts Payable voucher to a Subcontract Management voucher depend on the status of the voucher and if the voucher was posted to the correct subcontractor.

Complete one of the following tasks:

- To change an unposted voucher
- To change a posted voucher
- To change a voucher posted to the wrong subcontractor

To change an unposted voucher

You can change an Accounts Payable voucher that has not been posted.

1. On Progress Payment Entry, delete the A/P voucher.
See Work With Standard Vouchers in the Accounts Payable Guide.
2. Enter a Subcontract Management voucher.

To change a posted voucher

You can change an Accounts Payable voucher that has been posted.

1. On Progress Payment Entry, enter a Subcontract Management voucher for the correct amount of the payment.
2. On the first blank line, enter a negative amount for the same account number as the incorrect A/P voucher.

The new line does not affect the contract commitments. It offsets the voucher in Accounts Payable, with no net effect on the contract.

3. Post the new voucher.
See Review and Post Vouchers.
4. In the Accounts Payable system, perform the steps for a manual check with voucher match.

See *Work With Manual Payments in the Accounts Payable Guide*.

To change a voucher posted to the wrong subcontractor

You can change an Accounts Payable voucher that has been posted to an incorrect subcontractor.

1. On Progress Payment Entry, void the A/P voucher and payment.

See *Void Posted Vouchers* and *Void Automatic Payments in the Accounts Payable Guide*.

2. Enter a Subcontract Management voucher.

Review and Post Vouchers

After you enter your progress payment vouchers, you should review them to ensure that they are correct. You can then post the vouchers to the Account Ledger table (F0911) to prepare your system to issue payments against them.

Note: The system does not relieve contract commitments until you post your progress payment vouchers.

This chapter includes the following:

- [Reviewing Vouchers](#)
- [Posting Vouchers](#)

Reviewing Vouchers

After you enter your progress payment vouchers, you can review them to ensure that they are correct. You can review vouchers individually or in groups.

When you review your vouchers, you can make changes to the information on a voucher prior to posting the voucher. You cannot change a posted voucher; you must enter and post an offsetting (negative) progress payment voucher to the same accounts and then enter a new voucher with the correct information.

Complete the following tasks:

- To locate and review any voucher
- To review groups of vouchers

To locate and review any voucher

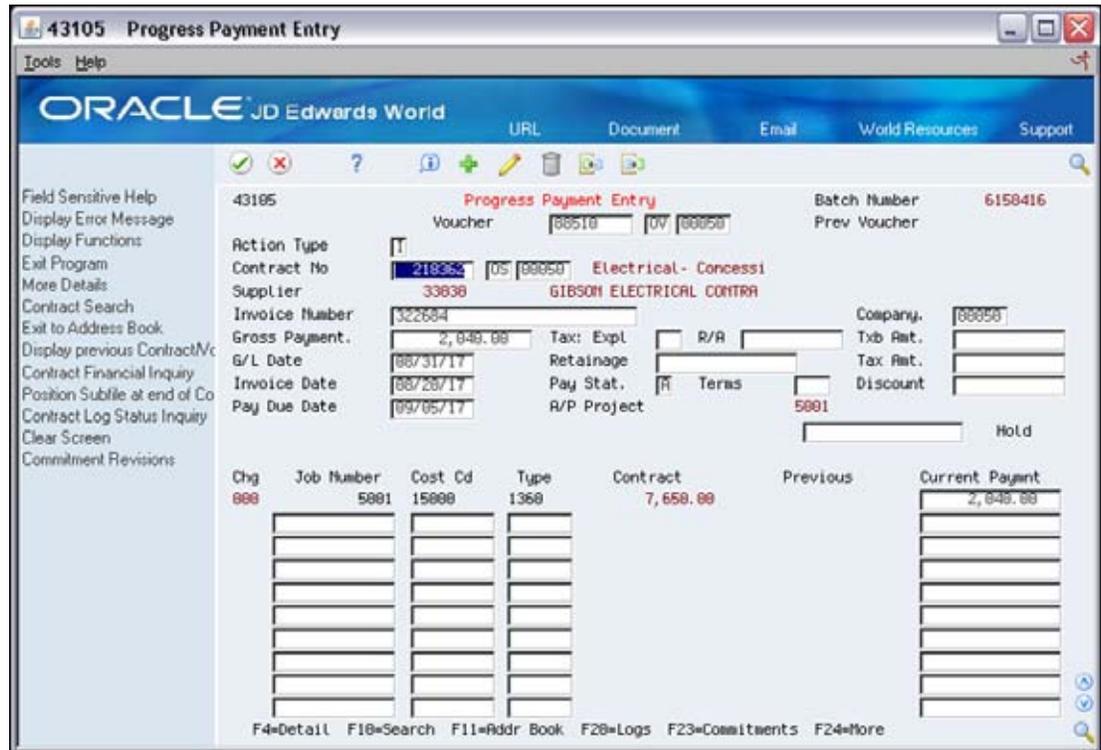


From Subcontract Management (G44), choose **Daily Operations**
From Subcontract Management Daily Operations (G4411), choose **Progress Payment Entry**

On Progress Payment Entry, complete the following fields and click Inquire.

- Voucher Number
- Voucher Type
- Voucher Company
- Contract Number
- Document Type

▪ Company



| Field | Explanation |
|------------------------------|---|
| Voucher Number | A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry screens, you can assign the original document number or let the system assign it through Next Numbers. |
| Document Type - Voucher Only | <p>A user defined (system 00, type DV) document type for voucher entry. Any document type set up for voucher-only entry should begin with the letter P (payables). Reserved document types have been defined for vouchers, invoices, receipts, and time sheets.</p> <p>The reserved document types are:</p> <ul style="list-style-type: none"> P_ Accounts Payable Documents R_ Accounts Receivable Documents T_ Payroll Documents I_ Inventory Documents O_ Order Processing Documents <p>NOTE: For voucher entry, if you are using document type DV, you must also set up document type DT in user defined codes.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>Progress payments are hard-coded to use document type OV.</p> |

| Field | Explanation |
|------------------|---|
| Document Company | <p>A number that, along with document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry.</p> <p>For World, if you are using the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company.</p> <p>If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.</p> |
| Document Type | <p>A user defined code (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. JD Edwards World has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)</p> <p>The following document types are defined by JD Edwards World and should not be changed:</p> <p>P Accounts Payable documents</p> <p>R Accounts Receivable documents</p> <p>T Payroll documents</p> <p>I Inventory documents</p> <p>O Purchase Order Processing documents</p> <p>J General Accounting/Joint Interest Billing documents</p> <p>S Sales Order Processing documents</p> |

Processing Options

See [Progress Payments \(P43105\)](#).

To review groups of vouchers

| | |
|---|--|
|  | <p>From Subcontract Management (G44), choose Daily Operations</p> <p>From Subcontract Management Daily Operations (G4411), choose Voucher Journal Review</p> |
|---|--|

You can review groups of vouchers by batch number or by the user ID number of the user who enters them. of

On Voucher Journal Review, complete one of the following fields:

- Batch Number
- User ID



| Field | Explanation |
|--------------|--|
| Batch Number | A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. |
| User ID | For World, The IBM-defined user profile. |

Posting Vouchers

| | |
|---|---|
|  | From Subcontract Management (G44), choose Daily Operations From Subcontract Management Daily Operations (G4411), choose Post Vouchers to G/L |
|---|---|

After review your progress payment vouchers, you must post the vouchers to the Account Ledger table to prepare your system to issue payments against them. Use the Post Vouchers to G/L program.

What You Should Know About

| | |
|--------------------------------|---|
| Locating a batch number | You can locate the batch number for a voucher on Progress Payment Entry. The batch number appears in the Batch Number field. <i>See Review Vouchers.</i> |
|--------------------------------|---|

To post vouchers

Complete one or more of the following DREAM Writer fields:

- Batch Number
- Batch Date
- Batch User ID

| Field | Explanation |
|--------------|---|
| Date - Batch | The date for the batch. If this is an entry field and you leave it blank, the system supplies the current date. |

Processing Options

See [General Ledger Post \(P09800\)](#).

Work with Vouchers

After you create your payment vouchers, you can work with them to change how the system generates payments against them.

You can revise the payment instrument that the system uses to generate payments against vouchers. The payment instrument determines the method of payment and the type of information that prints on the pay stub for each payment.

You can also hold a voucher that you do not want to pay, or release a held voucher so that you can pay the voucher. In addition, you can make a payment to someone other than the subcontractor. You can also split a voucher into more than one payment and change the due date for each payment.

This chapter includes the following:

- [Revising the Payment Instrument](#)
- [Assigning Hold Codes to Vouchers](#)
- [Entering an Alternate Payee](#)
- [Splitting Payments](#)
- [Revising the Due Date for a Payment](#)

Processing Options

See [A/P Speed Release \(P04114\)](#).

| | |
|---|---|
|  | From Subcontract Management (G44), choose Automatic Payment Processing From Automatic Payment Processing (G0413), choose Speed Release |
|---|---|

Revising the Payment Instrument

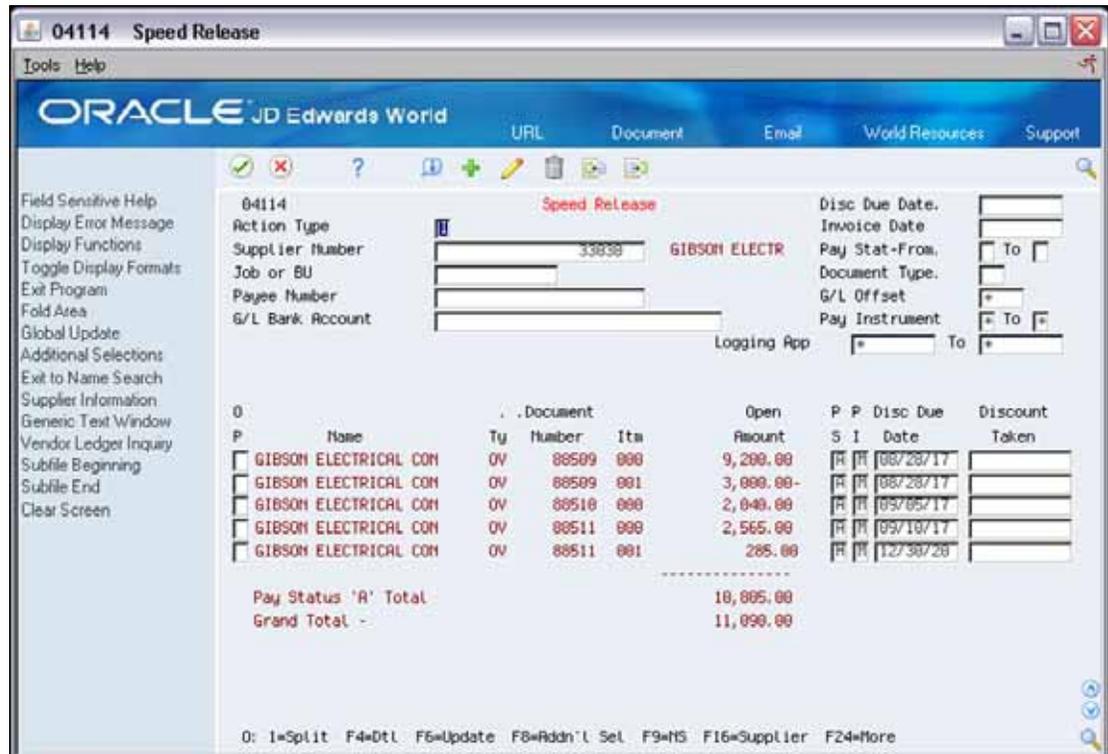
You can change the type of payment the system makes against a voucher by changing the payment instrument. For example, you can pay by check, electronically, and so on. You can revise the payment instrument for individual vouchers or multiple vouchers.

Complete the following tasks:

- To revise the payment instrument for multiple vouchers
- To revise the payment instrument for individual vouchers

To revise the payment instrument for multiple vouchers

1. On Speed Release, complete one or more of the following fields to locate the vouchers:
 - Supplier Number
 - Job
 - G/L Bank Account



2. Complete the following fields and click Change.
 - Payment Instrument
 - To

Caution: When you click Change, the system changes all of the records that display on the screen.

| Field | Explanation |
|-----------------|---|
| Supplier Number | The address number of the subcontractor. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants). |
| Job or BU | A code that identifies a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric. |

| Field | Explanation |
|------------------|--|
| G/L Bank Account | <p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> ▪ Standard account number (business unit.object.subsidiary or flexible format) ▪ Third G/L number (maximum of 25 digits) ▪ 8-digit short account ID number ▪ Speed code (not currently available in OneWorld) <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>When you enter a valid cash account number in this field, the system displays all open pay items to be disbursed from this cash account. You can override this account number in the detail portion of the screen.</p> |
| Pay Instrument | The user defined code that determines the type of payment to be made to the supplier. |

To revise the payment instrument for individual vouchers

1. On Speed Release, complete one or more of the following fields to locate a voucher:
 - Supplier Number
 - Job
 - G/L Bank Account
2. Complete the following field for each voucher and click Change.
 - Payment Instrument

Assigning Hold Codes to Vouchers

If you do not want to make a payment against a voucher, you can place the voucher on hold. If you want to make a payment against a voucher that is on hold, you can release the voucher on hold. You can place and release holds on individual vouchers and on groups of vouchers.

Complete the following tasks:

- To assign hold codes to multiple vouchers
- To assign hold codes to individual vouchers

To assign hold codes to multiple vouchers

1. On Speed Release, complete one or more of the following fields to locate the vouchers:
 - Supplier Number
 - Job
 - G/L Bank Account
2. Complete the following field:
 - Pay Status From
3. Complete the following field and click Change.
 - Pay Status To

Caution: When you click Change, the system changes all of the records that display on the screen.

| Field | Explanation |
|---------------|---|
| Pay Stat-From | <p>A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are:</p> <p>P Paid. The voucher or invoice is paid in full.</p> <p>A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.</p> <p>H Hold pending approval.</p> <p>R Retainage.</p> <p>% Withholding applies.</p> <p>? Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code.</p> <p>If you are releasing retainage in Contract Management, you must change this field to an H.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>You cannot change the pay status to P (paid), D (draft accepted), or # (payment in-process).</p> |
| Pay Stat To | <p>The code indicating what the pay status will be changed to.</p> <p>If you are releasing retainage in Contract Management, you must change this field to an A.</p> |

To assign hold codes to individual vouchers

1. On Speed Release, complete one or more of the following fields to locate the voucher:
 - Supplier Number

- Job
 - G/L Bank Account
2. Complete the following field and click Change.
 - Pay Status

Entering an Alternate Payee

If you want to make your progress payments to someone other than the subcontractor, you can enter an alternate payee.

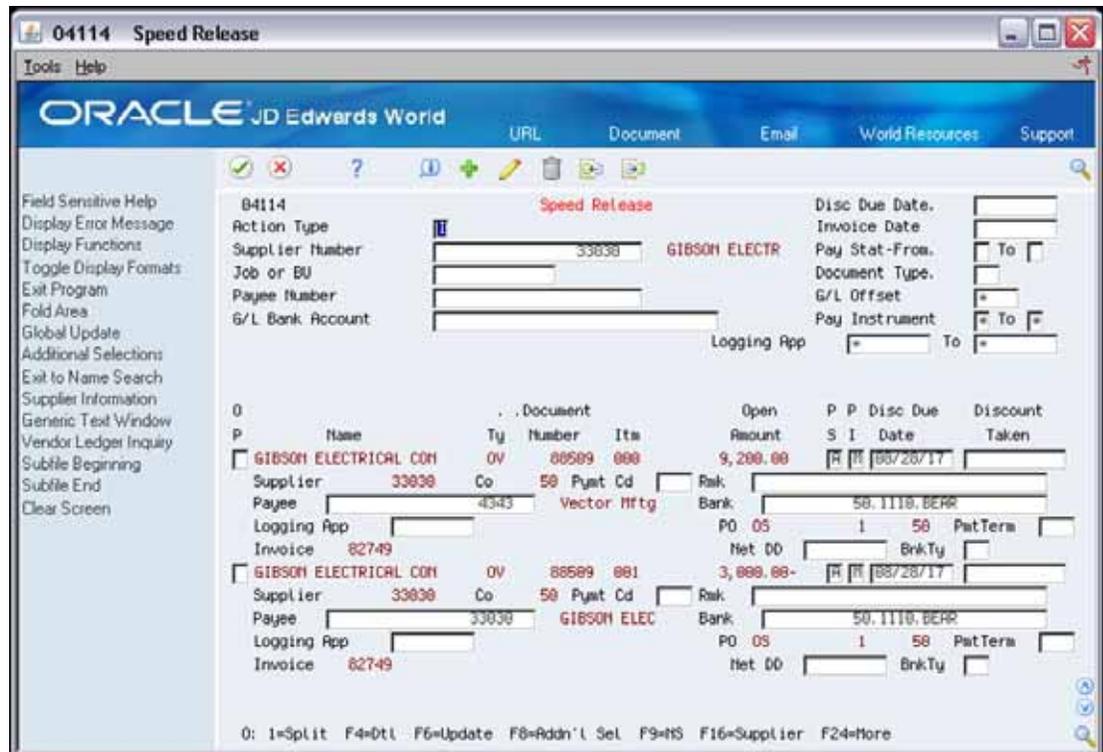
What You Should Know About

Entering an alternate payee on Progress Payment Entry

You can also enter an alternate payee in the Payee field in the detail area on the Progress Payment Entry screen.

To enter an alternate payee

1. On Speed Release, complete one or more of the following fields to locate the voucher:
 - Supplier Number
 - Job
 - G/L Bank Account
2. Choose Fold Area to access the detail area.



3. Complete the following field and click Change.

- Payee

| Field | Explanation |
|----------------------|--|
| Payee Address Number | The address number that identifies the recipient of the payment. |

Splitting Payments

You can split a voucher into two or more payments. You can send the payments to different payees and generate them on different dates.

Split payments can be for any amount, but they must add up to the gross payment.

To split payments

1. On Speed Release, complete one or more of the following fields to locate the voucher:
 - Supplier Number
 - Job
 - G/L Bank Account
2. Enter 1 in the Option field to split the vouchers.



3. On Speed Release Pay Item Split, enter the split amounts on individual lines in the following field:
 - Open Amount
4. Complete any of the following fields and click Enter.
 - Discount Available
 - Payment Remark
 - Net Due Date
 - Pay Status
 - Payee

| Field | Explanation |
|-------------|--|
| Open Amount | The amount of an invoice, voucher, or pay item that is unpaid. |

| Field | Explanation |
|--------------------|---|
| Discount Available | <p>The amount of the discount available as opposed to the amount of the discount actually taken. If the supplier's invoice specifies a discount available, type that amount. If not, do one of the following:</p> <ul style="list-style-type: none"> ▪ Compute the amount manually and type it in the field. ▪ Enter a percentage as a percent sign (%) followed by the percentage amount. For example, type %.02 for 2%. ▪ Leave the field blank. The system calculates the amount based on the payment terms specified in the address book. ▪ Type a zero (0) to override the address book value and indicate that a discount is not applicable. <p>NOTE: If the discount is to be calculated automatically, take care in determining the amount available for discount. Usually, freight, sales taxes, and labor included in the gross amount do not qualify for discounts. If this is the case, separate these pay items to ensure that the discount is calculated correctly.</p> |
| Payment Remark | <p>The description that will appear as the check remark on vouchers for each pay item. You can override it when you create a payment.</p> |
| Net Due Date | <p>The date the net payment is due (accounts receivable). In accounts payable, this date is either the discount date or the net due date, depending on what you entered or how you set up your payment terms.</p> <p>If you leave this field blank during invoice entry or voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates them based on the payment terms you specified for the customer on Customer Master Information or for the supplier on Supplier Master Information.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>If you do not enter a date, the system uses the default value from the original pay item.</p> |

Revising the Due Date for a Payment

You can change the net due date for payments against your vouchers. The net due date is the date on which a payment is due. You can revise the net due date to change the date on which a payment is due. You can revise the due date for individual payments or for multiple payments.

Complete the following tasks:

- To revise the due date for multiple payments

- To revise the due date for an individual payment

To revise the due date for multiple payments

1. On Speed Release, complete the following fields to locate the vouchers:

- Supplier Number
- Job
- G/L Bank Account

2. Complete the following field and click Change.

- Net Due Date

When you click Change, the system revises the due date for all of the vouchers that display on the screen.

To revise the due date for an individual payment

1. On Speed Release, complete the following fields to locate the voucher:

- Supplier Number
- Job
- G/L Bank Account

2. Complete the following field for each line item that you want to revise and click Change.

- Net Due Date

Enter Backcharges

You can enter a backcharge against a contract to decrease the amount that you pay against the contract without changing the total amount of the commitment.

For example, if you commit 1000 to an electrical contract, and the electrician causes 200 in damage to the drywall, you can enter a backcharge for 200 against the electrical contract. This allows you to pay a total of 800 to the electrical subcontractor without affecting the total contract commitment of 1000.

In another example, assume that you commit 1000 to a plumbing contract. The plumber does not complete the job, and you must pay another subcontractor to finish the work. You can use backcharges to pay the new subcontractor without affecting the total contract commitment of 1000.

You enter a backcharge when you enter a payment against a contract. The system calculates the gross payment as the amount of the current payment minus the amount of the backcharge.

What You Should Know About

Processing backcharges

You should process all of your backcharge payments in a separate payment group from the rest of your payment vouchers. This ensures that backcharge amounts do not affect contract payment records.

See *Group Vouchers for Payment* in the *Accounts Payable Guide* to create payment groups.

To enter backcharges



From Subcontract Management (G44), choose **Daily Operations**

From Subcontract Management Daily Operations (G4411), choose **Progress Payment Entry**

1. On **Progress Payment Entry**, complete the steps to enter a progress payment voucher.

See *Enter Vouchers*.

43105 Progress Payment Entry

Tools Help

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URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Contract Search
Exit to Address Book
Display previous Contract/V
Contract Financial Inquiry
Position Subfile at end of Co
Contract Log Status Inquiry
Clear Screen
Commitment Revisions

43105 Progress Payment Entry Batch Number 6150420
Voucher 00512 00 00050 Prev Voucher 00512

Action Type T
Contract No 05 00050 Electrical - United
Supplier 33838 GIBSON ELECTRICAL CONTRA
Invoice Number 15337 Company 00050
Gross Payment 800.00 Tax: Expl R/R Tax Amt.
G/L Date 09/12/17 Retainage Tax Amt.
Invoice Date 09/02/17 Pay Stat. Teras Discount
Pay Due Date 09/17/17 R/P Project 5001 Hold

| Chg | Job Number | Cost Cd | Type | Contract | Previous | Current Payment |
|-----|------------|---------|------|-----------|-----------|-----------------|
| 000 | 5001 | 16000 | 1360 | 26,500.00 | 12,050.00 | |
| 001 | 5001 | 16000 | 1360 | 3,000.00- | 3,000.00- | |
| 001 | 5001 | 11000 | 1360 | 5,000.00 | | 1,000.00 |
| 002 | 5001 | 15000 | 1360 | 5,300.00 | | 200.00- |
| | 5001 | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

F4=Detail F10=Search F11=Addr Book F20=Logs F23=Commitments F24=More

2. Enter the amount of the backcharge on the first blank line in the following field:
 - Current Payment
3. Complete the following fields with the account number to which you want to enter the backcharge:
 - Job Number
 - Cost Cd
 - Type

Processing Options

See [Progress Payments \(P43105\)](#).

Canceling Vouchers

You can reverse or delete a voucher to prevent the system from paying the voucher. If you did not post the voucher, you can delete it. If you did post the voucher, you must enter a reversing voucher into the system. A reversing voucher is identical to the original voucher, but has reversing values in the amount and quantity fields. For example, if the posted voucher contains 2400 in the Current Payment field, you enter a voucher with -2400.

This chapter includes the following:

- [Reversing Posted Vouchers](#)
- [Deleting Unposted Vouchers](#)



From Subcontract Management (G44), choose **Daily Operations**
From Subcontract Management Daily Operations (G4411), choose **Progress Payment Entry**

Processing Options

See [Progress Payments \(P43105\)](#).

Reversing Posted Vouchers

You cannot delete a posted voucher. You must enter a reversing voucher to offset the original voucher. A reversing voucher is identical to the original voucher, except that it contains values that reverse the posted voucher. For example, if the value in the Current Payment field is 2400 on the posted voucher, you enter a voucher with -2400.

You must post the reversing voucher. You should also place a hold on the posted voucher after you enter the reversing voucher to prevent the system from making a payment.

It might be necessary to modify the Invoice Number, when you enter the reversing voucher, if the Accounts Payable Constants are set to prevent duplicate invoices for a supplier.

See Also

- See *Enter Vouchers*
- See *Review and Post Vouchers*
- *Resetting Payment Processing in the Accounts Payable Guide* to stop the system from making a payment

43105 Progress Payment Entry

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Contract Search
Exit to Address Book
Display previous Contract/Vc
Contract Financial Inquiry
Position Subfile at end of Co
Contract Log Status Inquiry
Clear Screen
Commitment Revisions

43105 Progress Payment Entry Batch Number 6158416
Voucher [] [OV] 99959 Prev Voucher 88512

Action Type [R]
Contract No 218352 [05] 99959 Electrical- Concessi
Supplier 33838 GIBSON ELECTRICAL CONTRA
Invoice Number 322684 Company. 99958
Gross Payment. [] Tax: Expl [] R/A [] Txb Rat. []
G/L Date 08/31/17 Retainage [] Tax Rat. []
Invoice Date 08/29/17 Pay Stat. [R] Terms [] Discount []
Pay Due Date 09/05/17 R/P Project 5891 Hold []

| Chg | Job Number | Cost Cd | Type | Contract | Previous | Current Payant |
|-----|---------------|--------------|---------|---------------------|----------|----------------|
| 888 | 5891 | 15888 | 1368 | 7,658.08 | | 2,848.08- |
| | 1 Dsc | | Alter | 33838 Pay/S [R] | R | |
| | Subl | Ty | UM FT U | 9988 | Q | 2,488- |
| | Bank Account. | 58.1118.BEAR | | G/L Offst [] | T | |
| | Rak. | | | Tax: Ex [] R/A [] | Txb | |
| | Dsc | | Alter | Pay/S [] | R | |
| | Subl | Ty | UM | | Q | |
| | Bank Account. | | | G/L Offst [] | T | |
| | Rak. | | | Tax: Ex [] R/A [] | Txb | |

F4=Detail F10=Search F11=Addr Book F20=Logs F23=Commitments F24=More

What You Should Know About

Alternative Method of Entering a Reversing Voucher

Locate the original voucher on the Progress Payments screen. Delete the values in the Voucher Number, Gross Payment, and Retainage fields in the header area. Change the sign (+/-) next to the amounts and quantities in the Current Payment column to reverse these values. Click Add to create the new reversing voucher.

Deleting Unposted Vouchers

You can delete an unposted voucher.

See Also

Review and Post Vouchers

To delete unposted vouchers

1. On Progress Payment Entry, locate the voucher.
2. Delete the voucher.

Release Retainage

Retainage is a percentage of the contract amount that is held until a specific date after the completion of the work. You release retainage by creating a voucher pay item with a Pay Status of A (Available to Pay) for the amount that you want to release. The retainage amount is also referred to as holdback.

There are two types of retainage release:

- Partial release
- Final release

A partial release of retainage indicates that there is still unpaid retainage for a contract detail line. A final release of retainage indicates that there is no retainage left to be paid. You can release partial retainage using either Progress Payment Entry or Speed Release programs.

You must use the Speed Release program to release final retainage for a contract detail line. This changes the pay status of the retainage voucher pay items to allow a payment.

Complete one of the following tasks:

- [Releasing Retainage Using Progress Payment Entry](#)
- [Releasing Retainage Using Speed Release](#)

Releasing Retainage Using Progress Payment Entry

You can perform partial releases of retainage of a contract detail line using the Progress Payment Entry program. A partial release of retainage indicates that there is still unpaid retainage. You can work with retainage vouchers in the same way you work with progress payment vouchers.

Processing Options

See [Progress Payments \(P43105\)](#).



From Subcontract Management (G44), choose **Daily Operations**
From Subcontract Management Daily Operations (G4411), choose **Progress Payment Entry**

To release retainage using Progress Payment Entry

1. On Progress Payment Entry, complete the following field to locate the contract and click Inquire.

- Contract Number

43105 Progress Payment Entry

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
 Display Error Message
 Display Functions
 Exit Program
 More Details
 Contract Search
 Exit to Address Book
 Display previous Contract/
 Contract Financial Inquiry
 Position Subfile at end of Co
 Contract Log Status Inquiry
 Clear Screen
 Commitment Revisions

43105 Progress Payment Entry Batch Number 6150422
 Voucher [] [] []
 Prev Voucher []
 Action Type []
 Contract No [] [05] [00050] Electrical - United
 Supplier 33838 GIBSON ELECTRICAL CONTRA
 Invoice Number 15344 Company. 50
 Gross Payment. [] Tax: Expl [] R/R [] Tax Amt. []
 G/L Date 12/01/17 Retainage [] Tax Amt. []
 Invoice Date 11/15/17 Pay Stat. [] Teras [] Discount []
 Pay Due Date 12/31/28 R/P Project 5001 Hold []

| Chg | Job Number | Cost Cd | Type | Contract | Previous | Current Payment |
|-----|------------|---------|------|-----------|-----------|-----------------|
| 000 | 5001 | 16000 | 1360 | 26,500.00 | 12,050.00 | |
| 001 | 5001 | 16000 | 1360 | 3,000.00- | 3,000.00- | |
| 001 | 5001 | 11000 | 1360 | 5,000.00 | 1,000.00 | |
| 002 | 5001 | 15000 | 1360 | 5,300.00 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

F4=Detail F10=Search F11=Addr Book F20=Logs F23=Commitments F24=More

- Complete the following fields:
 - Invoice Number
 - Company
 - G/L Date
- Remove the value from the following field in the header portion of the screen:
 - Retainage
- Choose More Details (F4) to access the detail area.

43105 Progress Payment Entry

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Contract Search
Exit to Address Book
Display previous Contract/Vc
Contract Financial Inquiry
Position Subfile at end of Co
Contract Log Status Inquiry
Clear Screen
Commitment Revisions

43185 Progress Payment Entry Batch Number 6158422

Voucher [] [] [] Prev Voucher

Action Type [A]
Contract No [] [05] 00050 Electrical - United
Supplier 33038 GIBSON ELECTRICAL CONTRA
Invoice Number 115344 Company 50
Gross Payment [] Tax: Expl [] R/R [] Txb Amt. []
G/L Date 12/01/17 Retainage [] Tax Amt. []
Invoice Date 11/15/17 Pay Stat. [] Terms [] Discount []
Pay Due Date 12/31/20 A/P Project 5001 [] Hold []

| Chg | Job Number | Cost Cd | Type | Contract | Previous | Current Payment |
|-----|---------------|---------|---------|-----------|---------------------|-----------------|
| 000 | 5001 | 16000 | 1360 | 25,500.00 | 12,050.00 | |
| | 1 Dsc | [] | Alter | [] | 285.00 | R 185.00- |
| | Subt. | Ty | UM LS L | | | 0 |
| | Bank Account. | | | | G/L Offst | T |
| | Rsk. | | | | Tax: Ex [] R/R [] | Txb [] |
| 001 | 5001 | 16000 | 1360 | 3,000.00- | 3,000.00- | |
| | 1 Dsc | [] | Alter | [] | | R |
| | Subt. | Ty | UM LS L | | | 0 |
| | Bank Account. | | | | G/L Offst | T |
| | Rsk. | | | | Tax: Ex [] R/R [] | Txb [] |

F4=Detail F10=Search F11=Addr Book F20=Logs F23=Commitments F24=More

- Complete the following field for the amount you want to release, per line item, followed by a minus sign (-) and click Change.

- R

Note: The system enters the total amount you release in the Retainage field in the header portion of the screen when you release the retainage.

The result of releasing retainage using the Progress Payments program in this manner is that you create two different voucher pay items in the Accounts Payable Ledger table (F0411). One contains a positive amount, with a pay status of A (Available) and the other contains the same amount, as a negative amount, with a pay status of H (Held). The available record is ready for you to process for payment. The held record reduces the amount of remaining Held retainage. In the example screen, the previous Held retainage is 285.00. After you release the 100.00, there is record for 100.00 at a status of A, and another record for -100.00 at a status of H, which nets against the previous held amount of 285.00 for a remaining 185.00 of held retainage.

| Field | Explanation |
|-----------|--|
| Retainage | <p>The amount of the payment to be retained to ensure final contract performance. The amount can be entered as a whole dollar amount or as a decimal fraction. If you enter a whole dollar amount, you must manually allocate the total to the pertinent individual contract line items. If you enter the amount to be retained as a decimal fraction, the allocation will be made automatically. If a retention percentage has been entered in the contract master file that percentage will be brought into this field as a default. You can change the default at the time of progress payment entry.</p> <p>NOTE: When you enter a percentage, enter a % sign followed by the retention decimal fraction as illustrated in the examples below:</p> <p>10% retention enter as — %.10</p> <p>15% retention enter as — %.15</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>A processing option specifies whether the retainage amount is supplied from the Contract Entry screen.</p> |
| R | <p>The current period (payment) retention.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>The amount retained, per line item, for the current payment.</p> |

Releasing Retainage Using Speed Release

| | |
|---|---|
|  | From Subcontract Management (G44), choose Automatic Payment Processing From Automatic Payment Processing (G0413), choose Speed Release |
|---|---|

You can release all or part of the retainage for a contract detail line using speed release. A partial release of retainage indicates that there is still unpaid retainage. A final release of retainage indicates that there is no retainage left to be paid. You must release final retainage using the Speed Release program. This changes the pay status of the retainage voucher pay items to allow payment.

You can release partial or final retainage for individual vouchers or final retainage for groups of vouchers.

Complete the following tasks:

- To release final retainage for a group of vouchers
- To release partial retainage for individual vouchers
- To release final retainage for individual vouchers

Processing Options

See [A/P Speed Release \(P04114\)](#).

To release final retainage for a group of vouchers

1. On Speed Release, complete one or more of the following fields to locate the vouchers that you want to release:
 - Supplier Number
 - Job
 - G/L Bank Account
 - Net Due Date
 - Invoice Date

04114 Speed Release

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Toggle Display Formats
Exit Program
Fold Area
Global Update
Additional Selections
Exit to Name Search
Supplier Information
Generic Text Window
Vendor Ledger Inquiry
Subfile Beginning
Subfile End
Clear Screen

04114 Speed Release

Action Type I

Supplier Number 33838 GIBSON ELECTR

Job or BU

Payee Number

G/L Bank Account

Disc Due Date.

Invoice Date

Pay Stat-From. To

Document Type.

G/L Offset

Pay Instrument To

Logging App To

| P | Name | Ty | Number | Ita | Open Amount | P | P | Disc Due | Discount Taken |
|---|-----------------------|----|--------|-----|-------------|---|---|----------|----------------|
| | GIBSON ELECTRICAL CON | OV | 88517 | 002 | 720.00 | | | 11/02/17 | |
| | GIBSON ELECTRICAL CON | OV | 88511 | 001 | 285.00 | | | 12/30/20 | |
| | GIBSON ELECTRICAL CON | OV | 88515 | 001 | 100.00 | | | 12/30/20 | |
| | GIBSON ELECTRICAL CON | OV | 88516 | 001 | 250.00 | | | 12/30/20 | |
| | GIBSON ELECTRICAL CON | OV | 88516 | 003 | 100.00 | | | 12/30/20 | |
| | GIBSON ELECTRICAL CON | OV | 88517 | 001 | 330.00 | | | 12/30/20 | |
| | GIBSON ELECTRICAL CON | OV | 88517 | 003 | 00.00 | | | 12/30/20 | |
| | GIBSON ELECTRICAL CON | OV | 88515 | 000 | 100.00 | | | 12/31/20 | |

Pay Status 'A' Total 17,225.00

0: 1=Split F4=Dtl F6=Update F8=Add'n'l Set F9=NS F16=Supplier F24=More

2. Complete the following fields in the header portion of the screen and click Change.
 - Net Due Date
 - Pay Status - From
 - Pay Status - To

04114 Speed Release

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
 Display Error Message
 Display Functions
 Toggle Display Formats
 Exit Program
 Fold Area
 Global Update
 Additional Selections
 Exit to Name Search
 Supplier Information
 Generic Text Window
 Vendor Ledger Inquiry
 Subfile Beginning
 Subfile End
 Clear Screen

04114 Speed Release

Action Type
 Supplier Number 33838 GIBSON ELECTR
 Job or BU
 Payee Number
 G/L Bank Account

Disc Due Date.
 Invoice Date
 Pay Stat-From. To
 Document Type.
 G/L Offset
 Pay Instrument To

Logging App To

| | | | Document | | Open | P P | Disc Due | Discount |
|--------------------------|-----------------------|----|----------|-----|-----------|-------|----------|----------|
| P | Name | Ty | Number | Its | Amount | S I | Date | Taken |
| <input type="checkbox"/> | GIBSON ELECTRICAL CON | OV | 88517 | 002 | 728.00 | FR FR | 11/02/17 | |
| <input type="checkbox"/> | GIBSON ELECTRICAL CON | OV | 88511 | 001 | 285.00 | FR FR | 12/30/17 | |
| <input type="checkbox"/> | GIBSON ELECTRICAL CON | OV | 88515 | 001 | 188.00- | FR FR | 12/30/17 | |
| <input type="checkbox"/> | GIBSON ELECTRICAL CON | OV | 88516 | 001 | 250.00 | FR FR | 12/30/17 | |
| <input type="checkbox"/> | GIBSON ELECTRICAL CON | OV | 88516 | 003 | 188.00 | FR FR | 12/30/17 | |
| <input type="checkbox"/> | GIBSON ELECTRICAL CON | OV | 88517 | 001 | 330.00 | FR FR | 12/30/17 | |
| <input type="checkbox"/> | GIBSON ELECTRICAL CON | OV | 88517 | 003 | 88.00 | FR FR | 12/30/17 | |
| <input type="checkbox"/> | GIBSON ELECTRICAL CON | OV | 88515 | 000 | 188.00 | FR FR | 12/31/17 | |
| Pay Status 'A' Total | | | | | 18,250.00 | | | |

0: 1=Split F4=Dtl F6=Update F8=Add'n Sel F9=MS F16=Supplier F24=More

Field**Explanation**

G/L Bank Account

A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:

- Standard account number (business unit.object.subsidiary or flexible format)
- Third G/L number (maximum of 25 digits)
- 8-digit short account ID number
- Speed code (not currently available in OneWorld)

The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.

Screen-specific information

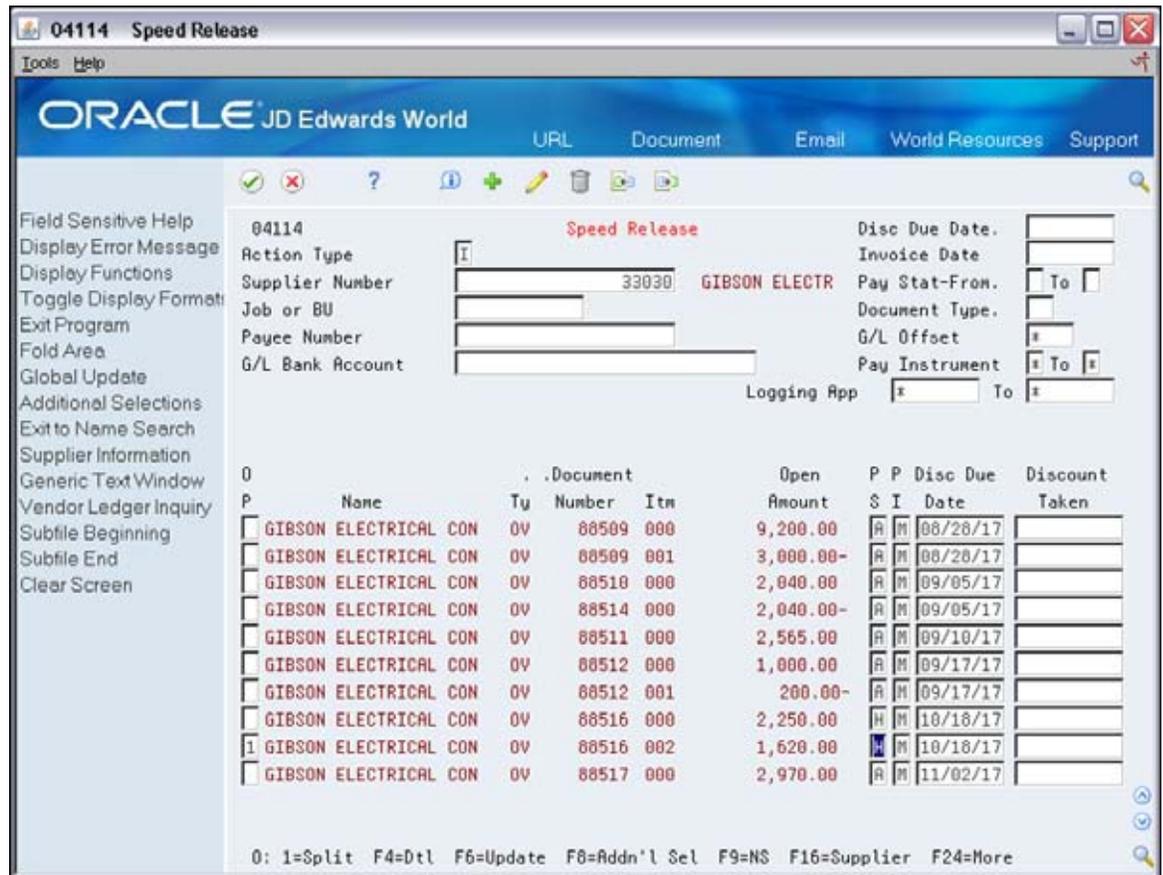
When you enter a valid cash account number in this field, the system displays all open pay items to be disbursed from this cash account. You can override this account number in the detail portion of the screen.

| Field | Explanation |
|---------------|--|
| Net Due Date | <p>The date the net payment is due (accounts receivable). In accounts payable, this date is either the discount date or the net due date, depending on what you entered or how you set up your payment terms.</p> <p>If you leave this field blank during invoice entry or voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates them based on the payment terms you specified for the customer on Customer Master Information or for the supplier on Supplier Master Information.</p> |
| Invoice Date | The date of the invoice. This can be either the date of the supplier's invoice to you or the date of your invoice to a customer. |
| Pay Stat-From | <p>A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Codes are:</p> <p>P Paid. The voucher or invoice is paid in full.</p> <p>A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.</p> <p>H Hold pending approval.</p> <p>R Retainage.</p> <p>% Withholding applies.</p> <p>? Other codes. All other codes indicate reasons that payment is being withheld. The Accounts Payable system does not print payments for any other code.</p> <p style="text-align: center;"><i>Program-specific information</i></p> <p>You cannot change the pay status to P (paid), D (draft accepted), or # (payment in-process).</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>If you are releasing retainage in Subcontract Management, the system enters an H or another code in this field depending on how you set the Pay Status for Retainage processing option for the Progress Payment Entry program.</p> |
| Pay Stat To | <p>The code indicating what the pay status will be changed to.</p> <p>If you are releasing retainage in Contract Management, you must change this field to an A.</p> |

To release partial retainage for individual vouchers

1. On Speed Release, complete one or more of the following fields to locate the vouchers for which you want to release retainage:
 - Supplier Number
 - Job

- G/L Bank Account
 - Net Due Date
 - Invoice Date
2. Enter 1 in the Option field next to the voucher pay item for which you want to release a partial amount.



3. On Speed Release Pay Item Split, to add detail lines for the amounts you are releasing and retaining, complete the following fields:

- Open Amount
- Net Due Date
- Pay Status

If you do not enter values in these fields, the system enters the values from the original voucher pay item. The total amounts of the voucher detail lines must equal the amount of the original voucher pay item.

04115 Speed Release Pay Item Split

Supplier Number 33030 GIBSON ELECTRICAL CON

Invoice Number 335311

Date 09/18/17 Remaining

Voucher No. 88516

| Open Amount | Original / Split Specification | Discount Available | Payment Remark | Net Due Date | S | Payee |
|-------------|--------------------------------|--------------------|----------------|--------------|---|-------|
| 1,620.00 | | | | 10/18/17 | H | 33030 |
| 1000.00 | | | | 11/05/17 | R | |
| 620.00 | | | | 12/31/20 | H | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

F9=Name Search F11=Supplier Information F24=More Keys

4. Click Enter to add the voucher detail lines.

To release final retainage for individual vouchers

1. On Speed Release, complete one or more of the following fields to locate the vouchers for which you want to release final retainage: amounts
 - Supplier Number
 - Job
 - G/L Bank Account
 - Net Due Date
 - Invoice Date
2. Change the following fields for the voucher pay items and click Change.
 - Pay Status
 - Net Due Date

Process Contract Payments

When you are ready to make payments, you must process your payment vouchers. You create payment groups and establish the sequence in which the system processes payments.

Payment groups are groups of vouchers that you choose and process in a batch. For example, you can create a payment group of vouchers that you want to pay on a given date. You can also create a payment group of vouchers that share a common payment instrument. The payment instrument determines the method of payment and the information that is on the payment stub.

The payment sequence determines the order in which your system will process payments. For example, for contract payments, you might configure your system to process payments by contract number.

For contract payments, you must set the following fields in the Supplier Master program (P01054):

- Payment Instrument A/P must be set to M (Contract Checks). The Payment Instrument A/P field determines the type of payment you make to the supplier.
- Multiple Checks (Y/N/C) must be set to C. This differentiates between a contract check and an A/P check.

This chapter includes the following:

- [Creating Payment Groups](#)
- [Configuring the Payment Sequence](#)

Creating Payment Groups



From Subcontract Management (G44), choose **Automatic Payment Processing**
From Automatic Payment Processing (G0413), choose **Create Payment Groups**

Run the Create Payment Groups program to group together vouchers that you want to process in the same batch. For example, you can create a payment group of vouchers that you pay on a given date or that share a common payment instrument.

What You Should Know About

Setting payment group processing options

Set the Sequence ID processing option to Contract to sequence payments by contract number.

Set the Print Contract and Print Job information processing options to print this information on the report.

| | |
|---|---|
| Setting payment group processing options | <p>Set the Sequence ID processing option to Contract to sequence payments by contract number.</p> <p>Set the Print Contract and Print Job information processing options to print this information on the report.</p> |
| Printing progress payments | <p>You can direct the Accounts Payable system to print progress payments instead of A/P payments. The Payment Instrument A/P field determines the type of payment you make to the supplier. You can set this on the Supplier Master.</p> <p>See <i>Setting Up A/P Payment Processing</i>.</p> |
| Processing backcharges | <p>You should process all backcharges in a separate batch. You should process backcharges as regular A/P payments instead of progress payments.</p> <p>See <i>Setting Up A/P Payment Processing</i>.</p> |

See Also

- *Grouping Vouchers for Payment in the Accounts Payable Guide*

Processing Options

See [Create Payment Groups \(P04570\)](#).

Data Selection

Select the appropriate document type in the data selection to limit the payment group to progress payments.

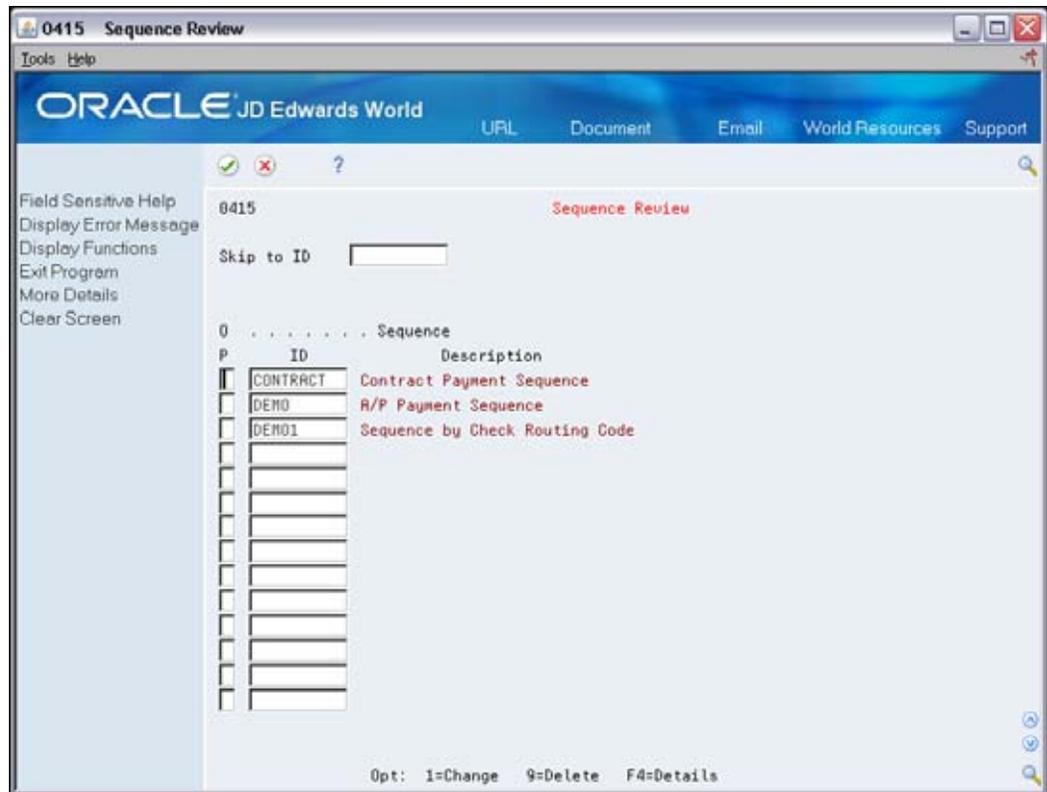
Configuring the Payment Sequence

| | |
|---|---|
|  | <p>From Accounts Payable (G04), enter 29</p> <p>From Accounts Payable Setup (G0441), choose Automatic Payment Setup</p> <p>From Automatic Payment Setup (G04411), choose Sequence Review</p> |
|---|---|

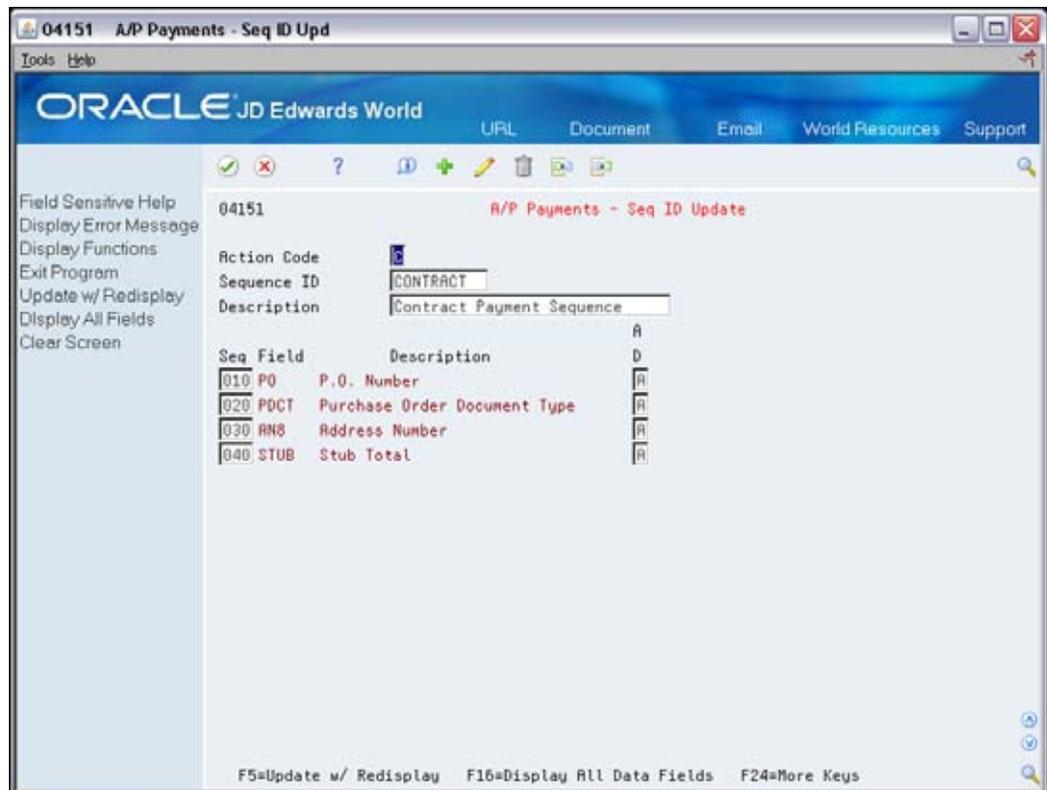
To process your contract payments in a different order than the standard Accounts Payable processing order, you can configure a payment sequence that is specific to Subcontract Management. The payment sequence determines the order in which your system processes payments. For example, for contract payments, you might configure your system to process payments by contract number.

Configuring the payment sequence

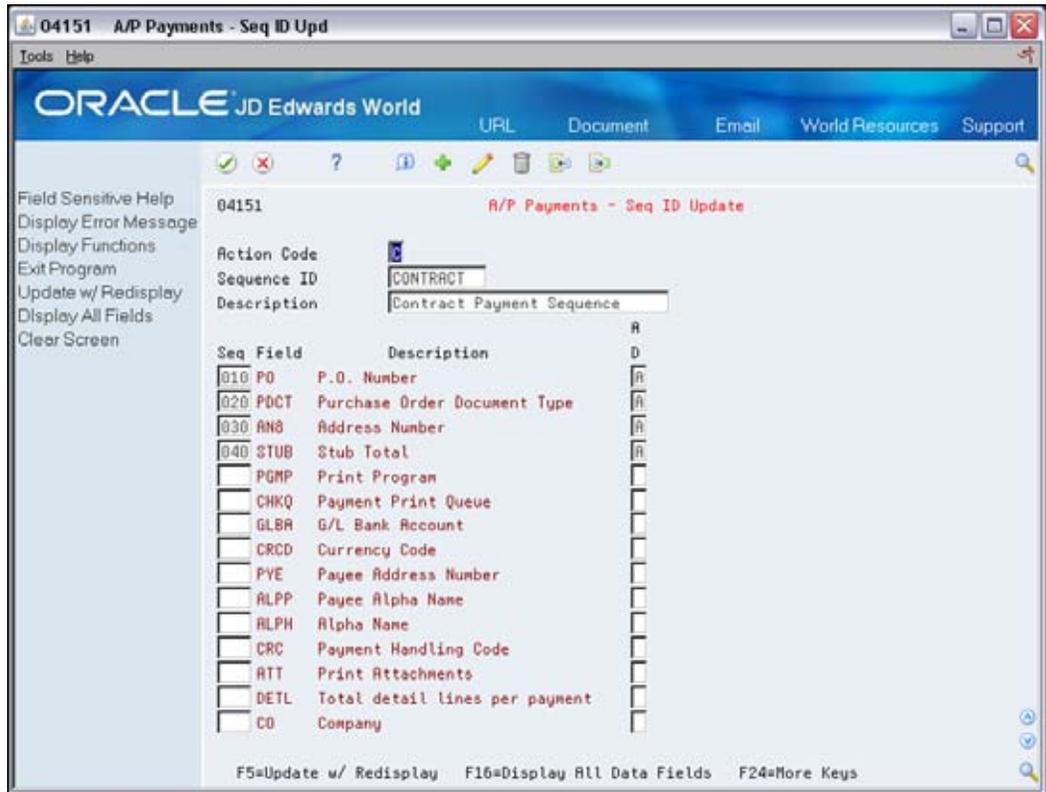
1. On Sequence Review, enter 1 in the Option field for the line item you want to change.



2. On A/P Payment - Seq ID Update, choose Display All Data Fields.



3. Complete the following field to create your new sequence ID:
 - Sequence ID
4. Complete the following fields for each data field that you want to include in your sequence:
 - Seq
 - A/D



| Field | Explanation |
|-----------------|---|
| Sequence ID | The sequence ID used during A/P payment processing to determine in which order the payments should be processed. |
| Sequence Number | <p>This number is used to control the sequence of Processing Options, DDS Selection values and DDS Key sequences.</p> <p>The sequence number is relative, meaning that the sequence need not start 001, 002, etc. A sequence of 003 and 005 sorts the report with the 003 field before the 005 field.</p> <p>For Financial Reports, company MUST be sequence 001 in order to access the specific company Automatic Accounting Instruction (AAI) records. If company is not sequence 001, company 00000 AAIs are used.</p> |

| Field | Explanation |
|-------|---|
| A D | <p data-bbox="776 260 1341 323">A code to designate sorting sequence as ascending or descending. The following codes apply:</p> <p data-bbox="776 331 959 361">A Ascending</p> <p data-bbox="776 369 959 399">D Descending</p> <p data-bbox="776 407 1406 600">Note: For use within OPNQRYP command to designate the UNIQUEKEY parameter. The number of key sequence fields specified with the following codes represent the number assigned to the UNIQUEKEY parameter. This parameter eliminates duplicate records for the specified keys.</p> <p data-bbox="776 609 959 638">U Ascending</p> <p data-bbox="776 646 959 676">V Descending</p> |

See Also

- *Setting Up Print Sequence for Payments in the Accounts Payable Guide*
- *Automatic Payment Processing in the Accounts Payable Guide*

3 Periodic

Overview to Contract Review

Objectives

- To locate any contract in the system
- To review the financial status information for a contract
- To review the commitment status information for a contract
- To review the financial status information for a payment voucher
- To review the budget information for a line item account

About Contract Review

You can easily locate any contract or group of contracts in the Subcontract Management system. You can locate a group of contracts based on one or more shared characteristics, such as subcontractor or job. After you locate a contract, you can view up-to-the-minute details of the financial and commitment status information regarding the contract. You can also view the financial details of any progress payment voucher that relates to a contract.

In addition, you can review the budget information for any line item account within a contract.

Contract review includes the following tasks:

- Locating a contract
- Reviewing status information
- Reviewing budget details

Locate a Contract

You can easily locate any contract or group of contracts in the Subcontract Management system. You can locate a group of contracts based on one or more shared characteristics, such as subcontractor or job. You can then complete as many additional fields as you need to limit your search criteria.

For example, you can locate all of the contracts in your system that relate to a specific job. You can also specify one or more additional fields, such as cost type, to locate all of the contracts that relate to the job with the same cost type.



From Subcontract Management (G44), choose **Daily Operations**
From Subcontract Management Daily Operations (G4411), choose **Subcontract Search**

To locate a contract

1. On Subcontract Search, complete one of the following fields and click Enter:

- Supplier
- Job Number

| Contract | Ty | Co | Description | Contract | Complete | P |
|----------|----|-------|-------------------------------|----------|----------|---|
| 4456 | BC | 00050 | Base Agreement Contract | 06/30/17 | | |
| 2500 | OP | 00000 | 10" Ceramic Pipe | 01/25/17 | 02/20/17 | |
| 2516 | OP | 00000 | 3' Concrete Pipe | 02/10/17 | 02/20/17 | |
| 2524 | OP | 00000 | Pea Gravel | 04/30/17 | 05/15/17 | |
| 1 | OS | 00050 | Electrical - United Ticketing | 06/15/17 | | |
| 5127 | OS | 00000 | Pave Parking Areas | 06/30/17 | | |
| 5135 | OS | 00000 | Curb and Gutter | 06/30/17 | | |
| 5143 | OS | 00000 | Erected Steel Beams | 06/30/17 | | |
| 5151 | OS | 00000 | Masonry | 06/30/17 | | |
| 5160 | OS | 00000 | Ticket Counters | 06/30/17 | | |
| 5170 | OS | 00000 | Insulation | 06/30/17 | | |
| 5186 | OS | 00000 | Windows | 06/30/17 | | |
| 5194 | OS | 00000 | Painting | 06/30/17 | | |
| 5207 | OS | 00000 | Rolling Grilles | 06/30/17 | | |
| 5215 | OS | 00000 | Dopler Radar System | 06/30/17 | | |

Opt: 1=Order Entry 2=Status 4=Return w/Number F4=Details F24=More

2. Complete any of the following optional fields to narrow your search:

- Cost Code
- Cost Type
- Subledger
- Subledger Type
- Date From
- Date Thru
- Type
- Closed

| Field | Explanation |
|------------|---|
| Supplier | <p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>Enter the address book number of the subcontractor for the contract.</p> |
| Job Number | <p>A code that identifies a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</p> |
| Cost Code | <p>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>This field, together with the Job and Type fields, constitutes the general ledger account number associated with the contract.</p> |
| Cost Type | <p>The object account associated with the cost code. The cost type is edited against the CT series of automatic accounting instructions (AAIs). The CT AAIs define the allowable cost types for your contracts. If only one CT AAI is defined for an order type, the cost type associated with that AAI is the default. You can define up to 99 cost types per order type.</p> <p>In addition, the cost type is also edited against the CR series of AAIs. The CR AAIs define the valid ranges of cost types for a contract.</p> <p>The terms “object account” and “cost type” are used synonymously.</p> |
| Subledger | <p>A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.</p> |

| Field | Explanation |
|----------------|--|
| Subledger Type | <p>A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and subledger editing. On the User Defined Codes screen, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example:</p> <p>A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill</p> |
| Date From | The beginning date for which the transaction or code is applicable. |
| Date Thru | The ending date for which the transaction or code is applicable. |
| Type | <p>A user defined code (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. JD Edwards World has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)</p> <p>The following document types are defined by JD Edwards World and should not be changed:</p> <p>P Accounts Payable documents R Accounts Receivable documents T Payroll documents I Inventory documents O Purchase Order Processing documents J General Accounting/Joint Interest Billing documents S Sales Order Processing documents</p> |
| Closed | <p>A code that specifies whether the contracts displayed are open or closed. Values are:</p> <p>Y The contracts are closed. N The contracts are open. B Both open and closed contracts are displayed.</p> |

Processing Options

See [Contract Search \(P44210\)](#).

Review Status Information

After you locate a contract, you can review up-to-the-minute details of the financial and commitment status information regarding the contract. You can also review the financial details of any payment voucher that relates to a contract.

You can review financial information for any contract or voucher by line item or for the entire contract or voucher. You can also review the commitment status information for any contract by line item or for the entire contract.

This chapter includes the following:

- [Reviewing Financial Status Information](#)
- [Reviewing Commitment Status Information](#)

See Also

- *Locate a Contract*

Reviewing Financial Status Information



From Subcontract Management (G44), choose **Daily Operations**
From Subcontract Management Daily Operations (G4411), choose **Subcontract Financial Inquiry**

You can review up-to-the-minute details of the financial status information regarding any contract. You can also review the financial details of any progress payment voucher that relates to a contract.

Financial status information includes:

- Contract details
- Amount billed
- Amount paid
- Amount retained
- Amount open

You can review this information by line item account of a contract or voucher, or for the entire contract or voucher. You can review any voucher on the Detailed Voucher Inquiry screen.

You can view financial status information using one of three available display formats. The formats are based on the value that you enter in the Amount field. For example:

- A (Amount) displays amounts on the screen with unit information in the detail area.
- Q (Unit Quantity) displays units on the screen with dollar amounts in the detail area.
- U (Unit Cost) displays unit costs on the screen with units in the detail area.

To review financial status information

1. On Subcontract Financial Inquiry, to locate a contract, complete the following fields and click Enter.
 - Contract Number
 - Contract Type
 - Contract Company
 - Thru Date

| P | Chg | Lin | Job Coding | Description | Contract Amount | Billed Amount | Open Amount | Retained Amount |
|---|-----|-----|------------|--------------|-----------------|---------------|-------------|-----------------|
| | | 000 | | Original | | | | |
| | | 001 | | ELECTRICAL | 26,500.00 | 15,350.00 | 11,150.00 | 515.00 |
| | | 001 | | Change | | | | |
| | | 001 | | ELECTRICAL | 3,000.00- | 3,000.00- | | |
| | | 002 | | EQUIPMENT | 5,000.00 | 3,500.00 | 1,500.00 | 250.00 |
| | | | | Sub Total | 2,000.00 | 500.00 | 1,500.00 | 250.00 |
| | | 002 | | Change | | | | |
| | | 001 | | ELECTRICAL | 5,300.00 | 2,600.00 | 2,700.00 | 260.00 |
| | | | | Display Totl | 33,800.00 | 18,450.00 | 15,350.00 | 1,025.00 |

2. To select a display format, complete the following field:
 - Amount
3. Review the financial status information for the contract.
4. Enter 1 in the Option field next to a line item account to access the payment vouchers that relate to the account.
5. On Subcontract Voucher Inquiry, review the financial status information for the vouchers.

44202 Subcontract Voucher Inquiry

Supplier 33030 GIBSON ELECTRICAL CONTRACTORS, INC Paid

Contract Number 1 00 00050

Change No 0001 Change EQUIPMENT

Line Number 2

| 0 | Due | Invoice | Gross | Open | P |
|---|----------|---------|----------|----------|----|
| P | Date | Number | Amount | Amount | \$ |
| | 09/17/17 | 15337 | 1,000.00 | 1,000.00 | A |
| | 10/18/17 | 335311 | 2,250.00 | 2,250.00 | A |
| | 12/30/17 | 335311 | 250.00 | 250.00 | H |
| | Totals: | | 3,500.00 | 3,500.00 | |

Opt: 1=Detailed Voucher 2=Payments F4=Details F12=Previous F24=More

6. Enter 1 in the Option field for an individual voucher to display detailed information about the voucher.
7. On Detailed Voucher Inquiry, review the detailed information about the voucher.

041011 Detailed Voucher Inquiry

Voucher Number 88516 00 00050 GIBSON ELECTRICAL CONTRACTORS, INC

Supplier 33030 Job Number 5001

Invoice Number 335311 Contract Number 1 00

Invoice Amount 4,300.00 Serv/Tax Date 10/05/17

Invoice Date 09/18/17 Payment Terms

G/L Date 10/05/17 Company 00050

Batch Number 6150423

Batch Date 12/10/07

Payment Schedule

| Pay | Gross | Discount | Check Remark | Due | P |
|-----|----------|-----------|--------------|----------|----|
| Itm | Amount | Available | | Date | \$ |
| 000 | 2,250.00 | | | 10/18/17 | A |
| 001 | 250.00 | | Retainage | 12/30/17 | H |
| 002 | 1,000.00 | | | 11/05/17 | A |
| 003 | 100.00 | | Retainage | 12/30/17 | H |
| 004 | 620.00 | | | 12/31/20 | H |

F4=Details F6=Payments F12=Previous F24=More Keys

8. Complete one or more of the following fields to locate any voucher:

- Voucher Number
- Supplier Number
- Invoice Number

| Field | Explanation |
|----------------|--|
| Thru Date | The ending date for which the transaction or code is applicable. |
| Amount | <p>A code that controls how the system displays contract amounts, units and unit rates. The information can appear on the primary line or in the detail area.</p> <p>Valid alphabetic codes are:</p> <p>A Amounts appear on the primary line and units appear in the detail area.</p> <p>Q Units appear on the primary line and amounts appear in the detail area.</p> <p>U Unit rates appear on the primary line and units appear in the detail area.</p> <p>Valid numeric codes are:</p> <p>1 Amounts appear on the primary line and units appear in the detail area.</p> <p>2 Units appear on the primary line and amounts appear in the detail area.</p> <p>3 Unit rates appear on the primary line and units appear in the detail area.</p> |
| Invoice Number | <p>The subcontractor's invoice number used for progress payment voucher entry. It is not to be confused with the Accounts Receivable invoice number, which is used for billing.</p> <p>NOTE: Progress payment voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers, or combine and enter them as one voucher.</p> |

What You Should Know About

| | |
|----------------------|--|
| Currency type | <p>If you activate multi-currency, you can view financial information in foreign or domestic currency using the Mode field. The system automatically converts the amounts based on the exchange rate you specify.</p> <p>See <i>Set Up Multi-Currency</i>.</p> |
|----------------------|--|

Processing Options

See [Contract Financial Inquiry \(P44200\)](#).

Reviewing Commitment Status Information

You can review up-to-the-minute details of the commitment status information regarding any contract.

Commitment status information includes:

- Open commitments
- Audit trail details

An open commitment is the amount of committed money remaining that you have available to pay against a contract. The audit trail information tracks changes to the commitments for a contract.

You can view this information by line item account on a contract or voucher, or for the entire contract or voucher.

Complete the following tasks:

- To review open amounts
- To review audit trail information

To review open amounts



From Subcontract Management (G44), choose **Daily Operations**
From Subcontract Management Daily Operations (G4411), choose **Subcontract Open Order Inquiry**

1. On Subcontract Open Order Inquiry, locate a contract.

| Contract Number | Chg | Ty No. | Description | Item Description | Amount Open | Effect Date |
|-----------------|-----|--------|-----------------|------------------|-------------|-------------|
| 1 03 000 | | | Electrical - Un | ELECTRICAL | 14,450.00 | 06/15/17 |
| 1 03 001 | | | Electrical - Un | ELECTRICAL | | 06/15/17 |
| 1 03 001 | | | Electrical - Un | EQUIPMENT | 5,000.00 | 06/15/17 |
| 1 03 002 | | | Electrical - Un | ELECTRICAL | 5,300.00 | 06/10/17 |
| TOTAL | | | | | 24,750.00 | |

2. Access the detail area and review the information.

| Contract | Chg | P Number | Ty No. | Description | Item Description | Amount | Effect Date |
|----------|-----|----------|--------|-----------------|------------------|-----------|-------------|
| 1 | 05 | 000 | | Electrical - Un | ELECTRICAL | 14,450.00 | 06/15/17 |
| | | Company | 00050 | Orig Qty. | Orig Amt. | 26,500.00 | |
| | | Line No | 001 | Open Qty. | Supplr | 33030 | Subledger |
| | | | | Job No | 5001 | Cost Code | 16000 |
| | | | | | | Cost Type | 1360 |
| 1 | 05 | 001 | | Electrical - Un | ELECTRICAL | 3,000.00- | 06/15/17 |
| | | Company | 00050 | Orig Qty. | Orig Amt. | 3,000.00- | |
| | | Line No | 001 | Open Qty. | Supplr | 33030 | Subledger |
| | | | | Job No | 5001 | Cost Code | 16000 |
| | | | | | | Cost Type | 1360 |
| 1 | 05 | 001 | | Electrical - Un | EQUIPMENT | 5,000.00 | 06/15/17 |
| | | Company | 00050 | Orig Qty. | Orig Amt. | 5,000.00 | |
| | | Line No | 002 | Open Qty. | Supplr | 33030 | Subledger |
| | | | | Job No | 5001 | Cost Code | 11000 |
| | | | | | | Cost Type | 1360 |

Opt: 1=Subcontract Entry F4=Details F9=Name Search F10=Search F24=More

Processing Options

See [Open Order Inquiry \(P44230\)](#).

To review audit trail information

| | |
|--|--|
| | <p>From Subcontract Management (G44), choose Daily Operations From Subcontract Management Daily Operations (G4411), choose Commitment Inquiry</p> |
|--|--|

You can review audit trail information that relates to your contracts. The system stores the information in the Purchase Order Detail Ledger table (F43199). The system creates audit trail records whenever you enter, revise, or relieve a commitment. The audit trail records support the committed amount ledger (PA) and committed unit ledger (PU) in the Account Balances table (F0902). Audit trail information includes the following:

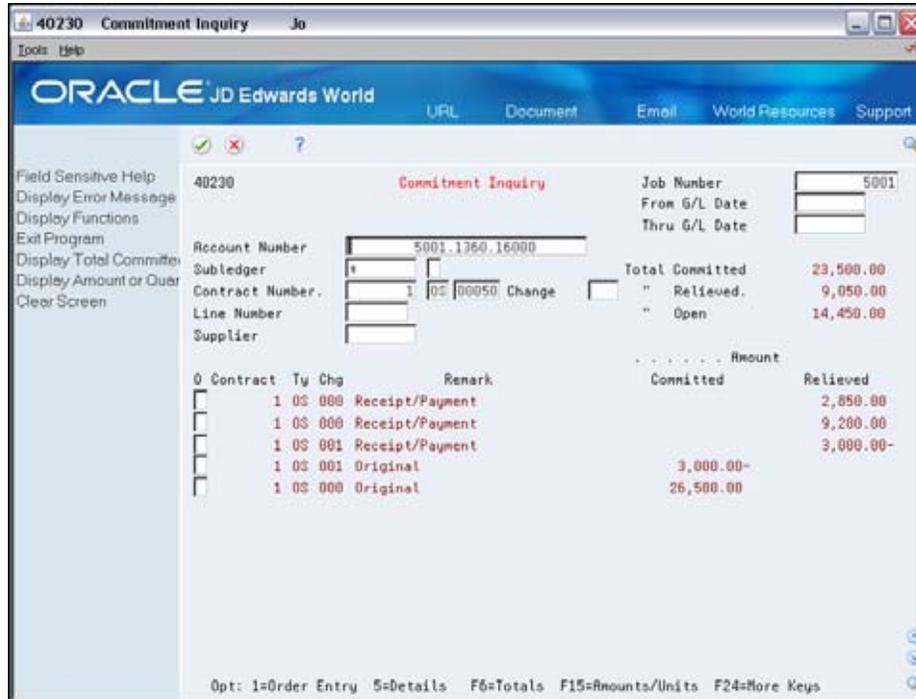
- Committed amounts and units
- Relieved amounts and units
- Original, changed, received and paid, and cancelled commitment transactions

The system stores commitment audit trail information only in your domestic currency.

On Commitment Inquiry, complete one or more of the following fields and click Enter.

- Job Number
- Account Number
- Contract Number

- Contract Type
- Contract Company
- Vendor Number



Processing Options

See [Commitment/Encumbrance Inquiry \(P40230\)](#).

Review Budget Details

You can review budget and commitment information for any line item account within a contract. Budget details include the following information for each line item:

- Total budgeted amounts
- Actual and encumbered costs
- Remaining budget

The actual cost is the amount that you have paid against the commitments for a line item. The encumbered cost is the open or remaining amount of the commitment.



| |
|--|
| From Subcontract Management (G44), choose Daily Operations From Subcontract Management Daily Operations (G4411), choose Budget Comparison |
|--|

To review budget details

1. On Budget Comparison, complete the following field:

- Account Number

You can view all of the accounts in a job by entering only the job number in the account number field.

| Account Description | Budget Amount | Actual + Encumbrance | Remaining Budget |
|-------------------------|----------------|----------------------|------------------|
| Main Terminal Building | | | |
| Subcontracts | 1,237,000.00 | 1,249,950.00 | 12,950.00- |
| Subcontracts | 1,297,000.00 | 1,320,500.00 | 23,500.00- |
| Accrued Costs | | | |
| Projected Final Costs | | | |
| Contract Revenue | | | |
| Contract Billings | 13,400,000.00- | 4,692,180.06- | 8,707,819.94- |
| Projected Final Revenue | | | |
| Recognized Revenue | | | |
| Recognized Costs | | 174,056.13- | 174,056.13 |
| Material Cost Recogniz | | 155,696.74- | 155,696.74 |
| Projected Final Profit | | | |
| Accrued Job Costs | | | |
| Billings in Excess-Cos | | | |

2. Review the budget information.

| Field | Explanation |
|----------------|--|
| Account Number | <p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> Standard account number (business unit.object.subsidiary or flexible format) Third G/L number (maximum of 25 digits) 8-digit short account ID number Speed code (not currently available in OneWorld) <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p> |

See Also

- Work with an Original Budget in the *Job Cost Guide* for more information on setting up budgets

Processing Options

See [Budget Comparison \(P432121\)](#).

Overview to Reports

Objectives

- To create reports that allow you to review and manage Subcontract Management information

About Reports

The Subcontract Management system offers you a variety of reports to help you review and manage your contract information.

You can print financial reports to review the financial details of your contracts. Financial reports can display the following information:

- Job, subcontractor, and contract status
- Unit price
- Contract financial history
- Committed costs and committed transactions

You can print commitment reports to review the commitment details of your contracts. Commitment reports can display the following:

- Committed cost information for a job
- Commitment details and analysis for a contract
- Commitment distribution among contracts for a job
- American Institute of Architects (AIA) payment documentation

You can print log reports to review the log information for your contracts. Log reports can display the following:

- Log items and text related to a contract
- Submittal and transmittal status information

You can print integrity reports to verify that all of the tables that the system uses work together properly. Integrity reports can display open item and commitment integrity information. You use integrity reports to ensure that the information in the Account Balances table, the Subcontract Management Detail table, and the Purchase Order Detail Ledger table is the same. The Purchase Order Detail Ledger table contains commitment audit trail information. See the *Work with DREAM Writer* in the *Technical Foundation Guide* for information about running a DREAM Writer program.

Subcontract Management reports consists of:

- **Generating financial reports**
- **Generating commitment reports**
- **Generating the contract log report**
- **Generating integrity reports**

Generate Financial Reports

You can print financial reports to review the financial details of your contracts. Financial reports can display the following information:

- Job, subcontractor, and contract status
- Unit price
- Contract financial history
- Committed costs and committed transactions

This chapter includes the following:

- [Printing the Status Report by Supplier](#)
- [Printing the Status Report by Job](#)
- [Printing the Subcontract Open Status Report](#)
- [Printing the Detailed Status by Supplier Report](#)
- [Printing the Unit Price Report](#)
- [Printing the Subcontract History Report](#)
- [Printing the Committed Transaction Report](#)
- [Printing the Committed Cost Detail Report](#)

Printing the Status Report by Supplier



From Subcontract Management (G44), choose **Subcontract Reports**
From Subcontract Management Reports (G4412), choose **Status Report by Supplier**

You can review the commitment distribution information for your contracts based on the subcontractor on the Status Report by Supplier. This report uses information from the Purchase Order Detail table (F4311). It includes:

- Contract identifying information
- Subcontractor identifying information
- Budget amounts for accounts you select
- Base contract information
- Change order information
- Amount billed
- Retainage information

- Amount released, but not paid
- Amount due on the as of date

Status Report by Supplier

| 44425 | | JD Edwards World | | | | Page - 3 | | | | |
|--------------------|----------|-----------------------------|----------|--------------------------|--------------------------|-----------------------|-------------------|--------------------|---------|-----|
| | | Contract Status Report By | | | | Date - 3/14/17 | | | | |
| | | Supplier, Order Number, Job | | | | As of Date - 06/30/17 | | | | |
| Contract Ty | Contr Co | Description | Date | Contract Amt/ Job Budget | Change Ord Last Change # | Total | Billed/ Remaining | Retention Released | Due Now | C L |
| Supplier . . . | 2250 | Office Warehouse, Inc | | | | | | | | |
| Job. | 5001 | Main Terminal Building | | | | | | | | |
| 5223 OS 00000 | | Gate Area Seating | 06/30/17 | 687,000.00 | | 687,000.00 | 500,000.00 | 50,000.00 | | |
| 5001 Main Termina | CC:12000 | | CT:1360 | 687,000.00 | | | 187,000.00 | | | |
| | | Main Terminal Building | | 687,000.00 | | 687,000.00 | 500,000.00 | 50,000.00 | | |
| | | | | | | | 187,000.00 | | | |
| 5223 OS 00000 | | | | 687,000.00 | | 687,000.00 | 500,000.00 | 50,000.00 | | |
| | | Office Warehouse, Inc | | 687,000.00 | | 687,000.00 | 500,000.00 | 50,000.00 | | |
| | | | | | | | 187,000.00 | | | |
| Supplier . . . | 3035 | Elmer's Wood and Plastic | | | | | | | | |
| Job. | 501 | Potomac Hotel | | | | | | | | |
| 4462 OS 00000 | | Wood and Plastics | 07/01/17 | 0.00 | | | | | | |
| 501 Potomac Hote | CC:08100 | | CT:1360 | 175,000.00 | | | | | | |
| | | Potomac Hotel | | 0.00 | | | | | | |
| 4462 OS 00000 | | | | 0.00 | | | | | | |
| | | Elmer's Wood and Plastic | | 0.00 | | 000 | | | | |
| Supplier . . . | 3480 | Digger, Inc. | | | | | | | | |
| Job. | | | | | | | | | | |
| OS 00000 Model Log | 00000000 | | 06/30/17 | 0.00 | | | | | | |
| | CC: | | CT:1360 | 0.00 | | | | | | |
| | | | | 0.00 | | | | | | |
| OS 00000 | | | | 0.00 | | | | | | |
| Job. | 501 | Potomac Hotel | | | | 000 | | | | |
| 4455 OS 00000 | | Excavation and Trenchin | 06/15/17 | 19,500.00 | 7,200.00 | 26,700.00 | 7,200.00- | 900.00 | | |
| 501 Potomac Hote | CC:02200 | | CT:1360 | 8,750.00 | | | 33,900.00 | | | |
| | | Potomac Hotel | | 19,500.00 | 7,200.00 | 26,700.00 | 7,200.00- | 900.00 | | |
| | | | | | | | 33,900.00 | | | |
| 4455 OS 00000 | | | | 19,500.00 | 7,200.00 | 26,700.00 | 7,200.00- | 900.00 | | |
| | | | | | | 001 | 33,900.00 | | | |
| Job. | 5005 | The Gateway | | | | | | | | |
| 5021 OS 00000 | | Rough Grade | 05/17/17 | 150,000.00 | 50,000.00 | 200,000.00 | 6,000.00- | 3,000.00 | | |
| 5005 The Gateway | CC:04100 | | CT:1360 | | | | 206,000.00 | | | |

Processing Options

See [Summary Contract Status Report \(P44425\)](#).

Printing the Status Report by Job

| | |
|---|---|
|  | From Subcontract Management (G44), choose Subcontract Reports From Subcontract Management Reports (G4412), choose Status Report by Job |
|---|---|

You can review the commitment distribution information for your contracts based on the job on the Status Report by Job. This report uses information from the Purchase Order Detail table (F4311). It includes:

- Contract identifying information
- Subcontractor identifying information
- Budget amounts for accounts you select
- Base contract information
- Change order information
- Amount billed
- Retainage Information
- Amount released, but not paid
- Amount due on the as of date

Status Report by Job

| 44425 | | JD Edwards World | | | | Page - 3 | | | | |
|----------------|----------------------------|--------------------------------|----------|---------------|---------------|-----------------------|------------|-----------|---------|------|
| | | Contract Status Report | | | | Date - 3/14/17 | | | | |
| | | By Job, Supplier, Order Number | | | | As of Date - 06/30/17 | | | | |
| Contract Ty | Contr | Description | Date | Contract Amt/ | Change Ord | Total | Billed/ | Retention | Due Now | C |
| Supplier | Co | | | Job Budget | Last Change # | | Remaining | Released | | L |
| ----- | | | | | | | | | | |
| Job | | | | | | | | | | |
| Supplier . . . | 3480 | Digger, Inc. | | | | | | | | |
| | OS 00000 | Model Log 00000000 | 06/30/17 | 0.00 | | | | | | |
| 3480 | Digger, Inc. CC: | CT:1360 | | | | | | | | |
| | OS 00000 | | | 0.00 | | | | | | |
| | | | | | | 000 | | | | |
| | Digger, Inc. | | | 0.00 | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | 0.00 |
| ----- | | | | | | | | | | |
| Job | 480 | Cooler/Freezer Units - 10 | | | | | | | | |
| Supplier . . . | 4431 | Dynamic Works Incorporated | | | | | | | | |
| | 58 OS 00000 | Stress Testing/Engineer | 06/30/17 | 4,000.00 | | 4,000.00 | | | | |
| 4431 | Dynamic Work CC:1110 | CT:1360 | | 1,400.00 | | | 4,000.00 | | | |
| | 58 OS 00000 | | | 4,000.00 | | 4,000.00 | 000 | 4,000.00 | | |
| | | | | | | | | | | |
| | Dynamic Works Incorporated | | | 4,000.00 | | 4,000.00 | | 4,000.00 | | |
| | | | | | | | | | | |
| | Cooler/Freezer Units - 10 | | | 4,000.00 | | 4,000.00 | | 4,000.00 | | |
| ----- | | | | | | | | | | |
| Job | 501 | Potomac Hotel | | | | | | | | |
| Supplier . . . | 3035 | Elmer's Wood and Plastic | | | | | | | | |
| | 4462 OS 00000 | Wood and Plastics | 07/01/17 | 0.00 | | | | | | |
| 3035 | Elmer's Wood CC:08100 | CT:1360 | | 175,000.00 | | | | | | |
| | 4462 OS 00000 | | | 0.00 | | | | | | |
| | | | | | | 000 | | | | |
| | Elmer's Wood and Plastic | | | 0.00 | | | | | | |
| ----- | | | | | | | | | | |
| Supplier . . . | 3480 | Digger, Inc. | | | | | | | | |
| | 4455 OS 00000 | Excavation and Trenchin | 06/15/17 | 19,500.00 | 7,200.00 | | | | | |
| 3480 | Digger, Inc. CC:02200 | CT:1360 | | 8,750.00 | | 26,700.00 | 7,200.00- | 900.00 | | |
| | 4455 OS 00000 | | | 19,500.00 | 7,200.00 | 26,700.00 | 7,200.00- | 900.00 | | |
| | | | | | | 001 | 33,900.00 | | | |
| | Digger, Inc. | | | 19,500.00 | 7,200.00 | | | | | |
| | | | | | | 26,700.00 | 7,200.00- | 900.00 | | |
| | | | | | | | 33,900.00 | | | |
| ----- | | | | | | | | | | |
| Supplier . . . | 4005 | A & D Parts Company | | | | | | | | |
| | 4459 OS 00000 | | 06/15/17 | 125,000.00 | | 125,000.00 | 50,000.00- | | | |
| 4005 | A & D Parts CC:08100 | CT:1360 | | 175,000.00 | | | 175,000.00 | | | |

Processing Options

See [Summary Contract Status Report \(P44425\)](#).

Printing the Subcontract Open Status Report

| | |
|---|---|
|  | From Subcontract Management (G44), choose Subcontract Reports From Subcontract Management Reports (G4412), choose Subcontract Open Status Report |
|---|---|

You can review detail status information for each of your contracts based on the subcontractor and a specific ledger date on the Subcontract Open Status report. You can choose between the following formats when you set the Print Options processing option.

| Format | Description |
|----------------|---|
| Detail format | This format displays detail information about individual transactions by general ledger date and document number. |
| Summary format | This format displays summarized information only. |

Subcontract Open Status Report

| 434201 | JD Edwards World | | Page | - | 2 | | | | | |
|---|----------------------------|------|------------------------------|--------------|--------------|------------|----|------------|----------|----|
| | Contract Summary - Job 501 | | Date | - | 3/22/17 | | | | | |
| | | | As of | - | 06/30/17 | | | | | |
| 501 Potomac Hotel 6723 Woodlawn Road Arlington VA 02110 | | | | | | | | | | |
| Supplier Number | Cost Code | Type | Supplier Name | Budget | PO/Contract | Invoiced | % | Paid | Retained | % |
| 3035 | 08100 | 1360 | Elmer's Wood and Plastic | 175,000.00 | 125,000.00 | | | | | |
| 3480 | 02200 | 1360 | Digger, Inc. | 8,750.00 | 26,700.00 | 9,000.00 | 34 | 8,100.00 | 900.00 | 10 |
| 4005 | 08100 | 1360 | A & D Parts Company | 175,000.00 | 125,000.00 | 50,000.00 | 40 | 49,500.00 | | |
| | 15100 | 1360 | | 245,500.00 | 180,000.00 | | | | | |
| 4006 | 14100 | 1360 | A&B Electric Motor Service | 86,500.00 | 75,000.00 | | | | | |
| | 16100 | 1360 | | 225,345.00 | 230,000.00 | | | | | |
| 4008 | 05120 | 1360 | Allied Steel | 76,500.00 | 80,000.00 | 48,000.00 | 60 | 48,000.00 | | |
| 4242 | 09200 | 1360 | Corporate Office Systems Com | | 15,000.00 | | | | | |
| 4344 | 16100 | 1360 | Venus Universal Supply Co | 225,345.00 | 10,000.00 | | | | | |
| 5231 | 03100 | 1360 | Bestway Paving | 120,000.00 | 110,000.00 | 65,000.00 | 59 | 65,000.00 | | |
| 5240 | 02800 | 1360 | Cleantree Landscaping | 26,500.00 | 25,000.00 | 17,000.00 | 68 | 17,000.00 | | |
| Total Potomac Hotel | | | | 1,364,440.00 | 1,001,700.00 | 189,000.00 | 19 | 187,600.00 | 900.00 | |
| Grand Totals | | | | 1,364,440.00 | 1,001,700.00 | 189,000.00 | 19 | 187,600.00 | 900.00 | |

Processing Options

See [Contract Detail Status Report \(P44421\)](#).

Data Sequence

- The system totals the information for the detail format according to the sequence that you specify.
- The information in the summary format is based on the sequence that you specify.

Printing the Detailed Status by Supplier Report

| | |
|---|--|
|  | From Subcontract Management (G44), choose Subcontract Reports From Subcontract Management Reports (G4412), choose Detailed Status by Supplier |
|---|--|

You can review contract status information in detail based on the subcontractor and the job on the Detailed Status by Supplier report. This report displays the amounts that have been vouchered, paid, and retained for a contract. You can print this report at any time to review the current status of your contracts.

Detailed Status by Supplier Report

| 43421 | JD Edwards World | | | | Page | 4 | | | | |
|---------------------|---------------------------------------|-----------|-------------------------|--------|-------------|------------|----------|----------|-------------------|---------|
| | Contract Detail by Supplier - Job 501 | | | | Date | 3/23/14 | | | | |
| | | | | | As of | - 07/31/17 | | | | |
| 3480 Digger, Inc. | | | | | | | | | | |
| Job Number | Cost Code | Code Type | Description (Reference) | Budget | PO/Contract | Vouchered | Paid | Retained | Balance Remaining | Due Now |
| ----- | | | | | | | | | | |
| 501 | Potomac Hotel | | | | | | | | | |
| 02200 | 1360 | | Subcontracts | | | | | | | |
| OS | 4455 | 00000 | 000 06/01/17 | | 19,500.00 | | 6,300.00 | | | |
| PK | 1005 | 00000 | 000 11/26/91 | | | | | | | |
| OV | 30 | 00000 | 001 06/30/17 | | | 700.00 | | 700.00 | | |
| PK | 1005 | 00000 | 002 11/26/91 | | | | 1,800.00 | | | |
| OV | 30 | 00000 | 003 06/30/17 | | | 200.00 | | 200.00 | | |
| ----- | | | | | | | | | | |
| Total Earthwork | | | | | 44,500.00 | 900.00 | 8,100.00 | 900.00 | 43,600.00 | 900.00 |
| Total Potomac Hotel | | | | | 44,500.00 | 900.00 | 8,100.00 | 900.00 | 43,600.00 | 900.00 |
| ----- | | | | | | | | | | |
| Total Digger, Inc. | | | | | 44,500.00 | 900.00 | 8,100.00 | 900.00 | 43,600.00 | 900.00 |
| OS | 4455 | 00000 | 001 06/15/17 | | 7,200.00 | | | | | |

Processing Options

See [Contract Detail by Supplier \(P43421\)](#).

Printing the Unit Price Report

| | |
|---|--|
|  | From Subcontract Management (G44), choose Subcontract Reports From Subcontract Management Reports (G4412), choose Unit Price Report |
|---|--|

You can review information about contract quantities, current period quantities and amounts, and job-to-date quantities and amounts on the Unit Price report. This report uses information from the Purchase Order Detail table (F4311).

Unit Price report

| 4500 | | JD Edwards World | | Page | - |
|-----------------------------|-----------------------------|---|-------------|------------------|-----------------------------|
| - 3/23/17 | | Unit Price Contract Report - W/Headings | | | Date |
| - 06/30/17 | | | | | As of |
| Main Terminal Building | | | | | |
| Master Project | | | | | |
| \$2.7 Billion Budget | | | | | |
| The Office Warehouse | | | | | |
| 56 Inverness Dr East | | | | | |
| Denver CO 80239 | | | | | |
| Mr. John Palmeiri | | | | | |
| The Office Warehouse | | | | | |
| 2250 Office Warehouse, Inc | | | | | |
| 5001 Main Terminal Building | | | | | |
| Supplier . . . | 2250 Office Warehouse, Inc | | | | Planned Start Date 01/01/15 |
| Job Number . . . | 5001 Main Terminal Building | | | | Actual Start Date 01/15/15 |
| | | | | | Planned Comp Date 12/19/17 |
| | | | | | Actual Comp Date |
| | | | | | Other Date 5 |
| | | | | | Other Date 6 |
| Job to | | | | | |
| Number | Code | Cost Type | Contract Ct | Contract Chg Lin | Quantity |
| Quantity | Ext | | | | UM |
| ----- | | | | | |
| Cost Code . . . | 12000 | FURNISHINGS | | | Extended Amount |
| Cost Type . . . | 1360 | FURNISHINGS | | | Quantity |
| ----- | | | | | |
| 5001 12000 | 1360 | 5223 OS 00000 000 001 FURNISHINGS | LS | 687,000.0000 | 687,000.00 |
| ----- | | | | | |
| | | | | | 500,000.00 |
| ----- | | | | | |
| | | | | | 687,000.00 |
| ----- | | | | | |
| | | | | | 500,000.00 |
| ----- | | | | | |
| | | | | | 687,000.00 |
| ----- | | | | | |
| | | | | | 500,000.00 |
| ----- | | | | | |

Processing Options

See [Unit Price Contract Report \(P44500\)](#).

Printing the Subcontract History Report

| | |
|---|---|
|  | From Subcontract Management (G44), choose Subcontract Reports From Subcontract Management Reports (G4412), choose Subcontract History Report |
|---|---|

You can review contract information and payment amounts for each line item of a contract on the Subcontract History report. This report includes the following details:

- Contract identifying information
- Change order information
- Subledger information
- Commitment information
- Payment voucher information
- Invoice information
- Retainage information
- Payment information
- General ledger date for specific transactions
- Subcontractor identifying information

Subcontract History Report

| JD Edwards World | | | | | | | | | | Page | Date | | | | |
|--|----|---------|---------------|------------|-----------|-----------|----------------|----------------|----------------|--------------|-----------------------|------------------|--------------|-------------|--------------|
| Contract Detailed Status Report | | | | | | | | | | 3 | 3/14/18 | | | | |
| | | | | | | | | | | | As of Date - 12/31/17 | | | | |
| Contract Ty | Co | Ord No. | Contr Chg Lin | Job Number | Cost Code | Cost Type | Extended Price | Voucher Number | Invoice Number | Invoice Date | Invoice Amount | Retention Amount | Check Number | Check Date | Check Amount |
| Job Number 501 Potomac Hotel | | | | | | | | | | | | | | | |
| 4455 | OS | 00000 | 000 | 001 | 501 | 02200 | 1360 | 19,500.00 | 30 | PROG#01 | 6,300.00 | 700.00 | 1005 | 07/31/17 | 6,300.00- |
| 4455 | OS | 00000 | 001 | 001 | 501 | 02200 | 1360 | 7,200.00 | 30 | PROG#01 | 700.00 | 700.00 | 1005 | 07/31/17 | 1,800.00- |
| 4457 | OS | 00000 | 000 | 001 | 501 | 02800 | 1360 | 20,000.00 | 27 | PROG#01 | 200.00 | 200.00 | 1004 | 07/31/17 | 15,000.00- |
| 4457 | OS | 00000 | 000 | 002 | 501 | 02800 | 1360 | 5,000.00 | 27 | PROG#1 | 2,000.00 | 2,000.00 | 1004 | 07/31/17 | 2,000.00- |
| 4460 | OS | 00000 | 000 | 001 | 501 | 03100 | 1360 | 100,000.00 | 20 | PROG#1 | 35,000.00 | 35,000.00 | 1003 | 07/31/17 | 35,000.00- |
| 4460 | OS | 00000 | 001 | 001 | 501 | 03100 | 1360 | 10,000.00 | 22 | PROG#2 | 30,000.00 | 30,000.00 | 1003 | 07/31/17 | 30,000.00- |
| 4458 | OS | 00000 | 000 | 001 | 501 | 05120 | 1360 | 80,000.00 | 21 | PROG#1 | 48,000.00 | 48,000.00 | 1002 | 07/31/17 | 48,000.00- |
| 4459 | OS | 00000 | 000 | 001 | 501 | 08100 | 1360 | 25,000.00 | 19 | PROG#1 | 50,000.00 | 50,000.00 | 1001 | 07/31/17 | 49,500.00- |
| 4459 | OS | 00000 | 000 | 002 | 501 | 08100 | 1360 | 100,000.00 | 19 | PROG#1 | 100,000.00 | 100,000.00 | | | |
| 4462 | OS | 00000 | 000 | 001 | 501 | 08100 | 1360 | 100,000.00 | | | 100,000.00 | | | | |
| 4462 | OS | 00000 | 000 | 002 | 501 | 08100 | 1360 | 25,000.00 | | | 25,000.00 | | | | |
| 5004 | OS | 00000 | 000 | 001 | 501 | 09200 | 1360 | 15,000.00 | | | 15,000.00 | | | | |
| 4464 | OS | 00000 | 000 | 001 | 501 | 14100 | 1360 | 75,000.00 | 24 | PR001 | 62,525.00 | 62,525.00 | | | |
| 4461 | OS | 00000 | 000 | 001 | 501 | 15100 | 1360 | 180,000.00 | 23 | PR001 | 120,000.00 | 120,000.00 | | | |
| 4463 | OS | 00000 | 000 | 001 | 501 | 16100 | 1360 | 230,000.00 | | | 230,000.00 | | | | |
| 5012 | OS | 00000 | 000 | 001 | 501 | 16100 | 1360 | 10,000.00 | | | 10,000.00 | | | | |
| Potomac Hotel | | | | | | | | | | 1,001,700.00 | 900.00 | | | 187,600.00- | |
| | | | | | | | | | | 1,001,700.00 | 900.00 | | | 187,600.00- | |

Processing Options

See [Commitment Transaction Analysis \(P44600\)](#).

Printing the Committed Cost Detail Report



From Subcontract Management (G44), choose **Subcontract Reports**
From Subcontract Management Reports (G4412), choose **Committed Cost Detail**

You can review detail information for a contract and the payment vouchers that relate to the contract on the Committed Cost Detail report. This report uses information from the Purchase Order Detail table (F4311).

You can review the following contract details:

- Supplier number and name
- Contract number and type
- Change number

You can review the following payment voucher details:

- Document number and type
- Invoice date
- Gross amounts
- Retainage amounts
- Payment number
- General ledger date for specific transactions

Committed Cost Detail

| 44435 | | JD Edwards World | | | | | | Page | - | 4 | | |
|---------------------|----------------------|----------------------------|----------|--------|--------------|--------------|--------------|------------------|----------------|----------|--------------|--|
| 3/14/17 | | Committed Cost Detail | | | | | | Date | - | | | |
| 06/30/17 | | All Costs | | | | | | As of | - | | | |
| Supplier Number | Supplier Name | Contract Number | Contr Ty | Chg Co | Document No. | Do Number Ty | Gross Amount | Retainage Amount | Payment Number | G/L Date | Invoice Date | |
| Address Number 5231 | | Bestway Paving | | | | | | | | | | |
| Order Number . | | 00004460 | | | | | | | | | | |
| Order Type . . OS | | Subcontract | | | | | | | | | | |
| Order Number Do | | 00000 | | | | | | | | | | |
| ----- | | ----- | | | | | | | | | | |
| 5231 | Bestway Paving | 4460 | OS | 00000 | 000 | 20 OV | 35,000.00 | | 1003 | 06/30/17 | 06/01/17 | |
| 5231 | Bestway Paving | 4460 | OS | 00000 | 000 | 22 OV | 30,000.00 | | 1003 | 06/30/17 | 06/15/17 | |
| 5231 | Bestway Paving | 4460 | OS | 00000 | 001 | | | | 1003 | | | |
| | | 00004460 | | | | | | 65,000.00 | | | | |
| | | ----- | | | | | | ----- | | | | |
| Address Number 5240 | | Bestway Paving | | | | | | 65,000.00 | | | | |
| Order Number . | | Cleantree Landscaping | | | | | | | | | | |
| Order Type . . OS | | 00004457 | | | | | | | | | | |
| Order Number Do | | Subcontract | | | | | | | | | | |
| | | 00000 | | | | | | | | | | |
| ----- | | ----- | | | | | | | | | | |
| 5240 | Cleantree Landscapin | 4457 | OS | 00000 | 000 | 27 OV | 15,000.00 | | 1004 | 05/30/17 | 04/01/17 | |
| 5240 | Cleantree Landscapin | 4457 | OS | 00000 | 000 | 27 OV | 2,000.00 | | 1004 | 05/30/17 | 04/01/17 | |
| | | 00004457 | | | | | | 17,000.00 | | | | |
| | | ----- | | | | | | ----- | | | | |
| Address Number 5001 | | Potomac Hotel | | | | | | 189,000.00 | 900.00 | | | |
| Order Number . | | Main Terminal Building | | | | | | | | | | |
| Order Type . . OS | | 2250 Office Warehouse, Inc | | | | | | | | | | |
| Order Number Do | | 00005223 | | | | | | | | | | |
| | | Subcontract | | | | | | | | | | |
| | | 00000 | | | | | | | | | | |
| ----- | | ----- | | | | | | | | | | |
| 2250 | Office Warehouse, In | 5223 | OS | 00000 | 000 | 667 OV | 450,000.00 | | 1004 | 06/30/17 | 06/01/17 | |
| 2250 | Office Warehouse, In | 5223 | OS | 00000 | 000 | 667 OV | 50,000.00 | 50,000.00 | 1004 | 06/30/17 | 06/01/17 | |
| | | 00005223 | | | | | | 500,000.00 | 50,000.00 | | | |
| | | ----- | | | | | | ----- | ----- | | | |
| Address Number 3480 | | Office Warehouse, Inc | | | | | | 500,000.00 | 50,000.00 | | | |
| Order Number . | | Digger, Inc. | | | | | | | | | | |
| Order Type . . OS | | 00005291 | | | | | | | | | | |
| Order Number Do | | Subcontract | | | | | | | | | | |
| | | 00000 | | | | | | | | | | |
| ----- | | ----- | | | | | | | | | | |
| 3480 | Digger, Inc. | 5291 | OS | 00000 | 000 | 632 OV | 60,300.00 | | 1020 | 12/20/16 | | |
| 3480 | Digger, Inc. | 5291 | OS | 00000 | 000 | 632 OV | 6,700.00 | 6,700.00 | 1020 | 12/20/16 | | |
| 3480 | Digger, Inc. | 5291 | OS | 00000 | 001 | 632 OV | 12,600.00 | | 1020 | 12/20/16 | | |
| 3480 | Digger, Inc. | 5291 | OS | 00000 | 001 | 632 OV | 1,400.00 | 1,400.00 | 1020 | 12/20/16 | | |
| | | 00005291 | | | | | | 81,000.00 | 8,100.00 | | | |
| | | ----- | | | | | | ----- | ----- | | | |
| Address Number 4008 | | Digger, Inc. | | | | | | 81,000.00 | 8,100.00 | | | |
| Order Number . | | Allied Steel | | | | | | | | | | |
| Order Type . . OS | | 00005143 | | | | | | | | | | |
| | | Subcontract | | | | | | | | | | |

Processing Options

See [Committed Cost Detail \(P44435\)](#).

Generate Commitment Reports

You can print commitment reports to review the commitment details of your contracts. Commitment reports can display the following:

- Committed cost information for a job
- Commitment details and analysis information for a contract
- Commitment distribution among contracts for a job
- American Institute of Architects (AIA) payment documentation

This chapter includes the following:

- [Printing the Subcontract Analysis Report](#)
- [Printing the AIA Application for Payment](#)
- [Printing the Subcontract Detail Report](#)
- [Printing the Committed Cost Report](#)
- [Printing the Subcontract Distribution Report](#)

Printing the Subcontract Analysis Report



From Subcontract Management (G44), choose **Subcontract Reports**
From Subcontract Management Reports (G4412), choose **Subcontract Analysis**

You can review a summary of contract commitment information for select suppliers and jobs on the Subcontract Analysis report. This report uses information from the Purchase Order Detail table (F4311) and the Account Balances table (F0902).

You can review the following contract information:

- Budget amount
- Contract amount
- Invoice amount
- Amount paid
- Amount retained
- Remaining balance
- Extended amount
- Percent invoiced
- Percent retained

Subcontract Analysis

| 434201 | | JD Edwards World Contract Summary - Job 501 | | | | Page | - | 2 | | |
|---|-----------------|--|------------------------------|--------------|--------------|------------|----|------------|----------|----|
| | | | | | | Date | - | 3/22/17 | | |
| | | | | | | As of | - | 06/30/17 | | |
| 501 Potomac Hotel 6723 Woodlawn Road Arlington VA 02110 | | | | | | | | | | |
| Supplier Number | Cost... Code | Type | Supplier Name | Budget | PO/Contract | Invoiced | % | Paid | Retained | % |
| 3035 | 08100 | 1360 | Elmer's Wood and Plastic | 175,000.00 | 125,000.00 | | | | | |
| 3480 | 02200 | 1360 | Digger, Inc. | 8,750.00 | 26,700.00 | 9,000.00 | 34 | 8,100.00 | 900.00 | 10 |
| 4005 | 08100 | 1360 | A & D Parts Company | 175,000.00 | 125,000.00 | 50,000.00 | 40 | 49,500.00 | | |
| | 15100 | 1360 | | 245,500.00 | 180,000.00 | | | | | |
| 4006 | 14100 | 1360 | A&B Electric Motor Service | 86,500.00 | 75,000.00 | | | | | |
| | 16100 | 1360 | | 225,345.00 | 230,000.00 | | | | | |
| 4008 | 05120 | 1360 | Allied Steel | 76,500.00 | 80,000.00 | 48,000.00 | 60 | 48,000.00 | | |
| 4242 | 09200 | 1360 | Corporate Office Systems Com | | 15,000.00 | | | | | |
| 4344 | 16100 | 1360 | Venus Universal Supply Co | 225,345.00 | 10,000.00 | | | | | |
| 5231 | 03100 | 1360 | Bestway Paving | 120,000.00 | 110,000.00 | 65,000.00 | 59 | 65,000.00 | | |
| 5240 | 02800 | 1360 | Cleantree Landscaping | 26,500.00 | 25,000.00 | 17,000.00 | 68 | 17,000.00 | | |
| Total Potomac Hotel | | | | 1,364,440.00 | 1,001,700.00 | 189,000.00 | 19 | 187,600.00 | 900.00 | |
| Grand Totals | | | | 1,364,440.00 | 1,001,700.00 | 189,000.00 | 19 | 187,600.00 | 900.00 | |

Processing Options

See [Contract Summary \(P434201\)](#).

Printing the AIA Application for Payment

| | |
|---|--|
|  | From Subcontract Management (G44), choose Subcontract Reports From Subcontract Management Reports (G4412), choose AIA Application for Payment |
|---|--|

The AIA Application for Payment Report is similar to the AIA Application and Certificate for Payment Document, G702. The report lists base contract and change order commitment amounts in addition to previous amounts that were billed and retained. Your subcontractors can use this report as a turnaround document. You can send this report to your subcontractors initially and then send a current copy of the AIA Application for Payment report with each of your payments. The subcontractor completes the document, has a notary public certify the document, and returns the completed report to you as the invoice for the next payment. Completing this document does not necessarily imply that all work on the contract is complete. In many cases, it indicates only that the work between the last payment and the next payment is complete.

The system uses information from the Purchase Order Detail table (F4311) and general ledger transactions.

The system can print this report when you process a payment if you set the AIA Document field to Y on the Subcontract Entry screen when you enter the contract.

You must set the Display AIA Document field processing option to display this field.

AIA Application for Payment

| 44440 | | Application For Payment | | | | Page | - | 2 |
|---|--------------|-------------------------|------------------------|--|----------------------------|-----------------|---------------------|---------------------|
| | | | | | | Date | - | 3/14/17 |
| | | | | | | As Of | - | 01/31/17 |
| Contractor : | | 2250 | Office Warehouse, Inc | | Payment Request No : _____ | | | |
| Contract : | | 5223 OS 00000 | Gate Area Seating | | Period From : _____ | | | |
| Project No : | | 5001 | Main Terminal Building | | Period To : _____ | | | |
| Change No./ Job Number | Cost Code | Cost Type | Description of Work | Scheduled Value | Previous Earned | Total Earned | Billing * Amount | Retainage Amount |
| ----- | | | | | | | | |
| Original | 5001 | 12000 | 1360 FURNISHINGS | 687000.00 | | | | |
| Total Revised Subcontract | | | | 687000.00 | | | | |
| Retainage | | | | | | | | |
| Net Revised Subcontract | | | | 687000.00 | | | | |
| CERTIFICATE OF THE SUBCONTRACTOR: | | | | PROJECT MANAGEMENT APPROVAL: _____ | | | | |
| <p>I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of accomplishment under the terms of the Contract (and all authorized changes thereto) between the undersigned and A Model Construction Mgmt Co relating to the above referenced project.</p> <p>I also certify that payments, less applicable retention, have been made through the period covered by previous payments received from the contractor, to (1) all my subcontractors (sub-contractors) and (2) for all materials and labor used in or in connection with the performance of this Contract. I further certify I have complied with Federal, State and local tax laws, including Social Security laws and Unemployment Compensation laws and Workmen's Compensation laws insofar as applicable to the performance of this Contract.</p> | | | | | | | | |
| Date | | | | Office Warehouse, Inc (SUBCONTRACTOR) | | | | |
| Subscribed and sworn before me this | | | | By: _____ (Authorized Signature) | | | | |
| _____ day of _____, 19__ | | | | Title: _____ (Corporate Title) | | | | |
| Notary Public: _____ | | | | | | | | |
| My Commission Expires: _____ | | | | | | | | |

Processing Options

See [Application for Payment \(P44440\)](#).

Printing the Subcontract Detail Report

| | |
|---|---|
|  | From Subcontract Management (G44), choose Subcontract Reports From Subcontract Management Reports (G4412), choose Subcontract Detail |
|---|---|

You can review detail information about logs and commitment distribution for any contract on the Subcontract Detail report. You can also review all of the multi-currency information with a contract if you activate multi-currency. You can print information about all jobs, a specific job, or an individual contract.

This report uses information from the Purchase Order Header File table (F4301), Purchase Order Detail table (F4311), Log Master table (F4303), and Contract Log Text table (F4304).

Subcontract Detail

| | | | | | | | | | | | | |
|-------------------------|-----------------------|--|----------------------------|--------------------|------------|------------|--------------|-------------|------|---|-----|-----|
| 4401P | JD Edwards World | | Page | - | 4 | | | | | | | |
| | Contract Detail Print | | Date | - | 3/22/17 | | | | | | | |
| | All Jobs | | Mode | - | 1 | | | | | | | |
| Contract Number . . | 58 OS | Short Desc . . . | Stress Testing/Engineering | Hold | Close . . | | | | | | | |
| Order Number Docum | 00000 | | | | | | | | | | | |
| Supplier | 4431 | Supplier Name . . | Dynamic Works Incorporated | P/C | Tax ID . . | | | | | | | |
| Project No | 480 | Description . . . | Cooler/Freezer Units - 10 | Tax Expl Code . . | | | | | | | | |
| AIA Document | | | | Tax Rate/Area . . | | | | | | | | |
| Retainage | | Payment Remark . . | | | | | | | | | | |
| Original Amt | 4,000.00 | Revised Amount . . | 4,000.00 | Last Chg | 000 | | | | | | | |
| Contract Log Details | | | | | | | | | | | | |
| L | S | | | | | | | | | | | |
| T Description | T | Remark | Issue | Expired | Required | | | | | | | |
| | | | | | | | | | | | | |
| S Signed Contract | N | Submit Signed Contract | 04/15/17 | | Y | | | | | | | |
| | | This contract will require the vendor to review our project plan and determine if the stress testing loads as outlined in document ST46-3342 will be exceeded. Third party review and approval is required as part of this contract. | | | | | | | | | | |
| T Schedule | N | Review Project Schedule | 05/15/17 | | N | | | | | | | |
| Commitment Distribution | | | | | | | | | | | | |
| Change No | 000 | Description . . . | Original | | | | | | | | | |
| Change Ref No . . . | 001 | Effective Date . . | 06/30/17 | Cat Code 1 | | | | | | | | |
| | | Planned Compl . . | | Cat Code 2 | | | | | | | | |
| | | Physical Comp . . | | Cat Code 3 | | | | | | | | |
| | | Compl Date | | Terms Only | Close . . | | | | | | | |
| Business Unit | Cost Code | Cost Type | P | Quantity | UM | Unit Price | Extended Amt | Description | Subl | T | P | Tx |
| | | | | | | | | | | Y | Pln | Q |
| | | | | | | | | | | | Ex | Tax |
| | | | | | | | | | | | R/A | |
| 480 | 1110 | 1360 | L | | EA | 3,000.0000 | 3,000.00 | Electrical | | | | Y |
| 480 | 1110 | 1360 | L | | EA | 1,000.0000 | 1,000.00 | Electrical | | | | Y |

Processing Options

See [Contract Detail Print - Single Contract \(P4401P\)](#).

Printing the Committed Cost Report

| | |
|---|--|
|  | From Subcontract Management (G44), choose Subcontract Reports From Subcontract Management Reports (G4412), choose Committed Cost Report |
|---|--|

You can review the amounts that you commit to specific accounts within your jobs on the Committed Cost report. You select the jobs and accounts that you want to review and the system generates a report based on the commitments for those items.

The Committed Cost report displays the following commitment information for each line item you select:

- Revised budget
- Committed amounts
- Uncommitted amounts
- Invoiced amount

This report uses information from the Purchase Order Detail table (F4311), the Log Master table (F4303), the Account Ledger table (F0911), and the Account Balances table (F0902).

Committed Cost Report

| 44430 | | JD Edwards World | | Page - 2 | | Date - 3/23/17 | | As of - 06/30/17 | | | | |
|------------------|-----------|------------------------------|------------------|------------------|--------------------|-----------------|-----|--------------------|----------|---------|----------------|----------|
| | | Committed Cost Report | | | | | | | | | | |
| Company . . . | 00050 | A Model Construction Mgmt Co | | | | | | | | | | |
| Job Number . . . | 501 | Potomac Hotel | | | | | | | | | | |
| Cost Code | Cost Type | Chg | Revised Estimate | Committed Amount | Uncommitted Amount | Invoiced Amount | P C | Contract Ty Number | Contr Co | Lst Chg | Supplier Name | Submt ST |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 02200 | Earthwork | | | | | | | | | | |
| 02200 | 1360 | Subcontracts | 8750.00 | 26700.00 | 17950.00- | 9000.00 | L | 4455 OS | 00000 | 001 | 3480 Digger, I | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 02200 | 8750.00 | | 26700.00 | 17950.00- | 9000.00 | | | | | | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 02600 | Paving & Surfacing | | | | | | | | | | |
| 02600 | 1360 | Subcontracts | 3500.00 | 3500.00 | | | | | | | | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 02600 | 3500.00 | | 3500.00 | | | | | | | | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 02800 | Landscaping | | | | | | | | | | |
| 02800 | 1360 | Subcontracts | 26500.00 | 25000.00 | 1500.00 | 17000.00 | L | 4457 OS | 00000 | 000 | 5240 Cleantree | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 02800 | 26500.00 | | 25000.00 | 1500.00 | 17000.00 | | | | | | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 03100 | Concrete Formwork | | | | | | | | | | |
| 03100 | 1360 | Subcontracts | 120000.00 | 100000.00 | 20000.00 | 65000.00 | L | 4460 OS | 00000 | 000 | 5231 Bestway P | N |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 03100 | 120000.00 | | 100000.00 | 20000.00 | 65000.00 | | | | | | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 04210 | Brick Masonry | | | | | | | | | | |
| 04210 | 1360 | Subcontracts | 62525.00 | 62525.00 | | | | | | | | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 04210 | 62525.00 | | 62525.00 | | | | | | | | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 05120 | Structural Steel | | | | | | | | | | |
| 05120 | 1360 | Subcontracts | 76500.00 | 80000.00 | 3500.00- | 48000.00 | L | 4458 OS | 00000 | 000 | 4008 Allied St | N |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 05120 | 76500.00 | | 80000.00 | 3500.00- | 48000.00 | | | | | | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 06100 | Rough Carpentry | | | | | | | | | | |
| 06100 | 1360 | Subcontracts | 126350.00 | 126350.00 | | | | | | | | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 06100 | 126350.00 | | 126350.00 | | | | | | | | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 08100 | Metal Doors & Frames | | | | | | | | | | |
| 08100 | 1360 | Subcontracts | 175000.00 | 125000.00 | 50000.00 | 50000.00 | L | 4459 OS | 00000 | 000 | 4005 A & D Par | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 08100 | 175000.00 | | 125000.00 | 50000.00 | 50000.00 | | | | | | |
| ----- | | | ----- | | | | | | | | | |
| Cost Code | 09100 | Lath & Plaster | | | | | | | | | | |
| 09100 | 1360 | Subcontracts | 95650.00 | 95650.00 | | | | | | | | |
| ----- | | | ----- | | | | | | | | | |

Processing Options

See [Committed Cost Report \(P44430\)](#).

Printing the Subcontract Distribution Report

| | |
|---|---|
|  | From Subcontract Management (G44), choose Subcontract Reports From Subcontract Management Reports (G4412), choose Subcontract Distribution |
|---|---|

You can review the total commitment distribution information for contracts that you select on the Subcontract Distribution report. You can print this report using the following formats:

- Full contract distribution detail
- Contract summary by change order
- Contract summary by cost code

This report uses information from the Purchase Order Detail table (F4311).

Subcontract Distribution

| | | | |
|------------------------|---|----------------|----------------|
| 44310 | JD Edwards World | | Page - |
| | Contract Listing - Full Contract Detail | | Date - 2/21/17 |
| Contract Number . . . | 4455 OS Excavation and Trenching | | |
| Contract Company . . . | 00000 | | |
| Supplier | 3480 | Digger, Inc. | |
| | Description | Extended Price | |
| ----- | | | |
| Original | | | |
| Earthwork | | 19,500.00 | |
| ----- | | | |
| Total Original | | | 19,500.00 |
| Change | | | |
| Earthwork | | 7,200.00 | |
| ----- | | | |
| Total Change | | | 7,200.00 |
| ----- | | | |
| Total Contract Amount | | | 26,700.00 |

Processing Options

See [Contract Listing \(P44310\)](#).

Generate the Contract Log Report

You can review all of the log information for your contracts on the Contract Log report. This report displays the following information:

- Log items and text that relates to a contract
- Submittal and transmittal status information

When you run the report, you can specify whether to update the status of expired logs to not complete. This creates an outstanding submittal warning. You can review this information to determine whether to post payments against contracts that have expired logs.

This report uses information from the Purchase Order Header table (F4301), the Log Master table (F4303), and the Contract Log Text table (F4304).



From Subcontract Management (G44), choose **Subcontract Reports**
From Subcontract Management Reports (G4412), choose **Log Report with Update**

Contract Log Report

| T | Description | Explanation | S Issue | Expired | Required | P | Cde | Cde | Cde | I | Carrier | |
|---|----------------------|-------------------------------|------------|----------|----------|---|-----|-----|-----|---|---------|--------------|
| Y | | | T Date | Date | Date | E | 1 | 2 | 3 | C | Number | Carrier Name |
| 44300 JD Edwards World Page - 2 Contract Log Report Date - 3/22/17 Subcontract Management | | | | | | | | | | | | |
| ----- | | | | | | | | | | | | |
| | Order Number | 00000000 Model Log 00000000 | | | | | | | | | | |
| ----- | | | | | | | | | | | | |
| S | Signed Contract | Submit Signed Contract | | | | | | | | | Y | |
| S | Proof Of Insur. | Submit Insurance Certif. | | | | | | | | | Y | |
| S | Performance Bnd | Submit Performance Bond | | | | | | | | | Y | |
| T | Schedule | Review Project Schedule | | | | | | | | | N | |
| S | Signed Contract | Submit Signed Contract | | | | | | | | | Y | |
| S | Proof Of Insur. | Submit Insurance Certif. | | | | | | | | | Y | |
| S | Performance Bnd | Submit Performance Bond | | | | | | | | | Y | |
| T | Schedule | Review Project Schedule | | | | | | | | | N | |
| ----- | | | | | | | | | | | | |
| | Order Number | 58 Stress Testing/Engineering | | | | | | | | | | |
| ----- | | | | | | | | | | | | |
| S | Signed Contract | Submit Signed Contract | N 04/15/17 | | | | | | | | Y | |
| This contract will require the vendor to review our project plan and determine if the stress testing loads as outlined in document ST46-3342 will be exceeded. Third party review and approval is required as part of this contract. | | | | | | | | | | | | |
| T | Schedule | Review Project Schedule | N 05/15/17 | | | | | | | | N | |
| ----- | | | | | | | | | | | | |
| | Order Number | 4455 Excavation and Trenching | | | | | | | | | | |
| ----- | | | | | | | | | | | | |
| S | Signed Contract | Submit Signed Contract | N 06/01/17 | 06/30/17 | 06/15/17 | Y | | | | | C | |
| S | Proof of Insur. | Submit Insurance Certif. | | 07/31/17 | 07/15/17 | Y | | | | | I | |
| S | Schedule | Submit Progress Schedule | | 09/30/17 | 09/15/17 | Y | | | | | S | |
| T | Transmittal #1 | Change Request: De-Water | Y | | | | | | | | N | |
| JD Edwards World Requests a Proposal on the Following Work: Excavate sump hole and de-water the impounded water adjacent to the access road. The work is to be completed by 7/20/17. | | | | | | | | | | | | |
| We call your attention to the fact that this extra work is not within the general scope of your contract and that you are not obligated to undertake the work. If however you wish to perform the de-watering and can do so without any adverse effect on your existing contract please submit your detailed proposal to us by 6/15/17. | | | | | | | | | | | | |
| T | Transmittal #2 | Proceed with Change #1 | Y | | | | | | | | N | |
| REFERENCE TRANSMITTAL #1 Your proposal dated 6/12/17 covering the work noted on our Transmittal #1 in the amount of \$3,500.00 and no changes to any of the completion dates of your existing contract is acceptable to JD Edwards World. | | | | | | | | | | | | |
| You are hereby authorized to proceed with the de-watering work. Our formal contract amendment will be forthcoming. | | | | | | | | | | | | |
| ----- | | | | | | | | | | | | |
| | Order Number | 4457 Landscaping | | | | | | | | | | |
| ----- | | | | | | | | | | | | |
| S | Signed Contract | Submit Signed Contract | | | | | | | | | Y | |
| S | Proof Of Insur. | Submit Insurance Certif. | | | | | | | | | Y | |
| S | Performance Bnd | Submit Performance Bond | | | | | | | | | Y | |
| T | Schedule | Review Project Schedule | | | | | | | | | N | |

Processing Options

See [Log Report with Update \(P44300\)](#).

Generating the Commitment Integrity Report

| | |
|---|--|
|  | From Subcontract Management (G44), choose Subcontract Reports From Subcontract Management Reports (G4412), choose Commitment Integrity Report |
|---|--|

You can review variances in open commitment information on the Commitment Integrity report. This report compares information from the following tables:

- Purchase Order Detail table (F4311)
- Purchase Order Detail Ledger table (F43199)
- Account Balances table (F0902)

Unposted Subcontract Management progress payments result in a variance between the Purchase Order Detail Ledger table and the Purchase Order Detail table. You must post all progress payments before running this report.

The Commitment Integrity report:

- Compares committed amounts
- Displays commitment variances

The Commitment Integrity report is based on the JF - F0006/F0901 - Company, Cost Center table (F1011), which joins the Business Unit Master and Account Master tables. The system arranges this report into the following types of information:

| Balance Information | Description |
|------------------------------------|--|
| Balance to Date information | The information in the columns on the left side of the report is from the Subcontract Management Detail table and the Purchase Order Detail Ledger table. The report displays the following information: <ul style="list-style-type: none"> ▪ Order Detail Open Amount column includes the balance in the Purchase Order Detail table for each account and subledger you choose. ▪ Audit Trail Open Amount column includes the balance in the Purchase Order Detail Ledger table for each account and subledger you choose. ▪ Variance column includes the difference between the detail table amount and the audit trail amount. |

| Balance Information | Description |
|----------------------------------|---|
| Balance as of information | <p>The information in the columns on the right side of the report is from the Purchase Order Detail Ledger table and the Account Balances table. The report displays the following information:</p> <ul style="list-style-type: none"> <li data-bbox="776 394 1404 510">▪ Audit Trail Open Amount column includes the balance in the Purchase Order Detail Ledger table for each account and subledger you choose up to the effective date of the report. <li data-bbox="776 527 1404 674">▪ Committed Account Balance column includes the balance in the Account Balances table for the account and subledger you choose up to the effective date of the report. The report includes only records that have a ledger type of PA. <li data-bbox="776 690 1404 777">▪ Variance column includes the difference between the audit trail amount and the commitment account balance amount. |

Comparing Committed Amounts

The system performs two comparisons between the three tables to identify out-of-balance conditions.

- The system compares the Purchase Order Detail table and the Purchase Order Detail Ledger table on a To Date basis. It sums all of the commitment details in the Purchase Order Detail Ledger table regardless of date and then compares this total to the open amount of the corresponding detail line in the Purchase Order Detail table. The system does not store date sensitive information in the Purchase Order Detail table therefore this table does not contain the dates when you made changes to open amounts.
- The system compares the Purchase Order Detail Ledger table and the Account Balances table on a Through Period End basis by summing all of the commitment details in both tables up to a specific date. The system performs a period-sensitive comparison because the period is the lowest level of detail that the system stores in the Account Balances table.

Displaying Commitment Variances

There are normally no variances between the Purchase Order Detail table, the Purchase Order Detail Ledger table, and the Account Balances table. However, there can be variances if you did not post all of your receipts in the Procurement system, or post all of your progress payments in the Subcontract Management system. When this happens, the system updates the open amount in the Purchase Order Detail table but does not update the Purchase Order Detail Ledger table and Account Balances table until you post your receipts.

Variances can also occur if you did not create your commitment information correctly, or if an interruption occurs during processing and updates to these tables did not complete.

Commitment Integrity Report

| 40910 | | JD Edwards World | | | | | Page - 2 | | | |
|-----------------------|-----------|----------------------|------------|-----|--------------------------|-------------------------|------------------------|-------------------------|-------------------------|----------|
| | | Commitment Integrity | | | | | Date - 3/23/17 | | | |
| | | Job 501 | | | | | | | | |
| Job Number | Cost Type | Cost Code | Sub Ledger | S T | Order Detail Open Amount | Audit Trail Open Amount | Variance | Audit Trail Open Amount | Commitment Acct Balance | Variance |
| Business Unit | | | | | 501 Potomac Hotel | | | | | |
| 501 1360 | 02200 | | | | 17,700.00 | | 17,700.00 | | | |
| 501 1360 | 02800 | | | | 8,000.00 | | 8,000.00 | | | |
| 501 1360 | 03100 | | | | 45,000.00 | | 45,000.00 | | | |
| 501 1360 | 05120 | | | | 32,000.00 | | 32,000.00 | | | |
| 501 1360 | 08100 | | | | 200,000.00 | | 200,000.00 | | | |
| 501 1360 | 09200 | | | | 15,000.00 | | 15,000.00 | | | |
| 501 1360 | 14100 | | | | 12,475.00 | | 12,475.00 | | | |
| 501 1360 | 15100 | | | | 60,000.00 | | 60,000.00 | | | |
| 501 1360 | 16100 | | | | 240,000.00 | | 240,000.00 | | | |

Processing Options

See [Commitment Integrity – F1011 \(P40910\)](#).

Data Sequence

- Sequence the report by company number. The system must retrieve fiscal date information every time it encounters a new company. Optionally, you can sequence additional fields.
- Optionally, assign total levels to fields. This report does not calculate totals; however you can assign total levels to certain fields. This allows you to print subheadings and, optionally, skip to a new page when the values in those fields change.

Overview to Base Agreements

Objectives

- To understand how to use a base agreement
- To set up a base agreement
- To release base agreement information into a contract

About Base Agreements

A base agreement is a model contract that contains commitment information for more than one job. You use base agreements so that you do not have to individually specify commitment distribution information for each contract. This is useful for contracts that have more than one plan, but where all of the jobs with the same plan have identical commitment information.

For example, assume you accept a contract to build 30 houses in a subdivision. Ten of the houses are floor plan A, 10 are floor plan B, and 10 are floor plan C. The subdivision is your project, and each house is a separate job.

You can set up a single base agreement with commitment details for an entire house. You can also set up base agreements for each task within the house, such as plumbing, electrical, drywall, and so on. Each base agreement defines an individual job or task, and contains the commitment distribution information that relates to each plan for that job or task. When you release the commitments against a particular job or task, the system automatically uses the commitment distribution information based on the specific plan.

Complete the following tasks:

- Set up the base agreement
- Release commitments

Before You Begin

- Set up a contract type for base agreements. For example, you can define contract type BC for base agreements. See *Set Up User Defined Codes*.
- Set up the CT and CR AAI to define the cost type to use for base agreements. For example, if you define contract type BC for base agreements, then you must set up the CTBCxx AAI and the CRBCxx range of AAIs for base agreements. See *Define Automatic Accounting Instructions*.

Set Up the Base Agreement

A base agreement is a model contract that contains commitment information for more than one job. You use base agreements so that you do not have to specify individual commitment distribution information for each contract. This is useful for contracts which have more than one plan, but where all of the jobs with the same plan have identical commitment information.

For example, assume you accept a contract to build 30 houses in a subdivision. Ten of the houses are floor plan A, 10 are floor plan B, and 10 are floor plan C. The subdivision is your project, and each house is a separate job.

You can set up a single base agreement with commitment details for an entire house. You can also set up base agreements for each task within the house, such as plumbing, electrical, drywall, and so on. For this example, assume that your base agreement is for plumbing. The cost for plumbing is 1000 in floor plan A, 1200 in floor plan B, and 1500 in floor plan C.

You can make a single base agreement for plumbing that includes the commitment distribution information for each of the floor plans. Then, when you are ready to make progress payments to your plumbing subcontractor, you can pay against the commitments that you define for the specific floor plan of the job. You do not need to create a new contract with new commitment distribution details for each house.

When you set up a base agreement, you must define the different plans and subcontractors that you hire to perform the work. You must also enter identifying information for the overall contract. Then, you enter the commitment details and log information for each plan within the contract. As in the example above, you define plans A, B, and C that correspond to the different floor plans. Next, you enter the identifying information for the entire plumbing contract. Then, you enter the commitment details and log information for each plan.

You can create a change order to revise the commitment amounts for any plan. This updates the commitment information and allows the system to keep an audit trail of the changes to the contract.

This chapter includes the following:

- [Setting Up User Defined Codes for Base Agreements](#)
- [Entering the Job or Task](#)

Setting Up User Defined Codes for Base Agreements



From Subcontract Management (G44), enter 29
From Subcontract Management System Setup (G4441), choose an option under the **User Defined Codes** heading

You must define each of the job plans in your base agreement. For example, to include commitment distribution details for floor plan A, floor plan B, and floor plan C in your construction project, you must define a different plan for each floor plan.

You identify your plans with user defined codes (UDCs). You must also set up a UDC to indicate from which plan to release commitment distribution details when you make progress payments.

In addition, you must also define supplier codes and preferred supplier codes. Supplier codes define each type of subcontractor that you hire. Preferred supplier codes allow you to release commitments that relate to a specific subcontractor.

Complete the following tasks:

- To define plan codes
- To define release codes
- To define supplier codes
- To define preferred supplier codes

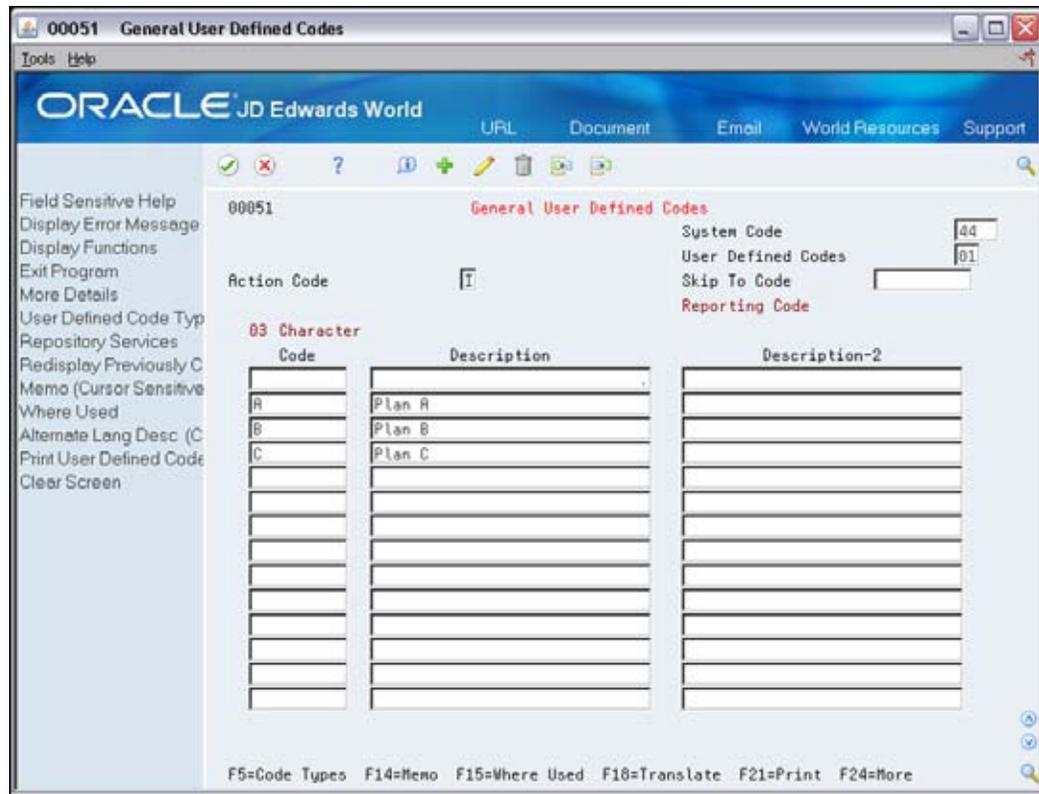
See Also

- *Set Up User Defined Codes*

To define plan codes

You must define a plan code for each of the plans that you will include in your base agreement.

1. On any User Defined Code Revisions screen, complete the following fields to locate table 00/19:
 - System Code
 - User Defined Codes

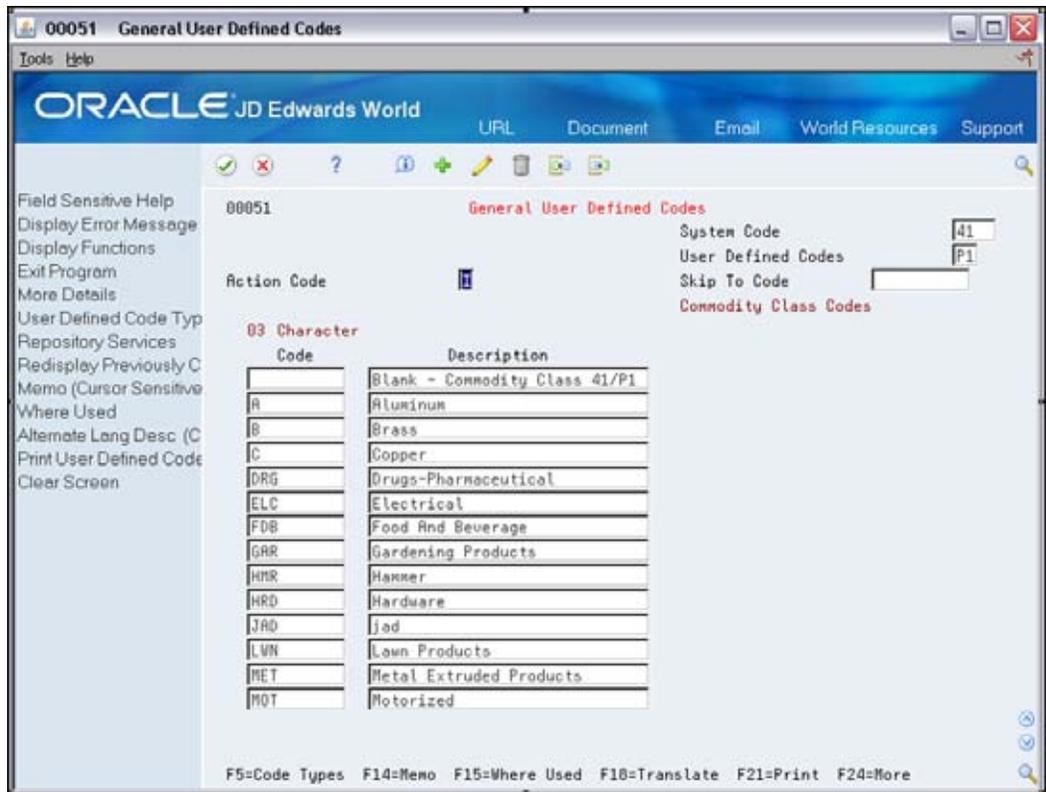


4. Enter the plan codes.

To define release codes

You must set up codes to indicate from which job plan to release commitment distribution details when you make progress payments.

1. On any User Defined Code Revisions screen, complete the following fields to locate table 00/20:
 - System Code
 - User Defined Codes

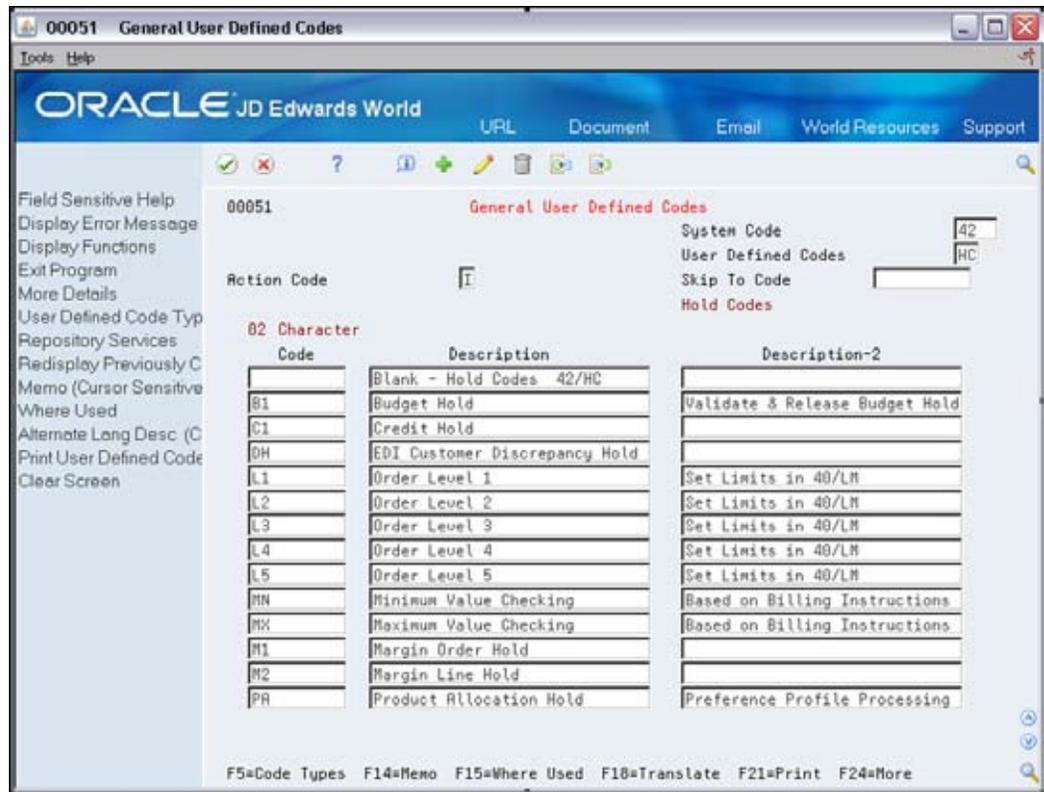


2. Enter your supplier category codes.

To define preferred supplier codes

You must define a preferred supplier code to release commitments that relate to specific subcontractors. For example, you can define preferred supplier code AA to indicate your first choice in subcontractors, BB to indicate your second choice, CC to indicate your third choice, and so on.

1. On any User Defined Code Revisions screen, complete the following fields to locate table 42/HC:
 - System Code
 - User Defined Codes



2. Enter the preferred supplier codes.

Entering the Job or Task

You enter a base agreement to define the jobs and tasks for your project. If you enter a base agreement for an entire house, then the job is the house. If you enter a base agreement for plumbing only, then the task is plumbing.

You must enter a job or task into your system for each base agreement. In addition, if you define multiple plan codes in a base agreement, you must enter a separate job or task for each plan code. For example, if you define plan codes A, B, and C, you must enter a corresponding job or task for each.

When you enter jobs or tasks for your base agreements, you must use only cost codes and cost types that are valid for your project. If you enter more than one plan code for the same task per base agreement, you must ensure that the cost code structure is the same for each of them.

See Also

- *Set Up a Project* to enter your jobs or tasks



From Subcontract Management (G44), enter 27
From Advanced & Technical Operations (G4431), choose **Agreement Entry**

Entering Identifying Information

You must enter identifying information for each base agreement. Identifying information includes details about the contract company, subcontractor information, and financial details such as tax rates and retainage.

To enter identifying information

1. On Agreement Entry, enter the base agreement code in the following field:
 - Contract Type

44001 Agreement Entry

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Commitment Details
Exit Program
Update with Redisplay
Subcontract Search
Exit to Address Book
Toggle for Summary/Re
Refresh Subcontract Re
Subcontract Financial S
Subcontract Log Revisi
Print Subcontract Detail
Clear Screen

44801 Agreement Entry Processing Mode. 1

Action Code I
Contract Number. 4450 BC Description Base Agreement Contract
Contract Co 00050

Supplier 3400 Digger, Inc.
Project 5000 Denver International Airport

Tax Expl Code
Tax Rate/Area Person/Corp C
Tax ID 811234567

Retainage % .100

Purge Code
Hold Code
Payment Remark

Contract Recap/Summary:
Original Amount. 3,000.00
Revised Amount 3,000.00
Last Chg Order 000

F2=Commitments F5=Update F10=Search F16=Status F20=Logs F24=More

2. Complete the following fields:
 - Contract Company
 - Supplier
3. Complete the following optional fields:
 - Project
 - Tax Explanation Code
 - Tax Rate/Area
 - Retainage %
4. Complete the following field with the appropriate preferred supplier code:
 - Hold Code

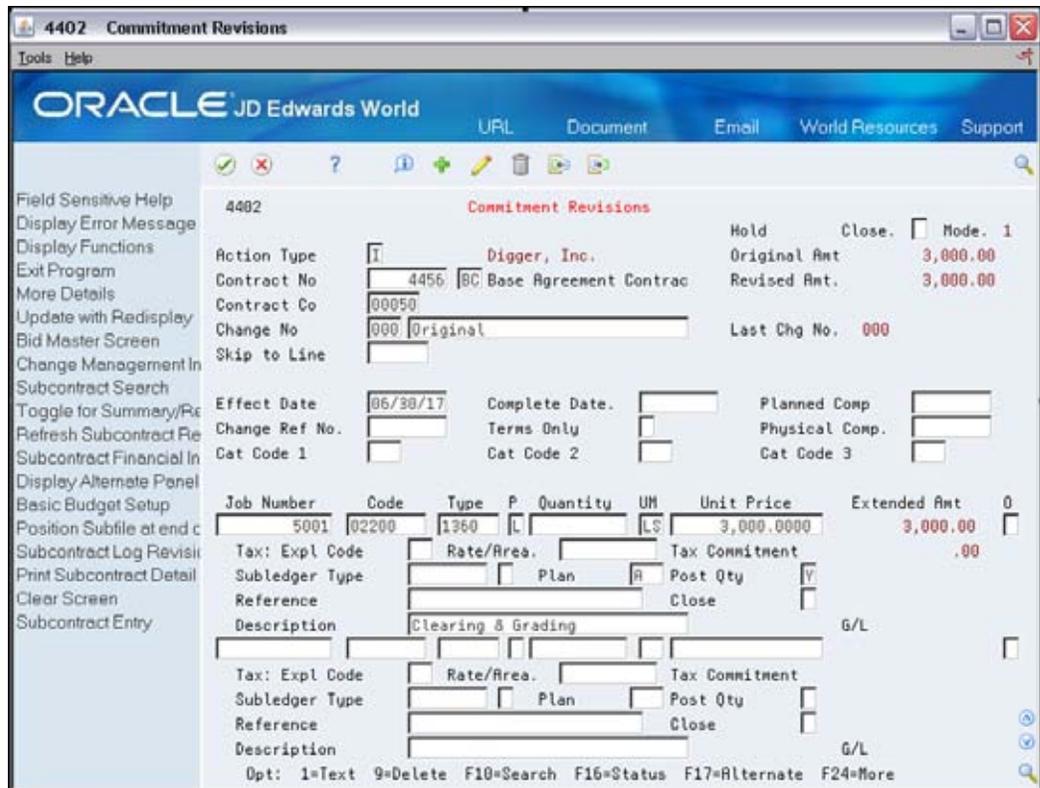
| Field | Explanation |
|-----------|--|
| Hold Code | <p>A user defined code (system 42, type HC) that indicates why an order was put on hold. Any value other than the default of blank will cause all vouchers entered against the contract to have a pay status of H and be automatically bypassed during Accounts Payable check processing.</p> <p><i>Screen-specific information</i></p> <p>A processing option specifies whether you can modify this field.</p> <p>If you are setting up a base agreement, you should enter the appropriate preferred supplier code in this field.</p> |

Entering Commitments

After you enter identifying information for the base agreement, you must enter the commitment details for each job plan. When you enter commitment information for your base agreements, you must use only cost codes and cost types that are valid for all contracts.

To enter commitments

1. On Agreement Entry, complete the following fields to locate the contract:
 - Contract Number
 - Contract Type
2. Choose Commitment Details (F2).



6. Complete the following required field for each plan:

- Plan

7. Complete the appropriate fields for each plan:

- Pricing Type
- Units
- Unit of Measure
- Unit Price
- Tax Explanation Code
- Rate/Area
- Subledger
- Subledger Type
- Post Quantity

| Field | Explanation |
|-------|--|
| Plan | This user defined code is for log entry reporting purposes. <i>Screen-specific information</i> Use this field for base agreement processing to specify a job category for the commitment line. |

Release Commitments

When you are ready to make progress payments for a job with a base agreement, you must select the appropriate base agreement and release the contract.

For example, assume you have a base agreement with a plumbing contractor to work on 30 houses. Ten of the houses are floor plan A, 10 are floor plan B, and 10 are floor plan C. Each of the houses is a separate job, but you use the same base agreement for each of them. You need to make progress payments for the work on a plan A house and work on a plan B house. You must release the corresponding commitment details into each contract before you can make your progress payments.

This chapter includes the following:

- [Identifying the Job](#)
- [Releasing a Contract](#)

Identifying the Job



From Job Cost (G51), choose **Job and Budget Setup**
From Job and Budget Setup (G5111), choose **Job Master Revisions**

You must identify the specific jobs for which you want to make progress payments.

To identify the job

1. On Job Master Revisions, complete the following fields to locate the job:
 - Job Number

510063 Job Master Revisions Post

ORACLE JD Edwards World

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Update w/Redisplay
Payroll Business Unit C
Level of Detail Search
Contract Search
Address Book Information
Job Name Search
Job Status Inquiry
Category Codes
Extended Job Master R
Budget Setup
Supplemental Data
Clear Screen

510063 Job Master Revisions

Action Code: I
Job Number: 5001
Level of Detail: 3
Type Business Unit: JB
Model Job: []
Project: 5000
Company: 50
Job Site Address Number: []
Owner Address Number: 5070
Contract Type: LS
State: CO
Threshold % Complete: 20.00

Posting Edit
Subledger Inactive

Main Terminal Building
Master Project
\$2.7 Billion Budget
Denver International Airport
A Model Construction Mgmt Co
Denver City & County
Lump Sum
Colorado

Job Dates and Other Information
Planned Start Date: 01/01/15
Actual Start Date: 01/15/15
Planned Comp Date: 12/19/17
Actual Comp Date: []
Other Date 5: []
Other Date 6: []
RFE Number: []

F5=Update F11=Address Book F13=Job Search F15=Category Codes F24=More

2. Choose Category Codes (F15).

510062 Job Category Code Revisions

ORACLE JD Edwards World

Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Redisplay with update
Clear Screen

510062 Job Category Code Revisions

Action Code: I
Job Number: 5001 Main Terminal Building

Division: []
Region: []
Group: []
Branch Office: []
Department Type: []
Person Responsible: []
Line of Business: []
Product Type: []
Category Code 09: []
Category Code 10: []

Category Code 11: []
Category Code 12: []
Category Code 13: []
Category Code 14: []
Category Code 15: []
Category Code 16: []
Category Code 17: []
Category Code 18: []
Category Code 19: [X] Plan A
Category Code 20: []
Category Code 28: [X] Contracts Rele

Cat Code 21: []
Cat Code 22: []
Cat Code 23: []
Cat Code 24: []
Cat Code 25: []
Cat Code 26: []
Cat Code 27: []
Cat Code 28: []
Cat Code 29: []
Cat Code 30: []

F5=Update with Redisplay F24=More Keys

3. On Job Category Code Revisions, complete the following field with the appropriate plan:
 - Category Code 19
4. Complete the following field to release commitment information:
 - Category Code 20

See Also

- *Set Up Base Agreements* to set up UDCs for your plan codes

Releasing a Contract



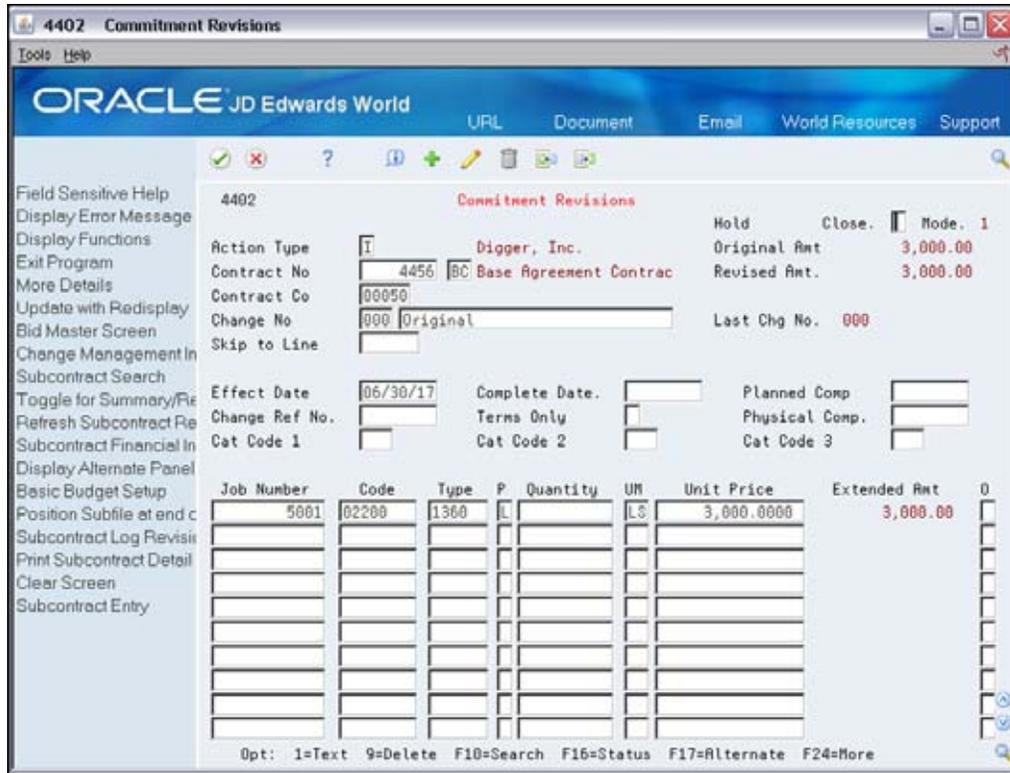
From Subcontract Management (G44), enter 27
 From Advanced & Technical Operations (G4431), choose **Agreement Release**

After you identify the jobs for which you want to make progress payments, you must run the Agreement Release program to release the contract.

When you run the Agreement Release program the first time, the system creates a contract with the commitment details from the job plan that you select. Each subsequent time you run the program, the system adds the additional released commitments to the contract. You can specify the contract type of released contracts in the Released Contracts Type processing option.

In addition, the Agreement Release program can generate a report that displays the released commitment information.

The following example illustrates a released contract.



Note: The Agreement Release program changes the contract type to the contract type you specify in the Released Contract Type processing option. In addition, the system changes the job number field for each new contract to the job number of the job that you are releasing.

Processing Options

See [Base Agreement Release \(P44800\)](#).

4 **Advanced & Technical**

Overview to Global Updates

Objectives

- To make system-wide updates to:
 - Supplier information
 - Contract information
 - Commitment information
- To understand the purpose for each global update program

About Global Updates

Use global update programs to update multiple contracts in your system or to make system-wide changes that affect all of your contracts.

You can use the global updates programs to:

- Unlock contracts so that you can make changes. A lock prevents you from viewing or changing any of a contract's information.
- Update all of the account information in your system if you change any of your account numbers in your cost code structure.
- Update the contract purge code for multiple contracts to purge them from your system.
- Update the open amounts for all of your contracts if your data becomes corrupt.
- Purge unnecessary contracts and audit trail information from your system.
- Create commitment audit trails.
- Balance your commitment and audit trail records.
- Recalculate contract commitments in a foreign currency when you change the exchange rate.
- Update the code that you use to generate payments to your subcontractors.

Global updates consist of the following tasks:

- Update contract information
- Update commitment information
- Recalculate commitments
- Update payment code
- Purge contracts

See Also

- *Work with DREAM Writer in the Technical Foundation Guide* for information about running a DREAM Writer program

Update Contract Information

You update contract information for the following reasons:

- To unlock a contract
- To update account information
- To update the contract purge code

The Subcontract Management system locks (prevents access to) contracts during progress payment entry and when a contract entry or progress payment ends abnormally. A lock prevents you from viewing or changing any of a contract's information. You must unlock a contract before you can review it or make any changes to it.

If you make any changes to an account number in your cost code structure, you must update the account information for your system.

You must update the contract purge code for every contract that you want to purge from your system.

This chapter includes the following:

- [Unlocking a Contract](#)
- [Updating Account Information](#)
- [Updating the Contract Purge Code](#)

Unlocking a Contract

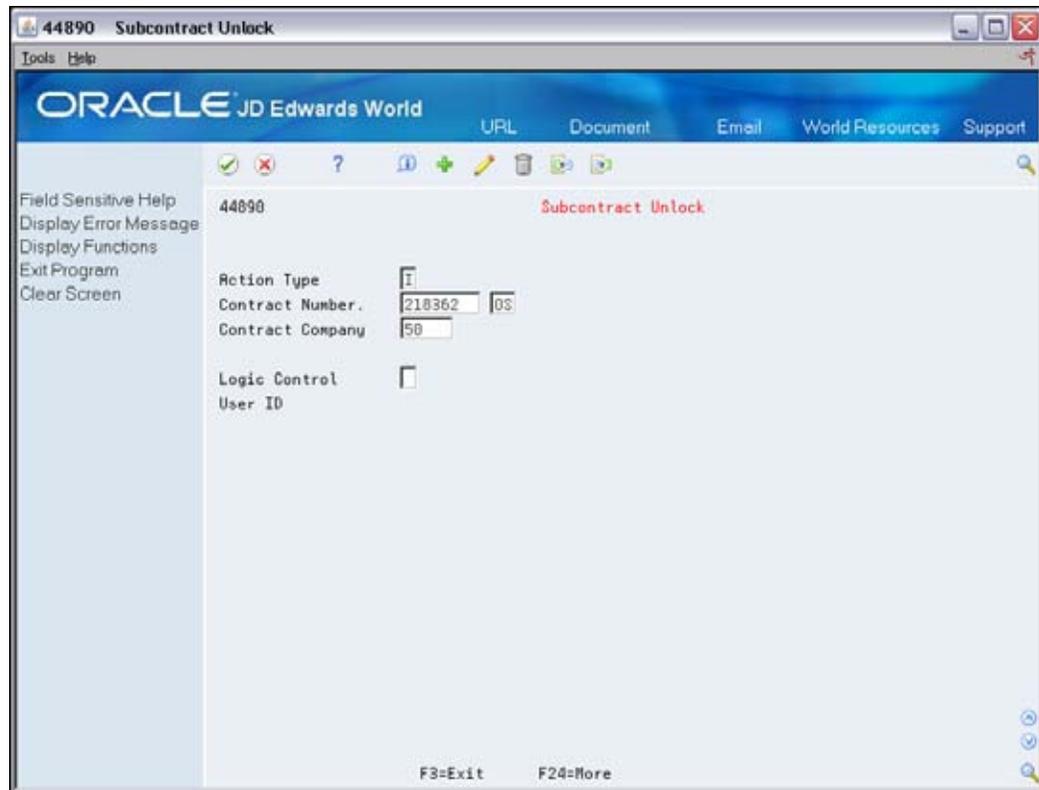


From Subcontract Management (G44), enter 27
From Advanced & Technical Operations (G4431), choose **Subcontract Unlock**

The Subcontract Management system locks contracts during progress payment entry and when a contract entry or progress payment ends abnormally. A lock prevents you from viewing or changing any of a contract's information. You must unlock a contract before you can review it or make any changes to it.

To unlock a contract

1. On Subcontract Unlock, complete the following fields to locate a contract:
 - Contract Number
 - Contract Type



2. Complete the following field:
 - Logic Control

| Field | Explanation |
|---------------|---|
| Logic Control | <p>A code that specifies whether a contract is in use. The system uses this field to prevent contract changes when progress payments are being applied to a contract. Valid values are:</p> <p>1 The contract is in use.</p> <p>Blank The contract is not in use.</p> |

Updating Account Information

| | |
|---|---|
|  | <p>From Subcontract Management (G44), enter 27 From Advanced & Technical Operations (G4431), choose Detail Account Structure</p> |
|---|---|

If you make any changes to the account numbers in your cost code structure, you must update the account information in your Subcontract Management system. This ensures integrity between the Purchase Order Detail table (F4311) and the Account Balances table (F0902) so that all of your account numbers are the same throughout the system.

To update account information, run the Detail Account Structure program.

Processing Options

See [Global Update - Short I.D. to Long I.D. \(P44999\)](#).

Updating the Contract Purge Code



From Subcontract Management (G44), enter 27
From Advanced & Technical Operations (G4431), choose **Subcontract Purge Code**

You must update the contract purge code for every contract that you want to purge from your system. You can only purge contracts with a purge code of Y. You can update the purge codes for contracts individually using Commitment Revisions. To update the purge codes for multiple contracts, you run the Contract Purge Code program.

You can review the current purge code for any contract in the Close field on Commitment Revisions.

Processing Options

See [Global Update - Contract Purge Code \(P44996\)](#).

Update Commitment Information

You should perform a system-wide update of the commitment information for your contracts for the following reasons:

- You did not set the Commitment Relief field to Y in the Job Cost Constants (Company Constants - Job Cost table F0026) initially and you later enable this field.
- You add new jobs that you want to track with an audit trail.
- Your commitment audit trail information is incorrect and you need to recalculate the information.
- Your open amounts appear to be corrupt after a processing interruption.
- You want to enter conversion data into your system.
- You want to purge commitment audit trail records to free space on your system.

When you purge commitment audit trail records, it is a three-step process. You must:

1. Purge commitment audit trail records.
2. Run the Create Commitment Audit Trail program to rebuild the audit trail.
3. Run the Post Committed Costs to Jobs program to post the updated committed costs.

This chapter includes the following:

- [Updating Open Amounts](#)
- [Purging Audit Trail Records](#)
- [Creating Audit Trail Records](#)
- [Posting Committed Costs to Jobs](#)

Updating Open Amounts



From Subcontract Management (G44), enter 27
From Advanced & Technical Operations (G4431), choose **Update Open Amounts**

Use the Update Open Amounts program to correct contract information when the data appears to be corrupt by a program error or processing interruption. You can also use the program to convert data that you generate outside of the JD Edwards World system.

You should use the Update Open Amounts program to globally recalculate the open commitment distribution amount in the Purchase Order Detail table (F4311). The program updates the following Subcontract Management fields for each contract:

- Open Amount
- Open Quantity

The system recalculates the amounts for each line item of a contract based on the original committed amount and all of the payment vouchers for the line item.

Purging Audit Trail Records

| | |
|---|---|
|  | From Subcontract Management (G44), enter 27 From Advanced & Technical Operations (G4431), choose Purge Commitment Audit Trail |
|---|---|

Run the Purge Commitment Audit Trail program to purge commitment audit trail records from the Purchase Order Detail Ledger table (F43199). You do this if the system builds your commitment audit trail information incorrectly.

After you purge incorrect information, you must run the Create Commitment Audit Trail program (P00993) to rebuild the audit trail with the correct information.

Processing Options

See [Batch File Purge \(P00PURGE\)](#).

Creating Audit Trail Records

| | |
|---|--|
|  | From Subcontract Management (G44), enter 27 From Advanced & Technical Operations (G4431), choose Create Commitment Audit Trail |
|---|--|

You can run the Create Commitment Audit Trail program to create audit trail records for your contracts. You do this to:

- Rebuild records if you purge them from your system
- Create records for new contracts you add to your system

The system creates an audit trail in the Purchase Order Detail Ledger table (F43199) based on information in the Purchase Order Detail table (F4311) and the voucher and receipt information.

The Create Commitment Audit Trail program processes contract commitments and vouchers to update the commitment information. After you create audit trail records, you must run the Post Committed Costs to Jobs program (P00932) to post the updated committed costs to your jobs.

Note: The system does not override existing data. You must first purge existing audit trail records, then create new ones.

Posting Committed Costs to Jobs



From Subcontract Management (G44), enter 27
From Advanced & Technical Operations (G4431), choose **Post Committed Costs to Jobs**

If your commitment balances do not match your audit trail records, you must run the Post Committed Costs to Jobs program. Use this program to correct any discrepancies that occur between the commitment information in the Purchase Order Detail table (F4311), the Purchase Order Detail Ledger table (F43199) and the PA and PU ledger types in the Account Balances table (F0902). The program updates the Account Balances table (F0902) with amounts and units for committed cost. You should always run this program after you run the Create Commitment Audit Trail program (P00993). You should also run it if your commitment balances do not match the commitment audit trail records in the Purchase Order Detail Ledger table (F43199). You must run this program after you post all payment vouchers to the general ledger.

The system creates ledger types PA for committed amounts and PU for committed units. These ledger types reflect the open and total commitments. The program recalculates the commitments in the PA ledger using the Purchase Order Detail Ledger table. Commitment ledgers track both open and total contracted commitments using ledger types PA and PU in the Account Balances table.

After the system includes the audit records in the Purchase Order Detail Ledger table, you can repost the open commitments by selecting a specific account or range of accounts and then run the program.

Additionally, you can attempt to update the commitments in these files by running the Commitment Integrity Report (P40910). Set the Update Option processing option for the Commitment Integrity Report P40910 to run in final mode. This might adjust commitments, but the results will not be as precise as those you achieve running all three programs in this three-step process.

Processing Options

See [Post/Repost Committed Costs \(P00932\)](#).

Recalculate Commitments

You can recalculate contract commitments in a foreign currency. If you change the exchange rate after you create your commitment information, you run the Restate Commitments program to recalculate this information. You can specify an exchange rate for any date for which you want to recalculate your committed amounts.

You should run the Restate Commitments program to change the exchange rate of select contracts and recalculate the domestic commitment amounts. The program performs the following:

- Accesses the information in the Purchase Order Detail table (F4311)
- Assigns new exchange rates based on the effective date that you specify in the Effective Date processing option
- Adjusts the domestic open and extended amounts in the contracts based on the new exchange rates
- Creates a commitment audit trail for the change in the Purchase Order Detail Ledger table (F43199)



From Subcontract Management (G44), enter 27
From Advanced & Technical Operations (G4431), choose **Restate Commitments**

See Also

- *Work with DREAM Writer* in the *Technical Foundation Guide* for information about running a DREAM Writer program

Processing Options

See [Restate Commitments \(P44910\)](#).

Update Payment Code

You can change the payment code that you use to generate payments for contracts. This enables the system to print a single payment for each contract based on all of the payment vouchers for that contract. The payment code for your subcontractors resides in the Multiple Checks field on the Supplier Master Information screen in the Address Book system.

You can run the A/B Multiple Check Code program to update the payment code for multiple subcontractors at the one time. You can select specific subcontractors or all of the subcontractors in the Purchase Order Header File table.

Alternatively, you can manually update the payment code for each of your subcontractors on an individual basis. You enter a value in the Multiple Checks field on the Supplier Master Information screen in the Accounts Payable system.

See Also

- *Work with DREAM Writer* in the *Technical Foundation Guide* for information about running a DREAM Writer program



| |
|--|
| From Subcontract Management (G44), enter 27 From Advanced & Technical Operations (G4431), choose A/B Multiple Check Code |
|--|

Processing Options

See [Multiple Check Code Update \(P44995\)](#).

Purge Contracts

You can purge all of the obsolete or unnecessary contracts from your system to free space and to make your system more efficient.

After you purge your contract information, you can run an integrity report to verify the data in certain tables that the Subcontract Management system uses and that the data works together properly.

This chapter includes the following:

- [Purging Contract Information](#)
- [Verifying the Integrity of Contract Tables](#)

See Also

- *Work with DREAM Writer* in the *Technical Foundation Guide* for information about running a DREAM Writer program

Purging Contract Information



From Subcontract Management (G44), enter 27
From Advanced & Technical Operations (G4431), choose **Purge Contract Information**

You run the Purge Contract Information program to purge all information for specific contracts from your system. This frees space and makes your system more efficient. The program only purges information for a contract that has the Purge Code field set to Y in the Purchase Order Header table. The program purges the information in the Purchase Order Header File (F4301) and the Purchase Order Detail File (F4311) tables. You can choose to save the records you purge in a special purge library named JDExxxxxx (where xxxxxx is the current date). In addition, you can also purge the information in the Log Master table (F4303), the Contract Log Text table (F4304), and the Commitment Text table (F4404), and save the data in the purge library.

Processing Options

See [Purge Contract Information \(P44990\)](#).

Verifying the Integrity of Contract Tables



From Subcontract Management (G44), enter 27
From Advanced & Technical Operations (G4431), choose **Integrity Report/Purge**

After you purge your contract information, you should run the Integrity Report/Purge program to test the integrity of Subcontract Management tables and their relationship to each other.

This integrity report performs a series of tests to verify various fundamental relationships and conditions within the Subcontract Management System. Use the processing options and a DREAM Writer version to perform the integrity check that best suits your business needs.

You should review and set the Purge Options and Correction Option processing options for this report to meet your specific reporting needs. Each of these processing options allows you to purge or update a file, print a proof report, or exclude processing (skip verification) for a particular file.

The following describe each processing option you set and the integrity test the system performs:

- **Contract Header without Contract Detail records:** The system reviews the Purchase Order Header File (F4301) and searches for contracts without Contract Purchase Order Detail table records (F4311). The report includes contract number, contract type, a description of the contract, and supplier and job related information. If you set the processing option to purge, the system deletes the F4301 records.
- **Contract Detail without Contract Header records:** The system reviews the Purchase Order Detail table (F4311) and searches for distributions without Purchase Order Header File records (F4301). The report includes contract number, contract type, change number, account information, unit price and extended amount. If you set the processing option to purge, the system deletes the F4311 records.
- **Contract Log Details without Contract Header records:** The system reviews the Log Master file (F4303) and searches for log records without Purchase Order Header File records (F4301). The report includes contract number, contract type, log type, pay status, supplier number, category codes and all dates. If you set the processing option to purge, the system deletes F4303 records.
- **Contract Log Text without Contract Log Detail records:** The system reviews the Contract Log Text file (F4304) and searches for text records without Log Master table records (F4303). The report includes contract number, contract type, log type, and the associated text information. If you set the processing option to purge, the system deletes the log text F4304 records.
- **Contract Detail Text without Contract Detail records:** The system reviews the Commitment Text table (F4404) and searches for text records without F4311 records. The report includes contract number, contract type, change number, line number, and the associated text information. If you set the processing option to purge, the system deletes the text F4404 records.
- **G/L Balances without Contract Detail records:** The system reviews only PA and PU ledger types in the Account Balances file (F0902) and verifies that there are F4311 records with the same Account ID.
- **A/P Detail with Invalid Contract Number or Type records:** The system reviews the Accounts Payable Ledger file (F0411) and searches for payment records with incorrect contract numbers or contract types from the F4301. The report includes

voucher number, type, pay item, supplier number, original contract number and type, and new contract number and type. If you set the processing option to update, the system updates the A/P detail records with the information in the New Contract and Type column on the report.

Note: Use caution when you set this processing option to run in update mode. If the New Contract and Type column is blank, the system clears the contract number and type fields in the F0411 records.

Processing Options

See [Contract Integrity Report/Purge \(P44991\)](#).

5 System Setup

Overview to System Setup

Objectives

- To understand how to set up the controls that allow you to process contracts.
- To understand how to customize the Subcontract Management system to meet your specific business needs.

About System Setup

Before you use the Subcontract Management system, you should define certain information to customize the system to meet your business needs. The system uses the information that you define to process your contracts. You should set up the following information:

| Define and Customize | Description |
|--|--|
| System constants | You set up Subcontract Management system constants to determine whether your system: <ul style="list-style-type: none">▪ Creates projected final information▪ Maintains projection and budget audit trails▪ Updates commitment information when you post payments against a contract▪ Displays commitment information as total commitments or total contracts |
| Automatic accounting instructions | Automatic accounting instructions (AAIs) define the link between the Subcontract Management, Job Cost, and General Accounting systems. |
| Next numbers | You use next numbers to assign numbers to items that must have unique numbers, such as contracts, base agreements, and progress payment vouchers. The Next Numbers program determines how to assign these numbers. |
| Multi-currency | You set up multi-currency to determine which currency to use if you have subcontractors who must be paid in a currency other than your company's base currency. See the <i>Multi-Currency Guide</i> for information about setting up multi-currency. |

| Define and Customize | Description |
|--------------------------------------|---|
| User defined codes | <p>You use user defined codes to customize your system to your specific business needs. You can set up many user defined codes, including:</p> <ul style="list-style-type: none"> ▪ Contract hold codes, to indicate why a contract is on hold and to hold payments against the contract ▪ Tax explanation codes, to indicate which taxes you apply to a payment ▪ Commitment document types, to update purchase order/contract amounts and purchase order/contract units ▪ Log ID codes, to identify the types of logs you enter |
| Payment processing guidelines | <p>You set up payment processing guidelines to determine how the system prints progress payments for individual subcontractors.</p> |
| Model logs | <p>You set up model logs to create standard log information that you can copy into your contracts and then modify for each contract. Log information is any additional information that you require for a contract.</p> |

Complete the following tasks:

- Set up system constants
- Define automatic accounting instructions
- Understand next numbers
- Set up user defined codes
- Set up A/P payment processing
- Create a model log

Before You Begin

- Set up all of your jobs and accounts. See *Create a Job Master Record* and *Creating a Cost Code Structure* in the *Job Cost Guide*.
- Set up your companies. See *Set Up Companies* in the *General Accounting Guide*.
- Set up tax types and rate areas. See *Overview to A/P Tax Setup* in the *Accounts Payable Guide* and the *Tax Reference Guide*.
- Set up currency information regarding exchange rates. See *Work With Exchange Rates* in the *Multi-Currency Guide*.

Set Up System Constants

You set up Subcontract Management system constants to determine whether your system:

- Creates projected final information
- Maintains projection and budget audit trails
- Updates commitment information when you post payments against a contract
- Displays commitment information as total commitments or total contracts

You can set up the system to update the commitment information for a contract every time you post a voucher for the contract. This allows you to see up-to-the-minute details of commitment relief information.

Projected final information is an estimate of the total cost at the completion of a job. If you set up the system to create projected final information, it estimates the final costs for each account based on the commitments and any additional costs against the account. The system then adds the estimates for each account to determine a projected final cost for the entire job.

You can use projection and budget audit trails to track changes that you make to projected costs and budgeted costs.

You can display commitment information as total commitments or as total contracts. Total commitments is the sum of all open commitments and all actuals. Total contracts is the sum of the committed costs only.

The Subcontract Management system shares system constants with the Job Cost and the Procurement systems. You should work with the system administrators of both of these systems to ensure that your constants are set up the same. You set up Subcontract Management and Job Cost constants on the same screen, which updates the Job Cost Company Constants table (F0026).

You must set your system constants for company 00000. This provides default constants for the companies for which you do not set up specific constants. To save time, you should set your default company constants to the constants most companies commonly use. Then you need to make changes only when you must define the constants that are specific to a company.

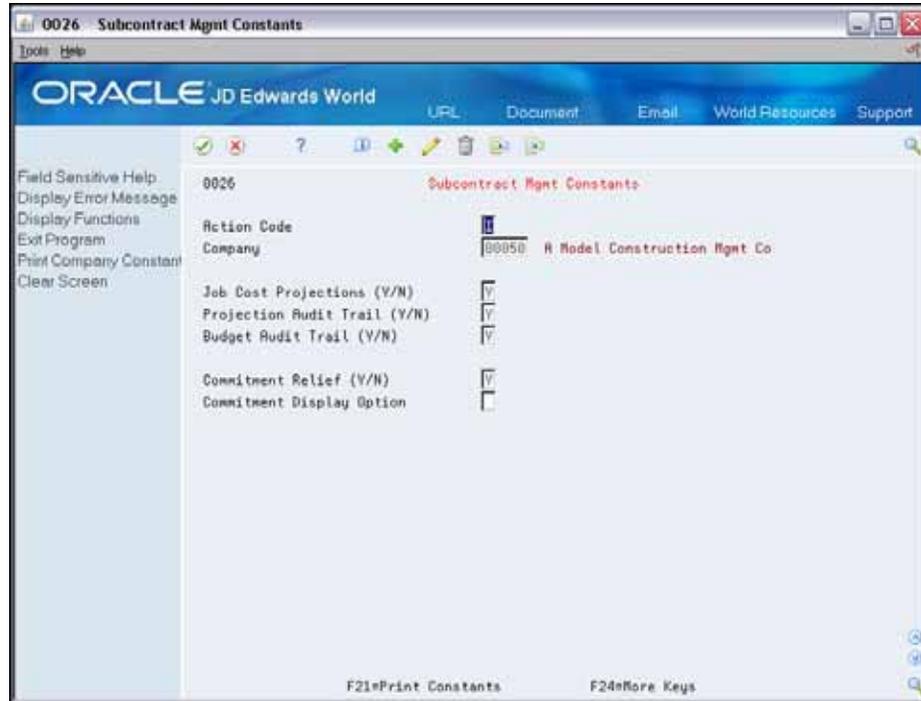
See Also

- *Set Up System Constants in the Job Cost Guide*

To set up system constants

| | |
|---|---|
|  | From Subcontract Management (G44), enter 29 From Subcontract Management System Setup (G4441), choose Subcontract Management Constants |
|---|---|

1. On Subcontract Management Constants, complete the following field to locate the company:
 - Company



2. Complete the following fields if you use the Job Cost system:
 - Job Cost Projections
 - Projection Audit Trail
 - Budget Audit Trail
3. Complete the following fields:
 - Commitment Relief
 - Commitment Display Options

| Field | Explanation |
|------------------------------|--|
| Job Cost Projections (Y/N) | <p>Controls whether the system updates and saves projected final amounts and quantities (ledger types HA and HU, respectively) in the Account Balances table (F0902). Valid codes are:</p> <p>Y Yes, update and save projections.</p> <p>N No, do not update and save projections.</p> |
| | <p style="text-align: center;"><i>Screen-specific information</i></p> <p>If you change this field from Y to N, the system displays a warning indicating that records might exist in the Account Balances table for ledger types HA and HU. You can continue by pressing Enter again.</p> <p>If you do change this constant, you can delete the existing Account Balances and Account Ledger Detail records by running the Delete Job Cost Projected Final program (P51997) from the DREAM Writer Versions List screen. This program deletes all records in the Account Balances (F0902) and Account Ledger (F0911) tables that have ledger type HA or HU for the company you specify.</p> |
| Projection Audit Trail (Y/N) | <p>Controls whether the system creates an audit trail (F0911 records) for changes to the job cost projections (ledger types HA and HU).</p> <p>Valid codes are:</p> <p>Y Yes, create an audit trail for changes to the job cost projections.</p> <p>N No, do not create an audit trail.</p> |
| | <p style="text-align: center;"><i>Screen-specific information</i></p> <p>This field works in conjunction with the Job Cost Projections field and is active for all methods of computation. If you enter Y in this field, the Job Cost Projections field must also contain a Y.</p> <p>You do not have to set this constant during your initial setup. You can set it to Y after you are familiar with the Job Cost projections logic. The audit trail the system creates in the Account Ledger table (F0911) provides detail records of transactions that cause a projected final change. The HA and HU ledger type records in the F0911 are separate from the budget or actual ledger records for transactions.</p> <p>To determine whether to set this constant to Y, you should consider the amount of disk space the system requires for the additional audit trail records.</p> <p>If you change this constant from Y to N, the system displays a warning that records might already exist in the Account Ledger table (F0911) for ledger types HA and HU. If records exist, you can change the constant to N, but you might want to delete all existing records. To do this, you can run the Delete Projected Final Audit Trail program (P51998) from the DREAM Writer Versions List screen.</p> |

| Field | Explanation |
|--------------------------|---|
| Budget Audit Trail (Y/N) | <p>Controls whether the system creates audit trail records (F0911) for changes to a budget, which are kept in ledgers that are user defined codes (system 51, types RB and RU). This constant relates only to methods of computation A and R. Valid codes are:</p> <p>Y Yes, create an audit trail for budget changes.</p> <p>N No, do not create an audit trail.</p> |
| Commitment Relief (Y/N) | <p>A code that specifies whether the system automatically relieves open commitments when you post accounts payable vouchers to the general ledger. These vouchers are related to non-inventory purchase orders and contract progress payments.</p> <p>Valid codes are:</p> <p>Y Yes, automatically relieve open commitments.</p> <p>N No, do not automatically relieve open commitments.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>Consider setting this constant to Y to relieve commitments automatically when you post progress payment vouchers.</p> |

| Field | Explanation |
|---------------------------|--|
| Commitment Display Option | <p>A code that specifies whether committed amounts and unit quantities (ledger types PA and PU, respectively) are shown as total commitments or total contracts when you process information from the Account Balances table (F0902). It also controls whether the committed amounts are rolled forward into the future years of a job's budget. The total amount is stored in the Account Balances table in the Original/Beginning Budget (BORG) field. This field affects any screen that shows commitments. Valid codes are:</p> <p>Blank Show as total commitments, and roll BORG forward.</p> <p>1 Show as total contracts, and roll BORG forward.</p> <p>2 Show as total commitments, and do not roll BORG forward.</p> <p>3 Show as total contracts, and do not roll BORG forward.</p> <p>The commitment feature tracks the following values:</p> <ul style="list-style-type: none"> ▪ Total contracts, which is the sum of all contracts and purchase orders ▪ Open commitments, which is total contracts minus the payments against specific lines of the commitment ▪ Total commitments, which is the open commitments plus actual payments <p>You can set or change this constant without changing the logic for accumulating and storing these balances. The committed amount is defined in user defined codes (system 40, type CT).</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>If you change the setting from rolling BORG forward to not rolling BORG forward or vice versa, the system displays a warning. To continue, press Enter. You must then run the Repost Committed Costs program (P00932) to recalculate commitment balances in the Account Balances table (F0902).</p> |

Define Automatic Accounting Instructions

Automatic accounting instructions (AAIs) define the links between the Subcontract Management, Job Cost, and General Accounting systems.

There are eight categories of AAIs for Subcontract Management. Each of these categories has a unique prefix that defines the way the system uses the AAI. The eight categories of AAIs relevant to Subcontract Management are:

| AAI | Description |
|------------|--|
| CT | Specific contract cost types. Use this AAI to determine the default value for the cost type for your contracts. |
| CR | Range of contract cost types. Use this AAI to determine a range of valid cost types for your contracts. |
| PB | Bank payables. Use this AAI to determine the default bank account for the Accounts Payable system by company or business unit. |
| PC | Contract payables. Use this AAI to determine the default liability account for contract payments. |
| PT | Payables tax accounts. Use this AAI to determine the recoverable portion of a tax amount. |
| PCRETN | Retainage payables. Use this AAI to determine which retention payable account to use when you create contracts that include retainage. |
| PCVATP | Deferred VAT tax payables. Use this AAI to determine the account for deferred VAT payables. This AAI applies only when you set the VAT on Retention processing option for the Progress Payments program (P43105) and you use a tax type of C or V. |
| PTVATD | Deferred VAT tax recoverables. Use this AAI to determine the account for deferred VAT recoverables. This AAI applies only when you set the VAT on Retention processing option for the Progress Payments program (P43105) and you use a tax type of C or V. |

Depending on your needs, you can revise AAIs on either of the following screens:

- Choose Single AAI Revisions (F15), if you want to revise one AAI
- Choose Multiple AAI Revisions (F16), if you want to revise more than one AAI

See *Work with AAIs* in the *General Accounting Guide* for information about setting up and revising AAIs.

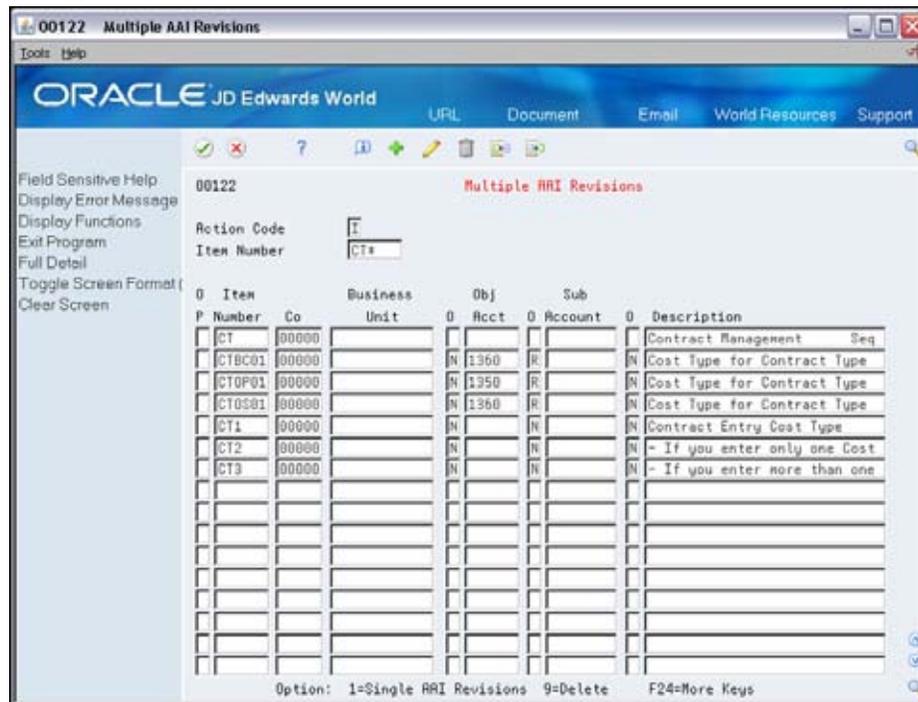
This chapter includes the following tasks:

- [Setting Up Specific Contract Cost Types \(CT\)](#)
- [Setting Up Range of Contract Cost Types \(CR\)](#)
- [Setting Up Bank Payables \(PB\)](#)
- [Setting Up Contract Payables \(PC\)](#)
- [Setting Up Payables Tax Accounts \(PT\)](#)
- [Setting Up Retainage Payables \(PCRETN\)](#)
- [Setting Up VAT Tax Payables \(PCVATP\)](#)
- [Setting Up VAT Tax Recoverables \(PTVATD\)](#)

| | |
|---|--|
|  | From Subcontract Management (G44), enter 29 From Subcontract Management System Setup (G4441), choose Automatic Accounting Instructions |
|---|--|

Setting Up Specific Contract Cost Types (CT)

Use this AAI to determine the allowable cost types for your contracts. :



You must follow these guidelines when you set up your CT AAIs:

- For Item Number:
 - The first two characters must be CT.

- The second two characters indicate the contract type, such as OS and OP. You must create a separate CT AAI for each contract type. You must also define the contract types in the user defined code table for document types (system 00, type DT).

If you use base agreements, you must set up a CT AAI for your base agreement contract type. For example, if your base agreement contract type is BC, you must set up an AAI for CTBCxx.

- The last two characters must be numeric values from 01 to 99. This value uniquely identifies each valid cost type within the contract type.
- The company, business unit, or subsidiary for CT AAIs must remain blank.

If you define only one CT AAI and no CR AAIs (ranges of contract cost types) for a contract type, the system automatically supplies the cost type for the CT AAI in the Type field of the Commitment Revisions screen when you enter a contract.

If you define more than one CT AAI for a contract type, the system does not supply a cost type in the Type field of the Commitment Revisions screen. You must enter a cost type for each commitment. The system compares the cost type you enter with the CT AAIs for the contract type to ensure that the cost type is valid.

See Also

- *Set Up User Defined Codes*

Setting Up Range of Contract Cost Types (CR)

Use this AAI to determine a range of valid cost types for your contracts.

| Item | Business Unit | Obj | Sub | Description | |
|-----------|---------------|------|--------|-------------|---------------------------------|
| P. Number | Co | Unit | Acct | Account | |
| CR0C01 | 00000 | | N 1350 | R | Cost Type Range-Base Agreement. |
| CR0C02 | 00000 | | N 1350 | R | Cost Type Range-Base Agreement. |
| CR0301 | 00000 | | N 1350 | R | Cost Type Range for Contract |
| CR0302 | 00000 | | N 1350 | R | Cost Type Range for Contract |
| CR0303 | 00000 | | N 0320 | R | Cost Type Range for Contract |
| CR0304 | 00000 | | N 0320 | R | Cost Type Range for Contract |
| CR01 | 00075 | | N 1000 | R | Detailed Currency Restatement |
| CR01 | 02007 | | N 5000 | R | Detailed Currency Restatement |
| CR02 | 00075 | | N 9999 | R 99999999 | Detailed Currency Restatement |
| CR02 | 02007 | | N 6000 | R 99999999 | Detailed Currency Restatement |

You must follow these guidelines when you set up your CR AAI:

- For Item Number:
 - The first two characters must be CR.
 - The second two characters indicate the contract type, such as OS and OP. You must define the contract types in the user defined code table for document types (system 00, type DT).

If you use base agreements, you must set up a range of CR AAIs for your base agreement contract types. For example, if your base agreement contract type is BC, you must set up a CRBCxx range of AAIs.

- The last two characters must be numeric values from 01 to 99. These values must always occur in sequential pairs that represent ranges. For example, you set up CROP01 with CROP02, CROS97 with CROS98, and so on.
- The company, business unit, or subsidiary for CR AAIs must remain blank.

When you enter a cost type for your contracts, the system compares it with your CT AAIs first and then with your CR AAIs to ensure that the cost type is valid.

See Also

- *Set Up User Defined Codes*

Setting Up Bank Payables (PB)

Use this AAI to determine the default bank account for the Accounts Payable system by company or business unit.

| P | Item | Business | Obj | Sub | Description |
|--------|-------|----------|--------|----------|----------------------|
| Number | Co | Unit | Acct | Account | |
| PB | 00000 | 100 | R 1110 | R BEAR | Default Bank Account |
| PB | 00050 | 50 | R 1110 | R BEAR | Default Bank Account |
| PB | 00054 | 6400 | R 1110 | R BEAR | Default Bank Account |
| PB | 00067 | 6700 | R 1110 | R BEAR | Default Bank Account |
| PB | 00070 | 70 | R 1110 | R BBL | Default Bank Account |
| PB | 00071 | 71 | R 1110 | R FRANCE | Default Bank Account |
| PB | 00075 | 75 | R 1110 | R COP | Default Bank Account |
| PB | 00077 | 77 | R 1110 | R FBT | Bank Account: Co 77 |
| PB | 00100 | 100 | R 1110 | R BEAR | Default Bank Account |
| PB | 00150 | 150 | R 1110 | R FIB | Bank Account: Co 150 |
| PB | 00152 | 152 | R 1110 | R FIB | Default Bank Account |
| PB | 00200 | 200 | R 1110 | R BEAR | Default Bank Account |
| PB | 00249 | DEP01 | R 1110 | R BEAR | Default Bank Account |
| PB | 02000 | 2000 | R 1110 | R FNB | Default Bank Account |
| PB | 02007 | 2007 | R 1110 | R BEAR | Default Bank Account |
| PB | 02008 | 2008 | R 1110 | R BEAR | Default Bank Account |

Option: 1=Single AAI Revisions 9=Delete F24=More Keys

You must follow these guidelines when you set up your PB AAIs:

- For Item Number:
 - The first two characters must be PB.
 - The remaining characters can indicate the currency code for the default bank. For example, French Francs can have currency code of FRF.
 - The default bank account must include a business unit, object, and subsidiary.

Setting Up Contract Payables (PC)

Use this AAI to determine the default contract payable account for payments against contracts.

| P Number | Co | Business Unit | Obj Acct | Account | Description |
|----------|-------|---------------|----------|---------|------------------------|
| PC | 00000 | 100 | R 4110 | R | Trade Accounts Payable |
| PC | 00001 | 1 | R 4110 | R | Trade Accounts Payable |
| PC | 00050 | 50 | R 4110 | R | Trade Accounts Payable |
| PC | 00054 | 5400 | R 4110 | R | Trade Accounts Payable |
| PC | 00057 | 5700 | R 4110 | R | Trade Accounts Payable |
| PC | 00070 | 70 | R 4110 | R | Trade Accounts Payable |
| PC | 00075 | 75 | R 4110 | R | Trade Accounts Payable |
| PC | 00077 | 77 | R 4110 | R | Trade Accounts Payable |
| PC | 00100 | 100 | R 4110 | R | Trade Accounts Payable |
| PC | 00152 | 152 | R 4110 | R | Trade Accounts Payable |
| PC | 00200 | M20 | R 4110 | R | Trade Accounts Payable |
| PC | 02000 | 2000 | R 4110 | R | Trade Accounts Payable |
| PC | 02007 | 2007 | R 4110 | R | Trade Accounts Payable |
| PC | 02008 | 2008 | R 4110 | R | Trade Accounts Payable |
| PC | 02009 | 2009 | R 4110 | R | Trade Accounts Payable |
| PC | 02000 | 2000 | R 4110 | R | Trade Accounts Payable |

You must follow these guidelines when you set up your PC AAIs:

- For Item Number:
 - The first two characters must be PC.
 - The remaining characters are the general ledger class values that distinguish types of payables. For example, PCRETN indicates a retainage payable account, and PCMFEE indicates a building management fee account.
 - The default contract payable account must include a company, business unit, and object account.

If you don't define separate AAIs for contract payables, the system automatically supplies the PC AAI defined for trade accounts payable for payments against contracts.

Setting Up Payables Tax Accounts (PT)

Use this AAI to determine the tax amount.

| Item | Business | Obj | Sub | Description |
|--------|----------|--------|-----|------------------------------|
| PT | 00000 | R 4433 | R | Accrued Use/Self Assessment |
| PT | 00064 | R 4433 | R | Accrued Use/Self Assessment |
| PT | 00067 | R 4433 | R | Accrued Use/Self Assessment |
| PTNS40 | 00000 | R 1240 | R | VAT Recoverable on purchases |
| PTNS40 | 00000 | R 4433 | R | Use Tax Payable on Purchases |
| PTTXX | 00000 | R 4433 | R | Use Tax Payable on Purchases |
| PTTXX | 00064 | R 4433 | R | VAT Recoverable on purchases |
| PTTXX | 00067 | R 4433 | R | VAT Recoverable on purchases |
| PTTXX | 00100 | R 4433 | R | Use Tax Payable on Purchases |
| PTVART | 02009 | R 1240 | R | VAT Recoverable on purchases |
| PTVATB | 00001 | R 1240 | R | VAT Recoverable on purchases |
| PTVATB | 00070 | R 1240 | R | VAT Recoverable on purchases |
| PTVATB | 00100 | R 1240 | R | VAT Recoverable on purchases |
| PTVHTD | 00000 | R | R | Deferred VAT |

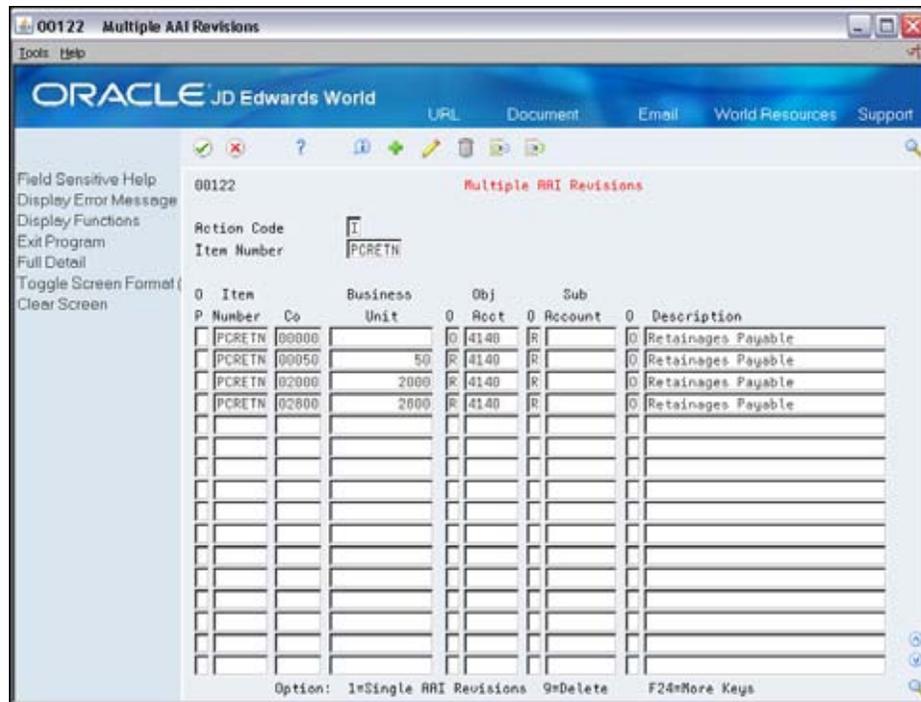
If you must pay taxes on a subcontractor's invoice, you must distribute the tax amounts to the correct G/L accounts. When you set up your PT AAIs for a specific type of tax, such as sales tax, you must designate which accounts you want to debit and credit for the tax amount.

You must follow these guidelines for the Item Number when you set up your PT AAIs:

- The first two characters must be PT.
- The remaining characters indicate the corresponding debit or credit tax account. For example, PTVATB is for tax payable, where VATB identifies the appropriate G/L offset account.

Setting Up Retainage Payables (PCRETN)

Use this AAI to determine which retention payable account to use when you are creating contracts that include retainage.



You must follow these guidelines when you set up your PCRETN AAIs:

- The Item Number must be PCRETN.
- The retention payable account must include a business unit and an object account.
- The retention payable account can include a company.

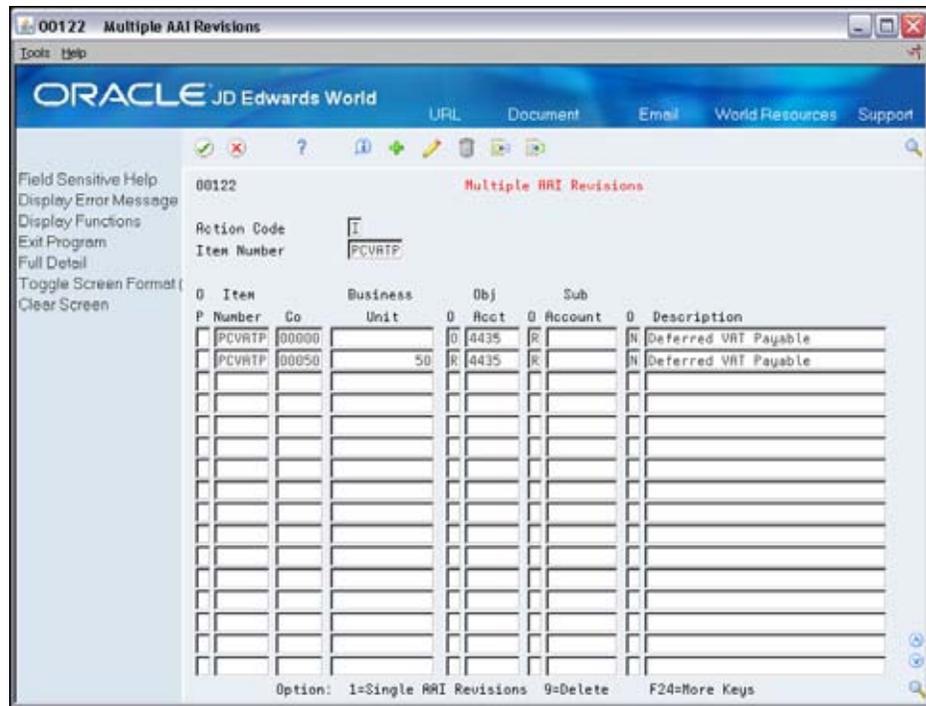
If you do not specify a company, the system uses the default company number (00000). You should set the default company account as the account most companies use. Then you only need to set up distinct PCRETN AAIs for companies with different accounts.

Retainage records that the Progress Payment Entry program creates require the object account with the PCRETN AAI to hold retainage balances. You must define the PCRETN AAI before the Progress Payment Entry program can create retainage vouchers.

Setting Up VAT Tax Payables (PCVATP)

Use this AAI to determine the account for deferred VAT payables. If you do not set up this AAI, the General Ledger Post program ignores the deferred VAT tax when both of the following are true:

- You set the VAT on Retention processing option for the Progress Payments program (P43105)
- You use a tax type of C or V



You must follow these guidelines when you set up your PCVATP AAIs:

- The Item Number must be PCVATP.
- The account for deferred VAT payables must include a business unit and an object account.
- The account for deferred VAT payables can include a company.

If you do not specify a company, the system uses the default company number (00000). You should set the default company account as the account most companies use. Then you only need to set up distinct PCVATP AAIs for companies with different accounts.

When you release retainage, this AAI reverses debits and credits with the PTVATD AAI.

Setting Up VAT Tax Recoverables (PTVATD)

Use this AAI to determine the account for deferred VAT recoverables. If you do not set up this AAI, the General Ledger Post program ignores the deferred VAT tax when both of the following are true:

- You set the VAT on Retention processing option for the Progress Payments program (P43105)
- You use a tax type of C or V

Understand Next Numbers

You use next numbers to assign unique numbers to contracts, base agreements, and progress payment vouchers. The next numbers program determines how to assign these numbers.

See *Set Up Next Numbers* in the *General Accounting Guide* for more information about next numbers.

Caution: Next numbers are central to JD Edwards World systems. You should not change them after you set up your system.

What You Should Know About

Next numbers by company/fiscal year

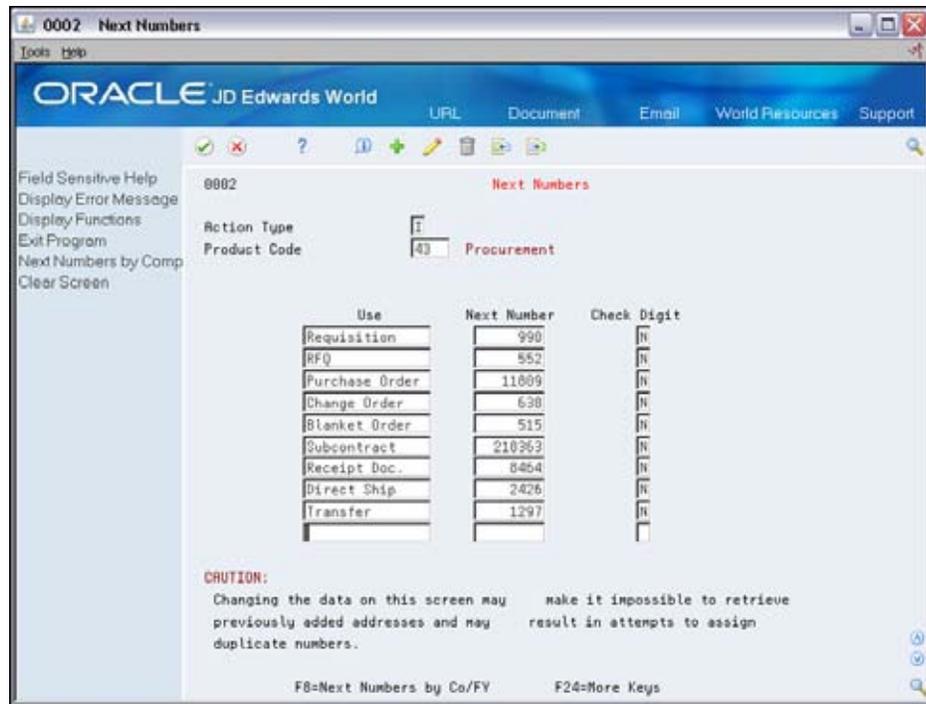
You can also assign next numbers for the Subcontract Management system by company or by company and fiscal year for select documents.



From Subcontract Management (G44), enter **29**
From Subcontract Management System Setup (G4441), choose **Next Numbers**

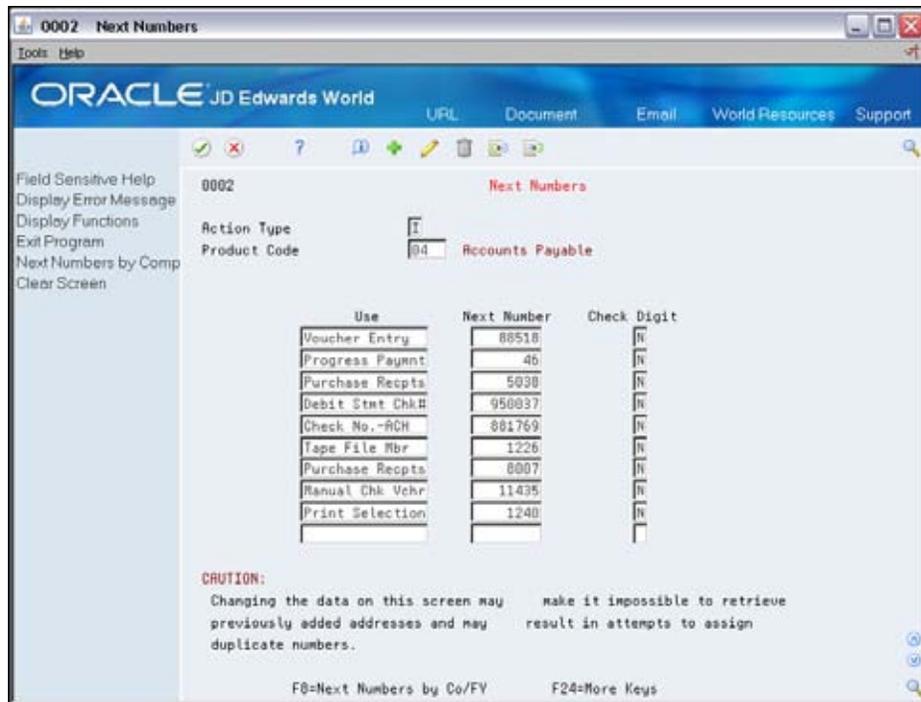
Next Numbers for Contracts

The system stores next numbers for contracts and base agreements in system 43 (Procurement). The following screen displays the next numbers for the Procurement system. You use the Subcontract line to assign the next number for contracts and base agreements that you use in the Subcontract Management system.



Next Numbers for Payment Vouchers

The system stores next numbers for progress payment vouchers in system 04 (Accounts Payable). The following screen displays the next numbers for the Accounts Payable system. You use the Progress Payment line to assign the next number for progress payment vouchers that you use in the Subcontract Management system. You can then assign the next number to either voucher entries or progress payments, depending on how you set the Voucher Numbering processing option for the Progress Payment Entry program.



Subcontract Management User Defined Codes

You can customize many of the fields in the Subcontract Management system by setting up user defined codes (UDCs) to meet the needs of your business environment.

The system stores UDCs in tables that relate to a specific system and code type. These tables determine which codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, the system displays an error. For example, you can only enter codes in the Contract Hold Codes field that exist in the table for system 42 and code type HC.

Caution: UDCs are central to JD Edwards World systems. You must be thoroughly familiar with UDCs if you choose to change them.

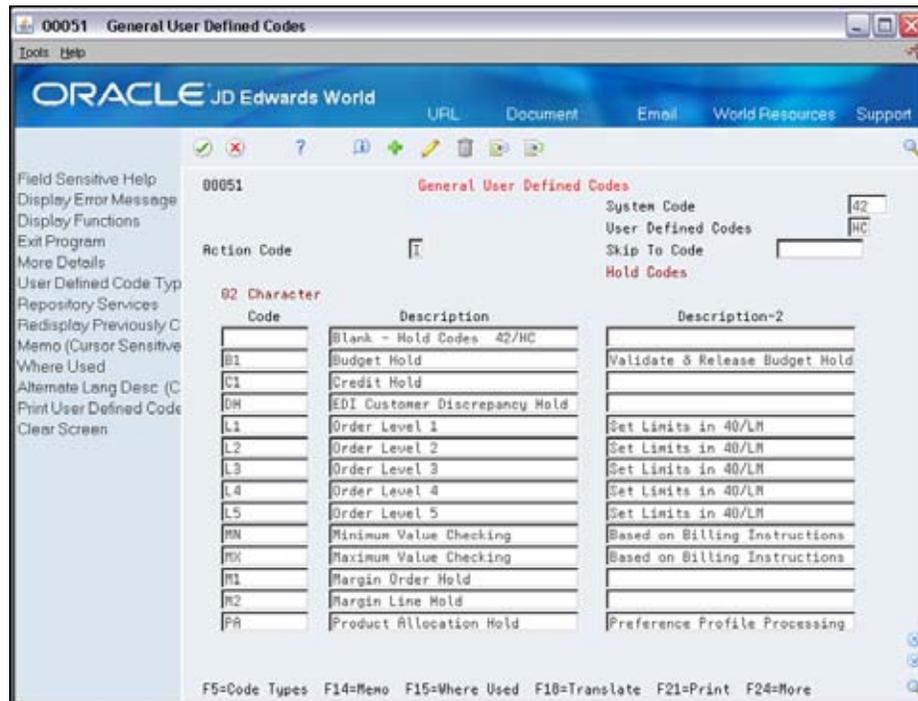
The following UDCs are the primary codes for the Subcontract Management system:

| UDC | Description |
|---|---|
| Contract hold codes (system 42, type HC) | You define these codes to indicate why a contract is on hold and to prevent the system from making payments for the contract. If you enter any value other than a blank in the Hold field on the Subcontract Entry screen, any vouchers that you enter for the contract have a pay status of H (hold). |
| Tax explanation codes (system 00, type EX) | You can define these codes for each subcontractor to indicate which type of tax applies to a contract payment. Common tax explanation codes for Subcontract Management are S (sales tax), U (use tax), and V (value added tax). |
| Log ID codes (system 00, type 11) | You define log ID codes to help you identify logs for reporting purposes. Log information is any additional information that you require for a contract. You can use these codes to sort information instead of using category codes 1 - 3. |
| Commitment document type codes (system 40, type CT) | You must set up these codes for updates to commitment ledger types PA (purchase order/contract amount) and PU (purchase order/contract units). These are document types that you use when you enter contracts, commitments, purchase orders, and so on. The codes you set up here must be codes that you define for document types (system 00, type DT). If you use base agreements, you must set up the code for document type BC. |

| UDC | Description |
|---|--|
| Document type codes - All documents(system 00, type DT) | You define these codes to identify the different types of documents that you use in your system. Common document type codes for Subcontract Management are OS (subcontract) and BC (base agreement). |

| | |
|---|--|
|  | From Subcontract Management (G44), enter 29 From Subcontract Management System Setup (G4441), choose an option under the User Defined Codes heading |
|---|--|

Following is an example of a User Defined Codes screen.



Set Up Payment Processing

You can print payments for your subcontractors as contract progress payments or A/P payments. Both of these methods use the Accounts Payable system to generate payments and you must specify which method to use when you set up your system. A contract progress payment includes contract-specific information on the check stub. If you choose to use contract progress payments to pay your subcontractors, you must set up the Accounts Payable system to process contract progress payments.

Following is an example of a contract payment.

| | | |
|--------------------------------|--|-----------------------|
| * Contract - 4455 OS | | Check No. - 500 |
| Job Number - 501 Potomac Hotel | | Check Date - 03/31/18 |

| | GROSS | DEDUCTIONS | AMOUNT PAID |
|-------------------------|-----------|------------|-------------|
| Contract Amount | 26,700.00 | | |
| Completed Prior Periods | 9,000.00 | 900.00 | 8,100.00 |
| Completed This Period | 100.00 | | 100.00 |
| Completed To Date | | | |
| Contract Balance | 9,100.00 | 900.00 | 8,200.00 |
| | 17,600.00 | | |

Next payment contingent upon receipt of:
Signed Contract

CHECK NUMBER
0000050

3480 03/31/18 *****100.00

ONE HUNDRED AND 00/100 *****

Digger, Inc.
3475 West Adams St.
Chevy Chase, MD. 96801

Caution: You must not process backcharges as contract progress payments. You must select a payment instrument that does not create contract progress payments so that the backcharge amount shows separately on the payment.

Complete the following tasks to set up your Accounts Payable system to print contract progress payments:

- [Setting Up Subcontractor Information for Contract Progress Payments](#)
- [Verifying Print Options for Payments](#)

Setting Up Subcontractor Information for Contract Progress Payments

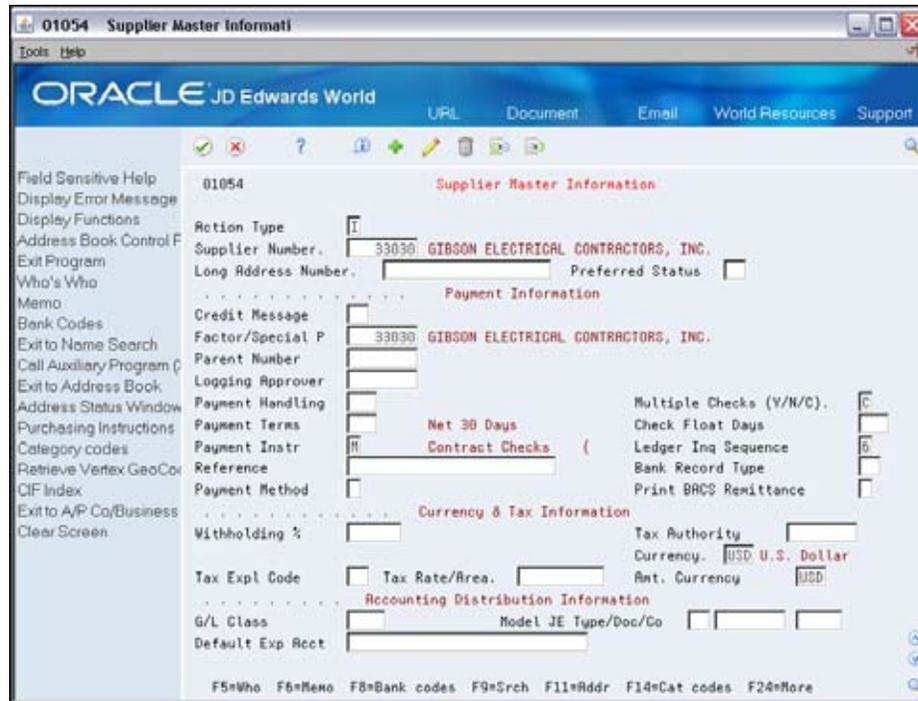
| | |
|---|--|
|  | From Subcontract Management (G44), choose Daily Operations From Subcontract Management Daily Operations (G4411), choose Supplier Master Information |
|---|--|

You must specify whether to pay your subcontractors using contract progress payments or A/P payments. A contract progress payment includes contract-specific information on the check stub and A/P payments include a list of information for the supplier invoices you are paying on the A/P check stub. See *Enter Suppliers* in the *Accounts Payable Guide* for more information about setting up A/P payments.

You must not process backcharges as contract progress payments. You must select a payment instrument that does not create contract progress payments so that the backcharge amount shows separately on the payment.

To set up subcontractor information for contract progress payments

1. On Supplier Master Information, to locate the subcontractor, complete the following field:
 - Supplier Number



The screenshot shows the 'Supplier Master Information' form in Oracle JD Edwards World. The form is titled '01054 Supplier Master Information'. The 'Supplier Number' field is populated with '33030' and the 'Supplier Name' is 'GIBSON ELECTRICAL CONTRACTORS, INC.'. The 'Payment Instrument' field is set to 'Contract Checks'. The 'Multiple Checks (Y/N/C)' field is set to 'C'. The form also includes sections for 'Payment Information', 'Currency & Tax Information', and 'Accounting Distribution Information'.

2. Enter M in the following field:
 - Payment Instrument
3. To enable the Accounts Payable system to create contract progress payments, enter C in the following field:
 - Multiple Checks

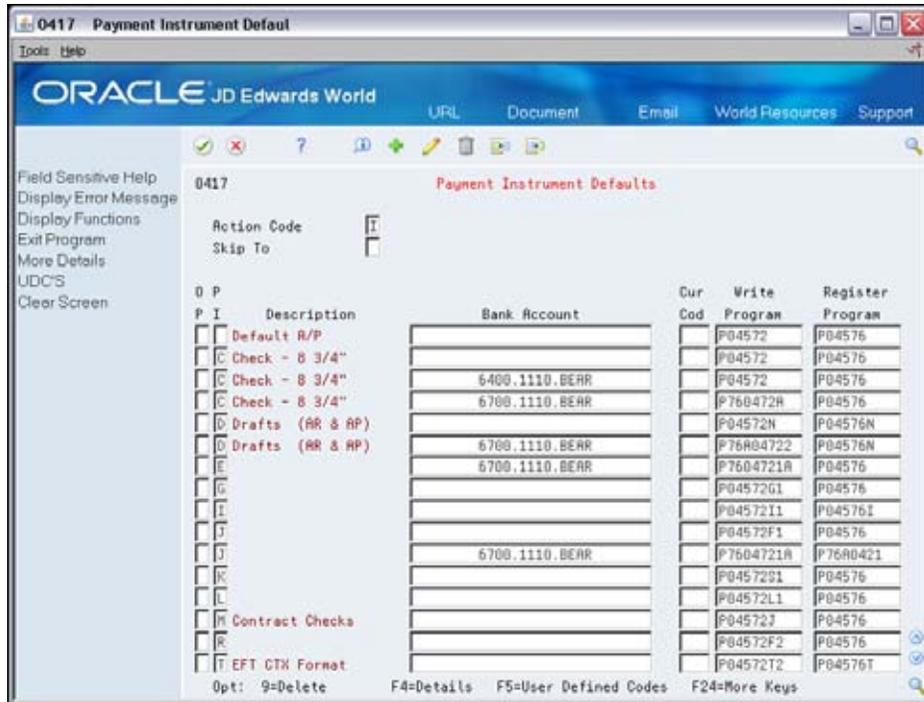
| Field | Explanation |
|-------------------------|--|
| Payment Instr | <p>The user defined code that determines the type of payment to be made to the supplier.</p> <p style="text-align: center;"><i>Screen-specific information</i></p> <p>The system uses this information as the default value when you enter vouchers. The default is blank.</p> |
| Multiple Checks (Y/N/C) | <p>A code that indicates whether a separate check will be issued for each pay item on a voucher. Valid codes are:</p> <p>Y Yes, create a separate check for each pay item. (Certain agencies of the government require this.)</p> <p>N No, do not create separate checks. Issue one check for the voucher, regardless of the number of pay items.</p> <p>C Create one check per contract and collate the checks in contract or job number order. The system maintains this field in the Supplier Master table (F0401).</p> |

Verifying Print Options for Payments

| | |
|--|---|
|  | <p>From Automatic Payment Processing (G043), enter 29</p> <p>From Accounts Payable Setup (G0441), choose Automatic Payment Setup</p> <p>From Automatic Payment Setup (G04411), choose Payment Instrument Defaults</p> |
|--|---|

To verify print options for payments

On Payment Instrument Defaults, verify that Write Program P04572J is in the Write Program field for the Contract Checks line.



Create a Model Log

A model log is a set of standard submittal and transmittal information that you can copy into a contract. A submittal is information that you need to receive from a subcontractor, such as proof of insurance, and so on. A transmittal is information that you need to send to a subcontractor, such as permission to proceed, and so on. You create a model log if you have many contracts that use the same standard log information.

You must create a model contract for each contract type for which you want to enter model log information. After you create your model contracts, you can enter the submittal and transmittal information for your model logs.

This chapter includes the following tasks:

- [Creating a Model Contract](#)
- [Entering Log Information](#)

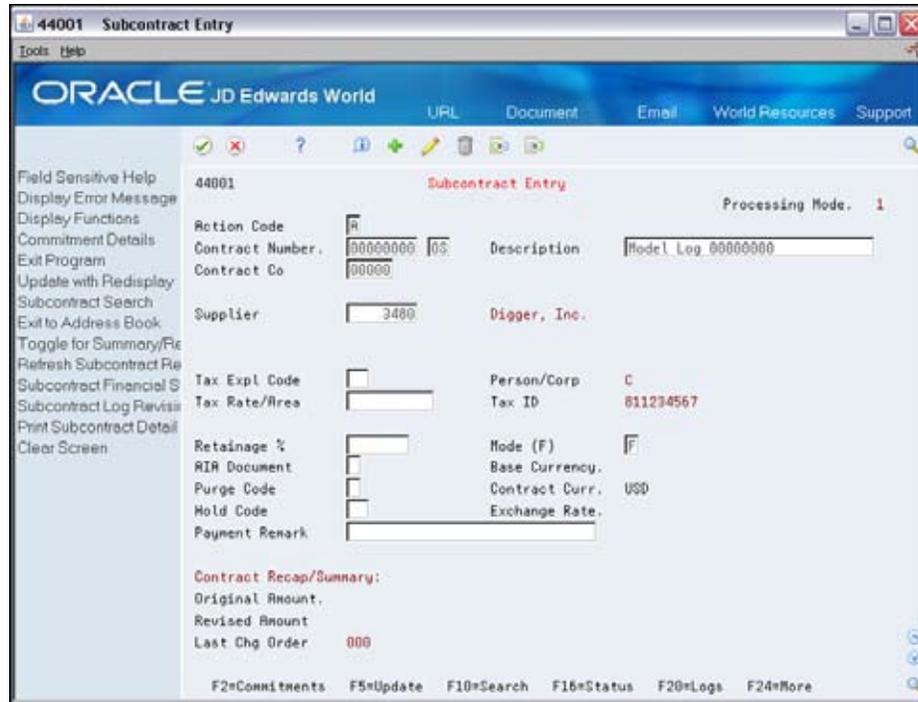
Creating a Model Contract

| | |
|---|--|
|  | From Subcontract Management (G44), choose Daily Operations From Subcontract Management Daily Operations (G4411), choose Subcontract Entry |
|---|--|

You must create a model contract for each contract type for which you want to enter model log information.

To create a model contract

1. On Subcontract Entry, complete the following field with 00000000:
 - Contract Number



2. Complete the following fields:
 - Contract Type
 - Contract Company
3. Complete the following field with any subcontractor:
 - Supplier

Entering Log Information

| | |
|---|--|
|  | From Subcontract Management (G44), choose Daily Operations From Subcontract Management Daily Operations (G4411), choose Subcontract Log Revisions |
|---|--|

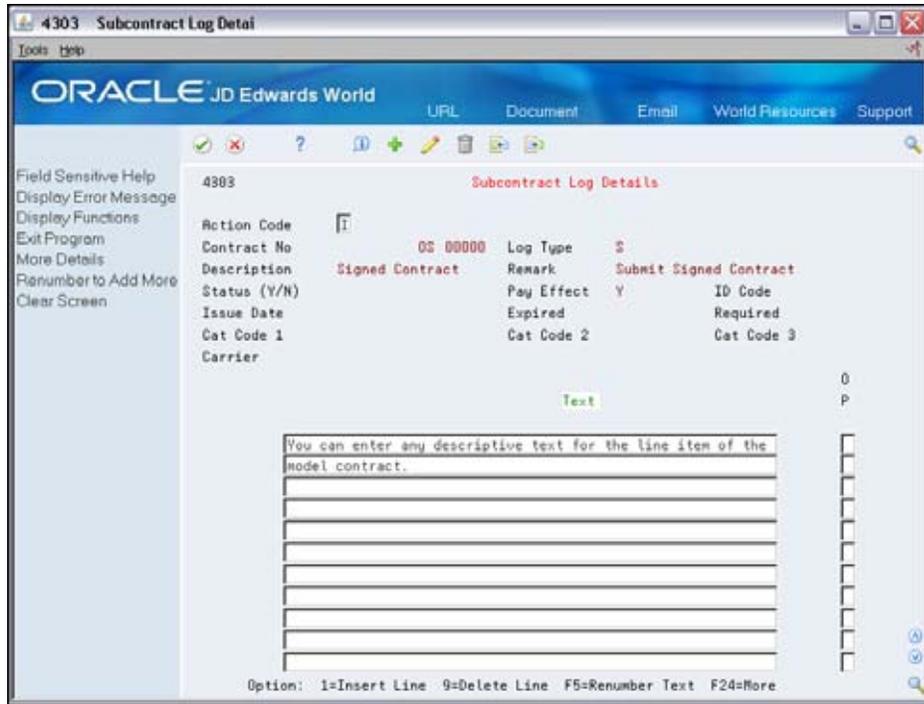
After you create your model contracts, you can enter your model log information.

Complete the following tasks:

- To enter general information
- To enter descriptive text

To enter general information

1. On Subcontract Log Revisions, to locate the contract, complete the following field:
 - Contract Number



3. On Subcontract Log Details, enter the descriptive text for the line item.

6 Processing Options

Project Setup Processing Options

Job Master Revisions (P510063)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>DEFAULT PROCESSING:</p> <ol style="list-style-type: none"> Enter the default Business Unit Type. Leave blank (default) to display " " (blank) Business Unit Type. Enter a '1' to default a posting edit code of 'N' to the Job G/L account when adding a new Job. Leave blank to default a blank (' ') posting edit code (this account is used for Job Percent Complete). | <p>This processing option is for an account that has a job number, but no cost code or cost type (EG: 501.blank.blank).</p> <p>Once this account is created, the posting edit code can't be changed.</p> |
| <p>DW VERSION SELECTIONS:</p> <ol style="list-style-type: none"> Enter the Budget Setup (P510121) DREAM Writer version for the related function key exit. The default is version 'ZJDE0001'. Enter the Job Status Inquiry (P512000) DREAM Writer version for the related function key exit. The default is version 'ZJDE0001'. Enter the Job Master Revisions (P5108) DREAM Writer version for the related function key exit. The default is 'ZJDE0001'. | |
| <p>PAYROLL FIELD DISPLAY SELECTION:</p> <ol style="list-style-type: none"> Enter a '1' to suppress all payroll fields from appearing on the screen. Default of blank will display these fields. | |
| <p>EDIT OPTION:</p> | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>7. Enter a '1' to issue a WARNING when a Job's Company is changed if the Job has accounts attached to it.</p> <p>Enter a '2' to issue an ERROR.</p> <p>Leave blank (default) for no edit.</p> | |
| <p>REQUIRED FIELD OPTIONS:</p> <p>8. Enter a '1' to require the entry of Job Category Code Information when adding a Job Master.</p> | |

Job Revisions by Company (P51006)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>DEFAULT OPTIONS:</p> <p>1. Enter a default Business Unit ("B.U.") Type, or enter an asterisk ("*") to display all B.U. Types.</p> <p>Leave blank (default) to display B.U. Type '' (blank).</p> <p>2. Enter a '1' to default a posting edit code of 'N' to the Job G/L account when adding a new Job. Leave blank to default a '' (blank) posting edit code (this account is used for Job Percent Complete).</p> | <p>This processing option is for an account that has a job number, but no cost code or cost type (EG: 501.blank.blank). Once this account is created, the posting edit code cannot be changed.</p> |
| <p>DW VERSION SELECTION:</p> <p>3. Enter the Budget Setup (P510121) DREAM Writer version for the related option selection exit. The default is version 'ZJDE0001'.</p> <p>4. Enter the Job Master Revisions (P5108) DREAM Writer version for the related selection option exit.</p> <p>The default is 'XJDE0001'.</p> | |
| <p>EDIT OPTION:</p> <p>5. Enter a '1' to issue a WARNING when a Job's Company is changed if the Job has accounts attached to it.</p> <p>Enter a '2' to issue an ERROR.</p> <p>Leave blank (default) for no edit.</p> | |

Name Search (P01200)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>FORMAT CONTROL:</p> <ol style="list-style-type: none"> 1. Enter sequence numbers (1-3) to indicate which formats will appear in the second description and in what order. If all are left blank, all formats will appear in the order shown below. <p>Note: These are used with your format function key F5.</p> <ul style="list-style-type: none"> Addr Line One City Phone Number Address Book No. Credit Message | |
| <p>DEFAULT SEARCH TYPE:</p> <ol style="list-style-type: none"> 2. Enter the default Search Type that should appear upon entry into Name Search. | |

Supplier Master Information (P01054)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>ADDITIONAL MAINTENANCE:</p> <ol style="list-style-type: none"> 1. Enter a '1' to automatically display the Controls Revisions screen on an add. 2. Enter a '1' to automatically display the category codes screen on an add. 3. Enter a '1' to automatically display bank information on an add. 4. Enter a '1' to automatically display the purchasing instructions screen on an add. | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>5. Enter a '1' to display the Company/ Business Unit Default screen on an add. This feature is optional and if the file F04015 is not found, the screen will not be displayed.</p> | |
| <p>AUDIT LOG FILE:</p> <p>6. Enter a '1' to utilize the Audit Log file (F0101A).</p> | |
| <p>SEARCH TYPE:</p> <p>7. Enter the search type value for suppliers. Default is 'V'.</p> | |
| <p>CURRENCY PROCESSING:</p> <p>8. Enter the currency code that should default into the amount currency code field when adding a Supplier. If left blank, the amount currency code will default from the Company associated with Security Business Unit from the Address Book.</p> | |
| <p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program. If left blank, ZJDE0001 will be used.</p> <p>9. Control Revisions (P010513)</p> | |

Contract Entry (P44001)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>DISPLAY OPTIONS:</p> <p>1. Select one of the following: '1' = Allow multiple jobs with no project number. '2' = Allow one job per contract. Blank = Allow multiple jobs with a project number.</p> <p>2. Enter '1' to display the AIA Document field.</p> | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| 3. Enter '1' to suppress the display of the Sales/Use Tax fields. 4. Enter '1' to protect the Contract Hold Code field. 5. Enter '1' to suppress the display of Contract Summary/Recap information. | |
| FORMAT SELECTION: 6. Select the screen format to display: '1' = Homebuilder format. Blank = Contract Management format. | |
| PROCESSING MODE SELECTION: 7. Select the processing mode: '1' = Mode 1 (Line Item method) '3' = Mode 3 (Account method-Incremental) | |
| DW VERSION SELECTION: 8. Enter the Commitment Revisions (P4402) DREAM Writer version for the related function key exit. The default is version 'ZJDE0001'. | |
| DEFAULT OPTIONS: 9. Enter the default Contract Type. Leave blank to default Type "OS". | |
| 10. Enter '1' to bypass defaulting the tax information from the supplier and project or job. | |
| PROCESSING SEQUENCE SELECTION: 11. Select one of the following: '1' = Automatically exit to the Contract Log screen after adding a contract. '2' = Automatically exit to the Commitment Revisions screen. Blank = Remain on the Contract Entry screen. | |

Commitment Revisions (P4402)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>DISPLAY OPTIONS:</p> <ol style="list-style-type: none"> 1. Select one of the following: <ul style="list-style-type: none"> '1' = Allow multiple jobs with no project number. '2' = Allow one job per contract. Blank = Allow multiple jobs with a project number. 2. Enter '1' to suppress the display of the Sales/Use Tax fields. 3. Enter '1' to suppress the display of Contract Summary/Recap information. | |
| <p>FORMAT SELECTION:</p> <ol style="list-style-type: none"> 4. Select the screen format to display: <ul style="list-style-type: none"> '1' = Homebuilder Bid Contracts. '2' = Homebuilder Takeoff. Blank = Contract Management. | |
| <p>DEFAULT OPTIONS:</p> <ol style="list-style-type: none"> 5. Enter the default Contract Type. Leave blank to default Type "OS". | |
| <p>EDIT OPTIONS:</p> <ol style="list-style-type: none"> 6. Enter '1' to prevent changes to the Base Contract. 7. Enter '1' to edit the Commitment Distribution against the Job Master Job Status (posting edit). 8. Enter '1' to edit for duplicate distribution items. 9. Enter '1' to prevent changes to commitment line item amounts if the change would cause the commitment amount to be less than the vouchered amount. Leave blank to allow the change but issue a warning. | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>10. Enter '1' to prevent changes to the total contract amount if the change would cause the total contract amount to be less than the total vouchered amount.</p> <p>Leave blank to allow the change but issue a warning.</p> <p>11. Enter '1' to compare the total committed amount to the budget amount and display a warning if the account's committed amount exceeds its budget.</p> <p>Leave blank for no edit.</p> <p>12. Enter the Budget Ledger Type to use for the budget edit above.</p> <p>Leave blank to use the Revised Budget Ledger Types defined in User Defined Codes (System 51, Codes RB/RU).</p> | |
| <p>COMMITMENT DESCRIPTION OPTION:</p> <p>13. Enter '1' to retrieve the Commitment Distribution line description from the account.</p> <p>Leave blank to retrieve it from the cost code header account.</p> | |
| <p>DW VERSION SELECTION:</p> <p>14. Enter the Contract Entry (P44001) DREAM Writer version for the related function key exit.</p> <p>The default is version 'ZJDE0001'.</p> <p>15. Enter the Pay Point Percentage Allocation (P44642) DREAM Writer version for the function key exit.</p> <p>The default is 'ZJDE0001'.</p> <p>NOTE: This is for the Home Builders product only.</p> | |

Contract Log Revisions (P4304)

| Processing Option | Processing Options Requiring Further Description |
|------------------------|--|
| <p>DEFAULT OPTION:</p> | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| 1. Enter the default Contract Type. Leave blank to default Type 'OS'. | |

Commitment Revisions (P4402)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| DISPLAY OPTIONS: 1. Select one of the following: '1' = Allow multiple jobs with no project number. '2' = Allow one job per contract. Blank = Allow multiple jobs with a project number. 2. Enter '1' to suppress the display of the Sales/Use Tax fields. 3. Enter '1' to suppress the display of Contract Summary/Recap information. | |
| FORMAT SELECTION: 4. Select the screen format to display: '1' = Homebuilder Bid Contracts. '2' = Homebuilder Takeoff. Blank = Contract Management. | |
| DEFAULT OPTIONS: 5. Enter the default Contract Type. Leave blank to default Type "OS". | |
| EDIT OPTIONS: 6. Enter '1' to prevent changes to the Base Contract. 7. Enter '1' to edit the Commitment Distribution against the Job Master Job Status (posting edit). 8. Enter '1' to edit for duplicate distribution items. | |

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>9. Enter '1' to prevent changes to commitment line item amounts if the change would cause the commitment amount to be less than the vouchered amount.</p> <p>Leave blank to allow the change but issue a warning.</p> <p>10. Enter '1' to prevent changes to the total contract amount if the change would cause the total contract amount to be less than the total vouchered amount.</p> <p>Leave blank to allow the change but issue a warning.</p> <p>11. Enter '1' to compare the total committed amount to the budget amount and display a warning if the account's committed amount exceeds its budget.</p> <p>Leave blank for no edit.</p> <p>12. Enter the Budget Ledger Type to use for the budget edit above.</p> <p>Leave blank to use the Revised Budget Ledger Types defined in User Defined Codes (System 51, Codes RB/RU).</p> | |
| <p>COMMITMENT DESCRIPTION OPTION:</p> <p>13. Enter '1' to retrieve the Commitment Distribution line description from the account.</p> <p>Leave blank to retrieve it from the cost code header account.</p> | |
| <p>DW VERSION SELECTION:</p> <p>14. Enter the Contract Entry (P44001) DREAM Writer version for the related function key exit.</p> <p>The default is version 'ZJDE0001'.</p> <p>15. Enter the Pay Point Percentage Allocation (P44642) DREAM Writer version for the function key exit.</p> <p>The default is 'ZJDE0001'.</p> <p>NOTE: This is for the Home Builders product only.</p> | |

Progress Payments (P43105)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>DEFAULT OPTION:</p> <p>1. Enter the default Contract Type. Leave blank to default Type "OS".</p> | |
| <p>VOUCHER NUMBERING:</p> <p>2. Enter a two digit next number index for voucher numbering. Leave blank to default index "01".</p> <p>Note: Index "01" will cause voucher numbers to be assigned from the A/P list of standard voucher numbers.</p> | |
| <p>RETAINAGE OPTIONS:</p> <p>3. Enter '1' to default retainage from the contract.</p> <p>4. Enter a Pay Status to default for Retainage records. Leave blank to default Pay Status "H" (Held).</p> | |
| <p>DW VERSION SELECTION:</p> <p>5. Enter the Commitment Revision (P4402) DREAM Writer version for the related function key exit. The default is version "ZJDE0001".</p> | |
| <p>G/L OFFSET SELECTION:</p> <p>6. Enter the G/L Offset to default on the contract's payable portion of progress payment vouchers. Leave blank to default the Supplier's G/L Offset from Address Book.</p> <p>Note: Retention records are always created with the G/L Offset "RETN".</p> | |
| <p>EDITING OPTION:</p> <p>7. Enter '1' to edit the Progress Payments against the Job Master Job Status (posting edit).</p> | |
| <p>DISPLAY OPTIONS:</p> | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>8. Enter '1' to display Progress Payments in account number sequence.</p> <p>Leave blank to sequence them by change order number.</p> <p>9. Enter '1' to suppress the display of contract lines with no commitments or payments.</p> <p>Leave blank to display all lines of the contract.</p> | |
| DISPLAY OPTIONS (Cont'd): | |
| <p>10. Choose when to display the outstanding log detail warning message:</p> <p>'1' = Display it upon verification of status, pay effect and expiration date (double cycle).</p> <p>'2' = Display it upon verification of status, pay effect, required date and expiration date (double cycle).</p> <p>Blank = Display it upon verification of status, pay effect and expiration date (single cycle) (default).</p> | |
| <p>11. Enter '1' to display a flashing log detail warning message. Leave blank for a non-flashing message.</p> <p>12. Enter '1' to display the quantity field on the main detail line.</p> <p>Leave blank to display the amount field on the main detail line.</p> <p>13. Enter '1' to suppress the display of the Sales/Use Tax fields.</p> <p>14. Enter '1' to display the Homebuilder Format.</p> | |
| OVERPAYMENT EDIT SELECTIONS: | |
| <p>15. Enter '1' to prevent overpayment of line items.</p> <p>Leave blank to issue a warning when an overpayment occurs.</p> <p>16. Enter '1' to prevent overpayment of the contract.</p> <p>Leave blank to issue a warning when an overpayment occurs.</p> | |
| UNIT PRICE VARIANCE SELECTIONS: | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>17. Enter the maximum allowed percent variance for Unit Priced contract lines (for example, enter 2 1/2% as '2.5').</p> <p>18. Enter the maximum allowed amount variance for Unit Priced contract lines.</p> <p>Note: If Options 16 and 17 are both blank, the default is zero variance.</p> | |
| <p>PAY STATUS DEFAULT PROCESSING:</p> <p>19. Enter the Pay Status to default when outstanding log details exist. Leave blank to default to the data dictionary.</p> <p>20. Enter the Pay Status to default when no outstanding log details exist. Leave blank to default to the data dictionary.</p> | |
| <p>PAYMENT OPTIONS:</p> <p>21. Enter a '1' to create the Accounts Payable entries using the Project/ Job from the contract header. Leave blank to use the contract line account when creating the A/P entries.</p> <p>Note: If you enter a '1' and the contract header does not have a Project/Job, all A/P entries will use the contract line account.</p> | |
| <p>VAT ON RETENTION:</p> <p>22. Enter a '1' to apply VAT to retention when it is released. Default of blank will apply VAT to retention as it is vouchered.</p> <p>Note: Applies to tax explanation codes V and C. Retention must be released using Progress Payments to use this option.</p> | |

General Ledger Post (P09800)

| Processing Option | Processing Options Requiring Further Description |
|-------------------------|--|
| <p>BATCH SELECTION:</p> | |

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| 1. Enter Batch Number or Batch Date or Batch User ID | |
| <p>PRINT SELECTION:</p> <p>2. Identify how to print amount fields on Post Journal:</p> <p>'1' = to Millions (w/ commas)</p> <p>'2' = to Billions (w/o commas)</p> <p>Blank (Default) = No Journal Printed.</p> <p>3. Identify which account number to print on report:</p> <p>'1' = Account Number</p> <p>'2' = Short Account ID</p> <p>'3' = Unstructured Account</p> <p>'4' = (Default) Number Entered During Input</p> | |
| <p>FIXED ASSETS:</p> <p>4. Enter a '1' to post F/A entries to Fixed Assets.</p> <p>Note: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.</p> <p>5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)</p> | |
| <p>CASH BASIS ACCOUNTING:</p> <p>6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)</p> <p>7. Enter units ledger type for Cash Basis Accounting entries.</p> <p>(Default of blank will use "ZU" ledger type.)</p> | |
| ACCOUNTING FOR 52 PERIODS: | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>8. Enter a '1' for 52 Period Post.</p> <p>Note: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.</p> | |
| <p>TAX FILE UPDATE:</p> <p>9. Identify when to update the Tax Work file (F0018):</p> <p>'1' = V.A.T. or Use Tax only '2' = for All Tax Amounts '3' = for All Tax Explanation Codes Blank (Default) = No Update to File</p> <p>Note: When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.</p> <p>10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.</p> <p>'1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount</p> <p>11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.</p> <p>'1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount</p> | |
| <p>PROPERTY MANAGEMENT:</p> <p>12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed.</p> <p>Default is version ZJDE0001. (This applies to batch types '2' and '/')</p> | |
| <p>UPDATE OPTION:</p> | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)</p> | |
| <p>REPORT FORMAT:</p> <p>14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters.</p> | |
| <p>DETAILED CURRENCY RESTATEMENT:</p> <p>15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.</p> <p>16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.</p> | |
| <p>RECONCILIATION FILE PROCESSING:</p> <p>17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.</p> <p>Note: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.</p> | |
| <p>REVERSING JOURNAL ENTRIES:</p> <p>18. When normal number of periods = 12 or 13 and posting a reversing entry into period 12 or 13, enter a '1' to create reversing journal entries to the first period of the following year. This is to avoid posting reversing entries to an adjusting period.</p> <p>Example: Normal number of periods = 12. Period 12 ends 12/30/xx and period 13 ends 12/31/xx. Journal Entry date of 12/30/xx will post reversing entry to period 01 of next year if processing option is set to '1'.</p> | |
| <p>BATCH TYPE SELECTION:</p> <p>Note: This option should NOT be changed by User.</p> | |

A/P Speed Release (P04114)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>TOTAL DISPLAYS:</p> <ol style="list-style-type: none"> Enter a '1' to display the Pay Status 'A' Total and the Grand Total in the header portion of the screen. <p>Note: This may require additional processing time. These totals will still appear at the end of the screen detail.</p> | |
| <p>FORMAT CONTROL:</p> <ol style="list-style-type: none"> Enter format numbers (1-4) to indicate which formats will appear and in what order. <p>If all are left blank, all formats will appear in the order shown below.</p> <p>Discount Amount Approver Number Supplier Invoice Number Net Due Date</p> <p>Note: These are used with the format selection function key.</p> | |
| <p>PRE-LOADED DATA SELECTIONS:</p> <ol style="list-style-type: none"> Any values that are entered for the following fields will be loaded on screen. <p>Pay Status Document Type G/L Offset (*=All) Currency Code (*=All) Payment Instrument (*=All) Approver Number (*=All)</p> | |

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>PRE-LOADED ADDITIONAL SELECTIONS:</p> <p>4. Any values that are entered for the following fields will be loaded into the Additional Selections.</p> <p>Total Inquiry Amount</p> <p>Supplier Invoice Number</p> <p>Consolidation Code</p> <p>Bank Record Type</p> | |
| <p>DREAM WRITER VERSION:</p> <p>5. Enter the Version of Vendor Ledger Inquiry to be called.</p> <p>If left blank, the default of ZJDE0001 will be used.</p> | |
| <p>EDIT ON BANK ACCOUNT:</p> <p>6. If using alternate currency payments, enter a '1' if you do not want to edit the G/L Bank Account's Currency.</p> | |

Create Payment Groups (P04570)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>PAYMENT SELECTION:</p> <p>1. Enter in either a Pay Thru date or the number of displacement days from today.</p> <p>Pay Thru Date</p> <p>Displacement Days</p> <p>2. Enter a '1' to include all Credit Memos in this payment run regardless of Due Date.</p> | |
| <p>DISCOUNT DATE:</p> <p>3. Enter the cutoff date for allowing discounts. Pay items with a due date prior to this date will not take a discount.</p> <p>If left blank, all discounts will be taken.</p> | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>4. Enter a '1' to bypass the voucher if the discount cut off is missed and the Net Due Date is later than the Pay Thru date.</p> <p>If left blank, the Net Due Date will not be considered.</p> | |
| <p>AMOUNT RANGE:</p> <p>5. Enter the payment amount range to be included in this pre-payment run.</p> <p>Also enter the pay instrument to be assigned to payments outside of the amount range. If currency conversion is turned on, enter the currency code for the amount range. Enter your amount range in whole numbers.</p> <p>Minimum Amount Min Pay Instrument Maximum Amount Max Pay Instrument Currency Code</p> | |
| <p>COMPANY PROCESSING:</p> <p>6. Enter a '1' to create a different payment by company. Leave blank to process multiple companies on each payment.</p> | |
| <p>DUE DATE PROCESSING:</p> <p>7. Enter a '1' to print a separate payment by due date.</p> <p>If left blank a separate payment by due date will not be printed.</p> <p>Note: If choosing this option, the DREAM Writer sequence should be set to include Due Date after Alternate Payee Address Number.</p> | |
| <p>PAYEE PROCESSING:</p> <p>8. Enter a '1' to create one payment per payee regardless of supplier.</p> | |
| <p>PRINT CONTROL:</p> <p>9. Enter a '1' to print a special attachment when payment detail information will not print on the stub.</p> <p>10. Enter the sequence ID which will order the payments when printed.</p> | |

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>11. Enter a '1' to print the full address for each payee on the Edit report. Leave blank to only print the payee alpha name.</p> <p>12. Enter a '1' to print contract information on the report.</p> <p>13. Enter a '1' to print job information on the report.</p> <p>Note: If choosing either option 10 or 11, payments should be sequenced by contract number.</p> | |
| <p>PAY ITEM SUMMARIZATION:</p> <p>14. Enter one of the following values to summarize the document on the pay stub and/or attachment. If left blank, no summarization will occur. '1' - By Document and Due Date '2' - By Document</p> <p>15. Enter a '1' to have the summary description on the pay stub default from the first pay item's remark. If left blank, the description will be retrieved from the vocabulary overrides for this program.</p> | |
| <p>BANK ACCOUNT:</p> <p>16. Enter an override bank account to be used for payment. If left blank the bank account in the Accounts Payable detail record will be used.</p> <p>Note: This must be a Short Acct ID.</p> | |
| <p>CURRENCY PROCESSING:</p> | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>17. Enter one of the following values to indicate which currency should be used for payment.</p> <p>' ' - Bank Account Monetary Unit</p> <p>'1' - Voucher Domestic Currency</p> <p>'2' - Voucher Foreign Currency</p> <p>'3' - Current Domestic Amount</p> <p>'4' - Alternate Currency Payment</p> <p>If Alternate Currency payment, enter the currency code of the payment.</p> <p>If Current Domestic payment, enter Effective Date to retrieve exchange rate.</p> <p>If blank, the system date will be used.</p> | |
| <p>BUSINESS UNIT PROCESSING:</p> <p>18. Enter a '1' to use the business unit as a selection criterion in the creation of a Payment Control Group.</p> <p>If left blank, business unit will not be considered and one PCG may include vouchers with different business units.</p> | |
| <p>ELECTRONIC FUNDS TRANSFER/EDI ONLY:</p> <p>19. Enter a '1' if you will be using tape output and would like to see tape information on the edit report.</p> <p>If left blank, no tape information will appear on the report.</p> <p>20. Enter a '1' if using tape output and you would like to be notified if Supplier is set to Pre-Note status.</p> <p>Note: PRE will print under Supplier Name.</p> <p>21. Enter a '1' to issue an error on the edit report if the Payee's EFT/EDI bank information does not exist.</p> | |
| <p>22. Enter a '1' to issue an error on the edit report if a G/L Bank Account's X12 information does not exist.</p> | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>23. Enter an override Effective Date and Bank Type to use to retrieve Bank Account/Transit data.</p> <p>If left blank, the System Date and the Bank Type on the voucher will be used.</p> <p>Effective Date Bank Type</p> | |
| <p>CALCULATE WITHHOLDING:</p> <p>24. Enter a '1' submit the Calculate Withholding program (P04580) prior to running Pre-Payments.</p> <p>If left blank, Calculate Withholding will not be run.</p> <p>Note: The voucher withholding pay items created will not be posted.</p> | |
| <p>25. Enter the DREAM Writer version number of the Calculate Withholding program to be run.</p> <p>If left blank, version ZJDE0001 will be used.</p> | |
| <p>USER EXIT OPTION:</p> <p>26. Enter the User Exit program name.</p> <p>If left blank the name 'X04570E' will be used.</p> | |

Periodic Processing Options

Contract Search (P44210)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| FORMAT DISPLAY OPTION: 1. Select the format to display: '1' = Supplier information on main line; contract in the fold. Blank = Contract information on main line; supplier in the fold. | |
| DISPLAY OPTION: 2. Enter '1' to default the Contract Type to blank when searching for non-contract specific information. Leave blank to default an '&' for all contracts included in the committed cost balance. | |
| DW VERSION SELECTION: 3. Enter the Purchase Order Entry (P4311) DREAM Writer version for the related option exit. The default is version 'ZJDE0005'. 4. Enter the Contract Entry (P44001) DREAM Writer version for the related option exit. The default is version 'ZJDE0001'. | |

Contract Financial Inquiry (P44200)

| Processing Option | Processing Options Requiring Further Description |
|-------------------|--|
| DEFAULT OPTIONS: | |

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <ol style="list-style-type: none"> 1. Enter the default Contract Type. Leave blank to default Type "OS". 2. Enter '1' to default the "Thru Date" to the end date of the current period. Leave blank to default the system date. | |
| <p>DISPLAY OPTIONS:</p> <ol style="list-style-type: none"> 3. Enter '1' to display Open Contract amounts. Leave blank to display Paid amounts. 4. Enter '1' to display distribution in detail. Leave blank to display it in summary. This option is only valid if using Mode 3. | |

Open Order Inquiry (P44230)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>FORMAT DISPLAY OPTION:</p> <ol style="list-style-type: none"> 1. Select the format to display: <ul style="list-style-type: none"> '1' = Supplier information on main line; contract in the fold. Blank = Contract information on main line; supplier in the fold. | |
| <p>DEFAULT PROCESSING:</p> <ol style="list-style-type: none"> 2. Enter '1' to default the Contract Type to blank when searching for non-contract specific information. Leave blank to default a '&' for all contracts included in the committed cost balance. | |
| <p>STATUS SELECTION:</p> <ol style="list-style-type: none"> 3. Enter '1' to select P.O.s based on the Last Status. Leave blank (default) to select them based on the Next Status. 4. Enter the Purchase Order status range: <ul style="list-style-type: none"> a. From Status: b. To Status: | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>DW VERSION SELECTION:</p> <p>5. Enter the Purchase Order Entry (P4311) DREAM Writer version for the related option exit. The default is version 'ZJDE0005'.</p> <p>6. Enter the Contract Entry (P44001) DREAM Writer version for the related option exit. The default is version 'ZJDE0001'.</p> | |
| <p>DISPLAY OPTIONS:</p> <p>7. Select the amount to display on the first line of the subfile: '1' = Original contract amount. '2' = Original amount + changes. Blank = Open amount.</p> <p>8. Select the amount to display in the fold area of the subfile: '1' = Open contract amount. '2' = Original amount + changes. Blank = Original amount.</p> | |

Commitment/Encumbrance Inquiry (P40230)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>DEFAULT VALUES:</p> <p>1. Enter the order type to be selected. If left blank, all order types are selected.</p> <p>2. Enter a '1' to display purchasing change order audit records. If left blank, only commitment records are displayed.</p> | |
| <p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <p>3. Purchase Order Entry (P4311)</p> <p>4. Contract Entry (P44001)</p> | |

Budget Comparison (P432121)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>PROMPTING CONTROL:</p> <p>1. Enter a '1' to sequence by Cost Center, Subsidiary. (Default is to sequence by Cost Center, Object Account)</p> | |
| <p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <p>2. Open Order Inquiry (P430301)</p> | |
| <p>BUDGETING VALUES:</p> <p>3. Enter the Budget Ledger type.</p> <p>4. Specify the Financial Budgeting method: 1 = Original Budget + Period amounts for current year + Prior year postings (same as Job cost budget calculation). 2 = Sum of period amounts for current year (Standard financial with spread). 3 = Original budget + period amounts for current year (Standard Financial spread with changes).</p> | <p>Use this processing option to indicate the ledger type for which to check the budget. For financial budgets the standard ledger type is BA and for Job Cost the standard ledger type is JA.</p> |

Summary Contract Status Report (P44425)

| Processing Option | Processing Options Requiring Further Description |
|-------------------|--|
| DATE SELECTION: | |

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>1. Enter the As Of date on which to base the report.</p> <p>Leave blank (default) to use the Financial Reporting date of Company "00000".</p> <p>If no Financial Reporting Date has been set up, then today's system date will be used.</p> | |
| <p>PRINT OPTIONS:</p> <p>2. Enter '1' to print the associated job budget for contract cost codes.</p> <p>3. Enter '1' to print the job cost coding.</p> <p>4. Enter '1' to print the Job description on detail lines, or enter '2' to print the Supplier description on detail lines.</p> <p>5. Enter '1' to print the long form on 198 column paper.</p> <p>Leave blank to print on 132 column paper.</p> <p>6. Enter '1' to single space after printing total lines.</p> <p>Leave blank to double space.</p> <p>7. Enter '1' to suppress the printing of a Budget total line.</p> <p>8. Enter '1' to print subledger and subledger type.</p> <p>Leave blank for no subledger and type.</p> <p>NOTE: If you select this option, subledger and subledger type should also be selected in the data sequencing portion of the DREAM Writer version.</p> | |

Contract Detail Status Report (P44421)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>DATE SELECTION:</p> <p>1. Enter the Fiscal Period Number (01 thru 14).</p> <p>Leave blank (default) to use the Financial Reporting Period.</p> | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>2. Enter the Fiscal Year. Leave blank (default) to use the Financial Reporting Year.</p> | |
| <p>PRINT OPTIONS:</p> <p>3. Enter '1' to print the report in detail. Leave blank (default) for summarized.</p> | |

Contract Detail by Supplier (P43421)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>GENERAL LEDGER PROCESSING:</p> <p>1. Enter '1' to process G/L budget amounts from the Account Balances file (F0902). Leave blank to process amounts from the Account Detail file (F0911).</p> | |
| <p>DATE SELECTION:</p> <p>2. Enter the As Of date on which to base the report. Leave blank (default) to use the Financial Reporting Date of Company "00000". If no Financial Reporting date has been set up then today's system date will be used.</p> | |
| <p>REPORT PRINT CONTROL:</p> <p>3. Enter '1' to print the Supplier address on the report.</p> <p>4. Enter '1' to omit page breaking by Supplier. Leave blank (default) to start a new page for each Supplier.</p> <p>5. Enter '1' to print the subledger and subledger type. Leave blank (default) to not print them.</p> | |

Unit Price Contract Report (P44500)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>DATE SELECTION:</p> <ol style="list-style-type: none"> 1. Enter the fiscal period for the report. Leave blank to use the current period for Company '00000'. 2. Enter the fiscal year for the report. Leave blank to use the current year for Company '00000'. | |
| <p>PRINT OPTIONS:</p> <ol style="list-style-type: none"> 3. Enter '1' to print the supplier's address and who's who information on the report heading. Leave blank to suppress printing this information. 4. Enter '1' to print Cost Type headings before the detail. Leave blank to omit the Cost Type headings. 5. Enter '1' to print the subledger and subledger type. Leave blank to omit printing them. | |

Contract Detailed Status Report (P44450)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>DATE SELECTION:</p> <ol style="list-style-type: none"> 1. Enter the As Of date. Contracts with effective dates prior to this date will be eligible for inclusion. Leave blank (default) to use the Financial Reporting Date of Company "00000". If no Financial Reporting Date is set up for Company "00000", the system date will be used. | |
| <p>PRINT OPTIONS:</p> | |

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>2. Enter '1' to print the subledger and subledger type. Leave blank (default) to suppress printing them.</p> <p>3. Enter '1' to print the Supplier number. Leave blank (default) to suppress printing it.</p> <p>NOTE: Only one of the above options can be selected at a time to print on the report. If both are selected only the subledger information will print on the report.</p> | |

Commitment Transaction Analysis (P44600)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>DATE SELECTION:</p> <p>1. Enter the As Of date on which to base the report. Leave blank (default) to use the Financial Reporting Date of Company "00000". If no Financial Reporting Date has been set up, then the system date will be used.</p> | |
| <p>SUBLEDGER SELECTION:</p> <p>2. Enter a specific subledger, or enter an asterisk ("*") for all subledgers.</p> <p>3. Enter a subledger type if you entered a subledger above.</p> <p>4. Enter '1' to summarize the detail.</p> <p>5. Enter '1' to omit printing non- contract information.</p> | |

Committed Cost Detail (P44435)

| Processing Option | Processing Options Requiring Further Description |
|-------------------|--|
| DATE SELECTION: | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>1. Enter the As Of date on which to base the report. Leave blank (default) to use the Financial Reporting date of Company "00000". If no Financial Reporting Date has been set up, then today's system date will be used.</p> | |
| <p>PRINT OPTIONS:</p> <p>2. Enter '1' to print only Open transactions. Leave blank to print both Open and Paid transactions.</p> <p>3. Enter '1' to omit printing the total headings before the detail lines. Leave blank (default) to print all report headings.</p> <p>4. Enter '1' to print the long form on 198 column paper. Leave blank to print on 132 column paper.</p> | |

Contract Summary (P434201)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>PRINT OPTIONS:</p> <p>1. Enter '1' to print the Job address. Leave blank to omit it.</p> <p>2. Enter '1' to suppress the printing of budget information.</p> <p>3. Enter '1' to suppress the totaling of budget information.</p> <p>4. Enter '1' to print the subledger and subledger type. Leave blank to omit them.</p> | |
| <p>DATE SELECTION:</p> | |

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>5. Enter the As Of date on which to base the report.</p> <p>Leave blank (default) to use the Financial Reporting date of Company "00000".</p> <p>If no Financial Reporting date has been set up then today's System date will be used.</p> | |

Application for Payment (P44440)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>UNIT SELECTION:</p> <p>1. Enter '1' to include units with progress billing.</p> <p>Leave blank (default) for amounts only.</p> | |
| <p>DATE SELECTION:</p> <p>2. Enter the As Of date on which to base the report.</p> <p>Leave blank (default) to use the Financial Reporting Date of Company "00000".</p> <p>If no Financial Reporting Date has been set up for Co. "00000" then today's system date will be used.</p> | |
| <p>CONTRACTOR SELECTION:</p> <p>3. Enter '1' to select only those contractors that have current vouchers payable.</p> <p>Leave blank (default) to select all contractors.</p> | |
| <p>PRINTING:</p> <p>4. Enter a '1' to page break on every change order (or lot).</p> | |
| <p>HOMEBUILDER FORMAT:</p> <p>5. Enter a '1' to print in Homebuilder format.</p> | |
| <p>HOMEBUILDER MANAGEMENT:</p> <p>6. Enter the range of lots to print:</p> <p>From Lot</p> <p>Through Lot</p> | |

Contract Detail Print - Single Contract (P4401P)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>PRINT OPTIONS:</p> <ol style="list-style-type: none"> 1. Enter '1' to suppress the printing of extended Contract Log Text. 2. Enter '1' to suppress the printing of extended Distribution Log Text. 3. Enter '1' to suppress the printing of Sales/Use Tax information. 4. Enter a '1' to suppress the printing of the AIA field. 5. Enter 'D' to print the Domestic Currency, or enter 'F' to print the Foreign Currency. Leave blank to default to the data dictionary. | |

Committed Cost Report (P44430)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>DATE SELECTION:</p> <ol style="list-style-type: none"> 1. Enter the Fiscal Period Number. Leave blank (default) to use the Set Financial Reporting Period. 2. Enter the Fiscal Year. Leave blank (default) to use the Set Financial Reporting Year. | |
| <p>PRINT OPTIONS:</p> <ol style="list-style-type: none"> 3. Enter up to five Submittal Codes to print. (For example, if "IBCSP" was entered, the report would print each of these codes and indicate their status.) 4. Enter '1' to print the Long Form on 198 column paper. Leave blank to print on 132 column paper. | |

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>5. Enter '1' to print the subledger and subledger type.</p> <p>Leave blank to suppress the printing of subledger and type.</p> | |

Contract Listing (P44310)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>PRINT OPTIONS:</p> <p>1. Select one of the following to print:</p> <p style="padding-left: 20px;">'1' = Full contract detail.</p> <p style="padding-left: 20px;">'2' = Summary by cost code.</p> <p style="padding-left: 20px;">blank = Summary by change order.</p> <p>2. Enter '1' to suppress page breaking at the change of a contract.</p> <p>Leave blank (default) to start printing on a new page at the change of a contract.</p> | |

Log Report with Update (P44300)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>PRINT OPTIONS:</p> <p>1. Select the project management view to print:</p> <p style="padding-left: 20px;">' ' or '1' = Contract Management (system 44).</p> <p style="padding-left: 20px;">'2' = Contract Billing (system 52).</p> <p style="padding-left: 20px;">'3' = Change Management (system 53)</p> <p>2. Enter '1' to print the associated log text.</p> <p>Leave blank (default) to print no text.</p> | |
| <p>UPDATE STATUS:</p> <p>3. Enter a '1' to change unsatisfied, expired logs that have a Pay Effect of 'Y' to a Status of 'N'.</p> | |

Open Items Integrity Report (P44410)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>REPORT SELECTION:</p> <ol style="list-style-type: none"> 1. Enter a '1' next to the type of records you want to print: <ol style="list-style-type: none"> a. Records not on hold, with pay effect submittal deficiencies. b. Records on hold, with no pay effect submittal deficiencies. c. Records with an invoice date earlier than the owner payment date. <p>NOTE: Enter only one '1' per DREAM Writer version. If all are left blank, no report will print.</p> | |

Commitment Integrity – F1011 (P40910)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>EFFECTIVE DATE:</p> <ol style="list-style-type: none"> 1. Enter the effective date to use in the comparison between the Audit Trail and Account Balances files. Leave blank (default) to use today's date. | |
| <p>PRINT OPTIONS:</p> <ol style="list-style-type: none"> 2. Enter '1' to print all accounts, with and without commitment variances. Leave blank (default) to print only accounts with commitment variances. | |
| <p>UPDATE OPTION:</p> | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>3. Enter a '1' to run this program in final mode.</p> <p>If left blank (default), the program will run in proof mode.</p> <p>NOTE: In Final Mode, the program will create a F43199 PA record to correct any variance. While it does temporarily correct the problem, it does not find the true reason for the variance. Rather than this process, it is recommended to run the Purge-Create-Post process in order to correct any variances.</p> | |

Base Agreement Release (P44800)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>FINAL/PROOF OPTION:</p> <p>1. Enter an "F" to run the program in final/update mode.</p> <p>Leave blank (default) for proof/edit mode.</p> | |
| <p>COMMITMENT UPDATE OPTION:</p> <p>2. Enter a "1" to update the commitment ledger as records are released.</p> <p>Leave blank (default) fro no update of the ledger as records are released.</p> | |
| <p>BASE AGREEMENT RELEASE SPECIFICATIONS:</p> <p>3. Enter the Base Agreement Contract Type.</p> <p>4. Enter the released Contract Type (either "OS" or "OP").</p> <p>5. Enter the Job Master Plan Category Code number.</p> <p>6. Enter the Contract Release (Units Under Construction) Category Code number.</p> <p>7. Enter the Contract Release Category Code type.</p> <p>8. Enter the Preferred Supplier Hold Code type.</p> | |

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>9. To release specific types of work, enter specific Supplier Category Code types here.</p> <p>Leave all blank to release all Supplier Category Code types.</p> <p>></p> <p>></p> <p>></p> <p>></p> <p>></p> <p>NOTE: You must enter values in all of these lines to exclude blank Supplier Category Codes.</p> | |
| <p>PRINT OPTION:</p> <p>10. Enter a 'D' to print domestic currency, or an "F" to print foreign currency.</p> <p>Leave blank to default to the data dictionary.</p> | |

Advanced & Technical Processing Options

Global Update - Short I.D. to Long I.D. (P44999)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| UPDATE OPTION: 1. Choose how to update the Commitment description: '1' = Update it using the Account header description. '2' = Update it using the Account detail description. Blank = Do not update the Commitment description (default). | |

Global Update - Contract Purge Code (P44996)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| UPDATE OPTION: 1. Enter '1' to change the Contract Purge Code from "Y" to " " (blank). Leave blank (default) to change it from " " (blank) to "Y". | |

Batch File Purge (P00PURGE)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>SAVE PURGED RECORDS:</p> <ol style="list-style-type: none"> 1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.) | |
| <p>REORGANIZE FILE:</p> <ol style="list-style-type: none"> 2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.) | |

Post/Repost Committed Costs (P00932)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>FISCAL YEAR RANGE SELECTION:</p> <ol style="list-style-type: none"> 1. Enter the from fiscal year. This option is required. 2. Enter the thru fiscal year. Leave blank (default) to use the from fiscal year. | |

Restate Commitments (P44910)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>REPORTING OPTIONS:</p> <ol style="list-style-type: none"> 1. Enter a '1' to update commitments and issue a report. Enter a '2' to perform the update without a report. Default of blank will issue a report without performing any commitment updates. | |
| <p>EFFECTIVE DATE:</p> | |

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| 2. Enter the effective date of the new currency rates that will be used to restate commitments. | |

Multiple Check Code Update (P44995)

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>UPDATE OPTION:</p> <p>1. Select one of the following:</p> <p style="padding-left: 40px;">'1' = Update the Multiple Check Code with 'C', and print a report.</p> <p style="padding-left: 40px;">'2' = Update the Multiple Check Code with 'C', but do not print a report.</p> <p style="padding-left: 40px;">Blank = Print an edit report only with no update (default).</p> | |

Purge Contract Information (P44990)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>REMOVE DELETED RECORDS:</p> <p>1. Enter '1' to delete the records from the processed file (reorganize the file).</p> | |
| <p>FILE SELECTION:</p> <p>2. Enter '1' next to each file below to save the deleted records to a special purge library:</p> <p style="padding-left: 40px;">a. F4301 - Contract Header</p> <p style="padding-left: 40px;">b. F4311 - Commitment Distribution</p> <p style="padding-left: 40px;">c. F4303 - Contract Log</p> <p style="padding-left: 40px;">d. F4304 - Contract Log Detail Text</p> <p style="padding-left: 40px;">e. F4404 - Commitment Distribution Text</p> | |
| <p>EDIT OPTION:</p> <p>3. Enter '1' to delete the contract information only if the Posting Edit Code of the contract's job is "P" (closed job).</p> | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>PRINT OPTION:</p> <p>4. Enter '1' to print detail information for every contract deleted.</p> | |

Contract Integrity Report/Purge (P44991)

| Processing Option | Processing Options Requiring Further Description |
|---|--|
| <p>PURGE OPTIONS:</p> <p>1. Enter '1' to purge Contract headers (F4301) with no associated Contract Details (F4311). Leave blank to print a proof report. Enter '*' to skip verification.</p> <p>2. Enter '1' to purge Contract Details (F4311) with no associated Contract headers (F4301). Leave blank to print a proof report. Enter '*' to skip verification.</p> <p>3. Enter '1' to purge Contract Log Details (F4303) with no associated Contract headers (F4301). Leave blank to print a proof report. Enter '*' to skip verification.</p> <p>4. Enter '1' to purge Contract Log Text (F4304) with no associated Contract Log Detail (F4303). Leave blank to print a proof report. Enter '*' to skip verification.</p> <p>5. Enter '1' to purge Contract Detail Text (F4404) which have no associated Contract Details (F4311). Leave blank to print a proof report. Enter '*' to skip verification.</p> <p>6. Enter '1' to purge Account Balance records (F0902) with ledger type PA/PU which have no associated Contract Details (F4311). Leave blank to print a proof report. Enter '*' to skip verification.</p> | |

| Processing Option | Processing Options Requiring Further Description |
|--|--|
| <p>CORRECTION OPTION:</p> <p>7. Enter '1' to update A/P records (F0411) which have invalid Contract header information (F4301) with the 'new' Contract information.</p> <p>Leave blank to print a proof report.</p> <p>Enter '*' to skip verification.</p> | |
| <p>PRINT OPTION:</p> <p>8. Enter '1' to page break between edit reports.</p> <p>Leave blank for no page breaks.</p> | |

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