

## **JD Edwards World**

Subcontract Management Guide

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# Preface

Welcome to the JD Edwards World Subcontract Management Guide.

## Audience

This document is intended for implementers and end users of JD Edwards World Subcontract Management system.

## Documentation Accessibility

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### Access to Oracle Support

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## Related Documents

You can access related documents from the JD Edwards World Release Documentation Overview pages on My Oracle Support. Access the main documentation overview page by searching for the document ID, which is 1362397.1, or by using this link:

<https://support.oracle.com/CSP/main/article?cmd=show&type=NOT&id=1362397.1>

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.



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# Overview to Subcontract Management

This chapter contains these topics:

- [Section 1.1, "System Integration"](#)
- [Section 1.2, "System Features"](#)
- [Section 1.3, "System Tables"](#)

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:

- [Section 1.1, "System Integration"](#)
- [Section 1.2, "System Features"](#)
- [Section 1.3, "System Tables"](#)

## 1.1 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.

## 1.2 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

### 1.2.1 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	<p>You can manage a variety of contract types, including:</p> <ul style="list-style-type: none"> <li>■ Construction contracts</li> <li>■ Maintenance contracts</li> <li>■ Professional service contracts</li> <li>■ Fabrication contracts</li> <li>■ Encumbered cost contracts</li> </ul>
Base agreement processing	<p>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.</p>
Contract reporting	<p>You can process a variety of reports regarding your contracts. These reports can include:</p> <ul style="list-style-type: none"> <li>■ Payment status information by supplier, job, or contract</li> <li>■ Log information</li> <li>■ Unit price information</li> <li>■ Committed cost information, integrating data from the Job Cost and Subcontract Management systems</li> </ul>
Change order updating	<p>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.</p>
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"> <li>■ You can track the completion and receipt of submittals and transmittals.</li> <li>■ You can report on deficient submittal information that you associate with a contract commitment.</li> <li>■ You can automatically update submittal status and transmittal status.</li> <li>■ You can withhold progress payments against a contract on the basis of expired logs.</li> </ul> <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>

Feature	Description
Contract inquiries	<p>You can review the following contract information:</p> <ul style="list-style-type: none"><li>■ Up-to-the-minute payment status details by amount, units, or unit cost</li><li>■ Online log status details and update</li><li>■ Open order details on remaining commitments</li><li>■ Online budget comparisons</li><li>■ Contract searches</li></ul>

## 1.2.2 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>
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"><li>■ To distribute commitments among multiple jobs within a contract</li><li>■ To establish user defined cost types per contract type</li><li>■ To establish multiple account distributions per contract type</li><li>■ To track change order distributions separately from the original contract</li></ul>
Tax capabilities	<p>You can assess a number of taxes to your progress payments, including:</p> <ul style="list-style-type: none"><li>■ Sales</li><li>■ Use</li><li>■ Value added</li></ul> <p>The Subcontract Management system also creates journal entries for the General Accounting and Job Cost systems and updates tax files.</p>

## 1.2.3 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:

<b>Payment Processing Features</b>	<b>Description</b>
Flexible pricing methods for commitments	<p>You can use the following pricing methods for your contract commitments:</p> <ul style="list-style-type: none"> <li>■ Lump sum, where you set the contract price</li> <li>■ Unit price, where you set the contract price on the number of units workers complete</li> </ul>
Payment options	<p>You can use the following options when you process your progress payments:</p> <ul style="list-style-type: none"> <li>■ Joint payment handling and alternate payees</li> <li>■ Partial payments</li> <li>■ Multiple concurrent payment runs</li> <li>■ Payment release by due date, payment status, or job</li> <li>■ Processing of backcharges and extras in addition to the committed amount</li> </ul>
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"> <li>■ Issuing a warning if there are log requirements that have not been met when you attempt to enter a progress payment voucher</li> <li>■ Providing quick access to log status information</li> <li>■ Processing retainage amounts as percentage or flat rates</li> <li>■ Handling retainage and discount information on the same pay request</li> <li>■ Performing both partial and full retainage releases</li> <li>■ Providing an American Institute of Architects payment document that you can print and use for future progress payments</li> </ul>
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>JD Edwards World Multi-Currency Guide</i> for more information about set up and using multi-currency.</p>

## 1.3 System Tables

The Subcontract Management system uses the following tables:

### 1.3.1 Primary Tables

<b>Table</b>	<b>Description</b>
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.

Table	Description
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.
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.

### 1.3.2 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"> <li>■ Committed cost account balances (amounts and units) for job cost reporting (both total commitments and open commitments)</li> <li>■ Projected final cost or units by period</li> <li>■ Actual cost or units by period</li> </ul>
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.

# Part I

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## Project Setup

This part contains these chapters:

- [Chapter 2, "Overview to Project or Job Setup"](#)
- [Chapter 3, "Set Up a Project or Job"](#)
- [Chapter 4, "Set Up Suppliers"](#)
- [Chapter 5, "Overview to Contract Entry"](#)
- [Chapter 6, "Enter Identifying Information"](#)
- [Chapter 7, "Enter Commitment Information"](#)
- [Chapter 8, "Work with Log Information"](#)
- [Chapter 9, "Create a Change Order"](#)
- [Chapter 10, "Overview to Progress Payments"](#)
- [Chapter 11, "Enter Vouchers"](#)
- [Chapter 12, "Review and Post Vouchers"](#)
- [Chapter 13, "Work with Vouchers"](#)
- [Chapter 14, "Enter Backcharges"](#)
- [Chapter 15, "Canceling Vouchers"](#)
- [Chapter 16, "Release Retainage"](#)
- [Chapter 17, "Process Contract Payments"](#)



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## Overview to Project or Job Setup

This chapter contains these topics:

- [Section 2.1, "Objectives"](#)
- [Section 2.2, "About Project or Job Setup"](#)

### 2.1 Objectives

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

### 2.2 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.





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## 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 first 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 these topics:

- [Section 3.1, "Creating a Job Master Record"](#)
- [Section 3.2, "Setting Up Jobs within a Project"](#)
- [Section 3.3, "Setting Up Multiple Jobs by Company"](#)
- [Section 3.4, "Creating the Cost Code Structure"](#)

### What You Should Know About

Topic	Description
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.  <a href="#">See Chapter 28, "Set Up the Base Agreement"</a>

## 3.1 Creating a Job Master Record

### Navigation

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.

**See Also:**

- Create a Job Master Record in the *JD Edwards World Job Cost Guide*

**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

**Figure 3–1 Job Master Revisions screen (Release A9.3 Update)**

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><b>NOTE:</b> 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"> <li>■ Valid codes are 2-9 from least detailed (2) to most detailed (9). Level 1 is reserved for the company.</li> <li>■ A summary level includes the related business units at the levels below it.</li> </ul> <p>You do not need to use every level of detail. You can skip levels as long as you are consistent.</p> <p>You can use the level of detail in conjunction with project numbers on both the Job Master Revisions and Job Revisions by Company screens.</p> <p>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> <p><b>NOTE:</b> There are usually better ways to summarize information for jobs than by level of detail such as with cost center category codes.</p>

### 3.1.1 Processing Options

See [Section 44.1, "Job Master Revisions \(P510063\)"](#)

## 3.2 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

**Figure 3–2 Job Master Revisions screen (Release A9.3 Update)**

510063 Job Master Revisions Post

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

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

510063 Job Master Revisions

Posting Edit  
 Subledger Inactive

Action Code A  
 Job Number 6001  
 Level of Detail 2  
 Type Business Unit JB  
 Model Job  
 Project 6000  
 Company 6000  
 Job Site Address Number 6000  
 Owner Address Number  
 Contract Type FF  
 State  
 Threshold % Complete  
 Equipment Rate Code  
 Tax Entity-Property Tax  
 Tax Expl-Tax Rate/Area  
 Labor Load Method 1  
 Flat Burden Factor 1.0000  
 Certified Job N  
 EEO Job Report (Y/N) N  
 Tax Area - Payroll  
 Planned Start Date  
 Actual Start Date  
 Planned Comp Date  
 Actual Comp Date  
 Other Date 5  
 Other Date 6  
 AFE Number

Office Building  
 A Model Construction Mgmt Co  
 A Model Construction Mgmt Co  
 Fixed Price (improvised)  
 \*

Job Dates and Other Information

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

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

**Figure 3–3 Job Category Code Revisions screen**

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:**

- [Chapter 28, "Set Up the Base Agreement"](#)

### 3.3 Setting Up Multiple Jobs by Company

**Navigation**

From Job Cost (G51), choose Job and Budget Setup

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

**Figure 3–5 Job Revisions by Company screen, Details 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

### 3.3.1 Processing Options

See [Section 44.2, "Job Revisions by Company \(P51006\)"](#)

## 3.4 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 *Create a Cost Code Structure* in the *JD Edwards World Job Cost Guide*.





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## Set Up Suppliers

This chapter includes these topics:

- [Section 4.1, "About Supplier Setup"](#)
- [Section 4.2, "Searching for a Supplier"](#)
- [Section 4.3, "Modifying a Supplier Master Record for a Subcontractor"](#)

### 4.1 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.

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.

### 4.2 Searching for a Supplier

#### Navigation

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

Figure 4–1 Name Search screen

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. 1 – Include only those address book records for persons. 2 – Include only those address book records for non-person entities. Blank – Include both.
Search Type	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: E – Employees X – Ex-employees V – Suppliers C – Customers P – Prospects M – Mail distribution lists <i>Screen-specific information</i> Placing security on search types might restrict you from viewing certain records. When security is active, a code is required in this field.

## 4.2.1 Processing Options

See [Section 44.3, "Name Search \(P01200\)"](#)

## 4.3 Modifying a Supplier Master Record for a Subcontractor

### Navigation

From Subcontract Management (G44), choose Daily Operations

From Subcontract Management Daily Operations (G4411), choose Supplier Master Information

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

### 4.3.1 Before You Begin

- Set up a supplier master record. See Enter Suppliers in the *JD Edwards World 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.

**Figure 4–2 Supplier Master Information screen**

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	<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><i>Screen-specific information</i></p> <p>If you leave this field blank, the system assigns a number using the Next Numbers program.</p>
Payment Instr	<p>The user defined code that determines the type of payment to be made to the supplier.</p> <p><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><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>

### 4.3.2 What You Should Know About

Topic	Description
Printing progress payment checks	<p>To print progress payment checks instead of regular A/P checks, you must set these fields as follows:</p> <p>Payment Instrument - You must set this field to "M".</p> <p>Multiple Checks - You must set this field to "C".</p> <p>Currency - You must set this field for the currency in which you will pay the subcontractor.</p>

### 4.3.3 Processing Options

See [Section 44.4, "Supplier Master Information \(P01054\)"](#).

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## Overview to Contract Entry

This chapter contains these topics:

- [Section 5.1, "Objectives"](#)
- [Section 5.2, "About Contract Entry"](#)

### 5.1 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

### 5.2 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

### 5.2.1 What You Should Know About

Topic	Description
Defining multi-currency	If you have activated multi-currency, you must define a currency code for each subcontractor.  See Set up Multi-Currency

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## Enter Identifying Information

This chapter contains these topics:

- [Section 6.1, "What You Should Know About"](#)
- [Section 6.2, "What You Should Know About"](#)
- [Section 6.3, "Processing Options"](#)

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.

### 6.1 What You Should Know About

Topic	Description
<b>Subcontract Entry processing options</b>	<p>The Display Options processing option for Subcontract Entry controls the display of the project and job fields on the screen.</p> <p>When you set up this processing option, you can specify the following values:</p> <p>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.</p> <p>2 - Allow one job per contract. If you select this option, only the Job Number field displays.</p> <p>Blank - Allow multiple jobs with a project number. If you specify this field, only the Project Number field displays.</p>

Topic	Description
<b>Selecting the processing mode</b>	<p>You must set the Processing Mode Selection processing option to one of the following processing modes:</p> <ul style="list-style-type: none"><li>■ Processing mode 1</li><li>■ Processing mode 3</li></ul> <p>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.</p> <p>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.</p> <p>See <a href="#">Chapter 11, "Enter Vouchers"</a></p>
<b>Multi-currency defaults</b>	<p>If you activate multi-currency, the system applies the base currency and contract currency to a contract in the following order:</p> <ul style="list-style-type: none"><li>■ If you leave the supplier currency blank on the Supplier Master Information screen, you can enter multi-currency values manually for each contract.</li><li>■ The system enters multi-currency values from the Supplier Master Information screen.</li><li>■ If you leave the supplier currency blank on the Supplier Master Information screen, the system enters the multi-currency values as the company currency.</li></ul> <p>See <a href="#">Chapter 4, "Set Up Suppliers"</a></p>
<b>Tax information defaults</b>	<p>You apply tax information to a contract in the following order:</p> <ul style="list-style-type: none"><li>■ You can enter tax values manually for each contract.</li><li>■ The system enters tax values from the Job Master Revisions screen.</li><li>■ The system enters tax values from the Supplier Master Information screen.</li></ul> <p>See also:</p> <ul style="list-style-type: none"><li>■ <a href="#">Section 11.6, "Entering a Voucher with Taxes"</a></li><li>■ <a href="#">Chapter 3, "Set Up a Project or Job"</a></li><li>■ <a href="#">Chapter 4, "Set Up Suppliers"</a></li></ul>



Topic	Description
<b>Withholding a payment for a contract</b>	<p>You can use any of the following methods to withhold payments for a contract:</p> <ul style="list-style-type: none"> <li>Progress Payment Entry program processing options - This method can withhold the payment of individual vouchers depending on the status of log information. See <a href="#">Chapter 11, "Enter Vouchers"</a> and <a href="#">Section 43.2, "Entering Log Information"</a></li> <li>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 <a href="#">Section 43.2, "Entering Log Information"</a></li> <li>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 <a href="#">Enter Identifying Information</a></li> <li>Vendor Hold Code - This method does not allow the entry of any vouchers against a contract. See <a href="#">Chapter 4, "Set Up Suppliers"</a></li> <li>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 <a href="#">Chapter 9, "Create a Change Order"</a></li> </ul>

## To enter identifying information

### Navigation

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

**Figure 6–1 Subcontract Entry screen**

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><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>

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><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><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"> <li>■ 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.</li> <li>■ 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.</li> <li>■ 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).</li> </ul>
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>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><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>

Field	Explanation
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><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>
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>

## 6.2 What You Should Know About

Topic	Description
Revising identifying information	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.

## 6.3 Processing Options

See [Section 44.5, "Contract Entry \(P44001\)"](#)

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## Enter Commitment Information

This chapter contains these topics:

- [Section 7.1, "Before You Begin"](#)
- [Section 7.2, "Entering Commitment Details"](#)
- [Section 7.3, "Entering Descriptive Text"](#)

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.

### 7.1 Before You Begin

- You must enter identifying information before you can enter commitment information. See [Chapter 6, "Enter Identifying Information"](#).

#### Navigation

From Subcontract Management (G44), choose Daily Operations

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

## 7.2 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

**Figure 7–1** *Commitment Revisions screen*

The screenshot shows the 'Commitment Revisions' screen in Oracle JD Edwards World. The window title is '4402 Commitment Revisions P'. The screen is divided into several sections. At the top, there's a header with 'ORACLE JD Edwards World' and navigation links like 'URL', 'Document', 'Email', 'World Resources', and 'Support'. Below this, there's a toolbar with icons for various actions. The main area contains a form with the following fields:

- Action Type:** 11
- Contract No:** 105
- Contract Co:** 000050
- Change No:** 000
- Effect Date:** 06/15/17
- Change Ref No:**
- Cat Code 1:**
- Currency Mode:** 0
- Curr Code:** USD
- Complete Date:**
- Terms Only:**
- Cat Code 2:**
- Cat Code 3:**
- Prev Contract:** 1 05
- Hold:**
- Close:** 1
- Original Amt:** 26,500.00
- Revised Amt:** 26,500.00
- Last Chg No:** 000
- Base Co. Curr:** USD
- Exchange Rate:**
- Planned Comp:** 11/10/17
- Physical Comp:**

Below these fields is a table with the following columns: Job Number, Code, Type, P, Quantity, Unit, Unit Price, and Extended Amt. The first row of data is:

Job Number	Code	Type	P	Quantity	Unit	Unit Price	Extended Amt
5001	16000	T300	L	1	LS	26,500.0000	26,500.00

At the bottom of the screen, there's a footer with keyboard shortcuts: Opt: 1=Text 9=Delete F10=Search F16=Status F17=Alternate F24=More.

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.

**Figure 7-2 Commitment Revisions screen, Detail area**

The screenshot displays the 'Commitment Revisions' screen in Oracle JD Edwards World. The window title is '4402 Commitment Revisions P'. The interface includes a menu bar with 'Tools' and 'Help', and a toolbar with various icons. The main area is divided into several sections:

- Field Sensitive Help:** A list of help topics on the left side.
- Contract Information:** Fields for Action Type (I), Contract No. (105), Contract Co. (00050), Change No. (000), and Skip to Line.
- Contract Details:** Fields for Effect Date (06/15/17), Change Ref No., Cat Code 1, Currency Mode (0), Curr Code (USD), Complete Date, Terms Only, Cat Code 2, Cat Code 3, Last Chg No. (000), Base Co. Curr. (USD), Exchange Rate, Planned Comp. (11/10/17), Physical Comp., and Cat Code 3.
- Table:** A table with columns: Job Number, Code, Type, P, Quantity, UM, Unit Price, Extended Amt. The first row shows Job Number 5001, Code 16000, Type 1360, P L, Quantity 1, UM LS, Unit Price 26,500.0000, and Extended Amt 26,500.00.
- Tax and Subledger Information:** Fields for Tax: Expl. Code, Subledger Type, Reference, Description, Rate/Area, Plan, Post Qty, Close, and G/L.
- Footer:** Opt: 1=Text 9=Delete F10=Search F16=Status F17=Alternate F24=More

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><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><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><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>
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>

Field	Explanation
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> <p>A – Alphanumeric field, do not edit</p> <p>N – Numeric field, right justify and zero fill</p> <p>C – Alphanumeric field, right justify and blank fill</p>
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>

## 7.3 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

**Figure 7-3 Commitment Distribution screen**

4404 Commitment Distribution

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Renumber Text  
Copy Text  
Clear Screen

4404 Commitment Distribution

Action Code	Contract Number	Short Desc	Description	Electrical - United Ticketing
Change No	000	1 05 00050	Original	
Job Number	5001	Cost Code	16000	Cost Type 1360
Pricing Type	L	U/M	LS	
Units		Unit Price	Extended Ret	
		25,500.0000	25,500.00	

Text

You can enter any description text relevant to the line item of the contract in this area.

Opt: 1=Insert Line 9=Delete Line F5=Renumber Text F6=Copy Text

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

### 7.3.1 Processing Options

See [Section 44.6, "Commitment Revisions \(P4402\)"](#)



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## Work with Log Information

This chapter contains these topics:

- [Section 8.1, "Entering Log Information"](#)
- [Section 8.2, "Copying Log Information from a Model Log"](#)
- [Section 8.3, "Entering Descriptive Text"](#)

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.

### Navigation

From Subcontract Management (G44), choose Daily Operations

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

## 8.1 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

**Figure 8–1 Subcontract Log Revisions screen**

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.
Description	A user defined name or remark. <i>Screen-specific information</i> This is a description of the log entry. The default value is the description of the log type from user defined codes.

Field	Explanation
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>

### 8.1.1 What You Should Know About

Topic	Description
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>

### 8.1.2 Processing Options

See [Section 44.7, "Contract Log Revisions \(P4304\)"](#)

## 8.2 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.

### 8.2.1 Before You Begin

- Create model log information. See [Chapter 43, "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.

## 8.3 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

**Figure 8–2 Subcontract Log Detail**

The screenshot shows the 'Subcontract Log Detail' window in Oracle JD Edwards World. The window title is '4303 Subcontract Log Detail'. The main area displays fields for 'Action Code', 'Contract No', 'Description', 'Status (Y/N)', 'Issue Date', 'Cat Code 1', and 'Carrier'. To the right, there are fields for 'Log Type', 'Remark', 'Pay Effect', 'Expired', 'Cat Code 2', and 'Cat Code 3'. A 'Text' entry area is visible with a sample text: '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.' The bottom of the window shows options: 'Option: 1=Insert Line 9=Delete Line F5=Renum Text F24=More'.

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



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## Create a Change Order

This chapter contains these topics:

- [Section 9.1, "What You Should Know About"](#)
- [Section 9.2, "Entering Change Order Information"](#)
- [Section 9.3, "Entering Descriptive Text"](#)

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.

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**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.

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### Navigation

From Subcontract Management (G44), choose Daily Operations

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

## 9.1 What You Should Know About

Topic	Description
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	<p>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.</p> <p>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.</p> <p>See <a href="#">Chapter 6, "Enter Identifying Information"</a> for more information about the processing mode.</p>

## 9.2 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

**Figure 9–1 Commitment Revisions screen**

The screenshot shows the 'Commitment Revisions' screen in Oracle JD Edwards World. The window title is '4402 Commitment Revisions P'. The screen is divided into several sections:

- Header:** 'ORACLE JD Edwards World' with navigation links for URL, Document, Email, World Resources, and Support.
- Left Panel:** A list of menu items including 'Field Sensitive Help', 'Display Error Message', 'Display Functions', 'Exit Program', 'More Details', 'Update with Redisplay', 'Bid Master Screen', 'Change Management Inquiry', 'Subcontract Search', 'Toggle for Summary/Recap', 'Refresh Subcontract Recap', 'Subcontract Financial Inquiry', 'Display Alternate Panel Form', 'Basic Budget Setup', 'Position Subline at end of Co', 'Subcontract Log Revisions', 'Print Subcontract Detail', 'Clear Screen', and 'Subcontract Entry'.
- Main Form:**
  - Contract Information:** Action Type (T), Contract No. (GIBSON ELECTRICAL CONT), Contract Co. (00000), Change No. (001), Skip to Line.
  - Change Order Information:** Effect Date (07/12/17), Complete Date, Terms Only, Planned Comp (11/10/17), Physical Comp, Cat Code 1, Cat Code 2, Cat Code 3.
  - Summary Table:**

Job Number	Code	Type	P	Quantity	UM	Unit Price	Extended Amt	0
5001	10000	1350	T		LS	3,000.0000	3,000.00	
5001	11000	1350	T		LS	5,000.0000	5,000.00	
- Footer:** 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:**

- [Chapter 7, "Enter Commitment Information"](#)

## 9.3 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.

### 9.3.1 Processing Options

See [Section 44.8, "Commitment Revisions \(P4402\)"](#)



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## Overview to Progress Payments

This chapter contains these topics:

- [Section 10.1, "Objectives"](#)
- [Section 10.2, "About Progress Payments"](#)

### 10.1 Objectives

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

### 10.2 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

This chapter contains these topics:

- [Section 11.1, "Before You Begin"](#)
- [Section 11.2, "What You Should Know About"](#)
- [Section 11.3, "Processing Options"](#)
- [Section 11.4, "Entering a Voucher with Amounts"](#)
- [Section 11.5, "Entering a Voucher with Units"](#)
- [Section 11.6, "Entering a Voucher with Taxes"](#)
- [Section 11.7, "Entering a Voucher with Retainage"](#)
- [Section 11.8, "Changing an Accounts Payable Voucher"](#)

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.

### 11.1 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 [Chapter 42, "Set Up 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 [Section 45.18, "Log Report with Update \(P44300\)"](#)

#### Navigation

From Subcontract Management (G44), choose Daily Operations

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

## 11.2 What You Should Know About

Topic	Description
Entering contract vouchers	<p>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).</p>
Understanding the processing mode	<p>You must set the Processing Mode Selection processing option to one of the following processing modes:</p> <ul style="list-style-type: none"> <li>■ Processing mode 1</li> <li>■ Processing mode 3</li> </ul> <p>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.</p> <p>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.</p>
Contract payment holds	<p>When you attempt to enter a voucher against a contract that has a payment hold, any of the following might occur:</p> <ul style="list-style-type: none"> <li>■ You receive a soft warning - This indicates an outstanding submittal warning. You can enter and process payments as usual.</li> </ul> <p>See <a href="#">Section 8.1, "Entering Log Information"</a>.</p> <ul style="list-style-type: none"> <li>■ 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.</li> </ul> <p>See <a href="#">Chapter 6, "Enter Identifying Information"</a>.</p> <ul style="list-style-type: none"> <li>■ 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.</li> </ul> <p>See <a href="#">Chapter 4, "Set Up Suppliers"</a></p>



Topic	Description
Progress Payment Entry program processing options	<p>You should be familiar with the following processing options related to the Progress Payment Entry program:</p> <ul style="list-style-type: none"> <li>You can set the Voucher Numbering processing option to set the next numbers for vouchers you generate.</li> </ul> <p>See <a href="#">Chapter 40, "Understand Next Numbers"</a> for acceptable values.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
Entering payments with multi-currency	<p>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.</p> <p>See Set Up Multi-Currency to enter the exchange rate.</p> <p>See <a href="#">Chapter 6, "Enter Identifying Information"</a> to specify the contract currency.</p>

## 11.3 Processing Options

See [Section 44.9, "Progress Payments \(P43105\)"](#)

## 11.4 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

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

**Figure 11–1 Progress Payment Entry screen**

**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  
Voucher  Batch Number 6150413  
Prev Voucher

Action Type   
Contract No   
Supplier 33030 Electrical - United  
GIBSON ELECTRICAL CONTRA  
Invoice Number   
Gross Payment   
G/L Date   
Invoice Date   
Pay Due Date   
Tax: Expt   
Retainage   
Pay Stat.   
R/P Project   
Terms   
Company   
Tax Rat.   
Tax Amt.   
Discount   
Hold

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

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

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

**Figure 11–2 Progress Payment Entry screen, Optional fields**

**43105 Progress Payment Entry**

Tools Help

ORACLE JD Edwards World

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43105 Progress Payment Entry  
Voucher 88509 Batch Number 6150413  
Prev Voucher 88509

Action Type   
Contract No 07/00050 Electrical - United  
Supplier 33030 GIBSON ELECTRICAL CONTRA  
Invoice Number 82149  
Gross Payment 6,200.00  
G/L Date 08/12/17  
Invoice Date 07/28/17  
Pay Due Date 08/28/17  
Tax: Expt 00050  
Retainage 00050  
Pay Stat. 00050  
R/P Project 5001  
Terms 00050  
Company 00050  
Tax Rat. 00050  
Tax Amt. 00050  
Discount 00050  
Hold 00050

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

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

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.  <b>NOTE:</b> 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.
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

## 11.5 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.

### 11.5.1 What You Should Know About

Topic	Description
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.

**Figure 11–3 Progress Payment Entry screen, Detail area**

[illegible]

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

## 11.6 Entering a Voucher with Taxes

**Navigation**

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.

### 11.6.1 What You Should Know About

Topic	Description
<b>Changing tax information for a line item</b>	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

## 11.7 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.

### 11.7.1 What You Should Know About

Topic	Description
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

**Figure 11–4 Progress Payment Entry screen, Detail area**

The screenshot displays the 'Progress Payment Entry' screen in Oracle JD Edwards World. The title bar shows '43105 Progress Payment Entry'. The main window has a menu bar with 'Tools' and 'Help'. Below the menu bar is a toolbar with various icons. The screen is divided into several sections:

- Field Sensitive Help:** A list of help topics on the left side.
- Progress Payment Entry:** The main data entry area with fields for Voucher (88511), Contract No (33838), Supplier (GIBSON ELECTRICAL CONTRA), Invoice Number (323568), Gross Payment (2,850.00), G/L Date (09/03/17), Invoice Date (09/25/17), Pay Due Date (09/18/17), Tax (285.00), Retainage (285.00), Pay Stat (T), R/P Project (5001), and a 'Hold' checkbox.
- Table:** A table with columns: Chg, Job Number, Cost Cd, Type, Contract, Previous, and Current Payment. It contains two rows of data for Chg 000 and 001.
- Footer:** A row of function keys: F4=Detail, F10=Search, F11=Addr Book, F20=Logs, F23=Commitments, F24=More.

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><b>FORMAT NOTE:</b> 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><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.

## 11.8 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 JD Edwards World 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 [Chapter 12, "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 JD Edwards World 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 *JD Edwards World Accounts Payable Guide*

2. Enter a Subcontract Management voucher.



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## Review and Post Vouchers

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This chapter contains these topics:

- [Section 12.1, "Reviewing Vouchers"](#)
- [Section 12.2, "Posting 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.

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

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### 12.1 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:

- [Section , "To locate and review any voucher"](#)
- [Section , "To review groups of vouchers"](#)

#### To locate and review any voucher

##### Navigation

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

**Figure 12–1 Progress Payment Entry screen**

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"> <li>P_ – Accounts Payable Documents</li> <li>R_ – Accounts Receivable Documents</li> <li>T_ – Payroll Documents</li> <li>I_ – Inventory Documents</li> <li>O_ – Order Processing Documents</li> </ul> <p><b>NOTE:</b> For voucher entry, if you are using document type DV, you must also set up document type DT in user defined codes.</p> <p><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>

## 12.1.1 Processing Options

See [Section 44.9, "Progress Payments \(P43105\)"](#)

### To review groups of vouchers

#### Navigation

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

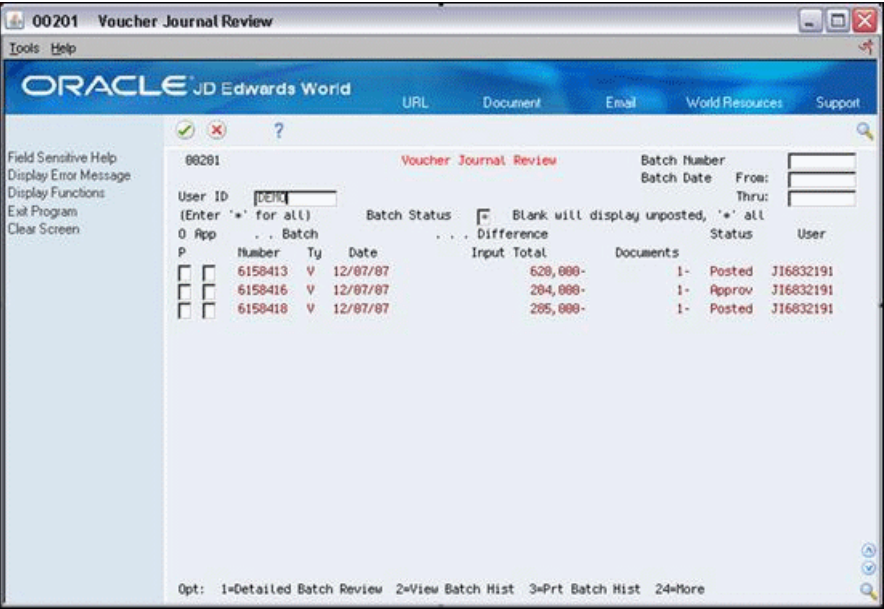
**From Subcontract Management Daily Operations (G4411), choose Voucher Journal Review**

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

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

- Batch Number
- User ID

Figure 12–2 Voucher Journal Review screen



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.

12.2 Posting Vouchers

Navigation

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.

12.2.1 What You Should Know About

Topic	Description
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.  See <a href="#">Section 12.1, "Reviewing Vouchers"</a> .

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.

## 12.2.2 Processing Options

See [Section 44.10, "General Ledger Post \(P09800\)"](#)





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## Work with Vouchers

This chapter contains these topics:

- [Section 13.1, "Processing Options"](#)
- [Section 13.2, "Revising the Payment Instrument"](#)
- [Section 13.3, "Assigning Hold Codes to Vouchers"](#)
- [Section 13.4, "Entering an Alternate Payee"](#)
- [Section 13.5, "Splitting Payments"](#)
- [Section 13.6, "Revising the Due Date for a Payment"](#)

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.

### 13.1 Processing Options

See [Section 44.11, "A/P Speed Release \(P04114\)"](#)

#### Navigation

From Subcontract Management (G44), choose Automatic Payment Processing

From Automatic Payment Processing (G0413), choose Speed Release

### 13.2 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

**Figure 13–1 Speed Release screen**

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

## 13.3 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><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

## 13.4 Entering an Alternate Payee

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

### 13.4.1 What You Should Know About

Topic	Description
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.

### 13.4.2 To enter an alternate payee

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

**Figure 13–2 Speed Release screen**

- Complete the following field and click Change.
  - Payee

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

## 13.5 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

- 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.

**Figure 13–3 Speed Release Pay Item Split screen**

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"> <li>■ Compute the amount manually and type it in the field.</li> <li>■ Enter a percentage as a percent sign (%) followed by the percentage amount. For example, type %.02 for 2%.</li> <li>■ Leave the field blank. The system calculates the amount based on the payment terms specified in the address book.</li> <li>■ Type a zero (0) to override the address book value and indicate that a discount is not applicable.</li> </ul> <p><b>NOTE:</b> 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	The description that will appear as the check remark on vouchers for each pay item. You can override it when you create a payment.
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><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>

## 13.6 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

This chapter contains these topics:

- [Section 14.1, "What You Should Know About"](#)
- [Section 14.2, "Processing Options"](#)

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.

### 14.1 What You Should Know About

Topic	Description
Processing backcharges	<p>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.</p> <p>See Group Vouchers for Payment in the <i>JD Edwards World Accounts Payable Guide</i> to create payment groups.</p>

#### To enter backcharges

##### Navigation

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 [Chapter 11, "Enter Vouchers"](#).

**Figure 14–1 Progress Payment Entry screen**

**43105 Progress Payment Entry**

Tools Help

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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

Voucher 88512 05 88858 Batch Number 6158428  
Prev Voucher 88512

Action Type T Contract No 1 05 88858 Electrical - United  
Supplier 33838 GIBSON ELECTRICAL CONTRA

Invoice Number 15337 Company 88858  
Gross Payment 888.88 Tax: Expl R/R Txb Ret.  
G/L Date 09/12/17 Retainage Tax Ret.  
Invoice Date 09/02/17 Pay Stat. R Terms Discount  
Pay Due Date 09/17/17 R/P Project 5881 Hold

Chg	Job Number	Cost Cd	Type	Contract	Previous	Current Payment
000	5881	16000	1360	26,500.00	12,050.00	
001	5881	16000	1360	3,000.00-	3,000.00-	
001	5881	11000	1360	5,000.00		1,000.00
002	5881	15000	1360	5,300.00		200.00-
	5881					

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

## 14.2 Processing Options

See [Section 44.9, "Progress Payments \(P43105\)"](#)

---

## Canceling Vouchers

This chapter contains these topics:

- [Section 15.1, "Processing Options"](#)
- [Section 15.2, "Reversing Posted Vouchers"](#)
- [Section 15.3, "Deleting Unposted 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.

### 15.1 Processing Options

See [Section 44.9, "Progress Payments \(P43105\)"](#)

### 15.2 Reversing Posted Vouchers

#### Navigation

From Subcontract Management (G44), choose Daily Operations

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

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:**

- [Chapter 11, "Enter Vouchers"](#)
- [Chapter 12, "Review and Post Vouchers"](#)
- Resetting Payment Processing in the JD Edwards World Accounts Payable Guide to stop the system from making a payment
- Assigning Hold Codes to Vouchers to prevent the system from making a payment for the voucher

**To reverse posted vouchers**

1. On Progress Payment Entry, locate the voucher.

**Figure 15–1 Progress Payment Entry screen**

**43105 Progress Payment Entry**

Tools Help

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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  
Voucher 88518 07 88550  
Batch Number 6158416  
Prev Voucher 88512

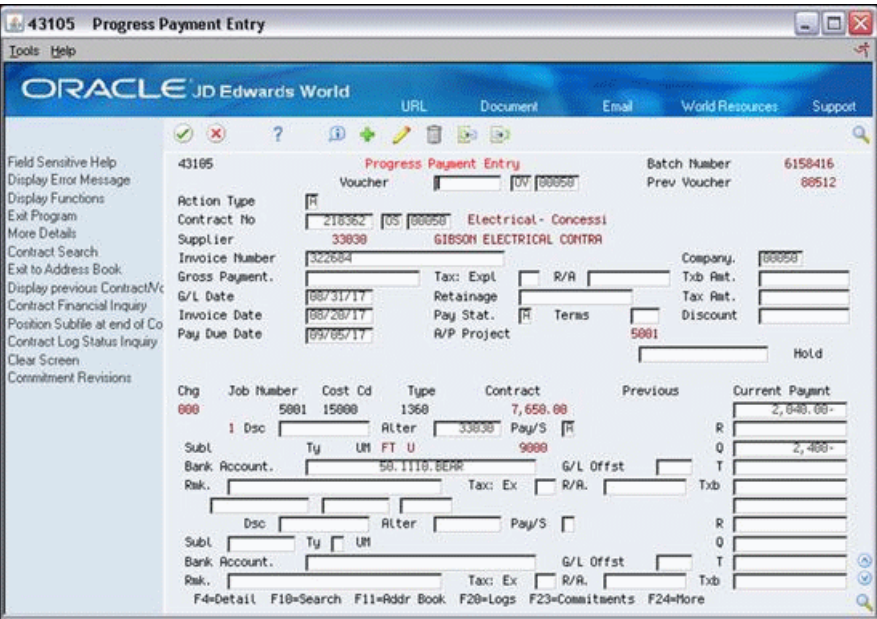
Action Type 1  
Contract No 218352 05 88550 Electrical - Concessi  
Supplier 33838 GIBSON ELECTRICAL CONTRA  
Invoice Number 322654  
Gross Payment 2,648.88 Tax: Expl R/R Txb Ret.  
G/L Date 08/31/17 Retainage Tax Ret.  
Invoice Date 08/28/17 Pay Stat. Terms Discount  
Pay Due Date 09/05/17 A/P Project 5001 Hold

Chg	Job Number	Cost Cd	Type	Contract	Previous	Current Payment
000	5001	15000	1360	7,650.00		2,648.88
1	Dsc		Alter	33838	Pay/S	R
	Subl	Ty	UR	FT U	9000	Q
	Bank Account.	50.1110.BEAR		G/L Offst		T
	Rsk.			Tax: Ex	R/R.	Txb
	Dsc		Alter	Pay/S		R
	Subl	Ty	UR			Q
	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

2. Add an identical voucher with reversing amounts for the voucher that you want to offset.

Figure 15–2 Progress Payment Entry screen, Identical voucher



15.2.1 What You Should Know About

Topic	Description
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.

15.3 Deleting Unposted Vouchers

You can delete an unposted voucher.

See Also:

- [Chapter 12, "Review and Post Vouchers"](#)

To delete unposted vouchers

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



---

## Release Retainage

This chapter contains these topics:

- [Section 16.1, "Releasing Retainage Using Progress Payment Entry"](#)
- [Section 16.2, "Releasing Retainage Using Speed Release"](#)

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.

### 16.1 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.

#### 16.1.1 Processing Options

See [Section 44.9, "Progress Payments \(P43105\)"](#)

##### Navigation

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

**Figure 16–1 Progress Payment Entry screen**

43105 Progress Payment Entry

Tools Help

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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 6158422  
Voucher Prev Voucher

Action Type 1 05 00050 Electrical - United  
Contract No 33838 GIBSON ELECTRICAL CONTRA  
Supplier Invoice Number 15344 Company 58  
Gross Payment Tax: Expl R/A Tax Est.  
G/L Date 12/81/17 Retainage Pay Stat. Terms Tax Est.  
Invoice Date 11/15/17 Pay Due Date 12/31/20 R/P Project 5001 Discount  
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

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



Figure 16-2 Progress Payment Entry screen, Detail area

43105 Progress Payment Entry

Tools Help

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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

Voucher [ ] [ ] Batch Number 6150422  
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 [ ] 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 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	
					285.00	R 100.00-
						Q [ ]
						T [ ]
						R [ ]
						Q [ ]
						T [ ]
						R [ ]
						Q [ ]
						T [ ]
						R [ ]
						Q [ ]
						T [ ]

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><b>NOTE:</b> 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><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><i>Screen-specific information</i></p> <p>The amount retained, per line item, for the current payment.</p>

## 16.2 Releasing Retainage Using Speed Release

### Navigation

**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

### 16.2.1 Processing Options

See [Section 44.11, "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

Figure 16–3 Speed Release screen

04114 Speed Release

Tools Help

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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 33030 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	728.00			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	80.00			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=Del F6=Update F8=Addn'l Sel 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

**Figure 16–4 Speed Release screen, Completed Header section**

P	Name	Ty	Number	Itm	Open Amount	P	P	Disc	Due	Discount Taken
	GIBSON ELECTRICAL CON	OV	88517	002	728.00				11/18/17	
	GIBSON ELECTRICAL CON	OV	88511	001	285.00				12/30/17	
	GIBSON ELECTRICAL CON	OV	88515	001	108.00				12/30/17	
	GIBSON ELECTRICAL CON	OV	88516	001	250.00				12/30/17	
	GIBSON ELECTRICAL CON	OV	88516	003	108.00				12/30/17	
	GIBSON ELECTRICAL CON	OV	88517	001	338.00				12/30/17	
	GIBSON ELECTRICAL CON	OV	88517	003	88.00				12/30/17	
	GIBSON ELECTRICAL CON	OV	88515	000	108.00				12/31/17	
Pay Status 'A' Total					18,250.00					

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

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><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><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

- 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
- Enter 1 in the Option field next to the voucher pay item for which you want to release a partial amount.

**Figure 16–5 Speed Release screen, Voucher Search Results**

The screenshot shows the 'Speed Release' screen in Oracle JD Edwards World. The window title is '04114 Speed Release'. The left sidebar contains a 'Field Sensitive Help' menu with options like 'Display Error Message', 'Display Functions', 'Toggle Display Format', 'Exit Program', 'Fold Area', 'Global Update', 'Additional Selections', 'Exit to Name Search', 'Supplier Information', 'Generic Text Window', 'Vendor Ledger Inquiry', 'Subfile Beginning', 'Subfile End', and 'Clear Screen'. The main area is divided into a header section and a data table.

**Header Section:**

- 04114 Speed Release
- Action Type: I
- Supplier Number: 33030 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 \$

**Data Table:**

P	Name	Ty	Number	Itm	Open Amount	P	P	Disc Due	Discount Taken
	GIBSON ELECTRICAL CON	OV	88509	000	9,200.00	A	M	08/28/17	
	GIBSON ELECTRICAL CON	OV	88509	001	3,000.00-	A	M	08/28/17	
	GIBSON ELECTRICAL CON	OV	88510	000	2,040.00	A	M	09/05/17	
	GIBSON ELECTRICAL CON	OV	88514	000	2,040.00-	A	M	09/05/17	
	GIBSON ELECTRICAL CON	OV	88511	000	2,565.00	A	M	09/10/17	
	GIBSON ELECTRICAL CON	OV	88512	000	1,000.00	A	M	09/17/17	
	GIBSON ELECTRICAL CON	OV	88512	001	200.00-	A	M	09/17/17	
	GIBSON ELECTRICAL CON	OV	88516	000	2,250.00	H	M	10/18/17	
I	GIBSON ELECTRICAL CON	OV	88516	002	1,620.00	M	M	10/18/17	
	GIBSON ELECTRICAL CON	OV	88517	000	2,970.00	A	M	11/02/17	

At the bottom, there is a status bar with the text: 0: 1=Split F4=Dtl F6=Update F8=Addn'l Sel F9=NS F16=Supplier F24=More

- 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.



Figure 16–6 Speed Release Pay Item Split screen

04115 Speed Release Pay Item Split

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Exit to Name Search  
Supplier Information

04115 Speed Release Pay Item Split Voucher No. 88516

Supplier Number 33030 GIBSON ELECTRICAL CON  
Invoice Number 335311  
" Date 09/18/17 Remaining

Open Amount 1,620.00

Original / Split Specification

Open Amount	Discount Available	Payment Remark	Net Due Date	P S	Payee
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:
  - 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

This chapter contains these topics:

- [Section 17.1, "Creating Payment Groups"](#)
- [Section 17.2, "Configuring the Payment Sequence"](#)

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.

### 17.1 Creating Payment Groups

#### Navigation

**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.

### 17.1.1 What You Should Know About

Topic	Description
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.
Printing progress payments	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. See A/P BACS Payment Processing Set Up.
Processing backcharges	You should process all backcharges in a separate batch. You should process backcharges as regular A/P payments instead of progress payments. See A/P BACS Payment Processing Set Up.

**See Also:**

- Grouping Vouchers for Payment in the *JD Edwards World Accounts Payable Guide*

### 17.1.2 Processing Options

See [Section 44.12, "Create Payment Groups \(P04570\)"](#)

### 17.1.3 Data Selection

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

## 17.2 Configuring the Payment Sequence

#### Navigation

From Accounts Payable (G04), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G04411), choose Sequence Review

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.

### 17.2.1 Configuring the payment sequence

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

**Figure 17-1 Sequence Review screen**

0415 Sequence Review

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
More Details  
Clear Screen

0415 Sequence Review

Skip to ID

0 . . . . . Sequence

P	ID	Description
<input type="checkbox"/>	CONTRACT	Contract Payment Sequence
<input type="checkbox"/>	DEMO	A/P Payment Sequence
<input type="checkbox"/>	DEM01	Sequence by Check Routing Code
<input type="checkbox"/>		
<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=Change 9=Delete F4=Details

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

**Figure 17-2 A/P Payment - Seq ID Update screen**

04151 A/P Payments - Seq ID Upd

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Update w/ Redisplay  
Display All Fields  
Clear Screen

04151 A/P Payments - Seq ID Update

Action Code

Sequence ID

Description

Seq Field	Description	
010 PO	P.O. Number	A
020 PDCT	Purchase Order Document Type	A
030 AN0	Address Number	A
040 STUB	Stub Total	A

F5=Update w/ Redisplay F16=Display All Data Fields F24=More Keys

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

**Figure 17–3 A/P Payments - Seq ID Update screen with Completed Fields**

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>A code to designate sorting sequence as ascending or descending. The following codes apply:</p> <p>A – Ascending</p> <p>D – Descending</p> <p><b>Note:</b> For use within OPNQRYF 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>U – Ascending</p> <p>V – Descending</p>

**See Also:**

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



# Part II

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## Periodic

This part contains these chapters:

- [Chapter 18, "Overview to Contract Review"](#)
- [Chapter 19, "Locate a Contract"](#)
- [Chapter 20, "Review Status Information"](#)
- [Chapter 21, "Review Budget Details"](#)
- [Chapter 22, "Overview to Reports"](#)
- [Chapter 23, "Generate Financial Reports"](#)
- [Chapter 24, "Generate Commitment Reports"](#)
- [Chapter 25, "Generate the Contract Log Report"](#)
- [Chapter 26, "Generate Integrity Reports"](#)
- [Chapter 27, "Overview to Base Agreements"](#)
- [Chapter 28, "Set Up the Base Agreement"](#)
- [Chapter 29, "Release Commitments"](#)
- [Chapter 30, "Pay When Paid"](#)





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## Overview to Contract Review

This chapter contains the following topics:

- [Section 18.1, "Objectives"](#)
- [Section 18.2, "About Contract Review"](#)

### 18.1 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

### 18.2 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



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## Locate a Contract

This chapter contains these topics:

- [Section 19.1, "Locating a Contract"](#)
- [Section 19.2, "Processing Options"](#)

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.

### 19.1 Locating a Contract

#### Navigation

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

**Figure 19–1 Subcontract Search screen**

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><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>

Field	Explanation
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><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>
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</p> <p>N – Numeric field, right justify and zero fill</p> <p>C – Alphanumeric field, right justify and blank fill</p>
Date From	<p>The beginning date for which the transaction or code is applicable.</p>
Date Thru	<p>The ending date for which the transaction or code is applicable.</p>
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>

Field	Explanation
Closed	A code that specifies whether the contracts displayed are open or closed. Values are:  Y – The contracts are closed.  N – The contracts are open.  B – Both open and closed contracts are displayed.

## 19.2 Processing Options

See [Section 45.1, "Contract Search \(P44210\)"](#)

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## Review Status Information

This chapter contains these topics:

- [Section 20.1, "Reviewing Financial Status Information"](#)
- [Section 20.2, "Reviewing Commitment 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.

**See Also:**

- [Chapter 19, "Locate a Contract"](#)

### 20.1 Reviewing Financial Status Information

**Navigation**

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

**Figure 20–1 Subcontract Financial Inquiry screen**

44200 Subcontract Financial Inquiry

Thru Date: 12/31/17

Contract No: 1 000000 Electrical - United Ticket

Supplier: 33030 GIBSON ELECTRICAL CONTRACT

Subledger: \*

0	Description	Contract Amount	Billed Amount	Open Amount	Retained Amount
P Chg Lin Job Coding					
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 Tot	33,800.00	18,450.00	15,350.00	1,025.00

Opt: 1=Audit Trail F4=Details F10=Contract Search F12=Previous F24=More

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.



**Figure 20–2 Subcontract Voucher Inquiry screen**

**44202 Subcontract Voucher Inquiry**

Supplier: 33030 GIBSON ELECTRICAL CONTRACTORS, Paid

Contract Number: 1 05 00050

Change No: 001

Line Number: 2

Change: EQUIPMENT

	Due Date	Invoice Number	Gross Amount	Open Amount	P
<input type="checkbox"/>	09/17/17	15337	1,000.00	1,000.00	A
<input type="checkbox"/>	10/18/17	335311	2,250.00	2,250.00	A
<input type="checkbox"/>	12/30/17	335311	250.00	250.00	H
<b>Totals:</b>			<b>3,500.00</b>	<b>3,500.00</b>	

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.

**Figure 20–3 Detailed Voucher Inquiry screen**

**041011 Detailed Voucher Inquiry**

Voucher Number: 00516

Supplier: 33030

Invoice Number: 335311

Invoice Amount: 4,300.00

Invoice Date: 09/18/17

G/L Date: 10/05/17

Batch Number: 6158423

Batch Date: 12/10/07

GIBSON ELECTRICAL CONTRACTORS, INC

Job Number: 5001

Contract Number: 1 05

Serv/Tax Date: 10/05/17

Payment Terms: 00050

Company: 00050

Payment Schedule

Pay Itm	Gross Amount	Discount Available	Check Remark	Due Date	P
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	180.00		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><b>NOTE:</b> 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>

### 20.1.1 What You Should Know About

Topic	Description
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 Set Up Multi-Currency.</p>

### 20.1.2 Processing Options

See [Section 45.2, "Contract Financial Inquiry \(P44200\)"](#)

## 20.2 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

#### Navigation

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.

**Figure 20–4 Subcontract Open Order Inquiry screen**

44230 Subcontract Open Order I

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
More Details  
Exit to Name Search  
Subcontract Search  
Clear Screen

44230 Subcontract Open Order Inq

Contract Number: 1 OS 00050  
Supplier:  
Job Number:  
Account Number:  
Sub Ledger:

Contract	Chg	P Number	Ty No.	Description	Item Description	Amount Open	Effect Date
1	OS	000		Electrical - Un	ELECTRICAL	14,450.00	06/15/17
1	OS	001		Electrical - Un	ELECTRICAL		06/15/17
1	OS	001		Electrical - Un	EQUIPMENT	5,000.00	06/15/17
1	OS	002		Electrical - Un	ELECTRICAL	5,300.00	06/18/17
TOTAL						24,750.00	

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

2. Access the detail area and review the information.

**Figure 20–5 Subcontract Open Order screen, Detail area**

**44230 Subcontract Open Order Inquiry**

Contract Number: 1 0S 00050  
 Supplier:   
 Job Number:   
 Account Number:   
 Sub Ledger: 1

P	Contract	Chg	Ty	No.	Description	Item Description	Amount	Effect
							Open	Date
	1	0S	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	0S	001		Electrical - Un	ELECTRICAL		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	0S	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

## 20.2.1 Processing Options

See [Section 45.3, "Open Order Inquiry \(P44230\)"](#)

**To review audit trail information**

### Navigation

From Subcontract Management (G44), choose Daily Operations

From Subcontract Management Daily Operations (G4411), choose Commitment Inquiry

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

**Figure 20–6 Commitment Inquiry screen**

**40230 Commitment Inquiry**

Tools Help

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URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Display Total Committed  
Display Amount or Quantity  
Clear Screen

40230 Commitment Inquiry Job Number 5001  
From G/L Date  
Thru G/L Date

Account Number 5001.1360.16000  
Subledger  
Contract Number 1 05 00050 Change  
Line Number  
Supplier

Total Committed 23,500.00  
= Relieved 9,050.00  
= Open 14,450.00

				Amount	
				Committed	Relieved
0	Contract	Ty	Chg	Remark	
<input type="checkbox"/>	1	05	000	Receipt/Payment	2,850.00
<input type="checkbox"/>	1	05	000	Receipt/Payment	9,200.00
<input type="checkbox"/>	1	05	001	Receipt/Payment	3,000.00-
<input type="checkbox"/>	1	05	001	Original	3,000.00-
<input type="checkbox"/>	1	05	000	Original	26,500.00

Opt: 1=Order Entry 5=Details F6=Totals F15=Amounts/Units F24=More Keys

## 20.2.2 Processing Options

See [Section 45.4, "Commitment/Encumbrance Inquiry \(P40230\)"](#).



---

## Review Budget Details

This chapter contains these topics:

- [Section 21.1, "Reviewing Budget Details"](#)
- [Section 21.2, "Processing Options"](#)

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.

### 21.1 Reviewing Budget Details

#### Navigation

From Subcontract Management (G44), choose Daily Operations

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

#### To review budget details

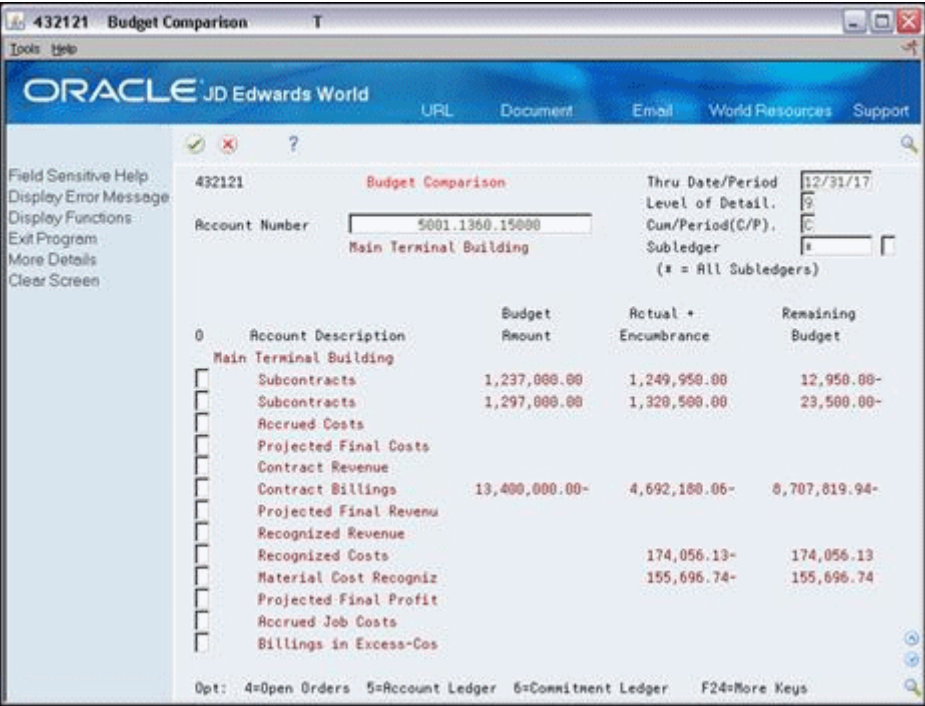
1. On Budget Comparison, complete the following field:

- Account Number

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



Figure 21–1 Budget Comparison screen



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"><li>■ Standard account number (business unit.object.subsidiary or flexible format)</li><li>■ Third G/L number (maximum of 25 digits)</li><li>■ 8-digit short account ID number</li><li>■ Speed code (not currently available in OneWorld)</li></ul> <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 *JD Edwards World Job Cost Guide* for more information on setting up budgets

21.2 Processing Options

See [Section 45.5, "Budget Comparison \(P432121\)"](#)



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## Overview to Reports

This chapter contains these topics:

- [Section 22.1, "Objectives"](#)
- [Section 22.2, "About Reports"](#)

### 22.1 Objectives

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

### 22.2 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 *JD Edwards World 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

This chapter contains these topics:

- [Section 23.1, "Printing the Status Report by Supplier"](#)
- [Section 23.2, "Printing the Status Report by Job"](#)
- [Section 23.3, "Printing the Subcontract Open Status Report"](#)
- [Section 23.4, "Printing the Detailed Status by Supplier Report"](#)
- [Section 23.5, "Printing the Unit Price Report"](#)
- [Section 23.6, "Printing the Subcontract History Report"](#)
- [Section 23.7, "Printing the Committed Transaction Report"](#)
- [Section 23.8, "Printing the Committed Cost Detail Report"](#)

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

### 23.1 Printing the Status Report by Supplier

#### Navigation

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

### 23.1.1 Status Report by Supplier

**Figure 23–1 Contract Status Report by Job, Supplier, and Order Number**

44425		JD Edwards World Contract Status Report By Job, Supplier, Order Number				Page - 3 Date - 3/14/17 As of Date - 06/30/17				
Contract Ty	Contr	Description	Date	Contract Amt/ Job Budget	Change Ord Last Change #	Total	Billed/ Remaining	Retention Released	Due Now	C 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				
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	33,900.00			
		Digger, Inc.		19,500.00	7,200.00		7,200.00-	900.00		
						26,700.00	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			

### 23.1.2 Processing Options

See [Section 45.6, "Summary Contract Status Report \(P44425\)"](#)

## 23.2 Printing the Status Report by Job

#### Navigation

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

### 23.2.1 Status Report by Job

**Figure 23–2 Contract Status report by Job, Supplier, and Order Number**

44425		JD Edwards World Contract Status Report By Job, Supplier, Order Number				Page - 3 Date - 3/14/17 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				
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	33,900.00			
		Digger, Inc.		19,500.00	7,200.00	26,700.00	7,200.00-	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			

## 23.2.2 Processing Options

See [Section 45.6, "Summary Contract Status Report \(P44425\)"](#)

## 23.3 Printing the Subcontract Open Status Report

### Navigation

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.

### 23.3.1 Subcontract Open Status Report

**Figure 23–3 Contract Summary report for Job 501**

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	

### 23.3.2 Processing Options

See [Section 45.7, "Contract Detail Status Report \(P44421\)"](#)

### 23.3.3 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.

## 23.4 Printing the Detailed Status by Supplier Report

### Navigation

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.

### 23.4.1 Detailed Status by Supplier Report

**Figure 23–4 Contract Detail by Supplier report for Job 501**

43421	JD Edwards World Contract Detail by Supplier - Job 501					Page	4	Date As of	3/23/14 - 07/31/17	
3480 Digger, Inc.										
Job Number	Cost Code	Code Type	Description (Reference)	Budget	PO/Contract	Vouchered	Paid	Retained	Balance Remaining	Due Now
<hr/>										
501	Potomac Hotel									
	02200	1360	Subcontracts							
	OS	4455	00000 000 06/01/17		19,500.00					
	PK	1005	00000 000 11/26/91				6,300.00			
	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
<hr/>										
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						

### 23.4.2 Processing Options

See [Section 45.8, "Contract Detail by Supplier \(P43421\)"](#)

## 23.5 Printing the Unit Price Report

### Navigation

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).

## 23.5.1 Unit Price report

**Figure 23–5 Unit Price Contract report (part 1 of 2)**

```

4500
- 3/23/17
- 06/30/17
Main Terminal Building
Master Project
$2.7 Billion Budget

The Office Warehouse
56 Inverness Dr East
Denver CO 80239

The Office Warehouse
Mr. John Palmeiri

Supplier . . . 2250 Office Warehouse, Inc
Job Number . . 5001 Main Terminal Building

Job Cost Cost Contract Ct Contr Chg Lin . . . . Cor
. . . Job to
Number Code Type Number Ty Co No. No. Description Quantity UM
Quantity Ext
-----
Cost Code. . . 12000 FURNISHINGS
Cost Type. . . 1360 FURNISHINGS
-----
5001 12000 1360 5223 OS 00000 000 001 FURNISHINGS LS

---
Cost Type 1360

---
Cost Code 12000

```



**Figure 23–6 Unit Price Contract report (part 2 of 2)**

Report - W/Headings		Page	-
		Date	
		As of	
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			
Subcontract Quantities . . . . .			
Current Period . . . . .			
Unit Price	Extended Amount	Quantity	Extended Amount %
-----	-----	-----	-----
687,000.0000	687,000.00	500,000.00	72.7
	-----	-----	
	687,000.00	500,000.00	
	-----	-----	
	687,000.00	500,000.00	

## 23.5.2 Processing Options

See [Section 45.9, "Unit Price Contract Report \(P44500\)"](#)

## 23.6 Printing the Subcontract History Report

### Navigation

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

## 23.6.1 Subcontract History Report

**Figure 23–7 Contract Detailed Status Report (part 1 of 2)**

44450						JD Edwards World Contract Detailed Status Report				
Contract	Ty	Contr Co	Chg Ord	Lin No.	Job Number	Cost Code	Cost Type	Extended Price	Voucher Number	Invoice Number
Job Number . .					501	Potomac Hotel				
4455	OS	00000	000	001	501 02200	1360		19,500.00	30 PROG#01	
4455	OS	00000	001	001	501 02200	1360		7,200.00	30 PROG#01 30 PROG#01	
4457	OS	00000	000	001	501 02800	1360		20,000.00	30 PROG#01 27 PROG#1	
4457	OS	00000	000	002	501 02800	1360		5,000.00	27 PROG#1	
4460	OS	00000	000	001	501 03100	1360		100,000.00	20 PROG#1	
									22 PROG#2	
4460	OS	00000	001	001	501 03100	1360		10,000.00		
4458	OS	00000	000	001	501 05120	1360		80,000.00	21 PROG#1	
4459	OS	00000	000	001	501 08100	1360		25,000.00		
4459	OS	00000	000	002	501 08100	1360		100,000.00	19 PROG#1	
4462	OS	00000	000	001	501 08100	1360		100,000.00		
4462	OS	00000	000	002	501 08100	1360		25,000.00		
5004	OS	00000	000	001	501 09200	1360		15,000.00		
4464	OS	00000	000	001	501 14100	1360		75,000.00	24 PR001	
4461	OS	00000	000	001	501 15100	1360		180,000.00	23 PR001	
4463	OS	00000	000	001	501 16100	1360		230,000.00		
5012	OS	00000	000	001	501 16100	1360		10,000.00		
Potomac Hotel								1,001,700.00		
								1,001,700.00		

**Figure 23–8 Contract Detailed Status Report (part 2 of 2)**

Page - 3					
Date - 3/14/18					
As of Date - 12/31/17					
Invoice Date	Invoice Amount	Retention Amount	Check Number	Check Date	Check Amount
	6,300.00				
	700.00	700.00	1005	07/31/17	6,300.00-
	1,800.00				
	200.00	200.00	1005	07/31/17	1,800.00-
04/01/17	15,000.00				
			1004	07/31/17	15,000.00-
04/01/17	2,000.00				
			1004	07/31/17	2,000.00-
06/01/17	35,000.00				
			1003	07/31/17	35,000.00-
06/15/17	30,000.00				
			1003	07/31/17	30,000.00-
06/01/17	48,000.00				
			1002	07/31/17	48,000.00-
06/01/17	50,000.00				
			1001	07/31/17	49,500.00-
07/15/17	62,525.00				
07/15/17	120,000.00				
	371,525.00	900.00			187,600.00-
	371,525.00	900.00			187,600.00-

## 23.6.2 Processing Options

See [Section 45.10, "Contract Detailed Status Report \(P44450\)"](#)

## 23.7 Printing the Committed Transaction Report

### Navigation

From Subcontract Management (G44), choose Subcontract Reports

From Subcontract Management Reports (G4412), choose Committed Transaction Report

You can review details about the items that you have billed against a contract on the Committed Transaction report. You can use this information to determine open commitment balances for select contracts. This report displays the following information:

- Account number
- Original budget amount
- Revised budget amount
- Contract number and type
- Amount billed
- Contract-to-actual variance amount

- Contract-to-budget variance amount
- Percent spent

### 23.7.1 Committed Transaction Report

**Figure 23–9 Combined Cost Analysis report for Job 501**

44600	JD Edwards World					Page -	3
	Committed Cost Analysis					Date -	
3/23/17	Job 501						
06/30/17						As Of -	
Job Number . .	501	Potomac Hotel					
Contr/Budget \$		Original	Revised	PO/Contract	PO/Contract	Dollars	Contr/Actual
Spent		Budget	Budget	Number	Amount	Billed	Variance
-----							
		Caterpillar Grader, 140G 1986				60	
		Caterpillar Crawler, 1970				2,200	
3480	Digger, Inc.					20,000	
-----							
Total Cost Code 02200		25,000	29,225			30,010	30,010-
29,225	103						
Cost Code . . .	02200	Earthwork					
-----							
02200	1360	8,750	8,750				
	3480	Digger, Inc.		4455 OS	19,500	7,000	
	3480	Digger, Inc.		4455 OS	7,200	2,000	
-----							
Total Cost Code 02200		8,750	8,750		26,700	9,000	17,700
17,950-	103						

### 23.7.2 Processing Options

See [Section 45.11, "Commitment Transaction Analysis \(P44600\)"](#)

## 23.8 Printing the Committed Cost Detail Report

#### Navigation

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

### 23.8.1 Committed Cost Detail

**Figure 23–10 Committed Cost Detail report**

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	Ty	Co	No.	Document Number	Do 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						
		Bestway Paving						65,000.00						
Address Number 5240		Cleantree Landscaping												
Order Number .		00004457												
Order Type . . OS		Subcontract												
Order Number Do		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						
		Cleantree Landscaping						17,000.00						
		Potomac Hotel						189,000.00	900.00					
Job & Phase . .		5001	Main Terminal Building											
Address Number 2250		Office Warehouse, Inc												
Order Number .		00005223												
Order Type . . OS		Subcontract												
Order Number Do		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					
		Office Warehouse, Inc						500,000.00	50,000.00					
Address Number 3480		Digger, Inc.												
Order Number .		00005291												
Order Type . . OS		Subcontract												
Order Number Do		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					
		Digger, Inc.						81,000.00	8,100.00					
Address Number 4008		Allied Steel												
Order Number .		00005143												
Order Type . . OS		Subcontract												

### 23.8.2 Processing Options

See [Section 45.12, "Committed Cost Detail \(P44435\)"](#)



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## Generate Commitment Reports

This chapter contains these topics:

- [Section 24.1, "Printing the Subcontract Analysis Report"](#)
- [Section 24.2, "Printing the AIA Application for Payment"](#)
- [Section 24.3, "Printing the Subcontract Detail Report"](#)
- [Section 24.4, "Printing the Committed Cost Report"](#)
- [Section 24.5, "Printing the Subcontract Distribution Report"](#)

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

### 24.1 Printing the Subcontract Analysis Report

#### Navigation

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

## 24.1.1 Subcontract Analysis

**Figure 24–1 Contract Summary report for Job 501**

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	

## 24.1.2 Processing Options

See [Section 45.13, "Contract Summary \(P434201\)"](#)

## 24.2 Printing the AIA Application for Payment

### Navigation

**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.

24.2.1 AIA Application for Payment

Figure 24–2 Application for Payment report

44440

Application For Payment

Page - 2  
Date - 3/14/17  
As Of - 01/31/17

Contractor : 2250 Office Warehouse, Inc  
Contract : 5223 OS 00000 Gate Area Seating  
Project No : 5001 Main Terminal Building

Payment Request No :  
Period From :  
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:

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.

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.

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:

24.2.2 Processing Options

See [Section 45.14, "Application for Payment \(P44440\)"](#)

24.3 Printing the Subcontract Detail Report

Navigation

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).

## 24.3.1 Subcontract Detail

**Figure 24–3 Contract Detail Print report for All Jobs**

4401P	JD Edwards World				Page	-	4						
	Contract Detail Print				Date	-	3/22/17						
	All Jobs				Mode	-	1						
Contract Number. .	58 08	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	. . . . Dates . . . .		P	Cat	Cat	Cat I						
T Description	T	Remark	Issue	Expired	Required	E Cdl	Cd2 Cd3 D Carrier						
-----													
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											
		Planned Compl . .			Cat Code 1. . . .								
		Physical Comp . .			Cat Code 2. . . .								
		Compl Date. . . .			Cat Code 3. . . .								
					Terms Only. . . .								
					Close. .								
Business Unit	Cost Code	Cost Type	P	Quantity	UM	Unit Price	Extended Amt	Description	Subl	T Y	P Tx	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		

## 24.3.2 Processing Options

See [Section 45.15, "Contract Detail Print - Single Contract \(P4401P\)"](#).

## 24.4 Printing the Committed Cost Report

### Navigation

**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).

## 24.4.1 Committed Cost Report

**Figure 24–4 Committed Cost Report**

44430	JD Edwards World Committed Cost Report										Page	-	2
Date - 3/23/17													
As of - 06/30/17													
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 Number	Ty	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								

## 24.4.2 Processing Options

See [Section 45.16, "Committed Cost Report \(P44430\)"](#)

## 24.5 Printing the Subcontract Distribution Report

### Navigation

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).

## 24.5.1 Subcontract Distribution

**Figure 24–5 Contract Listing - Pull Contract Detail report**

44310	JD Edwards World		Page -
	Contract Listing - Pull 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

## 24.5.2 Processing Options

See [Section 45.17, "Contract Listing \(P44310\)"](#)

---

## Generate the Contract Log Report

This chapter contains these topics:

- [Section 25.1, "Contract Log Report"](#)
- [Section 25.2, "Processing Options"](#)

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).

### 25.1 Contract Log Report

#### Navigation

From Subcontract Management (G44), choose Subcontract Reports

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

**Figure 25–1 Contract Log Report , Subcontract Management**

44300

JD Edwards World  
Contract Log Report  
Subcontract Management

Page - 2  
Date - 3/22/17

T	Description	Explanation	S Issue	Expired	Required	P Cde	Cde	Cde	I	Carrier	Carrier Name
Y			T Date	Date	Date	E	1	2	3	C	
-----											
Order Number . . . .		00000000 Model Log 00000000									
-----											
S	Signed Contract	Submit Signed Contract								Y	
S	Proof Of Insur.	Submit Insurance Certif.								Y	
S	Performance Bond	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 Bond	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	5186
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 Bond	Submit Performance Bond								Y	
T	Schedule	Review Project Schedule								N	

## 25.2 Processing Options

See [Section 45.18, "Log Report with Update \(P44300\)"](#)

## Generate Integrity Reports

This chapter contains these topics:

- [Section 26.1, "Generating the Open Item Integrity Report"](#)
- [Section 26.2, "Generating the Commitment Integrity Report"](#)

You can generate and print integrity reports to verify that all of the tables that your 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 (F0902), the Purchase Order Detail table (F4311), and the Purchase Order Detail Ledger table (F43199) is the same. The Purchase Order Detail Ledger table contains commitment audit trail information.

### 26.1 Generating the Open Item Integrity Report

#### Navigation

From Subcontract Management (G44), choose Subcontract Reports

From Subcontract Management Reports (G4412), choose Open Item Integrity Report

You can review all of the open accounts payable items that relate to a specific contract on the Open Item Integrity report. This report displays the open items that satisfy the integrity payment criteria that you specify in the processing option. You can use this report to manage payments against contracts that are based on log requirements.

#### 26.1.1 Open Item Integrity Report

**Figure 26–1 Open Item Integrity Report**

44410	JD Edwards World						Page - 2
	Open Item Integrity Report						Date - 3/23/17
	Open Items w/Pay Effect Submittals						Last Owner Payment Date -
	By Job Including Retention						
Job Number. . .	501 Potomac Hotel	Invoice	Invoice	Voucher	Pay Non Retention	Retention	
Contract Ty Contr	Description and	Number	Date	Number	Itm	Amount	Amount
Supplier	Supplier Name						
-----	-----	-----	-----	-----	-----	-----	-----
4455 08 00000	Excavation and Trenching	Submittal Deficiencies - C					
3480	Digger, Inc.	4385		8338 000		900.00	
						900.00	
						900.00	
	Potomac Hotel					900.00	
						900.00	

## 26.1.2 Processing Options

See [Section 45.19, "Open Items Integrity Report \(P44410\)"](#)

## 26.2 Generating the Commitment Integrity Report

### Navigation

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	<p>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:</p> <ul style="list-style-type: none"><li>■ Order Detail Open Amount column includes the balance in the Purchase Order Detail table for each account and subledger you choose.</li><li>■ Audit Trail Open Amount column includes the balance in the Purchase Order Detail Ledger table for each account and subledger you choose.</li><li>■ Variance column includes the difference between the detail table amount and the audit trail amount.</li></ul>



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>■ 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> <li>■ 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> <li>■ Variance column includes the difference between the audit trail amount and the commitment account balance amount.</li> </ul>

### 26.2.1 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.

### 26.2.2 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.

26.2.3 Commitment Integrity Report

Figure 26–2 Commitment Integrity report for Job 501

40910		JD Edwards World						Page - . . . . 2		
		Commitment Integrity						Date - . . . . 3/23/17		
		Job 501								
		. . . . . Balance to Date . . . . .						. . . . . Balance as of 03/23/14 . . . . .		
Job	Cost	Cost	Sub	S	Order Detail	Audit Trail		Audit Trail	Commitment	
Number	Type	Code	Ledger	T	Open Amount	Open Amount	Variance	Open Amount	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			

26.2.4 Processing Options

See [Section 45.20, "Commitment Integrity - F1011 \(P40910\)"](#)

26.2.5 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

This chapter contains these topics:

- [Section 27.1, "Objectives"](#)
- [Section 27.2, "About Base Agreements"](#)

### 27.1 Objectives

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

### 27.2 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

#### 27.2.1 Before You Begin

- Set up a contract type for base agreements. For example, you can define contract type BC for base agreements. See [Section 41.1, "Setting Up Subcontract Management User-Defined Codes"](#).

- Set up the CT and CR AAI's 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 AAI's for base agreements. See [Chapter 40, "Understand Next Numbers"](#).

---

## Set Up the Base Agreement

This chapter contains these topics:

- [Section 28.1, "Setting Up User Defined Codes for Base Agreements"](#)
- [Section 28.2, "Entering the Job or Task"](#)

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.

### 28.1 Setting Up User Defined Codes for Base Agreements

#### Navigation

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:**

- [Section 41.1, "Setting Up Subcontract Management 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

**Figure 28–1** General User Defined Codes screen, Search Results for Table 00/19

The screenshot shows the "General User Defined Codes" window in the Oracle JD Edwards World application. The title bar indicates the current code type is "00051". The interface includes a top navigation bar with links like URL, Document, Email, World Resources, and Support. A left-hand menu lists various actions such as Field Sensitive Help, Display Error Message, Display Functions, Exit Program, More Details, User Defined Code Type, Repository Services, Redisplay Previously C Memo (Cursor Sensitive), Where Used, Alternate Lang Desc (C Print User Defined Code), and Clear Screen. The main area displays the selected code type "00051" and its name "General User Defined Codes". Below this, there are fields for System Code (set to "00"), User Defined Codes (set to "19"), Skip To Code, and Plan (Job Cost). An "Action Code" field contains the character "I". Underneath, a section titled "03 Character" presents three columns: "Code", "Description", and "Description-2". The first column lists codes \* through D, while the second and third columns provide corresponding descriptions. At the bottom, function key shortcuts are listed: F5=Code Types, F14=Memo, F15=Where Used, F18=Translate, F21=Print, and F24=More.

2. Enter the plan codes.
3. Complete the following fields to locate table 44/01:
  - System Code
  - User Defined Codes

4. Enter the plan codes.

## To define release codes

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

- System Code
- User Defined Codes



**Figure 28–3** General User Defined Codes screen, Search Results for Table 00/20

[illegible]

- 2.** Enter the contract release codes.

## To define supplier codes

You must define each type of subcontractor that you use to perform the work. For example, you might enter code ELE for electrical subcontractors and code PLB for plumbing subcontractors.

1. On any User Defined Code Revisions screen, complete the following fields to locate table 41/P1:
  - System Code
  - User Defined Codes

**Figure 28–4 General User Defined Codes screen, Search Results for Table 41/P1.**

00051 General User Defined Codes

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
More Details  
User Defined Code Type  
Repository Services  
Redisplay Previously C  
Memo (Cursor Sensitive)  
Where Used  
Alternate Lang Desc (C)  
Print User Defined Code  
Clear Screen

00051 General User Defined Codes

Action Code

System Code 41  
User Defined Codes P1  
Skip To Code  
Commodity Class Codes

Code	Description
	Blank - Commodity Class 41/P1
A	Aluminum
B	Brass
C	Copper
DRG	Drugs-Pharmaceutical
ELC	Electrical
FDB	Food And Beverage
GAR	Gardening Products
HMR	Hammer
HRD	Hardware
JAD	Jar
LWN	Lawn Products
MET	Metal Extruded Products
MOT	Motorized

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

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.

## 28.2 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:**

- [Section 3.2, "Setting Up Jobs within a Project"](#)

**Navigation**

From Subcontract Management (G44), enter 27

From Advanced & Technical Operations (G4431), choose Agreement Entry

## 28.2.1 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

**Figure 28–5 Agreement Entry screen**

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

44001 Agreement Entry Processing Mode. 1

Action Code  
Contract Number. 4456 BC Description Base Agreement Contract  
Contract Co 00050  
Supplier 3480 Digger, Inc.  
Project 5000 Denver International Airport  
Tax Expl Code  
Tax Rate/Area  
Retainage % .100  
Person/Corp C  
Tax ID 011234567  
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>

## 28.2.2 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).

**Figure 28–6** *Commitment Revisions screen*

[illegible]

- 3. On Commitment Revisions, complete the following fields:**
- Effective Date
  - Job
  - Code
  - Type

You must enter the project number from the Job Master Revisions screen in the Job field.

4. Complete the following field with the supplier category code:
  - Cat Code 1
5. Choose More Details (F4) to access the detail area.



**Figure 28–7 Commitment Revisions screen, Detail area**

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

This chapter contains these topics:

- [Section 29.1, "Identifying the Job"](#)
- [Section 29.2, "Releasing a Contract"](#)

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.

### 29.1 Identifying the Job

#### Navigation

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

**Figure 29–1 Job Master Revisions screen**

**510063 Job Master Revisions Post**

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Update w/Redisplay  
Payroll Business Unit Cr  
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   
Job Number   
Level of Detail   
Type Business Unit   
Model Job   
Project   
Company   
Job Site Address Number   
Owner Address Number   
Contract Type   
State   
Threshold % Complete   
Equipment Rate Code   
Tax Entity-Property Tax   
Tax Expl-Tax Rate/Area   
Labor Load Method   
Flat Burden Factor   
Certified Job   
EEO Job Report (Y/N)   
Tax Area - Payroll   
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  
Planned Start Date   
Actual Start Date   
Planned Comp Date   
Actual Comp Date   
Other Date 5   
Other Date 6   
AFE Number   
F5=Update F11=Address Book F13=Job Search F15=Category Codes F24=More

2. Choose Category Codes (F15).

**Figure 29–2 Job Category Code Revisions screen**

**510062 Job Category Code Revisions**

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

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

510062 Job Category Code Revisions

Action Code   
Job Number  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  Plan A  
Category Code 20  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:**

- [Section 28.1, "Setting Up User Defined Codes for Base Agreements"](#)

## 29.2 Releasing a Contract

### Navigation

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.



---

## Pay When Paid

This chapter contains these topics:

- [Section 30.1, "Setting Up Pay When Paid Subcontract Defaults"](#)
- [Section 30.2, "Releasing Vouchers for Pay When Paid Subcontracts"](#)
- [Section 30.3, "Reviewing Pay When Paid Invoices"](#)

Pay When Paid is a standard practice in the construction industry. General contractors do not want to carry all of the liability if a customer defaults on a job and want subcontractors to share in the risk of nonpayment by a customer on a job. The general contractor creates payments for the subcontractors to match the work which the customer pays to the general contractor.

To manage a contract, you can manually compare the total of the customer's payments that you receive for a job to the total amount of the payments due the subcontractors. Using the Pay When Paid process streamlines the entire project payment process. The Pay When Paid process removes the manual comparisons and calculations, improves the accuracy of the amounts you pay on a job, prevents premature payments to subcontractors, and reduces the majority of the manual steps. By removing any manual steps, your employees can concentrate on other critical business tasks. The Pay When Paid process prevents you from paying a subcontractor for work they perform on a job until you receive payment from the customer.

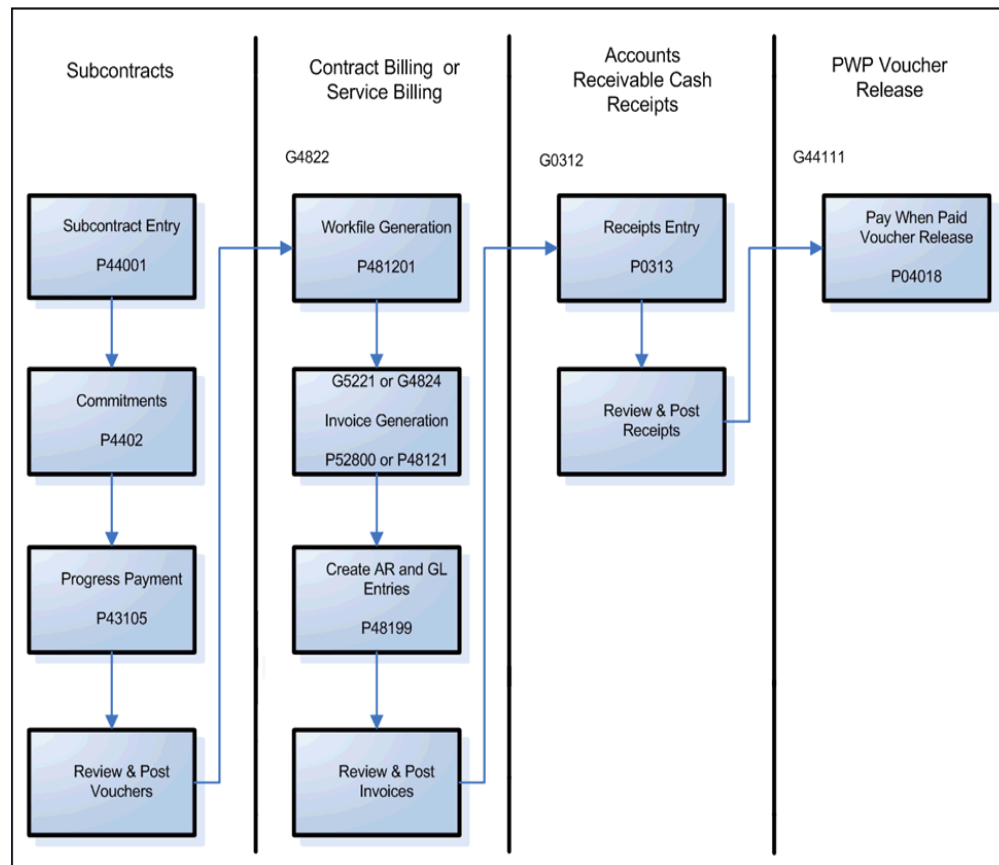
For example, you receive payment for a portion of work the company completes on a highway. You create a voucher to pay the subcontractor for the portion of work they complete on that job.

Depending on the type of construction job, Pay When Paid releases subcontractor's vouchers for payment using either the dollar or percent method.

Pay When Paid integrates with the following systems:

- Subcontract Management
- Contract Billing
- Service Billing
- Accounts Receivable
- Account Payable

**Figure 30–1 Pay When Paid Flow**



After you enter Pay When Paid data for a subcontract, the Pay When Paid process includes the following steps:

1. Create Pay When Paid vouchers for items with a W in the Pay Status field using the Progress Payment Entry program (P43105). Vouchers with a W in the Pay Status field indicate they are Pay When Paid vouchers. See [Chapter 11, "Enter Vouchers"](#).
2. Post the vouchers.
3. Select vouchers for the Billing Workfile table (F4812) in Contract Billing or Service Billing.
4. Create resulting Accounts Receivable invoices using Contract Billing or Service Billing.
5. Apply cash receipts to invoices in the Accounts Receivable system.
6. Use a batch process to update the pay status of vouchers that are eligible for payment using the Pay When Paid Voucher Release program.
7. Use the Accounts Payable Payment Processing to pay eligible vouchers.

The Pay When Paid process includes the following tasks:

- [Chapter 30.1, "Setting Up Pay When Paid Subcontract Defaults"](#)
- [Chapter 30.2, "Releasing Vouchers for Pay When Paid Subcontracts"](#)
- [Chapter 30.3, "Reviewing Pay When Paid Invoices"](#)

**Before You Begin**

- Ensure a customer address book number exists in the Owner Address Number field in the Job Master Revisions program (P510063).
- Update expense accounts by ensuring the Billable (Y/N) field contains 1 or Y in the Accounts by Business Unit program (P0901). Transactions in billable accounts are eligible for processing by the Contract Billing and Service Billing systems.
- Set the Display Number of Jobs processing option for the Contract Entry program (P44001) and Commitment Revisions program (P4402) to 2 to automatically display the Pay When Paid screen when you add a subcontract.

## 30.1 Setting Up Pay When Paid Subcontract Defaults

**Navigation**

**From Subcontract Management Daily Operations (G4411), choose Pay When Paid Operations**

**From Pay When Paid Operations (G44111), choose Subcontract Entry**

After you add or locate an existing contract on Subcontract Entry, you can enter Pay When Paid information in the Pay When Paid Subcontract Defaults program (P040171). The system stores this information in the Subcontract Pay When Paid Defaults table (F04017).

If you set the Display Number of Jobs processing option for the Contract Entry program (P44001) to 2, the Pay When Paid screen automatically displays when you add a subcontract. If you activate multi-currency, the Currency Code field displays at the bottom of the Pay When Paid Subcontract screen.

**To set up pay when paid subcontract defaults**

1. On Subcontract Entry, choose Pay When Paid Subcontract (F8).

**Figure 30–2 Subcontract Entry screen**

**44001 Subcontract 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  
Pay When Paid Subcon  
Subcontract Search  
Exit to Address Book  
Toggle for Summary/Re  
Refresh Subcontract Re  
Subcontract Financial S  
Subcontract Log Revisi  
Print Subcontract Detail  
Clear Screen

44001 Subcontract Entry Processing Mode. 1

Action Code I  
Contract Number. 544 OS Description  
Contract Co 00050  
Supplier 4343 Vector Manufacturing Co  
Job Number 501 Potomac Hotel  
Tax Expl Code  
Tax Rate/Area  
Retainage %  
AIA Document  
Purge Code  
Hold Code  
Payment Remark

Contract Recap/Summary:  
Original Amount. 1,000.00  
Revised Amount 1,000.00  
Last Chg Order 000

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

- On Pay When Paid Subcontract, complete the Pay When Paid Flag field.

**Figure 30–3 Pay When Paid Subcontractor screen**

**040171 Pay When Paid Subcontract**

Tools Help

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Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Clear Screen

040171 Pay When Paid Subcontract

Action Code I Subcontract: 00000544 OS  
Pay When Paid Flag 1 Active Company/Job: 00050 501  
Contract Number R2  
Job 501  
Customer 1002 Edwards & Edwards  
Pay When Paid Amount 10,000.00  
OR  
Pay When Paid Percent  
Threshold Amount 100.00

F9=Exit

- Perform one of the following:
  - Complete the Contract Number field.

- Complete the following fields:
  - Job
  - Customer
- 4. Complete the following fields:
  - Pay When Paid Amount
  - Pay When Paid Percent
- 5. Complete the following optional field and click Add.
  - Threshold Amount

Field	Explanation
Pay When Paid Flag	<p>A value that indicates the status of a Pay When Paid Subcontract. Valid values are:</p> <p>' ' - Inactive: Vouchers for the subcontract are not tracked through Contract Billing or Service Billing.</p> <p>'1' - Active: Vouchers for the subcontract are tracked through Contract Billing or Service Billing, where invoices are created, to Accounts Receivable, where the invoice payments are monitored until the vouchers can be released.</p> <p>'2' - Complete: Invoice payments met or exceeded the Pay When Paid amount or percent for the subcontract. The vouchers have been released.</p>
Pay When Paid Amount	<p>The amount that must be received from the customer for payment of invoices that include the subcontract Pay When Paid vouchers. When this amount is reached, all Pay When Paid vouchers for the subcontract will be released.</p> <p><i>Screen-specific information</i></p> <p>The system uses the gross invoice and receipt amounts to determine if it can release the vouchers.</p>
Pay When Paid Percent	<p>The percentage of the subcontract amount that must be received from the customer for payment of invoices that include the subcontract Pay When Paid vouchers. When this percentage is reached, all Pay When Paid vouchers for the subcontract will be released.</p> <p>Enter percentages as whole numbers. For example, 50.275% would be entered as 50.275.</p> <p><i>Screen-specific information</i></p> <p>The system calculates the release amount by totaling all amounts in the Amount - Extended Price field (AEXP) for the subcontract (original amounts and any revisions) multiplied by the Pay When Paid Percent.</p>
Threshold Amount	<p>Subcontract voucher pay items that meet or exceed this amount are eligible for Pay When Paid processing. The pay item is created with Pay Status W (Held - Pay When Paid).</p> <p>When the voucher amount is below the subcontract threshold amount, or if the pay item is related to a non-billable expense account, then the voucher is not included in Pay When Paid processing.</p>

## 30.2 Releasing Vouchers for Pay When Paid Subcontracts

### Navigation

**From Subcontract Management Daily Operations (G4411), choose Pay When Paid Operations**

**From Pay When Paid Operations (G44111), choose Pay When Paid Voucher Release**

When you are ready to process Pay When Paid vouchers that are eligible for payment, you use the Pay When Paid Voucher Release program (P04018).

The Pay When Paid Voucher Release program, a DREAM Writer, performs following:

- Selects vouchers from the Accounts Payable Ledger table (F0411) with W in the Pay Status field for the Business Unit you specify in the Data Selection.
- Searches the Billing Workfile - History table (F4812H) to determine if an invoice includes vouchers.
- Search the Accounts Receivable Ledger table (F0311) for posted invoice and receipt information, if an invoice is found in the F4812H.
- Saves the data in the following tables:
  - Customer Invoice Summary-Pay when Paid (F03017)
  - Voucher/Invoice Pay When Paid (F04018)

When you receive payments from the customer, the program uses the following criteria to release the vouchers for subcontracts:

- It totals the gross amounts and open amounts of the invoices. The program then subtracts the total open amount from the total gross amount to determine the total amount you should receive from the customer.
- It examines the Pay When Paid information, such as the Pay When Paid Flag, Pay When Paid Amount, and Pay When Paid Amount Percent.
- It examines the subcontract total amount in the Amount - Extended Price field in the Purchase Order Detail File (F4311).
- It multiplies the value in the Pay When Paid Percent, if specified, by the value in the Amount - Extended Price to convert the percentage to an amount.
- It compares the Pay When Paid amount, or the amount converted from Pay When Paid percent, to the total amount you receive. If the total amount you receive is greater than or equal to the Pay When Paid amount, then it releases the vouchers for the subcontract.
- It updates the Pay Status field from W to A and the Pay When Pay Flag field in the Subcontract Pay When Paid Defaults table (F04017) from 1 to 2 (complete).

The program creates the A/P Payments - Payment Analysis Report (R04018) which lists the released vouchers.

### Data Selection

You can specify the Business Unit.



## 30.3 Reviewing Pay When Paid Invoices

### Navigation

From Subcontract Management Daily Operations (G4411), choose Pay When Paid Operations

From Pay When Paid Operations (G44111), choose Pay When Paid Invoice Summary

The Pay When Paid Invoice Summary program (P44017) allows you to review Pay When Paid Invoices and the information you associate with them. The program retrieves information from the Customer Invoice Summary-Pay when Paid (F03017) table.

### To review pay when paid invoices

1. On Pay When Paid Invoice Summary, complete the Voucher Job field.

**Figure 30–4 Pay When Paid Invoices Summary screen**

44017 Pay When Paid Invoice Summary

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display ErrorMessage  
Display Functions  
Exit Program  
More Details  
Clear Screen

44017 Pay When Paid Invoice Summary

Voucher Job \_\_\_\_\_ 23  
Customer Number \_\_\_\_\_  
Contract Number \_\_\_\_\_ R2  
Invoice Number \_\_\_\_\_  
Date From \_\_\_\_\_ Thru \_\_\_\_\_

P	TY	Document	Invoice Date	Gross Amount	Receipt Amount	Customer Number	Contract Number	TY
RI	90000124	05/09/09	1,732.50	1,732.50	465	2323	R2	
RI	90000125	05/09/09	12,100.00	12,100.00	465	2323	R2	

Opt: 1=Invoice 2=Vouchers 3=Customer Ledger 5=Contract Billing History

2. To narrow your search, complete the following fields:
  - Customer Number
  - Contract Number
  - Invoice Number
  - Date From
  - Thru
3. Choose More Details (F4) to access multi-currency and other information.
4. Enter one of the following in the Option field to review additional information:
  - 1 - To access the A/R Invoice Entry program (P03105) to review more detail about the invoice record.

- 2 - To access the Pay When Paid Vouchers program (P04019) to review more detail about the voucher record.
- 3 - To access the Customer Ledger Inquiry program (P032002) to review more detail about the Customer.
- 5 - To access the Contract Billing History Inquiry program (P52250) to review more detail about the invoices associated with a Contract Billing contract.

# Part III

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## Advanced & Technical

This part contains these chapters:

- [Chapter 31, "Overview to Global Updates"](#)
- [Chapter 32, "Update Contract Information"](#)
- [Chapter 33, "Update Commitment Information"](#)
- [Chapter 34, "Recalculate Commitments"](#)
- [Chapter 35, "Update Payment Code"](#)
- [Chapter 36, "Purge Contracts"](#)



---

## Overview to Global Updates

This chapter contains the following topics:

- [Section 31.1, "Objectives"](#)
- [Section 31.2, "About Global Updates"](#)

### 31.1 Objectives

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

### 31.2 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 *JD Edwards World Technical Foundation Guide* for information about running a DREAM Writer program

---

## Update Contract Information

This chapter contains these topics:

- [Section 32.1, "Unlocking a Contract"](#)
- [Section 32.2, "Updating Account Information"](#)
- [Section 32.3, "Updating the Contract Purge Code"](#)

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.

### 32.1 Unlocking a Contract

#### Navigation

From Subcontract Management (G44), enter 27

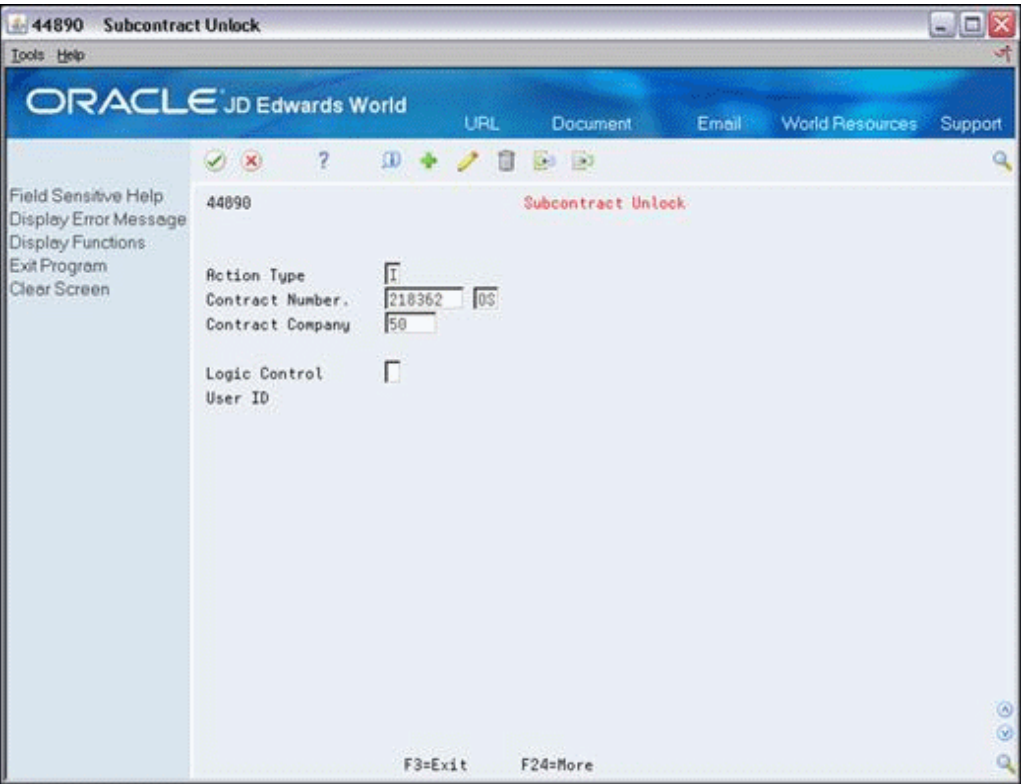
From Advanced & Technical Operations (G4431), choose Subcontract Unlock

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

Figure 32-1 Subcontractor Unlock screen



- 2. Complete the following field:
  - Logic Control

Field	Explanation
Logic Control	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:  1 – The contract is in use.  Blank – The contract is not in use.

## 32.2 Updating Account Information

### Navigation

From Subcontract Management (G44), enter 27

From Advanced & Technical Operations (G4431), choose Detail Account Structure

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.

### 32.2.1 Processing Options

See [Section 46.1, "Global Update - Short I.D. to Long I.D. \(P44999\)"](#).



## 32.3 Updating the Contract Purge Code

### **Navigation**

**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.

### 32.3.1 Processing Options

See [Section 46.2, "Global Update - Contract Purge Code \(P44996\)"](#).



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## Update Commitment Information

This chapter contains these topics:

- [Section 33.1, "Updating Open Amounts"](#)
- [Section 33.2, "Purging Audit Trail Records"](#)
- [Section 33.3, "Creating Audit Trail Records"](#)
- [Section 33.4, "Posting Committed Costs to Jobs"](#)

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.

### 33.1 Updating Open Amounts

#### Navigation

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.

## 33.2 Purging Audit Trail Records

### Navigation

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.

### 33.2.1 Processing Options

See [Section 46.3, "Batch File Purge \(P00PURGE\)"](#)

## 33.3 Creating Audit Trail Records

### Navigation

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.

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## 33.4 Posting Committed Costs to Jobs

### Navigation

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.

### 33.4.1 Processing Options

See [Section 46.4, "Post/Repost Committed Costs \(P00932\)"](#).



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## Recalculate Commitments

This chapter contains these topics:

- [Section 34.1, "Recalculating Commitments"](#)
- [Section 34.2, "Processing Options"](#)

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)

### 34.1 Recalculating Commitments

#### Navigation

From Subcontract Management (G44), enter 27

From Advanced & Technical Operations (G4431), choose Restate Commitments

#### See Also:

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

### 34.2 Processing Options

See [Section 46.5, "Restate Commitments \(P44910\)"](#)





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## Update Payment Code

This chapter contains these topics:

- [Section 35.1, "Updating the Payment Code"](#)
- [Section 35.2, "Processing Options"](#)

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 *JD Edwards World Technical Foundation Guide* for information about running a DREAM Writer program

## 35.1 Updating the Payment Code

### Navigation

From Subcontract Management (G44), enter 27

From Advanced & Technical Operations (G4431), choose A/B Multiple Check Code

## 35.2 Processing Options

See [Section 46.6, "Multiple Check Code Update \(P44995\)"](#)



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## Purge Contracts

This chapter contains these topics:

- [Section 36.1, "Purging Contract Information"](#)
- [Section 36.2, "Verifying the Integrity of Contract Tables"](#)

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.

**See Also:**

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

### 36.1 Purging Contract Information

**Navigation**

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.

#### 36.1.1 Processing Options

See [Section 46.7, "Purge Contract Information \(P44990\)"](#)

## 36.2 Verifying the Integrity of Contract Tables

### Navigation

**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.

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**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.

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### 36.2.1 Processing Options

See [Section 46.8, "Contract Integrity Report/Purge \(P44991\)"](#).



# Part IV

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## System Setup

This part contains these topics:

- [Chapter 37, "Overview to System Setup"](#)
- [Chapter 38, "Set Up System Constants"](#)
- [Chapter 39, "Define Automatic Accounting Instructions"](#)
- [Chapter 40, "Understand Next Numbers"](#)
- [Chapter 41, "Subcontract Management User Defined Codes"](#)
- [Chapter 42, "Set Up Payment Processing"](#)
- [Chapter 43, "Create a Model Log"](#)





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## Overview to System Setup

This chapter contains these topics:

- [Section 37.1, "Objectives"](#)
- [Section 37.2, "About System Setup"](#)
- [Section 37.3, "Before You Begin"](#)

### 37.1 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.

### 37.2 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
<b>System constants</b>	You set up Subcontract Management system constants to determine whether your system: <ul style="list-style-type: none"><li>■ Creates projected final information</li><li>■ Maintains projection and budget audit trails</li><li>■ Updates commitment information when you post payments against a contract</li><li>■ Displays commitment information as total commitments or total contracts</li></ul>
<b>Automatic accounting instructions</b>	Automatic accounting instructions (AAIs) define the link between the Subcontract Management, Job Cost, and General Accounting systems.
<b>Next numbers</b>	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.

Define and Customize	Description
<b>Multi-currency</b>	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>JD Edwards World Multi-Currency Guide</i> for information about setting up multi-currency.
<b>User defined codes</b>	<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"> <li>Contract hold codes, to indicate why a contract is on hold and to hold payments against the contract</li> <li>Tax explanation codes, to indicate which taxes you apply to a payment</li> <li>Commitment document types, to update purchase order/contract amounts and purchase order/contract units</li> <li>Log ID codes, to identify the types of logs you enter</li> </ul>
<b>Payment processing guidelines</b>	You set up payment processing guidelines to determine how the system prints progress payments for individual subcontractors.
<b>Model logs</b>	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.

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

### 37.3 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 *JD Edwards World Job Cost Guide*.
- Set up your companies. See *Set Up Companies* in the *JD Edwards World General Accounting I Guide*.
- Set up tax types and rate areas. See *Overview to A/P Tax Setup* in the *JD Edwards World Accounts Payable Guide* and the *JD Edwards World Tax Reference Guide*.
- Set up currency information regarding exchange rates. See *Work With Exchange Rates* in the *JD Edwards World Multi-Currency Guide*.

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## Set Up System Constants

This chapter contains this topic:

- [Section 38.1, "Overview"](#)
- [Section 38.2, "Setting Up System Constants"](#)

### 38.1 Overview

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 *JD Edwards World Job Cost Guide*

## 38.2 Setting Up System Constants

### To set up system constants

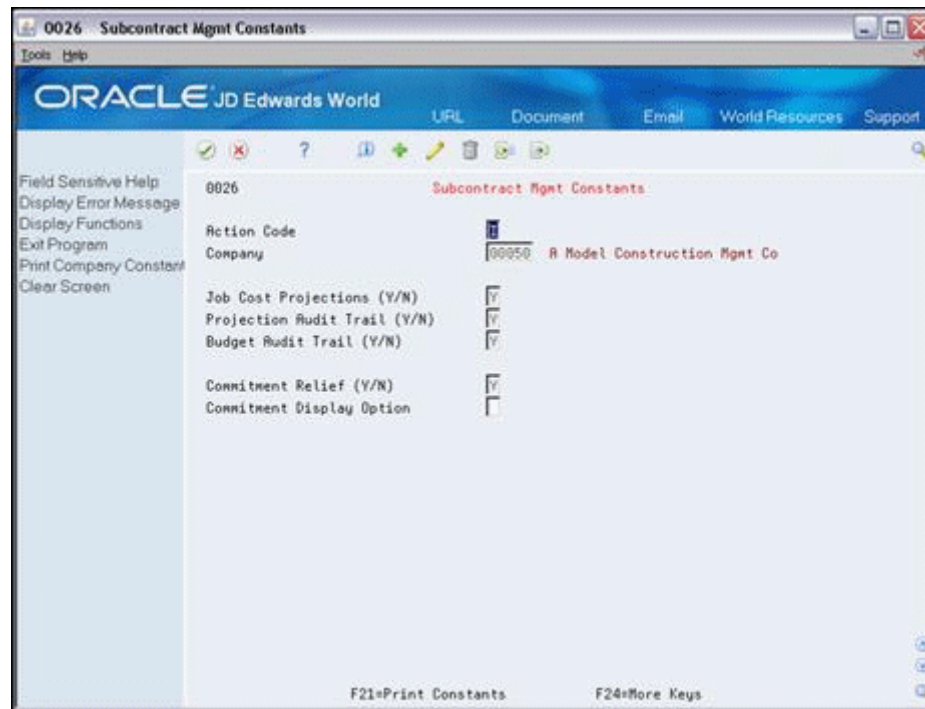
#### Navigation

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

**Figure 38–1 Subcontractor Management Constants screen**



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><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><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>
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>

Field	Explanation
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><i>Screen-specific information</i></p> <p>Consider setting this constant to Y to relieve commitments automatically when you post progress payment vouchers.</p>
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"><li>■ Total contracts, which is the sum of all contracts and purchase orders</li><li>■ Open commitments, which is total contracts minus the payments against specific lines of the commitment</li><li>■ Total commitments, which is the open commitments plus actual payments</li></ul> <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><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

This chapter contains these topics:

- [Section 39.1, "Setting Up Specific Contract Cost Types \(CT\)"](#)
- [Section 39.2, "Setting Up Range of Contract Cost Types \(CR\)"](#)
- [Section 39.3, "Setting Up Bank Payables \(PB\)"](#)
- [Section 39.4, "Setting Up Contract Payables \(PC\)"](#)
- [Section 39.5, "Setting Up Payables Tax Accounts \(PT\)"](#)
- [Section 39.6, "Setting Up Retainage Payables \(PCRETN\)"](#)
- [Section 39.7, "Setting Up VAT Tax Payables \(PCVATP\)"](#)
- [Section 39.8, "Setting Up VAT Tax Recoverables \(PTVATD\)"](#)

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.

AAI	Description
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 *JD Edwards World General Accounting I Guide* for information about setting up and revising AAIs.

### Navigation

From Subcontract Management (G44), enter 29

From Subcontract Management System Setup (G4441), choose Automatic Accounting Instructions

## 39.1 Setting Up Specific Contract Cost Types (CT)

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

**Figure 39–1 Multiple AAI Revisions screen**

The screenshot shows the 'Multiple AAI Revisions' screen in JD Edwards World. The window title is '00122 Multiple AAI Revisions'. The screen has a menu on the left with options: Field Sensitive Help, Display Error Message, Display Functions, Exit Program, Full Detail, Toggle Screen Format, and Clear Screen. The main area contains a table with the following columns: Item, Business Unit, Object, Account, and Description. The table has several rows of data, including contract cost types (CT) and their descriptions. The bottom of the screen shows the option 'Option: 1=Single AAI Revisions 9=Delete' and 'F24=More Keys'.

Item	Business Unit	Object	Account	Description
CT	00000			Contract Management Seq
CTBC01	00000	N	1360	R Cost Type for Contract Type
CTOP01	00000	N	1360	R Cost Type for Contract Type
CTOS01	00000	N	1360	R Cost Type for Contract Type
CT1	00000	N		N Contract Entry Cost Type
CT2	00000	N		N - If you enter only one Cost
CT3	00000	N		N - If you enter more than one

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:

- [Section 41.1, "Setting Up Subcontract Management User-Defined Codes"](#)

## 39.2 Setting Up Range of Contract Cost Types (CR)

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

**Figure 39–2 Multiple AAI Revisions screen, Item Number Beginning with CR**

Item	P Number	Co	Business Unit	Obj	Acct	Sub	Description
CRBC01	00000			N	1350	R	Cost Type Range-Base Agreement
CRBC02	00000			N	1360	R	Cost Type Range-Base Agreement
CROS01	00000			N	1350	R	Cost Type Range for Contract
CROS02	00000			N	1360	R	Cost Type Range for Contract
CROS03	00000			N	5320	R	Cost Type Range for Contract
CROS04	00000			N	5320	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	Detailed Currency Restatement
CR02	02007			N	5000	R	Detailed Currency Restatement

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

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

- 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:**

- [Section 41.1, "Setting Up Subcontract Management User-Defined Codes"](#)

## 39.3 Setting Up Bank Payables (PB)

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

**Figure 39–3 Multiple AAI Revisions screen, Item Number Beginning with PB**

00122 Multiple AAI Revisions

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Full Detail  
Toggle Screen Format  
Clear Screen

80122 Multiple AAI Revisions

Action Code: [I]  
Item Number: [PB]

0	Item	P Number	Co	Business Unit	Obj	Acct	Sub	Description
	PB	00000		100	R	1110	R BEAR	0 Default Bank Account
	PB	00050		50	R	1110	R BEAR	0 Default Bank Account
	PB	00064		6400	R	1110	R BEAR	0 Default Bank Account
	PB	00067		6700	R	1110	R BEAR	0 Default Bank Account
	PB	00070		70	R	1110	R BBL	0 Default Bank Account
	PB	00071		71	R	1110	R FRANCE	0 Default Bank Account
	PB	00075		75	R	1110	R COP	0 Default Bank Account
	PB	00077		77	R	1110	R FBT	0 Bank Account: Co 77
	PB	00100		100	R	1110	R BEAR	0 Default Bank Account
	PB	00150		150	R	1110	R FIB	0 Bank Account: Co 150
	PB	00152		152	R	1110	R FIB	0 Default Bank Account
	PB	00200		200	R	1110	R BEAR	0 Default Bank Account
	PB	00249		DEP011	R	1110	R BEAR	0 Default Bank Account
	PB	02000		2000	R	1110	R FNB	0 Default Bank Account
	PB	02007		2007	R	1110	R BEAR	0 Default Bank Account
	PB	02008		2008	R	1110	R BEAR	0 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.

## 39.4 Setting Up Contract Payables (PC)

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

**Figure 39–4 Multiple AAI Revisions screen, Item Number Beginning with PC**

Item	P Number	Co	Business Unit	Obj	Sub	Description
PC	00000		100	R	4110	Trade Accounts Payable
PC	00001		1	R	4110	Trade Accounts Payable
PC	00050		50	R	4110	Trade Accounts Payable
PC	00064		6400	R	4110	Trade Accounts Payable
PC	00067		6700	R	4110	Trade Accounts Payable
PC	00070		70	R	4110	Trade Accounts Payable
PC	00075		75	R	4110	Trade Accounts Payable
PC	00077		77	R	4110	Trade Accounts Payable
PC	00100		100	R	4110	Trade Accounts Payable
PC	00152		152	R	4110	Trade Accounts Payable
PC	00200		200	R	4110	Trade Accounts Payable
PC	02000		2000	R	4110	Trade Accounts Payable
PC	02007		2007	R	4110	Trade Accounts Payable
PC	02008		2008	R	4110	Trade Accounts Payable
PC	02009		2009	R	4110	Trade Accounts Payable
PC	02000		2000	R	4110	Trade Accounts Payable

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

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.

## 39.5 Setting Up Payables Tax Accounts (PT)

Use this AAI to determine the tax amount.

**Figure 39–5 Multiple AAI Revisions screen, Item Number Beginning with PT**

00122 Multiple AAI Revisions

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Full Detail  
Toggle Screen Format  
Clear Screen

Action Code: T  
Item Number: PT\*

Item	Business	Obj	Sub	Description
PT	00000	100	R 4433	R Accrued Use/Self Assessment
PT	00064	6400	R 4433	R Accrued Use/Self Assessment
PT	00067	6700	R 4433	R Accrued Use/Self Assessment
PTNSH	00000	100	R 1240	R VAT Recoverable on Purchases
PTNSH	00000	50	R 4433	R Use Tax Payable on Purchases
PTTXX	00000	100	R 4433	R Accrued Use/Self Assessment
PTTXX	00064	6400	R 4433	R VAT Recoverable on purchases
PTTXX	00067	6700	R 4433	R VAT Recoverable on purchases
PTTXX	00100	100	R 4433	R Use Tax Payable on Purchases
PTVAT	02009	2009	R 1240	R VAT Recoverable on purchases
PTVAT	00001	1	R 1240	R VAT Recoverable on purchases
PTVAT	00070	70	R 1240	R VAT Recoverable on purchases
PTVAT	00100	100	R 1240	R VAT Recoverable on purchases
PTVAT	00000			N Deferred VAT

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

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 AAI's 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 AAI's:

- 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.

## 39.6 Setting Up Retainage Payables (PCRETN)

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



**Figure 39–6 Multiple AAI Revisions screen , Item Number Beginning with PCRETN**

P Number	Co	Business Unit	Obj	Acct	Sub	Description
PCRETN	00000		0	4140	R	Retainages Payable
PCRETN	00050	50	R	4140	R	Retainages Payable
PCRETN	02000	2000	R	4140	R	Retainages Payable
PCRETN	02000	2000	R	4140	R	Retainages Payable

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.

## 39.7 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

**Figure 39–7 Multiple AAI Revisions screen, Item Numbering Beginning with PCVATP**

[illegible]

You must follow these guidelines when you set up your PCVATP AAs:

- 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.

## 39.8 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

**Figure 39–8 Multiple AAI Revisions screen, Item Numbering Beginning with PCVATD**

[illegible]

You must follow these guidelines when you set up your PTVATD AAs:

- The Item Number must be PTVATD.
- The account for deferred VAT recoverables must include a business unit and an object account.
- The account for deferred VAT recoverables 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 PCVATP AAI.





---

## Understand Next Numbers

This chapter contains these topics:

- [Section 40.1, "What You Should Know About"](#)
- [Section 40.2, "Next Numbers for Contracts"](#)
- [Section 40.3, "Next Numbers for Payment Vouchers"](#)

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 *JD Edwards World General Accounting I 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.

---

### 40.1 What You Should Know About

Topic	Description
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.

#### Navigation

From Subcontract Management (G44), enter 29

From Subcontract Management System Setup (G4441), choose Next Numbers

### 40.2 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.

**Figure 40–1** Next Numbers screen, Procurement System

0002 Next Numbers

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Next Numbers by Comp  
Clear Screen

0002 Next Numbers

Action Type 1  
Product Code 43 Procurement

Use	Next Number	Check Digit
Requisition	990	N
RFQ	552	N
Purchase Order	11809	N
Change Order	638	N
Blanket Order	515	N
Subcontract	218363	N
Receipt Doc.	8464	N
Direct Ship	2426	N
Transfer	1297	N

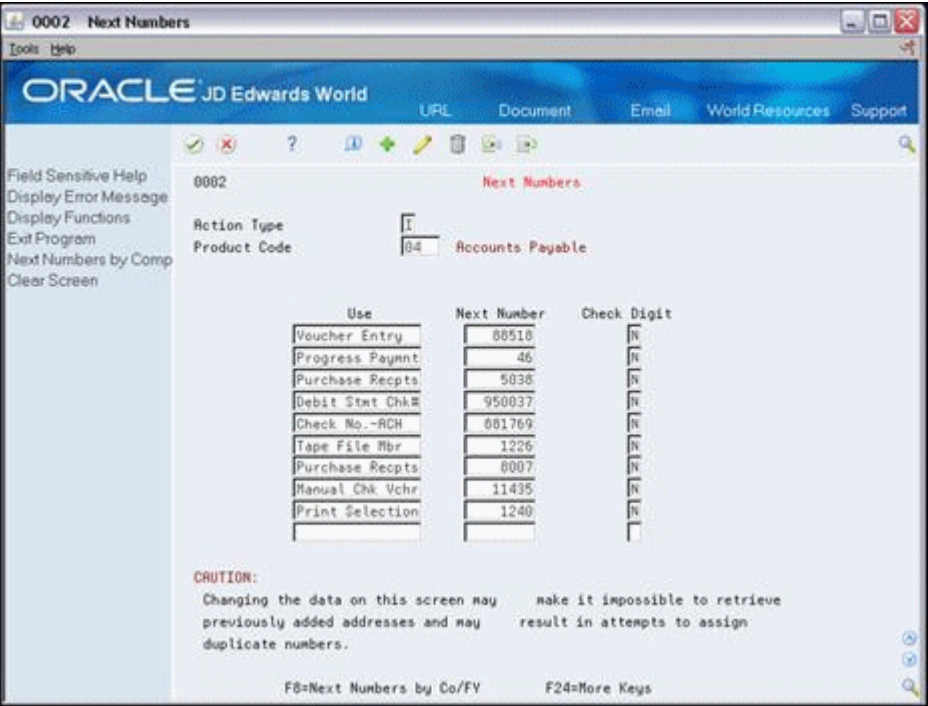
**CAUTION:**  
Changing the data on this screen may make it impossible to retrieve previously added addresses and may result in attempts to assign duplicate numbers.

F8=Next Numbers by Co/FY F24=More Keys

## 40.3 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.

Figure 40-2 Next Numbers screen, Accounts Payable System



accounts payable

\*\*\*\*\*



## Subcontract Management User Defined Codes

This chapter contains this topic:

- [Section 41.1, "Setting Up 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).

## 41.1 Setting Up Subcontract Management User-Defined Codes

### Navigation

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.

**Figure 41–1 General User Defined Codes screen**

00051 General User Defined Codes

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
More Details  
User Defined Code Type  
Repository Services  
Redisplay Previously C  
Memo (Cursor Sensitive  
Where Used  
Alternate Lang Desc (C  
Print User Defined Code  
Clear Screen

00051 General User Defined Codes

System Code 42  
User Defined Codes MC  
Skip To Code  
Hold Codes

Action Code

02 Character

Code	Description	Description-2
	Blank - Hold Codes 42/MC	
B1	Budget Hold	Validate & Release Budget Hold
C1	Credit Hold	
DH	EDI Customer Discrepancy Hold	
L1	Order Level 1	Set Limits in 40/LM
L2	Order Level 2	Set Limits in 40/LM
L3	Order Level 3	Set Limits in 40/LM
L4	Order Level 4	Set Limits in 40/LM
L5	Order Level 5	Set Limits in 40/LM
MN	Minimum Value Checking	Based on Billing Instructions
MX	Maximum Value Checking	Based on Billing Instructions
M1	Margin Order Hold	
M2	Margin Line Hold	
PA	Product Allocation Hold	Preference Profile Processing

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

## Set Up Payment Processing

This chapter contains these topics:

- [Section 42.1, "Setting Up Subcontractor Information for Contract Progress Payments"](#)
- [Section 42.2, "Verifying Print Options for Payments"](#)

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.

**Figure 42–1 Contract Payment Example**

* 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

<b>CHECK NUMBER</b>	
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:

- [Section 42.1, "Setting Up Subcontractor Information for Contract Progress Payments"](#)
- [Section 42.2, "Verifying Print Options for Payments"](#)

## 42.1 Setting Up Subcontractor Information for Contract Progress Payments

### Navigation

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 *JD Edwards World 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



**Figure 42–2 Supplier Master Information screen**

01054 Supplier Master Information

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Address Book Control F  
Exit Program  
Who's Who  
Memo  
Bank Codes  
Exit to Name Search  
Call Auxiliary Program  
Exit to Address Book  
Address Status Window  
Purchasing Instructions  
Category codes  
Retrieve Vertex GeoCod  
CIF Index  
Exit to A/P Co/Business  
Clear Screen

01054 Supplier Master Information

Action Type [T]  
Supplier Number. 33030 GIBSON ELECTRICAL CONTRACTORS, INC.  
Long Address Number. Preferred Status ☐

Payment Information

Credit Message  
Factor/Special P 33030 GIBSON ELECTRICAL CONTRACTORS, INC.  
Parent Number  
Logging Approver  
Payment Handling  
Payment Terms Net 30 Days  
Payment Instr M Contract Checks (  
Reference  
Payment Method

Multiple Checks (Y/N/C) ☐  
Check Float Days  
Ledger Inq Sequence  
Bank Record Type  
Print BRCS Remittance

Currency & Tax Information

Withholding %  
Tax Authority  
Tax Expl Code Tax Rate/Area.  
Currency. USD U.S. Dollar  
Rmt. Currency USD

Accounting Distribution Information

G/L Class Model JE Type/Doc/Co  
Default Exp Acct

F5=Who F6=Memo F8=Bank codes F9=Srch F11=Addr F14=Cat codes F24=More

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><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>

## 42.2 Verifying Print Options for Payments

### Navigation

From Automatic Payment Processing (G043), enter 29

From Accounts Payable Setup (G0441), choose Automatic Payment Setup

From Automatic Payment Setup (G0441), choose Payment Instrument Defaults

### 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.

**Figure 42-3 Payment Instrument Defaults screen**

**0417 Payment Instrument Default**

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
More Details  
UDC'S  
Clear Screen

0417 Payment Instrument Defaults

Action Code: I  
Skip To:

P I	Description	Bank Account	Cur Cod	Write Program	Register Program
<input type="checkbox"/>	Default A/P			P04572	P04576
<input type="checkbox"/>	C Check - 8 3/4"			P04572	P04576
<input type="checkbox"/>	C Check - 8 3/4"	6400.1110.BEAR		P04572	P04576
<input type="checkbox"/>	C Check - 8 3/4"	6700.1110.BEAR		P760472A	P04576
<input type="checkbox"/>	D Drafts (AR & AP)			P04572N	P04576N
<input type="checkbox"/>	D Drafts (AR & AP)	6700.1110.BEAR		P7604722	P04576N
<input type="checkbox"/>	E	6700.1110.BEAR		P7604721A	P04576
<input type="checkbox"/>	G			P0457261	P04576
<input type="checkbox"/>	I			P0457211	P045761
<input type="checkbox"/>	J			P04572F1	P04576
<input type="checkbox"/>	J	6700.1110.BEAR		P7604721A	P7604721
<input type="checkbox"/>	K			P0457251	P04576
<input type="checkbox"/>	L			P04572L1	P04576
<input type="checkbox"/>	M Contract Checks			P04572J	P04576
<input type="checkbox"/>	R			P04572F2	P04576
<input type="checkbox"/>	T EFT CTX Format			P04572T2	P045761

Opt: 9=Delete F4=Details F5=User Defined Codes F24=More Keys

---

## Create a Model Log

This chapter contains these tasks:

- [Section 43.1, "Creating a Model Contract"](#)
- [Section 43.2, "Entering Log Information"](#)

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.

### 43.1 Creating a Model Contract

#### Navigation

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

**Figure 43–1 Subcontract Entry screen**

**44001 Subcontract 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 Redispatch  
 Subcontract Search  
 Exit to Address Book  
 Toggle for Summary/Re  
 Refresh Subcontract Re  
 Subcontract Financial S  
 Subcontract Log Revisi  
 Print Subcontract Detail  
 Clear Screen

**44001 Subcontract Entry** Processing Mode: 1

Action Code: [R]  
 Contract Number: 00000000 [OS] Description: Model Log 00000000  
 Contract Co: 00000  
 Supplier: 3400 Digger, Inc.  
 Tax Expl Code: [ ] Person/Corp: C  
 Tax Rate/Area: [ ] Tax ID: 811234567  
 Retainage %: [ ] Mode (F): [F]  
 A/R Document: [ ] Base Currency:  
 Purge Code: [ ] Contract Curr.: USD  
 Hold Code: [ ] Exchange Rate:  
 Payment Remark: [ ]

**Contract Recap/Summary:**  
 Original Amount:  
 Revised Amount:  
 Last Chg Order: 000

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

2. Complete the following fields:
  - Contract Type
  - Contract Company
3. Complete the following field with any subcontractor:
  - Supplier

## 43.2 Entering Log Information

### Navigation

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

Figure 43-2 Subcontract Log Revisions screen

2. Complete the following fields:

- Log Type
- Status
- Required Date
- Pay Effect

**To enter descriptive text**

After you enter general information, you can enter descriptive text.

1. On Subcontract Log Revisions, to locate the contract, complete the following field:
  - Contract Number
2. Enter 1 in the Option field next to a line item.

**Figure 43–3 Subcontract Log Details screen**

4303 Subcontract Log Detail

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

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

4303 Subcontract Log Details

Action Code  
 Contract No OS 00000  
 Description Signed Contract  
 Status (Y/N)  
 Issue Date  
 Cat Code 1  
 Carrier

Log Type S  
 Remark Submit Signed Contract  
 Pay Effect Y  
 Expired  
 Cat Code 2  
 Cat Code 3

ID Code  
 Required

Text

You can enter any descriptive text for the line item of the model contract.

Option: 1=Insert Line 9=Delete Line F5=Renumber Text F24=More

3. On Subcontract Log Details, enter the descriptive text for the line item.

# Part V

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## Processing Options

This part contains these chapters:

- [Chapter 44, "Project Setup Processing Options"](#)
- [Chapter 45, "Periodic Processing Options"](#)
- [Chapter 46, "Advanced & Technical Processing Options"](#)





## Project Setup Processing Options

This chapter contains these topics:

- [Section 44.1, "Job Master Revisions \(P510063\)"](#)
- [Section 44.2, "Job Revisions by Company \(P51006\)"](#)
- [Section 44.3, "Name Search \(P01200\)"](#)
- [Section 44.4, "Supplier Master Information \(P01054\)"](#)
- [Section 44.5, "Contract Entry \(P44001\)"](#)
- [Section 44.6, "Commitment Revisions \(P4402\)"](#)
- [Section 44.7, "Contract Log Revisions \(P4304\)"](#)
- [Section 44.8, "Commitment Revisions \(P4402\)"](#)
- [Section 44.9, "Progress Payments \(P43105\)"](#)
- [Section 44.10, "General Ledger Post \(P09800\)"](#)
- [Section 44.11, "A/P Speed Release \(P04114\)"](#)
- [Section 44.12, "Create Payment Groups \(P04570\)"](#)

### 44.1 Job Master Revisions (P510063)

Processing Option	Processing Options Requiring Further Description
DEFAULT PROCESSING:	
1. Enter the default Business Unit Type.	
Leave blank (default) to display " " (blank) Business Unit Type.	
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>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>
DW VERSION SELECTIONS:	
3. Enter the Budget Setup (P510121) DREAM Writer version for the related function key exit. The default is version 'ZJDE0001'.	

Processing Option	Processing Options Requiring Further Description
4. Enter the Job Status Inquiry (P512000) DREAM Writer version for the related function key exit. The default is version 'ZJDE0001'.	
5. Enter the Job Master Revisions (P5108) DREAM Writer version for the related function key exit. The default is 'ZJDE0001'.	
PAYROLL FIELD DISPLAY SELECTION:	
6. Enter a '1' to suppress all payroll fields from appearing on the screen. Default of blank will display these fields.	
EDIT OPTION:	
7. Enter a '1' to issue a WARNING when a Job's Company is changed if the Job has accounts attached to it. Enter a '2' to issue an ERROR. Leave blank (default) for no edit.	
REQUIRED FIELD OPTIONS:	
8. Enter a '1' to require the entry of Job Category Code Information when adding a Job Master.	

## 44.2 Job Revisions by Company (P51006)

Processing Option	Processing Options Requiring Further Description
DEFAULT OPTIONS:	
1. Enter a default Business Unit ("B.U.") Type, or enter an asterisk ("*") to display all B.U. Types. Leave blank (default) to display B.U. Type ' ' (blank).	
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).	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.
DW VERSION SELECTION:	
3. Enter the Budget Setup (P510121) DREAM Writer version for the related option selection exit. The default is version 'ZJDE0001'.	
4. Enter the Job Master Revisions (P5108) DREAM Writer version for the related selection option exit. The default is 'XJDE0001'.	
EDIT OPTION:	
5. Enter a '1' to issue a WARNING when a Job's Company is changed if the Job has accounts attached to it. Enter a '2' to issue an ERROR. Leave blank (default) for no edit.	

## 44.3 Name Search (P01200)

Processing Option	Processing Options Requiring Further Description
FORMAT CONTROL:	
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.	
<b>Note:</b> These are used with your format function key F5.	
Addr Line One	
City	
Phone Number	
Address Book No.	
Credit Message	
DEFAULT SEARCH TYPE:	
2. Enter the default Search Type that should appear upon entry into Name Search.	

## 44.4 Supplier Master Information (P01054)

Processing Option	Processing Options Requiring Further Description
ADDITIONAL MAINTENANCE:	
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.	
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.	
AUDIT LOG FILE:	
6. Enter a '1' to utilize the Audit Log file (F0101A).	
SEARCH TYPE:	
7. Enter the search type value for suppliers. Default is 'V'.	
CURRENCY PROCESSING:	
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.	

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSIONS:	
Enter the version for each program.	
If left blank, ZJDE0001 will be used.	
9. Control Revisions (P010513)	

## 44.5 Contract Entry (P44001)

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 display the AIA Document field.	
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:	

Processing Option	Processing Options Requiring Further Description
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.	

## 44.6 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.	
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.	
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.	
Leave blank to allow the change but issue a warning.	
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.	
Leave blank for no edit.	

Processing Option	Processing Options Requiring Further Description
12. Enter the Budget Ledger Type to use for the budget edit above.  Leave blank to use the Revised Budget Ledger Types defined in User Defined Codes (System 51, Codes RB/RU).	
COMMITMENT DESCRIPTION OPTION:	
13. Enter '1' to retrieve the Commitment Distribution line description from the account.  Leave blank to retrieve it from the cost code header account.	
DW VERSION SELECTION:	
14. Enter the Contract Entry (P44001) DREAM Writer version for the related function key exit.  The default is version 'ZJDE0001'.	
15. Enter the Pay Point Percentage Allocation (P44642) DREAM Writer version for the function key exit.  The default is 'ZJDE0001'.	
NOTE: This is for the Home Builders product only.	

## 44.7 Contract Log Revisions (P4304)

Processing Option	Processing Options Requiring Further Description
DEFAULT OPTION:	
1. Enter the default Contract Type.  Leave blank to default Type 'OS'.	

## 44.8 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.	

Processing Option	Processing Options Requiring Further Description
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.	
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.	
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. Leave blank to allow the change but issue a warning.	
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. Leave blank for no edit.	
12. Enter the Budget Ledger Type to use for the budget edit above.  Leave blank to use the Revised Budget Ledger Types defined in User Defined Codes (System 51, Codes RB/RU).	
COMMITMENT DESCRIPTION OPTION:	
13. Enter '1' to retrieve the Commitment Distribution line description from the account.  Leave blank to retrieve it from the cost code header account.	
DW VERSION SELECTION:	
14. Enter the Contract Entry (P44001) DREAM Writer version for the related function key exit. The default is version 'ZJDE0001'.	
15. Enter the Pay Point Percentage Allocation (P44642) DREAM Writer version for the function key exit. The default is 'ZJDE0001'.	
<b>NOTE:</b> This is for the Home Builders product only.	

## 44.9 Progress Payments (P43105)

Processing Option	Processing Options Requiring Further Description
DEFAULT OPTION:	
1. Enter the default Contract Type. Leave blank to default Type "OS".	

Processing Option	Processing Options Requiring Further Description
VOUCHER NUMBERING:	
2. Enter a two digit next number index for voucher numbering.	
Leave blank to default index "01".	
<b>Note:</b> Index "01" will cause voucher numbers to be assigned from the A/P list of standard voucher numbers.	
RETAINAGE OPTIONS:	
3. Enter '1' to default retainage from the contract.	
4. Enter a Pay Status to default for Retainage records.	
Leave blank to default Pay Status "H" (Held).	
DW VERSION SELECTION:	
5. Enter the Commitment Revision (P4402) DREAM Writer version for the related function key exit.	
The default is version "ZJDE0001".	
G/L OFFSET SELECTION:	
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.	
<b>Note:</b> Retention records are always created with the G/L Offset "RETN".	
EDITING OPTION:	
7. Enter '1' to edit the Progress Payments against the Job Master Job Status (posting edit).	
DISPLAY OPTIONS:	
8. Enter '1' to display Progress Payments in account number sequence.	
Leave blank to sequence them by change order number.	
9. Enter '1' to suppress the display of contract lines with no commitments or payments.	
Leave blank to display all lines of the contract.	
DISPLAY OPTIONS (Cont'd):	
10. Choose when to display the outstanding log detail warning message:	
'1' = Display it upon verification of status, pay effect and expiration date (double cycle).	
'2' = Display it upon verification of status, pay effect, required date and expiration date (double cycle).	
Blank = Display it upon verification of status, pay effect and expiration date (single cycle) (default).	
11. Enter '1' to display a flashing log detail warning message. Leave blank for a non-flashing message.	



Processing Option	Processing Options Requiring Further Description
12. Enter '1' to display the quantity field on the main detail line.  Leave blank to display the amount field on the main detail line.	
13. Enter '1' to suppress the display of the Sales/Use Tax fields.	
14. Enter '1' to display the Homebuilder Format.	
OVERPAYMENT EDIT SELECTIONS:	
15. Enter '1' to prevent overpayment of line items.  Leave blank to issue a warning when an overpayment occurs.	
16. Enter '1' to prevent overpayment of the contract.  Leave blank to issue a warning when an overpayment occurs.	
UNIT PRICE VARIANCE SELECTIONS:	
17. Enter the maximum allowed percent variance for Unit Priced contract lines (for example, enter 2 1/2% as '2.5').	
18. Enter the maximum allowed amount variance for Unit Priced contract lines.  <b>Note:</b> If Options 16 and 17 are both blank, the default is zero variance.	
PAY STATUS DEFAULT PROCESSING:	
19. Enter the Pay Status to default when outstanding log details exist.  Leave blank to default to the data dictionary.	
20. Enter the Pay Status to default when no outstanding log details exist.  Leave blank to default to the data dictionary.	
PAYMENT OPTIONS:	
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.  <b>Note:</b> 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.	
VAT ON RETENTION:	
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.  <b>Note:</b> Applies to tax explanation codes V and C. Retention must be released using Progress Payments to use this option.	

## 44.10 General Ledger Post (P09800)

Processing Option	Processing Options Requiring Further Description
BATCH SELECTION:	
1. Enter Batch Number or Batch Date or Batch User ID	
PRINT SELECTION:	
2. Identify how to print amount fields on Post Journal:	
'1' = to Millions (w/ commas)	
'2' = to Billions (w/o commas)	
Blank (Default) = No Journal Printed.	
3. Identify which account number to print on report:	
'1' = Account Number	
'2' = Short Account ID	
'3' = Unstructured Account	
'4' = (Default) Number Entered During Input	
FIXED ASSETS:	
4. Enter a '1' to post F/A entries to Fixed Assets.	
<b>Note:</b> 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.	
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.)	
CASH BASIS ACCOUNTING:	
6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)	
7. Enter units ledger type for Cash Basis Accounting entries.	
(Default of blank will use "ZU" ledger type.)	
ACCOUNTING FOR 52 PERIODS:	
8. Enter a '1' for 52 Period Post.	
<b>Note:</b> 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.	
TAX FILE UPDATE:	
9. Identify when to update the Tax Work file (F0018):	
'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	
<b>Note:</b> When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.	

Processing Option	Processing Options Requiring Further Description
10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'. '1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount	
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'. '1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount	
PROPERTY MANAGEMENT:	
12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '/'.)	
UPDATE OPTION:	
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.)	
REPORT FORMAT:	
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.	
DETAILED CURRENCY RESTATEMENT:	
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.	
16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.	
RECONCILIATION FILE PROCESSING:	
17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file. <b>Note:</b> The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.	
REVERSING JOURNAL ENTRIES:	

Processing Option	Processing Options Requiring Further Description
<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><b>Note:</b> This option should NOT be changed by User.</p>	

## 44.11 A/P Speed Release (P04114)

Processing Option	Processing Options Requiring Further Description
<p>TOTAL DISPLAYS:</p> <p>1. Enter a '1' to display the Pay Status 'A' Total and the Grand Total in the header portion of the screen.</p> <p><b>Note:</b> This may require additional processing time. These totals will still appear at the end of the screen detail.</p>	
<p>FORMAT CONTROL:</p> <p>2. Enter format numbers (1-4) to indicate which formats will appear and in what order.</p> <p>If all are left blank, all formats will appear in the order shown below.</p> <p>Discount Amount</p> <p>Approver Number</p> <p>Supplier Invoice Number</p> <p>Net Due Date</p> <p><b>Note:</b> These are used with the format selection function key.</p>	
<p>PRE-LOADED DATA SELECTIONS:</p> <p>3. Any values that are entered for the following fields will be loaded on screen.</p> <p>Pay Status</p> <p>Document Type</p> <p>G/L Offset (*=All)</p> <p>Currency Code (*=All)</p> <p>Payment Instrument (*=All)</p> <p>Approver Number (*=All)</p>	
<p>PRE-LOADED ADDITIONAL SELECTIONS:</p>	

Processing Option	Processing Options Requiring Further Description
4. Any values that are entered for the following fields will be loaded into the Additional Selections. Total Inquiry Amount Supplier Invoice Number Consolidation Code Bank Record Type	
DREAM WRITER VERSION:	
5. Enter the Version of Vendor Ledger Inquiry to be called. If left blank, the default of ZJDE0001 will be used.	
EDIT ON BANK ACCOUNT:	
6. If using alternate currency payments, enter a '1' if you do not want to edit the G/L Bank Account's Currency.	

## 44.12 Create Payment Groups (P04570)

Processing Option	Processing Options Requiring Further Description
PAYMENT SELECTION:	
1. Enter in either a Pay Thru date or the number of displacement days from today. Pay Thru Date Displacement Days	
2. Enter a '1' to include all Credit Memos in this payment run regardless of Due Date.	
DISCOUNT DATE:	
3. Enter the cutoff date for allowing discounts. Pay items with a due date prior to this date will not take a discount. If left blank, all discounts will be taken.	
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. If left blank, the Net Due Date will not be considered.	
AMOUNT RANGE:	

Processing Option	Processing Options Requiring Further Description
5. Enter the payment amount range to be included in this pre-payment run.  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.  Minimum Amount Min Pay Instrument Maximum Amount Max Pay Instrument Currency Code	
COMPANY PROCESSING:	
6. Enter a '1' to create a different payment by company. Leave blank to process multiple companies on each payment.	
DUE DATE PROCESSING:	
7. Enter a '1' to print a separate payment by due date.  If left blank a separate payment by due date will not be printed.  <b>Note:</b> If choosing this option, the DREAM Writer sequence should be set to include Due Date after Alternate Payee Address Number.	
PAYEE PROCESSING:	
8. Enter a '1' to create one payment per payee regardless of supplier.	
PRINT CONTROL:	
9. Enter a '1' to print a special attachment when payment detail information will not print on the stub.	
10. Enter the sequence ID which will order the payments when printed.	
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.	
12. Enter a '1' to print contract information on the report.	
13. Enter a '1' to print job information on the report.  <b>Note:</b> If choosing either option 10 or 11, payments should be sequenced by contract number.	
PAY ITEM SUMMARIZATION:	
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	

Processing Option	Processing Options Requiring Further Description
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.	
BANK ACCOUNT:	
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. <b>Note:</b> This must be a Short Acct ID.	
CURRENCY PROCESSING:	
17. Enter one of the following values to indicate which currency should be used for payment. ' ' - Bank Account Monetary Unit '1' - Voucher Domestic Currency '2' - Voucher Foreign Currency '3' - Current Domestic Amount '4' - Alternate Currency Payment If Alternate Currency payment, enter the currency code of the payment. If Current Domestic payment, enter Effective Date to retrieve exchange rate. If blank, the system date will be used.	
BUSINESS UNIT PROCESSING:	
18. Enter a '1' to use the business unit as a selection criterion in the creation of a Payment Control Group. If left blank, business unit will not be considered and one PCG may include vouchers with different business units.	
ELECTRONIC FUNDS TRANSFER/EDI ONLY:	
19. Enter a '1' if you will be using tape output and would like to see tape information on the edit report. If left blank, no tape information will appear on the report.	
20. Enter a '1' if using tape output and you would like to be notified if Supplier is set to Pre-Note status. <b>Note:</b> PRE will print under Supplier Name.	
21. Enter a '1' to issue an error on the edit report if the Payee's EFT/EDI bank information does not exist.	
22. Enter a '1' to issue an error on the edit report if a G/L Bank Account's X12 information does not exist.	
23. Enter an override Effective Date and Bank Type to use to retrieve Bank Account/Transit data. If left blank, the System Date and the Bank Type on the voucher will be used. Effective Date Bank Type	

Processing Option	Processing Options Requiring Further Description
CALCULATE WITHHOLDING:	
24. Enter a '1' submit the Calculate Withholding program (P04580) prior to running Pre-Payments. If left blank, Calculate Withholding will not be run. <b>Note:</b> The voucher withholding pay items created will not be posted.	
25. Enter the DREAM Writer version number of the Calculate Withholding program to be run. If left blank, version ZJDE0001 will be used.	
USER EXIT OPTION:	
26. Enter the User Exit program name. If left blank the name 'X04570E' will be used.	



## Periodic Processing Options

This chapter contains these topics:

- Section 45.1, "Contract Search (P44210)"
- Section 45.2, "Contract Financial Inquiry (P44200)"
- Section 45.3, "Open Order Inquiry (P44230)"
- Section 45.4, "Commitment/Encumbrance Inquiry (P40230)"
- Section 45.5, "Budget Comparison (P432121)"
- Section 45.6, "Summary Contract Status Report (P44425)"
- Section 45.7, "Contract Detail Status Report (P44421)"
- Section 45.8, "Contract Detail by Supplier (P43421)"
- Section 45.9, "Unit Price Contract Report (P44500)"
- Section 45.10, "Contract Detailed Status Report (P44450)"
- Section 45.11, "Commitment Transaction Analysis (P44600)"
- Section 45.12, "Committed Cost Detail (P44435)"
- Section 45.13, "Contract Summary (P434201)"
- Section 45.14, "Application for Payment (P44440)"
- Section 45.15, "Contract Detail Print - Single Contract (P4401P)"
- Section 45.16, "Committed Cost Report (P44430)"
- Section 45.17, "Contract Listing (P44310)"
- Section 45.18, "Log Report with Update (P44300)"
- Section 45.19, "Open Items Integrity Report (P44410)"
- Section 45.20, "Commitment Integrity - F1011 (P40910)"
- Section 45.21, "Base Agreement Release (P44800)"

### 45.1 Contract Search (P44210)

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#### Processing Option

#### Processing Options Requiring Further Description

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FORMAT DISPLAY OPTION:

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Processing Option	Processing Options Requiring Further Description
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'.	

## 45.2 Contract Financial Inquiry (P44200)

Processing Option	Processing Options Requiring Further Description
DEFAULT OPTIONS:	
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.	
DISPLAY OPTIONS:	
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.	

## 45.3 Open Order Inquiry (P44230)

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.	
DEFAULT PROCESSING:	

Processing Option	Processing Options Requiring Further Description
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.	
STATUS SELECTION:	
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: a. From Status: b. To Status:	
DW VERSION SELECTION:	
5. Enter the Purchase Order Entry (P4311) DREAM Writer version for the related option exit.  The default is version 'ZJDE0005'.	
6. Enter the Contract Entry (P44001) DREAM Writer version for the related option exit.  The default is version 'ZJDE0001'.	
DISPLAY OPTIONS:	
7. Select the amount to display on the first line of the subfile:  '1' = Original contract amount. '2' = Original amount + changes. Blank = Open amount.	
8. Select the amount to display in the fold area of the subfile:  '1' = Open contract amount. '2' = Original amount + changes. Blank = Original amount.	

## 45.4 Commitment/Encumbrance Inquiry (P40230)

Processing Option	Processing Options Requiring Further Description
DEFAULT VALUES:	
1. Enter the order type to be selected. If left blank, all order types are selected.	
2. Enter a '1' to display purchasing change order audit records. If left blank, only commitment records are displayed.	
DREAM WRITER VERSIONS: Enter the version for each program: If left blank, ZJDE0001 will be used.	
3. Purchase Order Entry (P4311)	
4. Contract Entry (P44001)	

## 45.5 Budget Comparison (P432121)

Processing Option	Processing Options Requiring Further Description
PROMPTING CONTROL:	
1. Enter a '1' to sequence by Cost Center, Subsidiary. (Default is to sequence by Cost Center, Object Account)	
DREAM WRITER VERSIONS: Enter the version for each program: If left blank, ZJDE0001 will be used.	
2. Open Order Inquiry (P430301)	
BUDGETING VALUES:	
3. Enter the Budget Ledger type.	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.
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).	

## 45.6 Summary Contract Status Report (P44425)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	
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.	
PRINT OPTIONS:	
2. Enter '1' to print the associated job budget for contract cost codes.	
3. Enter '1' to print the job cost coding.	
4. Enter '1' to print the Job description on detail lines, or enter '2' to print the Supplier description on detail lines.	
5. Enter '1' to print the long form on 198 column paper. Leave blank to print on 132 column paper.	
6. Enter '1' to single space after printing total lines. Leave blank to double space.	
7. Enter '1' to suppress the printing of a Budget total line.	

Processing Option	Processing Options Requiring Further Description
8. Enter '1' to print subledger and subledger type. Leave blank for no subledger and type. <b>NOTE:</b> If you select this option, subledger and subledger type should also be selected in the data sequencing portion of the DREAM Writer version.	

## 45.7 Contract Detail Status Report (P44421)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	
1. Enter the Fiscal Period Number (01 thru 14). Leave blank (default) to use the Financial Reporting Period.	
2. Enter the Fiscal Year. Leave blank (default) to use the Financial Reporting Year.	
PRINT OPTIONS:	
3. Enter '1' to print the report in detail. Leave blank (default) for summarized.	

## 45.8 Contract Detail by Supplier (P43421)

Processing Option	Processing Options Requiring Further Description
GENERAL LEDGER PROCESSING:	
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).	
DATE SELECTION:	
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.	
REPORT PRINT CONTROL:	
3. Enter '1' to print the Supplier address on the report.	
4. Enter '1' to omit page breaking by Supplier. Leave blank (default) to start a new page for each Supplier.	
5. Enter '1' to print the subledger and subledger type. Leave blank (default) to not print them.	

## 45.9 Unit Price Contract Report (P44500)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	
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'.	
PRINT OPTIONS:	
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.	

## 45.10 Contract Detailed Status Report (P44450)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	
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.	
PRINT OPTIONS:	
2. Enter '1' to print the subledger and subledger type. Leave blank (default) to suppress printing them.	
3. Enter '1' to print the Supplier number. Leave blank (default) to suppress printing it.	
<b>NOTE:</b> 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.	

## 45.11 Commitment Transaction Analysis (P44600)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	

Processing Option	Processing Options Requiring Further Description
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.	
SUBLEDGER SELECTION:	
2. Enter a specific subledger, or enter an asterisk ("*") for all subledgers.	
3. Enter a subledger type if you entered a subledger above.	
4. Enter '1' to summarize the detail.	
5. Enter '1' to omit printing non- contract information.	

## 45.12 Committed Cost Detail (P44435)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	
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.	
PRINT OPTIONS:	
2. Enter '1' to print only Open transactions. Leave blank to print both Open and Paid transactions.	
3. Enter '1' to omit printing the total headings before the detail lines. Leave blank (default) to print all report headings.	
4. Enter '1' to print the long form on 198 column paper. Leave blank to print on 132 column paper.	

## 45.13 Contract Summary (P434201)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	
1. Enter '1' to print the Job address. Leave blank to omit it.	
2. Enter '1' to suppress the printing of budget information.	
3. Enter '1' to suppress the totaling of budget information.	
4. Enter '1' to print the subledger and subledger type. Leave blank to omit them.	

Processing Option	Processing Options Requiring Further Description
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DATE SELECTION:

5. 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.

---

## 45.14 Application for Payment (P44440)

Processing Option	Processing Options Requiring Further Description
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UNIT SELECTION:

1. Enter '1' to include units with progress billing.

Leave blank (default) for amounts only.

---

DATE SELECTION:

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 for Co. "00000" then today's system date will be used.

---

CONTRACTOR SELECTION:

3. Enter '1' to select only those contractors that have current vouchers payable.

Leave blank (default) to select all contractors.

---

PRINTING:

4. Enter a '1' to page break on every change order (or lot).

---

HOMEBUILDER FORMAT:

5. Enter a '1' to print in Homebuilder format.

---

HOMEBUILDER MANAGEMENT:

6. Enter the range of lots to print:

From Lot

Through Lot

---

## 45.15 Contract Detail Print - Single Contract (P4401P)

Processing Option	Processing Options Requiring Further Description
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---

PRINT OPTIONS:

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.

---



Processing Option	Processing Options Requiring Further Description
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.	

## 45.16 Committed Cost Report (P44430)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	
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.	
PRINT OPTIONS:	
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.	
5. Enter '1' to print the subledger and subledger type.	
Leave blank to suppress the printing of subledger and type.	

## 45.17 Contract Listing (P44310)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	
1. Select one of the following to print:	
'1' = Full contract detail.	
'2' = Summary by cost code.	
blank = Summary by change order.	
2. Enter '1' to suppress page breaking at the change of a contract.	
Leave blank (default) to start printing on a new page at the change of a contract.	

## 45.18 Log Report with Update (P44300)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	

Processing Option	Processing Options Requiring Further Description
1. Select the project management view to print: ' ' or '1' = Contract Management (system 44). '2' = Contract Billing (system 52). '3' = Change Management (system 53)	
2. Enter '1' to print the associated log text. Leave blank (default) to print no text.	
UPDATE STATUS:	
3. Enter a '1' to change unsatisfied, expired logs that have a Pay Effect of 'Y' to a Status of 'N'.	

## 45.19 Open Items Integrity Report (P44410)

Processing Option	Processing Options Requiring Further Description
REPORT SELECTION:	
1. Enter a '1' next to the type of records you want to print: 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.	
<b>NOTE:</b> Enter only one '1' per DREAM Writer version. If all are left blank, no report will print.	

## 45.20 Commitment Integrity - F1011 (P40910)

Processing Option	Processing Options Requiring Further Description
EFFECTIVE DATE:	
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.	
PRINT OPTIONS:	
2. Enter '1' to print all accounts, with and without commitment variances. Leave blank (default) to print only accounts with commitment variances.	
UPDATE OPTION:	

Processing Option	Processing Options Requiring Further Description
3. Enter a '1' to run this program in final mode. If left blank (default), the program will run in proof mode. <b>NOTE:</b> 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.	

## 45.21 Base Agreement Release (P44800)

Processing Option	Processing Options Requiring Further Description
FINAL/PROOF OPTION:	
1. Enter an "F" to run the program in final/update mode. Leave blank (default) for proof/edit mode.	
COMMITMENT UPDATE OPTION:	
2. Enter a "1" to update the commitment ledger as records are released. Leave blank (default) for no update of the ledger as records are released.	
BASE AGREEMENT RELEASE SPECIFICATIONS:	
3. Enter the Base Agreement Contract Type.	
4. Enter the released Contract Type (either "OS" or "OP").	
5. Enter the Job Master Plan Category Code number.	
6. Enter the Contract Release (Units Under Construction) Category Code number.	
7. Enter the Contract Release Category Code type.	
8. Enter the Preferred Supplier Hold Code type.	
9. To release specific types of work, enter specific Supplier Category Code types here. Leave all blank to release all Supplier Category Code types. > > > > >	
<b>NOTE:</b> You must enter values in all of these lines to exclude blank Supplier Category Codes.	
PRINT OPTION:	

Processing Option	Processing Options Requiring Further Description
<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

This chapter contains these topics:

- [Section 46.1, "Global Update - Short I.D. to Long I.D. \(P44999\)"](#)
- [Section 46.2, "Global Update - Contract Purge Code \(P44996\)"](#)
- [Section 46.3, "Batch File Purge \(P00PURGE\)"](#)
- [Section 46.4, "Post/Repost Committed Costs \(P00932\)"](#)
- [Section 46.5, "Restate Commitments \(P44910\)"](#)
- [Section 46.6, "Multiple Check Code Update \(P44995\)"](#)
- [Section 46.7, "Purge Contract Information \(P44990\)"](#)
- [Section 46.8, "Contract Integrity Report/Purge \(P44991\)"](#)

### 46.1 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).	

### 46.2 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".	

## 46.3 Batch File Purge (P00PURGE)

Processing Option	Processing Options Requiring Further Description
SAVE PURGED RECORDS:	
1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)	
REORGANIZE FILE:	
2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)	

## 46.4 Post/Repost Committed Costs (P00932)

Processing Option	Processing Options Requiring Further Description
FISCAL YEAR RANGE SELECTION:	
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.	

## 46.5 Restate Commitments (P44910)

Processing Option	Processing Options Requiring Further Description
REPORTING OPTIONS:	
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.	
EFFECTIVE DATE:	
2. Enter the effective date of the new currency rates that will be used to restate commitments.	

## 46.6 Multiple Check Code Update (P44995)

Processing Option	Processing Options Requiring Further Description
UPDATE OPTION:	
1. Select one of the following: '1' = Update the Multiple Check Code with 'C', and print a report. '2' = Update the Multiple Check Code with 'C', but do not print a report. Blank = Print an edit report only with no update (default).	

## 46.7 Purge Contract Information (P44990)

Processing Option	Processing Options Requiring Further Description
REMOVE DELETED RECORDS:	
1. Enter '1' to delete the records from the processed file (reorganize the file).	
FILE SELECTION:	
2. Enter '1' next to each file below to save the deleted records to a special purge library:	
a. F4301 - Contract Header	
b. F4311 - Commitment Distribution	
c. F4303 - Contract Log	
d. F4304 - Contract Log Detail Text	
e. F4404 - Commitment Distribution Text	
EDIT OPTION:	
3. Enter '1' to delete the contract information only if the Posting Edit Code of the contract's job is "P" (closed job).	
PRINT OPTION:	
4. Enter '1' to print detail information for every contract deleted.	

## 46.8 Contract Integrity Report/Purge (P44991)

Processing Option	Processing Options Requiring Further Description
PURGE OPTIONS:	
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.	
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.	
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.	
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.	
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.	

Processing Option	Processing Options Requiring Further Description
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.	
CORRECTION OPTION:	
7. Enter '1' to update A/P records (F0411) which have invalid Contract header information (F4301) with the 'new' Contract information.  Leave blank to print a proof report. Enter '*' to skip verification.	
PRINT OPTION:	
8. Enter '1' to page break between edit reports.  Leave blank for no page breaks.	



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