

# JD Edwards EnterpriseOne Applications

---

## **Subcontract Management Implementation Guide**

9.2

Copyright © 2011, 2022, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software" or "commercial computer software documentation" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

# Contents

<b>Preface</b>	<b>i</b>
<hr/>	
<b>1 Introduction to JD Edwards EnterpriseOne Subcontract Management</b>	<b>1</b>
JD Edwards EnterpriseOne Subcontract Management Overview	1
JD Edwards EnterpriseOne Subcontract Management Integrations	4
JD Edwards EnterpriseOne Subcontract Management Implementation	6
<b>2 Setting Up Subcontract Management</b>	<b>9</b>
Understanding System Setup	9
Setting Up Projects or Jobs	14
Setting Up Commitments	16
Converting Data to the Log Master Table	18
<b>3 Setting Up Suppliers</b>	<b>21</b>
Understanding Supplier Setup	21
Entering Supplier Information for Subcontract Orders	21
Managing Subcontractors	25
<b>4 Creating Contracts</b>	<b>27</b>
Understanding Contracts	27
Understanding Subcontract Orders	28
Setting Processing Options for Enter Subcontract Orders (P4310)	31
Entering Subcontract Order Header Information	50
Entering Subcontract Order Detail Information	55
Working with Orders on Hold	66
<b>5 Working with Commitments</b>	<b>69</b>
Understanding Commitments	69
Verifying Commitment Integrity	71
Reviewing Commitment Information for Subcontracts	74

Processing Commitment Rollovers	77
Working with Commitment Audit Trails	80
Posting Committed Costs to Jobs	82
<b>6 Working with Subcontract Logs</b>	<b>85</b>
Understanding Subcontract Logs	85
Entering Subcontract Log Information	86
Updating the Log Master	89
Updating Unsatisfied, Expired Logs	90
<b>7 Working with Order Information</b>	<b>93</b>
Understanding Data Purging	93
Reviewing Order Information	93
Working with Budgets	95
<b>8 Processing Receipts</b>	<b>105</b>
Understanding Receipt Processing	105
<b>9 Processing Progress Payments</b>	<b>107</b>
Understanding Progress Payments	107
Creating Subcontract Vouchers	109
Processing Retainage	138
<b>10 Processing Special Orders</b>	<b>145</b>
Understanding Special Orders Processing	145
<b>11 Processing Approvals</b>	<b>147</b>
Understanding Approval Processing	147
<b>12 Appendix A - JD Edwards EnterpriseOne Subcontract Management Reports</b>	<b>149</b>
JD Edwards EnterpriseOne Subcontract Management Reports	149
JD Edwards EnterpriseOne Subcontract Management Reports: A to Z	149
JD Edwards EnterpriseOne Subcontract Management Selected Reports	152

**Index** ..... **159**



# Preface

Welcome to the JD Edwards EnterpriseOne documentation.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## Related Information

For additional information about JD Edwards EnterpriseOne applications, features, content, and training, visit the JD Edwards EnterpriseOne pages on the JD Edwards Resource Library located at:

<http://learnjde.com>

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>Bold</b>	Boldface type indicates graphical user interface elements associated with an action or terms defined in text or the glossary.
<i>Italics</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<b>Monospace</b>	Monospace type indicates commands within a paragraph, URLs, code examples, text that appears on a screen, or text that you enter.
<b>&gt; Oracle by Example</b>	Indicates a link to an Oracle by Example (OBE). OBEs provide hands-on, step-by-step instructions, including screen captures that guide you through a process using your own environment. Access to OBEs requires a valid Oracle account.





# 1 Introduction to JD Edwards EnterpriseOne Subcontract Management

## JD Edwards EnterpriseOne Subcontract Management Overview

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

- Create and maintain contracts for the subcontractors on the jobs.
- Establish payment guidelines and make payments against the 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 contract commitments.
- Generate status reports for contracts and commitments.
- Create base agreements for 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 the subcontractors as they make progress against their jobs.

The JD Edwards EnterpriseOne Subcontract Management system has many features to help you manage contracts. The system helps you to manage contracts, commitments, and to process payments.

## Contracts

You create contracts for the subcontractors on 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 EnterpriseOne Subcontract Management system offers you these features to make the work with contracts as efficient as possible:

Contract Features	Description
Multiple contract types	You can manage a variety of contract types, including: <ul style="list-style-type: none"><li>• Construction contracts</li><li>• Maintenance contracts</li><li>• Professional service contracts</li></ul>

Contract Features	Description
	<ul style="list-style-type: none"> <li>• Fabrication contracts</li> <li>• Encumbered cost contracts</li> </ul>
Base agreement processing	<p>You can create base agreements. A base agreement enables you to set up various jobs so that you do not have to specify distribution commitments for each job individually. This helps you 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 contracts. These reports can indicate:</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 JD Edwards EnterpriseOne Job Cost and JD Edwards EnterpriseOne Subcontract Management systems.</li> </ul>
Change order updating	<p>Change orders direct the system to change the amount of money committed to a contract. You can create and update change orders easily. Change orders can standalone or be rolled 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 JD Edwards EnterpriseOne Subcontract Management system provides these 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 is associated 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 because of expired logs.</li> </ul> <p>In addition, you can enter extended 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 the system, and then copy and revise those models in the actual contracts.</p>
Contract inquiries	<p>You can review this 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>

## Commitments

A commitment is the money that you designate to pay against a contract. The JD Edwards EnterpriseOne Subcontract Management system provides you with these features to make the work with contract commitments as efficient as possible:

Commitment Feature	Description
Automatic audit trails	You can maintain an audit trail for committed costs. You can access JD Edwards EnterpriseOne Accounts Payable and JD Edwards EnterpriseOne General Accounting systems for an audit trail of progress payments.
User-defined commitment distribution rules	You can set up the system for these commitment distribution purposes: <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.</li> </ul>
Tax capabilities	You can assess several taxes on progress payments, including: <ul style="list-style-type: none"> <li>Sales</li> <li>Use</li> <li>Value added</li> </ul> <p>The JD Edwards EnterpriseOne Subcontract Management system also creates journal entries for the JD Edwards EnterpriseOne General Accounting and JD Edwards EnterpriseOne Job Cost systems and updates tax files.</p>

## Payment Processing

You process payments against the contracts as the subcontractors make progress against their jobs. Payments are charged against the committed money for a contract. The JD Edwards EnterpriseOne Subcontract Management system offers many features you can use to process progress payments, including:

Payment Processing Feature	Description
Flexible pricing methods for commitments.	You can use these pricing methods for the contract commitments: <ul style="list-style-type: none"> <li>Lump sum, where the contract price is fixed.</li> <li>Unit price, where the contract price is based on the number of units completed.</li> </ul>
Payment options.	You can use these options when you process the progress payments: <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 back charges and extras in addition to the committed amount</li> </ul>
Efficient progress payments.	The JD Edwards EnterpriseOne Subcontract Management system helps you manage the progress payments by:

Payment Processing Feature	Description
	<ul style="list-style-type: none"><li>• Issuing a warning if there are log requirements that have not been met when you try 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>

## JD Edwards EnterpriseOne Subcontract Management Integrations

The JD Edwards EnterpriseOne Subcontract Management system integrates with these JD Edwards EnterpriseOne systems from Oracle:

- JD Edwards EnterpriseOne Job Cost
- JD Edwards EnterpriseOne Change Management
- JD Edwards EnterpriseOne Work Orders
- JD Edwards EnterpriseOne Procurement
- JD Edwards EnterpriseOne Accounts Payable
- JD Edwards EnterpriseOne General Accounting
- JD Edwards EnterpriseOne Address Book

### JD Edwards EnterpriseOne Job Cost

The JD Edwards EnterpriseOne Subcontract Management system automatically updates committed units and amounts to accounts in the JD Edwards EnterpriseOne Job Cost system. You can manage the contract budgets and cost projections through the JD Edwards EnterpriseOne Job Cost system.

### JD Edwards EnterpriseOne Change Management

You can access the JD Edwards EnterpriseOne 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 JD Edwards EnterpriseOne Subcontract Management system. The contract number provides the link between a contract and its associated change requests.

## JD Edwards EnterpriseOne Work Orders

You can link line item commitments on the Subcontract Entry form to a work order in the JD Edwards EnterpriseOne Work Orders system. Costs from the line item are automatically charged against the work order in the JD Edwards EnterpriseOne Job Cost system, the JD Edwards EnterpriseOne Subcontract Management system, and the JD Edwards EnterpriseOne General Accounting system.

## JD Edwards EnterpriseOne Procurement

The JD Edwards EnterpriseOne Subcontract Management system shares a common database with the JD Edwards EnterpriseOne Procurement system. You can use these links to view the purchase orders and contract commitments that are related to a project from one inquiry form and through the same commitment ledger. Both systems also release commitments in the same manner through the JD Edwards EnterpriseOne Accounts Payable system.

## JD Edwards EnterpriseOne Accounts Payable

The JD Edwards EnterpriseOne 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 specified date after the completion of the work. You can also complete other accounts payable tasks from the JD Edwards EnterpriseOne Subcontract Management system, such as designating joint or alternate payees.

## JD Edwards EnterpriseOne General Accounting

The JD Edwards EnterpriseOne Subcontract Management system automatically updates the general ledger in the JD Edwards EnterpriseOne General Accounting system when you create payment vouchers for contracts. All audit trails for JD Edwards EnterpriseOne Subcontract Management vouchers and payments are maintained in the general accounting ledgers.

## JD Edwards EnterpriseOne Address Book

The JD Edwards EnterpriseOne Subcontract Management system accesses the JD Edwards EnterpriseOne 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 JD Edwards EnterpriseOne Address Book from a JD Edwards EnterpriseOne Subcontract Management inquiry form to find specific subcontractors.

# JD Edwards EnterpriseOne Subcontract Management Implementation

This section provides an overview of the steps that are required to implement the JD Edwards EnterpriseOne Subcontract Management system.

In the planning phase of the implementation, take advantage of all sources of information, including the installation guides and troubleshooting information.

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne Subcontract Management, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time required to search and download ESUs by 75 percent or more and enables you to install multiple ESUs at one time.

See *JD Edwards EnterpriseOne Tools Software Updates Guide* .

For information about the Oracle Business Accelerator solution for implementation of JD Edwards EnterpriseOne Subcontract Management, review the documentation available.

See [http://docs.oracle.com/cd/E24705\\_01/index.htm](http://docs.oracle.com/cd/E24705_01/index.htm) .

## Global Implementation Steps

This table lists the global implementation steps for JD Edwards EnterpriseOne Subcontract Management:

- Set up global user-defined codes (UDCs).  
See *"Working with User Defined Codes" in the JD Edwards EnterpriseOne Tools System Administration Guide* .
- Set up fiscal date patterns, companies, and business units.  
See *"Setting Up Organizations" in the JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .
- Set up next numbers.  
See *"Setting Up Next Numbers" in the JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .
- Set up accounts.  
See *"Creating the Chart of Accounts" JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .
- Set up General Accounting constants.  
See *"Setting Up Constants for General Accounting" in the JD Edwards EnterpriseOne Applications General Accounting Implementation Guide* .
- Set up multicurrency processing, including currency codes and exchange rates.  
See *"Setting Up General Accounting for Multicurrency Processing" in the JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide* .
- Set up ledger type rules.

- 
- See *"Setting Up Ledger Types for General Accounting" in the JD Edwards EnterpriseOne Applications General Accounting Implementation Guide* .
  - Enter address book records.
    - See *"Entering Address Book Records" in the JD Edwards EnterpriseOne Applications Address Book Implementation Guide* .
  - Set up default location and printers.
    - See *"Working with Report Printing Administration" in the JD Edwards EnterpriseOne Tools Report Printing Administration Technologies Guide* .
  - Set up branch/plant constants.
    - See *"Defining Branch, Plant Constants" in the JD Edwards EnterpriseOne Applications Inventory Management Implementation Guide* .
  - Set up manufacturing and distribution AAls.
    - See *"Setting Up AAls in Distribution Systems" in the JD Edwards EnterpriseOne Applications Inventory Management Implementation Guide* .
  - Set up document types.
    - See *"Setting Up Document Type Information" in the JD Edwards EnterpriseOne Applications Inventory Management Implementation Guide* .
  - Set up shop floor calendars.
    - See *"Understanding Shop Floor Calendar Setup" in the JD Edwards EnterpriseOne Applications Shop Floor Management Implementation Guide* .

## JD Edwards EnterpriseOne Subcontract Management Implementation Steps

This table lists the application-specific implementation steps for the JD Edwards EnterpriseOne Subcontract Management system:

- Set up the procurement system, projects or jobs, and commitments.
  - See *Setting Up Subcontract Management*.
- Set up suppliers.
  - See *Setting Up Suppliers*.





# 2 Setting Up Subcontract Management

## Understanding System Setup

Before you use the JD Edwards EnterpriseOne Subcontract Management system, you must define setup information. Much of the defining of setup information for the JD Edwards EnterpriseOne Subcontract Management system is performed within the JD Edwards EnterpriseOne Procurement system and other EnterpriseOne systems.

This information directs the system to accommodate specific business needs. For example, you must define the purchasing cycle through which the system processes each order type that you use (requisitions, blanket orders, purchase orders).

This section discusses:

- JD Edwards EnterpriseOne Procurement system setup.
- Other system setup.
- AAI tables for the financial system.

## JD Edwards EnterpriseOne Procurement System Setup

You set up this information for the JD Edwards EnterpriseOne Procurement system:

### Order Line Types

You must define codes that determine how the system processes a detail line on an order. You can also enable additional functionality such as subcontract retention, expense at voucher match, and service units.

See *"Defining Order Line Types" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

### Order Activity Rules

You must establish the sequence of steps in the purchasing cycle through which the system processes each order.

See *"Setting Up Order Activity Rules" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

### Constants

You must define constants for these types of default information:

- Branch/plant constants control daily transactions within a branch/plant.
- Item availability constants define how the system calculates the quantity of items available at a branch/plant.
- System constants provide default information that applies throughout the system.
- Batch control constants determine whether an application requires management approval and batch control.

See *"Setting Up Procurement Constants" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Automatic Accounting Instructions

You must set up automatic accounting instructions (AAIs) to determine the general ledger accounts for which the system creates journal entries for purchasing transactions.

See *"Setting Up AAIs" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Tolerance Rules

You can create tolerance rules to specify the number or percentage by which the quantity, unit cost, and extended amount can change on a detail line.

See *"Creating Tolerance Rules" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Order Hold Information

You can set up information that the system uses to place orders on hold.

See *"Setting Up Order Hold Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Landed Costs

You can set up landed costs to specify costs that exceed the purchase price of an item, such as delivery charges, broker fees, and so forth.

See *"Setting Up Landed Costs" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Nonstock Items

You can set up information for items that you do not account for as part of the inventory.

See *"Setting Up Nonstock Items" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Purchase Order Templates

You can set up templates for use during purchase order entry. Templates contain items that you frequently order from a supplier.

See *"Setting Up Templates for Purchase Orders" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Model Logs

You can set up model logs for use during log creation. Model logs contain items that you frequently use in a log.

See *"Creating Model Logs" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Other System Setup

You set up this information in other systems, including the JD Edwards EnterpriseOne Inventory Management system and the JD Edwards EnterpriseOne General Accounting system:

### Messages

You can predefine messages to attach to orders.

See *"Setting Up Messages" in the JD Edwards EnterpriseOne Applications Inventory Management Implementation Guide* .

See *"Defining Print Messages" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

See *Subcontract Order Clauses*.

### Default Location and Printers

You can define default information for a specified user or workstation terminal, including a branch/plant, an approval route, and a printer output queue.

See *"Setting Up Default Location Information" in the JD Edwards EnterpriseOne Applications Inventory Management Implementation Guide* .

### Next Numbers

You can use the next numbers facility to automatically assign the next available number to document types and address book numbers.

See *"Setting Up Next Numbers" in the JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .

### Tax Processing

You must set up tax processing information for the system.

### User-Defined Codes

You can set up user-defined codes (UDCs) to customize each system in the environment.

### Item Cross-References

You can define item cross-reference numbers to link the internal item numbers to alternate item numbers, such as those maintained by the suppliers.

See *"Setting Up Next Numbers" in the JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .

## AAI Tables for the Financial System

Eight categories of AAIs relate to the JD Edwards EnterpriseOne Subcontract Management system. Each of these categories has a unique prefix that defines the way it is used in the system.

- Freight distribution (PCFRTD)  
Use this AAI to determine which account to use when you enter freight distribution.
- Non-billable retainage (PCNBRT)  
Use this AAI to determine which account to use for nonbillable retainage.
- Retainage payables (PCRETN)  
Use this AAI to determine which retention payable account to use when you create contracts that include retainage.
- Deferred VAT tax payables (PCVATP)  
Use this AAI to determine the account for deferred value-added tax (VAT) payables. This AAI applies only when the VAT tax processing option is set and you use a tax type of C or V.
- Deferred VAT tax recoverables (PTVATD)  
Use this AAI to determine the account for deferred VAT recoverables. This AAI applies only when the VAT tax processing option is on and you use a tax type of C or V.
- Default cost types (objects) (CD)  
Use this AAI to specify the default cost type (object) for purchase order detail lines that are left blank.
- Specific contract cost types (CT)  
Use this AAI to determine the cost types (objects) that are allowed for contracts.
- Range of contract cost types (CR)  
Use this AAI to determine a range of valid cost types for contracts.

See *"Setting Up Automatic Accounting Instructions" in the JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .

### AAIs for Freight Distribution (PCFRTD)

Use this AAI to determine which account to use when you enter freight distribution.

You must define the PCFRTD AAI before the Voucher Match program (P4314) can process freight distribution.

### AAIs for Non-Billable Retainage (PCNBRT)

Use this AAI to determine which account to use for nonbillable retainage.

You must define the PCNBRT AAI before the Progress Payments program (P4314) can process vouchers with nonbillable retainage.

## AAIs for Retainage Payables (PCRETN)

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

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 commonly used by companies on the system. Then you only need to set up distinct PCRETN AAI for companies with different accounts.

Retainage records that are created on the Progress Payments form require the object account associated with the PCRETN AAI to hold retained balances. You must define the PCRETN AAI before the Progress Payments (P4314) program can create retainage vouchers.

## AAIs for VAT 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 ignores the deferred VAT when both of these statements are true:

- The processing option for VAT with retainage is set.
- You use a tax type of C or V.

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 commonly used by companies on the system. Then you must set up distinct PCVATP AAI only for companies with different accounts.

When you release retainage, this AAI reverses debits and credits with the PTVATD AAI.

## AAIs for VAT 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 ignores the deferred VAT when both of these statements are true:

- The processing option for VAT tax with retainage is set.
- You use a tax type of C or V.

You must follow these guidelines on the AAI form when you set up the PTVATD AAI:

- You must specify a business unit and an object account.
- You can specify 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 commonly used by companies on the system. Then you must set up distinct PTVATD AAI only for companies with different accounts.

When you release retainage, this AAI reverses debits and credits with the PCVATP AAI.

## AAIs for Default Cost Types (CD)

Use this AAI to determine the default cost types (objects) for the contracts.

You must follow these guidelines when you set up CD AAI:

- The first two characters must be CD.
- The second two characters indicate the contract type, such as OS and OP. You must create a separate CD AAI for each contract type. You must also define the contract types in the UDC table for document types (00/DT).
- Do not assign company, business unit, or subsidiary to the CD AAI.

If you define a CD AAI for a contract type, the system automatically supplies the cost type associated with the CD AAI.

## AAIs for Specific Contract Cost Types (CT)

Use this AAI to determine the allowable cost types (objects) for the contracts.

You must follow these guidelines when you set up CT AAI:

- 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 UDC table for document types (00/DT).

- The last two characters must be a numeric value from 01 to 99.

This value uniquely identifies each valid cost type within the contract type.

- Do not assign company, business unit, or subsidiary to the CT AAI.

If you define multiple CT AAI for a contract type, the system does not supply a cost type. You must enter a cost type for each commitment. The system compares the cost type that you enter against the CT AAI for the contract type to ensure that the cost type is valid.

## AAIs for a Range of Contract Cost Types (CR)

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

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

- The first two characters must be CR.
- The second two characters indicate the contract type, such as OS and OP.

You must also define the contract types in the UDC table for document types (00/DT). If you use base agreements, you must set up a range of CR AAI for the base agreement contract types. For example, if the base agreement contract type is defined as BC, you must set up a CRBCxx range of AAI.

- The last two characters must be a numeric value from 01 to 99.

These values must always occur in sequential pairs that represent ranges. For example, CROP01 is associated with CROP02, CROS97 is associated with CROS98, and so on.

- Do not assign company, business unit, or subsidiary to the CR AAI.

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

# Setting Up Projects or Jobs

Before you use the JD Edwards EnterpriseOne Subcontract Management system, you should set up the project or job information in the JD Edwards EnterpriseOne Job Cost system. A project is composed of 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 the project or job information, you can use the JD Edwards EnterpriseOne Subcontract Management system to create and maintain contracts for each of the subcontractors on jobs.

You can customize the project or job information to the business needs. Consider these examples:

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

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

After you set up the projects or 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 are associated with a job.

For example, assume that you are contracted to construct an office building. You must first create a 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. For example, the cost code structure for the third-floor job might include accounts for plumbing, drywall, electrical, and so on.

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

## Creating a Job Master Record

Before you use the JD Edwards EnterpriseOne Subcontract Management system, create a job master record for each of the projects or jobs. A job master record includes basic identifying information about the project or job.

## 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 the 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 the floor 1 job as job 6001, the floor 2 job as job 6002, the floor 3 job as job 6003, and so on.

## Creating the Cost Code Structure

After you set up jobs, you must create a cost code structure for each job in the JD Edwards EnterpriseOne 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 the floor 1 job might include accounts for plumbing, drywall, electrical, and so on.

**Note:**

- *"Setting Up Jobs, Setting Up Job Master Records" in the JD Edwards EnterpriseOne Applications Job Cost Implementation Guide .*
- *"Creating Cost Code Structures" in the JD Edwards EnterpriseOne Applications Job Cost Implementation Guide .*
- *"Entering Cost Code Schedules" in the JD Edwards EnterpriseOne Applications Job Cost Implementation Guide .*

## Setting Up Commitments

This section provides overviews of commitments, commitment tracking, and commitment relief, and discusses how to:

- Set up commitment tracking.
- Set up commitment relief.

**Note:**

- *Working with Commitments.*
- *Reviewing Commitment Information for Subcontracts.*
- *"Using Receipt Processing, Reviewing Journal Entries for Receipt Transactions" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Reviewing and Posting Journal Entries for Voucher Transactions" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Using Receipt Processing" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*

## Understanding Commitments

A commitment is the recognition of a future obligation. Each time you enter a subcontract order detail line, you can have the system track the amount that you are obligated to pay and apply it to a job or project.

You can monitor individual commitments for a job or project to verify the types of subcontracts being made. You can review the total commitment amount for a job or project to verify that it does not exceed the budget.

When you create progress payments, you can have the system relieve commitments. To relieve commitments, the system subtracts the individual commitment amount from the total commitment amount for the job or project.

You can also have the system:

- Create an audit trail in the P.O. Detail Ledger File - Flexible Version table (F43199).
- Recalculate amounts in the account balance ledgers.



## Understanding Commitment Tracking

You can set up commitment tracking to monitor subcontract obligations for a specific job or project. Each time you enter a subcontract detail line, the system recognizes the amount on the line as a commitment. You can review individual commitments and the total amount of outstanding commitments for a specific job or project.

Commitment tracking applies only to purchases for nonstock items and services (subcontracts). You must charge each detail line to a general ledger account number. The business unit component of the general ledger account number represents the job or project for which you are tracking commitments.

For a detail line to be eligible for commitment tracking, it must be associated with an order type that is listed in UDC 40/CT and it must have a line type with an Inventory Interface code of A or B. These codes indicate that the line is charged directly to a general ledger account number.

See *"Defining Order Line Types" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

Each time you enter a subcontract detail line for which commitment tracking is applicable, the system records the amount in the purchase amount (PA) ledger and the purchase unit (PU) ledger.

The PA ledger contains committed subcontract amounts. The PU ledger contains committed subcontract units.

### Note:

- *"Setting Up Commitment Tracking" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Understanding Commitment Relief

When you create progress payments, you can have the system relieve the corresponding commitment amount. To relieve a commitment, the system subtracts the individual commitment amount from the total commitment amount for the job or project.

You set up commitment relief to determine whether the system relieves commitments automatically. The system relieves commitments when you post vouchers generated from progress payments to the general ledger.

**Note:** When completing commitment relief, the Job Cost Projections processing option must be set to **No** if you are in a nonjob cost environment.

**Note:** The default value in the Job Cost Projections processing option is **Yes**.

## Form Used to Set Up Commitments

Form Name	FormID	Navigation	Usage
Job Cost Constants	W0026A	Subcontract Setup/ Rebuild (G43D411), Commitment Relief Constants  On the Work with Job Cost Constants form, click Add.	Set up commitment relief to determine whether the system relieves commitments automatically.

## Setting Up Commitment Tracking

You specify the order types for which the system is to track commitments in UDC 40/CT. For example, if you want the system to track commitments on orders and requisitions, you must specify these order types.

See [JD Edwards EnterpriseOne Tools System Administration Guide](#) .

## Setting Up Commitment Relief

Access the Job Cost Constants form.

### Commitment Relief

Enter an option that specifies whether the system automatically relieves open commitments when you post accounts payable vouchers to the general ledger.

These vouchers are related to noninventory purchase orders and contract progress payments.

Consider selecting this option to relieve commitments automatically when you post progress payment vouchers.

## Converting Data to the Log Master Table

This section provides an overview of converting data to the Log Master table and discusses how to convert data to the Log Master table.

## Understanding Converting Data to the Log Master Table

You can convert data from the JD Edwards World Subcontract Management system to the JD Edwards EnterpriseOne Subcontract Management system. To do so, you must run two conversion programs. You must first run the TC from

F4303 to F4305 program (R894305) and then run the F4303 - F4305 Media Object Conversion program (R894305A). The system stores all the data that you convert in the Log Master table (F4305).

Oracle recommends that after you convert the data, you run all reports using data from the Log Master table (F4305).

## Converting Data to the Log Master Table

To convert data to the log master table:

1. Enter **BV** in the Fast Path field.
2. Enter **R894305** in the Batch Application field.
3. Locate and run a version.
4. Enter **BV** in the Fast Path field.
5. Enter **R894305A** in the Batch Application field.
6. Locate and run a version.



# 3 Setting Up Suppliers

## Understanding Supplier Setup

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

Before you set up the information for a new supplier, you should search the system to verify that the information does not exist. You must create a supplier master record for each supplier that does not have a record in the system.

A number called an address book number uniquely identifies each supplier master record in the system. An address book record for a customer must exist in the system before you can create a supplier record. You can create an address book record directly using the Supplier Master program (P04012) or you can use the Address Book program (P01012).

## Entering Supplier Information for Subcontract Orders

This section provides an overview of supplier information for subcontract orders, lists a prerequisite, and discusses how to:

- Enter supplier details.
- Enter supplier additional information.
- Enter a temporary address for a supplier.

**Note:**

- *"Setting Up Supplier and Item Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*

## Understanding Supplier Information for Subcontract Orders

You might have different arrangements with each of the suppliers regarding terms of payment, freight handling, invoice methods, and so forth. When you enter order header information, you must specify the supplier from whom you are requesting the order and any specific arrangements to which you and the supplier have agreed.

You can set up procurement instructions to specify the arrangements that you have with each of the suppliers. When you enter a supplier on an order, the system retrieves the instructions for that supplier. You can modify the instructions to suit a specific order.

To enter a supplier for an order, the supplier must exist in the JD Edwards EnterpriseOne Address Book system.

## Prerequisite

Before you complete the tasks in this section, set the appropriate processing option on the Processing tab of the Subcontract Order Entry program (P4310) to enable access to the JD Edwards EnterpriseOne Address Book system.

## Forms Used to Enter Supplier Information for Subcontract Orders

Form Name	Form ID	Navigation	Usage
Contract Header	W4310B	Subcontract Processing (G43D11), Enter Subcontract Orders  On the Work With Order Details form, click Add.  The Contract Header form appears if you have set the processing option to display header information before detail information.	Enter supplier details.  Specify the supplier from whom you are requesting the order and information about the order.
Order Header - Additional Information	W4310H	On the Contract Header form, select Additional Info from the Form menu.	Enter supplier additional information.  Specify any arrangements to which you and the supplier have agreed.
Order Address Information	W4006B	On the Contract Header form, select Order Addresses from the Form menu.	Enter a temporary address for a supplier or for a ship to entity.

## Entering Supplier Details

Access the Contract Header form.

**Job**  
Enter an alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

### **Subcontractor**

Enter a user-defined name or number that identifies an address book record; use this processing option to enter and locate information.

If you enter a value other than the address book number, such as the long address or tax ID, you must precede it with the special character that is defined on the Address Book Constants form. When the system locates the record, it returns the address book number.

For example, if address book number 1001 has a long address and an \* distinguishes this from other entries, you could enter \* into the field, and the system would return 1001.

### **Print Message**

Enter a UDC that you assign to each print message.

Examples of text used in messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.

### **Payment Terms**

Enter a code that specifies the terms of payment, including the percentage of discount available if the invoice is paid by the discount due date.

Use a blank code to indicate the most frequently used payment term. Define each type of payment term on the Payment Terms Revisions form. Examples include:

Blank: Net 15.

**001:** 1/10 net 30.

**002:** 2/10 net 30.

**003:** Due on the 10th day of every month.

**006:** Due upon receipt.

This code prints on customer invoices.

### **Retainage % (retainage percentage)**

Enter the rate of retainage that applies to the contract.

This rate is a percentage of each payment expressed as a decimal fraction. For example, a retainage rate of 10 percent is expressed as **.10**. The retainage rate cannot be greater than 99.9 percent (.999) or less than zero.

### **Retainage Indicator**

Select to provide a visual indication that the accounts payable clerk uses to verify whether retainage occurred on the invoice and whether it should be applied to the voucher. This value is independent of the value of the Retainage % field. The system does not require a value in the Retainage % field if Retainage Indicator is selected. The system does not perform any functionality based upon this field setting.

## Entering Supplier Additional Information

Access the Order Header - Additional Information form.

### Pricing Group

Enter a user-defined code (UDC) identifying the pricing group associated with this customer or supplier.

For sales orders, you assign a pricing group to a customer through the Customer Billing Instructions. Groups typically contain customers with common pricing characteristics, such as retailers, wholesalers, and so forth.

For purchase orders, you assign a pricing group to a supplier through the Supplier Billing Instructions.

### Freight Handling Code

Enter a UDC (42/FR) designating the method by which supplier shipments are delivered.

For example, the supplier could deliver to the dock, or you could pick up the shipment at the supplier's dock. You can also use these codes to indicate who has responsibility for freight charges. For example, you can have a code indicating that the customer legally takes possession of goods as soon as they leave the supplier warehouse and is responsible for transportation charges to the destination.

### Cost Rule

Enter a UDC (41/P5) that indicates the landed cost rule for an item.

The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees or commissions. You set up landed cost rules on the Landed Cost Revisions form.

### Evaluated Receipt

Enter a code that indicates whether an order is eligible for the evaluated receipt settlement process.

An evaluated receipt settlement indicates that you have an agreement with the supplier to create vouchers based on the items that you receive. Use the Evaluated Receipt Settlement procedure to create vouchers from receipt records. As a result, the supplier does not send you invoices and you can bypass the Voucher Match procedure. Values are:

**N:** Not eligible.

**Y:** Eligible.

**I:** Receipt transaction is in process.

**T:** Eligible. However, a tolerance error occurred during the receipt process.

**R:** Eligible. However, the receipt is currently in the receipt routing process.

**V:** A voucher has been created for the receipt transaction.

### Supplier SO

Enter an alphanumeric value to use as a cross-reference or secondary reference number.

Typically, this is the customer number, supplier number, or job number.

### Adjustment Schedule

Enter a UDC (40/AS) that identifies a price and adjustment schedule.

A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system



copies the schedule that is attached to the sold to address into the order header. You can override this schedule at the detail line level.

For JD Edwards EnterpriseOne Agreement Management, this is the Agreement Penalty Schedule. The information in the Agreement Penalty Schedule provides the system with the criteria for an agreement to have penalty conditions.

**Note:** If you have set up purchasing instructions for a supplier, the system supplies default values for several processing options based on the supplier that you enter for the order. You can access the Work With Supplier Master form by selecting Supplier Master from the Form menu on the Contract Header form.

## Entering a Temporary Address for a Supplier

Access the Order Address Information form.

This type of address change applies only to the order you are entering. You can enter a temporary address change for the supplier or for the ship-to entity.

## Managing Subcontractors

You can manage the relationships that you have with subcontractors, or suppliers, and the services that they provide. You enter initial information about each service that you purchase and the system monitors delivery, quality, and cost performance on behalf of the subcontractor, or supplier. You can compare performance information to determine the best subcontractors from whom to make purchases.

**Note:**

- *"Setting Up Supplier and Item Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Defining Supplier Purchasing Instructions" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*



# 4 Creating Contracts

## Understanding Contracts

You create contracts for the subcontractors on 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 specify a single committed amount for the entire contract. A unit contract is a contract in which you specify the committed amount based on the number of units to be completed. A commitment is the money that you designate to pay against a contract.

For example, assume that installing all of the plumbing for the floor 3 job of an office building project costs 1000. You can enter a lump sum contract for plumbing for 1000. Now assume that installing the drywall for the same job costs 0.25 per square foot. 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 to be completed.

You enter identifying information to distinguish the 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 specified date after the completion of the work.

You create a contract by entering a subcontract order.

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

In addition, you create log information for each of the contracts. 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. 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 enables the system to keep an audit trail of the changes to the contract commitments.

## Prerequisites

Before you complete the tasks in this chapter:

- Verify that you have set up account master information.
- Verify that branch/plant constants are set up for each of the business units or branches (required only for inventory management).
- Set up order activity rules and order line types.
- Set up default location and printer information for the terminal or user profile (optional).
- Set up address book records for all suppliers.
- Set up procurement instructions for each supplier and ship-to address.

## Understanding Subcontract Orders

Each time you want to purchase services, you must enter an order. You enter orders to specify details about the services that you are purchasing and to indicate the supplier from whom you are purchasing and the account to which you book the service order, and to specify other pertinent information.

A subcontract order consists of two parts:

- Header information: General information that relates to the entire order, such as the supplier name and order dates.
- Detail information: Line-by-line details about the services to order, such as account number, quantities, and costs.

You can enter header information and detail information separately. Depending on the volume of orders and the amount of header information that you must enter, you use processing options to choose one of these methods to enter orders:

- Enter header information first, followed by detail information.
- Enter detail information only, enabling the system to apply limited default values for header information.

Several tools are available to help you create orders. These tools enable you to generate multiple orders at the same time.

You can have the system check orders to verify that costs do not exceed budget limits. You can place an order on hold if it exceeds budget or for any other reason. You can review up-to-date commitment, budget, log, and order hold information.

After you generate orders, you can make changes to the orders and print the orders.

The system maintains header and detail information in two separate tables:

- Purchase Order Header (F4301)
- Purchase Order Detail File (F4311)

## Supplier Classification Codes

Classification codes capture information about a supplier in the supplier's address book record in the JD Edwards EnterpriseOne Address Book system. At the time a subcontract order is created, the classification code fields are populated for the order header and order detail sections of a subcontract order. This satisfies the U.S. federal government contracting requirement that reporting for small and disadvantaged business reflects the vendor classification code at the time a purchase order is issued.

The classification codes reside on the Order Header - Additional Information form (W4310H) and the Order Header - Additional Information II form (W4310M). The codes are display-only during subcontract order entry and voucher match.

For U.S. federal government contracting, vendor information must be reported at the time of payment. The vendor classification information is passed to the accounts payable ledger record where the values are stored in the Accounts Payable Ledger table (F0411).

**Note:** The terms *voucher* and *progress payment* have the same meaning in the JD Edwards EnterpriseOne Subcontract Management system and the JD Edwards EnterpriseOne Procurement system.

The classification code field values are stored in the Purchase Order Header table (F4301).

When you are copying a subcontract order, classification codes are retrieved from the supplier's address book record and added to the order.

See *"Entering Additional Order Header Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Additional Properties and Category Codes

Additional properties and category codes capture user-defined information for a subcontract order. At the time that a subcontract order is created, you manually enter values for fields on the Additional Properties and Category Codes tabs on the Contract Header form or the Contract Detail form.

The Additional Properties and Category Codes tabs include multiple user-defined fields that:

- Vary in size and format.
- Work with or without table validation.
- Are optional or required.

**Note:** If you enter values in the user-defined fields on the Additional Properties and Category Codes tabs on the Contract Header form, then the fields on these tabs are display-only on the Contract Detail form.

To access the user-defined fields, you must enable the Display Additional Properties Tab and Display Category Codes on Header Tab and Detail Grid processing options on the Display tab of the P4310 program.

You can also set the Address Book Field Required processing option to specify whether the Address Book 01 and Address Book 02 fields on the Additional Properties tab are required. This processing option is used with the Display Additional Properties Tab processing option on the Display tab of the P4310 program. If the Address Book fields are required, then the Display Additional Properties Tab processing option must be enabled.

The user-defined field values from the Additional Properties and Category Codes tabs are stored in the Purchase Order Header table (F4301). The user-defined fields are not stored in the Purchase Order Receiver File table (F43121).

The Category Code 01 through Category Code 04 fields appear in the detail grid of the form. These fields are independent of the category codes on the Contract Header form. The fields on the Contract Detail form are not populated with the values in the fields on the Contract Header form. The user-defined field values are stored in the Purchase Order Detail File table (F4311).

**Note:** Purchase orders that are created directly in P4310 provide access to the user-defined fields on the Additional Properties and Category Codes tabs on the Order Header form or the Order Detail form. Purchase orders that are not created directly in P4310, such as transfer orders, direct ship orders, and order generation programs, do not provide access to the user-defined fields. When the purchase order is generated, you can then access the order in P4310 to enter values in the user-defined fields.

**Note:** Purchase orders that are created through sourcing using the Analyze Event program (P43Q50), through supplier self-service using the SRM – PO Acknowledgement program (P43S01), or through electronic data interchange (EDI) using the EDI Inbound P.O. Acknowledgment program (R47021) do not handle the user-defined fields. Additionally, sourcing does not handle service unit fields.

You can also set the Display Location and Lot fields for a Job or Project processing option on the Display tab of the P4310 program. Setting this processing option displays the Location and Lot fields in the grid for a job or project. This processing option is used with the Jargon and Header Business Unit processing option on the Display tab. If the Jargon and Header Business Unit processing option is set to a value of **1** or **2**, then this processing option is used. If the Jargon and Header Business Unit processing option is set to any value other than **1** or **2**, then this processing option is not used.

See *"Entering Order Header Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

See *Setting Processing Options for Enter Subcontract Orders (P4310)*.

## Subcontract Order Clauses

Clauses specify the print messages that are associated with a subcontract order. Examples of text used in messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions. You assign a user-defined code (UDC) to each print message in UDC table 40/PM. You then associate a print message with a specific subcontract order on the Clauses form (W4310K). The order clauses are stored in the Purchase Order Clauses table (F4320).

To access the Clauses form, you must enable the Enable Form Exit for Clauses processing option on the Display tab of the P4310 program. If this processing option is enabled, the Clauses form is accessed from the Form menu on the Contract Header and Contract Detail forms.

See *"Defining Print Messages" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Subcontract Order Printing

You use the Purchase Order Print program (R43500) to print subcontract orders. You modify the printed report by setting processing options. You can print orders in batch or individually.

See *"Printing Orders by Batch" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

See *"Printing Orders Individually" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

See *JD Edwards EnterpriseOne Subcontract Management Reports*.

**Note:** If you have selected the Project and Gov Contract Accounting Used option in the Service Billing Constants program (P48091), then the system prints contract-related fields on the subcontract orders.

See *“Printing Contract-Related Fields for Government Contracts on Subcontract Orders”* in the *JD Edwards EnterpriseOne Applications Advanced Contract Billing Implementation Guide* .

## Subcontract Retention

Subcontract retention is a percentage of a committed amount that is held until a specified date after the order is complete. Retention processing applies to ongoing projects and applies only to services lines. Retention is not applicable to inventory-based purchase-order lines for which the full cost of the product is due upon receipt of the product.

**Note:** In some industries, subcontract retention may be called *retainage*. Thus, the terms *retainage* and *retention* may be used interchangeably.

See *Processing Retainage*.

## Setting Processing Options for Enter Subcontract Orders (P4310)

Processing options enable you to specify the default processing for programs and reports.

### Defaults

These processing options specify default information that the system uses for purchase order processing.

#### 1. Order Type

Specify the type of document.

This UDC (00/DT) indicates the origin of the transaction. Document type codes are reserved for vouchers, invoices, receipts, and time sheets that create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) These prefixes have been defined for document types, and Oracle recommends that you not change them:

**P:** Accounts payable.

**R:** Accounts receivable.

**T:** Payroll.

**I:** Inventory.

**O:** Purchase order.

**J:** General accounting/joint interest billing.

**S:** Sales order processing.

You must enter a value that has been set up in UDC table 00/DT.

#### 2. Line Type

Specify how the system processes lines on a transaction.

The line type affects the JD Edwards EnterpriseOne systems that use transaction interfaces (General Accounting, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of values that have been defined on the Line Type Constants Revisions form (P40205) are:

- S:** Stock item.
- J:** Job cost, subcontracts, or purchasing to the general ledger.
- B:** General ledger account and item number.
- N:** Nonstock item.
- F:** Freight.
- T:** Text information.
- M:** Miscellaneous charges and credits.
- W:** Work order.

### 3. Beginning Status

Specify the beginning status, which is the first step in the order process.

You must use a UDC (40/AT) that has been set up on the Order Activity Rules form for the order type and line type.

### 4. Override Next Status

Specify the next status code for all new or modified purchase order lines.

You enter next status codes for combinations of order type and line type by using the Order Activity Rules program (P40204). If you leave this processing option blank, the system uses the next status code in the order activity rules as the default value.

**Note:** Do not use this processing option if you are using approval processing.

### 5. Unit of Measure

Specify the default unit of measure for the Transaction Unit of Measure processing option.

The unit of measure that you enter overrides any value that is currently in the Transaction Unit of Measure processing option.

**Note:** If you choose an item from a catalog in Purchase Order Entry (P4310), the unit of measure in the catalog overrides is the default.

### 6. Line Number Increment

Specify the increment by which to automatically number the order lines.

Increment by whole numbers because other processes, such as kit entry, create decimal increments.

### 7. Default Tax Rate/Area

Specify where the system locates default tax rate/area information to use as the default during order entry. Values are:

Blank: The system uses the tax rate/area that is associated with the address book number for the supplier.

**1:** The system uses the default tax rate/area from the address book number for the Ship To address.



The information that the system uses is located in the tax information section of the F0401 table.

The system retrieves the tax explanation code from the Supplier address book number record in the F0401 table.

**Note:** If this is the version that is being called from the Order Release program, then the tax information comes from the F0401 table and not from the original order.

## 8. Transaction Unit of Measure

Specify where the system locates transaction unit-of-measure information to use as the default during order entry. Values are:

Blank: The system uses the purchasing unit of measure from the Item Master table (F4101).

The transaction unit of measure directly relates to the number that you have entered for the Quantity processing option on the Purchase Order Entry form.

**1:** The system uses the primary unit of measure from the F4101 table as the default for the transaction unit of measure.

If you select an item from a catalog in Purchase Order Entry, the unit of measure in the catalog overrides that value.

If you have entered a value for the Unit of Measure processing option, you should not enter a value.

## 9. Landed Cost Rule

Specify the landed cost rule for the system to use on all orders that have been entered using this version. If you leave this processing option blank, the system uses the landed cost rule from the Ship To information that is stored in the JD Edwards EnterpriseOne Address Book system.

## 10. Header to Detail

Specify whether the system updates information in the detail lines when you change header information. Values are:

Blank: You must use the Populate selection from the Form menu on the Order Header form to manually apply header to detail changes.

**1:** The system automatically loads header changes to the detail lines.

Use the Define selection from the Form menu on the Order Header form to select which processing options on the Order Detail form to update.

After you make changes to the header information, the Order Detail form appears. Click OK to record the changes that you have made on the Order Detail form. If you click Cancel, the changes are lost.

## 11. Work Order Status

Specify the new work order status when the purchase order quantity or promise date changes.

This processing option pertains to purchase orders that have been created for outside operations by processing work orders with the Order Processing program (R31410). If you change the quantity or promise date after the system creates a purchase order, the system updates the work order status to the value that you have entered. If you leave this processing option blank, the system does not change the work order status.

## 12. Account Description

Specify where the system locates the account description to use as the default in order entry. Values are:

Blank: The system retrieves the account description from the account that consists of the business unit, object, and subsidiary.

**1:** The system retrieves the account description from the account that consists of the business unit and the subsidiary.

Typically, the account is a nonposting header account.

**Note:** The object account is not used when the system retrieves the account description.

### 13. Line Sequence

Specify how the system assigns line numbers on a change order. Values are:

Blank: The system assigns unique line numbers.

When multiple change orders exist, the system assigns line numbers on a continual, incremental basis rather than starting over with line number sequencing for each change order.

**1:** The system starts the sequencing process over for each change order. The system also retains and increments the line number sequence within each individual change order. For the next change order, the system starts over with the line number sequencing.

### 14. Cost Rule Selection

Specify where the system locates default cost rule selection information to use as the default during order entry. Values are:

Blank: The system uses the cost rule selection that is associated with the address book number for the supplier.

The system retrieves the cost rule explanation code from the supplier address book number record in the F0401 table.

**1:** The system uses the default cost rule selection from the address book number for the ship to.

**Note:** If this is the version that is being called from the Order Release program, then the cost rule information comes from the F0401 table and not from the original order.

## Display

These processing options control the types of information that the system displays.

### 1. Suppress Closed Lines

Specify whether to suppress closed lines. Values are:

Blank: Do not suppress

**1:** Suppress

If you suppress closed or canceled lines, any line with a status of 999 does not appear in the detail area. However, the record for the line remains in the F4311 table.

### 2. Status Code Protection

Specify whether status codes can be changed. Values are:

Blank: Status codes can be changed.

**1:** Status codes cannot be changed.

You can review the codes, but you cannot change them. Regardless of the status code, the system protects the last and next status when you activate status code protection.

### 3. Order Type Protection

Specify whether order types can be changed.

Blank: Order types cannot be changed.

**1:** The order type (also known as the document type) cannot be changed. You can review the order type, but you cannot change it.

#### **4. Kit Display**

Specify whether the system displays kit component lines or only the parent line. Values are:

Blank: The system displays only the parent line; however, the system writes both the parent line and all component lines to the F4311 table.

**1:** The system displays kit component lines.

You must first create the purchase order and then inquire upon the purchase order to display the kit component lines.

#### **5. Cost Protection**

Specify whether change costs can be changed. Values are:

Blank: The cost fields appear on the form and can be overridden.

**1:** The costs appear on the form, but cannot be changed.

**2:** The system hides cost information.

The Cost processing option does not appear, although the system still writes the cost information to the F4311 table.

The system uses cost information from the cost tables as the default. Examples of the cost tables are the Item Cost table (F4105) and the Supplier Price/Catalog table (F41061). Which cost table the system uses for the default information depends on the way that the system is set up.

#### **6. Detail Line Protection**

Specify the next status at which detail lines are protected from being changed.

The detail line is protected when the next status is greater than or equal to this status. If this processing option is left blank, the system does not protect detail lines from being changed.

#### **7. Free Goods Catalog**

Specify whether to display Free Goods Catalog warnings. Values are:

Blank: Do not display.

**1:** Display.

#### **8. Order Header Protection**

Specify whether order header information is read-only or can be modified. Values are:

Blank: Order header information can be modified.

**1:** Order header information is read-only.

#### **9. Jargon and Header Business Unit**

Specify whether to use financial AAls or distribution AAls.

Additionally, the system uses this processing option to determine which description appears for the Business Unit field (MCU) that appears on the Order Header form and the Order Detail form. For example, if you leave this processing option blank, the MCU field displays the description Branch/Plant. Values are:

Blank: Branch/Plant.

### 1: Job

Uses the financial AAI CD, CT, or CR.

### 2: Project

Uses distribution AAls.

### 3: Business Unit

#### 10. Account Protection

Specify whether the account number information is protected after the detail line has been partially received or vouchered. Values are:

Blank: The account number information is not protected.

1: The account number information is protected.

#### 11. Display Additional Properties Tab

Specify whether to enable the Additional Properties tab. This processing option controls the display of the Additional Properties tab in the Contract Header and Contract Detail forms. Values are:

Blank: Disable. Do not display the Additional Properties tab.

1: Enable. Display the Additional Properties tab.

#### 12. Display Category codes on Header Tab and Detail Grid

Specify whether to enable the Category Codes tab. This processing option controls the display of the Category Codes tab in the Contract Header and Contract Detail forms. This processing option also controls the display of the category codes in the detail grid. Values are:

Blank: Disable. Do not display the Category Codes tab.

1: Enable. Display the Category Codes tab.

#### 13. Enable Form Exit for Clauses

Specify whether to enable the Form Exit for Clause. Values are:

Blank: Disable

1: Enable

#### 14. Display Location and Lot fields for a Job or Project

Specify whether to display the Location and Lot fields in the grid for a job or project. This processing option is used with the Jargon and Header Business Unit processing option on the Display tab. If the Jargon and Header Business Unit processing option is set to a value of **1** or **2**, then this processing option is used. If the Jargon and Header Business Unit processing option is set to any value other than **1** or **2**, then this processing option is not used. Values are:

Blank: Do not display.

1: Display.

#### 15. Address Book Field Required

Specify whether the Address Book 1 field, Address Book 2 field or both are required on the Additional Properties tab. This processing option is used with the Display Additional Properties Tab processing option on the Display tab. If one or both of the address book fields are required, then the Display Additional Properties Tab processing option must be enabled. Values are:

Blank: Not required.

**1:** Address Book 1 required.

**2:** Address Book 2 required.

**3:** Address Book 1 and Address Book 2 required.

### **16. Display Retainage Indicator**

Specify whether to display the Retainage Indicator field in the Contract Header and Contract Detail forms. The field is display-only on the Contract Detail form.

The Retainage Indicator field is a visual indication that the accounts payable clerk uses to verify whether retainage occurred on the invoice and whether to apply it to the voucher. Values are:

Blank: Do not display

**1:** Display

### **17. Display Service Units**

Specify whether to display the Service Quantity and Service UoM fields in the grid. This processing option is used with line type constants. If the Procurement Allow Service Units option is selected on the line type constants, then service quantity and service UOM can be used. The Ordered Quantity and Service Quantity fields cannot be used together. Service quantity is a memo field and does not have any validation. Values are:

Blank: Do not display

**1:** Display

## Interfaces

These processing options specify enter interface information.

### **1. Business Unit Validation**

Specify how the system validates the branch/plant. Values are:

Blank: The system validates the branch/plant against the Business Unit Master table (F0006).

Typically, you use this processing option when you are performing services expenditure purchasing. When you leave this processing option blank, the Ship To address-book number default value originates from the address book number in the F0006 table. You can access the F0006 table through the Revise Single Business Unit program.

**1:** The system validates the branch/plant against the Inventory Constants table (F41001).

If you are performing stock purchasing, enter **1** for this processing option. When you enter **1** the system uses the address book number in the F41001 table as the default for the Ship To address book number.

### **2. PBCO Warning**

Specify whether to issue a PBCO (Post Before Cutoff) warning. Values are:

Blank: The system compares the general ledger date on the purchase order to the general accounting period for the company and business unit that are on the purchase order.

The PBCO warning ensures that you are not recording purchases in a prior general accounting period.

**1:** Do not issue.

Typically, you use this value when you are performing services or expenditure-type purchasing.

### 3. PACO Warning

Specify whether to issue a PACO (Post After Cutoff) warning. Values are:

Blank: The system compares the general ledger date on the purchase order with the current period in the General Accounting Constants for the company and business unit that are on the purchase order.

The PACO warning occurs when you try to create a purchase order with a general ledger date that exceeds two periods beyond the current general ledger period.

**1:** Do not issue.

### 4. Quantity Update

Specify which quantity processing option to update. Before you set this processing option, always check the way that you have defined availability in the Branch/Plant Constants program. Values are:

Blank: Update the Quantity on PO field (alias PREQ).

**1:** Update the Quantity On Other POs field (alias OT1A) in the Item Branch table (F4102) or the Location table (F41021).

Use this value when you are entering requisitions, quotes, blanket orders, or other order types for which you do not want to affect the current on-purchase order quantity.

### 5. Supplier Analysis

Specify whether to capture supplier analysis information. Values are:

Blank: Do not capture supplier analysis information.

**1:** Record information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090).

To make supplier analysis most effective, enter **1** for this processing option and set the processing options for the Purchase Order Receipts program (P4312) and the Voucher Match program (P4314) to capture the same information.

### 6. Edit Supplier Master

Specify whether to validate the supplier number against the Supplier Selection File table (F4330). Values are:

Blank: Do not validate the supplier number.

**1:** Validate the supplier number.

### 7. Financial AAls

Specify whether to use financial or distribution AAls. Additionally, the system uses this processing option to determine which description appears for the Business Unit field (MCU) that appears on the Order Header form and the Order Detail form. For example, if you leave this processing option blank, the MCU field displays the description Branch/Plant. Values are:

Blank: Branch/Plant

**1:** Job. The system uses the financial AAI CD, CT, or CR.

**2:** Project. The system uses distribution AAls.

**3:** Business Unit

# Processing

These processing options enable you to enter interface information.

## 1. New Supplier Information

Specify whether a user can add new supplier information through the Address Book Revisions program (P0101). Values are:

Blank: The program does not access the Address Book Revisions program (P0101).

**1:** The program automatically accesses the Address Book Revisions program (P0101).

A user can add a supplier as needed. Consider the security restrictions for the Address Book records. You may not want to provide all users with the ability to enter supplier address book records.

## 2. Order Templates

Specify whether to display order templates. Values are:

Blank: Do not display

**1:** Automatically display

If you set this processing option to automatically display available order templates and you access the Order Header form, the system displays the order templates before displaying the Order Detail form. If you access the Order Detail form first, the system displays the order templates when you move the cursor to the detail area for the first time.

## 3. Subsystem Printing

Specify whether to automatically print a purchase order using the subsystem. Values are:

Blank: Do not print

**1:** Automatically print

**Note:** You must submit the version of the Purchase Order Print program (R43500) that is designated for subsystem processing.

## 4. Blanket Releases

Specify whether the system automatically processes blanket releases. Values are:

Blank: The system does not automatically process blanket releases.

**1:** The system processes blanket releases for all branches or plants.

**2:** The system processes blanket releases for a specific branch/plant.

## 5. Header Display

Specify whether to display the Order Header form before the Order Detail form. Values are:

Blank: Do not display the Order Header form.

**1:** Display the Order Header form.

## 6. Agreement Search

Specify how the system searches for agreements. This processing option applies only if you are using JD Edwards EnterpriseOne Procurement with the JD Edwards EnterpriseOne Agreement Management system. Values are:

Blank: The system does not search for agreements.

**1:** The system displays the agreement if only one agreement exists in the system.

**2:** The system searches for and displays all agreements.

**3:** The system searches for the agreement that has the earliest expiration date.

### **7. Base Order Protection**

Specify whether base order information can be changed. The base order is the original contract or order. The base order detail lines are identified as change order number 000. Values are:

Blank: The base order information can be changed.

**1:** The base order information cannot be changed.

### **8. Project/Job Validation**

Specify whether the values for the branch/plant and general ledger account business unit must be the same. Values are:

Blank: The values for the general ledger account business unit and the header business unit can be different.

**1:** The values for the general ledger account business unit and the header business unit (branch/plant, job, and so on) must be the same.

### **9. Exclusive Adjustment Hold**

Specify whether you want to place the order on hold if you apply advanced pricing to the item and have chosen mutually exclusive adjustments for the item's adjustment groups.

### **10. Logs Entry Display**

Specify whether the system automatically displays logs when you add an order or a contract. Values are:

Blank: The system does not automatically display logs.

**1:** The system automatically displays logs.

## Duplication

These processing options specify default information that the system uses for duplicate orders.

### **1. Duplicate Order Type**

Specify the type of document.

This UDC (00/DT) indicates the origin of the transaction. Document type codes are reserved for vouchers, invoices, receipts, and time sheets that create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) These prefixes have been defined for document types, and Oracle recommends that you do not change them:

**P:** Accounts payable.

**R:** Accounts receivable.

**T:** Payroll.

**I:** Inventory.

**O:** Purchase order.



**J:** General accounting/joint interest billing.

**S:** Sales order processing.

You must enter a value that has been set up in UDC table 00/DT.

### 2. Beginning Status Code

Specify the beginning status, which is the first step in the order process.

You must use a UDC (40/AT) that has been set up on the Order Activity Rules form for the order type and line type.

### 3. Next Status Code (Optional)

Specify the next step in the order process.

You must use a UDC (40/AT) that has been set up on the Order Activity Rules form for the order type and line type.

### 4. Copy Selection

Specify the information that the system copies. Activate this processing option to copy line attachment text and order attachment text when generating quotes or requisitions into purchase orders. Values are:

Blank: Copy no information.

**1:** Copy only line text.

**2:** Copy line text and order text.

**3:** Copy only order text.

## Cross Ref

These processing options specify cross-reference codes.

### 1. Substitute Items and 2. Obsolete Items

Specify the default cross-reference code that the system uses for retrieving substitute items.

The value that you enter is used as the default on the Substitute Item Search and Select form.

If multiple substitute item exists, the system displays a check mark in the row header that is located in the detail area and an X in the Substitute Exists column.

### 3. Promotional Items

Specify the cross-reference code that the system uses to retrieve promotional items.

## Order Inquiry

These processing options specify status and date information.

### 1. From Status Code and 2. Thru Status Code

Specify the first code and last code for order detail lines.

**Note:** The system uses this status as the default on the Additional Selection form.

### 3. Last Status

Specify whether the system uses the last status or next status as the default for the from and thru status codes for the Open Order Inquiry program (P4310). Values are:

Blank: The system uses the next status code.

**1:** The system uses the last status code.

#### **4. Date**

Specify which date the system checks to ensure that the date is within the date range. Values are:

Blank: Requested Date

**1:** Transaction date

**2:** Promised date

**3:** Original promise date

**4:** Receipt date

**5:** Cancel date

**6:** General ledger date

## Versions

These processing options control which version of various programs the system uses.

#### **1. Supply/Demand Inquiry (P4021)**

Specify which version the system uses when you are using the Supply/Demand Inquiry program.

#### **2. Supplier Analysis (P43230)**

Specify which version the system uses when you are using the Supplier Analysis program.

#### **3. Supplier Master (P04012)**

Specify which version the system uses when you are using the Supplier Master program.

#### **4. PO Print on Demand (R43500)**

Specify which version the system uses when you are using the Purchase Order Print On Demand program.

#### **5. Item Availability Summary (P41202)**

Specify which version the system uses when you are using the Item Availability Summary program.

#### **6. Approval Review (P43081)**

Specify which version the system uses when you are using the Approval Review program.

#### **7. Receipt Routing (P43250)**

Specify which version the system uses when you are using the Receipt Routing program.

#### **8. Open Receipts (P43214)**

Specify which version the system uses when you are using the Open Receipts program.

#### **9. Revision Audit Summary (P4319)**

Specify which version the system uses when you are using the Revision Audit Summary program.

#### **10. Purchase Ledger (P43041)**

Specify which version the system uses when you are using the Purchase Ledger program.

**11. Open Order Inquiry (P4310)**

Specify which version the system uses when you are using the Open Order Inquiry program.

**12. Financial Status Inquiry (P44200)**

Specify which version the system uses when you are using the Financial Status Inquiry program.

**13. Inbound Transportation (P4915)**

Specify which version the system uses when you are using the Inbound Transportation program.

**14. Preference Profile (R40400)**

Specify which version of the Preference Profiles program (P42520) the system uses to process orders based on preferences that are activated on the Preference Selection form. If you leave this processing option blank, the system uses ZJDE0001.

**15. Configurator (P3210)**

Specify which version the system uses when you are using the Configured Item Revisions program (P3210).

**16. Blanket Release (P43216)**

Specify which version the system uses with the Blanket Order Release program (P43060).

**17. Logs Entry (P4305)**

Specify which version the system uses with the Logs Entry program (P4305).

**18. Requisition Self Service (P43E10)**

Specify which version the system uses with the Requisition Self Service program (P43E10).

**19. Style Matrix Entry Version**

Specify the version of the Matrix Entry program (PCW10) that the system uses to display the style matrix data. If you leave this option blank, the system uses ZJDE0003 as the default version.

**Note:** This processing option is enabled only if the Use Apparel Management Module system constant (SY41F) is enabled in the EnterpriseOne System Control program (P99410).

## Currency

These processing options specify currency information.

**1. Tolerance**

Specify a currency tolerance limit percentage to ensure that the currency amount does not fluctuate by an amount greater than the tolerance percentage as compared with the Currency Exchange Rates table (F0015).

If you work with multiple currencies, create a separate version of this program for each currency. The amount that you specify is currency-specific.

**2. Currency Code**

Enter a code to specify the currency in which to view as if amounts.

This code enables you to view domestic or foreign amounts in a currency other than the currency in which the amounts were originally entered.

If you leave this processing option blank, the system displays as if amounts in the currency in which they were originally entered.

**Note:** This works if currency amounts are stored in a temporary memory and are not written to a table.

### 3. As of Date

Specify an as of date for the as if Currency Code processing option. The system uses this date to retrieve the exchange rate from the F0015 table.

If you specify a currency for the Currency Code processing option and leave this processing option blank, the system uses the system date.

**Note:** A valid exchange rate between the domestic or foreign currency and the as if currency must exist in the F0015 table, based on the as of date.

## Approvals

These processing options specify approval-processing information.

### 1. Route Code

Specify which code the system uses for approval processing.

Blank: Do not perform approval processing.

**1:** Originator's address.

**2:** Originator's user profile.

**3:** Branch/plant route code.

**4:** Default locations route code.

### 2. Awaiting Approval Status

Enter the next status for the system to use when the order enters the approval route.

### 3. Approved Status

Enter the next status for the system to use when the order is automatically approved.

### 4. Reapprove Changed Lines

Specify the type of modification for which approval processing is activated for a purchase order line that has been approved. Values are:

**1:** Activate approval processing when any fields for the purchase order line have been modified.

**2:** Activate approval processing only when certain critical fields, which are activated through the Approval Fields Constants program (P43080), have been modified.

**3:** Activate approval processing when the standard critical fields have been modified.

### 5. Approval Hold Code

Specify a hold code that the system uses when placing the order on hold for the approval process.

If you leave this processing option blank, the system does not place the order on hold.

# Budgeting

These processing options specify budgeting information.

## 1. Budget Hold Code

Specify the hold code that the system uses for budget holds.

After you enter a hold code, the system activates the budget-checking process. Budget checking ensures that when a detail line exceeds the budget for an account, the system places the entire order on hold.

## 2. Budget Ledger Type

Specify the ledger type that contains the budgets.

If you specify a budget ledger type, the system retrieves only that budget ledger type. If you leave this processing option blank, the system retrieves all budget ledger types that were specified in the Ledger Type Master Setup program (P0025) and that are contained in the Ledger Type Master table (F0025).

## 3. Level of Detail

Specify the value (**3** through **9**) for the level of detail that the system uses during the budget checking process. If you leave this processing option blank, the system uses a default value of **9**.

You can use this processing option with the processing option for level of detail accumulation.

## 4. Budget Total Method

Specify the method by which the system calculates the budget. If you leave this processing option blank, the system uses the job cost budget calculation method. Values are:

Blank: The system uses the job cost budget calculation method.

**1:** The system uses the job cost budget calculation method:

Original budget + period amounts for the current year + previous year postings.

**2:** The system uses the standard financial budget calculation method:

Sum of period amounts for the current year.

**3:** The system uses the standard financial spread calculation method:

Original budget + period amounts for the current year.

## 5. Period Accumulation Method

Indicate the time period that the system uses when accumulating the budget. Values are:

Blank: Use the total annual budget to accumulate the budget.

**1:** Accumulate the budget through the current period.

## 6. Tolerance Percentage

Specify the percentage by which the detail line amount can exceed the budget before the system places the order on budget hold.

## 7. Hold Warning

Specify whether the system displays a warning message about detail line amounts that exceed the budget. Values are:

Blank: The system does not display a warning, but it does place the order on hold.

**1:** The system displays a warning and places the order on hold.

**2:** The system displays a warning, but it does not place the order on hold.

### **8. Budget Accumulation Level of Detail**

Specify whether the system uses the Level of Detail processing option value (under the Budgeting tab) to accumulate budget amounts. Values are:

Blank: The system determines the budget amount from the account entered in the purchase order detail line.

**1:** The system determines the budget checking account by considering the values in the purchase order detail account and the Level of Detail processing option. The system then calculates the budget amount by accumulating the budget amounts of all the child accounts of the budget checking account.

### **9. Exclude Subledger/Type**

Specify whether the system excludes the subledger and subledger type when validating the budget information. Values are:

Blank: The system includes only those accounts that have a subledger and a subledger type specified in the purchase order detail.

**1:** The system does not consider the subledger and subledger type. All of the accounts (with and without a subledger and a subledger type) are considered for budget checking.

### **10. Job Cost Account Sequence**

Specify the job cost account sequence that the system uses for budgeting. Values are:

Blank: The system uses the standard account sequence (for example, cost center, object, and subsidiary).

**1:** The system uses the job cost sequence (for example, job, cost code, and cost type).

### **11. Include Taxes**

Specify whether to include taxes for taxable lines in budget calculations. Values are:

Blank: Do not include taxes.

**1:** Include taxes.

### **12. Include Prior Year Balance Forward Amount**

Specifies whether the budget amount from the previous year, should be included/added to the available budget amount for the current year, during budget calculation. Values are:

Blank: Include the prior year balance amount with the budget amount for the current year.

**1:** Do not include the prior year balance amount with the budget amount for the current year.

**Note:** This processing option takes effect only when the Budget Total Method is set to 2.

## Interop

These processing options specify interoperability information.

### **1. Purchase Order Before / After Image Processing**

Specify whether the system captures a record of a transaction before the transaction was changed or whether the system captures records of a transaction before and after a transaction was changed.

Blank: The system captures a record of a transaction after the transaction was changed.

**1:** The system captures one record of the transaction before it was changed and one record after it was changed.

### **2. Purchase Order Transaction Type**

Specify a transaction type for the export transaction. If you leave this processing option blank, the system does not perform export processing.

### **3. Work Order Before / After Image Processing**

Specify whether the system writes the before image for the work order header. Values are:

Blank: The system does not include the image.

**1:** The system includes the image.

### **4. Work Order Transaction Type**

Specify the default transaction type for the work order header that the system uses when processing export transactions. If you leave this processing option blank, the system does not perform export processing.

## Order Revision

These processing options control revisions to orders.

### **1. Revision Tracking**

Specify whether to allow revisions to an order. Values are:

Blank: Do not allow revision.

**1:** Allow revisions to existing orders only.

**2:** Allow revisions to an existing order and the addition of new lines to the order.

### **2. Next Status**

Specify the next status code at which the system begins tracking order revision audit information.

The system does not record revisions to detail lines if the statuses of the lines precede the status code.

The system stores revision information in the F43199 table. You can access this table through the Order Revision Inquiry program (P4319).

### **3. Text Entry**

Specify whether the system enables you to enter text when you are entering a revision. Values are:

Blank: The system does not enable.

**1:** The system enables.

## Self-Service

This processing option specifies whether the system activates self-service functionality.

### 1. Supplier Self-Service

Specify whether to activate Supplier Self-Service for use in a Java/HTML environment. This functionality enables suppliers to view their orders online. Values are:

Blank: Do not activate.

1: Activate.

## Product Variants

This processing option specifies the parent that the system processes. You use this processing option with the Product Variants functionality in JD Edwards EnterpriseOne.

### 1. Inventory Parent

Specify whether to display the Matrix Order form when you are working with a matrix parent item. If you enter a matrix parent item on the order detail and the Matrix Order form is not displayed, the parent item is treated as an inventory item instead of a matrix parent. Values are:

Blank: Display.

1: Do not display.

## Workflow

These processing options specify how the system processes workflow information.

### 1. Price Changes Notify, 2. Planned Delivery Date Changes Notify, 3. Quantity Changes Notify, and 4. Order Hold Notify

Specify the recipient of the email that the system automatically sends when the unit cost/lump sum changes on the order. Values are:

Blank: Do not send the email.

1: The purchase order originator.

2: The project manager (ETO only).

3: The buyer.

4: The purchase order originator, the project manager (ETO only), and the buyer.

## Transfer Order

These processing options specify how the system processes transfer orders.

### 1. Create Item Branch Record if one does not exist for the receiving B/P when Entering a Transfer Order

Specify transfer orders to determine whether the system creates an item branch record if one does not exist in the receiving branch/plant.

### 2. Project Transfer Order Line Type



Specify the line type that the system uses for the purchase order that is created from a sales transfer order.

Ensure that the line type has been defined with an inventory interface of C by accessing the Line Type Constants program (P40205). When the line type has an inventory interface of C, the system performs financial commitments for purchase orders that are associated with the JD Edwards EnterpriseOne Engineer to Order system.

## Style

These processing options specify how the system processes style items.

### 1. Display Matrix Entry (PCW10)

Specify whether the system displays the Matrix Entry form for style items.

Blank: The system does not display the Matrix Entry form for style items. You may leave this processing option blank to create blanket orders for a parent level style item.

**1:** The system displays the Matrix Entry form for style items.

### 2. Collection

Specify a default collection that displays in the purchase order header. The system stores collection codes in the Collection Detail table (FCW07).

**Note:** You must define the combination of collection, season code and season year as a valid collection using the Collections program (PCW07). If you do not define a valid combination, the system leaves all three values as blank on the purchase order header.

### 3. Season Code

Specify a default season code that is used in the purchase order header. Enter a value from the user-defined table 41F/SE.

### 4. Season Year

Specify a default season year that is used in the purchase order header. Enter a value from the user-defined table 41F/SY.

### 5. Validate Item Against Collection

Specify whether the system validates the items that are entered into the grid against the collection. You may also specify whether the system issues a warning or error when you validate items.

Blank: The system does not validate the items. You can enter any items into the grid.

**1:** The system issues a warning if the item you enter is not part of the collection.

**2:** The system displays an error message if the item you enter is not part of the collection.

### 6. Prefix for Collection Templates

Specify a symbol to prefix the collection template you enter in the Item Number field to display the Matrix Entry form with a collection template.

For example, if the symbol you enter is \* and the template name is M06, then you can type \*M06 in the order line to display Matrix Entry (PCW10) using collection template M06.

### 7. Send Address Number for Split Percentage to Matrix Entry (PCW10)

Define the customer for which the system retrieves the category code values to identify the split percentage in the Matrix Entry program (PCW10). This processing option value determines whether to send Ship To or Supplier Customer Number to the Matrix Entry program.

Blank: The system sends Ship To Customer number to the Matrix Entry program.

**1:**The system sends Supplier Customer number to the Matrix Entry program.

### **8. Item Search and Select**

Specify whether the system overrides the standard item number visual assist.

Blank: The system displays the standard item number visual assist.

**1:**The system uses the Item Search and Select program (PCW41011) to display the style items for selection.

**Note:** The system enables this processing option only if the Use Apparel Management Module system constant (SY41F) is enabled in the EnterpriseOne Control program (P99410).

## Entering Subcontract Order Header Information

This section provides an overview of subcontract order header information and discusses how to:

- Enter origin information and delivery instructions for an order.
- Enter dates for an order.
- Enter tax information for an order.
- Enter reference information for an order.

### **Note:**

- *"Setting Up Procurement Constants" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*

## Understanding Subcontract Order Header Information

To generate an order, you must provide information about the supplier, or subcontractor, who is to fill the order, the branch/plant that is requesting the order, and the shipping address for the order. This information is called order header information.

The header information that you enter determines how the system processes the order. For example:

- Subcontractor information determines the address to which the order is sent, the payment terms for the order, and so forth.
- Origination information determines the business unit that is accountable for the order and the address to which the services are to be delivered.
- Tax information determines how the system calculates taxes for the order.

Header information also includes the date that the order is placed, the date that the order is due, and reference information, such as the user entering the order.

Using the processing options for Order Entry, you can display a header form before the detail form. Depending on how you set the processing options, certain fields can appear on the header form. If you choose to bypass the header form, you must enter limited header information on the detail form. Based on the supplier and branch/plant that you enter, the system applies default values to the fields on the header form.

If you purchase goods or services from international suppliers or subcontractors, you might need to enter order amounts in different currencies, such as Canadian dollars (CAD), Japanese yen (JPY), or euros (EUR). Before you can enter order amounts in different currencies, you must enter these types of information on the header form:

- Whether the supplier or subcontractor uses a foreign currency.
- The type of currency that the supplier or subcontractor uses (which is supplied by default from the Supplier Master Information form).
- The base currency for the company.
- The exchange rate for the currency (one of the predefined rates from the Multi-Currency Processing system).

To use approval processing, which requires that orders be approved before continuing through the procurement or subcontract management cycle, you can set the approval processing options for Order Entry. If you use approval processing, the name of the approval route appears on the header form. Verify that the name of the approval route is correct when you set the processing options, because you cannot change the name after you enter an order.

See *"Creating an Approval Route" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

To enter a special order, such as a requisition, blanket order, or quote order, you use a combination of processing options, order activity rules, and line types in the order entry program.

See *"Working with Requisitions" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

See *"Working with Blanket Orders" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Ship To Addresses and Delivery Instructions

You generate an order for a specific branch/plant, business unit, project, or job within the company. In most instances, goods are shipped to the same branch/plant that requests the order. However, you might want to ship the goods to another location. You must specify the branch/plant, business unit, project, or job for which you are placing an order. When you enter a branch/plant, the system retrieves the ship-to address from Branch/Plant Constants, if the ship-to address exists in the address book. If you want to ship the order to a different shipping address, you can override the ship-to address number.

You can enter instructions for the delivery of an order. For example, you can specify that goods be delivered to a certain dock at the warehouse. You can have the system retrieve default delivery instructions that are set up for the ship-to address in the Supplier Master table (F0401).

(Release 9.2 Update) You can transfer an order from one branch/plant to another branch/plant. To transfer the order you must create a sales transfer order (ST). The system automatically creates a purchase transfer order (OT) for every sales transfer order (ST) that is created. When the goods are received the lot number is blank for every OT order if the Inventory Lot Creation field is deactivated in the Branch/Plant Constants for the receiving branch/plant. All the created OT orders can be viewed in the Purchase Order Detail File (F4311) table. You can validate the created ST order using the Shipment Confirmation program (P4205). The OT order is automatically validated when the ST order is validated by the in-transit accounting process.

## Order Dates

When you enter an order, you might request that the subcontractor complete work by a specific date. If the subcontractor cannot complete work by the date you request, you can specify the date that the subcontractor promises to complete the work. In addition, you can specify the date that you originated the contract and the date that the contract expires.

## Tax Information

In most business environments, you are required to pay taxes on the items that you purchase. You can have the system calculate taxes for an order based on the tax information that you enter for the order.

The system provides default values for tax fields based on the master information that you have set up for the supplier. You can use the Purchase Orders program (P4310) processing options to specify that the system retrieve the default value for the tax rate area from the master information for the ship-to address.

If you are using the Vertex® Sales Tax Q Series with the JD Edwards EnterpriseOne software, the system retrieves default GeoCodes to determine the tax rate to apply to the order.

See *"Understanding Vertex Sales Tax Q Series" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

Assuming that an order has multiple items, you can change tax information to accommodate each item or service. Then taxes are applicable for the item or service only if you have specified that the detail line is taxable.

See *"Entering Tax Information for a Detail Line" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Forms Used to Enter Subcontract Order Header Information

Form Name	FormID	Navigation	Usage
Contract Header	W4310B	<p>Subcontract Processing (G43D11), Enter Subcontract Orders</p> <p>On the Work With Contract Detail form, click Add.</p> <p>Or on the Work With Contract Detail form, select an existing order and click Select.</p> <p>The Contract Header form appears if you have set the processing options to display header information before detail information.</p>	<p>Enter origin information and delivery instructions for an order.</p> <p>Enter dates for an order.</p> <p>Enter tax information for an order.</p> <p>Enter user-defined values for additional properties and category codes.</p> <p>See <i>"Entering Order Header Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide</i> .</p>

Form Name	FormID	Navigation	Usage
Clauses	W4310K	Select Clauses from the Form menu on the Contract Header form.	Specify the print message clauses that are associated with a subcontract order.
Order Header - Additional Information	W4310H	Select Additional Info from the Form menu on the Contract Header form.	<p>Enter reference information for an order. The reference information is primarily for informational purposes.</p> <p>Enter delivery instructions for an order or enter reference information, such as a confirmation number, document number, job number for the order, or miscellaneous notes to be printed on the order.</p> <p>View supplier classification codes.</p> <p>See <i>"Entering Additional Order Header Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide</i>.</p>
Order Header - Additional Information II	W4310M	<p>Subcontract Processing (G43D11), Enter Subcontract Orders</p> <p>On the Work With Contract Detail form, click Add.</p> <p>On the Contract Detail form, select Additional Info from the Form menu.</p>	<p>View supplier classification codes.</p> <p>See <i>"Entering Additional Order Header Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide</i>.</p>

## Entering Origin Information and Delivery Instructions for an Order

Access the Contract Header form.

To enter origin information and delivery instructions for an order:

1. Complete the Subcontractor, Job, and Ship To fields.
2. From the Form menu, select Additional Info to access the Order Header - Additional Information form.
3. On the Order Header - Additional Information form, complete the Delivery Instructions Line 1 field and click OK.
4. On the Order Header form, click OK.
5. On the Work With Order Details form, click Cancel.

## Entering Dates for an Order

Access the Contract Header form.

### **Order Date**

Enter the date that an order was entered into the system.

This date determines which effective level the system uses for inventory pricing.

### **Requested**

Enter the date that an item is scheduled to arrive or that an action is scheduled for completion.

### **Promised Delivery**

Enter the promised shipment date for either a sales order or a purchase order.

The supply and demand programs use this date to calculate available-to-promise information. This date can be automatically calculated during sales order entry. This date represents the day that the item can be shipped from the warehouse.

### **Cancel Date**

Enter the date that the order should be canceled if the goods have not been sent to the customer or the goods have not been received from the supplier.

This is a memo-only processing option and does not cause the system to perform any type of automatic processing.

If a line on a sales order is canceled in Sales Order Entry, this processing option is updated with the date that the line was canceled.

**Note:** If you do not enter an order date, a requested date, or a promised delivery date, the system enters the current system date.

## Entering Tax Information for an Order

Access the Contract Header form.

### **Tax Expl Code (tax explanation code)**

Enter a hard-coded UDC (00/EX) that controls the algorithm that the system uses to calculate tax and general ledger distribution amounts.

The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.

### **Tax Rate/Area**

Enter a code that identifies a tax or geographic area that has common tax rates and tax authorities.

The system validates the code that you enter against the Tax Areas table (F4008). The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and general ledger distribution amounts when you create an invoice or voucher.

#### **Certificate**

Enter the number that tax authorities issue to tax-exempt individuals and companies to identify their tax-exempt status.

**Note:** You can override the tax information when you enter the purchase order or match it to the voucher.

## Entering Reference Information for an Order

Access the Order Header - Additional Information form.

#### **Reference**

Enter a value to record reference numbers, such as the supplier's bid document number, quote document, sales order, work order, or job number.

## Entering Subcontract Order Detail Information

This section provides an overview of subcontract order detail information, lists prerequisites, and discusses how to:

- Enter detail lines by account number.
- Enter tax information for a detail line.
- Enter discount terms for a detail line.
- Enter change orders.
- Copy change orders.
- Duplicate an order.

## Understanding Subcontract Order Detail Information

After you enter header information for a contract, such as the subcontractor to fill the order and the branch/plant requesting the order, you must enter information about each service to procure on the Order Detail form. For each service within a contract, you must enter a line of detail that describes:

- The service to procure.
- The quantity to procure.
- The cost of the service.

In the JD Edwards EnterpriseOne Subcontract Management system, you use the general ledger account number method to enter order detail lines.

If you purchase goods or services for internal use or for use on a certain job or project, you can enter detail lines by account number, item number, or both.

If the subcontractor has an internet home page set up with items or services that it offers, you can preview that information in the electronic catalog before entering the order detail information. On the Order Detail form, you can use a Form menu selection to preview supplier or subcontractor information.

The system provides default values for detail lines based on the header information on an order. You can add and change the information for each detail line based on what is relevant to the process. You also can attach notes or narrative text to each detail line.

You can enter tax information for each detail line to have the system calculate taxes on the goods or services that you are purchasing. If the supplier provides a discount on the order, you can enter the terms of the discount. By assigning reporting codes to a detail line, you can group items for reporting purposes.

If the supplier or subcontractor uses a currency that is different from the company's base currency, you must enter costs in the foreign currency.

You can replace an existing item on a detail line with a substitute or replacement item. For example, if the supplier is out of the item that you entered on a detail line, you can review a list of alternative items and select a replacement item.

For an existing order, you can use the Order Detail form to review summary information such as items, account numbers, order quantities, prices, extended volumes and weights, total tax amount, and total currency amount.

You might need to cancel a detail line if you no longer want to purchase the services that the line contains. When you cancel a line, the system closes the line and assigns it a last status of 980 (canceled order entry) and a next status of 999, which indicates that the purchasing process for the line is complete. If you want the closed line to appear when you are reviewing the order, you can set the processing options for Order Entry. If you want the closed line to be deleted from the system, you must run a purge.

The system provides four grid formats as tabs on the Order Detail form. Each tab displays the columns in the detail area of the form in a different order. In this book, the stock-based environment and forms are displayed as examples.

When you enter contract detail lines that have an inventory interface of A or B, you can use the Account Distribution Entry program (P4316) to distribute by percentages, amounts, or quantities among multiple accounts.

See *"Understanding Order Detail Information Entry, Multiple Account Distribution" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

See *Service Units for A/P Matching*.

See *Expense at Voucher Match*.

See *Freight Vouchering*.

**Note:** If you have selected the Project and Gov Contract Accounting Used option in the Service Billing Constants program (P48091), then the system enables the Job Typ field.

See *"Entering Detail Lines by Item Number" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

See *"Entering Contract-Specific Labor Categories for Subcontract Management" in the JD Edwards EnterpriseOne Applications Advanced Contract Billing Implementation Guide* .

## Tax Information

You can enter tax information that is specific to a detail line. This tax information determines whether taxes apply to the items or services on the detail line, and how the system calculates the taxes.



The system retrieves default tax information for each detail line based on the tax information that you entered for the order. If tax information for the detail line differs from that for the rest of the order, you can change the tax information to accommodate the detail line.

If you are using the Vertex® Sales Tax Q Series system with the JD Edwards EnterpriseOne software, the system retrieves default GeoCodes to determine the tax rate to apply to the order.

## Discount Terms

You can enter discount terms on a detail line to have the system calculate a discount on the services that you purchase. For example, a subcontractor might offer a 10 percent discount on certain services.

You can enter a specific discount factor for a detail line. The system enters a cost for the service on the detail line based on the discount factor. For example, to specify a 10 percent discount for a service, you enter a discount factor of 0.90. If the unit cost for the item is usually 10.00, the system enters a unit cost of 9.00.

You can also specify a discount for a service based on a price rule. The system applies a discount to the unit cost of the service based on the discount that is set up for the price rule. The system retrieves a default price rule for a service if:

- You have attached a price rule to branch/plant information for the service.
- You have attached the price group to the subcontractor from whom you are purchasing the service.

## Reporting Codes

You might want to group detail lines with similar characteristics so that you can generate reports based on the group. For example, you can group all detail lines for electrical services so that you can produce a report that lists open order information for electrical services. To group detail lines, you assign reporting codes to each line. The reporting codes are default codes that are associated with the classification codes for an item on the Item/Branch Plant Info form.

Five categories of reporting codes are available for purchasing and subcontracts. Each category represents a specific group of codes. For example, you might have a category for commodities. Within this category would be different codes, each of which represents a specific type of commodity, such as aluminum or copper.

## Change Orders

You can change commitment details after you enter them by creating a change order, which updates the commitment information and creates a record of changes to the order. For example, to increase the committed amount for an order by 100, you enter a change order for 100.

You can set the Display and Process processing options for Order Entry to specify whether you can change original commitment information by line item or whether you must enter a change order.

The system maintains a record after you make a change. After you enter change order information, you can enter descriptive text for each line item of the contract.

**Note:** If you are using the JD Edwards EnterpriseOne Advanced Pricing system with the JD Edwards EnterpriseOne Procurement system, change orders are not priced with adjustment schedules.

## Account Numbers for Detail Lines

If you work in an environment in which you purchase services for internal use or for use in a certain job or project, you can charge contracts against general ledger account numbers. You enter a detail line for each account number against which you are purchasing. The account number enables the general ledger to reflect expenses by job or project.

When you enter detail lines by account number, you can have the system perform commitments.

You determine how the system processes information on each detail line. For example, you can require that the system process a line based on both an account number and an item number. You must enter a line type for each detail line to indicate how the transaction works with other systems.

If you are making an account-based entry, you must enter an inventory interface of **A** or **B**.

If you are entering a lump sum for a detail line, you must enter an inventory interface of **A** or **N**.

An example of how the detail line information that you enter affects other systems is general ledger information. The system tracks purchasing expenses in the general ledger based on the general ledger class code that you enter for a detail line. The general ledger class code determines the received not vouchered account to which the system applies a credit if you enter a formal receipt.

## Order Duplication

To avoid having to enter the same information for multiple orders, you can duplicate an order. You can also duplicate an order to create a new type of order from an existing order, for example, to create an order from a requisition. You cannot duplicate orders on hold.

You can also duplicate an order to create a certain type of order from the original order. You set the processing options for Order Entry to specify the order type code for the duplicate orders. For example, you enter the order type code for purchase orders (usually OP) if you want the system to create a purchase order every time you duplicate a requisition. You must also specify the status codes for detail lines on the duplicate order, and you must indicate whether the system duplicates notes that are attached to the original order.

**Note:** If the source contract order has service units, then the duplicate order also has service units irrespective of the processing option.

See *Setting Processing Options for Enter Subcontract Orders (P4310)*.

See *Service Units for A/P Matching*.

See *Entering Detail Lines by Account Number*.

## Service Units for A/P Matching

You can perform lump sum processing for services contract order lines that have an inventory interface of A or B only. Lump sum processing provides the ability to identify and enforce the basis for the matching that is required for accounts payable (A/P) by line item (such as dollars, hours per unit, or unit price). Thus, you can enter units on a service line but perform vouchering based upon the extended amount and use only the quantity for recording.

You use the Service Quantity and Service UoM fields to enter service units for informational purposes (memo only). The service units enable you to have quantity and units of measure on an order with no logic for any calculations. The system does not validate against the values and any changes to these fields do not cause any recalculation of the extended amount.

In all respects, the line is treated as a pure account-based line with all interfaces to commitments, receipts, voucher match, and other programs that work with that line. The system bypasses the validation of units entered during voucher match and matches on amount only. You can add service units at voucher match even if services units were not added at contract entry. Commitments are made and relieved only when changes are made to the extended amount field. Thus, service unit information flows to the general ledger record but have no bearing on the commitment process.

Service units are passed to the Account Ledger (F0911), P.O. Detail Ledger File (F43199), and Account Balances (F0902) tables when the system is writing entries.

To activate service units, select the Procurement Allow Service Units option on the Line Type Constants Revisions form. The system validates that the service units field is selected for noninventory interfaces A and B only. Also set the Display Service Units processing option on the Display tab of the P4310 processing options.

If the processing option is set, the Service Quantity and Service UoM fields appear on the Contract Detail form (W4310A). Although both the Service Quantity and Original Quantity fields are shown on the Contract Detail form, you cannot use both fields for a line.

When the system updates the P.O. Detail Ledger File table (F43199) to create the purchase order ledger for commitment, service units do not affect regular units.

**Note:** Purchase orders that are not created directly in P4310, such as transfer orders, direct ship orders, and order generation programs, do not provide access to the Service Quantity and Service UoM fields. When the order is generated, you can access the order in P4310 to enter values in these fields.

Additionally, sourcing using the Analyze Event program (P43Q50) does not handle service unit fields.

If the Display Service Units processing option on the Display tab of the P4310 program is selected, then the Service Quantity and Service UoM fields appear on the PO Multiple Account Distribution form (W4316A).

See *Setting Processing Options for Enter Subcontract Orders (P4310)*.

See *Entering Detail Lines by Account Number*.

See *Order Line Types*.

See *"Understanding Order Detail Information Entry, Multiple Account Distribution" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide*.

## Prerequisites

Before you complete the tasks in this section:

- Set the Order Entry processing options to have the system enter a current status code and a next status code for each detail line. These codes determine the next process that the detail line goes through in the subcontract management process.
- Set the Order Entry processing options to indicate the method by which the system updates detail lines with changes to header information. If you do not set the processing options to automatically update the header information, you must do so manually on the Order Header form by selecting Header To Detail/Define from the Form menu, which enables you to specify which fields to update, and then Header To Detail/Populate from the Form menu.

## Forms Used to Enter Subcontract Order Detail Information

Form Name	Form ID	Navigation	Usage
Work With Contract Detail	W4310G	Subcontract Processing (G43D11), Enter Subcontract Orders	Enter change orders by selecting existing

Form Name	Form ID	Navigation	Usage
			<p>subcontract orders for modification.</p> <p>Copy change orders.</p> <p>Duplicate an order.</p>
Contract Detail	W4310A	<p>On the Work With Contract Detail form, click Add.</p> <p>If you have set the processing options to bypass the header form, the Order Detail form appears. Otherwise, you must enter header information on the Order Header form before you can proceed to the Order Detail form.</p>	<p>Enter detail lines by account number.</p> <p>Enter detail information about each service to procure.</p> <p>Enter user-defined values for additional properties and category codes.</p> <p>See <i>"Entering Order Header Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide</i>.</p>
Clauses	W4310K	Select Clauses from the Form menu on the Contract Detail form.	Specify the print message clauses that are associated with a subcontract order.
Order Detail - Page I	W4310F	On the Contract Detail form, complete the Job and Supplier fields, and then select a detail line and select Additional Info 1 from the Row menu.	Enter tax information and discount terms for a detail line.
Order Detail - Page II	W4310E	On the Contract Detail form, complete the Job and Supplier fields, and then select a detail line and select Additional Info 2 from the Row menu.	Enter reporting codes for a detail line.
Order Header - Additional Information II	W4310M	Select Additional Info from the Form menu on the Contract Detail form.	<p>View supplier classification codes.</p> <p>See <i>"Entering Additional Order Header Information" in the JD Edwards EnterpriseOne Applications Procurement</i></p>

Form Name	Form ID	Navigation	Usage
			<i>Management Implementation Guide</i>

## Entering Detail Lines by Account Number

Access the Contract Detail form. Select the Line Defaults tab.

### Account Number

Enter a value that identifies an account in the general ledger.

Use one of these formats to enter account numbers:

Standard account number.

Third general ledger number.

Account ID number. The number is eight digits long.

Speed code. This is a two-character code that you concatenate to the AAI item SP.

The first character of the account number indicates its format. You define the account format in the General Accounting constants.

### Subsidiary

Enter a subset of an object account.

Subsidiary accounts include detailed records of the accounting activity for an object account.

### Obj Acct (object account)

Enter the portion of a general ledger account that refers to the division of the cost code into subcategories.

For example, you can divide the cost code for labor into regular time, premium time, and burden.

If you use a flexible chart of accounts and the object account is set to six digits, Oracle recommends that you use all six digits. For example, entering **000456** is not the same as entering **456** because if you enter **456** the system enters three blank spaces to fill a six-digit object.

### Tr. UoM (transaction unit of measure)

Enter a UDC (00/UM) that indicates the quantity in which to express an inventory item (for example, CS or BX).

### Unit Cost

Enter the price charged for the unit of measure in the adjoining processing option.

Use these processing options, for example, if the primary unit of measure is EA, but you typically use a list price per box.

### Extended Cost

Enter a value that equals the number of units multiplied by the unit price.

### Pu. UoM (purchasing unit of measure)

Enter a code that identifies the unit of measure in which you usually purchase the item.

### Ln Ty (line type)

Enter a code that controls how the system processes lines on a transaction.

Line type controls the systems with which the transaction interacts, such as General Accounting, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports, and it is included in calculations. Codes include:

**S:** Stock item

**J:** Job cost

**N:** Nonstock item

**F:** Freight

**T:** Text information

**M:** Miscellaneous charges and credits

**W:** Work order

**Sub Type (subledger type)**

Enter a UDC (00/ST) to use with the Subledger field to identify the subledger type and how the system performs subledger editing.

On the UDCs form, the second line of the description controls how the system performs editing. This is either hard-coded or user-defined. Values include:

**A:** Alphanumeric field; do not edit.

**N:** Numeric field; right-justify and zero fill.

**C:** Alphanumeric field; right-justify and blank fill.

**Subledger**

Identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.

**Last Status**

Enter a code specifying the last step in the processing cycle that this order line has successfully completed.

**Next Status**

Enter a UDC indicating the next step in the order flow of the line type.

**Effective Date**

Enter a date that identifies the financial period to which the transaction is to be posted.

The company constants specify the date range for each financial period. You can have as many as 14 periods. Generally, period 14 is used for audit adjustments. The system validates this processing option for PBCO, PYEB, PACO, and WACO messages.

**G/L Offset (general ledger offset)**

Enter the general ledger offset account for the commitment line or pay item.

The default is supplied from the Address Book Supplier Master table (F0401). If no general ledger offset account is specified in the table, the general ledger offset account is the value in the PC AAI for trade accounts payable or contracts payable.

**Service Quantity**

Enter a value that represents the number of units committed for a nonstock item or service line on a purchase order. This field has no relation with unit cost to calculate the extended cost. If service units are used, the Quantity Ordered field on the Order Detail form in the JD Edwards EnterpriseOne Procurement system cannot be used.

### Service UoM (service unit of measure)

Enter a value from UDC 00/UM that specifies the unit of measure for the quantity committed for a non-stock item or service line on a purchase order.

### Lot/Serial

Enter a number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.

### Location

Enter the area in the warehouse where you receive inventory. The format of the location is user-defined and you enter the location format for each branch/plant.

**Note:** You can click the Search button in the Tr. UoM field and the Pu. UoM field to access the Unit of Measure Lookup form, where you can select from a list of valid units of measure for the item that you are entering on the purchase order.

### Note:

- *"Reviewing Journal Entries for Receipt Transactions" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Setting Up the Procurement System, Setting Up AAls" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*

## Entering Tax Information for a Detail Line

Access the Order Detail - Page I form.

### Taxable

Enter a code that indicates whether the item is subject to sales tax when you purchase it.

The system calculates tax on the item only if the supplier is also taxable.

### Expl Code (explanation code)

Enter a hard-coded UDC (00/EX) that controls the algorithm that the system uses to calculate tax and general ledger distribution amounts.

The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code

### Rate/Area

Enter a code that identifies a tax or geographic area that has common tax rates and tax authorities.

The system validates the code that you enter against the Tax Areas table (F4008). The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and general ledger distribution amounts when you create an invoice or voucher.

### Note:

- *"Understanding Vertex Sales Tax Q Series" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*

## Entering Discount Terms for a Detail Line

Access the Order Detail - Page I form.

### Discount Factor

Enter the factor that the system applies to the unit price of an inventory item to determine the net price.

The system retrieves this value from the inventory pricing rules if you have assigned a rule to this item. The pricing rule setup determines whether the system multiplies the unit price by this value or adds to or deducts from the unit price.

### Item Price Group

Enter a UDC that identifies an inventory price group for an item.

Inventory price groups have unique pricing structures that direct the system to incorporate discounts or markups on items on sales and purchase orders. The discounts or markups are based on the quantity, currency amount, or weight of the item ordered. When you assign a price group to an item, the item takes the same pricing structure defined for the inventory price group.

You must assign an inventory price group to the supplier or customer, and to the item, for the system to interactively calculate discounts and markups on sales orders and purchase orders.

### Pricing Cat. Level (pricing category level)

Enter a pricing category or price rule, whichever can contain a variety of levels.

Within each price rule, each level is defined by its effective date range and allowed quantity, and whether it is based on the item's cost, price, or an amount specified as an override.

### Adjustment Schedule

Enter a UDC (40/AS) that identifies a price and adjustment schedule.

A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule attached to the sold to address into the order header. You can override this schedule at the detail line level.

For JD Edwards EnterpriseOne Agreement Management, this is the Agreement Penalty Schedule. The information in the Agreement Penalty Schedule provides the system with the criteria for an agreement to have penalty conditions.

#### Note:

- *"Creating Price Discount Rules for Purchasing" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Attaching Price Discount Rules to Items and Suppliers" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*

## Entering Change Orders

Access the Work With Contract Detail form.



To enter change orders:

1. Select the order to which you want to add a change order.
2. Select Change Orders, and then select Add Change Order from the Row menu.
3. On the Contract Detail form, complete the fields as required, and click OK.

- o **Change Order**

Enter the change order number of the contract.

The default change number of the original base contract is 000. Each time that 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.

**Note:**

- *"Adding Classification Codes to Items" in the JD Edwards EnterpriseOne Applications Inventory Management Implementation Guide .*

## Copying Change Orders

You can copy a change order and then modify it to suit the needs. This feature saves you time when you have similar change orders for many orders.

Access the Work With Contract Detail form.

To copy a change order:

1. Select the order for which you want to copy a change order.
2. Select Change Orders, and then select Copy Change Order from the Row menu.
3. On Contract Detail, complete the Quantity Ordered, Unit Cost, and Extended Cost fields, as required, and then click OK.

**Note:** If you want to add a new line to the order, you must first scroll through all existing detail lines to the first blank line to ensure that the system assigns the correct number to each detail line.

**Note:**

- *Setting Up Commitments.*

## Duplicating an Order

Access the Work With Contract Detail form.

To duplicate an order:

1. Select a detail line for the order to duplicate.
2. Click Copy.
3. On the Order Detail form, change the order dates and other information as necessary.

**Note:** If you want to add a new line to the order, you must first scroll through all existing detail lines to the first blank line to ensure that the system assigns the correct number to each detail line.

4. Click OK.

**Note:** If you copy a subcontract order that has values in the retainage indicator, additional properties, and category codes user-defined fields, then the duplicate subcontract order also has values in these fields irrespective of the processing options.

See *"Entering Order Header Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Working with Orders on Hold

This section provides an overview of order holds, lists prerequisites, and discusses how to enter order holds.

**Note:**

- *Working with Budgets.*

## Understanding Order Holds

You can place an order on hold to prevent it from being processed. You might place an order on hold for these reasons:

- You have yet to settle prices and terms with the subcontractor.
- You are not sure whether you want to use the subcontractor.
- The order exceeds the budget.

You cannot print or receive orders on hold. You must release the hold to continue processing the order. To release an order on hold, you must have the correct password.

Two types of order holds are available: budget holds and regular holds. Budget holds are for orders that exceed the budget. Regular holds are for all other holds.

To have the system process an order that has been put on hold, you must release the hold. You can review all holds on a certain order and select the holds to release.

For budget holds, you can review the budget before releasing budget hold orders by accessing Trial Balance/Ledger Comparison from the Release Held Orders (Budget) program.

**Note:** You cannot use Release Held Orders (Budget) to release an order on budget hold if the order is assigned an approval route. In that case, you must use the Approval Review program to approve and release the order.

## Prerequisites

Before you complete the tasks in this section:

- Set up hold codes.
- Assign a responsible individual to each hold code.

See *"Setting Up Order Hold Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Forms Used to Work with Orders on Hold

Form Name	Form ID	Navigation	Usage
Contract Header	W4310B	<p>Subcontract Processing (G43D11), Enter Subcontract Orders</p> <p>On the Work With Contract Detail form, click Add.</p> <p>Or on the Work With Contract Detail form, select an existing order and click Select.</p> <p>The Contract Header form appears if you have set the processing options to display header information before detail information.</p>	Assign a hold code to an order.
Contract Detail	W4310A	<p>On the Work With Contract Detail form, click Add.</p> <p>If you have set the processing options to bypass the header form, the Contract Detail form appears. Otherwise, you must enter header information on the Contract Header form before you can proceed to the Contract Detail form.</p>	Assign a hold code to an order.

Form Name	Form ID	Navigation	Usage
Supplier Master Revision	W04012A	Supplier Management (G43A16), Purchasing Instructions  On the Work With Supplier Master form, select a supplier and click Select.  Select the Purchasing 1 tab.	Assign a hold code to a subcontractor.
Work With Held Orders	W43070A	Order Generation/ Approve/Release (G43D13), Release Held Orders	Release order holds.
Password Confirmation	W43070B	On the Work With Held Orders form, select the order detail line for which you want to release the hold and click Select.	Enter the password that is required to release an order hold.

## Entering Order Holds

You can put an order on hold in one of three ways:

- Assign a hold code to the order on the order entry form.
- Assign a hold code to a subcontractor on purchasing instructions so that each time you enter an order for the subcontractor, the system assigns the hold code to the order.

See *"Defining Supplier Purchasing Instructions" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

- Specify a budget hold code in the processing options for the Purchase Orders program (P4310).

If budget checking is activated, the system assigns the hold code to orders when detail lines exceed budget.

# 5 Working with Commitments

## Understanding Commitments

A commitment is the recognition of a future obligation. Each time you enter a subcontract order detail line, you can have the system track the amount that you are obligated to pay and apply it to a job or project.

For example, you might be working on a pavement resurfacing project. Each time you enter a purchase order for goods or a subcontract for services to complete the project, you can have the system create a commitment for the purchase order or subcontract amount.

In addition, you can roll over a commitment to the next fiscal year or have the commitments expire at year end.

For example, utilities, local governments, and municipalities normally have the authority to expend funds for one fiscal year. As a result, purchase orders and subcontracts with open balances are often canceled at the end of the fiscal year. Construction projects, however, can often span one or more years. In this case, the open balances of purchase orders and subcontracts are rolled forward to the new fiscal year.

A subcontract commitment is created when a subcontractor is contracted to provide services. The commitment is relieved when services are rendered and you initiate a progress payment.

A functional server program called Update Commitment Ledger (X00COM) is used to create and relieve commitments. The system uses the Update Commitment Ledger to create appropriate entries for subcontract system commitments.

## Creating a Commitment

You can create subcontract detail lines using the Subcontract Entry method in Purchase Orders (P4310).

When you create a subcontract detail line, the system verifies that the document type exists in user-defined code (UDC) 40/CT, verifies that the line type has an inventory interface of A or B, and automatically creates commitments and encumbrances.

If you create a subcontract from a requisition, you can track precommitments in addition to commitments. A precommitment is the recognition of a future obligation from which you can commit budget amounts based on that request. When you generate the subcontract from the requisition, the system relieves the precommitment and creates commitments for the resulting subcontract amounts.

## Relieving Commitments

Use the Commitment Relief constant in the Job Cost Constants program (P0026) to establish the criteria for the system to use to automatically relieve open commitments when you run the general ledger posting program for vouchers created as a result of Progress Payment.

Just creating a progress payment does not relieve the commitment. The General Ledger Post program (R09801) calls the Update Commitment Ledger (X00COM) that actually relieves the commitment. Committed amounts are relieved from the Purchase Amounts (PA) ledger and are added to the Actual Amount (AA) ledger.

When vouchers or receipts are posted, the system:

- Relieves the commitment.
- Creates an audit trail in the purchasing ledger file.
- Recalculates the amounts in the account balances ledgers, if necessary.
- Changes the exchange rate of selected purchase orders and restates the domestic commitment amounts, if necessary.

When you inquire on commitments, the receipt general ledger date, not the original subcontract general ledger date, is used to relieve the commitment.

If the Expense At Voucher option is selected on the Line Type Constants Revisions form, then the system relieves commitments when posting the voucher match batch. This applies to two-way and three-way voucher match. Expense at voucher works like two-way match. The expense is vouchered as a three-way match but because there are no general ledger records from receipts the expense at voucher functions like a two-way match. Thus, the commitment relief is for the voucher amount and not the receipt amount.

See *Order Line Types*.

See *Expense at Voucher Match*.

## Files Used for Commitments

In addition to the entries that are made to the subcontract tables during order entry and progress payment processing, the system also maintains commitment information in these tables:

- F43199
- Account Balances (F0902)

## P.O. Detail Ledger File - Flexible Version (F43199)

The system creates multiple entries in the F43199 table. Based on change orders, order activity rules, and commitments, the system maintains these multiple ledgers to satisfy the business requirements:

- Purchasing (Subcontractor) Ledger.
- Commitment Audit Trail (PA/PU Ledger).
- Change Order Ledger (CO Ledger).

**Note:** The processing option prompts for either change orders or commitments. The F43199 commitment and commitment relief record can be reviewed on Commitment Inquiry P40230A.

If you are tracking commitments, a commitment audit trail transaction is created in the F43199 table. The committed amounts are maintained in the Purchase Amounts (PA) ledger and any committed units are maintained in the Purchase Units (PU) ledger. When you review the PA or PU ledger, you notice that, unlike the purchasing ledger, the Last and Next status code fields are blank.

Each commitment transaction represents one of these situations:

- The entry of an original commitment.

- A change to a commitment.
- A canceled commitment.
- A relieved commitment due to a receipt or payment.

## Account Balances (F0902)

During subcontract entry, the system creates a commitment entry in the PA and PU ledgers in the F0902 table. Based on the general ledger date, the system creates an entry in the appropriate accounting period and adds the committed amount to the total budgeted amount.

If the Commitment Relief constant is set to **Y**, the system posts the receipt payment to the PA and PU ledgers in the F0902 table. Based on the general ledger date of the progress payment, the system relieves the commitment from the appropriate period and the total budgeted amount.

## Prerequisites

Before you complete the tasks in this section:

- Set up the document types for pre-encumbrances and commitments in UDC 40/CT.  
See *"Setting Up Purchase Order Commitments" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .
- Set the Commitment Relief value for the transaction company or company 0000 in the Job Cost Constants program (P0026) to relieve commitments.  
See *"Setting Up Commitment Relief" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Verifying Commitment Integrity

This section provides an overview of the Commitment Integrity Report and discusses how to:

- Run the Commitment Integrity Report (R40910).
- Set processing options for the Commitment Integrity Report (R40910).

## Understanding the Commitment Integrity Report

You can generate a Commitment Integrity Report (R40910) to compare the open order amounts against the committed amounts and amount balances and to review any variances.

Use the Commitment Integrity Report program (R40910) to indicate variances among these tables:

- F4311
- F43199
- F0902

Two comparisons are made to identify out-of-balance conditions between files.

The detail file and the audit file are compared on a to-date basis, which means that all data in the files is summed regardless of date. The detail file is not date sensitive and does not contain information such as when you made changes to the open amount.

The system compares the audit file and the balances file on a through-period-end basis. The system uses the date that you enter for the first processing option to determine the period end date to use. This comparison is period-sensitive because that is the lowest level of detail stored in the balances file.

The columns under Balance to Date on the left side of the report are Purchase Order Detail File, P.O. Detail Ledger File - Flexible Version, and Variance. The amounts reported by account number and subledger are:

- Open amount in the detail file.
- Total of the commitment audit trail transactions.
- Difference between the two columns.

The columns under Balance as of xx/xx/xx on the right side of the report are P.O. Detail Ledger File - Flexible Version, Account Balances, and variance. The amounts reported by account number and subledger are:

- Total of the Commitment Audit Trail transactions.
- Account Balances total.
- Difference between the two columns.

Variances occur between the F4311 table and the Commitment Audit Trail under these conditions:

- Unposted receipt or voucher batches.  
To confirm that all O and V batches are posted, run the Unposted Batches report (R007011).
- Subcontracts on budget hold.

The system does not create a commitment until a subcontract is released from budget hold.

If you find an inconsistency in the commitments that cannot be resolved, you can correct the information in the PA ledger. All entries in the PA and PU ledgers are based on the F4311 table. You can rebuild this information from the F4311 table and correct any inconsistencies in the F0902 table.

**Note:**

- *Working with Commitment Audit Trails.*
- *Posting Committed Costs to Jobs.*

## Running the Commitment Integrity Report (R40910)

Select Subcontract Reports (G43D111), Commitment Integrity Report.



# Setting Processing Options for the Commitment Integrity Report (R40910)

Processing options enable you to specify the default processing for programs and reports.

## Default

### 1. Effective Date

Specify the effective date to use in the comparison between the Audit Trail and Account Balance files. If you leave this processing option blank, the system uses the current date.

## Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

### 1. Commitment Variance Display

Specify the number of records that the system displays on the report. Values are:

Blank: Print all accounts with and without variances.

1: Print all accounts with commitment variances.

### 2. Process Mode

Specify whether to run the program in proof or final mode.

In proof mode, the system compares the F4311 table to the F43199 table to date, and also compares the F43199 table to the F0902 table, based on the Effective Date processing option. In final mode, the system displays these comparisons and writes temporary records to the F43199 and F0902 tables to remove the variances. Oracle recommends that you run the purge, rebuild, and repost programs to bring all records into balance. Values are:

Blank: Proof mode

1: Final mode

### 3. Manufacturing Encumbrances

Specify whether the system processes financial encumbrances that are associated with manufacturing work orders. Values are:

Blank: The system processes financial encumbrances that are related to purchase orders and subcontracts.

1: The system processes financial encumbrances that are related to purchase orders, subcontracts, and manufacturing work orders.

### 4. Threshold Amount for Variance (Release 9.2 Update)

Specify the threshold amount for variance. The records with a variance amount above the given threshold amount will be printed.

Enter a positive, non-zero threshold amount for variance. The absolute value is taken as the variance limit. For example, if 0.01 is entered, records with a variance range from -0.01 to 0.01 will not be printed.

The Threshold Amount for Variance processing option works based on the value entered in the Commitment Variance Display processing option.

If Commitment Variance Display is blank and Threshold Amount for Variance is blank, then all the accounts with and without variances are printed. For accounts with variance, all penny variances are printed.

If Commitment Variance Display is blank and Threshold Amount for Variance has a value, for example 0.01, then accounts with a variance above the entered threshold value of 0.01 are printed and accounts without a variance are also printed.

If Commitment Variance Display has the value 1 and Threshold Amount for Variance is blank, then all the accounts with a variance are printed.

If Commitment Variance Display has the value 1 and Threshold Amount for Variance has another value, for example 0.01, then accounts with a variance above the entered threshold value of 0.01 are printed.

## Reviewing Commitment Information for Subcontracts

This section provides an overview of commitment information for subcontracts and discusses how to:

- Set processing options for Commitment Inquiry (P40230A).
- Review detailed commitment information.

## Understanding Commitment Information for Subcontracts

You can monitor individual commitment amounts for a job or project to verify the types of subcontracts being made. You can also review the total commitment amount for a job or project to verify that the amount does not exceed the budget.

After you process progress payments, you can have the system relieve commitments. The system does this by reducing the total commitment amount for a job or project by the individual commitment amount. The system relieves open commitments when you post progress payment vouchers to the general ledger.

The system performs commitment tracking only on order types that you specify in UDC 40/CT. If a subcontract is on hold, the system does not create commitments for the subcontract until you release the hold.

The system tracks only commitments for detail lines that you charge directly to a general ledger account number. These are detail lines to which you assign a line type with an inventory interface of A or B. For subcontracts, typically line type J is used.

Each time you enter a subcontract detail line for which commitment tracking applies, the system records the amount in the Purchase Amount (PA) ledger, which contains committed purchase amounts in domestic currency, and the Purchase Units (PU) ledger, which contains committed purchase units.

You can review individual commitment transactions for:

- A job/project.
- An account number or a cost code or cost type.
- A subcontractor (supplier).
- A subcontract and type.

You can also review the total amount of all commitments, relieved commitments, and open commitments for each of these individual commitment transactions.

Each commitment transaction represents one of these situations:

- The entry of an original commitment.
- A change to a commitment.
- A canceled commitment.
- A relieved commitment due to a receipt or payment.

You can review details for each transaction, such as the account number, subcontract number, line number, and subcontractor, as well as who generated the transaction and when.

The system retrieves commitment transaction information from the F43199 table.

## Forms Used to Review Commitment Information for Subcontracts

Form Name	Form ID	Navigation	Usage
Work With Commitment Inquiry	W40230AA	Subcontract Inquiries (G43D112), Commitment Inquiry	Review commitment information for multiple transactions.
Commitment Inquiry Detail	W40230AB	On the Work With Commitment Inquiry form, select a transaction and click Select.	Review detailed commitment information. Review details for a transaction.

## Setting Processing Options for Commitment Inquiry (P40230A)

Processing options enable you to specify the default processing for programs and reports.

### Default

#### Order Type

Specify a UDC (00/DT) that identifies the type of document.

This code also indicates the origin of the transaction. Oracle 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.)

These document types are predefined, and Oracle recommends that you not change them. Values are:

**P:** Accounts Payable.

**R:** Accounts Receivable.

**T:** Payroll.

**I:** Inventory.

**O:** Purchase Order Processing.

**J:** General Accounting/Joint Interest Billing.

**S:** Sales Order Processing.

## Display

### **Enter '1' for Change Orders else Commitments**

Specify whether to display change orders or commitments. Values are:

**1:** Change Orders.

Blank: Commitments.

## Versions

### **Order Entry (P4310)**

Specify which version of Purchase Order Entry to call. If this processing option is left blank, then the system uses ZJDE0001.

## Reviewing Detailed Commitment Information

Access the Commitment Inquiry Detail form.

### Commitment Inquiry Detail

Work With Commitment Inquiry | **Commitment Inquiry Detail**

✕ < > ⚙️ Tools

Contract Number	6023	OS	Job Number	5100
Change Order	000		Effective Date	06/01/2005
Contract Line Nu...	1.000		Document No	
Dist. Line Number				
Account No	5100.1360.02200			
Supplier	3480	<i>Digger Incorporated</i>		
Type/Subledger				
Description	Clearing and Grading		Revision No	0

Units Committed	10000.0000	User ID	OWCRP02
Amount Committed	75,000.00	Program ID	EP4310
Tax	.00	Work Station ID	TN07DN02
Total	75,000.00	Date Updated	12/06/1997
		Time of Day	125415

## Processing Commitment Rollovers

This section provides an overview of the Encumbrance Rollover program and discusses how to:

- Run the Encumbrance Rollover program (R4317).
- Set processing options for Encumbrance Rollover (R4317).

**Note:**

- *Working with Commitment Audit Trails.*
- *Processing Receipts.*

## Understanding the Encumbrance Rollover Program

When you run the Encumbrance Rollover program (R4317), the system rolls forward the fiscal year end commitments. The rollover reduces the manual effort placed on users who work in environments with a high volume of transactions. The Encumbrance Rollover program enables you to perform one of these actions:

- Relieve committed lines on a subcontract from the prior year and recommit a new line with the current year's general ledger date. These lines are assigned to a new account that is created especially for this rollover. This account is controlled through distribution automatic accounting instruction (AAI) 4430.
- Cancel committed lines on a subcontract to ensure that no further payment processing can be made against those lines. For subcontracts, the purge code must be **R**. For purchase orders, the system updates the next status to 999 (closed).

Many industries use the term *decommit* to relieve commitments. When you relieve or decommit commitments, the system creates an RO ledger type record. You should not purge the RO records, because they must be used to create or rebuild commitments.

## Running the Encumbrance Rollover Program (R4317)

Select Procurement Advanced & Technical Ops (G43A31), Encumbrance Rollover.

## Setting Processing Options for Encumbrance Rollover (R4317)

Processing options enable you to specify the default processing for programs and reports.

### Defaults

These processing options specify the defaults that the system applies when you run an encumbrance or commitment rollover.

#### 1. Rollover Method:

Specify how the system processes year-end encumbrance amounts.

The method that you use depends on the business requirements. Values are:

Blank: The system cancels rollover with no further action. No amount is recommitted to a new general ledger date or account.

**1:** The system uses a new general ledger date.

**2:** The system uses a new general ledger date and a new account number.

#### 2. G/L Class Code:

Specify the general ledger class code that the system uses to retrieve the AAls.

You can enter a general ledger class code or leave the processing option blank to use the general ledger class code from the purchase order detail line. If you are processing subcontracts with account reclassification, you must enter a general ledger class code.

If you are processing both purchase orders and subcontracts, the general ledger class code that you enter is used for both. This code determines the A/R account (class) that is offset when you post invoices. The code that you enter in this processing option can be alphanumeric or can match the object code of the general ledger account number.

**Note:** Do not use code 9999. The system reserves this code for the post program and indicates that offsets are not created.

### 3. Ledger Type:

Specify the ledger type that the system uses for the history record in the F43199 table.

This is a UDC (09/LT) that specifies the type of ledger, such as AA (actual amounts), BA (budget amount), or AU (actual units).

### 4. New G/L Date:

Specify the general ledger date for the current year's encumbrance rollover.

This date identifies the financial period to which the transaction is posted. You set up the date range for each financial period in general accounting constants.

### 5. Decommit G/L Date:

Specify the general ledger date to decommit, or relieve, the encumbrance.

This date identifies the financial period to which the transactions are posted. You set up the date range for each financial period in the general accounting constants.

## Process

This processing option specifies whether to process the rollover in proof or final mode.

### 1. Process mode

Specify whether the system runs the encumbrance rollover in proof or final mode.

When you run the encumbrance rollover in proof mode, the system does not update the status or any applicable tables.

When you run the encumbrance rollover in final mode, the system updates the status and all applicable tables. Whether you run the encumbrance rollover in proof or final mode, you can print journal entries and errors. Values are:

Blank: Proof mode

1: Final mode

## MFG Edits

These processing options specify how the system processes manufacturing data.

### 1. Enter a '1' to process Manufacturing Encumbrances

Specify whether to process financial encumbrances that are associated with manufacturing work orders. Values are:

Blank: Process financial encumbrances that are related to purchase orders and subcontracts.

1: Process financial encumbrances that are related to purchase orders, subcontracts, and manufacturing work orders.

## 2. Work Order Close Status

Specify the work order status that the system uses to close open work orders.

You can also specify the work order status that the system uses to determine whether an order is open. The system processes only work orders for which the status is less than the closed work order status that you specify in this processing option. If you leave this processing option blank, the system uses status 99 (close) as the default.

# Working with Commitment Audit Trails

This section provides overviews of commitment audit trails, the Create Commitment Audit Trail program, and corrections to commitment audit trails, lists prerequisites, and discusses how to run the Create Commitment Audit Trail program (R00993).

## Understanding Commitment Audit Trails

A commitment audit trail is a history of commitment balances. For example, you might want to create a commitment audit trail to track amounts on subcontracts and changes to those subcontracts.

You can correct the commitment audit trail if you locate data inconsistencies among any of these tables:

- F4311
- F43199
- F0902

## Understanding the Create Commitment Audit Trail Program

If the business needs change after you install the JD Edwards EnterpriseOne Subcontract Management system, you might need to create a commitment audit trail for the orders. You can run the Create F43199 Commitment Audit Trail program (R00993) to create a history of commitment balances.

When you run the Create F43199 Commitment Audit Trail program, the system creates an audit trail record of commitments against an order with an account number. When you create an audit trail, the system reads the F4311 table and writes the audit trail data, one line at a time, to the F43199 table. Purchase orders that have audit trails have a Purchase Amount (PA) ledger type in the F43199 table. The system also reads the F43121 records to record the decommit records.

The system processes only detail lines that have a document type that is specified in the UDC table for commitment document types (40/CT). Additionally, the system does not create a commitment audit trail for records in which an audit trail already exists. Therefore, to re-create a commitment, you must first purge existing records.

## Understanding Corrections to Commitment Audit Trails

You can correct the commitment audit trail if you locate data inconsistencies between any of these tables:

- F4311
- F43199



- F0902

To correct the commitment audit trail, you must purge the current commitment audit trail to prevent duplicating the commitment amounts in the new commitment audit trail. Purge only records in the F43199 table with a ledger type of PA and a next status and last status of blank. Select one of these data dictionary aliases:

- Ledger Type (LT)
- Next Status (NXTR)
- Last Status (LTTR)

**Note:** Use caution when selecting records to purge. The F43199 table contains records for the Purchasing ledger (blank ledger type), Change Order ledger (CO ledger type), rollovers (RO ledger type), and commitment records (PA and PU ledger types). If you purge purchasing ledger, change order, and rollover ledger records, you cannot recover the records.

**Note:** You can use selection criteria to narrow the scope of information that the system purges and uses to create the new audit trail. For example, you can use account numbers, contract numbers, or order numbers. The selection criteria that you use to purge the audit trail must be the same criteria that you use to create the new audit trail. If they are not, unpredictable results may occur. After you purge the F43199 table, you must create a new commitment audit trail. The system creates the new commitment audit trail from records in the F4311 table for both open and closed orders. Open orders have records in the audit trail for the original commitment amount and any amounts that have been partially relieved. All partially relieved records for each order are summarized into one relief record. Closed orders have two records posted in the commitment audit trail: one record for the original commitment amount and another for the commitment relief. After you create the new commitment audit trail, run Repost Committed Costs (R00932) to repost the PA ledger records in the F0902 table. The system adds the new information in the audit trail and posts these amounts to the F0902 table.

## Prerequisites

Before you run the Create Commitment Audit Trail program (R00993) to create the commitment audit trail, you must purge the commitment information that currently exists in the F43199 table. Verify that you are deleting information only from the PA ledger.

**Note:** Commitments record only for document types in UDC 40/CT and for line types using inventory Interface of A, B, or C.

See *"Purging Data" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide*.

Before you run the Create Commitment Audit Trail program (R00993) to correct the commitment audit trail:

- Verify that the data inconsistencies are in the F43199 table and not in the F0902 table. If the data inconsistencies are in only the F0902 table, you can correct the inconsistencies by running Repost Committed Costs (R00932) to repost the F0902 table.
- Back up the F4311, F43199, and F0902 tables.

## Running the Create Commitment Audit Trail Program (R00993)

Select Commitment Setup/Rebuilds (G43B411), Create Commitment Audit Trail.

## Posting Committed Costs to Jobs

This section provides an overview of the Post Committed Cost to Job program and discusses how to:

- Run the Post Committed Cost to Job program (R00932).
- Set processing options for Post Committed Cost to Job (R00932).

## Understanding the Post Committed Cost to Job Program

Run the Post Committed Cost to Job program (R00932) to track the job costs. When you run this program, the system recalculates the amounts in the F0902 table for the Purchase Amount (PA) and Purchase Unit (PU) ledgers. The system also recalculates monthly amounts in the F0902 table based on information in the F43199 table.

## Running the Post Committed Cost to Job Program (R00932)

Select Subcontract Setup/Rebuild (G43D411), Post Committed Cost to Job.

## Setting Processing Options for Post Committed Cost to Job (R00932)

Processing options enable you to specify the default processing for programs and reports.

### Process

#### 1. Fiscal Year From

Specify the fiscal year in which to begin reposting committed costs.

For example, a fiscal year begins October 1, 2008 and ends September 30, 2009. The end of the first period is October 31, 2008. Specify the year 08 rather than 09. If this processing is left blank, the system supplies a zero, causing the from fiscal year to be 00.

#### 2. Fiscal Year Thru (fiscal year through)

Specify the fiscal year in which to end reposting committed costs. If this processing option is left blank, the system uses the fiscal year that you specify in the Fiscal Year From processing option.

#### 3. Manufacturing Encumbrances

Specify whether the system processes financial encumbrances that are associated with manufacturing work orders. Values are:

**Blank:** The system processes purchase orders and subcontracts.

**1:** The system processes purchase orders, subcontracts, and manufacturing work orders.



# 6 Working with Subcontract Logs

## Understanding Subcontract Logs

In the JD Edwards EnterpriseOne Subcontract Management system, you use logs to further organize the projects, contracts, and jobs. You can add and modify logs at different hierarchy levels with the Log Revisions program (P4305). Log hierarchy levels are maintained in the Log Hierarchy Constants table (F4304). The hierarchy levels are maintained in user-defined code (UDC) table 43/LL.

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 must receive from a subcontractor, such as proof of insurance. A transmittal is information that you need to send to a subcontractor, such as permission to proceed. Logs can also include information such as meeting dates, notes, and so on that is relevant to the contract.

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

You can work with logs at an individual, or contract level, or you can work with them on a progressively higher level in the log hierarchy such as a company, subcontractor, project, or job level. Logs have relationships with each other based on the structure of the hierarchy. For example, a log entered at the company level (defined as a level 02 log in the log hierarchy), affects any logs for that company that are entered at the lower hierarchical level of contract level (defined as a level 01 log in the log hierarchy).

You can deactivate hierarchy levels in the F4304 table if they do not meet your business needs or processes. However, the hierarchical levels are hard-coded and you cannot add additional hierarchical levels.

When you work with contract level logs, you can change the method in which the system displays the logs. On the Work With Logs form, you can specify whether to view all logs, all contract logs, all open logs, or all outstanding logs. The view options for working with logs are maintained in UDC table 43/VO.

### Note:

- *"Working with Log Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *R43050 - F4305 Logs Report.*
- *R4401P – Print Subcontracts Report.*

## Prerequisite

Before you complete the tasks in this section, set up hierarchal logs.

See *"Setting Up Hierarchical Logs" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*

## Entering Subcontract Log Information

This section provides an overview of subcontract log entry, lists a prerequisite, and discusses how to:

- Set processing options for Log Revisions (P4305).
- Create a subcontract log.

### Note:

- *"Creating Model Logs" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*

## Understanding Subcontract Log Entry

You enter log information to identify information that is relevant to the contract order. The system provides multiple detail lines in which you can enter log information. After you enter log information, you can enter descriptive text for each item within the log. You can also delete any of the log information for a contract.

From the Work with Logs form, you have the option to work with or view logs in any of the hierarchical levels. You can specify date ranges as search criteria. When working on contract level logs, you can also further specify view options.

**Note:** You can specify to have the system prompt you to enter logs during contract order entry by setting the Logs Entry Display processing option on the Processing tab of the P4310 processing options.

## Prerequisite

To activate log functionality, review UDC 40/VF and ensure that the value 04 - Logs is included.

## Forms Used to Enter Subcontract Log Information

Form Name	FormID	Navigation	Usage
Work With Logs	W4305A	Subcontract Processing (G43D11), Log Revisions  Subcontract Processing (G43D11), Enter Subcontract Orders  On the Work With Contract Detail form, select a contract and then select Log Details from the Row menu.	Review and select existing subcontract logs.

Form Name	FormID	Navigation	Usage
Select Hierarchy Level	W4305C	On the Work With Logs form, click Add.	Select the hierarchy level to apply to the log.
Logs Revisions	W4305B	On the Select Hierarchy Level form, select a hierarchy and click Select.	Create a subcontract log.

## Setting Processing Options for Log Revisions (P4305)

Processing options enable you to specify the default processing for programs and reports.

### Default

Use these processing options to specify the contract type and view option that the system uses to display logs.

#### 1. Contract Type

Select a value from UDC 00/DT that identifies the type of contract.

Certain document type codes are reserved for vouchers, invoices, receipts, and time sheets that create automatic offset entries during the post program.

#### 2. Log View Option

Select a value from UDC 43/VO that identifies the default for the Log View option.

### Versions

Specify which version of the Voucher Match program (P4314) the system uses.

#### 1. Progress Payments (P4314)

Specify the version of Progress Payments (P4314) that the system uses to determine how to display open and outstanding logs.

## Creating a Subcontract Log

Access the Logs Revisions form.

#### Order Number, Order Company, Supplier, Branch/Plant, or Project Cost Center

Enter the order number, order company, supplier, branch/plant, or project cost center that is dependent upon the hierarchy level that you define for the log.

#### Log Type

Enter a value from UDC 00/LG that specifies the type of information in a log entry.

The log type is used to group similar types of entries.

#### Explanation - Remark

Enter a name or remark that describes the purpose for using an account or conveys any other information about the transaction.

**Status Code**

Enter a code that specifies whether the requirements for the log line have been satisfied. Values are:

Blank: The requirements have not been satisfied, the log line is not yet in effect, or no status is required.

**Y:** Yes

**N:** No

**Pay Effect**

Enter a code to specify the pay effect.

To have the system issue a submittal warning, enter **Y**.

**Issue Date**

Enter the date that the log entry was issued.

For example, enter the effective date for an insurance policy.

**Required Date**

Enter the date that the log entry must be received.

For example, consider a submittal requirement for an insurance certificate. You would enter the date that a copy of the policy or certified proof of coverage document is to be received.

**Expired Date**

Enter the expiration date of the log entry.

For example, in the case of a submittal requirement for an insurance certificate, you would enter the termination date for the policy. The termination date would then be used by the Submittal Status Update program to update the status field.

If the expired date is earlier than the date that you run the program, the system sets the status to **N** for the log entry.

**Change Request**

Enter the number that is assigned to the change request for a particular job.

**Carrier Number**

Enter the address book number of the carrier, which is specified by the customer or by the organization.

You might use this carrier because of route requirements or special handling requirements.

**Cat Cde1**

Enter a user-defined value for the category code that is associated with log information.

**Cat Cde2**

Enter a user-defined value for the category code that is associated with log information.

**Cat Cde3**

Enter a user-defined value for the category code that is associated with log information.

**ID Code**

Enter an identification code to associate with the log entry.

The processing option can be used for abbreviated report identification.



## Updating the Log Master

This section provides an overview of the Log Report/Update program and discusses how to:

- Run the Log Report/Update program (R43300).
- Set processing options for Log Report/Update (R43300).

## Understanding the Log Report/Update Program

You can run the Log Report/Update program (R43300) to update the value of the Pay Effect field in the F4305 table.

The report displays this information:

- Log items and text that relate 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, which creates an outstanding submittal warning. You can review the information on the report to determine whether to post payments against contracts that have expired logs.

## Running the Log Report/Update Program (R43300)

Select Subcontract Reports (G43D111), Log Report/Update.

## Setting Processing Options for Log Report/Update (R43300)

Processing options enable you to specify the default processing for programs and reports.

### Print Options

#### Change Log Status

Specify whether to change unsatisfied, expired logs that have a pay effect of Y to a status of N. Values are:

Blank: Do not update the status of the logs.

**1:** Change unsatisfied, expired logs that have a pay effect of Y to a status of N.

#### Print Contract Management Report

Specify whether to print a contract management report. If this field is left blank, no report prints. Values are:

Blank: Do not print.

**1:** Print.

#### Print Associated Log Text

Specify whether to print associated log text. Values are:

Blank: Do not print.

**1:** Print.

## Updating Unsatisfied, Expired Logs

This section provides an overview of the Logs (F4305) Report/Update program and discusses how to:

- Run the Logs (F4305) Report/Update program (R43540).
- Set processing options for Logs (F4305) Report/Update (R43540).

## Understanding the Logs (F4305) Report/Update Program

The Logs (F4305) Report/Update (R43540) program enables you to print a contract management report and to print log-associated text entries for contracts. You can also specify whether the system updates pay status codes for unsatisfied, expired logs that have a pay effect of Y to a pay effect of N.

## Running the Logs (F4305) Report/Update Program (R43540)

Select Subcontract Reports (G43D111), Logs (F4305) Report/Update.

## Setting Processing Options for Logs (F4305) Report/Update (R43540)

Processing options enable you to specify the default processing for programs and reports.

### Print Option

**1. Enter a '1' to change unsatisfied, expired logs that have a pay effect of 'Y' and status code of 'Y' to a status code of 'N'. If left blank the status will not be updated.**

Specify whether the system updates the status code for logs. Values are:

Blank: Does not update the log status code.

**1:** Updates the logs status code to N.

The status code is updated only if pay effect is Y and the logs status code is Y. The issue date and expired date must be prior to today's date.

**2. Enter a '1' to print a contract management report. If left blank no report will print.**

Specify whether the contract management report is printed. Values are:

Blank: No report is printed.

**1:** The report is printed.

**3. Enter a '1' to print the associated log text. If left blank, log text will not print.**

Specify whether the associated text is printed. Values are:

Blank: No associated text is printed.

**1:** Associated text is printed.



# 7 Working with Order Information

## Understanding Data Purging

The system provides purge programs that you use to remove data from files. Subcontract orders use the same purge programs as purchase orders.

See *"Purging Data" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Reviewing Order Information

This section provides an overview of order reviews and lists the forms used to review orders.

### Note:

- *JD Edwards EnterpriseOne Subcontract Management Reports.*

## Understanding Order Reviews

You can review open orders, which are orders that contain services that you have yet to receive. You can specify the contract number, subcontractor, item, account number, and so on for the open detail lines that you want to review.

You also can review open quantities by choosing the type of order for which you want to review detail lines.

You can review additional information for each open detail line that appears, including the quantity ordered, the quantity open, the quantity received, and the quantity for which vouchers have been created. You can also access address numbers, dates, and tax information.

Regardless of whether you enter an order in a domestic or foreign currency, you can review the order as if it were entered in another currency. For example, you can review amounts in Canadian Dollars (CAD) as if they were entered in the euro (EUR). Likewise, you can review amounts in Japanese Yen (JPY) as if they were entered in U.S. Dollars (USD), and so on.

## Financial Status Information

You can review up-to-the-minute details of the financial status information for any order. You can also review the financial details of any progress payment voucher that relates to an order.

Financial status information includes:

- Order details
- Amount billed
- Amount paid
- Amount retained

- Amount units open

If you have multicurrency activated, you can review financial information in foreign or domestic currency using the Foreign option on the Work With Financial Status Inquiry form. The system automatically converts the amounts based on the exchange rate that you specify.

## Forms Used to Review Order Information

Form Name	Form ID	Navigation	Usage
Work With Contract Detail	W4310G	Subcontract Inquiries (G43D112), Open Orders	Review open orders, which are orders that contain services you that have yet to receive.
Additional Selection Criteria	W43041F	On the Work With Contract Detail form, select Added Selections from the Form menu.	Narrow the search for records on the Work With Order Details form.
Purchase Order Detail Inquiry	W430301C	On the Work With Contract Detail form, select the detail line and then select Order Detail from the Row menu.	Review additional information for an open detail line.
Contract Detail	W4310A	On the Work With Contract Detail form, select an order and, from the Row menu, select Change Orders, then View All Chg Order.	Review change orders.
Order Entry - Summary Order Information	W430114A	On the Work With Contract Detail form, select an order and select Order Summary from the Row menu.	Review summary information for an order, including items, account numbers, order quantities, prices, and extended volumes and weights. You can also review the total tax and monetary amount for the entire order.
Order Recap	W4310C	On the Work With Contract Detail form, select an order and select Order Recap from the Row menu.	Review a detailed summary of information about an order or change order. For example, you can review information about vouchers, retainage, or changes made to an order.

Form Name	Form ID	Navigation	Usage
Work With Financial Status Inquiry	W44200A	Subcontract Inquiries (G43D112), Financial Status Inquiry  On the Work With Contract Detail form, select an order and select Financial Status from the Row menu.	Review the financial status information for an order.
Supplier Ledger Inquiry	W0411G	On the Work With Financial Status Inquiry form, select Supplier Ledger from the Form menu.	Review voucher information for an order.  See <i>"Understanding Voucher Processing" in the JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide</i> .

## Working with Budgets

This section provides overviews of budget checking, search scenarios for level of detail, budget totaling, and calculations of available budget to date for the fiscal year, and discusses how to:

- Set processing options for Trial Balance/Ledger Comparison (P09210A).
- Review the budget.

## Understanding Budget Checking

You use budget checking to identify the detail line amounts that exceed the budget for a specific job, project, department, and so forth.

Each time you enter or change a subcontract, the system checks the account number for each detail line and compares it to the available budget for the account. If the detail line amount exceeds the available budget amount, the system places the entire subcontract on hold. You can set a budgeting processing option in the Purchase Orders program (P4310) to provide a warning message that a detail line amount exceeds the available budget amount, but the system still places the order on hold. The system stops further processing of the order until you remove the budget hold. You must set up budget hold codes for each business unit.

The system calculates available budget amounts by subtracting actual amounts (AA ledger) and committed amounts (PA ledger) from the budget amount that you specify for an account number. The system uses this budget calculation:

$$(\text{Available Budget}) = (\text{Original Budget Changes}) - (\text{Actual Amounts Spent}) - (\text{Commitments}) - (\text{Encumbrances})$$

The system uses this budget calculation for ledgers:

$$(\text{Available Budget}) = (\text{BA or JA Ledger Amounts}) - (\text{AA Ledger Amounts}) - (\text{PA Ledger Amounts})$$

**Note:** To work with budgets, you must enter purchase order detail lines by account numbers.

You use the processing options on the Budgeting tab in the Purchase Orders program to activate budget checking and to specify information such as:

- The budget ledger from which the system retrieves budget amounts.
- The hold code that the system assigns to detail lines that exceed budget.
- The percentage by which a detail line can exceed budget before being put on hold.
- The method by which the system determines budget amounts.

**Note:** Use the BA ledger type for monthly budgets (typically used for departmental budgets) and the JA ledger type for Job/Project budgeting.

You might want to compare the amounts that you have budgeted for subcontracts to the amounts that you have actually spent and to the amounts that you are committed to spend in the future. For each account, you can review:

- The budget amount.
- The actual amount that you have spent.
- The total amount of commitments through a certain date.
- The variance between the budget amount and the amount that you have spent or are committed to spend in the future.
- The transactions that have affected a certain account and the journal entries that relate to a particular transaction.

## Understanding Search Scenarios for Level of Detail

When you create an account, you assign each account number a level of detail. The range for the level of detail is 1 through 9, with 1 being the highest and 9 being the lowest.

You enter the level of detail in the processing option for the system to search for the available budget. This processing option also controls how the system accumulates the actual and committed amounts for the account.

### Budget Amount Accumulation

The system does not roll up the budget if:

- The level of detail of account that you enter on the purchase order detail line is same as the level of detail entered in the processing option.
- The level of detail that you enter in the processing option does not exist in the chart of accounts.
- The level of detail that you enter in the processing option is lower than the level of detail in the purchase order account.

The system calculates the available budget on the account. If the detail line exceeds the available budget then the system applies a budget hold to the line.

The system rolls up the budget if the account number that you enter on the purchase order detail line does not have the same level of detail that you enter in the processing option, and the level of detail of the account is lower than the level of detail that you enter in the processing option.

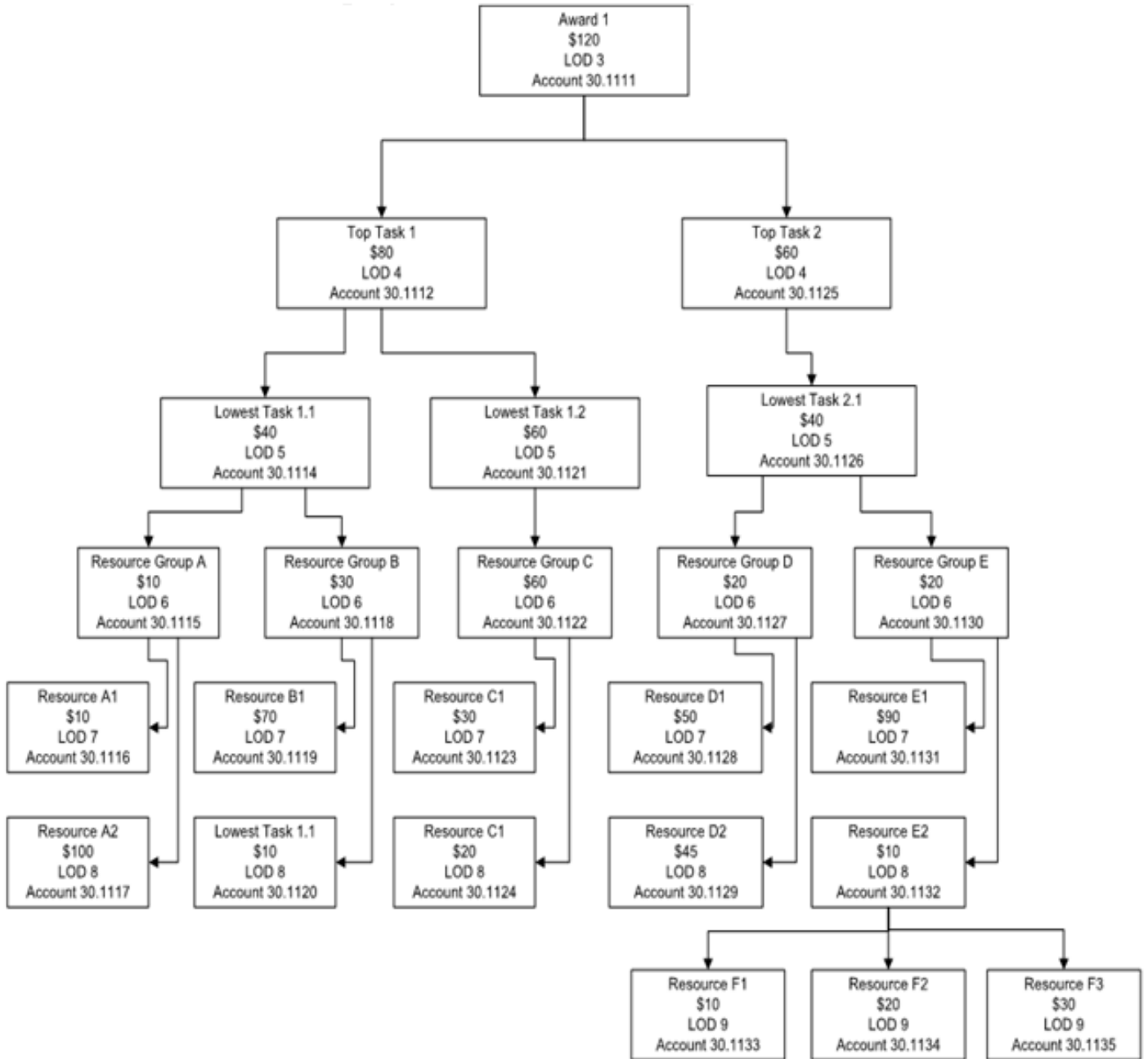


The system determines the budget checking account based on the level of detail of purchase order account and the level of detail in the processing option. After determining the budget checking account, the system accumulates budgets from the child accounts that belong to the budget checking account, such that the level of detail of child accounts is lower than the level of detail entered in the processing option.

**Note:** The system accumulates the budget only when the Budget Accumulation Level of Detail processing option is set to 1.

### Example: Calculating the Budget Checking Account

To determine the budget checking account, the system considers the value in the level of detail account in the detail line, and the Level of Detail processing option value. The system then calculates the budget amount by accumulating the budget amounts of all the child accounts of the budget checking account. The following illustration is a graphic example of the budget checking account.



Assume that the budget account defined in the purchase order detail line is 30.1130, and the Level of Detail is 5 in the processing option. The budget checking account is determined as 30.1126. The following accounts are rolled-up:

- 30.1126
- 30.1127
- 30.1128
- 30.1129
- 30.1130
- 30.1131
- 30.1132
- 30.1133
- 30.1134
- 30.1135

### Actual and Committed Amount Accumulation

If you set the budget accumulation processing option to accumulate, then the system accumulates budgets from the accounts that have a lower level of detail than the level of detail that you enter in the processing option.

To accumulate the actual and committed amounts for the account, the system considers the budget entry for a period. The budget amount is considered for the period it is created. However, the actual and committed amounts are considered throughout the financial year.

The system calculates the total committed amount from the current purchase order amount plus the actual retrieved amount plus the committed amount. The calculation is as follows:

$$\text{Total commitment} = (\text{BA}) + (\text{PA} + \text{AA})$$

where, PA= Committed amount

AA= Actual retrieved amount

BA= Current purchase order amount

If the total budget amount is less than or equal to the actual and committed amount, the system displays a warning message that the account is over budget.

If the total budget amount is less than the actual and committed amount, plus the current purchase order amount, the system displays a warning message that the detail line amount is exceeding the budget.

For example, the following illustration shows that the budget entry for the first period is USD 275. The budget entry for the fifth period is USD 4. Therefore, the total budget available for the financial year is 275+4=USD 279.

Note that the committed value is defined for the third and eighth period of the financial year.

Periods	1	2	3	4	5	6	7	8	9	10	11	12	13	14
BA	275				4									
PA			6					7						
AA														

**Scenario 1:** If you want to create a purchase order for the fourth period, you can create the purchase order for 275-13=USD 262.

The available budget amount until the fourth period is only USD 275, and the total commitment available throughout the annual period is 13. Therefore, you can create a purchase order for USD 262. If the amount exceeds USD 262, the system displays an over budget warning message.

**Scenario 2:** If you want to create a purchase order for the sixth period, you can create the purchase order for  $279-13=USD\ 266$ .

The available budget amount until the sixth period is only  $275+4=USD\ 279$ , and the total commitment available throughout the annual period is 13. Therefore, you can create a purchase order for USD 266. If the amount exceeds USD 266, the system displays an over budget warning message.

## Understanding Budget Totaling

Use the Budget Total Method processing option on the Budgeting tab of the Purchase Order Workbench program (P43101) to specify how the system calculates the budget total.

The system uses these fields in the F0902 table for budgeting:

- BORG - the original or beginning budget.
- AN01 through AN12 - the net posting fields that contain changes in the current year.
- AYPC - the balance forward field contains the sum of the prior year's changes, which the system rolls into the current year.

Use **1** in this processing option for jobs and projects. The system uses the job cost budget calculation method to add the amounts in these budgeting fields. The total of these fields is the budget amount that the system uses for budget checking.

**Note:** The original budget cannot be spread when you enter **1** for this processing option.

Use **2** in this processing option for Public Sector and Not-For-Profit entities. The system uses the standard financial budget calculation method to spread an original budget to the net posting fields. The system calculates the total budget from the net posting fields to use in budget checking.

Use **3** in this processing option for Profit entities. You enter changes to the budget in the net posting fields. The system uses the standard financial spread calculation method to add the net posting fields and the original budget to determine the budget amount to use in budget checking. Use this method when an original budget is not spread to the net posting fields.

### Note:

- *"Working with Orders Awaiting Approval" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Entering Annual Budgets" in the JD Edwards EnterpriseOne Applications General Accounting Implementation Guide .*

## Form Used to Work with Budgets

Form Name	FormID	Navigation	Usage
Trial Balance / Ledger Comparison	W09210AA	Subcontract Inquiries (G43D112), Budget Comparison	Review the budget.

## Setting Processing Options for Trial Balance / Ledger Comparison (P09210A)

Processing options enable you to specify the default processing for programs and reports.

### Default

#### 1. Ledger Type 1

Specify the default ledger type 1.

Options are in user-defined code (UDC) table 09/LT. If this processing option is left blank, the system uses BA.

#### 2. Ledger Type 2

Specify the default ledger type 2.

Options are in UDC 09/LT. If this processing option is left blank, the system uses AA.

#### 3. Exit with Ledger Type

Specify the ledger type for the called application to use when exiting to another application. Values are:

Blank and **1**: Use ledger type 1.

**2**: Use ledger type 2.

### Display

#### 1. Suppress Zero Balances

Specify whether to display posting accounts with zero balances. Values are:

Blank: Display posting accounts with zero balances.

**N**: Display.

**Y**: Do not display

**Note:** This processing option applies only to posting accounts. Nonposting header accounts appear on the Trial Balance/Ledger Comparison form (P09210A) regardless of this processing option.

#### 2. Calculation Method

Specify the Calculation Method to use when calculating variances. Values are:

Blank: Subtraction

**A:** Addition

**M:** Multiplication

**D:** Division

**S:** Subtraction

### **3. Additional Ledger Type 1 and 4. Additional Ledger Type 2**

Specify an additional ledger type to use in calculating account balances for ledger type 1 and ledger type 2.

Options are in UDC 09/LT. If this processing option is left blank, no additional ledger type is used.

### **5. Subledger**

Specify the subledger that the system uses for calculating account balances.

Enter \* to display all transactions with subledgers. If this processing option is left blank, then the system selects transactions that have no subledgers.

### **6. Subledger Type**

Specify the subledger type to use for calculating account balances.

Options are in UDC 00/ST. If this processing option is left blank, a blank subledger type is used.

### **7. Account Level Of Detail**

Specify the account level of detail to be used (3–9). If this processing option is left blank, the system uses an account level of 9.

## Currency

### **1. Currency Code**

Specify the currency to be use for calculating account balances. If this processing option is left blank, the system uses all currencies.

**Note:** Use this processing option only if multicurrency is being used.

## Select

### **1. Date Effective Balances**

Specify whether to calculate date-effective balances or to use period-end dates. Values are:

Blank and **N:** Use period end dates.

**Y:** Calculate date effective balances.

### **2. Default Thru Period Display**

Specify whether to display thru-periods or thru-dates. Values are:

Blank and **N:** Display thru dates,

**Y:** Display thru periods.

## Reviewing the Budget

Access the Trial Balance / Ledger Comparison form.

To review the budget:

1. Complete the Skip to Account field.
2. Complete the following fields to indicate the ledgers from which the system retrieves commitment and budget amounts:
  - o Ledger Type 1
  - o Ledger Type 2
3. Complete the Level Of Detail field.
4. Complete the following fields to indicate the period that the ledger amounts reflect:
  - o LT 1 Thru Date
  - o LT 2 Thru Date
5. Click Find.
6. Review the following fields for each account:
  - o Ledger Type 1
  - o Ledger Type 2
  - o Variance Period Balance
  - o General Ledger Period Balance
  - o Posting Edit Code
  - o Account ID

### **Ledger Type 1**

Enter the ledger type for the actual amounts ledger in this processing option.

### **Ledger Type 2**

Enter the ledger type for the budget amounts ledger in this processing option.





# 8 Processing Receipts

## Understanding Receipt Processing

You can use either an informal or formal receiving process to acquire the goods and services that you requested on a subcontract order. The receiving process for subcontract orders is the same as the receiving process for purchase orders.

See *"Using Receipt Processing" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .



# 9 Processing Progress Payments

## Understanding Progress Payments

You make progress payments to the subcontractors as they make progress against their contracts. You draw progress payments from the funds that are committed to their contracts.

To make a progress payment, you must first enter a voucher into the JD Edwards EnterpriseOne 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 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 was entered incorrectly.

**Note:** The terms *voucher* and *progress* payment have the same meaning in the JD Edwards EnterpriseOne Subcontract Management system and the JD Edwards EnterpriseOne Procurement system.

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 specified date after the completion of the contract.

When you are ready to make payments, you can process progress payments.

You can also set threshold amounts for progress payments. The currency that you specify in the Supplier Master (P0401) is used as the default currency for the threshold amount. During progress payments, the system checks to determine whether a voucher exceeds the threshold specified in the Subcontractor Threshold program (P4355). If the threshold amount has been exceeded, the system places the voucher on hold. The voucher is then on a pay status code hold. You can set vouchers on pay status holds for threshold by setting the processing options for the Process Tab-Threshold pay status code on the Voucher Match, or Progress Payment, program (P4314).

For a progress payment and retainage release, you enter a cumulative percent or amount of the total. Thus, you do not have to precalculate the pay amount when you have only the percent complete available.

You enter progress payments for quantities that exceed the original contract estimates if this is a permissible business practice. This functionality eliminates the requirement to enter change orders, thus increasing process efficiency.

## Progress Payments and Subcontract Vouchers

To make progress payments, you must first create a voucher in the JD Edwards EnterpriseOne 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.

Before you can pay a subcontractor, you must create a voucher that:

- Indicates that the terms of a transaction are met.
- Specifies the amount to pay the subcontractor.
- Notifies JD Edwards EnterpriseOne Accounts Payable to cut a check.

You can also create vouchers:

- To withhold a portion of the gross payment as retainage.

Retainage is a percentage of a committed amount that is held until after the order is complete. For example, if you create a voucher for 100.00 with retainage of 10 percent, the actual payment is 90.00, with 10.00 held as retainage. You release retainage by entering a payment voucher for the amount to release.

See *Processing Retainage*.

- To make progress payments on a contract.
- For units if you are paying against a unit based order.

In a unit-based order, you create payments based on the number of units completed. 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.

Progress Payments is a version of the Voucher Match program (P4314). It includes specific information for the JD Edwards EnterpriseOne Subcontract Management system. The system provides a Work With Contracts form on which you can further specify which contracts you want to match. You can select whether to match contracts, receipts, retainage, or all three. You can also access the Subcontract Ledger Inquiry program (P0411) or the Subcontract Order Entry program (P4310). The processing options for P4314 include a Progress Payments tab on which you can specify how the system processes payments.

From the Work With Contracts form, you can:

- Select contracts to pay.
- Select receipts to pay.
- Select retainage to release.
- Specify threshold tolerance.
- Review subcontract orders.
- Review the subcontract ledger.
- Pay using cumulative percentages or amounts.
- Access log functionality.

**Note:** Set the Option Default processing option on the Progress Payments tab of P4314 to **1** to have the system match the quantity and amount when performing voucher match.

## American Institute of Architects (AIA) Application for Payment

The AIA Application for Payment is similar to the American Institute of Architects (AIA) Document G702, titled Application and Certificate for Payment. It is a report that lists base contract and change order commitment amounts in addition to previous amounts that were billed and retained.

Additionally, you can print and send the Waiver of Lien form when you send a subcontractor the AIA Application for Payment. The Waiver of Lien states that the subcontractor has been paid and that no outstanding liens are associated with the work on the contract.

See *R44440 - AIA Application for Payment*.

## Prerequisites

Before you complete the tasks in this section:

- Set up A/P payment processing.  
See *"Entering Supplier Master Records" in the JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*, *"Writing Payments" in the JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*, *"Setting Up a Print Sequence for Payments" in the JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.
- If the business process warrants matching individual lines, ensure that you have set the Option Default processing option on the Progress Payment tab of P4314 to blank.  
This ensures that you have the Option field available to you on the Work With Contracts form, where you can specify whether to bypass detail lines during the progress payment process.
- Ensure that you have the Interface Option processing option on the Progress Payments tab of P4314 set to activate progress payments.

## Creating Subcontract Vouchers

This section provides overviews of subcontract vouchers, voucher matching, and invoices received in an alternate currency, lists prerequisites, and discusses how to:

- Set processing options for Voucher Match (P4314).
- Set processing options for A/P Standard Voucher Entry (P0411).
- Set processing options for Freight Distribution (P43147).
- Select records to match to a voucher.
- Select order detail lines to match to a voucher.
- Select order detail lines for freight vouchering.

### Note:

- *"Entering Standard Vouchers" in the JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

## Understanding Subcontract Vouchers

You must create a voucher before you can pay a supplier or a subcontractor. You create vouchers in the JD Edwards EnterpriseOne Accounts Payable A/P Standard Voucher Entry program (P0411).

You create a voucher from the order detail line to make progress payments on a contract, or to release retainage.

You can create a voucher for an amount if you are paying against a lump-sum contract. A lump-sum contract is a contract in which you specify progress payments as amounts. If you have multicurrency activated, you can enter a voucher for the designated currency type. You can include retainage in lump-sum contract vouchers.

You can also create a voucher for units if you are paying against a unit-based order. In a unit-based order, you specify progress payments based on the number of units completed. You should enter either the number of units for which you are paying, or the gross payment. The system then calculates the remaining value based on the price per unit.

For example, if you enter a voucher for 1,000 square feet of drywall at a cost of 0.25 per square foot, the system calculates the gross payment as 250.00. Conversely, if you enter a voucher for 250.00 with a unit price of 0.25, the system calculates the number of units as 1,000.

If you have multicurrency activated, the system calculates 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 calculates the total payment in the currency that you specify.

You might need to make a correction to a voucher. To make the change, you must create a new voucher that reflects the adjustment to the previous voucher.

## Supplier Classification Codes

Classification codes capture information about a supplier in the supplier's address book record in the JD Edwards EnterpriseOne Address Book system. At the time a voucher is created, the classification code fields are populated from the supplier's address book record in order to report vendor information at the time of payment.

The classification codes are display-only on the Voucher Match form (W4314A). The classification code field values are not written to the Purchase Order Receiver table (F43121).

For U.S. federal government contracting, vendor information must be reported at the time of payment. The vendor classification information is passed to the accounts payable ledger record where the values are stored in the Accounts Payable Ledger table (F0411).

See *"Entering Additional Order Header Information" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Subcontract Retention

Subcontract retention is a percentage of a committed amount that is held until a specified date after the order is complete. Retention processing applies to on-going projects and applies only to services lines. Retention is not applicable to inventory-based purchase order lines where the full cost of the product is due upon receipt of the product.

**Note:** In some industries, subcontract retention may be called *retainage*. Thus, the terms *retainage* and *retention* may be used interchangeably.

See *Processing Retainage*.

## Expense at Voucher Match

In a commercial, cost-reimbursable, project-related environment, the assumption is that an expense is included on the next invoice to the client as soon as an expense is posted to the project. This expense must also be paid to the vendor in a timely fashion. Because payments depend on the vendor invoice, not the receipt of the goods, the expense cannot be billed until the vendor invoice is received. When receipts are created, the amounts should not be posted to the expense account but must be postponed and then expensed at voucher match.

To postpone expensing until the time of voucher match, you select Expense At Voucher on the Line Type Constants Revisions form (W40205B) in the Line Type Constants program (P40205). You set this option for inventory interfaces A and B only. When this option is set, journal entries will not be created for the received goods or service during the

purchase order receipts process. Only voucher match posts the amounts to the expense accounts on the purchase order.

If Expense At Voucher is selected in Line Type Constants (P40205), then you must also select A/P Interface. The A/P Interface is a code that indicates that the system reflects the monetary or unit value of any activity containing this order type in Accounts Payable.

You may also select Voucher Match Variance Account on the Line Type Constants Revisions form to indicate the account to which the system books a variance. This field is used in conjunction with an inventory interface of A or B only.

When you perform two- or three-way match, you use purchase order receipts to perform a physical receipt of the service line or item on the order. The PO Receipts program does not update the expense or received not vouchered (RNV) accounts.

The Expense At Voucher option is not related to the Procurement Receipt Required option. If Expense At Voucher is selected and Procurement Receipt Required is cleared on the Line Type Constants Revisions form, then you may or may not create a receipt. If the receipt process is performed, then expensing is postponed until voucher match. Thus, receipts do not create any journal entries. If the receipt process is not performed, then the standard two-way voucher match occurs.

After you receive the invoice from the supplier, you perform voucher match, which updates the expense and AP Trade accounts. The system does not create an RNV entry (AAI 4320) for this line during voucher match. The system performs commitment relief as well as the following calculations:

$(\text{Expense}) = (\text{Debit Receipt Amount})$

$(\text{Variance (or Expense)}) = (\text{Debit Variance Amount})$

$(\text{AP Trade}) = (\text{Voucher Amount})$

When you are performing voucher match on a purchase order line, the receipt amount is booked to the expense account. Based on the Voucher Match Variance Account setting in Line Type Constants, the variance (if any) is booked either to the expense accounts on the purchase order or to the variance accounts (AAIs 4330 and 4340). The AP Trade account is credited with the voucher amount.

When landed cost is enabled during the purchase order receipt process, landed cost writes general ledger records. The use of service units for A/P matching does not change the landed cost functionality.

**Note:** Landed costs are not affected if Expense At Voucher is selected; thus, the accounts for AAIs 4385 and 4390 are created during the receipt process.

**Note:** If Receipt Routing is selected and the order is set up to go into route, the system issues a hard error.

See *Order Line Types*.

## Service Units for A/P Matching

You can enter service unit information for services contract order lines during the voucher match process. Service units are informational only, so the system does not perform any validation against the values.

Service units must be activated by selecting the Procurement Allow Service Units option on the Line Type Constants Revisions form. The system validates that the Procurement Allow Service Units check box is selected for noninventory interface A and B only.

Set the Display Service Units processing option on the Display tab of the P4314 processing options.

If the processing option is set, the Service Quantity and Service UoM fields appear on the Voucher Match Header (W4314A), Receipt to Match (W4314B), Orders to Match (W4314C), and Voucher Match Reversal (W4314H) forms. Although both the Service Quantity and Original Quantity fields appear on the voucher match forms, you cannot use both fields for a line.

If the Display Service Units processing option on the Display tab of the P4314 program is selected, then the Service Quantity and Service UoM fields appear on the PO Multiple A/c Distribution form (W43146A) both in the header and grid.

When landed cost is enabled during the purchase order receipt process, landed cost writes general ledger records. The use of service units for A/P matching does not change the landed cost functionality.

See *Setting Processing Options for Voucher Match (P4314)*.

See *Selecting Records to Match to a Voucher*.

See *Order Line Types*.

See *"Understanding Order Detail Information Entry, Multiple Account Distribution" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide* .

## Freight Vouchering

Typically, freight charges are spread only to inventory line items because calculation of freight is based on item characteristics such as weight or volume. However, freight charges can also be charged to nonstock items and service lines. You spread invoiced transportation freight charges from the supplier to the appropriate services lines so that each nonstock line absorbs a proportion of the overall transportation cost that is associated with the service.

When vouchering during two-way or three-way voucher match, you apply the freight charges proportionately to those lines to which freight applies. You distribute freight charges from a supplier to different general ledger accounts for lines with an inventory interface of A and B only. You determine the amount to assign to the job of each line that you can distribute by percentage or amount. You use either the same job and account code as the base charge or the same job as the base charge with a different object account code from the base charge.

On the Voucher Match program (P4314), set the Freight Distribution (P43147) processing option on the Versions tab to call a version of the Freight Distribution program (P43147). Also set the processing options on the Freight Distribution tab.

Set the processing options for the version of P43147 called by P4314.

During voucher match, select **5** in the OP (match processing) field (from user-defined code (UDC) 43/VM) on the Voucher Match form to enable freight distribution on the line.

The Freight Distribution program is called dynamically when the line is exited for any changes made to the freight line. You can also select Distribute Freight on the Row menu to call the Freight Distribution program.

The Freight Distribution program enables you to distribute the freight charge that is created during voucher match and allocate the amounts to the jobs of existing lines on the voucher. The system displays existing voucher lines of inventory interface A and B.

A freight distribution line with inventory interface of A does not allow a quantity for the line. You must enter an amount and a valid account number. The supplier number for the voucher is used for the freight line.

On the Freight Distribution Revision form (W43147A), you select to distribute by percentage or amount. For a multiple account distribution line, the parent line (from the F4311 table) is not displayed but the multiple account lines (from the F4316 table) are displayed.



When you exit a detail line, the Distributed and Remaining field values are recalculated. The total amount must either equal zero or equal the amount on the line from voucher match.

The freight account, either the account on the line or the account determined by the financial AAI, appears in the grid. You cannot override this account on the form.

**Note:** The system uses financial AAI PCFRTD for freight distribution.

If you return to the Voucher Match form and change the amount on the voucher line, then you must return to the Freight Distribution Revisions form to modify the amounts if distributing by amount. You can also return to the Freight Distribution Revisions form to make overrides.

If you return to the Voucher Match form and select additional lines for vouchering, the system assigns zero amounts to the lines. You must manually modify the amount or percentage for these lines using the Freight Distribution Revisions form.

The Freight Distribution workfile record (F43147) is deleted at the completion of the transaction. Purchase Order Detail File (F4311) records are not created for the freight line during voucher match. The system creates general ledger and accounts payable records.

Taxes are allowed for a freight line.

The following functionality is not supported when you are using freight distribution:

- Service units for accounts payable matching.
- Retainage.
- Landed cost.

To perform a voucher match reversal for a line with **5** in the OP field, you must manually remove the record from the F0911 table. You cannot perform a reversal at shipment confirmation.

See *AAI Tables for the Financial System*.

See *Selecting Order Detail Lines for Freight Vouchering*.

## Understanding Voucher Matching

To match a voucher, you must locate the subcontract record that corresponds to the progress payment that you want to make. The system creates a voucher interactively when you match the record to a payment.

You can match order detail lines to invoices to create vouchers. For example, if a subcontractor sends you an invoice for 100.00, you must locate and match the order detail lines that contain the corresponding 100.00 worth of services.

**Note:** You can select multiple order detail lines to match on a single voucher.

You must purchase against account numbers to enter new detail lines during the voucher match process. You cannot add stock-based order detail lines during the voucher match process.

When you try to create a voucher against an order line for which a receipt is required, you receive an error message.

When you try to create a voucher against an order that has a payment hold, any of these results might occur:

- You receive a soft warning, which indicates an outstanding log warning.  
You can enter and process payments as usual.
- The new payments automatically have a pay status of H, which indicates that the contract hold code automatically holds payments against an order.  
You must manually change each voucher to approved pay status.
- The system does not allow you to enter a payment voucher, which indicates that the vendor hold code for the supplier is set to not allow any payments.
- You cannot enter payment vouchers until the hold is removed.

You can also enter a specific tax amount for each receipt record on the Voucher Match form. If you enter a tax amount, you must also enter the tax rate/area and an explanation for the tax.

To account for variances in the exchange rate, you can set up AAIs. If you enter a new exchange rate during the voucher match process, the system creates journal entries to account for the variance between costs incurred at the old exchange rate and costs incurred at the new exchange rate.

## Understanding Invoices Received in an Alternate Currency

If you enter a subcontract order in a domestic or foreign currency and a subcontractor submits an invoice in an alternate currency, you cannot automatically match the domestic or foreign order to the invoice. Instead, you must manually convert the alternate currency invoice amount to the domestic or foreign currency and then enter the voucher with that (domestic or foreign currency) amount.

For example, if a French company enters an order in Canadian Dollars (CAD) and the supplier submits the invoice in Japanese Yen (JPY), you must manually convert the invoice amount to the domestic (EUR) or foreign (CAD) currency and then enter the voucher for that amount. Likewise, if a Canadian company enters an order in Japanese Yen and the supplier submits the invoice in U.S. Dollars (USD), you must manually convert the invoice amount to CAD or JPY and then enter the voucher for that amount.

For future transactions, consider changing the currency code on the supplier master record so that orders, vouchers, and payments for the subcontractor are processed using the alternate currency.

## Prerequisites

Before you complete the tasks in this section:

- Review all processing options for Standard Voucher Entry and Voucher Match.
- Specify the voucher match version.
- Set up financial AAI PCFRTD to support freight vouchering.

## Forms Used to Create Subcontract Vouchers

Form Name	Form ID	Navigation	Usage
Work With Contracts	W4314E	Subcontract Processing (G43D11), Progress Payments	Select the contract for which you want to create a voucher.
Voucher Match	W4314A	On the Work With Contracts form, select the record you want to match with a voucher and click Select.	<p>Select records to match to a voucher.</p> <p>Select order detail lines to match to a voucher.</p> <p>You can also select more records if needed. Match a voucher to selected subcontract orders.</p> <p>View supplier classification codes on the Supplier Classification Codes tab.</p>
Select Orders To Match	W4314C	On the Voucher Match form, select Orders To Match from the Form menu.	Select order detail lines to match to a voucher.
Supplier Ledger Inquiry	W0411G	On the Work With Contracts form, select a record and select Subcontract Ledger from the Form menu.	Review the subcontract ledger for a subcontract order.
Freight Distribution Revisions	W43147B	<p>Select a row with <b>5</b> in the OP field and then select Distribute Freight from the Row menu on the Voucher Match form.</p> <p>Alternatively, select <b>5</b> in the OP (match processing) field and click off the row.</p>	Select order detail lines for freight vouchering.

## Setting Processing Options for Voucher Match (P4314)

Processing options enable you to specify the default processing for programs and reports.

### Defaults

These processing options define the default information that the system uses during Voucher Match (P4314).

#### 1. Inquiry Order Type and 2. Voucher Document Type

Specify the type of document.

This UDC (00/DT) indicates the origin of the transaction. Document type codes are reserved 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.) You must enter a value that has been set up in UDC 00/DT.

Oracle has defined these prefixes for document types, and Oracle recommends that you not change them:

**P:** Accounts Payable.

**R:** Accounts Receivable.

**T:** Payroll.

**I:** Inventory.

**O:** Purchase Order.

**J:** General Accounting/Joint Interest Billing.

**S:** Sales Order Processing.

### Display

These processing options control whether the system displays certain types of voucher match information, such as the approver number and reporting code.

#### 1. Approver Number

Specify whether to display the approver number code. Values are:

Blank: Do not display

**1:** Display

#### 2. Reporting Code

Specify whether to display the column for Reporting Code 007 in the detail area on Voucher Match. Values are:

Blank: Do not display.

**1:** Display.

#### 3. Account Number

Specify how the system displays the account number. Values are:

Blank: The system displays the account number as one field.

**1:** The system displays the account number in three individual fields (Business Unit, Object Account, and Subsidiary).

#### 4. Business Unit

Specify the text that describes the Business Unit field (alias MCU). This processing option affects only the header area on Voucher Match, not the detail area. Values are:

Blank: The field appears as Branch/Plant.

**1:** The field appears as Job.

**2:** The field appears as Project.

**3:** The field appears as Business Unit.

#### 5. Display Retainage Indicator

Specify whether to display the Retainage Indicator column in the grid on the Voucher Match form. The Retainage Indicator field is a visual indication that the accounts payable clerk uses to verify whether retainage occurred on the invoice and whether it should be applied to the voucher. Values are:

Blank: Do not display.

**1:** Display.

#### 6. Display Service Units

Specify whether to display the Service Quantity and Service UoM fields in the grid. This processing option is used in conjunction with line type constants. If the Procurement Allow Service Units option is selected on the line type constants, then service quantity and service UOM can be used.

The Quantity To Voucher and Service Quantity fields cannot be used together. Service quantity is a memo field and does not have any validation. Values are:

Blank: Do not display.

**1:** Display.

## Process

These processing options control the values that the system uses for the following information and processes:

- From and Thru status codes.
- Outgoing next status code.
- Entry of the quantity/amount.
- Tolerance checking.
- Storage of supplier analysis information.
- Quantity of vouchers allowed per order.

#### 1. From Status Code and 2. Thru Status Code

Specify the beginning status code (40/AT) in a range of next status codes.

The system uses the range when selecting orders to match.

**Note:** This processing option does not apply when the system is selecting receipts to match.

#### 3. Outgoing Receipt Next Status Code

Specify a code that represents the next status that the order moves to after a partial payment.

When a partial payment exists, the system updates the status in the F4311 table for a two-way match and updates the status in the Purchase Order Receiver File table (F43121) for a three-way match so that the statuses in those two tables match the status that you enter.

#### 4. Cancel Status Code

Specify the next status that the order moves to after the system cancels a voucher.

When a voucher is canceled, the system updates the status in the F4311 table for a two-way match and updates the status in the F43121 table for a three-way match to ensure that the statuses match the status that you enter.

#### 5. Quantity/Amount

Specify whether you want to manually enter the quantity information or whether the system automatically enters quantity information. Values are:

Blank: Automatically load the quantity/amount.

**1:** Manually enter the quantity/amount to a voucher.

#### 6. Tolerance

Specify whether the system checks to determine whether a detail line's quantity and amount exceed the tolerance percentage. To check tolerance, you can access the Purchasing Tolerance Rules program (P4322). You can enter a valid pay status or any of these values:

Blank: The system does not check quantities and amounts to determine whether they exceed tolerance.

**1:** The system displays a warning.

**2:** The system displays an error message

#### 7. Supplier Analysis

Specify whether the system to captures supplier analysis information. Values are:

Blank: Does not capture supplier analysis information.

**1:** Records information such as item numbers, dates, and quantities for every purchase order in the F43090 table.

To make supplier analysis most effective, enter **1** for this processing option and set the processing options for the Purchase Orders program (P4310) and the PO Receipts program (P4312) to capture the same information.

#### 8. Orders Per Voucher

Specify whether to allow multiple orders per voucher. Values are:

Blank: Allow multiple orders per voucher.

**1:** Allow only one order.

#### 9. Branch/Plant Retrieval

Specify which business unit or project number the system uses to generate the general ledger bank account and the A/P trade account. Values are:

Blank: Retrieves the business unit for each purchase order detail line.

**1:** Retrieves the business unit in the purchase order header record.

**2:** Retrieves the business unit from the JD Edwards EnterpriseOne Address Book system.

**3:** Retrieves the business unit from the header information in the Voucher Match program (P4314).

**4:** Retrieves the project number from the business unit for each purchase order detail line.

**5:** Retrieves the project number from the business unit in the purchase order header record.

**6:** Retrieves the project number from the business unit in the JD Edwards EnterpriseOne Address Book system.

**7:** Retrieves the project number from the business unit in the header information that is contained in the Voucher Match program (P4314).

**Note:** The system uses the business unit that you specify for the voucher.

### 10. Direct Ship Integrity Cost Update

Specify whether to allow cost updates to the sales order when the order is a direct ship order. Values are:

Blank: Do not allow.

**1:** Allow.

### 11. Lot Cost Update

Specify whether to update an item's lot cost (method 06) when matching an order at a variance. Values are:

Blank: Do not update.

**1:** Update.

### 12. Threshold Warning

Specify whether the system displays a warning for voucher total gross amounts that exceed the threshold that has been set for the subcontractor/supplier.

The threshold is stored in the Subcontractor Threshold table (F4355). Values are:

Blank: Does not display.

**1:** Displays.

### 13. Threshold Pay Status Code

Specify the pay status code (00/PS) that the system assigns to lines on the voucher in which the total gross amount exceeds the threshold.

The threshold is defined for the subcontractor or supplier in the Subcontractor Threshold program (P4355).

### 14. Dual UOM Costing

Specify whether the system displays the secondary unit cost field in addition to the current unit cost field. The secondary unit cost field appears if this processing option is turned on. Values are:

Blank: Does not display the secondary unit cost field.

**1:** Displays the secondary unit cost field.

### 15. Account for Rounding Differences

Specify whether the system records the variance range. Values are:

Blank or 0: Do not create a G/L entry for a rounding variance.

Non-Blank: Create a G/L entry for rounding variances.

**Note:** Errors might occur during the general ledger post process. The non-blank value entered is treated as an absolute value and is used to determine the variance range.

### 16. Zero Amount Landed Cost

Specify whether the system displays the zero amount landing cost records. Values are:

Blank: Do not display the zero amount landed cost records.

**1:** Display the zero amount landed cost records.

### **17. Purchase Order Status**

Specify whether on purchase order reversal, the system updates the purchase order status on the basis of the statuses defined in the P4310 version or in the Purchase Order Receiver File (F43121). Values are:

Blank : Update the purchase order status, on reversal, based on the statuses defined in the P4310 version.

**1:** Update the purchase order status, on reversal, based on the Purchase Order Receiver File (F43121) statuses.

### **18. Update Weighted Average Cost and Cardex with Exchange Rate Variance**

Specify whether to update an item's weighted average cost (inventory cost method 02) and the Cardex (F4111 - Item Ledger File) while matching an order, with a currency gain or loss amount variance because of an exchange rate difference between the PO Receipts and Voucher Match. Values are:

Blank: Update the weighted average cost and the Cardex with the exchange rate variance.

**1:** Do not update the weighted average cost and the Cardex with the exchange rate variance.

#### **Note:**

This processing option is only applicable when only an exchange rate variance exists between the PO Receipts program (P4312) and the Voucher Match program (P4314). If a combination of variances such as amount and tax variances exist in addition to the exchange rate difference, the system ignores the value set in the processing option and updates the exchange rate variance in both, the weighted average cost and Cardex.

If the processing option is set to **1**, during voucher match, the weighted average cost and Cardex are not updated with the exchange rate variance, whereas the Future Use field (FUF6) in the F43121 table is updated with the Flag value A.

If the Update Weighted Average Cost On-line option is disabled in the System Constants and if the Update Weighted Average Cost and Cardex with Exchange Rate Variance processing option is set to **1**, during voucher match, no record is created in the Average Cost Work File (F41051). When the Update Average Cost program (R41811) is run, the exchange rate variance is not updated in the F4105 table, as the table has no entry for that variance.

## Summarization

These processing options control whether the system summarizes accounts payable (A/P) and general ledger information.

### **1. A/P**

Specify whether to summarize A/P entries. Values are:

Blank: Do not summarize.

**1:** Summarize.

### **2. G/L**

Specify whether to summarize general ledger entries. Values are:



Blank: Do not summarize.

**1:** Summarize.

## New Order Line

These processing options control how new order detail lines are added to a purchase order when you are creating a voucher.

### 1. Order Line Entry

Specify whether to automatically create purchase order detail lines for lines that you add to a voucher. Values are:

Blank: You cannot add lines to a voucher.

**1:** Do not create.

**2:** Create.

### 2. Line Type

Specify how the system processes lines on a transaction.

The line type affects the JD Edwards EnterpriseOne systems with which the transaction interacts (General Accounting, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of values, which have been defined on the Line Type Constants Revisions form (P40205), are:

**J:** Job cost, subcontracts, or purchasing to the general ledger.

**B:** General ledger account and item number.

**N:** Nonstock item.

**F:** Freight.

**T:** Text information.

**M:** Miscellaneous charges and credits.

This processing option applies only if you enter **2** for the Order Line Entry processing option, which also is on the New Order Lines tab.

You can use only a line type that has an inventory interface of A, which validates the account number.

### 3. Last Status Code

Specify the beginning status, which is the first step in the order process.

You must use a UDC (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

### 4. Next Status Code

Specify the next step in the order process.

You must use a UDC (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

The override status is another allowed step in the process.

## Retainage

These processing options control whether the system uses the retainage percentage or the retainage amount as a default value in the Voucher Match program (P4314), and also whether the system applies taxes to the retained or vouchered amount.

### 1. Default

Specify whether to automatically load the retainage percentage or amount from the order header. Values are:

Blank: Do not load.

1: Automatically load.

### 2. Taxes

Use this processing option only for tax types C and V to specify whether the system applies taxes to the retained amount during the voucher match process or when releasing retained amounts. Values are:

Blank: Applies taxes to the vouchered amount, including the retained amount.

1: Does not apply taxes to retained amounts.

### 3. Calculate exchange rate variance when retainage is released (Release 9.2 Update)

Specify whether to calculate the exchange rate variance amount during the release retainage process when there is an exchange rate difference between the voucher match and when retainage is released. Values are:

Blank: Do not calculate.

The exchange rate variance amount is not calculated during the release retainage process.

1: Calculate for full release.

The exchange rate variance amount is calculated when the retainage is fully released.

In this option, multiple partial vouchers with different exchange rates are supported and the retained amount from each of the vouchers can be released fully with a different exchange rate.

During the reversal process, you must reverse both the release retainage line and the original voucher line, so that the amounts are available for the voucher process without any variance.

2: Calculate for partial release.

The variance amount is calculated during a partial release of retainage.

In this option, multiple partial vouchers with the same exchange rate are supported (different exchange rates during partial vouchers are not supported) and the retained amount from each of the vouchers can be released partially with the same exchange rate.

During the reversal process, reversing the original voucher line is not mandatory.

#### Note:

The calculated variance is logged into 4340 DMAAI account.

This type of exchange rate variance calculation supports both two-way and three-way voucher match process. And, it is not applicable for logged vouchers.

## Logs

These processing options control whether the system displays a warning message when outstanding logs exist and also indicate which pay status code the system should use for a voucher when outstanding logs exist.

### 1. Warning Message

Specify whether the system displays an outstanding log detail warning message and when it displays the message. Values are:

Blank: Do not display;

1 and 2: Displays.

### 2. Pay Status Code

Specify the pay status code (00/PS) that the system uses as a default value for the voucher when an outstanding log exists.

Typically, you use a pay status code that indicates that the pay item is on hold.

## Currency

These processing options control which date the system uses as the effective date and also whether the exchange rate can be changed.

### 1. Effective Date

Specify which date to use as the effective date. Values are:

Blank: Use today's date as the effective date.

1: Use the general ledger date.

2: Use the invoice date.

### 2. Protect Rule

Specify whether you can change the exchange rate. Values are:

Blank: You can change the exchange rate.

1: You cannot change the exchange rate.

## Flex Accounts

This processing option controls whether you are working with flexible accounting.

### 1. Flex Accounting

Specify whether to activate flexible accounting.

Activate flexible accounting if you are using the JD Edwards EnterpriseOne Advanced Cost Accounting system, or if you are working with flexible sales accounting. Values are:

Blank: Do not activate.

1: Activate.

## Versions

These processing options enable you to enter the version for each application. If you leave any of these processing options blank, the system uses version ZJDE0001.

### 1. Order Entry (P4310)

Specify the version that the system uses when you are using the Order Entry program.

When you select a version, review the version's processing options to ensure that the version meets the needs.

### 2. AP Master Business Function (P0400047)

Specify the versions that the system uses when you process accounts payable transactions.

You can review versions for this program in the interactive versions list only.

When you select a version, review the version's processing options to ensure that the version meets the needs.

### 3. GL Master Business Function (P0900049)

Specify the version that the system uses when you are using the JD Edwards EnterpriseOne General Accounting system.

You can review versions for this program in the interactive versions list only.

When you select a version, review the version's processing options to ensure that the version meets the needs.

### 4. Open Receipts Inquiry (P43214)

Specify the version that the system uses when you are using the Open Receipts Inquiry program.

When you select a version, review the version's processing options to ensure that the version meets the needs.

### 5. Stand Alone Landed Cost (P43214)

Specify the version that the system uses when you are using the Standalone Landed Cost program.

When you select a version, review the version's processing options to ensure that the version meets the needs.

### 6. Freight Audit History (P4981)

Specify which version of the Voucher Match program (P4314) the system uses for matching freight.

### 7. Supplier Ledger Inquiry (P0411)

Specify the version that the system uses when you use the Supplier Ledger Inquiry program.

### 8. Purchase Order Logs (P4305)

Specify the version that the system uses when you use the Logs Entry program (P4305). The system uses this version of the P4305 program if UDC 40/VF is activated for **04**.

### 9. Freight Distribution (P43147)

Specify the version that the system uses when you use the Freight Distribution program (P43147).

## Workflow

### 1. Notify Amount Changes and 2. Notify Quantity Changes

Specify the person who receives notification. Values are:

Blank: Do not send any notification emails.

**1:** Purchase order originator.

**2:** Project manager.

**3:** Buyer.

**4:** Originator, buyer, and project manager.

## Progress Payment

Use these processing options to determine how the system processes progress payments in the JD Edwards EnterpriseOne Subcontract Management system.

### 1. Interface

Specify whether to activate the progress payment interface. Values are:

Blank: Supplier/Subcontractor Ledger Inquiry.

1: Progress Payment.

**Note:** If you are using standard voucher match, this processing option should not be set.

### 2. Match Type Default

Specify the default for the match type.

You must enter a value that has been set up in UDC 43B/VW.

### 3. Option Default

Specify the default progress payment option to display in the detail area of the Progress Payments/Voucher Match form when you select lines to pay from the Work With Contracts form. Values are:

Blank: Bypass payment of line.

1: Match quantity and amount.

### 4. Extended Amount

Specify whether extended amount is calculated if quantity is changed.

Blank: Extended amount is not calculated.

1: Extended amount is calculated.

### 5. Batch

Specify whether to use the same batch number. Values are:

Blank: Do not use.

1: Use.

### 6. Activate Type of Payment and Current Payment Fields

Specify whether to activate the payment functionality type and shows the payment type fields, Type of Payment, Current Payment Domestic, and Current Payment Foreign in the Supplier Self-Service applications. Values are:

Blank: Do not activate.

1: Activate.

### 7. Type of Payment Options

Specify the type of payment option.

Use this processing option when the Activate Type of Payment and Current Payment Fields processing option is activated. Values are:

Blank: Actual Amount.

1: Cumulative Percentage

## 2: Cumulative Amount

If a payment is already made, the payment amount is subtracted and the remainder is paid. For example, if you use option **1**, and 100 out of 2000 USD is already paid, and you put 20 percent in progress payment, the program pays off 20 percent of 2000 USD, which is 400 USD. Because 100 USD is already paid, it pays the remaining 300 USD.

Use option 2 similarly, but specify an amount, not a percentage.

## 8. Prevent Payment of Paid Lines

Specify whether to allow payment of more than 100 percent on a paid line.

This applies to nonstock lines only. Values are:

Blank: Prevent payment.

**1:** Allow payment.

## Redistribution

Specify how the system processes logged recurring vouchers after redistribution.

### 1. Calculate Last Chance Variance for the voucher after it has been redistributed

Specify whether the system records variance amounts in the general ledger for amount variances.

The system records these variances by using DMAAI 4330. Values are:

Blank: Does not record.

**1:** Does record.

## Freight Distribution

This processing option enables you to determine how the system processes lines on a freight distribution transaction.

### 1. Freight Distribution Line Type

Specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interacts (JD Edwards EnterpriseOne General Accounting, JD Edwards EnterpriseOne Job Cost, JD Edwards EnterpriseOne Accounts Payable, JD Edwards EnterpriseOne Accounts Receivable, and JD Edwards EnterpriseOne Inventory Management systems). The line type also specifies the conditions for including a line on reports and in calculations.

You can use only a line type that has an inventory interface of A, which validates the account number.

## Setting Processing Options for A/P Standard Voucher Entry (P0411)

Processing options enable you to specify the default processing for programs and reports.

## Display

These processing options specify how the system groups and displays data in the A/P Standard Voucher Entry program.

### 1. Recurring Vouchers

Specify the default voucher type to display on the Supplier Ledger Inquiry form. Values are:

Blank: Display all voucher types.

**1:** Display only recurring vouchers.

When you enter **1**, the program selects the Recurring Vouchers check box.

### **2. Summarized Vouchers**

Specify that vouchers appear with multiple pay items in a summarized, single pay item format. Values are:

Blank: All vouchers appear (no default criteria).

**1:** Only summarized vouchers appear.

When you enter **1**, the program selects the Summarize option on the Supplier Ledger Inquiry form.

### **3. Display Domestic and Foreign**

Specify whether to display both domestic and foreign amount fields in the detail areas of the Enter Voucher-Payment Information and MultiCompany-Single Supplier forms for voucher entry. Values are:

Blank: Do not display.

**1:** Display domestic and foreign amount fields.

If you select **1**, the following fields appear on the form:

Domestic Gross

Domestic Discount Available

Domestic Taxable

Domestic Tax

Domestic Non-Taxable

Foreign Gross Amount

Foreign Discount Available

Foreign Taxable

Foreign Tax

Foreign Non-Taxable

## Currency

These processing options specify whether to display amounts in a currency other than the currency in which the amounts are stored on the system. Amounts displayed in a different currency are hypothetical only; they are not saved to the system when you exit the A/P Standard Voucher Entry program.

### **1. As If Currency**

Specify a value to view domestic or foreign amounts in a currency other than the currency in which the amounts were originally entered.

Specify the currency code in which to view the as if currency. For example, to view domestic or foreign U.S. Dollar (USD) amounts in the euro, specify EUR. If this processing option is left blank, the system does not display the As If Currency Code field in the header, nor does it display the As If Amount and As If Open Amount columns in the grid area.

**Note:** As if currency amounts are stored in temporary memory, and are not written to a table.

## 2. As Of Date

Specify an as of date for the As If Currency processing option.

This system uses this date to retrieve the exchange rate from the F0015 table. If this processing option is left blank, the system uses the system date if you specify a currency code in the As If Currency processing option.

**Note:** A valid exchange rate between the domestic or foreign currency and the as if currency must exist in the F0015 table, based on the as of date.

## Manual Payments

These processing options control the creation of manual payments. Use these processing options only on the version of the A/P Standard Voucher Entry program that you use for manual payments without voucher match.

### 1. Manual Payment Creation

Specify whether to generate manual payments instead of automatic payments.

This option applies only to manual payments without voucher match and is not available in multicompany and multivoucher modes. Values are:

Blank: No payment information appears.

**1:** Generate manual payments (without voucher match).

**Note:** If you enter **1**, click Add on the Supplier Ledger Inquiry form. Then complete the Enter Voucher - Payment Information form, and click OK. Complete the Payment Information form for manual payment processing.

### 2. Duplicate Payments

Specify the type of message that appears when you attempt to generate or edit a duplicate payment number.

Use this option only if you enter **1** for the Manual Payment Creation processing option. The message indicates that you have used that payment number previously. Values are:

Blank: Error

**1:** Warning

### 3. Automatic Payment Number Assignment

Specify whether the program automatically assigns payment numbers to manual payments based on the bank account's next number. Values are:

Blank: Manually assign payment numbers (default).

**1:** Assigns payment numbers.

## Purchasing

This processing option specifies how the program processes vouchers that contain subcontract order information.

### 1. Voucher Delete

Specify the type of message that appears when you attempt to delete vouchers that contain purchase order information.



For example, indicate what the system does when you attempt to delete a voucher that contains a purchase order from the Supplier Ledger Inquiry form. Values are:

Blank: Do not permit editing (default).

**1:** Warning

**2:** Error

If a conflict exists between this processing option and the Voucher Message processing option for the Voucher Entry MBF, the value set here overrides the value set in the Voucher Message processing option.

## Voucher Match

These processing options enable you to process matched vouchers from the JD Edwards EnterpriseOne Procurement system rather than standard vouchers.

### 1. Match Processing

Specify that you want to change the default voucher type from standard vouchers to matched vouchers.

If you choose to run the voucher match program, you can select either the three-way voucher match or the two-way voucher match. Values are:

Blank: Run Standard Voucher Entry (P0411).

**1:** Run Voucher Match (P4314) in Procurement.

Alternatively, on the Non-Stock PO Processing menu (G43B11), select one of these:

Receive & Voucher POs.

Match Voucher to Open Receipt. The Voucher Match Program (P4314) does not access the MBF processing options (P0400047). Therefore, the MBF processing option settings do not affect Voucher Match processing.

You might want to reverse a voucher. For example, you reverse a voucher when you return the items for which you created the voucher. If the voucher has been posted, the system reverses the corresponding journal entries. If the voucher has not been posted, the system deletes the entries.

**Note:** Do not delete a voucher in the JD Edwards EnterpriseOne Accounts Payable system if you created the voucher in the JD Edwards EnterpriseOne Procurement system. The voucher should be deleted in the JD Edwards EnterpriseOne Procurement system.

### 2. Voucher Match Version

Specify that you want to accept the default voucher match version, or enter a specific version number for the Voucher Match program (P4314) in the JD Edwards EnterpriseOne Procurement system.

You must complete this processing option if you enter **1** in the Match processing option. If this processing option is left blank, the system uses ZJDE0001.

## Multi Company

This processing option enables you to process vouchers for multiple companies rather than standard vouchers.

### 1. Multi-Company Single Supplier

Specify whether to process vouchers that represent expenses for multiple internal companies.

These multicompany voucher expenses are distributed to different general ledger and offset bank accounts, but to the same supplier. Values are:

Blank: Enter a standard voucher.

**1:** Enter a multicompany single supplier voucher.

**Note:** The manual payment function is not available for this type of voucher processing.

Alternatively, access this processing option by selecting Multi-Company Single Supplier from the Other Voucher Entry Methods menu (G04111).

## Multi Vouchers

This processing option enables you to enter multiple vouchers rather than standard vouchers.

### 1. Multiple Vouchers

Specify whether the system enables you to quickly enter multiple vouchers for one or more suppliers.

Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process. Values are:

Blank: Enter a standard voucher.

**1:** Enter multiple vouchers with a single supplier.

**2:** Enter multiple vouchers with multiple suppliers.

**Note:** You can use the multiple-voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method.

Also, the manual payment function is not available for this type of voucher processing. For additional information, as well as other limitations to multiple voucher entry, consult the documentation or online help for entering multiple vouchers.

Alternatively, access this processing option by selecting either Multi Voucher - Single Supplier or Multi Voucher - Multi Supplier from the Other Voucher Entry Methods menu (G04111).

## Logging

This processing option specifies whether you can enter logged vouchers rather than standard vouchers.

### 1. Voucher Logging

Specify whether to enter a voucher before you assign it a general ledger account. At a later time, you can redistribute the voucher to the correct general ledger accounts.

You can specify a default general ledger account for preliminary distribution, and a suspense trade account for logged vouchers. To specify accounts, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account menu (G09411), select Company Names and Numbers. Values are:

Blank: Enter a standard voucher (default).

**1:** Enter a logged voucher.

When you enter **1** for this processing option, the program adds a selected Logged option to the Supplier Ledger Inquiry form, and the program ignores the selections that you make for prepayments.

Alternatively, from the Other Voucher Entry Methods menu (G04111), select Voucher Logging Entry.

**Note:** This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of Voucher Entry MBF (P0400047). You must enter **1** for both Voucher Logging processing options for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

## 2. G/L Date

Specify whether to use the system date as the default general ledger date for a logged voucher. Values are:

Blank: Enter date manually.

**1:** Use the system date as the default general ledger date.

**Note:** If you enter 1 for this processing option, you cannot override the date.

## Prepayments

These processing options specify how the program processes prepayments. Use prepayments to pay for goods or services before you receive an invoice.

### 1. G/L Offset Account

Specify the set up of AAls (item PCxxxx) to predefine classes of automatic offset accounts for accounts.

For example, you can assign general ledger offsets as:

Blank: Trade Accounts Payable

**4110:** Trade Accounts Payable

**RETN:** Retainage Payable

**4120:** Retainage Payable

**OTHR:** Other Accounts Payable

**4230:** Other Accounts Payable

**PREP:** Prepayment A/P Trade Account

**4111:** Prepayment A/P Trade Account

Enter the code for the general ledger offset account that the system uses to create prepayment pay items. You must enter a value to enable automatic creation of prepayment pay items. If you leave this processing option blank (default), the system uses the Standard Voucher Entry program.

### 2. G/L Distribution Account

Specify the general ledger distribution account that the system uses for creating prepayment pay items. You can use one of these formats for account numbers:

Structured account (business unit.object.subsidiary).

25-digit unstructured number.

8-digit short account ID number.

Speed code.

The first character of the account indicates the format of the account number.

You define the account format in the General Accounting Constants program (P000909).

**Note:** Use this processing option only if you enter a value in the General Ledger Offset Account processing option.

### 3. Pay Status Code

Specify the default pay status code for prepayments.

The pay status code is a UDC (00/PS) that indicates the current payment status of a voucher. Valid codes are:

**P:** The voucher is paid in full.

**A:** The voucher is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.

**H:** The voucher is on hold pending approval.

**R:** Retainage.

**%:** Withholding applies to the voucher.

**?:** Other codes. All other codes indicate reasons that payment is being withheld.

**Note:** The JD Edwards EnterpriseOne Accounts Payable system does not print payments for any codes other than the codes provided in this valid codes list.

**Note:** Use this processing option only if you enter a value in the general ledger Offset Account processing option.

### 4. Number of Days

Specify the number of days to add to the due date of the negative prepayment pay items.

### 5. Tax Area

Specify whether the program displays the Prepayment Tax form for prepayments.

You use the Prepayment Tax form to assign tax codes to negative pay items that are different from the tax codes for the corresponding positive pay items. This is necessary, for example, when tax laws treat positive pay items and negative pay items differently. Otherwise, the system automatically generates a negative pay item for each positive pay item, assigning each negative pay item the same tax area code and tax explanation code as its corresponding positive pay item.

If you specify a tax area code and tax explanation code on the Prepayment Tax form, the new codes appear on all negative pay items, overriding the original tax area codes and tax explanation codes on the positive pay items.

For example, if several positive pay items exist, each of which specify a different tax area code and tax explanation code, but you specify a particular tax area code and tax explanation code on the Prepayment Tax form, the system assigns the tax area code and tax explanation code that you specify on the Prepayment Tax form to all negative pay items. Values are:

Blank: Do not display

## 1: Display

**Note:** Use this processing option only if you enter a value in the general ledger Offset Account processing option.

### 6. Prepayment Tax Area Code

Specify a default code that identifies a tax or geographic area that has common tax rates and tax distribution.

The system uses this code to properly calculate the tax amount. 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).

Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one tax.

**Note:** Use this processing option only if you enter **1** for the Tax Area processing option.

### 7. Prepayment Tax Explanation Code

Specify a default tax explanation code for transactions with a certain supplier.

This tax explanation code is a UDC (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

**Note:** Use this processing option only if you enter **1** for the Tax Area processing option.

## Versions

These processing options specify whether to override the default Master Business Function version.

### 1. Voucher Master Business Function Version

Specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047). If this processing option is left blank, the system uses ZJDE0001.

### 2. Journal Entry Master Business Function

Specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049). If this processing option is left blank, the system uses ZJDE0001.

### 3. Pay When Paid Manual Link Version

Specify a version number for the Pay When Paid Manual Link application (version ZJDE0001 for application P03B470). If this processing option is left blank, the system uses ZJDE0001.

### 4. Netting (P03B455) Version

Specify the version of Netting (P03B455) to use. If this processing option is left blank, the system uses ZJDE0002.

**Note:** Only persons responsible for system-wide setup should change this version number.

## Process

These processing options restrict changes to vouchers when you use Subcontractor Ledger Inquiry.

### 1. Voucher Entry Mode

Specify whether to allow changes to vouchers after you select them from the Supplier Ledger Inquiry form. Values are:

Blank: Allow changes.

**1:** Do not allow changes.

The system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form.

## 2. Supplier Self Service Mode

Specify whether to activate the Supplier Self-Service function for use in Java/HTML.

The Self-Service function enables suppliers to view their own vouchers and payments. Values are:

Blank: Do not activate.

**1:** Activate.

## Edits

This processing option defines whether the fixed asset ID is required when you enter a voucher.

### 1. Fixed Asset ID

Specify whether to require an asset ID if an account is in the AAI asset account range. Values are:

Blank: Do not require.

**1:** Require.

## Pay When Paid

### 1. Pay When Paid Voucher

Specify whether to enter a Pay When Paid Voucher. Values are:

Blank: Enter a standard voucher (default).

**1:** Enter a Pay When Paid voucher.

When you enter **1** for this processing option, the program flags the voucher as a Pay When Paid voucher.

**Note:** This processing option functions in conjunction with the Pay When Paid Pay Status Code processing option on the Defaults tab of Voucher Entry MBF (P0400047). You must enter the pay status to be associated with Pay When Paid vouchers.

# Setting Processing Options for Freight Distribution (P43147)

Processing options enable you to specify the default processing for programs and reports.

## Display

### 1. Account Number

Specify how the system displays the account number on the Freight Distribution Revisions form. Values are:

Blank: Displays the account number as one field.

**1:** Displays the account number in three individual fields. These fields are Cost Center, Obj Acct (object account), and Sub (subsidiary).

## Process

These processing options enable you to control the values that the system uses for information and processes.

### 1. Account

Specify whether to use financial AAI PCFRTD. The system uses the values in the Or Ty (order type) and Cost Center fields from the line to determine the freight distribution account. Values are:

Blank: Use the account on the line.

**1:** Use the financial AAI to determine the account.

### 2. Default Distribution

Specify the initial distribution of the freight amount. Values are:

Blank: Do not perform any default distribution.

**1:** Distribute a proportion of the freight based upon the amount of the line against the amount of the entire voucher.

**2:** Distribute a proportion of the freight equally to each voucher line.

## Selecting Records to Match to a Voucher

Access the Voucher Match form.

To select records to match to a voucher:

1. Complete the Invoice Num, Invoice Date, and G/L Date fields to enter record information.

You can have the system enter the gross amount and tax for you based on the detail lines or receipt records that you choose.

2. Complete the OP field.

For subcontract progress payments, if you have set the Option Default processing option on the Progress Payments tab, the system changes this field by default to a value of **1**, match quantity and amount.

3. Complete the optional fields for receipt records to reflect the invoice, as necessary.
4. Click OK.
5. To review the resulting voucher, on Subcontractor Ledger Inquiry, click Find, select the voucher, and click Select.

### Service Quantity

Enter a value that represents the number of units committed for a nonstock item or service line on a purchase order. This field is a field by itself and has no relation with unit cost to calculate the extended cost. If service units are used, the Quantity Ordered field on the Order Detail form in the JD Edwards EnterpriseOne Procurement system cannot be used.

### Service UoM (service unit of measure)

Enter a value from user-defined code 00/UM that specifies the unit of measure for the quantity committed for a nonstock item or service line on a purchase order.

## Selecting Order Detail Lines to Match to a Voucher

Access the Voucher Match form.

To select order detail lines to match to a voucher:

1. To enter record information, complete the Supplier, Cost Center, Invoice Num, Invoice Date, G/L Date, and Co. fields.

You can have the system enter the gross amount and tax for you based on the detail lines that you select if you match to the invoice.

2. Select Orders To Match from the Form menu.
3. On the Select Orders To Match form, locate and select order detail lines and click OK.

The system returns the lines that you selected to the Voucher Match form.

4. On the Voucher Match form, complete the O P field.

The option that you enter determines whether the system leaves the balance of the line open (option 1), closes the balance (option 7), or cancels the line entirely (option 9).

5. Complete the optional fields for order detail lines, as necessary, to reflect the invoice.
6. Click OK.
7. To review the resulting voucher, on the Subcontractor Ledger Inquiry form, click Find, select the voucher, and then click Select.

## Selecting Order Detail Lines for Freight Vouchering

Access the Freight Distribution Revisions form.

You enter freight information that is specific to each detail line on the form.

### **Distribute By**

Enter the freight distribution type. Values are:

- 1: Distribute by amount
- 2: Distribute by percentage

### **Freight Distribution Percentage**

Displays the freight distribution percentage that the system uses to calculate the amount that the system then uses to create the general ledger record during voucher match.

### **Freight Distribution Amount**

Enter the freight distribution amount that the system uses to create the general ledger record during voucher match.

### **Freight Distribution Business Unit**

Displays the business unit from the general ledger account number.

### **Freight Distribution Object Account**

Displays the portion of a general ledger account that refers to the division of the cost code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the cost code for labor into regular time, premium time, and burden.

**Note:** If you use a flexible chart of accounts and the object account is set to six digits, Oracle recommends that you use all six digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a six-digit object.

### **Freight Distribution Subsidiary**



Displays a subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

### **Freight Distribution Account Number**

Enter the freight distribution account number. The system writes a general ledger record to this account for freight distribution during voucher match.

### **Freight Distribution Subledger**

Enter a code that identifies a detailed, auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.

### **Freight Distribution Subledger Type**

Enter a value from UDC 00/ST that the system uses with the Freight Distribution Subledger field to identify the subledger type and how the system performs subledger editing.

On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user-defined. Values include:

**A:** Alphanumeric field, do not edit.

**N:** Numeric field, right-justify and zero fill.

**C:** Alphanumeric field, right-justify and blank fill.

You can select one of the following options from the Form menu to apply to all detail lines on the form:

### **Clear Distributions**

Select to zero any existing freight distribution for this freight distribution line. Click Find to refresh the grid.

### **Amount Default**

Select to override any existing freight distribution for this freight distribution line. The voucher line amounts are totaled and the freight amount is distributed to each voucher line based upon the ratio of the voucher line amount and the total voucher amount. Click Find to refresh the grid.

For example, the freight amount is 200 USD. Two voucher lines are in the grid. The first line is for 1000 USD and the second line is for 3000 USD. The system distributes 25% or 50 USD to line one and 75% or 150 USD to line two.

**Note:** The Amount Default option functions the same as the Default Distribution processing option on the Process tab of the P43147 program when the value is set to **1** to distribute by amount.

### **Line Default**

Select to override any existing freight distribution for this freight distribution line. The freight amount is distributed to each voucher line evenly. Click Find to refresh the grid.

For example, the freight amount is 200 USD. Four voucher lines are in the grid. The system distributes 50 USD to each line.

**Note:** The Line Default option functions the same as the Default Distribution processing option on the Process tab of the P43147 program when the value is set to **2** to distribute each line equally.

## Processing Retainage

This section provides an overview of retainage, lists prerequisites, and discusses how to:

- Enter a voucher with retainage.
- Enter a voucher to release retainage.

### Note:

- *"Creating Multiple Vouchers from Receipt Records" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Logging Invoices Before Receiving Goods" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*

## Understanding Retainage

You can withhold a portion of the gross payment as retainage. Retainage is the percentage of a committed amount that is held until a specified date. For example, you pay the retained amount after the completion of the contract, service, or receipt of all items on an order. If you create a voucher for 100 with retainage of 10 percent, the actual payment is 90, with 10 held as retainage. You release retainage by creating progress payments for the amount to release.

**Note:** You cannot release retainage and the progress payment at the same time.

For example, you issue a purchase order for 1000 against a billable job account. You receive an invoice from the vendor which may or may not indicate the retainage amount. You create a voucher for 1000 with retainage of 10 percent. Thus, the actual payment is 900, with 100 held as retainage. The 1000 creates a debit to the billable job account per the purchase order with a 900 credit to the A/P trade account. The retainage of 100 creates a credit to the A/P retainage account. This fully relieves the 1000 commitment.

When appropriate, you release retainage either with or without a subsequent invoice from the vendor. In either event, the initiation of retention release is a manual process. You release retainage by entering a payment voucher for the amount to release. In this example, the payment of 100 creates a credit to the A/P trade account and also creates a 100 debit to the A/P retainage account.

This diagram illustrates the T account changes for a 1000 line with 10 percent retainage:

### Voucher Match with Retainage

Job Expense Acct	AP Retainage	AP Trade
1000	100	900

### Release Retainage

AP Retainage	AP Trade
100	100

**Note:** The terms *voucher* and *progress payment* have the same meaning in the JD Edwards EnterpriseOne Subcontract Management system and the JD Edwards EnterpriseOne Procurement system.

You can create a voucher with retainage that is applied to the entire voucher, or you can apply retainage by line item of the voucher.

Use the Taxes processing option to defer tax on retainage. If you activate the Taxes processing option 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.

You release retainage by entering a payment voucher for the amount to release. Retainage is also called a holdback.

A partial release of retainage indicates that an unpaid amount of retainage exists. A final release of retainage indicates that no retainage remains to be paid. You can release retainage for individual vouchers or for groups of vouchers.

**Note:** In some industries, subcontract retention may be called retainage. Thus, the terms retainage and retention can be used interchangeably.

## Subcontract Retention

Subcontract retention is used in a commercial cost-reimbursable project-related environment. Subcontract retention is a percentage of a committed amount that is held until a specified date after the order is complete. Retention processing applies to on-going projects and applies only to services lines. Retention is not applicable to inventory-based purchase order lines where the full cost of the product is due upon receipt of the product.

Retention typically follows the same rules as the client contract rules. The accounting requirement when you are vouchering is to distribute the net amount to a billable account on the job and the retained amount to a nonbillable account on the job. The retained amount must be charged to a nonbillable account, and only the billable amount is charged to a billable account and submitted for payment. Note that the vendor may or may not indicate retainage on the invoice.

For example, you issue a purchase order for 1000 against a billable job account. You receive an invoice from the vendor that may or may not indicate the retainage amount. You create a voucher for 1000 with retainage of 10 percent. Thus, the actual payment is 900, with 100 held as retainage. The payment of 900 creates a debit to the billable job account per the purchase order (credit to the A/P trade account). The retainage of 100 creates a debit to a nonbillable account on the job (credit to the A/P retainage account). This fully relieves the 1000 commitment.

When appropriate, you release retainage either with or without a subsequent invoice from the vendor. In either event, the initiation of retention release is a manual process. You release retainage by entering a payment voucher for the amount to release. In this example, the payment of 100 creates a debit to the billable job account per the purchase order (credit to the A/P trade account) and also creates a 100 credit to a nonbillable account on the job (debit to the A/P retainage account).

This diagram illustrates the T account changes for a 10000 line with 10 percent retainage:

**Voucher Match with Retainage**

Job Expense Acct	Non-Billable	AP Retainage	AP Trade
900	100	100	900

**Release Retainage**

Job Expense Acct	Non-Billable	AP Retainage	AP Trade
100	100	100	100

The commitment is not affected because it was already relieved. To facilitate entry of the initial voucher, indicate that retention applies to the purchase order when entering the voucher.

In the JD Edwards EnterpriseOne system, you use retainage functionality to automate the recording of retention to nonbillable accounts for transactions with an inventory interface of A and B only. The system uses financial automatic accounting instruction (AAI) PCNBRT for retainage processing during voucher match. To enable the retention functionality in the JD Edwards EnterpriseOne system, you must:

1. Select the Non-Billable Retainage option on the Line Type Constants Revisions form (W40205B).

New journal ledger entries are created if this subcontract retention option is selected.

2. Perform two-way voucher match.

The system supports multiple partial matches.

**Note:** If you want to perform three-way voucher match, you must select the Expense At Voucher option on the Line Type Constants Revisions form (W40205B).

3. Ensure that the retainage amount is not zero.

Before entering an order that includes retention, select the Display Retainage Indicator processing option on the Display tab of the Subcontract Order Entry program (P4310). When you enter an order that has retainage, select the Retainage Indicator check box on the order header form. This field notifies the A/P clerk during the voucher match process to double-check the invoice from the supplier to see if there was an amount retained on the invoice. The Retainage Indicator check box can be used with or without the Retainage Percentage field.

**Note:** When you are using the Purchase Order Generator (P43032), Generate POs from Requisitions/Blanket Order Release (P43060), and Quote Order Release (P43360) programs to release blanket, requisition, and quote orders, the order that is generated contains the retainage indicator value. The value of the Retainage Indicator field is brought over from the source order irrespective of the processing option setting.

**Note:** The system does not support retention in Purchase Order Workbench (P43101), sourcing, electronic data interchange (EDI), XPI, transfer orders, direct ship orders, re-cost voucher, and freight to match.

You can display the Retainage Indicator field in the detail grid on the Voucher Match form by setting the Display Retainage Indicator processing option on the Display tab of the Voucher Match program (P4314). The system retrieves the retainage indicator setting from the order header. You also set the processing options on the Retainage tab of the P4314 program.

When performing voucher match, you can relieve commitments to billable and nonbillable accounts. The setting of the Non-Billable Retainage option on the Line Type Constants Revisions form determines whether the system uses the new nonbillable automatic accounting instruction (AAI) for retainage. Select this option to specify that the system use the financial AAI nonbillable retainage (PCNBRT) for retainage processing during voucher match. If the Non-Billable Retainage option is not selected, then the system uses the previous functionality for expensing retainage.

You select the Voucher Match Variance Account option in the Line Type Constants (P40205) program to indicate to which account the system books a variance. A variance that is generated during voucher match can be booked to a variance account or to the expense account for the order detail line.

For three-way voucher match, select both the Non-Billable Retainage and Expense at Voucher options to use a nonbillable expense AAI.

You can release retainage and create a voucher at the same time. The Retainage Indicator field that appears on the form signals the accounts payable clerk to verify whether retainage occurred on the invoice and whether it should be applied to the voucher. The Retainage Indicator field is independent of the Retainage % field, and the system does not require a retainage percentage if the Retainage Indicator option is selected. Thus, the system does not perform any functionality based on the Retainage Indicator field.

The commitment is relieved when you are posting a voucher with nonbillable retainage. The system retrieves the nonbillable received not vouchered (RNV) amount from the Purchase Order Detail Non-Billable table (F4317) and adds it to the billable RNV amount (input value from the General Ledger Post program (R09801) when you are posting a voucher with nonbillable retainage. Thus, the system processes voucher match with nonbillable retainage and nonbillable retainage release.

During voucher match, the system calculates the billable and nonbillable general ledger amounts, both domestic and foreign amounts.

The system uses the following calculations during voucher match:

- (Billable Amount) = (GL Amount) × (1 – (Retainage Percent))
- (Non-Billable Amount) = (GL Amount) – (Billable Amount)

The retainage to release amount is computed based on the PO Detail (F4311) level and proportioned to the PO Non-Billable (F4317) level based on percentage. The system uses the following calculations during release retainage:

- (Released Amount) = (F4317.NonBillableAmount) × (Released Percent)
- (Retained Amount) = (F4317.NonBillableAmount) – (Released Amount)

The system also calculates the released percentage when releasing nonbillable retainage. This percentage is required for partial release and rounding issues. The system uses the following calculations for released percentage:

- (Released Percentage) – (Domestic) = (F43121T.RETA) ÷ (F4311T.RETA)
- (Released Percentage) – (Foreign) = (F43121T.REFA) ÷ (F4311T.REFA)

The nonbillable amount is always equal to the retained amount unless you are using B, C, and V tax types. The nonbillable amount is the sum of one or more future billable amounts.

When you close an order, the system does not provide a reminder or force payment of any retention.

If you reverse a voucher, then the accounting entries are reversed as they were entered. The system performs the following transactions:

- Updates the Purchase Order Receiver File table (F43121).
- Reverses F4317 records to update the nonbillable amount.
- Reverses Purchase Order Receiver Non-Billable table (F43127) records.
  - Deletes F43127 records that have a match type 3 (reversed by voucher match application).
  - Updates F43127 records that have match types of 2 (created by voucher match application) and 3 (reversed by voucher match application).

See *Order Line Types*.

See *AAI Tables for the Financial System*.

See *Subcontract Retention*.

See *Subcontract Retention*.

See *Setting Processing Options for Voucher Match (P4314)*.

## Prerequisites

Before you complete the tasks in this section, set the processing options on the Voucher Match program (P4314) to apply taxes to retainage.

To enable the subcontract retention functionality in the JD Edwards EnterpriseOne system, you must:

1. Select the Non-Billable Retainage option on the Line Type Constants Revisions form (W40205B).
2. Set up financial AAI PCNBRT.
3. Set the processing options on the Purchase Orders program.
4. Set processing options on the Voucher Match program.
5. Perform two-way voucher match.

**Note:** If you want to perform three-way voucher match, you must select the Expense At Voucher option on the Line Type Constants Revisions form (W40205B).

6. Ensure that the retainage amount is not zero.

## Forms Used to Process Retainage

Form Name	FormID	Navigation	Usage
Voucher Match	W4314A	Subcontract Processing (G43D11), Progress Payments  On the Work With Contracts form, specify contracts to pay as match type, select the record to match with a voucher, and click Select.	Enter a voucher with retainage.  Enter a voucher to release retainage.  View supplier classification codes on the Supplier Classification Codes tab.
Select Orders To Match	W4314C	On the Voucher Match form, select Orders To Match from the Form menu.	Select order detail lines to match to a voucher.

## Entering a Voucher with Retainage

Access the Voucher Match form.

Complete the steps for selecting records to match to a voucher or selecting order detail lines to match to a voucher, changing the value in the Retained Amount field for order detail lines, as necessary.

### Retained Amount

Enter the total amount that is held back on the contract amount.

The amount retained cannot be less than zero or greater than the amount to voucher.

## Entering a Voucher to Release Retainage

Access the Voucher Match form.

To enter a voucher to release retainage:

1. Complete these fields to enter record information:

- Invoice Num.
- Invoice Date
- G/L Date

You can have the system enter the gross amount and tax for you based on the detail lines or receipt records that you select.

2. On the Voucher Match form, complete the OP field.

For subcontract progress payments, if you have set the Option Default processing option on the Progress Payments tab, the system changes this field by default to a value of **1**, match quantity and amount.

3. Complete these optional fields for receipt records to reflect the invoice, as necessary:
  - o Amount To Voucher
  - o Quantity To Voucher
  - o Retained Amount
  - o Percentage Retained
  - o Tax Y/N
  - o Tax Area
  - o Tax Expl
  - o Tax
  - o Discount Amt
4. Click OK.
5. To review the resulting voucher, on the Subcontractor Ledger Inquiry form, click Find, select the voucher, and click Select.



# 10 Processing Special Orders

## Understanding Special Orders Processing

A special order requires different handling than a regular order. In many instances, a special order is a prerequisite to an actual order. Examples of special orders include:

- Requisitions – preliminary requests for items and services.
- Blanket Orders – large orders for which you want to receive periodic disbursements.
- Quote Orders – requests for supplier price quotes.
- Order Revisions – orders for which the system tracks modifications to orders.

You enter most special orders in the same way that you enter orders. You distinguish a special order by its order type. For example, when you work with a requisition, you usually enter an order type of OR (requisition orders). When you work with a blanket order, you usually enter an order type of OB (blanket order), and so forth.

Based on the line types, activity rules, and status codes that you set up for special orders, each special order type follows a different process cycle in the JD Edwards EnterpriseOne Procurement system or the JD Edwards EnterpriseOne Subcontract Management system.

**Note:** Subcontract orders created directly in P4310 provide access to the user-defined fields on the Additional Properties and Category Codes tabs on the Contract Header form or the Contract Detail form. Purchase orders not created directly in P4310, such as transfer orders, direct ship orders, and order generation programs, do not provide access to the user-defined fields or order clauses. When the purchase order is generated, you can then access the order in P4310 to enter values in the user-defined fields.

**Note:** Blanket orders released by the P4310 program do not carry over the values in the user-defined fields on the Additional Properties and Category Codes tabs on the Contract Header form or the Contract Detail form.

You can enter service unit information for services contract order lines during the contract order receipt process. Service units are informational only, so the system does not perform any validation against the values.

**Note:**

- *"Understanding Special Order Processing" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Working with Requisitions" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Working with Blanket Orders" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Working with Quote Orders" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Working with Order Revisions" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Setting Up Order Activity Rules" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Working with Special Order-Entry Features" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Creating Orders from Price Quotes" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*

# 11 Processing Approvals

## Understanding Approval Processing

The company might require you to obtain approval for the items or services that you purchase. After you enter a purchase order, subcontract order, requisition, or blanket order, and so on, you can require that the proper authorities approve the order before the system processes it. This approval eliminates the unauthorized purchase of items.

The orders that you enter might require approval from different persons, based on the department in which you work or the amount of purchases that you want to make. You must set up approval routes to specify the persons who are responsible for approving orders. You can then assign those routes to orders.

If you originate orders, you can check the current status of an order. The status indicates the person from whom the order is awaiting approval and the persons who have already approved the order. You receive a message when an order is fully approved or rejected.

If you are responsible for approving orders, you can review all orders awaiting approval and select orders to approve or reject. You can provide explanations for approving or rejecting an order.

When you set up the purchasing cycle, you must determine which order types (purchase orders, subcontract orders, requisitions, and so forth) require approval. For each order type, you must set up order activity rules to include the approval process.

The system maintains historical information about order approvals in the Held Orders table (F4209).

### Note:

- *"Working with Approval Routes" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Working with Orders Awaiting Approval" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*
- *"Setting Up Order Activity Rules" in the JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide .*



# 12 Appendix A - JD Edwards EnterpriseOne Subcontract Management Reports

## JD Edwards EnterpriseOne Subcontract Management Reports

The JD Edwards EnterpriseOne Subcontract Management system offers you a variety of reports to help you review and manage the contract information. You can print reports to review the financial details of the contracts. Financial reports can display this information:

- Job, subcontractor, and contract status.
- Price.
- Contract financial history.
- Committed costs and committed transactions.

You can print commitment reports to review the commitment details of the contracts. A commitment report can display:

- 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 reports to review the log information for the contracts. Log reports can display:

- Log items related to a contract.
- Submittal and transmittal status information.
- Hierarchical log information.

## JD Edwards EnterpriseOne Subcontract Management Reports: A to Z

This table lists the JD Edwards Subcontract Management reports, sorted alpha-numerically by report ID:

Report ID and Report Name	Description	Navigation
R43050 F4305 Logs Report	This report lists logs and their associated hierarchies.	Subcontract Reports (G43D111), F4305 Logs Report
R43415	This report prints purchase order information by supplier, then by	Subcontract Reports (G43D111), Summary by Supplier Report

Report ID and Report Name	Description	Navigation
Summary by Supplier Report	<p>business unit. You can review individual amounts for each purchase order, including the amount received and the amount open. You can also review the total amount for all purchase orders.</p> <p>If a purchase order contains detail lines for multiple branch/plants, the same order might appear several times based on the branch/plant.</p>	
R43415A Summary by Cost Center Report	<p>This report prints purchase order information by business unit.</p>	Subcontract Reports (G43D111), Summary by Cost Center Report
R43420 Purchase Journal	<p>This report lists original detail line information and changes that have been made to the quantity or extended amount on each detail line.</p> <p>For each order that prints, you can review:</p> <ul style="list-style-type: none"> <li>• The sum of the original detail line amounts.</li> <li>• The sum of the detail line changes.</li> <li>• The sum of the current detail line amounts.</li> </ul> <p>Information for this report comes from the F43199 table. This report is applicable only if you set up order activity rules to create ledger records.</p>	Subcontract Reports (G43D111), Purchase Journal
R434201 Contract Analysis	<p>Use this report to review a summary of contract commitment information for selected suppliers and jobs. This report uses information from the F4311 table and the F0902 table.</p> <p>You can review this order information:</p> <ul style="list-style-type: none"> <li>• Budget amount</li> <li>• Contract amount</li> <li>• Invoice amount</li> <li>• Amount paid</li> <li>• Amount retained</li> </ul>	Subcontract Reports (G43D111), Contract Analysis

Report ID and Report Name	Description	Navigation
	<ul style="list-style-type: none"> <li>• Remaining balance</li> <li>• Extended amount</li> <li>• Percent invoiced</li> <li>• Percent retained</li> </ul>	
R43535 Print Order Revisions History	Use this report to review information about order revisions.	Subcontract Reports (G43D111), Print Order Revisions History
R43540 Logs (F4305) Report/Update	This program prints a contract management report and log associated text entries for contracts.	Subcontract Reports (G43D111), Logs (F4305) Report/Update
R4401P Print Subcontracts	<p>The Print Subcontracts report is a version of the Order Detail Print batch application (R4401P). In this report, you can have the system print information about the subcontracts such as associated text and tax information. The system retrieves contract details from the F4311 table.</p> <p>You can also specify whether the system prints logs at simply the subcontract level, or at all of the hierarchical levels that you use in the logs.</p> <p>This report lists detail information about logs and commitment distribution for any contract. You can also review all of the multicurrency information that is associated with a contract if you have multicurrency turned on. You can print information about all jobs, a specific job, or an individual contract.</p> <p>The Subcontract Detail report uses information from the F4301 table, the F4311 table, the F4305 or F4303 table, and Contract Header Log Text (F52034) tables.</p>	Subcontract Reports (G43D111), Print Subcontracts
R44425 Status Report by Supplier	This report displays the amounts that have been vouchered, paid, retained, and due for a contract.	Subcontract Reports (G43D111), Status Report by Supplier
R44440 AIA Application for Payment	This report lists base contract and change order commitment amounts in addition to previous amounts that were billed and retained. The subcontractors can	Subcontract Reports (G43D111), AIA Application for Payment

Report ID and Report Name	Description	Navigation
	use this report as a turnaround document.	

## JD Edwards EnterpriseOne Subcontract Management Selected Reports

This section provides detailed information, including processing options, for individual reports. The reports are listed alpha-numerically by report ID.

### R43050 - F4305 Logs Report

You use the Logs Report (R43050) to print the logs and their associated hierarchies. In the processing options for R43050, you can specify the hierarchical level at which you want to report, as well as any associated text for that hierarchy. You can specify to print single or multiple log levels and their associated texts.

### Processing Options for F4305 Logs Report (R43050)

Processing options enable you to specify the default processing for programs and reports.

#### Print Options

##### 1. Print Contract Level Logs

Specify whether to print contract level logs. Values are:

Blank: Do not print.

- 1: Print contract level logs without attachments.
- 2: Print contract level logs with header and detail attachments.

##### 2. Print Company Level Logs

Specify the printing of company level logs. Values are:

Blank: Do not print.

- 1: Print company level logs without attachments.
- 2: Print company level logs with header and detail attachments.

##### 3. Print Subcontractor Level Logs

Specify the printing of subcontractor level logs. Values are:

Blank: Do not print.

- 1: Print subcontractor level logs without attachments.



2: Print subcontractor level logs with header and detail attachments.

#### 4. Print Project Level Logs

Specify the printing of project level logs. Values are:

Blank: Do not print.

1: Print project level logs without attachments.

2: Print project level logs with header and detail attachments.

#### 5. Print Job Level Logs

Specify the printing of job level logs. Values are:

Blank: Do not print.

1: Print job level logs without attachments.

2: Print job level logs with header and detail attachments.

## R43535 - Order Revisions History Report

Use this report to review information about order revisions. The report lists this information:

- The number of revisions to each detail line.
- The latest detail line revisions.
- A history of all detail line revisions.

## Processing Options for Order Revisions History Report (R43535)

Processing options enable you to specify the default processing for programs and reports.

### Display

#### 1. Specify revision number

Specify a revision number. Values are:

Blank: All

\*: Last revision

#### 2. Specify lines to print

Specify the number of lines to print for this report. Values are:

Blank: Print only those lines that changed at the specific number.

1: Print all lines that make up a revision.

#### 3. Print line history

Specify whether to print history records for each purchase order line printed. Values are:

Blank: Do not print history records for each purchase order line printed.

1: Print all history records for each purchase order line printed.

## R4401P – Print Subcontracts Report

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 multicurrency information that is associated with a contract if you have multicurrency turned on. You can print information about all jobs, a specific job, or an individual contract.

The Subcontract Detail report uses information from the F4301, F4311, F4305 or F4303, and F52034 tables.

## Processing Options for Print Subcontracts Report (R4401P)

Processing options enable you to specify the default processing for programs and reports.

### Display

#### 1. Log Information

Specify whether the system prints the log information associated with subcontracts. Values are:

Blank: Do not print log information.

1: Print only subcontract level logs.

2: Print logs at all hierarchical levels.

#### 2. Text

Specify whether the system prints the text. Values are:

Blank: Do not print text.

1: Print text.

#### 3. Tax information

Specify whether the system prints tax information. Values are:

Blank: Print tax information.

1: Suppress tax information.

## R44425 - Detailed Status Report by Supplier

You can review detailed contract status information based on the subcontractor and the job on the Status Report by Supplier report (R44425).

You also can review the commitment distribution information for the contracts based on the job. This report uses information from the F4311 table. This information includes:

- Order identifying information.
- Budget amounts for selected accounts.

- Change order information.
- Amount billed.
- Retainage information.
- Amount released but not paid.
- Amount due on the selected as of date.

You can print this report at any time to review the current status of selected contracts.

## Processing Options for Status Report by Supplier (R44425)

Processing options enable you to specify the default processing for programs and reports.

### Report Display

**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 is used.**

Specify 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. If you leave this processing option blank, the system uses the Financial Reporting Date of Company 00000.

**2. Enter '1' to print the associated job budget for contract cost codes**

Specify the list of selection values associated with a data selection item in the Dream Writer. Values are:

Blank: Do not print the associated job budget for contract cost codes.

1: Print the associated job budget for contract cost codes.

**3. Enter '1' to suppress the printing of a Budget total line**

Specify whether to print a Budget total line. Values are:

Blank: Do not suppress printing.

1: Suppress printing.

**4. Enter a '1' to print subledger and subledger type. Leave blank for no subledger and type.**

Specify whether to print subledger and subledger type. Values are:

Blank: Do not print.

1: Print

**5. Enter a Budget Ledger Type**

Specify a value from UDC 09/LT that specifies the type of ledger, such as AA (Actual Amounts), BA (Budget Amount), or AU (Actual Units).

You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.

**6. Enter a '1' to print AP Detail information. Leave blank to print Summary.**

Specify whether to print AP Detail information. Values are:

Blank: Print Summary.

1: Print AP Detail information.

## R44440 - AIA Application for Payment

You can run the Application for Payment report either from the Subcontract Reports menu (G43D111) or during the A/P check run. This report is similar to the American Institute of Architects (AIA) Document G702, titled Application and Certificate for Payment. The report lists base contract and change order commitment amounts in addition to previous amounts that were billed and retained. The subcontractors can use this report as a turnaround document. You send an updated report to a subcontractor as an individual item or with a pay request. The contractor then completes it, has it notarized, and returns it to you.

You normally send an update of the Application for Payment report with each of the payments. The subcontractor then uses it for the next application. The subcontractor sends back the completed form as the invoice for payment. Completing this document does not necessarily mean that all work on the contract is complete. In most cases, it indicates only that the work that was scheduled between the last payment and the next scheduled payment is complete.

The system uses information from the F4311 table and the general ledger transactions.

Additionally, you can print and send the Waiver of Lien form when you send a subcontractor the AIA Application for Payment. The Waiver of Lien states that the subcontractor has been paid and that there are no outstanding liens associated with the work on the contract. The subcontractor signs the waiver, enters the date, and returns it to you. You can print the Waiver of Lien when you run the accounts payable check run.

## Processing Options for AIA Application for Payment (R44440)

Processing options enable you to specify the default processing for programs and reports.

### Processing

#### 1. Include Units With Progress Billing

Specify whether the system includes units with progress billing. Values are:

Blank: Include amounts only.

1: Include units with progress billing.

#### 2. As Of Date On Which to Base the Report

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 the system uses today's date.

A date that identifies the financial period to which the transaction will be posted. You define financial periods for a date pattern code that you assign to the company record. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number, as well as to perform date validations.

#### 3. Order Suffix

Specify whether the system breaks on order suffix. Values are:

Blank: Do not break on order suffix.

1: Break on order suffix.

#### **4. Print the Certificate of the Subcontractor**

Specify whether the system prints the certificate of the subcontractor. Values are:

Blank: Do not print the certificate of the subcontractor.

**1:** Print the certificate of the subcontractor.



# Index

## A

- A/P Standard Voucher Entry program (P0411)
  - processing options *126*
  - usage *109*
- AAIs automatic accounting instructions *10*
- account numbers
  - entering by detail line *61*
  - entering for detail lines *57*
- accounts payable matching *58, 111*
- actual and committed amount accumulation *99*
- additional properties *29*
- Additional Selection Criteria form *94*
- Address Book Revisions program (P0101) *25*
- AIA Application for Payment *108*
- AIA Application for Payment report (R44440)
  - processing options *156*
  - usage *152, 156*
- approval processing *51, 147*
- approval routes *51*
- audit trails *80*
- automatic accounting instructions
  - overview *10*
  - setting up contract cost types AAIs *14*
  - setting up default cost types *13*
  - setting up freight distribution AAIs *12*
  - setting up non-billable retainage AAIs *12*
  - setting up range of contract cost types AAIs *14*
  - setting up retainage payables for subcontracts AAIs *13*
  - setting up Subcontract Management AAIs *12*
  - setting up VAT recoverables AAIs *13*
  - setting up VAT tax payables AAIs *13*

## B

- blanket orders *145*
- budget amount accumulation *96*
- budget checking
  - activating *95*
  - setting up *95*
  - understanding *95*
- budget holds *68*
- budget totaling *100*
- budgets
  - reviewing *103*
  - working with *95, 96*

## C

- catalogs - electronic *56*
- category codes *29*
- change orders
  - copying *65*
  - entering *64*
  - overview *57*
- clauses *30*
- Clauses form *53, 60*
- commitment audit trails
  - correcting *80*
  - creating *80, 82*
- commitment information for subcontracts *74*
- Commitment Inquiry Detail form *75, 76*

- Commitment Inquiry program (P40230A)
  - processing options *75*
  - usage *74*
- Commitment Integrity Report (R40910)
  - processing options *73*
  - running *72*
  - usage *71*
- commitment relief
  - overview *17*
  - setting up *18*
- commitment tracking
  - overview *17*
  - setting up *18*
- commitments
  - changing orders *64*
  - correcting an audit trail *80*
  - creating *69, 69*
  - creating an audit trail *80, 82*
  - maintaining table information *70*
  - posting to jobs *82*
  - relieving *17, 69*
  - reviewing for subcontracts *74*
  - setting up *16, 17*
  - setting up commitment relief *17*
  - setting up commitment tracking *17*
  - setting up ledgers for *74*
  - setting up order types (40/CT) *17*
  - understanding *69*
  - working with *69*
- committed costs to jobs *82*
- constants *9*
- Contract Analysis report (R434201) *150*
- contract cost types
  - setting up automatic accounting instructions *14*
  - setting up automatic accounting instructions for ranges *14*
- Contract Detail form *60, 67, 94*
- Contract Header form *22, 22, 52, 67*
- Contract Log Detail table (F4303) *154*
- Contract Log Text table (F4304) *154*
- contracts
  - understanding *27*
- cost code structure *15*
- costs *56*
- Create Commitment Audit Trail program (R00993)
  - running *82*
  - usage *80*
- currency types for contracts *93*

## D

- data
  - converting *19*
  - converting to the Log Master table *19*
  - purging *93*
- data conversion *19*
- dates for an order *54*
- default cost types *13*
- default location and printers *11*
- delivery instructions *53*
- detail lines
  - adding notes for *56*
  - canceled *56*

- defining *55*
- entering account numbers *57*
- entering by account number *61*
- entering discount terms *64*
- entering price rules *64*
- entering tax information *63*
- printing changes to *150*
- reviewing *56*
  - reviewing closed detail lines *56*
- detailed commitment information *76*
- Detailed Status Report by Supplier (R44425) *154*
- discount terms *57*
- discounts *64*

**E**

- electronic catalogs *56*
- Encumbrance Rollover program (R4317)
  - processing options *78*
  - running *78*
  - usage *78*
- encumbrance rollovers *78*
- encumbrances
  - creating *69, 69*
  - relieving *69*
  - reviewing for subcontracts *74*
  - setting up ledgers for *74*
  - understanding *69*
  - working with *69*
- Enter Subcontract Orders program (P4310)
  - processing options *31*
- exchange rates *93*
- expense at voucher match *110*
- extended costs *58*

**F**

- F4301 table *154*
- F4303 - F4305 Media Object Conversion program (R894305A) *19*
- F4303 table *19, 154*
- F4304 table *154*
- F4305 Logs Report (R43050)
  - processing options *152*
  - usage *149, 152*
- F4305 table *19, 154*
- F4311 table *154, 154, 156*
- features
  - commitment *2*
  - contract *1*
  - payment processing *3*
- financial status information *93*
- freight charges *112*
- freight distribution *12*
- Freight Distribution program (P43147)
  - processing options *134*
- Freight Distribution Revisions form *115*
- freight vouchering *112, 136*

**H**

- holds
  - assigning to subcontract payments *113*
  - receiving soft warning *113*

**I**

- implementation steps
  - global *6*
  - specific to subcontract management *7*
- invoices received in an alternate currency *114*
- item cross-references *11*
- items
  - entering non-stock *58*
  - reviewing items on order *93*

**J**

- Job Cost Constants form *18*
- job master records *15*
- jobs
  - setting up *14*
  - setting up within a project *15*

**L**

- landed costs *10, 113*
- ledgers *74*
- line types for commitments *74*
- Log Master Table (F4303) *89*
- Log Master Table (F4305) *89*
- Log Report/Update program (R43300)
  - processing options *89*
  - running *89*
  - usage *89*
- Log Revisions program (P4305)
  - processing options *87*
- Logs (F4305) Report/Update program (R43540) *151*
  - processing options *90*
  - running *90*
  - usage *90*
- Logs Revisions form *87, 87*
- lump sums *58*

**M**

- mailing address *25*
- messages *11*
- model logs *10*
- multicurrency
  - entering on a voucher *114*
  - entering on orders *51, 56*
  - reviewing information for subcontracts *154*

**N**

- next numbers *11*
- non-billable retainage *12*
- non-stock items *10, 58*
- notes
  - adding for detail lines *56*
  - adding for orders *55*

**O**

- open orders *93*
- order activity rules *9*
- Order Address Information form *22*
- order dates *52*
- Order Detail - Page I form *60*



- Order Detail - Page II form *60*
- order detail information *55*
- order detail lines
  - selecting for freight vouchers *136*
  - selecting to match to a voucher *135*
- Order Entry - Summary Order Information form *94*
- Order Header - Additional Information form *22, 53*
- Order Header - Additional Information II form *53, 60*
- order header information *50*
- order hold information *10*
- order holds *66, 66, 68*
- order information *93*
- order line types *9*
- Order Recap form *94*
- order revisions *145*
- Order Revisions History report (R43535)
  - usage *151*
- Order Revisions History Report (R43535)
  - processing options *153*
  - usage *153*
- orders
  - accessing header information *51*
  - canceling detail lines *56*
  - duplicating *58, 65*
  - entering dates *54*
  - entering detail information in default fields *56*
  - entering header information *50*
  - entering in multicurrencies *51*
  - entering notes *55*
  - entering origination information *51*
  - entering reference information *55*
  - entering supplier information *21*
  - entering tax information *54*
  - header information
    - entering *50*
  - putting on hold *66*
  - reviewing financial status information *93*
  - reviewing open *93*
  - revisions - printing information about *153*
- origin information *53*
- origination information for an order *51*
- other systems setup *11*
- overview
  - approval processing *147*
  - commitment audit trails *80*
  - commitment information for subcontracts *74*
  - Commitment Integrity Report (R40910) *71*
  - commitments *16, 69*
  - contracts *27*
  - Encumbrance Rollover (R4317) *78*
  - Log Report/Update (R43300) *89*
  - order
    - reviews *93*
  - order holds *66*
  - progress payments *107*
  - receipt processing *105*
  - retainage *138*
  - special orders processing *145*
  - subcontract
    - management *1*
    - management implementation *6*
    - management reports *149*
    - management system features *1*
  - subcontract log entry *86*
  - subcontract logs *85*
  - subcontract vouchers *109*

- supplier setup *21*
- system setup *9*

## P

- P0101 program *25*
- P0411 program
  - processing options *126*
  - usage *109*
- P09210A program
  - processing options *101*
- P40230A program
  - processing options *75*
  - usage *74*
- P4305 program
  - processing options *87*
- P4310 program
  - processing options *31*
  - usage *51*
- P4314 program
  - processing options *116*
- P43147 program
  - processing options *134*
- PA ledger *74*
- Password Confirmation form *68*
- Post Committed Cost to Job program (R00932)
  - processing options *82*
  - running *82*
  - usage *82*
- price rules *64*
- Print Subcontracts report (R4401P)
  - processing options *154*
  - usage *151, 154*
- printing
  - a history of order revisions *150*
  - order revision information *153*
- procurement system setup *9*
- projects
  - setting up *14*
  - setting up jobs within *15*
- PU ledger *74*
- Purchase Journal report (R43420) *150*
- Purchase Order Detail File table (F4311) *154, 156*
- Purchase Order Detail Inquiry form *94*
- Purchase Order Print program (R43500) *30*
- purchase order templates *10*
- purchase orders
  - tracking commitments and encumbrances for *69*
- purchasing related vouchers *107*

## Q

- quote orders *145*

## R

- R00932 program
  - processing options *82*
  - usage *82*
- R00993 program
  - running *82*
  - usage *80*
- R40910 report *71*
  - processing options *73*
  - running *72*

- R43050 report
  - processing options *152*
  - usage *149, 152*
- R4317 program
  - processing options *78*
  - usage *78*
- R43300 program
  - processing options *89*
  - running *89*
- R43415 report *150*
- R43415A report *150*
- R43420 report *150*
- R434201 report *150*
- R43500 program *30*
- R43535 report
  - processing options *153*
  - usage *151, 153*
- R43540 program *151*
  - processing options *90*
  - running *90*
  - usage *90*
- R4401P report
  - processing options *154*
  - usage *151, 154*
- R44425 report
  - processing options *155*
  - usage *151, 154*
- R44440 report
  - processing options *156*
  - usage *152, 156*
- R894305 program *19*
- R894305A program *19*
- receipt processing *105*
- receipts
  - canceling *136*
  - closing the balance of *136*
  - performing partial *136*
- records to match to a voucher *135*
- reference information *55*
- reporting codes *57*
- reports
  - AIA Application for Payment *156*
  - Contract Analysis *150*
  - Order Revisions History *153*
  - Print Subcontracts *154*
  - Status Report by Supplier *154*
- requisitions *145*
- retainage *110, 139*
  - entering a voucher to release *143*
  - entering vouchers *143*
  - processing *138*
  - releasing *143*
  - setting up *31*
  - setting up retainage payables AAIs *13*
- retainage records
  - creating vouchers using *138*
  - matching to create vouchers *138*
- retention *110, 139*
- reviewing
  - Contract Analysis report *150*
  - order
    - revision information *153*
- reviewing multicurrency information for subcontracts *154*

## S

- search scenarios for level of detail *96*
- Select Hierarchy Level form *87*
- Select Orders To Match form *115, 143*
- service units *58*
- service units for accounts payable matching *111*
- soft warning *113*
- Status Report by Supplier (R44425)
  - processing options *155*
- Status Report by Supplier report (R44425) *151*
- subcontract
  - management
    - commitment features *2*
    - contract features *1*
    - implementation steps *6*
    - integrations *4*
    - overview *1*
    - payment processing features *3*
    - system features overview *1*
  - orders
    - header information *50*
    - parts of *28*
    - understanding *28*
- subcontract log entry *86*
- subcontract logs
  - creating *87*
  - overview *85*
  - understanding *86*
- subcontract order clauses *30*
- subcontract order detail information *55*
- Subcontract Order Entry program (P4310) *51*
- subcontract order printing *30*
- subcontract payments *113*
- subcontract retention *31, 110, 139*
- subcontract vouchers *109*
- subcontractors
  - managing *25*
  - setting up *21*
- Summary by Cost Center Report (R43415A) *150*
- Summary by Supplier Report (R43415) *150*
- supplier classification codes *28, 110*
- supplier information for an order *21*
- Supplier Ledger Inquiry form *95, 115*
- Supplier Master Revision form *68*
- supplier setup *21*
- suppliers
  - entering a temporary mailing address for *25*
  - entering information for subcontract orders *21*
  - setting up *21*
- system setup *9*

## T

- T Account Changes for Nonbillable Retainage diagram *140*
- T Account Changes for Retainage diagram *138*
- tables
  - commitment features *2*
  - contract features *1*
  - payment processing features *3*
  - subcontract management reports *149*
- tax information
  - entering *52, 56*
  - entering for detail lines *63*
  - entering for orders *54*
  - entering on a voucher *114*

- tax processing *11*
- TC from F4303 to F4305 program (R894305) *19*
- tolerance rules *10*
- Trial Balance / Ledger Comparison form *101*
- Trial Balance/Ledger Comparison program (P09210A)
  - processing options *101*

## U

- unsatisfied, expired logs *90*
- user-defined code lists *17*
- user-defined codes *11*

## V

- VAT tax payables *13*
- VAT tax recoverables *13*
- voucher match *110*
- Voucher Match form *115, 143*
- Voucher Match program (P4314)
  - processing options *116*
- vouchers
  - adding new purchase order detail lines for *113*
  - choosing order detail lines to match *113*
  - correcting *110*
  - creating for landed costs *113*
  - creating using retainage records *138*
  - entering to release retainage *143*
  - entering with retainage *143*
  - matching order detail lines to create *113*
  - selecting order detail lines to match *135*
  - selecting records to match *135*

## W

- Waiver of Lien *108, 156*
- warnings
  - receiving for subcontract payments *113*
  - receiving soft error *113*
- Work With Commitment Inquiry form *75*
- Work With Contract Detail form *59, 94*
- Work With Contracts form *115*
- Work With Financial Status Inquiry form *95*
- Work With Held Orders form *68*
- Work With Logs form *86*
- Work With Order Headers form *51*

