Disclaimer
This document is provided “as-is”. Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it. Some examples are for illustration only and are fictitious. No real association is intended or inferred. This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal, reference purposes only.

Sample Code Warranty disclaimer
Microsoft Corporation disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.

License agreement
Use of this software is covered by a license agreement provided with it. If you have any questions, please call the Customer Assistance Department at 800-456-0025 (in the United States or Canada) or +1-701-281-6500.

Copyright
© 2014 Microsoft Corporation. All rights reserved.

Publication Date
September 2014
# Contents

**Introduction**

- Contract Management Overview................................................................. 1
- Contract Management Features .................................................................... 1
- Screens........................................................................................................... 3
- Reports .......................................................................................................... 4

**User Guide Overview** .................................................................................. 5
- What is Covered in the User Guide?.............................................................. 5
- Who Should Use the User Guide?................................................................. 5
- How to Use the User Guide ........................................................................... 5

**Concepts: How Contract Management Works** ........................................... 7

- Contracts ...................................................................................................... 7
  - Contract Value .......................................................................................... 7
  - Change Orders .......................................................................................... 8
  - Integration with Construction Billing......................................................... 8
- Subcontracts ................................................................................................ 9
  - Vendor Assignment .................................................................................... 9
  - Terms and Funds Disbursement ............................................................... 9
  - Modifying Subcontract Information ........................................................ 9
  - Reflecting Open Subcontract Amounts as Commitments ....................... 9
- Subcontractors ............................................................................................. 11
  - Setting up Subcontractors ...................................................................... 11
  - Paying Subcontractors .......................................................................... 11
  - Paying a Subcontract Retention ............................................................ 13
- Submittals and Transmittals ........................................................................ 14
  - Setting Up Submittal and Transmittal Records ........................................ 14
  - Integration with Communicator ............................................................... 14
  - Integration with Subcontract Payments .................................................. 15

**Reference** ................................................................................................... 17

- Automatic Payment Analysis (CN.APA.00) .................................................. 17
- Contract Maintenance (CN.CON.00) ............................................................. 19
  - Additional Information (CN.CON.01) ......................................................... 22
  - Contract Dates (CN.CON.02) .................................................................. 22
  - Project List (CN.CON.03) ......................................................................... 23
- Joint Payee Maintenance (CN.PAY.00) ......................................................... 24
- Lien Waiver Print (CN.LWP.00) .................................................................... 26
- Project Change Order Inquiry (CN.PCI.00) .................................................... 27
- Project Change Orders (CN.COP.00) ............................................................ 29
  - Change Order Approval Information (CN.COP.01) ............................... 34
  - Additional Information (CN.COP.02) ....................................................... 35
  - Quote Amounts (CN.COP.03) ................................................................. 35
- Subcontract Change Order Inquiry (CN.CSI.00) ........................................... 36
- Subcontract Change Orders (CN.COS.00) .................................................... 38
  - Subcontract Change Orders, Subcontract tab ........................................ 39
  - Subcontract Change Orders, Line Items tab ......................................... 41
  - Subcontract Change Orders, Additional Information tab ....................... 44
- Subcontract Maintenance (CN.SUB.00) ........................................................ 45
  - Subcontract Maintenance, Subcontract tab .......................................... 47
  - Subcontract Maintenance, Line Items tab ............................................. 50
  - Subcontract Maintenance, Dates tab ..................................................... 53
  - Subcontract Maintenance, Additional Information tab ......................... 55
Subcontract Payment History (CN.SPH.00) ............................................................... 58
Subcontract Payment Request Entry (CN.SPR.00) .................................................. 59
  Vendor Override Information (CN.SPR.01) ............................................................. 62
Subcontract Payment Review & Approval (CN.PRA.00) ............................................. 63
Subcontract Print (CN.SUP.00) .................................................................................. 68
Subcontractor Inquiry (CN.SVI.00) ......................................................................... 70
Subcontractor Vendor Maintenance (CN.SUV.00) ..................................................... 71
  Additional Information (CN.SUV.01) ....................................................................... 73
Submittal/Transmittal Entry (CN.STE.00) ................................................................. 74
  Duplicate or Create Periodic Submittals (CN.STE.01) ............................................. 77
  Process Submittal Alerts (CN.STE.02) ................................................................. 78
Reports ...................................................................................................................... 79
Project AP Aging Report (CN.010.00) ................................................................. 79
Project Change Order Print (CN.030.00) ............................................................. 81
Introduction

Contract Management Overview

Contract administration presents a number of different challenges to many businesses, particularly in the construction industry. The project leader must coordinate communications with the owner or prime contractor while managing a combination of subcontractors, internal staff, and resources. Visibility of the impact of changes as a project progresses is critical.

Contract Management is a management tool that includes the following features:

- Tracking of all project change orders and their associated budgets, including any pending change orders, for both client contracts and subcontracts with outside vendors
- An approval process for contracts and subcontracts
- Management and control of all submittal and transmittal documents, including permits and permissions, insurance, safety notices, and liens/lien waivers
- Disbursement control for payment on subcontracts, including automatic creation of Accounts Payable vouchers and generation of retention payable documents
- Modifications to Check Print (03.620.00) in Accounts Payable to present project and subcontract information and to provide support of joint checks to multiple parties
- Interfaces with Flexible Billings to produce construction billings using the format recommended by the American Institute of Architects (AIA)
- Pay-when-paid terms for subcontracts, supported by screens in the Accounts Payable module
  - Pay When Paid Link Assistant (03.080.00) helps you search unlinked open vouchers or credit adjustments with a terms discount type of pay-when-paid, or search open unlinked invoices of Open Item customers and link the documents.
  - Pay When Paid Link Entry (03.090.00) helps you search linked open vouchers or credit adjustments with a terms discount type of pay-when-paid, or search open linked invoices of Open Item customers.
  - Payment Selection (03.500.00) reviews the status of APARLink records for the open AP document to determine whether pay-when-paid terms documents are eligible for payment during the selection of open AP documents. A pay-when-paid terms document is eligible for payment if the status of its link is Closed, indicating its linked AR invoice is paid in full. A pay-when-paid terms document is not eligible for payment if a link to an AR invoice does not exist or the Status of its link is Open, indicating its linked AR invoice is not paid in full.
- For more information about pay-when-paid processing, see the Accounts Payable Help or user’s guide.

Contract Management Features

Contract Maintenance

Contract Maintenance (CN.CON.00) records reference information related to an agreement between the contractor and the customer or owner. This information includes a description of the scope of work, addresses, critical dates, payment terms, and the contract’s status. Multiple projects may be associated with a contract.

Change Orders

Project Change Orders (CN.COP.00) tracks changes to a project that requires the owner’s approval. These changes may be to budgets, schedules, or scope of work. When interfaced with Flexible Billings, these changes can print on the construction billing. Project Change Order Inquiry (CN.PCI.00) displays
all project change orders for a specific project. You can access this inquiry directly from the menu or from Contract Maintenance (CN.CON.00).

Subcontracts

Subcontract Maintenance (CN.SUB.00) records information about subcontracts with vendors providing services or materials for a project. You can set up a subcontract for a project without specifying a vendor, but you must assign a vendor before you can change the status of the subcontract to committed or awarded. Unpaid subcontracts with a status of active/committed are loaded as commitments during Financial Transaction Transfer (PA.TRN.00) commitment load processing, and may be displayed using Commitment Detail Inquiry (PA.CMD.00) in Project Controller. Approving a payment request for the subcontract creates vouchers in Accounts Payable. Running Financial Transaction Transfer (PA.TRN.00) for the Accounts Payable module creates project actuals from the vouchers, reducing the project commitments.

Subcontract Print (CN.SUP.00) produces a document from a Microsoft Word template, substituting key values from the associated project and subcontract information. The subcontract can print in preliminary, final, or reprint mode. Subcontract Change Orders (CN.COS.00) records a proposed or actual change to a subcontract. Typical information tracked includes changes to budgets, schedules, reasons for the change, and the initiator of the change request. An approver, approval date, and status for each change order are also stored. Subcontract Change Order Inquiry (CN.CSI.00) lists all changes to a given subcontract.

Submittals

Submittals refer to documents or deliverables such as permits or plans associated with contracts or subcontracts that the user wants to track. Submittal/Transmittal Entry (CN.STE.00) maintains the data associated with submittals, transmittals, and other paperwork or milestone events. It serves as an electronic tickler file for reminding users and managers of due dates as well as tracking critical events in order to meet contract requirements. Submittals can be set up to stop payments generated by Automatic Payment Analysis (CN.APA.00). You can automate notification of a missed date or receipt of required documents using Process Submittal Alerts (CN.STE.02).

Funds Disbursement

One significant aspect of managing subcontractors is controlling funds disbursement. This necessitates a close relationship between Contract Management and Accounts Payable. Subcontractors are a subset of the vendors in the AP Vendor Master who work on projects. You set up subcontractors in Contract Management using Subcontractor Vendor Maintenance (CN.SUV.00). Subcontractor Vendor Maintenance (CN.SUV.00) identifies vendors as valid subcontractors and stores address and insurance-related information.

Subcontractor Inquiry (CN.SVI.00) lists all subcontracts for a specific vendor. A button on this screen allows you to open Subcontract Payment History (CN.SPH.00) for any of the subcontracts shown. This inquiry lists all payment data for a particular project-subcontract combination. You can access the inquiry directly from the menu or from a number of screens including Subcontract Payment Review & Approval (CN.PRA.00), Subcontract Payment Request Entry (CN.SPR.00), and Subcontractor Vendor Maintenance (CN.SUV.00).

Interim payments to subcontractors are often based on the percentage of work completed for various subcontract line items. The payment amount may be subject to retention or contingent upon receipt of submittals. Subcontract Payment Request Entry (CN.SPR.00) submits a request for payment based on the payment amount or percentage authorized by the project manager for each line item of the subcontract. The function verifies that the requested amount does not exceed the maximum amount payable and automatically computes and displays a retention amount, if applicable. Retention is computed based on the terms of the subcontract with override capability.

Subcontract Payment Review & Approval (CN.PRA.00) allows the manager to authorize or reject the payment request. If the approver rejects the request, Communicator sends automatic notification of the rejection to the initiator of the payment request. If the payment request is approved, a voucher is automatically created in Accounts Payable and placed on hold. A second voucher will be created for retention amounts withheld from the payment request, if any. The Accounts Payable document
number is stored with both the original payment request and the subsequent transactions posting back to Project Management and Accounting from Accounts Payable via Project Controller’s Financial Transaction Transfer (PA.TRN.00).

**Joint Payee Maintenance** (CN.PAY.00) adds the names of joint payees to be included on checks issued to a subcontractor at a project-subcontract level. Entering a release date stops the joint payee name(s) from appearing on subsequent checks.

Some subcontracts require that the subcontractor submit a lien waiver. **Lien Waiver Print** (CN.LWP.00) produces a document for signature and return by the subcontractor. The user specifies a check number or range of checks that must be accompanied by a lien waiver. The document is then available to accompany the check. You can block subsequent payments if the subcontractor has not returned a prior lien waiver.

**Automatic Payment Analysis** (CN.APA.00) examines various criteria to determine whether payment of the subcontractor’s vouchers can be issued. Potential reasons for withholding payment include expiration of insurance, failure to return lien waivers, or failure to return vital submittals when due. Rules can also be set up to issue a warning of a problem but not block payments or, if prior problems have been resolved, remove prior holds. A report shows warnings and those items remaining on hold along with the reason for placing them on hold. The function also generates Communicator messages if you have Communicator.

If a voucher remains on hold due to a pay-when-paid requirement at the subcontract level, it is released only when the customer pays the invoice on which you billed the voucher. A pay-when-paid condition exists when the customer must pay the invoice for a subcontractor’s request for payment before you disburse the payment.

**Accounts Payable Check Preview** (03.610.00) and **Check Print** (03.620.00) can print vendor-project information and support joint payee names. The payment processing and control can be set up to prevent remitting one or more subcontracts on the same check (if they satisfy the same vendor-project requirement) to accommodate joint payee processing.

**Screens**

Contract Management includes the following screens:

- **Automatic Payment Analysis** (CN.APA.00)
- **Contract Maintenance** (CN.CON.00)
- **Joint Payee Maintenance** (CN.PAY.00)
- **Lien Waiver Print** (CN.LWP.00)
- **Project Change Order Inquiry** (CN.PCI.00)
- **Project Change Orders** (CN.COP.00)
- **Subcontract Change Order Inquiry** (CN.CSI.00)
- **Subcontract Change Orders** (CN.COS.00)
- **Subcontract Maintenance** (CN.SUB.00)
- **Subcontract Payment History** (CN.SPH.00)
- **Subcontract Payment Request Entry** (CN.SPR.00)
- **Subcontract Payment Review & Approval** (CN.PRA.00)
- **Subcontract Print** (CN.SUP.00)
- **Subcontractor Inquiry** (CN.SVI.00)
- **Subcontractor Vendor Maintenance** (CN.SUV.00)
- **Submittal/Transmittal Entry** (CN.CTE.00)
Reports

Contract Management includes several reports to generate special forms such as Project Change Order Print (CN.030.00), Subcontract Print (CN.SUP.00), and Lien Waiver Print (CN.LWP.00). In addition, the Project AP Aging/Recap (CN.010.00) report presents an aging of the open payable documents by subcontractor vendor and project. It shows the status of each voucher and its aged open amount and includes retention vouchers.

The reports in Contract Management are:

- Project AP Aging Report (CN.010.00)
- Project Change Order Print (CN.030.00)
- Subcontract Print (CN.SUP.00)
- Lien Waiver Print (CN.LWP.00)
User Guide Overview

This user guide provides administrators with task-oriented and reference information for the Microsoft Dynamics SL Contract Management module. Reviewing the user guide helps in making informed decisions regarding the implementation of the Contract Management module in your business.

What is Covered in the User Guide?

This user guide is organized into the following major sections:

- The “Introduction” gives an overview of the Contract Management module.
- The “Concepts” section describes the major concepts you need to know to fully take advantage of the Contract Management module.
- The “Reference” section defines all the data provided on Contract Management screens.

The user guide also provides an Index for easy reference.

Who Should Use the User Guide?

The user guide is designed for users and system administrators who are new to the Microsoft Dynamics SL Contract Management module. The guide provides the information necessary to set up and operate a successful communication system.

How to Use the User Guide

To assist you in locating information, the user guide contains:

- A Table of Contents of logically organized activities and tasks
- A section describing the Concepts used throughout the Contract Management module
- A Reference section that contains a description of each field on all Contract Management screens
- An alphabetized Index of the information provided in the user guide

Contracts

In a contract management environment, the term “contract” generally means a work agreement (possibly represented by a document) between the contractor (the company managing the work) and an owner or customer. In Contract Management, a contract refers to a master level above the project. That is, a contract can encompass one or more projects. The contract represents the general agreement to do the work; the projects represent the specific work that will be performed.

The contract is stored in the Contract Master table and is entered and maintained in Contract Maintenance (CN.CON.00), a stand-alone function that is not subordinate to any other function. Projects are stored in the Project Master table and maintained in Project Controller’s Project Maintenance (PA.PRJ.00). It is in this function that a project is associated with a contract.

It is important to note that Project Management and Accounting is a project-tracking system, not a contract-tracking system. Other than the link to contracts in the Project Master table, there is no function in the system that runs by contract or stores data by contract. Only in Contract Maintenance (CN.CON.00) and certain Analyzer inquiries are project totals rolled up to the contract level for display and inquiry purposes.

In a contract management environment, it is important to provide the means to track changes to a contract. These changes may involve increases (or decreases) to the contract value (how much is to be paid for the work), the scope of work, the budgets of the associated projects, the timing or scheduling of work, or how the work is to be performed. Project Change Orders (CN.COP.00) tracks and controls these changes. It allows the entry of a change order, recording the description of the change, the status, the expected value/revenue change, and the individuals involved in authorization and approval. Note that Project Change Orders (CN.COP.00) operates at the project level, not at the contract level.

You can enter actual changes to the project budget due to a change order and link them to the change order via the change order number in Project Budgeting’s Budget Revision Maintenance (BU.BRM.00).

Contract Value

Contract Maintenance (CN.CON.00) provides for the entry and maintenance of a contract. The contract ID is a flexible key, so the actual format and validation parameters of the ID are user-defined. The program allows for entry of the contract description, addresses, contract type, terms, status, individuals who are responsible for the contract, and significant dates. Contract Maintenance (CN.CON.00) also allows a view of the projects associated with this contract and a rolled-up summary of the contract’s value, showing the original value, approved change orders, revised value, pending change orders, and total potential value.

In keeping with the project orientation of the system, there is no single place to input the value of a contract. Instead, you define the “contract value” at the project or project-task level. The revised value is based on the current EAC budgets for all projects associated with the contract. Approved change order value is derived from the total of the Final Funded Amount (revenue budget) of approved change orders for all projects of the contract ID using Project Budgeting’s Budget Revision Maintenance (BU.BRM.00). The original value is equal to the revised value minus the approved change orders. You can specify the actual account category used to represent contract value in Project Controller Setup (PA.SET.00). Set up contract value as a non-accounting account category, which is different from the revenue account category. When all the projects of a contract have their contract values input, you can see the rolled-up value at the contract master level in Contract Maintenance (CN.CON.00). To change the value of a contract when change order tracking is required, use Project Change Orders (CN.COP.00).
Change Orders

Project Change Orders (CN.COP.00) provides for the entry and maintenance of change orders. The change order number is user-assigned but the last-used change order number for this project is stored and displayed to make numeric sequencing easier. The program allows for the entry of the change order description, type, schedule impact, status, individuals who are involved in authorization and approval, and quote amounts with the expected value change.

There are two primary types of change orders, those initiated by the contractor and those initiated by the owner/customer. Usually, internal change orders do not require owner approval and do not affect revenue. You can track owner change orders using Owner Chg Order. Multiple internal change orders can reference a single owner change order.

To input actual changes in project revenue or cost budgets for the change order, use the Budgeting button on Project Change Orders (CN.COP.00), which opens Project Budgeting's Budget Revision Maintenance (BU.BRM.00). You can enter the change amounts for specific tasks and account categories. Note that you do not enter changes to the contract value account category directly. Instead, enter any changes to the budget of the account category specified for revenue in the Revenue Setup tab of Project Controller Setup (PA.SET.00). When you approve the change order, the system automatically updates the contract value based on the revenue change. This allows the contractor to modify the revenue budget and optionally recognize revenue before the owner officially approves a change order. To post the budget changes input in Budget Revision Maintenance (BU.BRM.00), you must run Budget Review & Approval (BU.BRA.00) in order to approve and post the revision.

The status of the change order is very significant. An in-process change order is still being formulated. You can enter budget amounts, but you cannot post them. A pending change order is generally one that you have submitted to the customer for approval. Work might need to begin although you have not received official outside approval. You can enter and approve budgets. An approved change order has received official outside approval, after which you cannot change its values. You cannot change the budget for an approved change order. Once approved, the program automatically alters the contract value based upon the posted changes to the revenue budget.

Integration with Construction Billing

Change order processing can integrate with Construction Billing Entry (BI.CNB.00) in Flexible Billings. When a change order is input, the program searches the Construction Billing table for a current bill for that project to see if the last application number for the project is open (with a status of In Process or Approved). If one exists and the change order is billable, enter the billing line item number on which this change order should appear. This may be an existing line item or a new line item. Once approved, the program automatically updates the open bill with the owner change order number and revenue amount.
Subcontracts
A subcontract is an agreement between your company and one of its vendors that you have designated as a subcontractor. You create a subcontract to document the agreement to provide goods and services on a project. It defines the work that will be performed, any schedules for that work, and the financial terms for payment. Subcontract Maintenance (CN.SUB.00) allows entry and maintenance of this information.

Vendor Assignment
When a project is established, it might be desirable for you to define one or more subcontracts that you have not yet awarded. You can initially enter subcontracts into Contract Management without a designated provider, termed a subcontractor or subcontract vendor. This permits tracking of action that is required later in the project’s life. However, you cannot approve or award a subcontract, creating a project commitment or actual, until you have specified the subcontractor for it.

Terms and Funds Disbursement
Every subcontract includes its terms for payment. You can assign any of the terms defined in the Terms table to a subcontract. For subcontracts with Pay-When-Paid terms, you can disburse the subcontract’s payment on an Accounts Payable check only when the customer has fully paid the invoice containing or controlling that pay request item.

Several other fields at the subcontract level can affect Accounts Payable disbursements. There is a payment hold code and reason at the subcontract level. Using this flag can block all disbursements for a subcontract.

In certain cases, such as if the subcontractor has a lien recorded against it, payment to the subcontractor will require that you issue checks jointly to the subcontractor and a third party (or parties). You can record these joint payees in Joint Payee Maintenance (CN.PAY.00). Until you enter a release date, all disbursements are payable to both the subcontractor and all active joint payees.

Line items on the subcontract itemize the service that will be performed or materials that will be provided. Each line item has a description, optional quantity and rate, and an amount. Each item can also have a payment retention percentage. The item amount defines the maximum amounts that you will pay. These amounts control requests for payment. The total payments on an individual subcontract line item are limited to the amount entered for the line item.

Modifying Subcontract Information
Until you award or commit a subcontract, all fields on the subcontract are directly maintainable. However, once you award or commit a subcontract, you must use the change order process to modify any of the line item amounts or the scheduled completion date for the subcontract. A change is pending until you either cancel or approve it. You can pay only approved changes. This process provides the audit and control process for subcontract revisions. For more information about status changes, see “Subcontract Change Orders (CN.COS.00)” on page 38 and “Subcontract Maintenance (CN.SUB.00)” on page 45.

The change order process allows entry of specific contract revisions. The revisions may only clarify the terms of the agreement but more commonly revise amounts, add items and amounts to the subcontract, or reduce or eliminate items. Any change order may also revise the estimated completion date of the subcontract.

You can print each subcontract agreement using Subcontract Print (CN.SUP.00) in the Contract Management screens menu.

Reflecting Open Subcontract Amounts as Commitments
If a subcontract is active and has unvouched line items, the unvoucheded portion of the subcontract is a commitment of the project’s budget. Project Controller’s Financial Transaction Transfer (PATRN.00) has a commitment load option that analyzes both purchase orders and subcontracts. It
then creates project commitments for the open amounts and units. Information about the commitment updates the project’s detail table for inquiry, drill-down, and audit trail. As approved subcontract payment requests create vouchers in Accounts Payable, they create project actuals and reduce project commitments.
Subcontractors

A subcontractor is a type of vendor who provides goods and services for a project under the terms of a subcontract agreement. Subcontractor Vendor Maintenance (CN.SUV.00) allows the creation, entry, and maintenance of subcontractor information. This function allows you to designate any vendor previously established in Vendor Maintenance (03.270.00) as a subcontractor.

Setting up Subcontractors

Insurance information is the most prominent data carried about a subcontractor. The system allows for up to five different types of insurance to be stored with their carriers, policy numbers, coverage amounts, and effective dates. Insurance Expiration Payment Control allows Automatic Payment Analysis (CN.APA.00) to either issue a warning or block the issuance of a payment when analyzing a payment request for policy expirations.

To enable Check Print (03.620.00) in Accounts Payable to generate checks by subcontract and handle joint payees, Separate Check is automatically selected for a new subcontractor. This value is stored in the Vendor Master table and can be maintained from either Subcontractor Vendor Maintenance (CN.SUV.00) in Contract Management or Vendor Maintenance (03.270.00) in Accounts Payable. Clear Separate Check with great caution. The “off” setting allows the combining of disbursements for multiple subcontracts onto a single check, prevents the subcontract being paid from printing on the stub, and disables the printing of joint payees.

Status defines a subcontractor’s status within Contract Management and is separate from the vendor status used in Accounts Payable and Purchasing. Only subcontractors with an active status can be assigned to subcontracts or issued payments via Contract Management.

The other data maintained about a subcontractor, such as the EEO fields, specialty, preferred vendor designation, and the like, are informational fields. They are optional and available for custom reporting but are not presently used by the system.

Paying Subcontractors

Payment Request (Draw) Entry

You can enter a subcontract payment request, sometimes referred to as a draw, using Subcontract Payment Request Entry (CN.SPR.00), a payable entry screen tailored to paying subcontracts. Either a subcontractor’s invoice or a project manager’s payment authorization initiates the input. You enter the payment requests at the subcontract line item level. The user can input a completion percentage, a number of units authorized, or a flat to-date amount. Entering any of these values causes the computation and display of the current (to-date less prior requests) payment request amount and retention. You can then accept this computed amount, override the computed amount, or enter the desired amount. The total amount requested on this and any prior requests can only exceed the maximum amount approved for the subcontract’s line item when the Cap flag for the line item is set to No. The maximum is the original subcontract amount plus or minus any approved change orders for that item.

The entry of subcontract payment requests supports retention handling. The program calculates the retention amount based on the terms of the subcontract line item, which appears for potential user override. When approved, any retention amount posts a liability to the account number designated in the control file. The retention posts to Accounts Payable as a separate document with a status of Hold.

When you enter a payment request, you can designate an override vendor. This vendor becomes the payee in place of the subcontract vendor when producing the Accounts Payable check.

Payment request entry allows the user to designate the payment as the final payment for the subcontract. This designator controls the lien waiver version that is printed.

Once a payment request entry has a status of Completed, the request is queued to the designated approver for acceptance or rejection. The contract’s accountant is the default approver. Whenever you save a payment request with a status of Completed or Rejected, a Communicator message notifies the appropriate employee of the need to approve or revise the request.
Pay Request Review and Approval
Completed requests for payment on a subcontract flow into the approval queue of the individual designated as the approver. This individual, or a person with access at the responsible subaccount level, can review the payment and either approve or reject the request. If you reject the request, you should state the reason for rejecting it. Inquiry into the details of the payment request is available using Subcontract Payment Review & Approval (CN.PRA.00). Submittals and prior payment request history for the subcontract allow the approver to easily research related information.

Check Processing
The Accounts Payable check generation process consists of a cycle of selecting and deselecting items (vouchers) from a payment batch with an intermediate report available to review the pending disbursements. The process generally begins with Payment Selection (03.500.00) based on criteria (a payment due date, a vendor, or reference number). You can run Payment Selection (03.500.00) multiple times using different criteria. The Check Preview (03.610.00) report generates a pre-check register of the items to be paid. You can run it repeatedly as you make changes to the payment batch. Payment Exceptions provides a means to define partial payments or to remove selected items from the payment batch by either deleting (deselecting) them or placing them on hold. Finally, Check Print (03.620.00) and the check update complete the process.

This payment process does not change in a project or subcontract environment. However, you should use special versions of the formats for both the Check Preview (03.610.00) and Check Print (03.620.00) reports to display project and subcontract information.

Check Preview
The Check Preview (03.610.00) report contains a selection called Project Check Preview in its drop-down list. Select this option because it displays the project ID for each voucher. You can examine the report to see the payments being prepared and to ensure that you are not mixing different projects on a single check. Additionally, the vendor name line on this format prints any joint payee name(s) on the check.

Check Print
Check Print (03.620.00) contains a selection called Project Multiple Stub Check in its report drop-down list. Select this option because it prints the subcontract vendor name, subcontract ID, project ID and name on the check stub. Additionally, on the face of each check, this format presents any joint payee name(s) directly below the subcontractor’s name, delimited by the conjunction “and.”

You can use the special check format for general Accounts Payable vendors as well as subcontract vendors. If you use it for all vendors, the project, subcontract data, and joint payees names can only print on the check or stub when this data is available.

Lien Waivers
Contract Management can produce a lien waiver for each payment generated. Although the terms of a contract might require lien waivers, you designate the need for a lien waiver at the subcontract level by specifying the word processing files containing the interim and final waiver formats using the Additional Info button on Subcontract Maintenance (CN.SUB00). Lien Waiver Print (NC.LWP.00) uses the specified files as the lien waiver format.

Lien waivers take a variety of forms and can vary from project to project depending on the legal jurisdiction, legal counsel, type of contract or project, and progress vs. final payment. The lien waiver is a form-letter document that you mail with the Accounts Payable check for vendor sign-off and return. To allow flexibility, Project Management and Accounting stores the desired text in a Microsoft Word file with a section for subcontract line item information. The print process substitutes specific information from the project, subcontract and check data, such as the check amount, a cutoff date, customer name, owner name, and project description. No standard wording exists but there is a generic starting format for creating lien waivers. You can create as many variations as you need for your site.

You print lien waivers after you print checks. You enter a range of check numbers issued in payment of subcontracts for which you want to generate lien waivers. The format that each subcontract uses is
stored in the subcontract master information. You would select the Final format only when you have designated the payment request as a final payment.

**Automatic Payment Analysis and Disbursement Control**

Accounts Payable and Contract Management can release or block payments in a number of places. Various status fields provide flexibility in controlling disbursements to different vendors or subcontractors. Within Accounts Payable there are two significant status fields used to control payment. There is one at the vendor level and another at the Accounts Payable document or voucher level. Contract Management extends the basic capabilities by allowing a payment control status at the subcontract level as well as one based on expiration of a subcontractor’s insurance policies. Documents tracked by *Submittal/Transmittal Entry (CN.STE.00)* can also block payments if past due.

Use *Automatic Payment Analysis (CN.APA.00)* to determine, modify, and report the approval/hold status of subcontract-related payable documents. It analyzes the subcontractors and their submittals as discussed above to determine if their open vouchers are subject to a payment status change. The process examines all payment hold and warn conditions for a vendor-project and if any are true, all open subcontract vouchers remain on hold or generate warnings but the status remains unchanged. A listing of items placed on hold automatically or released by this process is generated along with the reason(s). This listing presents any warning conditions that exist for insurance expirations or submittals for user action.

**Paying a Subcontract Retention**

Retention vouchers can be created as part of the *Subcontract Payment Review & Approval (CN.PRA.00)* process. When a retention voucher is created, its document status in Accounts Payable is placed on hold and is not automatically changed by *Automatic Payment Analysis (CN.APA.00)*. The remittance of retention vouchers is usually based on the terms of the subcontract, most commonly at completion. This release from hold requires overt action by a user, going into *Document Maintenance (03.250.00)* in Accounts Payable and changing the status of the retention document(s) from Hold to Active. The retention items can then be selected for payment using *Payment Selection (03.500.00)* in Accounts Payable.

The payment of retentions should be handled in a separate Accounts Payable check run. It is probably best that this be performed immediately after a normal pay cycle. Since subcontractors typically have *Separate Check* selected, each retention amount accrued over the life of the subcontract will be paid on a separate check unless the setting is cleared. It is recommended that this change be made temporarily so that the retentions for a project can then be consolidated onto a single check. *Check Preview (03.610.00)* should be run to ensure that payments for multiple projects or subcontractors are not mixed on a single disbursement check. Mixing could produce a misleading payment, since only one project and one subcontract ID print on the check stub. After the retention payments are produced, select *Separate Check* for the subcontractor vendors that were changed to pay their retentions.
Submittals and Transmittals

Many documents must be provided and issues resolved during the life of a contract or subcontract. It is the responsibility of the project manager, superintendent, engineer, and support staff to track these items and ensure that they are provided in a timely fashion. Some of these are requests for information, requirements for legal or contractual documentation, permits and licenses, requests for bids or quotes, requirements for changes, clarifications or instructions, etc. Submittal/Transmittal Entry (CN.STE.00) provides the means to record these documents and issues and to maintain a history of all actions taken.

There is often the need to track each request and act on each in a timely manner, resolving the problem and closing the request or converting it into other action items. Integration of the submittal/transmittal records with Communicator and a MAPI email system keeps the responsible individuals aware of key dates, missing actions, or critical needs in the schedule or progress of a job. Integration of the submittal/transmittal records with Automatic Payment Analysis (CN.APA.00) provides the means to control subcontract payments based on document status.

Setting Up Submittal and Transmittal Records

Submittal/Transmittal Entry (CN.STE.00) is used to both initially enter submittal/transmittal records and to maintain them. The key to a submittal record is the submittal ID. This is a flexible key set up in Project Controller’s Flexible Key Maintenance (PA.FKM.00). This allows a prefix (or suffix) to be assigned denoting type or characteristics of a submittal record. For example, is it a submittal (due from a subcontractor) or a transmittal (due to an owner)? Is it a lien waiver, permit, or license? The codes used to denote characteristics should be chosen with care, as the records will be sorted in the grid by submittal ID. Usually, some part of the key should be defined as a numeric sequence. The submittal ID is manually assigned when the record is first entered.

Records can be associated with either a specific subcontract by entering the subcontract ID in the header, or with the client by entering a subcontract of all zeroes. The record can also be linked to a subcontract or project change order by entering the change order number in the grid. Fields within the grid allow the user to specify the submittal type, description, due date, responsible individual, the date received, the type of response, the status, and other information.

If many submittal records are on file, the grid selection criteria allow the user to view a subset of submittal records for an owner or subcontract. Selection may be by status (open only), submittal ID or prefix, or change order. Periodic submittals are those that repeat on a regular basis, such as a weekly or monthly status report. To properly handle and track these types of submittals, the system requires the entry of multiple submittal records, each with its own due date and status. To facilitate the entry of these records, the program has a special window that automatically replicates a submittal record over a specified period.

Integration with Communicator

Integrating submittal records with Communicator is accomplished in a two-step process. First, an alert type is selected for each record in the grid. The possible alert types are as follows:

- **Due Date** – Indicates that a Communicator message should be sent when a submittal is past due and has not been received
- **Received** – Indicates that a Communicator message should be sent when a submittal is received
- **None** – Indicates that the Communicator interface is not to be used for this record

The second step requires the user to run the alert process. This is done by accessing the Submittal Alerts (CN.STE.02) window of Submittal/Transmittal Entry (CN.STE.00) and entering the current date, or the date to which the user wishes to compare the due date. The user may choose to send all submittal records in the database to the alert process or just those in the current grid. The alert process, when run, examines each submittal record except those with an alert type of None. If appropriate, the alert process sends a Communicator message to the person designated as the
responsible individual in the submittal record. If the responsible individual is not specified, the message is sent to the project manager.

**Integration with Subcontract Payments**

To integrate submittal records into the subcontract payment process, use Pay Control. The possible pay control values are:

- **Block** – Instructs *Automatic Payment Analysis* (CN.APA.00) to put any payment for that project and subcontract on hold if the submittal record is past due (current date past the due date and record not received)
- **Warn** – Instructs *Automatic Payment Analysis* (CN.APA.00) to issue a warning for all payments for that project and subcontract if the submittal record is past due
- **None** – Indicates that the subcontract payment interface is not to be used for this record
Reference

Automatic Payment Analysis (CN.APA.00)

Use Automatic Payment Analysis (CN.APA.00) for automatically releasing a project’s subcontract payment documents from hold in Accounts Payable when all applicable requirements for release are satisfied. The process only makes the document active when all hold criteria are no longer true. Hold criteria include expiration of mandatory insurance policies and failure to submit required documents or other submittals when due.

![Automatic Payment Analysis (CN.APA.00)](image)

Figure 1: Automatic Payment Analysis (CN.APA.00)

An Accounts Payable document is eligible for payment analysis if it meets the following criteria:

- The document was created by Subcontract Payment Review & Approval (CN.PRA.00)
- The document’s status is either Active or Hold
- The document is not a retention type
- The document balance is greater than zero
- There is no vendor override in effect for payment

Following are the field descriptions for Automatic Payment Analysis (CN.APA.00).

**Project Mask**

Project Mask is an optional field used for selecting projects for analysis. When a valid project ID is specified, the project’s description appears in the adjacent field. If Project Mask is blank, payable documents for all projects are selected for analysis. This field accepts entry of a partial value, which is always assumed to read from left to right. For example, if CO is entered, all documents for which the project begins with CO are selected for analysis. Selection cannot be based on middle or end-of-field analysis.

**Full Analysis**

Full Analysis determines whether a full analysis or a brief analysis will be performed. A full analysis performs checks for all hold conditions and reports all reasons for a payment request remaining on hold. A brief analysis stops checking the document once the first payment hold condition has been detected and reported. The analysis then continues with the next payable document. The brief analysis executes faster than a full analysis.
Display Results / Display & Print

These option buttons determine whether the screen displays the results of the process in the Messages area or displays and prints the results. The printout is sent to the Windows® default printer.

Begin Processing (button)

Clicking Begin Processing starts a process that analyzes eligible payable documents and prints the status of each document to the screen (and optionally to the printer), indicating whether the document has been placed on hold or released from hold. Warning messages appear where appropriate.

Automatic Payment Analysis (CN.APA.00) automatically places the document on hold by changing its status. It can also take the document off hold under certain circumstances as follows:

- The subcontractor’s insurance information in Subcontractor Vendor Maintenance (CN.SUV.00) is checked to see if any policies have lapsed based on their expiration dates. The insurance effective date is informational only; it does not affect this analysis. If any policies have expired, the insurance expiration payment control setting determines whether the process issues a warning or leaves the payable document on hold.

- If the subcontract’s pay status in Subcontract Maintenance (CN.SUB.00) indicates Hold Payment, all open payable documents for that subcontract remain on hold. If the pay status is OK to Pay, open payable documents are not held for this reason.

- Depending on the setting of Payment Control, which determines whether a warning is issued or the payable document is left on hold, a submittal can cause a payable document to remain on hold when the submittal is past due. When multiple payable documents for the same subcontract are eligible for analysis, the submittal documents for that subcontract are analyzed only once. If one payable document remains on hold because of a submittal, then all payable documents for the subcontract remain on hold. When you request a full analysis, the program checks all submittals for a subcontract to make this determination.

Any Accounts Payable document currently on hold that passes all of the hold tests has its status changed to “Active,” making the document eligible for the Payment Selection (03.500.00) process in Accounts Payable.

At the end of the process, statistics indicate the number of payment documents placed on hold, the number reactivated, and the number of warnings issued.
Contract Maintenance (CN.CON.00)

Use Contract Maintenance (CN.CON.00) to add and maintain contracts in the Contract Master table (PJCONT). A contract usually represents an agreement with the customer or owner of a project or multiple projects. Multiple projects can be set up for a single contract; however, Project Management and Accounting manages at the project level, not at the contract level, so contract information is essentially for reference only. A contract cannot be deleted if referenced in the Project Master table (PJPROJ).

Figure 2: Contract Maintenance (CN.CON.00)

Note: Project Management and Accounting manages processes and data at the project level, not at the contract level, so contract information is used primarily for reference and inquiry only. For example, you can select projects by contract ID in Project Analyzer (IQ.PAS.00).

Following are the field descriptions for Contract Maintenance (CN.CON.00).

**Contract**

Enter a unique user-assigned identifier for a contract. During implementation, **Contract** is set up as a flexible key field using Project Controller’s Flexible Key Maintenance (PA.FKM.00), where attributes and validation rules for each segment are defined.

**Note:** Clicking opens Project Controller’s Flexible Key Entry (PA.FEN.00), used for viewing the contract’s individual segment descriptions. If a segment is validated in the code file, possible segment values may be viewed and selected by pressing F3 at the field of the appropriate segment.

A contract ID can be assigned to multiple projects using Project Controller’s Project Maintenance (PA.PRJ.00). Although some inquiries in the Analyzer module display data rolled up to the contract level, processing within Project Management and Accounting, such as that for budgets, billings, and change orders, remains at the project level.

**Desc**

Enter an optional freeform title or description of the contract.

**Customer/Owner**

Enter the customer ID of the owner or customer of the contract, which might differ from the customer(s) assigned to the projects that reference the current contract ID. **Customer/Owner** is validated in the Customer Master table (CUSTOMER).
Contract Manager
Enter the employee ID of the manager assigned to the contract, which is validated in the Employee Master table (PJEMPLOY).

Accountant
Enter the employee ID of the accountant assigned to the contract, which is validated in the Employee Master table (PJEMPLOY).

Cust Reference
Cust Reference is an optional freeform field that can be used for entering the customer’s contract number or internal reference number.

Type of Contract
Select a user-defined code for specifying the type of contract. The values in the drop-down box are obtained from the code file (code type CTYP) and are maintained using Project Controller’s Code File Maintenance (PA.CFM.00). The specified type is for reference only and is not to be confused with the contract type in the Project Master table (PJPROJ), which can affect billings, reports, and revenue recognition.

Terms
Select the contract’s financial terms code for informational purposes (by default, invoice drafts for the projects under the contract use the terms code assigned to the project’s customer). The values in the list are obtained from the Terms table.

Status
Select the status of the contract. Options are:

<table>
<thead>
<tr>
<th>Status</th>
<th>Database Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>A</td>
</tr>
<tr>
<td>Inactive</td>
<td>I</td>
</tr>
<tr>
<td>Canceled</td>
<td>C</td>
</tr>
<tr>
<td>Lost</td>
<td>L</td>
</tr>
<tr>
<td>Purge</td>
<td>P</td>
</tr>
</tbody>
</table>

Owner Change Notice Reqd
This check box indicates whether the owner must be notified whenever a project change order is generated. Owner Change Notice Reqd is for reference purposes only.

Nbr of Days
Enter the number of days within which the owner must be notified of a change order. Nbr of Days is for reference purposes only.

Scope/Description of work
Input a freeform description of the contract scope into this optional field.

Original Value
Original Value for the contract total equals the revised value minus the approved change orders.

Apprv Chg Orders
Apprv Chg Orders equals the total of the final funded amount (revenue budget) of approved change orders for all projects that reference the contract ID.
Revised Value

Revised Value equals the total of the EAC_AMOUNT for the contract value account category for all projects that reference the contract ID.

Pending Chg Orders

Pending Chg Orders equals the total of the pending funded amount of pending change orders for all projects that reference the contract ID.

Total

Total is the sum of the revised value plus pending change orders.

Contact Addr (button)

Clicking Contact Addr opens Project Controller’s Address Maintenance (PA.ADR.00), which is used to enter and maintain addresses. The address key code used for contract addresses is CN.

Additional Info (button)

Clicking Additional Info opens Additional Information (CN.CON.01), which is used for maintaining the contract identification (ID) fields. There are 20 user-defined ID fields in the Contract Master table (PJCONT). The attributes for these fields are defined using Project Controller’s ID Maintenance (PA.IDM.00) for ID type CN. For more information about field lengths and reserved status, see the Schema Help or user’s guide.

Contract Dates (button)

Clicking Contract Dates opens Contract Dates (CN.CON.02), for maintaining the fields for significant contract dates.

Projects (button)

Clicking Projects opens Project List (CN.CON.03), which lists all projects referencing the current contract number.

History Text (button)

Clicking History Text opens Project Controller’s Notes and Comments (PA.NOT.00) for viewing or maintaining historical comments for the contract. Multiple notations can be maintained and date-stamped. The note key code used for contract text is CONT.
**Additional Information (CN.CON.01)**

Use *Additional Information* (CN.CON.01) to maintain the contract identification (ID) fields. There are 20 user-defined ID fields in the Contract Master table. The attributes for these fields are defined using Project Controller's *ID Maintenance* (PA.IDM.00) for ID type CN. For more information about field lengths and reserved status, see the Schema Help or user’s guide.

![Figure 3: Additional Information (CN.CON.01)](image)

**Contract Dates (CN.CON.02)**

Use *Contract Dates* (CN.CON.02) to input and maintain several date fields.

![Figure 4: Contract Dates (CN.CON.02)](image)

The dates that you can maintain for custom reporting purposes are as follows:

- Original Start Date
- Original End Date
- Extension (days)
- Revised End Date
- Contract Execution
- Authorized to Start
- Anticipated Start
- Actual Start
- Anticipated Completion
- Actual Completion
**Extension (days)** represents the total of **Scheduled Impact Approved** from all approved project change orders. It can be revised only by an approved change order. The **Revised End Date** is automatically calculated by the program as **Original End Date** plus **Extension (days)**.

**Project List (CN.CON.03)**

*Project List* (CN.CON.03) displays all projects in the Project Master table (PJPROJ) that are associated with the current contract ID. This window can only be accessed from *Contract Maintenance* (CN.CON.00).

![Project List (CN.CON.03)](image)

*Figure 5: Project List (CN.CON.03)*

Following are the field descriptions for *Project List* (CN.CON.03).

**Project Net Profit (button)**

Clicking **Project Net Profit** opens Project Controller’s **Project Net Profit** (PA.PNR.00), displaying information for the project currently selected in the grid.

**Change Orders (button)**

Clicking **Change Orders** opens **Project Change Order Inquiry** (CN.PCI.00), listing all change orders for the project currently selected in the grid.

**Submittals (button)**

Clicking **Submittals** opens **Submittal/Transmittal Entry** (CN.STE.00), passing the project ID currently selected in the grid.
Joint Payee Maintenance (CN.PAY.00)

Use Joint Payee Maintenance (CN.PAY.00) to enter and maintain joint payee names for a subcontractor vendor. The screen builds a text field containing the vendor name and the joint payee name(s) to construct a new payee that is printed on selected check formats in Accounts Payable. When project checks are issued to the vendor, the joint payee names are appended to the vendor name.

![Joint Payee Maintenance](image)

Figure 6: Joint Payee Maintenance (CN.PAY.00)

Following are the field descriptions for Joint Payee Maintenance (CN.PAY.00).

**Vendor**
Enter the subcontractor/vendor ID, for whom joint payees are being established or maintained. The name of the subcontractor/vendor appears in the adjacent field.

**Note:** Changing the vendor number automatically displays the first project record for the vendor number entered.

**Project**
Enter the project ID, which is the primary identifier for transactions and summary data in Project Management and Accounting. When payments are issued to the current vendor for work on this project, the joint payees appear on the check(s). The project description appears in the adjacent field.

**Project Company**
The company associated with the **Project**, this defaults from the company entered on the **Project** tab in Project Maintenance (PA.PRJ.00). The company ID appears with the company name to the right.

**Joint Payee Name**
Enter the names of the subcontractors or suppliers that will appear as co-payees on the checks.
Notice Date
This optional date might be used for identifying the date either that notice of the joint payee requirement was received or that notice to relieve the requirement was due from the payee.

Notice Comment
Input an optional freeform comment into this text area.

Release Date
Input the date the contractor or supplier is being released from the need for joint payees into this optional field. If this date is entered, the joint payee name will not be appended to the vendor name.

Release Comment
Enter an optional release comment.

Names to print on check
This field is automatically constructed using all joint payee names where a release date has not been entered. The field can be modified after it has been constructed.

The names are reconstructed by the program each time a joint payee name is entered or modified and when a release date is entered or changed. Any additional changes made to the names field must be reapplied.

The separator character used to separate names is a slash (/). The names field begins with a separator character because the vendor remittance name is printed before the names field.

A joint payee name is eligible for automatic inclusion to the names field when a release date has not been entered. To remove the release date, copy the payee information into a new record and delete the original record with the release date.
Lien Waiver Print (CN.LWP.00)

Use Lien Waiver Print (CN.LWP.00) to print subcontractor lien waivers. Lien waivers are Microsoft® Word documents containing boilerplate legal text and other company-specific information pertaining to a subcontract and typically accompany a payment to the subcontractor. Each subcontract can have multiple preliminary and a final lien waiver associated with it. Once checks have been issued for subcontract payment requests in Accounts Payable, the lien waivers for the subcontractor payees can be generated by selecting a range of Accounts Payable check numbers for which lien waivers are to be produced.

Figure 7: Lien Waiver Print (CN.LWP.00)

An interim lien waiver accompanies each progress payment for the subcontract. The file name must be specified in Interim Lien Waiver Print File on the Additional Information tab of Subcontract Maintenance (CN.SUB.00). A final lien waiver is printed when Final Payment in Subcontract Payment Request Entry (CN.SPR.00) is selected. If partial payments are issued for a final payment request, the final lien waiver is generated for each check.

The final lien waiver uses the directory path of the interim lien waiver as its default. If the final lien waiver print file has not been specified, the interim lien waiver is printed in its stead. The interim and final lien waiver print files must be kept in the same directory, \{parent directory\}\CN.

Following are the field descriptions for Lien Waiver Print (CN.LWP.00).

Check Range/Through

These fields are used for selecting one or more checks for which lien waivers are to be printed. A single check can be chosen by selecting from possible values or keying in a check number in Check Range. A range of checks can be selected by keying in an ending check number in Through. Only checks that are created for a subcontract payment request can be entered.

Print to Printer/Print Preview

Select whether you want to print a hard copy of the lien waiver or view it on your computer screen (you can print a hard copy from within the preview window).

Print Lien Waivers

Click Print Lien Waivers to print the lien waiver documents. Microsoft Word, not Crystal Reports, is used to print lien waivers; therefore, Microsoft Word must be installed on the workstation in order for the lien waivers to print. The results of the print process appear in the list box above the button.
Project Change Order Inquiry (CN.PCI.00)

Use Project Change Order Inquiry (CN.PCI.00) to view all change orders for a specific project. Change orders can be selected by status such that all change orders, only pending change orders, or only those that are approved appear in this grid. Project Change Order Inquiry (CN.PCI.00) can be accessed from the menu or from Contract Maintenance (CN.CON.00) by clicking Projects and then Change Orders after selecting a project.

If the Currency Manager module is installed and Activate Multi-Currency Entry is selected in CM Setup (24.950.00) the Change Currency button on the application toolbar are enabled. The amounts appear by default in the subcontract currency. The Change Currency button allows you to toggle between subcontract currency and base currency.

![Project Change Order Inquiry (CN.PCI.00), form view](Image)

**Figure 8: Project Change Order Inquiry (CN.PCI.00), form view**

**Note:** When viewing the screen in grid mode, you can sort the contents of the grid by clicking on the heading of the column on which you want to sort the records.

Following are the field descriptions for Project Change Order Inquiry (CN.PCI.00).

**Project**

Input the project for which the associated change orders will be listed. The project description appears in the adjacent field.

**Project Company**

The company associated with the Project, this defaults from the project entered on the Project tab in Project Maintenance (PA.PRJ.00). The company ID appears with the company name to the right.

**All / Pending / Approved**

These option buttons determine whether all change orders (including those in process), pending orders, or approved orders appear in the grid. Changing your selection refreshes the information in the grid.
Project / Owner
These option buttons determine whether the data in the grid is sorted by Project Change Order or by Owner Change Order. Changing your selection refreshes the information in the grid.

Original Value
Original Value is calculated as Revised Value minus Apprv Chg Orders.

Apprv Chg Orders
Apprv Chg Orders is the sum of the funded amount (revenue budget) for all of the projects change orders that have a status of Approved.

Revised Value
Revised Value is the estimate at completion (EAC) amount from table PJPTDROL for the account category specified for Contract Value in Project Controller Setup (PA.SET.00).

Pending Chg Orders
Pending Chg Orders is the sum of the pending funded amounts for all of the projects change orders that have a status of Pending.

Total
Total is the sum of Revised Value and Pending Chg Orders.
Project Change Orders (CN.COP.00)

Use Project Change Orders (CN.COP.00) to enter and maintain change orders for a project. Changes can be made to financial data (changes in the budget), date information (change in duration), or reference information. Change records are stored in the Project Change Order master table (PJCPROJ). Change orders at this level usually represent a change in the agreement with the customer or owner, although internal-only changes may also be entered. If interfaced to Flexible Billings, this program automatically adds the change order information to the billing format of the construction billing at the desired location.

If the Currency Manager module is installed and Activate Multi-Currency Entry is selected in CM Setup (24.950.00) the currency buttons on the application toolbar are enabled. The amounts appear by default in the subcontract currency. The Change Currency button allows you to toggle between subcontract currency and base currency.

![Figure 9: Project Change Orders (CN.COP.00)](image)

Following are the field descriptions for Project Change Orders (CN.COP.00).

**Project**

Enter the project ID that the change order is to update. This required entry field is validated in the Project Master table (PJPROJ).

**Project Company**

The company associated with the Project, this defaults from the project entered on the Project tab in Project Maintenance (PA.PRJ.00). The company ID appears with the company name to the right.

**Contract**

Displays in view-only mode the contract ID that has been assigned to the project in Project Controller’s Project Maintenance (PA.PRJ.00). Note that Contract can be blank. Although certain inquiries in the Analyzer module display data rolled up to the contract level, processing within Project Management and Accounting, such as that for budgets, billings, and change orders, remains at the project level.
**Change Order**
Input the unique user-assigned identifier for a change order into this required field.

**Last Change Order**
For reference, the highest change order number currently on file for the current project appears in view-only mode. When a new change order is added, the change order ID is compared to the last change order displayed. If the new value is greater, it is updated into the Reserved ID field PM_ID03 of the Project Master table (PJPROJ).

**Change Description**
Enter an optional freeform description of the change order.

**Change Order Date**
Enter the date that the change order was created. If entered, this date prints in **Change Order Date** when the change order is printed using the **Project Change Order Print** (CN.030.00) report.

**Bill Type**
**Bill Type** determines whether the change order is billable or non-billable. If the bill type is Billable, **Billing Item Nbr** accepts an item number for use in Flexible Billings’ **Construction Billing Entry** (Bl.CNB.00) under certain circumstances (see the field description for **Billing Item Nbr** for more details).

**Category**
Select the category or type of change order for optional custom reporting purposes. The values in the drop-down box are from the code file (code type CCAT) and are established using Project Controller’s **Code File Maintenance** (PA.CFM.00).

**Requested by**
Enter the name of the person or company requesting the change into this optional freeform text field.

**Reason**
Enter the reason for requesting the change order into this optional freeform text field.

**Schedule Impact (In days) – Req**
Enter the requested or estimated impact on the project schedule, in number of days. This optional entry typically represents the anticipated number of days the project might be delayed. If input, the number entered in this field appears on the line. The contract time will be increased by the selected number of days when printed using **Project Change Order Print** (CN.030.00).

**Schedule Impact – Approved**
Enter the final approved impact on the project schedule, in number of days. This optional entry typically represents the anticipated number of days the project might be delayed. When the change order status is changed to Approved, the number entered here updates **Extension in Days** in the **Contract Dates** (CN.CON.02) window of **Contract Maintenance** (CN.CON.00). This update in turn updates **Revised End Date** in **Contract Dates** (CN.CON.02).

**Architect’s Project**
Input the architect’s project number into this optional freeform text field. If entered, this number prints in **Architect’s Project** on the AIA-style billing produced by Flexible Billings’ **Construction Billing Print** (Bl.CNP.00).
Owner Chg Order
Input the owner’s change order number into this optional freeform text field. If entered, this number prints in *Owner Chg Order* when the change order is printed using *Project Change Order Print* (CN.030.00) and in the Change Order Summary section of the AIA-style billing produced by Flexible Billings’ *Construction Billing Print* (Bl.CNP.00).

Last Used
For reference, the highest-numbered owner change order currently on file for the current project appears in view-only mode.

Ref
Input the owner’s reference or tracking number into this optional freeform text field. If entered, this number prints in *Owner Reference* when the change order is printed using *Project Change Order Print* (CN.030.00).

Pending Funded Amt
Enter the pending funded amount (that is, the funded amount of the change order when the change orders status indicates Pending). The amount is used for calculating the total pending change orders amount for a project and/or contract, which appears in *Contract Maintenance* (CN.CON.00). If input, the amount entered here appears on the line. The contract amount is increased by this change order value when printed using *Project Change Order Print* (CN.030.00).

Revenue Budget
*Revenue Budget* shows the total amount that has been entered in *Budget Revision Maintenance* (BU.BRM.00) and approved and posted by *Budget Review and Approval* (BU.BRA.00) to the account category specified for revenue in the *Revenue Setup* tab of *Project Controller Setup* (PA.SET.00).

Revenue Budget records that have been created for this change order by *Budget Review and Approval* are read. They are then re-posted to the PJPTDSUM and PJPTDROL summary tables with the CONTRACT VALUE account category substituted for the REVENUE account category. The CONTRACT VALUE and REVENUE account categories are specified for each site in the *Revenue Setup* tab of *Project Controller Setup* (PA.SET.00). This guarantees that the final Revenue Budget for the change order becomes the final Funded Amount for the change order and that the effect of the change order on both the Revenue Budget and Contract Value is identical.

**Note:** When Project Budgeting is installed, it provides the method by which the Revenue Budget (shown as a display field on the screen) is updated. Upon final approval, the Revenue Budget, not the Pending Funded Amount, updates the Contract Value and Approved Change Order totals automatically. Therefore, when Project Budgeting is NOT installed, this program assumes that the pending amount is equal to the revenue budget when the change order is approved. The Change Order header file is updated appropriately and the revenue budget appears on the screen. This means the user must adjust the pending/proposed amount with the actual budget amount before approval. In addition, note that this program cannot automatically update the project’s Contract Value if Project Budgeting is not installed because there is not enough information in the Change Order document to create the Contract Value summary records. Therefore, the correct procedure to use when Project Budgeting is not installed is to update the Contract Value manually using *Budget Maintenance* (PA.BSM.00) or *EAC Maintenance* (IQ.EAC.00) immediately before or after approving the change order.

**Note:** This field might appear to be unchanged by the approved budget revision when you access the budgeting entry and approval screens using the buttons on the respective screens as part of the change order input process. If this occurs, close the screen and re-enter it via the menu.

Review Type
Select the type of review and/or approval for optional custom reporting purposes. The values in the drop-down box are from the code file (code type CREV) and are established using Project Controller’s *Code File Maintenance* (PA.CFM.00).
**Status**

Select the status of the change order. A change in status is considered a critical event, generating a warning message before a change to the status is performed. For more information, see “Change Orders” on page 8.

The following restrictions apply to status changes:

- **In Process (I) –** Can be changed to Canceled, Pending, or Approved
- **Canceled (C) –** Can be changed to In Process
- **Pending (P) –** Can be changed to Canceled, In Process, or Approved
- **Approved (A) –** CANNOT be changed

**Note:** Once a change order has an Approved status, changes to the status, approved days, and revenue budget through *Budget Revision Maintenance* (BU.BRM.00) are prohibited.

You cannot change Status from Pending to In Process or Canceled if a posted budget revision exists for this change order.

You cannot change Status to Approved if an unposted budget revision exists for this change order.

Changing the status to Approved causes the following updates:

- **Schedule Impact in Days – Approved** is updated into **Extension in Days** in the Contract Master record
- **Revised End Date** is recalculated as the **Original End Date** plus **Extension in Days**. Once a change order has a status of Approved, the approved days may no longer be maintained.
- **Revenue Budget** records created by *Budget Review and Approval* (BU.BRA.00) for this change order are read. They are then re-posted to the PJPTDSUM and PJPTDROL summary tables with the Contract Value account category substituted for the Revenue account category. Each site’s Contract Value account category is identified in *Project Controller Setup* (PA.SET.00), while the Revenue account category is specified in the **Revenue Setup** tab of *Project Controller Setup* (PA.SET.00). This guarantees that the final **Revenue Budget** for the change order becomes the final **Funded Amount** for the change order and that the effect of the change order on both the revenue budget and contract value is identical.
- The change order information updates the Construction Billing detail table (PJBILLCD) if the project has a Construction Billing application whose status is In Process or Approved (in table PJBILLCH) and **Billing Item Nbr** contains an item number. If the item number does not exist, a new line is created containing the change order, its description, amount, and the approval date.

**Approval Date**

Enter the date the change order becomes approved. If entered, this date determines where in the Change Order Summary section of the AIA-style billing the change order data appears when printed by Flexible Billings’ *Construction Billing Print* (BI.CNP.00).

**Billing Item Nbr**

**Billing Item Nbr** is used when the project has an open application in Flexible Billings’ *Construction Billing Entry* (BI.CNB.00). It specifies the item number that should be added or updated when the change order becomes approved. It is required when the change order is billable, the revenue budget does not equal zero, and the last application number for the project in the Construction Billing header (PJBILLCH) is open (with a status of In Process or Approved).

**Note:** When this program interfaces with a Construction Billing (in Flexible Billings) and inserts a new line item onto an invoice, some required billing information (such as Task ID, Item Type, and Account Category) from the change order is not available for transfer to the billing. You must open *Construction Billing Entry* (BI.CNB.00) and complete this information before the invoice can be printed.

The change order information updates the Construction Billing detail table (PJBILLCD) if the project has a Construction Billing application whose status is other than Canceled (in table PJBILLCH) and
Billing Item Nbr contains an item number. If the item number does not exist, a new line is created containing the change order, its description, amount, and the approval date.

Scope/Nature of Change
Enter a freeform description of the nature or scope of the change order.

Additional Info (button)
Clicking Additional Info opens Additional Information (CN.COP.02), for maintaining the project change order identification (ID) fields. There are 20 user-defined ID fields in the Change Order Master table (PJCOPROJ). The attributes for these fields are defined using Project Controller’s ID Maintenance (PA.IDM.00) for ID type CO. For more information about field lengths and reserved status, see the Schema Help or user’s guide.

Quote Amounts (button)
Clicking Quote Amounts opens Quote Amounts (CN.COP.03), for maintaining the quoted and estimated amounts for the change order.

Approval Info (button)
Clicking Approval Info opens Change Order Approval Information (CN.COP.01), for maintaining the approval type and other approval reference fields.

Budgeting (button)
Clicking Budgeting opens Budget Revision Maintenance (BU.BRM.00), for entering and maintaining revenue and cost budgets (the revenue budget amount appears in the Revenue Budget field). The change order and project numbers are passed to this screen. When a change order is associated with a budget revision and you click this button to open Budget Revision Maintenance, the revision type must be Net Change and the update type must be EAC Only.

Submittals (button)
Clicking Submittals opens Submittal/Transmittal Entry (CN.STE.00), passing the project number as a parameter.

History Text (button)
Clicking History Text opens Project Controller’s Notes and Comments (PA.NOT.00), which is used to enter and maintain change order notes and comments. Multiple notes can be stored and date-stamped. The note key code of the project change order text is COPR.

Print
Print the change order document based on the currently displayed record by clicking the Print button. This button has the same effect as selecting Project Change Order Print (CN.030.00) from the reports menu.
Change Order Approval Information (CN.COP.01)

Use Change Order Approval Information (CN.COP.01) to enter approvals for contractors, architects, owners, and other entities that you define. Each of these fields is informational only; no processing occurs on these entries.

![Image of Change Order Approval Information (CN.COP.01)](image)

Following are the field descriptions for Change Order Approval Information (CN.COP.01).

**Funding Source**
Input the funding source of the change order into this optional freeform text field.

**Authorization By**
Input the name of the person authorizing the approval of the change order into this optional freeform text field for subsequent reference in Project Change Order Inquiry (CN.PCI.00).

**For (Co Name)**
Enter the name of the company approving the change into this optional freeform text field.

**By (Individual Name)**
Enter the name of the individual from the associated company approving the change into this optional freeform text field.

**Date**
Enter the date that approval was granted.
Additional Information (CN.COP.02)

Use Additional Information (CN.COP.02) to maintain the project change order identification (ID) fields. There are 20 user-defined ID fields in the Change Order Master table (PJCOPROJ). The attributes for these fields are defined using Project Controller’s ID Maintenance (PA.IDM.00) for ID type CO. For more information about field lengths and reserved status, see the Schema Help or user’s guide.

![Additional Information (CN.COP.02)](image)

Figure 11: Additional Information (CN.COP.02)

Quote Amounts (CN.COP.03)

Use this screen to define quote amounts.

![Quote Amounts (CN.COP.03)](image)

Figure 12: Quote Amounts (CN.COP.03)

Following are the field descriptions for Quote Amounts (CN.COP.03).

Original Est Amount

Enter the original estimated amount of the change order. The estimate might represent the rough cost or the informal “off the cuff” quote to the customer before preparing the formal quote. Each of these fields is informational only; no processing occurs on these values.

Original Quote Amount

Enter the original amount quoted to the owner or customer for the change order.

Probability %

Enter the estimated probability that the change order will be approved. This value appears in the Probability % column of Project Change Order Inquiry (CN.PCI.00).
Subcontract Change Order Inquiry (CN.CSI.00)

Use Subcontract Change Order Inquiry (CN.CSI.00) to view change order information for the subcontract of a project. Change orders can be selected by status such that all change orders, only pending change orders, or only those that are approved appear in the screen.

If the Currency Manager module is installed and Activate Multi-Currency Entry is selected in CM Setup (24.950.00) the currency buttons on the application toolbar are enabled. The amounts appear by default in the subcontract currency. The Change Currency button allows you to toggle between subcontract currency and base currency.

Note: When viewing the screen in grid mode, you can sort the contents of the grid by clicking on the heading of the column on which you want to sort the records.

Following are the field descriptions for Subcontract Change Order Inquiry (CN.CSI.00).

**Project**

Enter the project for which subcontract change orders are being viewed. The project ID is the primary identifier for transactions and summary data in Project Management and Accounting. The project’s description appears in the adjacent field.

Note: A change to the project ID causes the first subcontract record for the selected project to be displayed automatically.

**Subcontract ID**

Enter the subcontract for which change orders are being viewed. The subcontract ID is the unique identifier for the subcontracts of a project. The subcontract’s description appears in the adjacent field.

**Project Company**

The company associated with the Project, this defaults from the project entered on the Project tab in Project Maintenance (PA.PRJ.00). The company ID appears with the company name to the right.
**Subcontractor**
This display field shows the name of the vendor (subcontractor) assigned to the subcontract.

**All / Pending / Approved**
All / Pending / Approved determines whether all change orders (including those in process), only pending orders, or only approved orders will appear in the grid. Changing this option refreshes the grid.

**Original Value**
Original Value is the subcontract original amount entered in Subcontract Maintenance (CN.SUB.00).

**Apprv Chg Orders**
Apprv Chg Orders is calculated as the Revised Value minus Original Value.

**Revised Value**
Revised Value is the sum of the subcontract-revised amount entered and approved in Subcontract Change Orders (CN.COS.00).

**Pending Chg Orders**
Pending Chg Orders is the sum of amounts for all subcontract change orders whose status is Pending.

**Total**
Total is calculated as the sum of the Revised Value plus Pending Chg Orders.
Subcontract Change Orders (CN.COS.00)

Use Subcontract Change Orders (CN.COS.00) to enter and maintain change orders to subcontracts. Subcontract Change Orders (CN.COS.00) may be run from the menu or accessed from Subcontract Maintenance (CN.SUB.00), which passes the project number and subcontract number to this screen.

![Figure 14: Subcontract Change Orders (CN.COS.00)](image)

**Project**

Enter the project ID for which the subcontract change order is to be entered or maintained. Project ID is the primary identifier for transactions and summary data in Project Management and Accounting. The project description appears in the adjacent field.

**Subcontract ID**

Enter the subcontract ID for which the change order is to be entered or maintained. The subcontract ID uniquely identifies the subcontracts for a project.

**Subcontract Desc**

Subcontract Desc displays the description of the subcontract, which was assigned in Subcontract Maintenance (CN.SUB.00).

**Change Order**

Input the unique user-assigned identifier for a subcontract change order.

**Change Description**

Input an optional description of the change order into this freeform text area.
Subcontract Change Orders, Subcontract tab

The fields on the Subcontract tab are for information about the overall change order.

![Subcontract Change Orders (CN.COS.00), Subcontract tab]

Following are the field descriptions for the Subcontract tab.

**Company ID**

The company associated with the Project, this defaults from the company entered on the Project tab in Project Maintenance (PA.PRJ.00). The company ID appears with the company name to the right.

**Customer**

Customer displays the name of the customer associated with the project in Project Controller’s Project Maintenance (PA.PRJ.00).

**Last Change Order**

Last Change Order shows the highest change order number previously assigned to this subcontract.

**Vendor ID**

Vendor ID displays the name of the subcontractor/vendor assigned to the subcontract in Subcontract Maintenance (CN.SUB.00). Subcontractors and vendors are maintained in Subcontractor Vendor Maintenance (CN.SUV.00).

**Change Order Date**

Input the date of the change order into this optional field.
Schedule impact (in days)
Input the estimated impact on the subcontract schedule in number of days. It typically represents the number of days the subcontract is delayed.

Pjt Chg Order
Input the project change order associated with the subcontract change order into this optional field.

Requested by
Input the name of the person requesting the change into this optional field.

Reason
Input a brief reason for the change order into this optional field.

Category
This selection categorizes the type of the change order. The values in the drop-down box are obtained from the code file (code type SCAT).

Vendor Reference
Input the vendor’s reference number into this optional field.

Status
Status indicates the subcontract change order’s status. For more information, see “Modifying Subcontract Information” on page 9. Options are:

- In Process (I) – The change order is open.
- Canceled (C) – The change order has been canceled.
- Pending (P) – The change order is in a waiting state. Initial data entry is complete but the change order is not yet ready for approval.
- Approved (A) – The change order has been approved.

Valid changes to a subcontract’s status are:

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process</td>
<td>Canceled, Pending, or Approved</td>
</tr>
<tr>
<td>Canceled</td>
<td>In Process</td>
</tr>
<tr>
<td>Pending</td>
<td>In Process, Canceled, or Approved</td>
</tr>
<tr>
<td>Approved</td>
<td>(Not allowed)</td>
</tr>
</tbody>
</table>

Note: Once the subcontract’s status has been set to Approved, its status can no longer be changed.

Approved by
Input the name of the person who approved the change order into this optional field.

Approval Date
Enter the date that the change order was approved into this optional field.

Scope/Nature of Change
Input an optional description and scope of the change into this freeform text area.

Amount of Change
Amount of Change displays the total of the line item change amounts that have been entered. This value is intended only as a visual aid and is not stored in the database.
Quantity Change

**Quantity Change** displays the total of the line item change quantities that have been entered. It is intended only as a visual aid and is not stored in the database.

Submittals (button)

Clicking **Submittals** opens Submittal/Transmittal Entry (CN.STE.00), which is used for maintaining submittals and transmittals for a subcontract.

History Text (button)

Clicking **History Text** opens Project Controller’s Notes and Comments (PA.NOT.00) for maintaining subcontract change order-level history text. The note type is COSU.

**Subcontract Change Orders, Line Items tab**

Use the **Line Items** tab for maintaining or viewing the line items of a subcontract change order. This data is stored in the Subcontract Change Order Line Item Master table (PJCOSUBD).

![Figure 16: Subcontract Change Orders (CN.COS.00), Line Items tab](image)

**Note:**

- Rules for maintaining line items:
  - When you enter a change order line item for an existing subcontract line item, the line item fields default to those from the subcontract line.
  - When you maintain an existing subcontract line item on the change order, you can maintain only the fields **Change Quantity**, **Rate**, and **Change Amount**.
  - When you enter a new line item that does not exist for the subcontract, you can maintain all line item fields except the account category, which is determined by the account number.
  - Once you approve the change order, you cannot change the line items.
- Once the change order status has been set to Pending or Approved, you cannot add or delete line items, nor can you delete the change order header.
- When the change order status is set to Pending or Approved, any items that do not exist in the subcontract that you have added on the change order automatically update the Subcontract Line Item Master table (PJSUBDET).

- Rules for subcontract change orders and subcontracts:
  - A subcontract must exist before you can create a change order for the subcontract.
  - A subcontract must have a status of Active/Committed before the status of a subcontract change order can be set to Pending.
  - A warning appears whenever you change the status or when you delete the subcontract.
  - The highest subcontract change order number on file updates the Subcontract Master table (PJSUBCON).
  - Setting the change order status to Pending updates the pending units and amounts of the subcontract. Setting the change order status to Approved updates the revised units and amounts of the subcontract.
  - The relationship between the subcontract change order status and the subcontract status is shown here.

<table>
<thead>
<tr>
<th>Change Order</th>
<th>Subcontract In Process</th>
<th>Subcontract Canceled</th>
<th>Subcontract Active/Committed</th>
<th>Subcontract Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process → Canceled</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>In Process → Pending</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>In Process → Approved</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Canceled → In Process</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Pending → In Process</td>
<td>—</td>
<td>—</td>
<td>yes</td>
<td>—</td>
</tr>
<tr>
<td>Pending → Canceled</td>
<td>—</td>
<td>—</td>
<td>yes</td>
<td>—</td>
</tr>
<tr>
<td>Pending → Approved</td>
<td>—</td>
<td>—</td>
<td>yes</td>
<td>—</td>
</tr>
<tr>
<td>Approved</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

- You cannot approve subcontract change orders once you set the subcontract status to Canceled or Closed. However, after you approve all change orders for the subcontract, you can set its status to Canceled or Closed. Thus, only approved change orders can exist after you cancel or close the subcontract.

Following are the field descriptions for the Line Items tab.

**Line Item**
Input the reference number used for uniquely identifying each line item of the subcontract change order. Either a new or an existing line item number can be entered. Pressing F3 at this field displays the existing line items for the current subcontract.

**Task**
When maintaining an existing line item, the task assigned to the line item in Subcontract Maintenance (CN.SUB.00) appears but can be overwritten.

**Description**
When entering a new line item, input a freeform description of the change order item into this optional field. Description initially defaults to the description of the task entered previously, which may be overwritten. When maintaining an existing line item, the description appears in view-only mode.
Company ID
When entering a new line item, the home company of the subcontract appears from the Subcontract Master (PJSUBCON) but can be overwritten. When maintaining an existing line item, the company ID appears in view-only mode.

GL Account
When entering a new line item, the expense account number assigned to the vendor appears from the Vendor table if the account number is associated with a valid account category in the Account Cross-reference table (PJ_ACCOUNT), but can be overwritten. Pressing F3 displays the account numbers associated with an account category. When maintaining an existing line item, the account number appears in view-only mode.

Sub Account
When entering a new line item, input the subaccount of the record, which is validated in the Subject table. Sub Account initially defaults to the subaccount stored with the task or, if no subaccount has been assigned to the task, to the subaccount stored with the project, which can be overwritten. When maintaining an existing line item, the subaccount appears in view-only mode.

Acct Category
The account category associated with the account number is retrieved from the GL Account Cross-reference table (PJ_ACCOUNT) and is shown in this display field.

Labor Class
When entering a new line item, input an optional labor class, which serves as a classification of the type of work performed. When maintaining an existing line item, the labor class appears in view-only mode.

Change Quantity
When entering a new line item, input the number of units for the line item, if applicable. (Examples of units are hours, pieces, and pounds.) When maintaining an existing line item, enter an adjustment or net change in the number of units for the line item.

Rate
This optional field, which is intended only as an aid to data entry, can be used for calculating an item change amount from the item change quantity. If Change Quantity was entered, entry of a rate into this field and then tabbing out of the field causes Change Amount to be calculated automatically as Rate multiplied by units.

Change Amount
Change Amount defaults to Change Quantity multiplied by Rate (if entered), but can be overwritten. When entering a new line item, input the monetary amount for the line item. When maintaining an existing line item, enter an adjustment or net change amount for the line item. Normally, all amounts are keyed in as positive numbers, regardless of the account category, although a negative amount may be entered.

Retention Method
This selection indicates the retention method applicable to the line item. The following values are valid:
- <None> – No retention will be calculated.
- Total – Retention is calculated on the total amount of the line item.
Percent
Enter the retention percentage that you want to apply to the line item amount. This field is required if Retention Method indicates Total and is unavailable if Retention Method is set to None.

Line Item ID Fields
These fields are the flexibly defined identification (ID) fields for the subcontract change order line item. These values are stored in the Subcontract Change Order Detail table (PJCOSUBD). Ten ID fields, SD01 through SD10, can be set up to capture site-specific additional information related to the subcontract line item. Note that ID fields SD11 through SD20 are reserved for use by the system.

Total Units
Total Units displays the sum of the change quantities for all line items of the current change order.

Total Amount
Total Amount displays the sum of the change amounts for all line items of the current change order.

Subcontract Change Orders, Additional Information tab
Use the Additional Information tab to view and maintain the flexibly defined identification (ID) fields for the subcontract change order and is accessed from the Subcontract Change Orders (CN.COS.00). These values are stored in the Subcontract Change Order Master table (PJCOSUBH). Ten ID fields, SC01 through SC10, can be set up to capture site-specific, subcontract-related information. ID fields SC11 through SC20 are reserved for use by the system.

Figure 17: Subcontract Change Orders (CN.COS.00), Additional Information tab
Subcontract Maintenance (CN.SUB.00)

Use Subcontract Maintenance (CN.SUB.00) to establish subcontracts for a project. Data related to a subcontract includes project, subcontract ID, subcontractor (vendor), scope of work to be performed, and line items, which represent the authorized expenditures for various types of work. Unpaid subcontract amounts create commitments when Financial Transaction Transfer (PA.TRN.00) runs for the Purchasing module. Approved payment requests create Accounts Payable vouchers, which create project actuals and reduce project commitments when Financial Transaction Transfer (PA.TRN.00) runs for the Accounts Payable module.

![Subcontract Maintenance (CN.SUB.00) - Contoso, Ltd:Demo](image)

**Figure 18: Subcontract Maintenance (CN.SUB.00)**

**Note:**
- When the Project ID is changed, the first subcontract record for the selected project appears automatically. If subcontracts for the current project already exist, the first subcontract record is typically the zero subcontract, which is described below.
- The zero subcontract is automatically created by the system at the same time as the first external subcontract for a project. The zero subcontract can also be added manually.
  - The description of the zero subcontract defaults to Customer/Owner. Vendor is set to blank and is not maintainable. The subcontract type, terms code, specialty code, pay status and subcontract status default to blank when automatically created.
  - The Additional Info, Dates, and Line Item tabs are unavailable.
- A subcontract must exist before you can create change orders for it.
- A subcontract must have a status of Active/Committed before the status of a change order to the subcontract can be set to Pending.
- The system generates warnings whenever the status is changed or when you attempt to delete the subcontract.
• The subcontract change order number on file for the subcontract updates the Subcontract Master table (PJSUBCON).

• The relationship between the status of the subcontract and the status of the subcontract change order shown below.

<table>
<thead>
<tr>
<th>Subcontract Status</th>
<th>Change Order In Process</th>
<th>Change Order Canceled</th>
<th>Change Order Pending</th>
<th>Change Order Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process → Canceled</td>
<td>warn</td>
<td>allowed</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>In Process → Active/Committed</td>
<td>allowed</td>
<td>allowed</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Canceled → In Process</td>
<td>warn</td>
<td>allowed</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Active/Committed → Done/Closed</td>
<td>warn</td>
<td>allowed</td>
<td>prevented</td>
<td>allowed</td>
</tr>
<tr>
<td>Done/Closed → Active/Committed</td>
<td>allowed</td>
<td>allowed</td>
<td>N/A</td>
<td>allowed</td>
</tr>
</tbody>
</table>

• You cannot approve subcontract change orders once you set the subcontract status to Canceled or Closed. However, after you approve all change orders for the subcontract, you can set its status to Canceled or Done/Closed. Thus, only approved change orders can still exist after you cancel or close the subcontract.

---

**Project**

Enter the project ID for which the subcontract is being established. Changing the project number automatically displays the first subcontract record for the entered project ID.
Project Company
The company associated with the Project, this defaults from the company entered on the Project tab in Project Maintenance (PA.PRJ.00). The company ID appears with the company name to the right.

Contract
Contract displays the contract ID associated with the project in Project Controller’s Project Maintenance (PA.PRJ.00).

Subcontract Maintenance, Subcontract tab
You can initially set up a subcontract without specifying a vendor or subcontractor; however, it cannot be committed or awarded until you assign a valid subcontractor vendor ID to it.

Figure 20: Subcontract Maintenance (CN.SUB.00), Subcontract tab
Following are the field descriptions for the Subcontract tab.

Subcontract
Subcontract ID is a required entry used for uniquely identifying each subcontract for a project. Use Project Controller’s Flexible Key Maintenance (PA.FKM.00) to establish the attributes and validation rules for this field. If you configure the subcontract ID to consist of segments, the individual segments are validated in this screen according to the rules you specified in Flexible Key Maintenance.

Note: Clicking opens Project Controller’s Flexible Key Entry (PA.FEN.00) for viewing the subcontract’s individual segment descriptions. If a segment is validated in the code file, you can view and select possible segment values by pressing F3 for each field.

A subcontract ID of all zeroes is a special class of subcontract and is reserved as a means to identify communications (submittals or transmittals) to the owner or customer. The zero subcontract for a project is automatically added by the system to the Subcontract Master table (PJSUBCON) when the
first subcontract for a project is saved. Due to its special nature, the zero subcontract cannot be used for external subcontracts, as **Vendor ID** is unavailable.

**Description**  
Enter an optional **Description** in this optional freeform text field.

**Vendor ID**  
**Vendor ID** is a valid subcontractor ID used for uniquely identifying the subcontractor or vendor to whom the subcontract is awarded. Vendors are established as subcontractors in **Subcontractor Vendor Maintenance** (CN.SUV.00). This entry is validated in the Subcontractor/Vendor Master table (PJSUBVEN).

**Vendor ID** can be blank when initially entering the subcontract, but a valid subcontractor vendor ID must be entered before the subcontract may be approved (set to Active/Committed). Once the subcontract is approved or canceled, the vendor ID can no longer be maintained.

**Subcontract Type**  
**Subcontract Type** is a code used to classify the subcontract. The user-defined values in the drop-down list are obtained from the code file, code type SCTY.

**Terms**  
**Terms** is a code identifying the subcontract’s financial payment terms. The values in the drop-down box come from the Terms table. If a subcontractor has been specified for the subcontract, the default is the terms code assigned to the vendor in Accounts Payable’s **Vendor Maintenance** (03.270.00).

**Specialty**  
**Specialty** is a code used to identify the subcontractor’s specialty. The user-defined values in the drop-down list are obtained from the code file, code type SPEC.

**Pay Status**  
**Pay Status** indicates whether payments should be withheld by **Automatic Payment Analysis** (CN.APA.00). The following values are valid:

- OK to Pay (P) – Disbursements for the current subcontract are allowed.
- Hold Payment (H) – Payment requests can be entered and approved, but disbursements are automatically withheld from processing by **Payment Selection** (03.500.00) in Accounts Payable.

**Note:** Payment requests for a subcontract can be approved in **Subcontract Payment Review & Approval** (CN.PRA.00) regardless of the pay status selected in this field. When this occurs, the expense is recorded in Accounts Payable and Project Management and Accounting, but the actual disbursement of funds is blocked by **Automatic Payment Analysis** (CN.APA.00).

**Reason**  
**Reason** is an optional freeform text field used to store a reason why payments are to be withheld.

**Subcontract Status**  
**Subcontract Status** is used to indicate the subcontract status within the system. Options are:

- In Process (I) – This subcontract is in a working state. No payments or subcontract change orders are allowed.
- Canceled (C) – This subcontract has been canceled.
- Active/Committed (A) – This subcontract is committed (awarded to the vendor). The line item amounts are locked in. Further changes to the subcontract can only be made using **Subcontract Change Orders** (CN.COS.00).
• Done/Closed (D) – This subcontract is completed and no further action is required. New payment requests cannot be input, but open payment requests or retention invoices can still be processed.

The subcontract status can change as follows:

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process</td>
<td>Canceled or Active/Committed</td>
</tr>
<tr>
<td>Canceled</td>
<td>In Process</td>
</tr>
<tr>
<td>Active/Committed</td>
<td>Done/Closed</td>
</tr>
<tr>
<td>Done/Closed</td>
<td>Active/Committed</td>
</tr>
</tbody>
</table>

Note: Once the subcontract status has been changed to Active/Committed, it cannot be changed to Canceled or In Process.

Company ID

Input the company ID of the subcontract. This value, which becomes the default for the company ID during line item entry, initially defaults to the company of the project but can be overwritten. The company name appears in the adjacent field.

Customer/Owner

Customer/Owner displays the name of the customer associated with the project in Project Controller’s Project Maintenance (PA.PRJ.00).

Base Currency Vouchers

When selected, the voucher will be created in base currency. This defaults to blank and will use the subcontract currency. Another currency can be selected by using the Change Currency button on the application toolbar.

Scope/Description of work

Scope/Description of work is a freeform text field used to store a description or scope of work for the subcontract. When the subcontract is printed using Subcontract Print (CN.SUP.00), this description appears in the body of the document.

Original Value

Original Value displays the total amount of the line items that were entered at the time the subcontract was initially committed.

Apprv Chg Orders

Apprv Chg Orders displays the total of the line item amounts for all of the subcontract’s approved change orders. It is calculated from values stored in the Subcontract Change Order Detail table (PJCOSUBD).

Revised Value

Revised Value displays the total of the revised line item amounts, including the original value and all approved change order amounts for the subcontract, from the Subcontract Detail table (PJSUBDET).

Pending Chg Orders

Pending Chg Orders displays the sum of all line item amounts contained in pending change orders for the subcontract. It is calculated from values stored in the Subcontract Change Order Detail (PJCOSUBD) table.

Total

Total displays the total value of the subcontract. It is calculated as the Revised Value plus the Pending Chg Orders amount.
Contact Address (button)
Clicking Contact Address opens Project Controller’s Address Maintenance (PA.ADR.00), to maintain or view significant addresses for the subcontract.

Change Orders (button)
Clicking Change Orders opens Subcontract Change Orders (CN.COS.00) for viewing or entering change orders for the current subcontract.

Submittals (button)
Clicking Submittals opens Submittal/Transmittal Entry (CN.STE.00), for maintaining submittals and transmittals for the current subcontract.

Joint Pay (button)
Clicking Joint Pay opens Joint Payee Maintenance (CN.PAY.00) for maintaining joint payee names for the project.

History Text (button)
Clicking History Text displays Project Controller’s Notes and Comments (PA.NOT.00), for viewing or maintaining historical comments for the subcontract. The note type is SUBC.

Subcontract Maintenance, Line Items tab
Use the Line Items tab for setting up and maintaining line items for a subcontract such as type of work, units and amount, and against what task and account it will be charged. This data is stored in the Subcontract Detail (PJSUBDET) table.

![Subcontract Maintenance (CN.SUB.00) - Line Items tab](image)

Figure 21: Subcontract Maintenance (CN.SUB.00), Line Items tab
Note:

- Once the subcontract status is Active/Committed or Done/Closed, line items for the subcontract can no longer be added or deleted and the subcontract header cannot be deleted. Once the subcontract status is Done/Closed, the subcontract line items can no longer be modified.

- **Units, Rate, and Amount** for items may be changed only when the status of the subcontract indicates In Process.

Following are the field descriptions for the Line Items tab.

**Line Item**

Line Item is used to enter a unique identifier for each subcontract line item. The default is to increment the previous item number by one. Pressing F3 at this field displays the existing line items for the subcontract.

**Task**

Task is the task to be charged for the line item. This required entry is validated to be an active task of the project in the Task Master table (PJPENT).

**Description**

Description is an optional freeform description of the subcontract item. This field defaults to the description of the task.

**Company ID**

Input the company ID of the line item. This value initially defaults to the company ID in the subcontract header but can be overwritten. This entry becomes the company ID of the transactions created in Accounts Payable and General Ledger when payment requests are processed for the current subcontract.

**GL Account**

GL Account is used to store the account number for this item, and is validated in the GL Account table. If the vendor has an expense account number in the Vendor table that is associated with a valid account category in the Account Category Cross-reference table (PJ_ACCOUNT), this field defaults to the expense account number.

**Acct Category**

Acct Category displays the account category stored in the Account Category Cross-reference table (PJ_ACCOUNT) for the account number.

**Sub Account**

Sub Account is used to store the subaccount of the record, and is validated in the SubAcct table. The subaccount defaults to the one associated with the task or, if none exists for the task, to the project subaccount stored in the Project Master (PJPROJ).

**Labor Class**

Labor Class is a user-defined code used to categorize time charged to projects and serves as a breakdown of the type of work performed on the item. If entered, it is validated in the code file, code type LABC.

**Units**

Units is an optional field used to store the number of units for a line item. Examples of units are hours, pieces, and pounds.
Rate

Rate is an optional field used to calculate a subcontract item amount from the item units. It is intended only as an aid to data entry. When you enter a rate and units and then press Tab, Amount is automatically calculated as the rate multiplied by the units. You may skip Rate and enter the item unit and amount fields directly.

Amount

Amount is the line item amount. Normally, all amounts are entered as positive numbers regardless of account category, although a negative amount can be entered into this field.

Retention Method

Retention Method is used to indicate the retention method. This selection becomes the default when entering payment requests for the line item in Subcontract Payment Request Entry (CN.SPR.00). The following values are valid:

- <None> (00) – Retention is not applicable.
- Total (TL) – Calculate the retention amount as a percentage of the total line item amount.

Percent

Percent is the percentage of the line item amount to be retained when entering payment requests for the current subcontract in Subcontract Payment Request Entry (CN.SPR.00).

Cap

Cap determines whether requested payment amounts can exceed the approved line item amount. If set to Yes (the default), Subcontract Payment Request Entry (CN.SPR.00) limits the amount that can be paid to the subcontractor for work performed on the current subcontract line item. When the amount is capped, you cannot enter an amount that causes the total payments to the subcontractor to exceed the approved line item amount. If set to No, the amount that can be paid is not limited to the approved line item amount. When the requested payment amount causes the total payments to the subcontractor to exceed the approved line item amount, a warning appears but the entry is permitted.

Line Item ID Fields

Line Item ID Fields are flexibly defined identification (ID) fields for the subcontract line item, and are accessed from Subcontract Maintenance (CN.SUB.00). These values are stored in the Subcontract Detail table (PJSUBDET). Ten ID fields (SD01 through SD10) can be set up to capture site-specific information related to the subcontract line item. ID fields SD11 through SD20 are reserved by the system. For more information about field attributes and reserved status, see the Schema Help or user’s guide.

Vouchered Units

Vouchered Units displays the number of units that have been entered for the line item.

Vouchered Amount

Vouchered Amount displays the line item amount entered or calculated for the line item.

Original Units

Original Units displays the number of units that had been entered when the subcontract’s status was changed to Active/Committed. Once the subcontract’s status has been updated to Active/Committed, the line item units can only be changed using Subcontract Change Orders (CN.COS.00).

Original Amount

Original Amount displays the line item amount that had been entered when the subcontract’s status was changed to Active/Committed. Once the subcontract’s status has been updated to
Active/Committed, the line item amount can only be changed by using Subcontract Change Orders (CN.COS.00).

**Pending Change Units**
Pending Change Units displays the number of units for the current item on subcontract change orders with a status of Pending.

**Pending Change Orders**
Pending Change Orders displays the sum of amounts for the current item on subcontract change orders with a status of Pending.

**Total Units**
Total Units shows the sum of units for all line items for the current subcontract.

**Total Amount**
Total Amount shows the sum of amounts for all line items for the current subcontract.

**Subcontract Maintenance, Dates tab**
Use the **Dates** tab for setting up and maintaining the dates for a subcontract. This data is stored in the Subcontract Master (PJSUBCON) table. All dates are optional.

![Subcontract Maintenance (CN.SUB.00), Dates tab](image)

Following are the field descriptions for the **Dates** tab.

**Original Start Date**
Original Start Date is used to identify the original start date of the subcontract.
Original End Date
Original End Date is used to identify the original end date of the subcontract. When the user specifies an original end date, Revised End Date is automatically calculated as the original end date plus the extension in days.

Extension - in days
Extension - in days shows the subcontract extension days requested on the subcontract change orders.

Revised End Date
Revised End Date shows the revised end date of the subcontract. When the user specifies an original end date, the revised end date is automatically calculated as the original end date plus the extension in days.

Contract Execution
Contract Execution is the contract execution date.

Authorized to Start
Authorized to Start is the date the work was authorized to begin.

Anticipated Start
Anticipated Start is the anticipated start date of the subcontract.

Actual Start
Actual Start is the actual start date of the subcontract.

Anticipated Completion
Anticipated Completion is the anticipated completion date of the subcontract.

Actual Completion
Actual Completion is the actual completion date of the subcontract.
Subcontract Maintenance, Additional Information tab

Use the Additional Information tab for viewing and maintaining the flexibly defined identification (ID) fields for the subcontract. These values are stored in the Subcontract Master table (PJSUBCON). Ten ID fields (SU01 through SU10) can be set up to capture site-specific information related to the subcontract. ID fields SU11 through SU20 are reserved by the system.

![Subcontract Maintenance (CN.SUB.00) - Contoso, Ltd Demo](image)

Figure 23: Subcontract Maintenance (CN.SUB.00), Additional Information tab

Following are the field descriptions for the reserved ID fields (SU11 - SU13) on the Additional Information tab.

**Subcontract Print File**

Subcontract Print File is the name of the Microsoft Word file containing the boilerplate legal text to be printed on the document in Subcontract Print (CN.SUP.00). The boilerplate legal text prints using a Microsoft Word document. The default directory is `{Microsoft Dynamics SL installation folder}\CN. Browse is available for making the file selection.
You can use certain word placeholders to indicate the location in the Microsoft Word document where subcontract values will be substituted. For example, when \($\text{Contract}$\) is entered in the Word document, the contract number from the database is substituted before the document is printed. The following is a list of the possible word substitutions.

\begin{align*}
\text{\textbf{($\text{Contract}$): Contract Number}} \\
\text{\textbf{($\text{ContractCaption}$): Contract Caption}} \\
\text{\textbf{($\text{Project}$): Project Number}} \\
\text{\textbf{($\text{ProjectCaption}$): Project Caption}} \\
\text{\textbf{($\text{ProjectCustomer}$): Project Customer Number}} \\
\text{\textbf{($\text{ProjectCustomerName}$): Project Customer Name}} \\
\text{\textbf{($\text{ProjectDescription}$): Project Description}} \\
\text{\textbf{($\text{Subcontract}$): Subcontract Number}} \\
\text{\textbf{($\text{SubcontractCaption}$): Subcontract Caption}} \\
\text{\textbf{($\text{SubcontractDescription}$): Subcontract Description}} \\
\text{\textbf{($\text{SubcontractScope}$): Subcontract Scope}} \\
\text{\textbf{($\text{SubcontractVendor}$): Subcontract Vendor Number}} \\
\text{\textbf{($\text{SubcontractVendorName}$): Subcontract Vendor Name}}
\end{align*}

\textbf{Note:} If you select the Print Preview option in Subcontract Print (CN.SUP.00), it is possible to save to disk any changes in the subcontract’s Word document by accident. In cases where different subcontracts use the same Word document, you would not want to save changes to the original document since word substitution occurs before the document appears in the preview window. To prevent the original document from being updated, set its file attribute to read-only.

\textbf{Interim Lien Waiver Print File}

\textbf{Interim Lien Waiver Print File} is the file name of the Microsoft Word document that contains the interim lien waiver text to be printed using Lien Waiver Print (CN.LWP.00). The default directory is \(\{\text{Microsoft Dynamics SL installation folder}\}\CN. The interim and final lien waiver print files must be placed in the same directory. \textbf{Browse} is available for making the file selection.

\textbf{Final Lien Waiver Print File}

\textbf{Final Lien Waiver Print File} is the file name of the Microsoft Word document that contains the final lien waiver text to be printed using Lien Waiver Print (CN.LWP.00). The default directory is \(\{\text{Microsoft Dynamics SL installation folder}\}\CN. The interim and final lien waiver print files must be placed in the same directory. The final lien waiver uses the directory path of the interim lien waiver as its default. \textbf{Browse} is available for making the file selection.
Special note about lien waivers:

Certain word placeholders can be used for indicating the location in the Microsoft Word document where values from the subcontract will be substituted. For example, when ($Contract) is entered in the Microsoft Word document, the contract ID from the database is substituted before the document prints. The following is a list of the possible word substitutions.

($Check) Check Number
($CheckAmount) Check Amount
($CheckDateShort) Check Date in short date style
($CheckDateLong) Check Date in long date style
($CheckVendor) Vendor ID on Check
($CheckVendorName) Name of Vendor on Check
($Contract) Contract ID
($ContractCaption) Contract Caption
($ContractOwnerName) Contract Owner Name
($Project) Project ID
($ProjectCaption) Project Caption
($ProjectCustomer) Project Customer ID
($ProjectCustomerName) Project Customer Name
($ProjectDescription) Project Description
($Subcontract) Subcontract ID
($SubcontractCaption) Subcontract Caption
($SubcontractDescription) Subcontract Description
($SubcontractPayRequest) Subcontract Pay Request Number
($SubcontractScope) Subcontract Scope
($SubcontractVendor) Subcontract Vendor ID
($SubcontractVendorName) Subcontract Vendor Name

Note: If you select the Print Preview option in Lien Waiver Print (CN.LWP.00), it is possible to save to disk any changes in the lien waivers’ Word documents by accident. In cases where different subcontracts use the same Word document, you would not want to save changes to the original document since word substitution occurs before the document appears in the preview window. To prevent the original document from being updated, set its file attribute to read-only.

Browse (button)

Pressing this button opens a standard Microsoft® Windows® lookup screen for locating the file.
Subcontract Payment History (CN.SPH.00)

Subcontract Payment History (CN.SPH.00) lists payment data for a particular project/subcontract combination. The inquiry can be opened directly from the menu, from Subcontract Payment Review & Approval (CN.PRA.00) or from Subcontract Payment Request Entry (CN.SPR.00).

If the Currency Manager module is installed and Activate Multi-Currency Entry is selected in CM Setup (24.950.00) the Change Currency button on the application toolbar are enabled. The amounts appear by default in the subcontract currency. The Change Currency button allows you to toggle between subcontract currency and base currency.

![Subcontract Payment History](image)

Figure 24: Subcontract Payment History (CN.SPH.00)

**Note:** When viewing the screen in grid mode, you can sort the contents of the grid by clicking on the heading of the column on which you want to sort the records.

Following are the field descriptions for Subcontract Payment History (CN.SPH.00).

**Project**
Enter the project, which is validated in the Project Master table (PJPROJ), for which subcontract data is being viewed.

**Subcontract ID**
Enter the subcontract ID, which is associated with the project number and validated in the Subcontract Header (PJSUBCON) table, for which data is being viewed.

**Company ID**
The company associated with the Project, this defaults from the company entered on the Project tab in Project Maintenance (PA.PRJ.00). The company ID appears with the company name to the right.
Subcontract Payment Request Entry (CN.SPR.00)

Use Subcontract Payment Request Entry (CN.SPR.00) to enter requests for payment of a subcontract. Payment can be requested by way of a vendor’s invoice or by a draw request determined by agreement between the subcontractor and the project manager.

If the Currency Manger module is installed and Activate Multi-Currency Entry is selected in CM Setup (24.950.00) the currency buttons on the application toolbar are enabled. The amounts appear by default in the subcontract currency. The Change Currency button allows you to toggle between subcontract currency and base currency.

Entries are based on and can be capped by the subcontract’s line items and terms. If a subcontract’s line item has its Cap set to Yes, the amount payable is limited to the original amount plus any approved change orders for the subcontract’s line items. The line item amount may be entered as:

- A to-date percentage to have the system calculate a flat amount
- Units at the contracted rate to compute an amount
- An amount to pay

Upon completion, the payment request is routed to the employee designated as the approver. The Subcontract Payment Review & Approval (CN.PRA.00) process creates the payable voucher(s) in Accounts Payable.

Note:

- Subcontract Amt reflects the revised subcontract amounts in both the grid and the totals section at the bottom of the screen. These amounts represent the sum of the original amounts plus any approved change orders.
- Prior Request Amt reflects any approved payment requests.
- Current Request Amt, Current Retention, and Net Pay Amount totals reflect the sum of the entries in the grid.

Following are the field descriptions for Subcontract Payment Request Entry (CN.SPR.00).
Project
Enter the ID for the project whose subcontract is being paid. This required entry is validated in the Project Master table (PJPROJ). The project description appears in the adjacent field.

Subcontract ID
Enter the subcontract ID for which payment is requested. This required entry is associated with the project ID and validated in the Subcontract Header table (PJSUBCON). In addition to the subcontract description, the screen also displays the name of the subcontractor and the subcontractor's pay status, and payment terms.

Company ID
The company associated with the Project, this defaults from the company entered on the Project tab in Project Maintenance (PA.PRJ.00). The company ID appears with the company name to the right.

Pay Req Num
Input a user-assigned payment request number into this required field.

Last Pay Req Num
For convenience, this display field shows the last (highest) payment request number assigned to date for the current project and subcontract.

Pay Req Status
Pay Req Status indicates the status of the payment request. All possible status codes are listed below in their logical sequence (although not all can be selected in this screen):

- In Process (I) – The payment request can be maintained but cannot be approved or posted with this status.
- Completed (C) – The payment request has been completed and is now eligible for the review and approval process. With this status, the payment request can no longer be maintained.
- Approved (A) – This is a temporary status set by the approver in Subcontract Payment Review & Approval (CN.PRA.00). The payment request becomes posted when the approver clicks Begin Processing.
- Rejected (R) – The payment request has been rejected by the approver in Subcontract Payment Review & Approval (CN.PRA.00). The request must be revised by the preparer using this screen. Upon correction, the preparer must again change the status to Completed to resubmit it for approval.
- Posted (P) – The payment request has been posted and can no longer be maintained.

Final Payment
Selecting Final Processing indicates that this is the final payment request for the subcontract. If lien waivers are required by the terms of the subcontract, a final payment produces a final lien waiver. If Final Payment is clear, an interim lien waiver is printed.

Invoice Date
Invoice Date becomes the voucher date in APDOC and the transaction date in APTRAN. It defaults to the current system date, which can be overwritten.

Inv/Ref No.
Inv/Ref No. is used for storing the vendor’s invoice number, if available. It defaults to a concatenated field of up to 15 characters, composed of the subcontract ID and payment request number, which is used as a reference number. When the subcontractor furnishes an invoice for the payment request, this default value can be overwritten with the vendor’s invoice number.
**Preparer**
Enter the employee ID of the person preparing the payment request. This required entry is validated in the Employee Master table (PJEMPLOY). If Communicator is installed, a message notifies this employee if the payment request is rejected.

**Approver**
Enter the employee ID of the person authorized to approve the payment request. This required entry is validated in the Employee Master table (PJEMPLOY). The approver defaults to the accountant specified in Contract Maintenance (CN.CON.00). When the payment request is completed, it is placed in this employee’s queue for Subcontract Payment Review & Approval (CN.PRA.00).

**Comment**
Enter an optional freeform comment associated with the current payment request.

**Line Item**
Enter the subcontract line item to be paid.

**Total % Request**
This is the first of three fields that can be entered to determine the payment request amount. Total % Request is a value from 0 to 100 that calculates the payment amount as a percentage of the revised subcontract amount. For example, if the revised subcontract amount is $1000 and prior requests total $300, an entry of 50% would calculate a current amount of $200. The percentage requested must exceed the total percentage of prior requests. Entering a value here causes the automatic calculation of both the net pay and retention amounts.

**Current Units**
When a value is entered in Current Units, it is multiplied by the contracted rate to calculate the current amount. The calculated amount cannot exceed the remaining balance to be paid unless the Cap switch for the line item is set to No. Once the current amount is calculated, the retention and net pay amounts are calculated automatically.

**Current Request Amt**
Current Request Amt is used for requesting a specific payment amount. It cannot exceed the remaining balance to be paid unless the Cap switch for the line item is set to No. The retention and net pay amounts are calculated automatically.

**Current Retention**
If there is a retention percentage associated with the subcontract line item, entering one of the three previous fields causes the automatic calculation and display of a retention amount. If there is no retention percentage assigned, or the amount will be different from the calculated amount, it can be overwritten here in this field, causing a recalculation of the net pay amount.

**Load Subcontract Items (button)**
Clicking Load Subcontract Items loads the grid with all of the available subcontract line items for the current project-subcontract. Payment information can then be entered for the line items affected. Line items for which no payment is requested can be deleted, if desired. The use of Load Subcontract Items is valid only for initial entry. An error message appears if you click Load Subcontract Items when entries already exist in the grid.

**Submittals (button)**
Clicking Submittals opens Submittal/Transmittal Entry (CN.STE.00) for viewing or maintaining the paperwork associated with the subcontract for the current project.
Vendor Override (button)
Clicking Vendor Override opens Vendor Override (CN.SPR.01) in which an alternate vendor can be named for payment. The amount paid is credited against the subcontract and the payment record uses the subcontract’s terms and retention percentages.

Payments (button)
Clicking Payments opens Subcontract Payment History (CN.SPH.00) to view payment history for the subcontract.

Vendor Override Information (CN.SPR.01)
Use Vendor Override Information (CN.SPR.01) to enter a vendor ID and comment when a payment for a subcontract needs to be redirected to a vendor other than the subcontractor of record.

![Vendor Override Information (CN.SPR.01)](image)

Figure 26: Vendor Override Information (CN.SPR.01)

Following are the field descriptions for Vendor Override Information (CN.SPR.01).

**Override Pay to Vendor**
Enter the vendor ID, which is validated in the Vendor table, to which payment must be redirected. The vendor ID entered in this field overrides the vendor/subcontractor ID on file for the subcontract.

**Reason**
Enter an optional freeform comment associated with the override request.

**OK (button)**
Pressing this button closes this window, returning to Subcontract Payment Request Entry (CN.SPR.00).
Subcontract Payment Review & Approval (CN.PRA.00)

Subcontract Payment Review & Approval (CN.PRA.00) allows a project manager or contract accountant to review and approve or reject requests for payments to subcontractors. Payment request approval acts as an electronic signature that triggers posting to Accounts Payable. Vouchers are initially created with a Hold status and are activated by Automatic Payment Analysis (CN.APA.00). The approver can reject a payment request by changing its status to Rejected. If Communicator is installed, the system then sends a Communicator notification message back to the preparer of the payment request. The Communicator button is available for approvers who wish to send additional messages to the documents preparer. The approver may also view or modify notes by clicking the Notes icon; however, new notes cannot be added from this screen. See Implementation Notes below for more information.

Figure 27: Subcontract Payment Review & Approval (CN.PRA.00)

Payment requests can be selected for display based on the designated approver of the payment request, the subaccount of the project, or for the entire company. Clicking View Detail opens Subcontract Payment Request Entry (CN.SPR.00) for reviewing the payment request details.

Upon entering an approver or subaccount, or upon selecting All, the corresponding payment requests with a status of Completed appear in the grid. Approval or rejection is indicated by clicking the drop-down arrow in the Status column and selecting Approved or Rejected. This can be done one line at a time or, if all payment requests displayed are being approved, by clicking Approve All. This changes the status of all payment requests displayed in the grid from Completed to Approved so that when you click Begin Processing, the payment requests will be posted.

Note:
- Although the Notes icon appears at the bottom of Subcontract Payment Review & Approval (CN.PRA.00), it may only be used to view or update a note, not to add a new note. To add a new note, select the pay request and click View Detail. Subcontract Payment Request Entry (CN.SPR.00) opens. Click the Notes icon next to Project, enter the new note, and click Save.
This process does not post transactions directly to the Project Management and Accounting tables. Those Accounts Payable transactions that are project-related and that have an account number mapped to an account category create project transactions and project commitments when Project Controller's Financial Transaction Transfer (PA.TRN.00) posts them to Project Management and Accounting.

- Each payment request creates one or two Accounts Payable documents in table APDOC, one for the net payment amount and one for the retention amount, if any.
- One APTRAN record is created for each subcontract line item in the payment request. The Accounts Payable batch number and voucher numbers are obtained from the APSETUP table. To identify a retention voucher, DirectDeposit in table APDOC is set to R.
- The vouchers created are placed in a single Accounts Payable batch, which is usually created with a released status. However, optional control parameter CN APRELEASE can instruct the program to create unreleased Accounts Payable batches. This may be desirable during initial implementation of the module (where Accounts Payable balances have already been input and the batches would otherwise need to be deleted) or to accommodate additional charges, such as taxes and freight that were not anticipated when entering the subcontract line items. The control parameter is set to N in the control data field to suppress the Accounts Payable batch release.
- Accounts Payable vouchers are created with a status of Hold. Use Automatic Payment Analysis (CN.APA.00) to take a voucher off hold, making it eligible for check processing, once all system-monitored hold conditions are fulfilled (insurance expiration, submittal receipt, etc.)
- The terms field in APDOC is set to the subcontract terms.
- The account and subaccount in the APTRAN records are obtained from the subcontract line item records for both the net pay and retention vouchers. The credit offset, stored in the APDOC record, is obtained as follows: for the net pay voucher, the account and subaccount come from the VENDOR table with a default to the APSETUP value. The same subaccount is used for the retention voucher but the account is obtained from the control parameter CN RETPAY. This control parameter must be established before payment requests can be approved. The account must be entered in the first ten characters of the control data field, beginning in the first position. The company ID for both vouchers is the current login company.
- The status of the Payment Request Header record (PJPAYHDR) becomes P for Posted. In addition, for audit trail purposes, the Accounts Payable batch number is stored in BATNBR, the reference number of the net voucher in REFNBR, and the reference number for the retention voucher in REFNBR_RET.

The following reference data is written to the APTRAN record:
- APTRAN.TRANDESC – Set to the subcontract line item description.
- The fiscal period for the Accounts Payable posting defaults to the value stored in the control parameter PA CURRENT-PERIOD.

Implementation Notes:
This process does not post transactions directly to the Project Management and Accounting tables. Those AP transactions that are project-related and that have a GL account mapped to an account category update Project Management and Accounting when Financial Transaction Transfer (PA.TRN.00) runs.

Each payment request creates one or two AP documents in table APDOC, one for the net payment amount and one for the retention amount, if any.

Each subcontract line item in the payment request creates one APTRAN record. The AP batch number and voucher numbers come from the APSETUP table. To identify a retention voucher, the field DirectDeposit in table APDOC is set to “R.”

The vouchers created are placed in a single AP batch, which usually has a released status. However, you can set up optional control parameter CN APRELEASE to instruct the program to create unreleased AP Batches. This may be desirable during initial implementation of the module (where Accounts Payable already contains the balances and you would have to manually delete the batches)
or to accommodate additional charges, such as taxes and freight that were not anticipated when entering the subcontract’s line items. The control parameter is set to “N” (capitalized) in Control Data to suppress the AP Batch release.

AP Vouchers have a status of Hold. Use Automatic Payment Analysis (CN.APA.00) to take a voucher off hold, making it eligible for check processing, once all system-monitored hold conditions are fulfilled (i.e., insurance expiration, submittal receipt, etc.)

The Terms field in APDOC is set to the subcontract terms. The account and subaccount in the APTRAN records come from the subcontract line item records for both the net pay and retention vouchers. The credit offset, stored in the APDOC record, is as follows: for the net pay voucher, the account and subaccount come from the VENDOR table. The same subaccount is used for the retention voucher but the account is obtained from the control parameter CN RETPAY. (Note that you must set up this control parameter before you begin approving payment requests. Enter the account number in the first ten characters of the Control Data field, beginning in the first position.)

Sites that wish to post the AP offset to a different account or subaccount than the vendor defaults may designate an override account and subaccount for all of the company’s payments to subcontractors in Code File Maintenance (PA.CFM.00). Doing so increases the visibility of the company’s liability for subcontracts by allowing subcontractor payments to offset, for example, a Subcontracts Payable account instead of to AP Trade.

To designate the override account and subaccount for net pay subcontracts:
1. Open Code File Maintenance (PA.CFM.00) from the Project Controller screens menu.
2. Type COAP at Code Type.
3. Type the company ID whose payments to subcontractors will post to the override account and subaccount in Code Value.
4. Type a freeform description of the offset overrides in Description.
5. Type, or select from possible values, the override subaccount for subcontractor payments in GL Subaccount.
6. Type, or select from possible values, the override account number for subcontractor payments in GL Account.

Note: This code file entry affects all the subcontractor payment requests for the company specified in the Code Value other than retention vouchers, which offset the account specified in control parameter CN RETPAY.

The status of the Payment Request Header record (PJPAYHDR) becomes “P” for Posted. In addition, for audit trail purposes, the Accounts Payable batch number is stored in BATNBR, the Reference Number of the net voucher in REFNBR, and the Reference Number for the retention voucher in REFNBR_RET.

The APTRAN record contains the following reference information: APTRAN.TRANDESC – Set to the Subcontract line item description.

To add a note to a payment request:
Although the Note icon appears at the bottom of the grid in this screen, you can use it only to view or update a note, not to add a new note.
1. Position the cursor on the line showing the Pay Request for which you are adding the note.
2. Click View Detail.
3. When Subcontract Payment Request Entry (CN.SPR.00) appears, click the Note icon next to the Project field.
4. Type a new note for the revision.
5. Click Save before returning to Subcontract Payment Review & Approval (CN.PRA.00).

Following are the field descriptions for Subcontract Payment Review & Approval (CN.PRA.00).
Select Company area
The Select Company area allows entry to select a specific company or all companies.

Specific
Allows you to enter a specific company, you will be limited to companies to which you have access rights to this screen. The default is the logged in company.

All
Will process all companies to which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

Select By (option buttons)
This selection determines whether to list payment requests for a specific approver (specified in Subcontract Payment Request Entry (CN.SPR.00)), subaccount, or All. The setting defaults to listing All. If you select All, and the Company Selection is set to All, only payment request documents in the current application database where the logged in user has access rights to this screen appear. The company ID of the document, which is the home company of the subcontract from the Subcontract Master table (PJSUBCON), is used for this comparison, not the company IDs recorded in the individual subcontract line items.

Subcontract Currency
The first box contains the currency ID and the second contains the currency description. This is enabled only if Currency Manager module has been installed and Activate Multi-Currency Entry in CM Setup (24.950.00). Select the currency of the documents you want to process.

Note: The Change Currency button on the application toolbar allows you to toggle between the subcontract currency and base currency for the amounts.

Employee / Subaccount
Employee / Subaccount prompts for either the employee ID of the approver or the subaccount, depending on which option button you selected.

If the entered Employee ID or subaccount is password-protected, enter the password at the prompt and click OK. Employee IDs, subaccounts, and company IDs can be password-protected using the Project Controller’s Password Maintenance (PA.PWD.00).

Subaccount allows you to enter a partial value without validation. Selection is based on the partial value, which is always assumed to read from left to right. For example, if you enter CO, all completed payment requests for which the subaccount of the project begins with CO appear. Selection cannot be based on middle or end-of-field values.

Fiscal Period
Fiscal Period determines the posting period of the batch created in Accounts Payable. A warning message appears if the period entered here is earlier than the current period in AP Setup (03.950.00) in Accounts Payable. The default period is the current period in Project Management and Accounting or in Accounts Payable, whichever is later.

Note: Since approved payment requests initially update Accounts Payable, it might be possible to enter a period that is closed in Project Management and Accounting. If this occurs, the entries cannot post to Project Management and Accounting using Project Controller’s Financial Transaction Transfer (PA.TRN.00) unless a setting in Project Controller Setup (PA.SET.00) allows posting to closed Project Controller periods.
Approve All (button)
Clicking Approve All sets the status of all payment requests currently displayed to Approved. Clicking Approve All does not cause a database update; the posting process only begins when you click Begin Processing.

Status
The approver can change the status of a payment request to one of the following values:

- Approved (A) – The payment request becomes approved and posted to Accounts Payable when you click Begin Processing. This posting consists of creating a released voucher batch with the status of all vouchers in the batch set to Hold. To activate the vouchers for payment processing, run Automatic Payment Analysis (CN.APA.00).

- Rejected (R) – The payment request is rejected and returned to the preparer for corrections using Subcontract Payment Request Entry (CN.SPR.00).

Note: You can approve a payment request regardless of the pay status selected for the subcontract in Subcontract Maintenance (CN.SUB.00) including a payment request whose pay status is Hold Payment. Automatic Payment Analysis leaves the voucher on hold until the Pay Status becomes OK to Pay.

Error Messages (List Box)
This area lists both successfully created batch numbers in Accounts Payable and error messages generated while processing the payment requests. If a payment request contains an error, the processing of that request ceases and reverses all partial postings. The process then continues with the next payment request.

View Detail (button)
Clicking View Detail opens Subcontract Payment Request Entry (CN.SPR.00) for reviewing the highlighted payment request in detail.

Submittals (button)
Clicking Submittals opens Submittal/Transmittal Entry (CN.STE.00) for viewing submittals, transmittals, and other paperwork or milestone events associated with the subcontract.

Payments (button)
Clicking Payments opens Subcontract Payment History (CN.SPH.00) for viewing the detailed history of payment activity for the highlighted payment request.

Begin Processing (button)
Clicking Begin Processing initiates a process that posts each payment request that has a status of Approved to Accounts Payable. One Accounts Payable batch is created with one or two vouchers per payment request, one voucher for the net payable amount and a second voucher for the retention amount, if applicable. In the event that someone has entered a payment reduction as a negative payment request, a debit adjustment is created instead of a voucher. Once all documents have been created, use Release Accounts Payable Batches (03.400.00) in Accounts Payable to release the batch.

If the status of a payment request has been set to Rejected in the grid, the process changes the status of the current document header to R. This change triggers sending a Communicator message to the preparer of the payment request.
Subcontract Print (CN.SUP.00)

Subcontract Print (CN.SUP.00) prints subcontract documents. You can select up to six subcontracts to print using the project ID and subcontract ID.

Run this function in one of three processing modes:

- **Preliminary** – A preliminary printout does not perform any updates to the database.
- **Final** – A final printout updates the subcontract with a print status of P (final printed).
- **Reprint** – To print an application that has already undergone final print, use reprint mode.

Following are the field descriptions for Subcontract Print (CN.SUP.00).

**Select Company area**
The **Select Company** area allows entry to select a specific company or all companies.

**Specific**
Allows you to enter a specific company, you will be limited to companies to which you have access rights to this screen. The default is the logged in company.

**All**
Will process all companies to which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

**Project Manager**
This is the employee ID of the manager for the project. In this function, **Project Manager** is a selection criterion when selecting subcontracts. If blank, this field is not used for selection.
Note: The caption of this field can be flexibly defined in Project Controller Setup (PA.SET.00). To override the Project Manager caption in various screens and reports, enter the custom caption in Project Manager1 of the Flexible Manager Captions area.

**Subcontractor**
This is the subcontractor vendor ID of the subcontractor for the subcontract. In this function, **Subcontractor** is a selection criterion when selecting subcontracts. If blank, this field is not used for selection.

**Status**
This drop-down box indicates the status of the subcontract. In this function, **Status** is a selection criterion.

**Prelim/Final/Reprint**
Prelim/Final/Reprint indicates the print mode of the Subcontract Print (CN.SUP.00) process. Choose one of the following:

- Preliminary – The print process performs no database updates.
- Final – The subcontract print status becomes P.
- Reprint – Only previously printed subcontracts can print; no updates to the database occur.

**Project**
Project is the project number for the subcontract. In this function, **Project** is a selection criterion when selecting subcontracts. If blank, this field is not used for selection.

**Subcontracts**
Use these fields to select the subcontracts to print.

**Print to Printer/Print Preview**
Select whether you want to print a hard copy of the subcontract or view it on your computer screen (you can print a hard copy from within the preview window).

**Print Subcontract (button)**
Clicking **Print Subcontract** prints the subcontract report. The report is comprised of two components. Crystal Reports® prints the subcontract header and line item information. Microsoft Word prints the boilerplate legal text. The results of the print process appear in the list box above the button.
Subcontractor Inquiry (CN.SVI.00)

Subcontractor Inquiry (CN.SVI.00) lists all subcontracts for a specific vendor or subcontractor. You can select all subcontracts for display or you can select only those with an open status. You can access this inquiry from the Contract Management screens menu or from Subcontractor Vendor Maintenance (CN.SUV.00). In addition, the user may also view Subcontract Payment History (CN.SPH.00) from this program for listing payments made against a single project/subcontract combination.

![Subcontractor Inquiry (CN.SVI.00), form view](image)

**Figure 29: Subcontractor Inquiry (CN.SVI.00), form view**

**Note:** When viewing the screen in grid mode, you can sort the contents of the grid by clicking on the heading of the column on which you want to sort the records.

Following are the field descriptions for Subcontractor Inquiry (CN.SVI.00).

**Vendor ID**

Vendor ID identifies the subcontractor whose subcontracts will appear and may contain up to 10 characters. The vendor ID is validated in the Subcontractor Vendor table (PJSUBVEN).

**Subcontract Currency**

Defaults to base currency and displays all subcontractors with data in the base currency. Select the currency of the subcontract you want to display. The Change Currency button on the application toolbar will allow you to toggle between the subcontract currency and base currency to view the amounts.

**All/Open**

Select all of the vendor’s subcontracts or only open subcontracts for display. Open subcontracts are defined as not having a status of Canceled or Done/Closed. Changing this option refreshes the information shown in the grid.

**Payments (button)**

Clicking Payments opens Subcontract Payment History (CN.SPH.00) for listing payment requests of the highlighted subcontract/project.
Subcontractor Vendor Maintenance (CN.SUV.00)

Subcontractor Vendor Maintenance (CN.SUV.00) allows you to enter and maintain vendors in the Subcontractor Vendor Master table (PJSUBVEN). Subcontractors are a subset of the Accounts Payable Vendor Master table and represent those vendors who perform work on customer contracts. You cannot delete a subcontractor if there are unposted payment requests.

Following are the field descriptions for Subcontractor Vendor Maintenance (CN.SUV.00).

Vendor ID

Vendor ID is the unique identifier for a subcontractor. It is validated in the Accounts Payable Vendor Master table (VENDOR).

Name

The vendor name automatically loads from the Vendor Master table and you cannot change it.

Status

Status indicates the status of the subcontractor. Options are:

<table>
<thead>
<tr>
<th>Status</th>
<th>Database Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>A</td>
</tr>
<tr>
<td>Inactive</td>
<td>I</td>
</tr>
<tr>
<td>Purge</td>
<td>P</td>
</tr>
</tbody>
</table>

Specialty

Specialty is an optional code for specifying the subcontractor’s specialty. The user-defined values in the drop-down box are obtained from the code file, code type SPEC.

EEO Class

EEO Class is an optional code for specifying the subcontractor’s EEO class. The user-defined values in the drop-down box are obtained from the code file, code type EEOC.

Vendor Classification (Check boxes)

Use these checkboxes to identify attributes of the vendor. These are reference fields stored in the Subcontractor Vendor table (PJSUBVEN) for custom reporting:
Separate Check
Separate Check specifies whether the vendor will receive a separate check for each voucher paid. If selected, vouchers are transferred onto a different check when they are selected for payment. If clear, all vouchers selected for payment in a check run are paid on one check. This field links to the Separate Check indicator in the Accounts Payable Vendor Master table, which is automatically updated by the value entered here in this field.

You would typically select this box when setting up a new subcontractor to ensure that a separate check prints for each project. You can clear the flag temporarily to consolidate retention payments for a vendor onto one check. The user must establish control procedures to avoid mixing projects during this period. Once the retention check prints, select the box again.

Note: It is imperative to select Separate Check in order to issue any joint payee checks. Check Print (03.620.00) in Accounts Payable cannot print the correct joint payee information if it consolidates multiple projects onto a single check because joint payee information is at the project level.

Insurance Information
You can enter information for up to five insurance policies into this optional field.

Policy Type
Policy Type is an optional code to identify the type of insurance policy, such as vehicle, general liability, or workers compensation. The user-defined values in the drop-down list are obtained from the code file, code type POLT.

Policy Number
You can enter up to 20 characters into this freeform text field.

Carrier
You can enter up to 20 characters of the insurance carrier’s name into this optional field.

Amount
You can enter the amount of the insurance policy into this optional field.

Effec Date
Effec Date stores the effective date of the insurance policy.

Expir Date
Expir Date is the expiration date of the insurance policy used in Insurance Expiration Payment Control.
Insurance Expiration Payment Control

Insurance Expiration Payment Control indicates what will happen for payments to a subcontractor if one or more insurance policies have expired. Options are:

<table>
<thead>
<tr>
<th>Selection</th>
<th>Database Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warn</td>
<td>W</td>
</tr>
<tr>
<td>Block</td>
<td>B</td>
</tr>
<tr>
<td>None</td>
<td>N</td>
</tr>
</tbody>
</table>

This value determines what will happen when Automatic Payment Analysis (CN.APA.00) runs.

**Contract Addr (button)**

Clicking **Contract Addr** opens Project Controller’s Address Maintenance (PA.ADR.00) for entering and maintaining addresses. The address key code used for Subcontractor Vendor addresses is SV.

**Additional Info (button)**

Clicking **Additional Info** opens Additional Information (CN.SUV.01) for maintaining the subcontractor identification (ID) fields. There are 20 user-defined identification (ID) fields in the Subcontract Master (PJSUBVEN) table. The attributes for these fields are defined for ID type SV using Project Controller’s ID Maintenance (PA.IDM.00). For more information about field lengths and reserved status, see the Schema Help or user’s guide.

**Subcontracts (button)**

Clicking **Subcontracts** opens Subcontractor Inquiry (CN.SVI.00), which displays all subcontracts for the current subcontractor.

**Additional Information (CN.SUV.01)**

Use **Additional Information** (CN.SUV.01) to maintain the flexibly defined ID fields in the Subcontractor Vendor Master table (PJSUBVEN). Set up the attributes for the user-defined values for ID type SV in Project Controller’s ID Maintenance (PA.IDM.00). For more information about field lengths and reserved status, see the Schema Help or user’s guide.

![Figure 31: Additional Information (CN.SUV.01)]
Submittal/Transmittal Entry (CN.STE.00)

Submittal/Transmittal Entry (CN.STE.00) allows maintaining and tracking submittals, transmittals, and other paperwork or milestone events. It serves as an electronic tickler file for reminding users and managers of due dates, as well as tracking critical events in order to meet contract requirements. You can create submittal entries for a specific subcontract of a specific project, or for a client project using a zero subcontract (a subcontract of all zeroes). Automatic Payment Analysis (CN.APA.00) uses the submittal file during processing to determine whether to hold payments or remove payment holds. In addition, this screen can send submittal alert messages to the appropriate person when a submittal is overdue or received. (You must have Communicator in order to use the alert capabilities.)

Initially, all submittal records for a project’s subcontract appear in the grid. The display can be filtered using options in the Grid Selection box, which can be of great benefit when there are many submittal records for a project-subcontract and only a subset of these are of immediate interest.

The use of selection criteria serves as a mechanism to limit the number of records displayed. It DOES NOT read from the database. It only deletes records from the grid. Therefore, you cannot change a selection criterion after you have selected one. To enter a new selection criterion, first click Redisplay All.

This screen also allows the replication of a submittal record with periodic due dates.

Following are the field descriptions for Submittal/Transmittal Entry (CN.STE.00).

**Project**

Enter the project ID of the subcontract for which you are creating or maintaining the submittal. The project ID is validated in the Project Master table (PJPROJ).

**Project Company**

The company associated with the Project, this defaults from the company entered on the Project tab in Project Maintenance (PA.PRJ.00). The company ID appears with the company name to the right.
**Subcontract ID**
Input the subcontract ID for which the submittal is due. This required entry is associated with the project ID and validated in the Subcontract Header (PJSUBCON) table.

**Open Only (Check box)**
If you select Open Only, only submittal records with an Open status display.

**Submittal (Selection)**
Only records with a submittal ID that matches this value appear in the grid. An entire submittal ID, or any prefix of a submittal ID, can be input. The field is not validated.

**Chg Order (Selection)**
Only records with a change order number that matches this value appear in the grid. An entire change order number, or any prefix of a change order number, may be input. The field is not validated.

**Redisplay All (button)**
Clicking Redisplay All refreshes the screen with all submittal records for the current project-subcontract.

**Submittal**
Input a unique user-assigned identifier for a submittal record. During initial implementation, you define the attributes and validation rules for this field in Project Controller’s Flexible Key Maintenance (PA.FKM.00).

**Note:** Clicking opens Project Controller’s Flexible Key Entry (PA.FEN.00) for viewing the submittals individual segment descriptions. If a segment is validated in the code file, possible segment values may be viewed and selected by pressing F3 at the field of the appropriate segment.

**Description**
Input an optional freeform description of the submittal, transmittal, or event.

**Change Order**
Change Order associates a change order number with the submittal/transmittal. If entered, the validation performed depends on the value of Subcontract ID. A subcontract of all zeroes indicates a transmittal against the prime contract, and the change order must exist in the Project Change Order (PJCOPROJ) table. If the subcontract contains a non-zero value, the change order is validated against the Subcontract Change Order Header (PJCOSUBH) table. Possible values (F3) capability also changes depending on the value in Subcontract ID.

**Create Date**
Enter the date that you create the submittal or transmittal. The default is the current system date, which can be overwritten.

**Type**
Select a user-defined code to identify the type of submittal. This optional selection serves only for reference in user-defined reporting. The values in the drop-down come from the code file (code type SUBM).

**Due Date**
Input the date that the submittal or transmittal is due.
Due From
Due From identifies the party from whom the submittal is due. This is an optional entry, which is not validated.

Pay Control
Pay Control indicates whether the submittal affects payments to the subcontractor/vendor. It also determines whether the submittal will generate an alert message if it becomes overdue. Automatic Payment Analysis (CN.APA.00) uses this selection as a criterion when analyzing the hold status of an Accounts Payable voucher generated for a subcontractor by Subcontract Payment Review & Approval (CN.PRA.00). Options are:
- Block (B) – Block all payments.
- Warn (W) – Send a Communicator warning message but do not block any payments.
- None (N) – No action will be taken contingent upon the current submittal.

Responsible Individual
Input the employee ID of the individual managing the submittal internally. If entered, this employee becomes the recipient of any submittal alerts. If this field is blank, the project manager assigned to the project in Project Maintenance (PA.PRJ.00) receives the alerts.

Alert Type
Alert Type determines how submittal is treated by Communicator’s Alert Manager (CO.ALM.00) analysis process treats the submittal. It indicates what condition causes the submittal to generate an alert. The possible values appear below:
- Due Date (D) – The submittal generates an alert when the due date is reached and the submittal has not been received (Date Received is blank).
- Received (R) – The submittal generates an alert notifying the employee when the submittal has been initially received (Date Received is not blank) and the Last Alert Date is blank. (This type applies only to alert processing.)
- None (N) – The submittal does not generate alert messages.
The default setting is D (Due Date).

Last Alert Date
Last Alert Date displays the last date that the submittal or transmittal generated an alert message in Communicator's Alert Manager (CO.ALM.00). This date is normally maintained automatically by the system.

Date Received
Enter the date that you received the submittal.

Received From
Received From identifies the party who sent or delivered the submittal. This is an optional entry and is not validated.

Response
Input an optional freeform comment regarding the response to the submittal or transmittal.

Status
Status indicates the status of the submittal. The two possible status codes are:
• Open (O) – The submittal is pending or its conditions have not yet been met. Communicator’s Alert Manager (CO.ALM.00) and Contract Management’s Automatic Payment Analysis (CN.APA.00) processes continue to evaluate it until this status changes.

• Completed (C) – The submittal is no longer open and will not be evaluated further.

ID Fields
There are 20 user-defined identification (ID) fields in the Submittal table (PJSUBMIT). Fields 1 through 10 are available for use in this screen. Define the attributes for these fields using ID type SM in Project Controller’s ID Maintenance (PA.IDM.00). For more information about field lengths and reserved status, see the Schema Help or user’s guide.

Duplicate - Create Periodic (button)
Clicking Duplicate - Create Periodic opens Duplicate or Create Periodic Submittals (CN.STE.01) for duplicating submittal/transmittal records from the current row in the grid.

Process Submittal Alert (button)
Clicking Process Submittal Alerts opens Process Submittal Alerts (CN.STE.02) for analyzing submittals and generating alert messages to the appropriate employee(s).

Note: This process only occurs when Communicator is registered.

Duplicate or Create Periodic Submittals (CN.STE.01)
Use Duplicate or Create Periodic Submittals (CN.STE.01) to create or duplicate periodic submittals.

Figure 33: Duplicate or Create Periodic Submittals (CN.STE.01)

Note:
• The submittal ID used on the duplicate records is based on Starting Number. The last numeric segment of the submittal ID is incremented by one for each duplicate record created. The default for the starting number is the current grid record incremented by one.

• If there are no numeric segments in the submittal ID as defined in the Mask field in Project Controller’s Flexible Key Maintenance (PA.FKM.00), you must enter a unique starting number in this screen. You can only create only one duplicate record.

Following are the field descriptions for Duplicate or Create Periodic Submittals (CN.STE.01).

Periodic Type
Periodic Type determines how the due date is set for the duplicated records:
• None (N) – Due date on the duplicated records is unchanged.
• Weekly (W) – The due date increments by week.
• Monthly (M) – The due date increments by month.

Number of records
Enter the number of records to create (that is, how far into the future the submittals are required).
Starting Number
Enter the starting submittal ID for the first record created. It defaults to the submittal ID selected from the grid line with the last numeric segment incremented by one.

Duplicate (button)
Clicking Duplicate initiates the duplication process and creates the requested number of new records. The process creates the records in the main grid but does not update the database until you click the Save button.

Process Submittal Alerts (CN.STE.02)
Use Process Submittal Alerts (CN.STE.02) to process submittal alerts. Note that when Communicator sends an alert, the message type is SUBMIT and the message key consists of the project, subcontract, and submittal ID. If an entry already exists for that combination in the PJCOMMUN table, Employee, Message Title, Text, and Last Update are updated.

Figure 34: Process Submittal Alerts (CN.STE.02)
Following are the field descriptions for Process Submittal Alerts (CN.STE.02).

Process Current Grid / Process ALL Records (option buttons)
This selection determines which submittal records will be examined for alert conditions. Process Current Grid refers to those records currently displayed in the grid of the main screen. Process ALL Records signifies that the program will analyze all submittal records in the database, regardless of the data displayed in the main screen.

Note: If you select the Process ALL Records option, you must first save any new submittal you are entering before initiating the alert process.

Compare Due Date to
Compare Due Date to is compared to the due date for the Due Date Alert Type. If a due date occurs on or before than this date, it triggers an alert condition.

Begin Processing (button)
Clicking Begin Processing starts the alert process. It analyzes each selected submittal record with a status of Open and an alert type of Due Date or Received. When the program detects an alert condition, it writes a Communicator message to the Responsible Individual for the submittal record or, if that is blank, to the project manager assigned to the project in Project Maintenance (PA PRJ.00).
Reports

Following are the reports for Contract Management.

**Project AP Aging Report (CN.010.00)**

The *Project AP Aging Report* (CN.010.00) present subcontractor data, including retained amounts, in the format of an aged payables report (retention amounts are not aged).

The *Subcontract AP Aging* report shows the detail by contract ID, subcontractor vendor, project ID, subcontract ID, and invoice number.

---

**Figure 35: Subcontract AP Aging Report (CN.010.00)**
The Subcontract AP Aging Recap report summarizes the same data at the subcontract level with the invoice detail suppressed.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Project Description</th>
<th>Subcontract ID</th>
<th>Description</th>
<th>Total</th>
<th>Current</th>
<th>30-60</th>
<th>61-90</th>
<th>90+</th>
<th>Retention Earn</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP121</td>
<td>Rettay, Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C014-0003</td>
<td>Rev Order Reimbursement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ASU90</td>
<td></td>
<td>Permit Reimbursement</td>
<td>3,433.00</td>
<td>3,433.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>301.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C014-0000</td>
<td>Rev Order Reimbursement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Major Bridge Reimbursement</td>
<td>3,433.00</td>
<td>3,433.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>301.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C014-0000</td>
<td>Rev Order Reimbursement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Major Bridge Reimbursement</td>
<td>3,433.00</td>
<td>3,433.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>301.50</td>
</tr>
<tr>
<td>VP124</td>
<td>J.C. Lewis Co.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C014-0000</td>
<td>Rev Order Reimbursement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ASU92</td>
<td></td>
<td>Rev Order Reimbursement</td>
<td>871.75</td>
<td>871.75</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>871.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C014-0000</td>
<td>Rev Order Reimbursement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Major Bridge Reimbursement</td>
<td>871.75</td>
<td>871.75</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>871.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C014-0000</td>
<td>Rev Order Reimbursement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Major Bridge Reimbursement</td>
<td>871.75</td>
<td>871.75</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>871.75</td>
</tr>
</tbody>
</table>

**Figure 36: Subcontract AP Aging Recap Rpt (CN.010.00)**

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager help or online manual.
Project Change Order Print (CN.030.00)

Use the Project Change Order Print (CN.030.00) report to print a hard copy of a project change order. Significant data entered in Project Change Orders (CN.COP.00) appears on the report, such as the change order amount, schedule impact, and scope. There is a Standard and Project Currency format available. The Standard format will print amounts in the base currency. The Project Currency format will print amounts in the project currency.

![Project Change Order Print](image)

**Figure 37: Change Order Print (CN.030.00)**

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager help or online manual.
Index

A
Automatic Payment Analysis 17, 18

C
Change Order Print 81
change orders
   project 1
   subcontract 2, 9
Change orders 7
   internal 8
   owner 8
   project 8
Check Preview 12
Check Print 12
Check processing 12
Commitments 9
Communicator
   integration with 14
Construction Billing
   integration with 8
Contract Maintenance 19
Contract Management
   reports 4
   screen functions 1, 3
Contract Management overview 1
Contract value 7
contracts 1
Contracts 7

D
disbursements 2, 9, 11
Draw 11

F
Functions 1

H
How to use the user guide 5

I
Integration with Communicator 14
Integration with Construction Billing 8
Integration with subcontract payments 15
Internal change orders 8

J
Joint Payee Maintenance 24

L
Lien Waiver Print 26
Lien waivers 12
Liens 11

O
Overview
   Contract Management 1
   user guide 5
Owner change orders 8

P
Pay requests 12
Project Change Order Inquiry 27
project change orders 1, 8
Project Change Orders 29

R
Reports 4
Retention handling 11
Retention vouchers 13

S
Screens 1
Subcontract AP Aging and Recap 79
Subcontract Change Order Inquiry 36
subcontract change orders 2, 9
Subcontract Change Orders 38
Subcontract Maintenance 45
Subcontract Payment History 58
Subcontract Payment Request Entry 59
Subcontract Payment Review & Approval 63
Subcontract payments
   integration with 15
Subcontract Print 68
Subcontractor Inquiry 70
Subcontractor Vendor Maintenance 71
subcontractors 9
Subcontractors 11
subcontracts 2
Subcontracts 9
   automatic payment analysis 13
   check preview 12
   check printing 12
   check processing 12
commitments 9
disbursement control 13
lien waivers 12
open items 9
pay requests 12
payment requests 11
retention vouchers 13
Submittal/Transmittal Entry 74
submittals 2
Submittals 14

T
Transmittals 14

U
User guide overview 5

V
vendors 9
Vendors
   subcontractors 11
Vouchers, retention 13