cepheo

Cepheo Payment Certificate for Construction

User guide

October 2023

Version 1.1

Table of Contents

Copyright Notice

1 VERSION HISTORY

Date	Version	Author	Reviewers	Changes
01-04-2023	1.0	AVOLL		First Cepheo version
17-10-2023	1.1	Geir Efteland		New for 'Default financial dimensons from contractor'

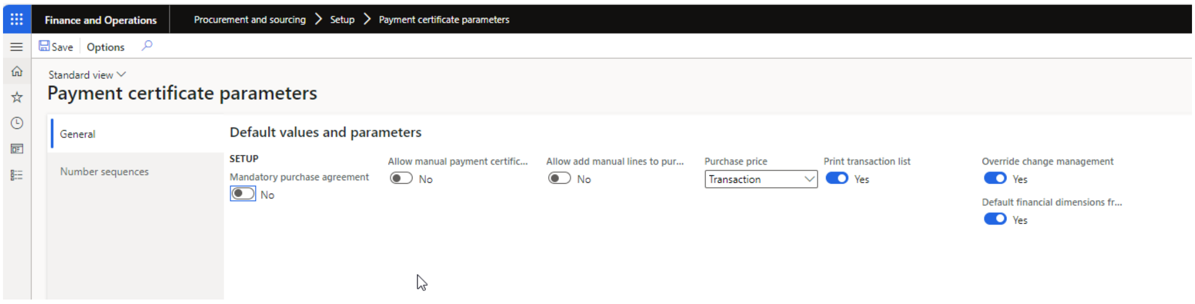
2 SETUP

2.1 Payment certificate parameters

Procurement and sourcing > Setup > Payment certificate parameters

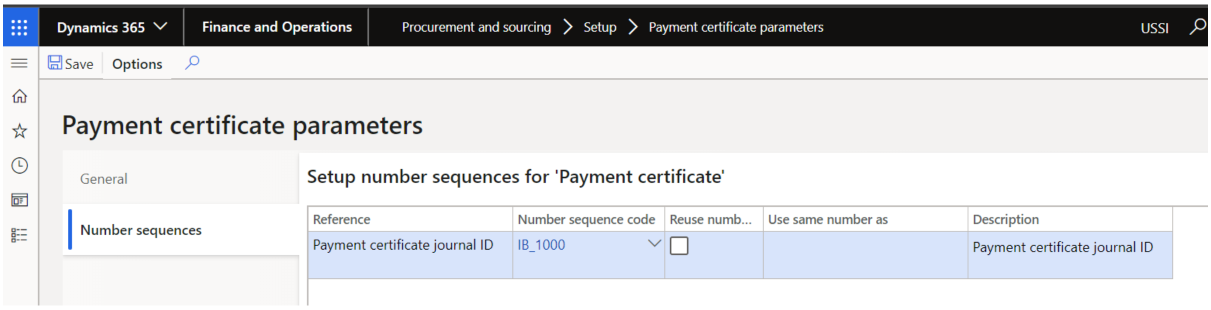
Tab **General**

- **Mandatory purchase agreement:** Select to only allow creation of payment certificate purchase orders with purchase agreement.
- **Allow manual payment certificate purchase orders:** Select to allow for manual creation of payment certificate purchase orders, or else payment certificate purchase order can only be created with payment certificate journals.
- **Allow add manual lines to purchase orders created from journal:** Select to allow for adding manual lines to a payment certificate purchase order created from a payment certificate journal.
- **Purchase price:** Select which price to use on new payment certificate purchase lines created with payment certificate journal.
    - **Transaction**: Payment certificate purchase order lines in company currency will use cost price from project hour transaction, and purchase order in other currency will use standard price search for the payment certificate item.
    - **Item**: Payment certificate purchase order lines will use standard price search for the payment certificate item for all currencies.
- **Print transaction list:** Print transaction list with the payment certificate confirmation report.
- **Override change management:** Select this to override change management on new payment certificate purchase orders. 'Allow override of settings per purchase order' must be enabled on the Vendor account for this to be effective
- **Default financial dimensions from contractor:** Enable to insert financial dimensions from the contractor on payment certificate purchase order lines. If a financial dimension is registered on the contractor, then this will be inserted on the purchase order line and overwrite any financial dimensions defaulted by standard



Tab **Number sequences**

Number sequence for **Payment certificate journal ID**. Will be set to **Automatic** if created with number sequence wizard



2.2 Vendor setup

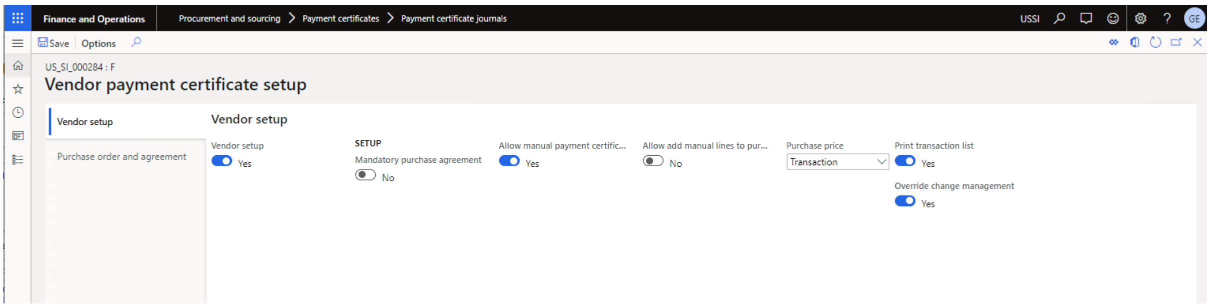
Accounts payable > Vendors > All Vendors

Buttons > **Procurement > Setup > Payment certificate**

Tab **Vendor setup**

- **Vendor setup**: Select to use a specific setup for selected vendor account. If Vendor setup is set to No, then Payment certificate parameters will be used and the other parameters on this tab will be no edit and show the values from the Payment certificate parameters. If Vendor setup is set o Yes, then the parameters on this tab will be used for the selected vendor account.

The other parameters on this tab is the same as on Payment certificate parameters, see chapter above for descriptions.



Tab **Purchase order and agreement**

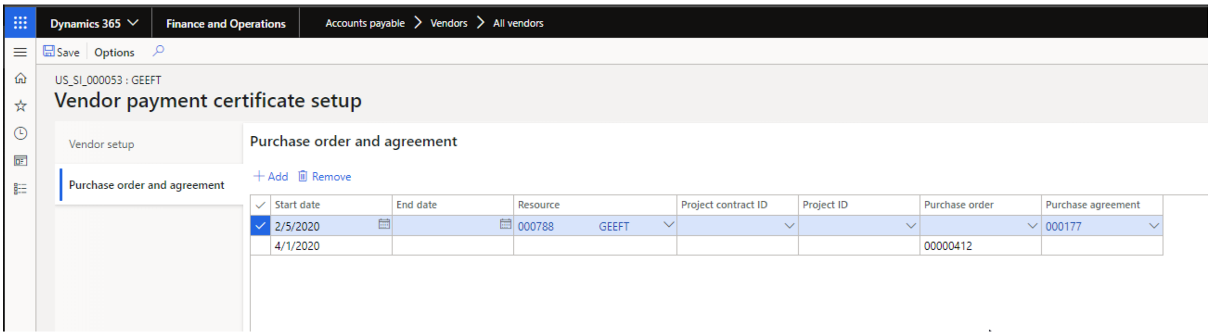
Setup for Purchase order or Purchase agreement in new Payment certificate journals. If nothing is setup on this tab, then Purchase order and Purchase agreement will be empty on Payment certificate journal lines and must be selected before posting of journal. If setup is done on this tab for selected vendor account, then Purchase order or Purchase agreement will be automatically filled in on the Payment certificate journal lines which correspond to the setup.

- **Start date**: Select start date, mandatory
- **End date**: Select end date for setup line, optional
- **Resource:** Select resource, optional, only dropdown to contractors for selected vendor account
- **Project contract ID:** Select project contract ID, optional

- **Project:** Select project, optional, Project contract ID will be filled in with selection of Project
- **Purchase order**: Select purchase order, only dropdown to purchase orders with selected vendor account and Payment certificate journal = Yes. Purchase order or Purchase agreement is mandatory, only one can be selected on a line.
- **Purchase agreeement**: Select purchase agreement, only dropdown to active purchase agreements with selected vendor account and Purchase agreement classification Payment certificate = Yes. Purchase order or Purchase agreement is mandatory, only one can be selected on a line. If **Mandatory purchase agreement** is set to Yes on Payment certificate parameters or Vendor setup, then Purchase agreement is mandatory on a setup line and Purchase order cannot be selected.

Example screenshot below with two setup lines, which will result in following:

- All project hour transactions from 2/5/2020 with resource 000788 will get purchase agreement 000177 on new payment certificate journal lines.
- All project hour transactions from 4/1/2020 with all resources of type Contractor with current vendor account (except for 000788 from 2/5/2020) will get Purchase order 00000412 on new payment certificate journal lines.
- All project hour transactions before 4/1/2020 with all resources of type Contractor with current vendor account will get empty on Purchase order or Purchase agreement on new payment certificate journal lines.

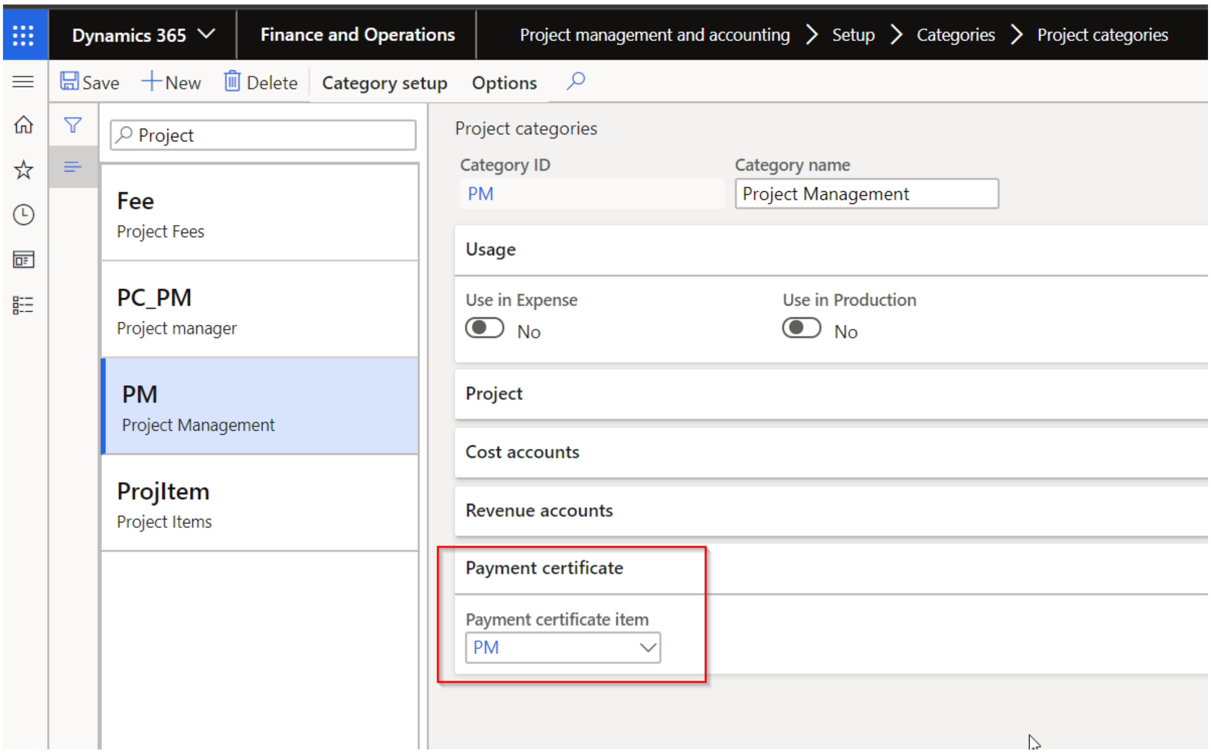


2.3 Project categories

Project management and accounting > Setup > Categories > Project categories

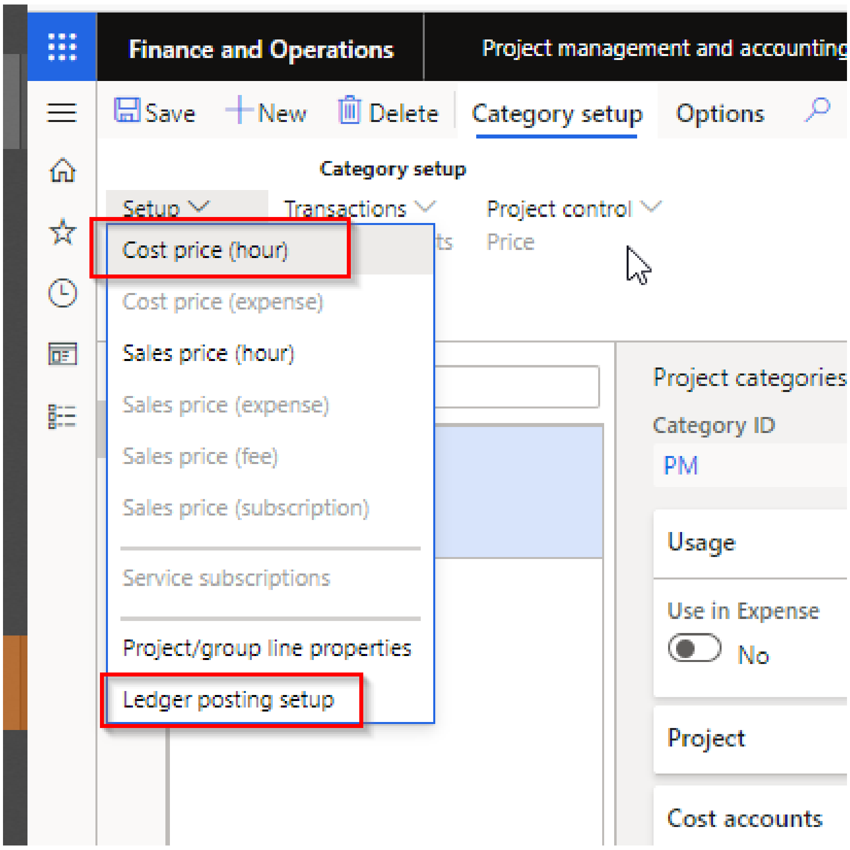
Tab **Payment certificate**

- **Payment certificate item:** Select item to use on new purchase order lines created when posting Payment certificate journals. Only edit on Transaction type: Hour. Must be setup on all categories used by contractors.
    - **Note:** Remember to setup correct ledger posting setup for the payment certificate item for the inventory/project module, this to align with the ledger posting for the project category.



The categories must also be setup with correct cost prices according to agreement with subcontrators and the correct legder posting setup to align with the project category ledger posting setup.

The cost prices are setup on **Category setup > Setup > Cost price (hour)** and the posting setup on **Category setup > Setup > Ledger posting setup**

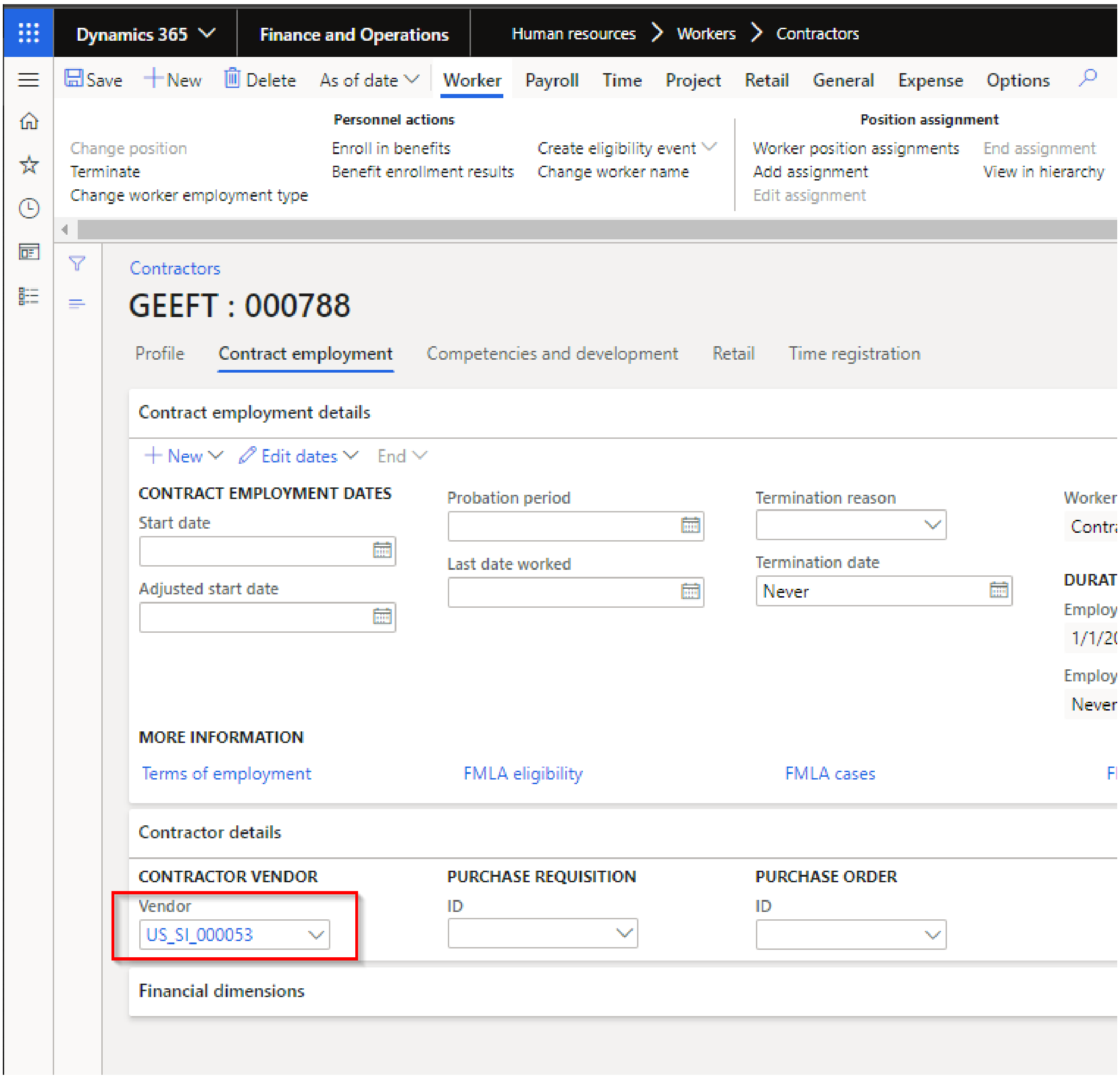

Finance and Operations
Project management and accounting
Save
New
Delete
Category setup
Options
Category setup
Setup
Transactions
Project control
Price
Cost price (hour)
Cost price (expense)
Sales price (hour)
Sales price (expense)
Sales price (fee)
Sales price (subscription)
Service subscriptions
Project/group line properties
Ledger posting setup
Project categories
Category ID
PM
Usage
Use in Expense
No
Project
Cost accounts

2.4 Contractors

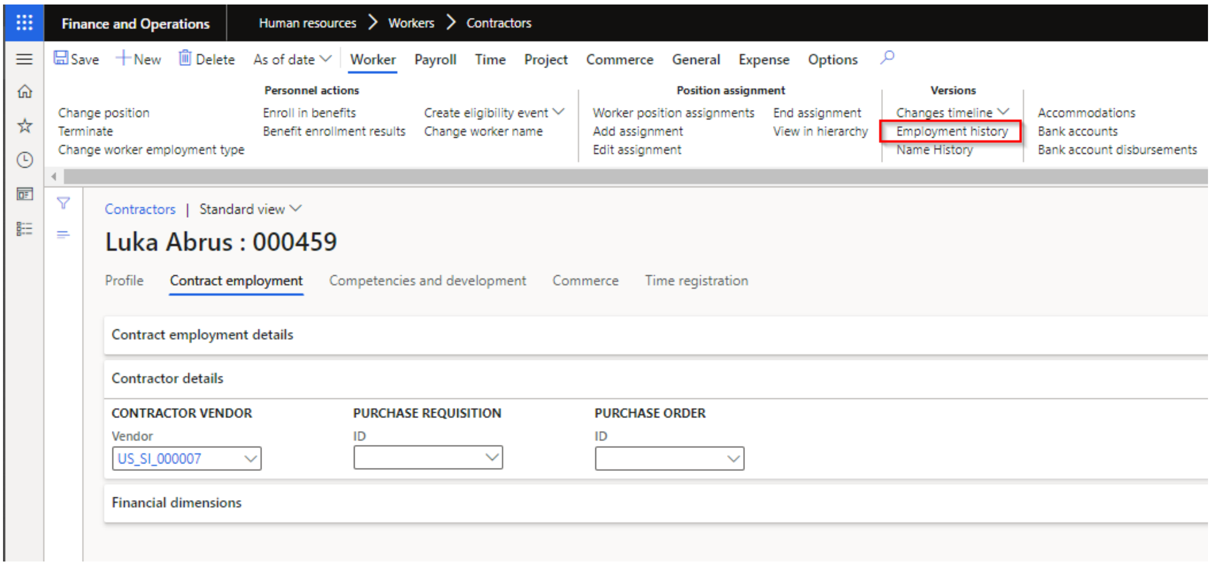
Human resources > Workers > Contractors

Tab **Contract employment** > **CONTRACTOR VENDOR**

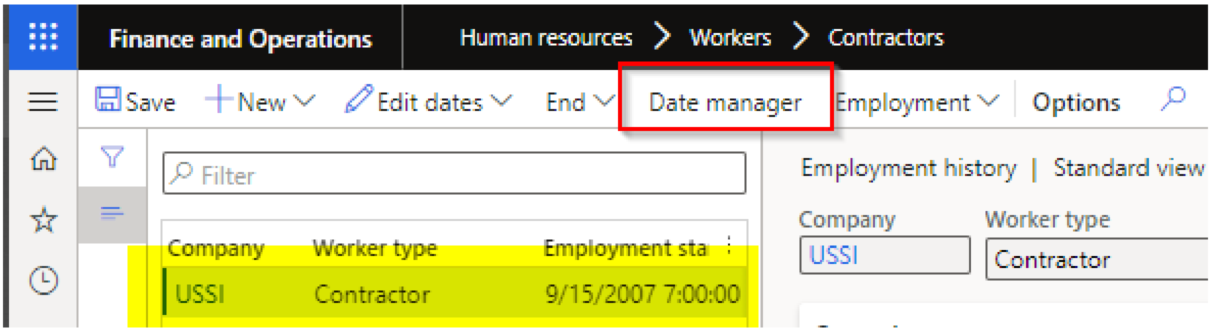
- **Vendor**: Select vendor account for selected contractor.



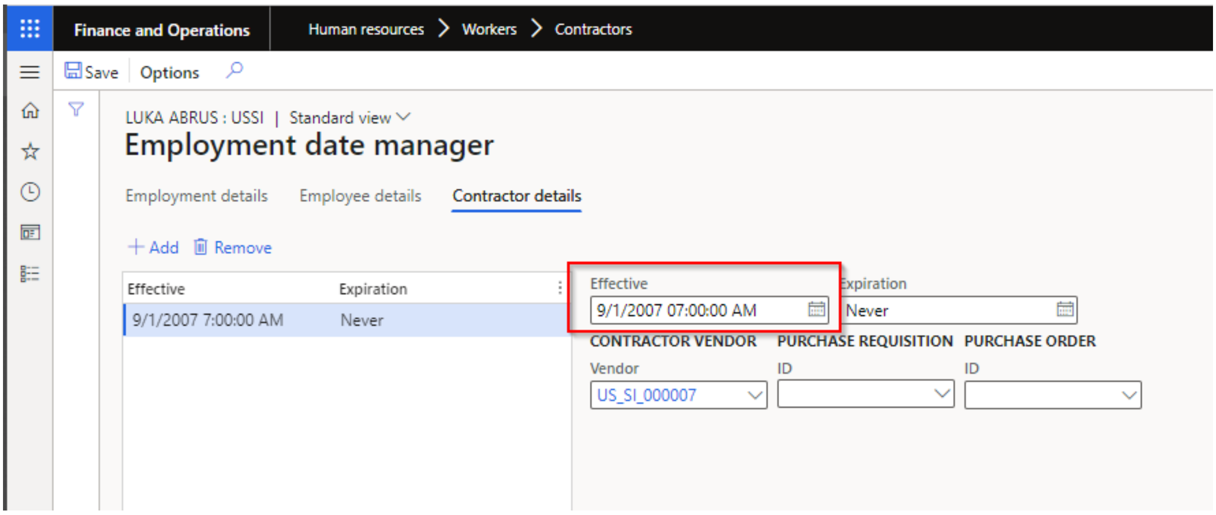
When you select the vendor on the **Contractor Vendor**, then this is saved with todays date/time in Employment history and will be used when creating payment certificate journals with this date versus project date on hour transactions. Meaning if you select the vendor after a project date contractor has posted hours, then you must edit the dates in **Employment history**:



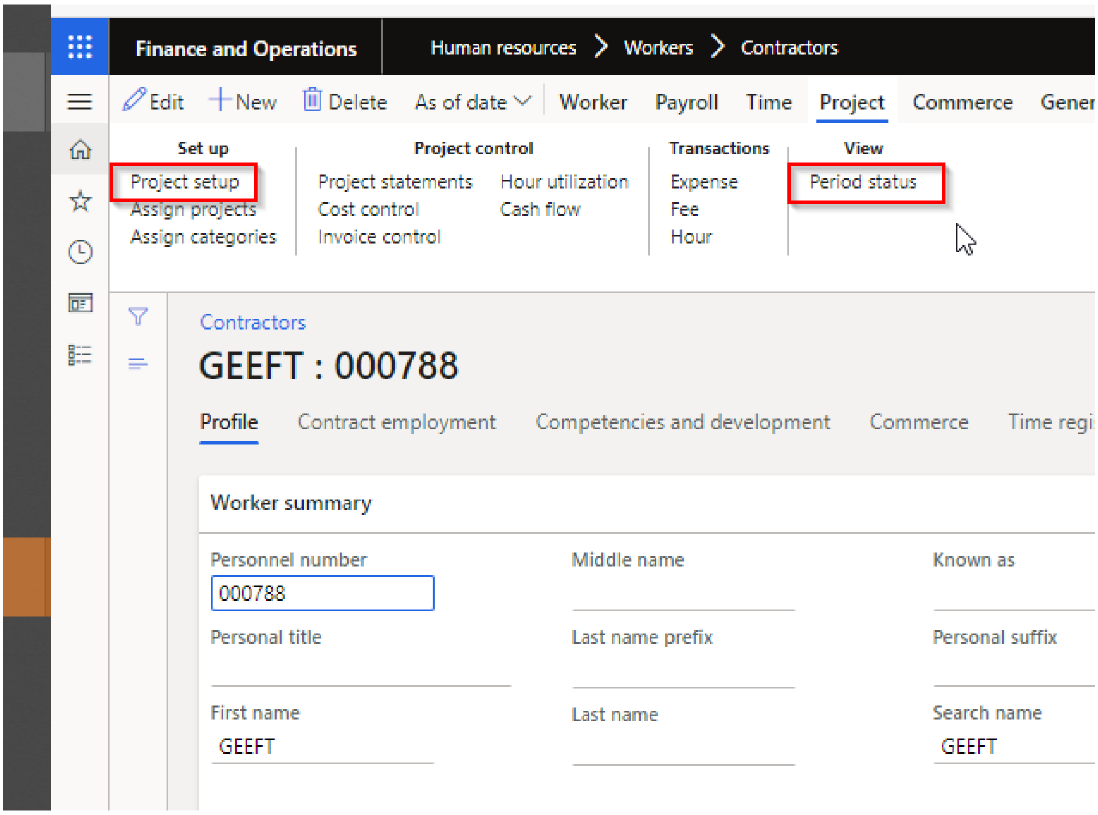
Select the current record in left pane and click on **Date manager**



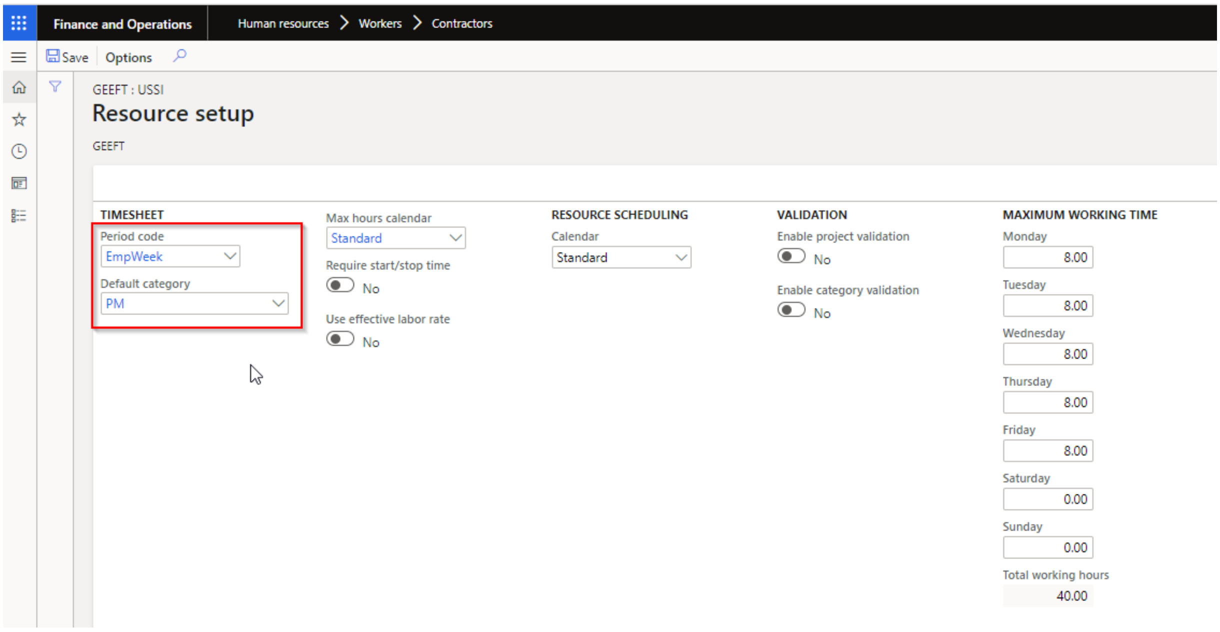
Edit the **Effective** date to be correct according to start of the contractor's contract.



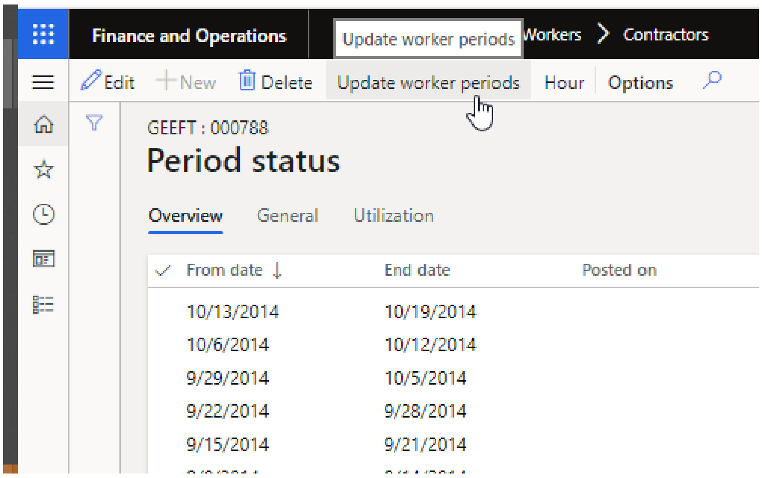
For a contractor to post hours to project, the contractor must be setup as a project resource. This is done by doing the project setup on **Project > Setup > Project setup**. If the contractor also is going to use project timesheet to post hours, the resource must have timesheet periods. The periods are setup on **Project > View > Period status**.



Period code must be filled in on project setup. If the contractor is using one category in the posting of hours, then you can also setup the contractor with a default category in field **Default category**.



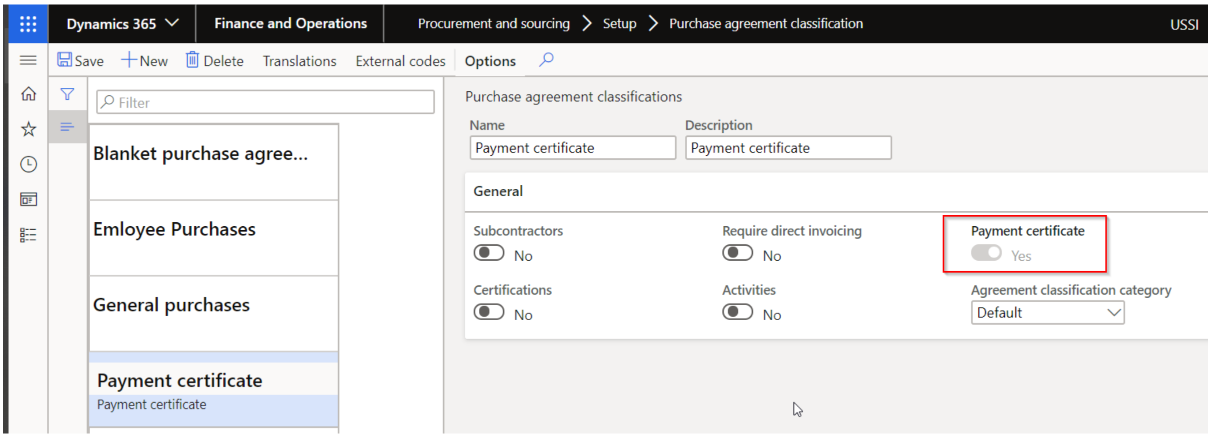
In **Period status** you must create worker periods with button **Update worker periods**.



2.5 Purchase agreement classification

Procurement and sourcing > Setup > Purchase agreement

- **Payment certificate**: Select to use this purchase agreement with Payment certificate journals. Cannot be edited if the Purchase agreement classification is used on a Purchase agreement.



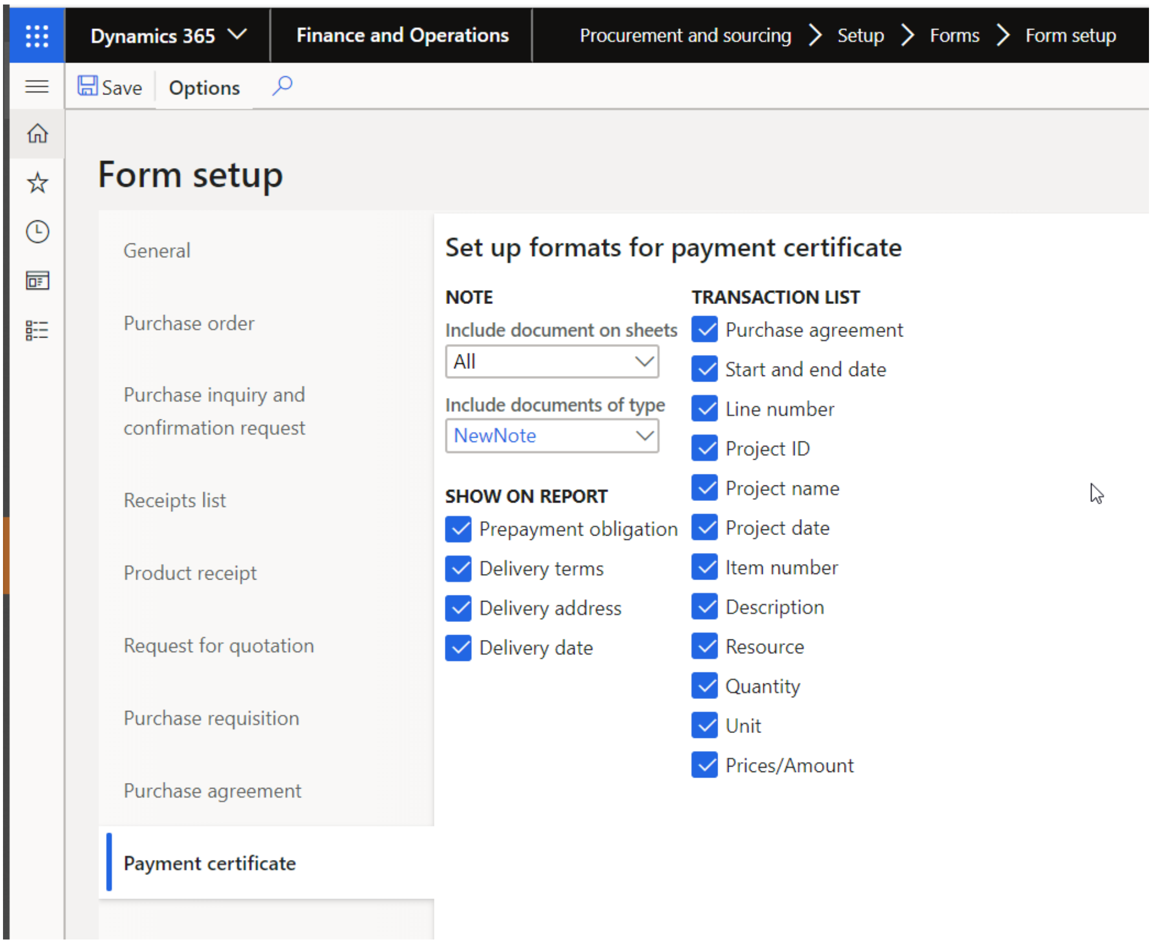
2.6 Form setup

Procurement and sourcing > Setup > Forms > Form setup

Tab **Payment certificate**

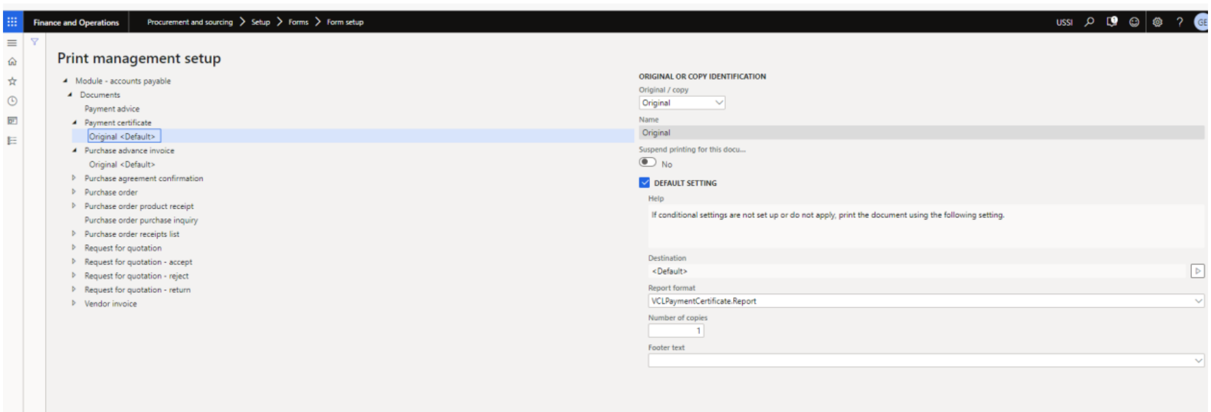
This is the setup for the Payment certificate SSRS report

- **NOTE:** Select options to include notes, same as on standard Purchase order report
- **SHOW IN SHEET**: Select options for showing inventory dimensions, same as on standard Purchase order report
- **SHOW ON REPORT**: Select to show fields on report. This is information same as on standard Purchase order report, which is hidden by default, but can be shown selecting these parameters.
- **TRANSACTION LIST**: Select data to show on the Transaction list part of the report. Transaction list will be printed if this is selected on payment certificate parameters or vendor specific setup.



2.7 Print management

The payment certificate report is setup in Print management in module Account payable on report **Payment certificate**

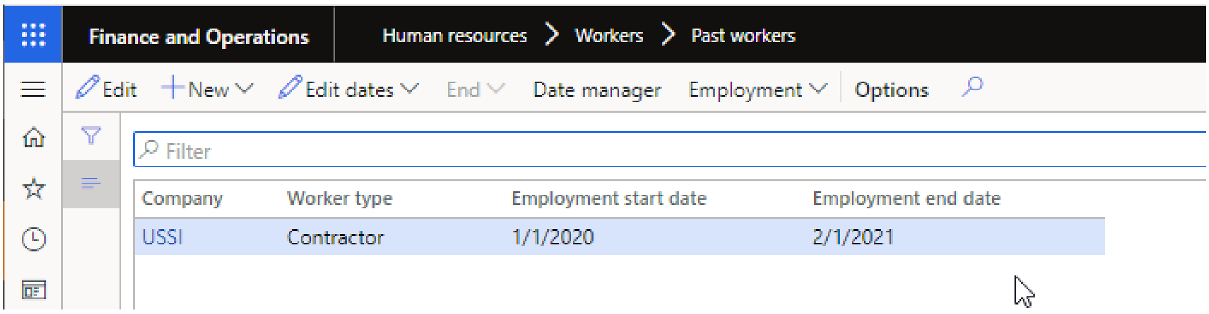


3 CHANGES TO CONTRACTOR OR WORKER EMPLOYMENT TYPE

3.1 Terminate contractor

When you terminate a contractor, it is updated in standard form **Employment history** with **Employment end date.**

When you create payment certificate journals, **Employment history** with **Worker type: Contractor** is used to determine which hours to include based on **Project date** on the hour transactions



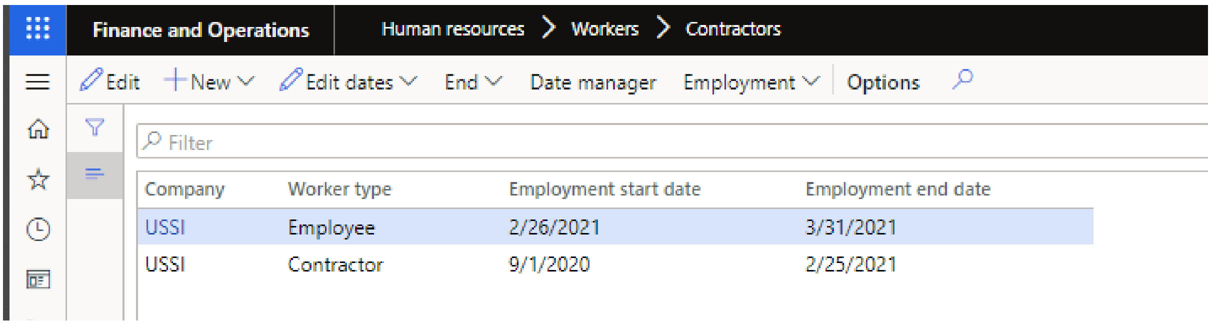
For example, if there are hour transactions missing in creation of payment certificate journals for a selected vendor, then it could be that the hours are posted after the **Employment end date.**

You can eventually use button **Edit dates** in **Employment history** to change dates to get the missing hours transactions included in a payment certificate journal.

3.2 Change worker employment type

When you change worker employment type, from contractor to worker or vice versa, then this is updated in standard form **Employment history** with start and end dates for the different types.

When you create payment certificate journals, **Employment history** with **Worker type: Contractor** is used to determine which hours to include based on **Project date** on the hour transactions.



For example, if there are hour transactions missing in creation of payment certificate journals for a selected vendor, then it could be that the hours are posted outside a Contractors employment dates or posted as an Employee.

You can eventually use button **Edit dates** in **Employment history** to change dates to get the missing hours transactions included in a payment certificate journal.

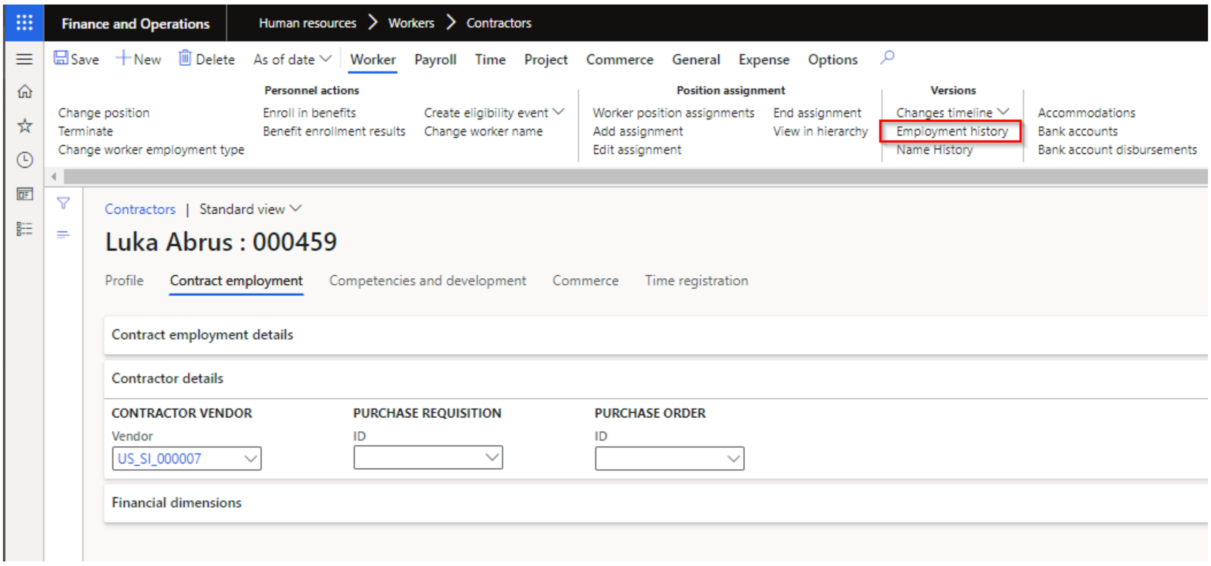
3.3 Change vendor on contractor

When you change vendor on a contractor, this is updated in **Employment history.**

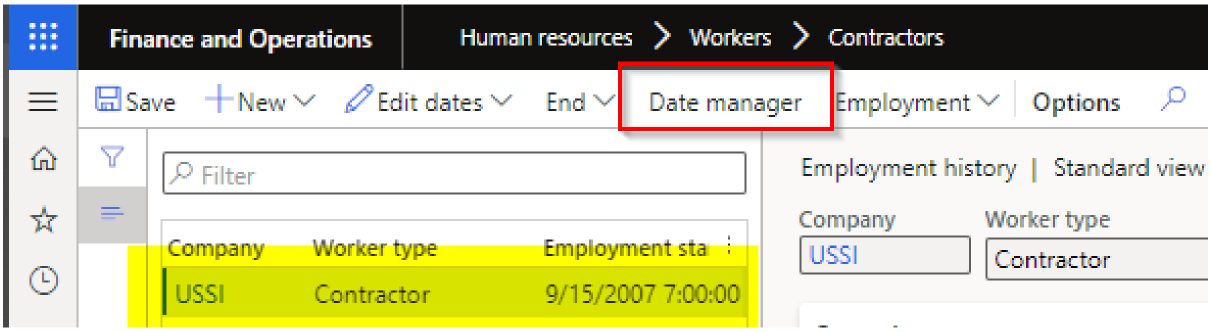
When you create payment certificate journals, this is used to determine which hours to include for a selected vendor account based on **Project date** on the hour transactions.

For example, if there are hour transactions missing in creation of payment certificate journals for a selected vendor, then it could be that the hours are posted with another vendor account.

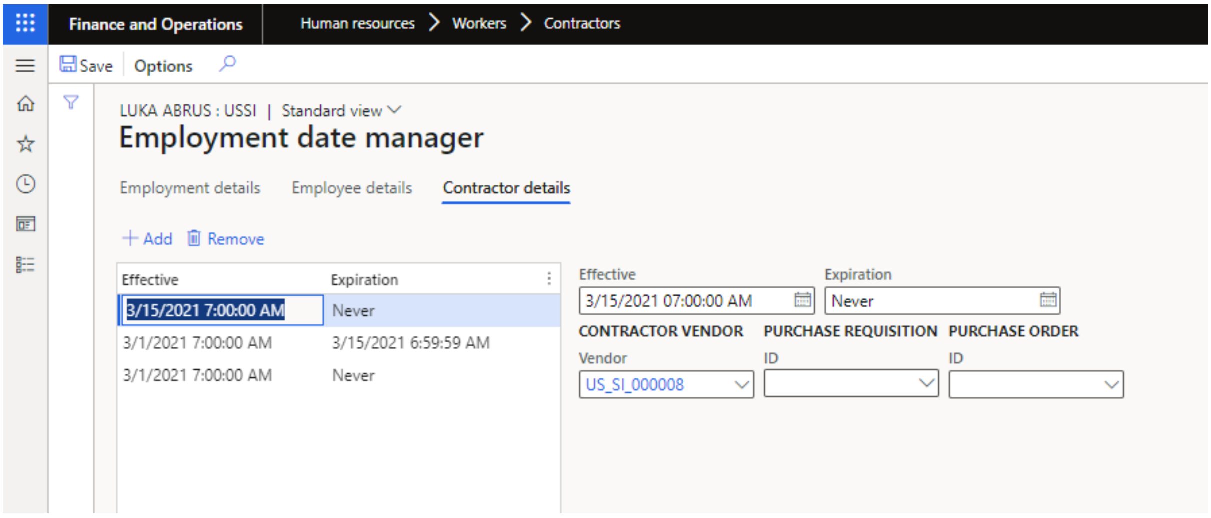
Check and edit in **Employment history**:



Select the record you want to change in left pane and click on **Date manager**

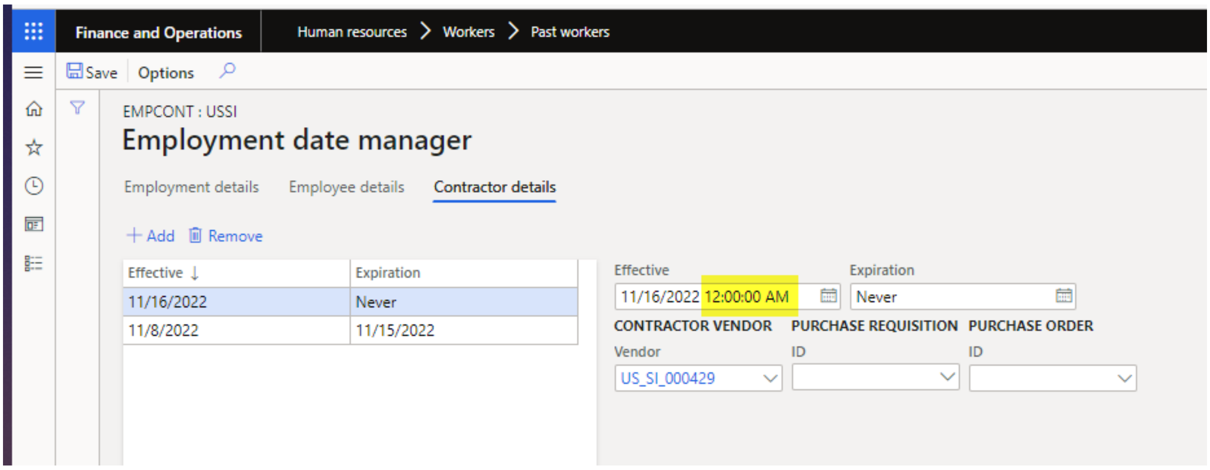


Here you can edit the **Effective** and **Expiration** dates and add new changes



3.4 Effective time and start/stop in time registrations

If start/stop times are not used in time registration, then a new hour transaction is posted with "12:00:00 AM" as start/stop time. This means that the effective time must be "12:00:00 AM" or else the hour transactions from the first day will not be included in the payment certificate journal.



Note: If you change the Vendor account directly on the contractor form, then the effective time will be set from current time and must be changed to "12:00:00 AM" after in the date manager.

Note: Above example is based on 12-hour clock, it would be "00:00:00" if use for regional settings with 24-hour clock.

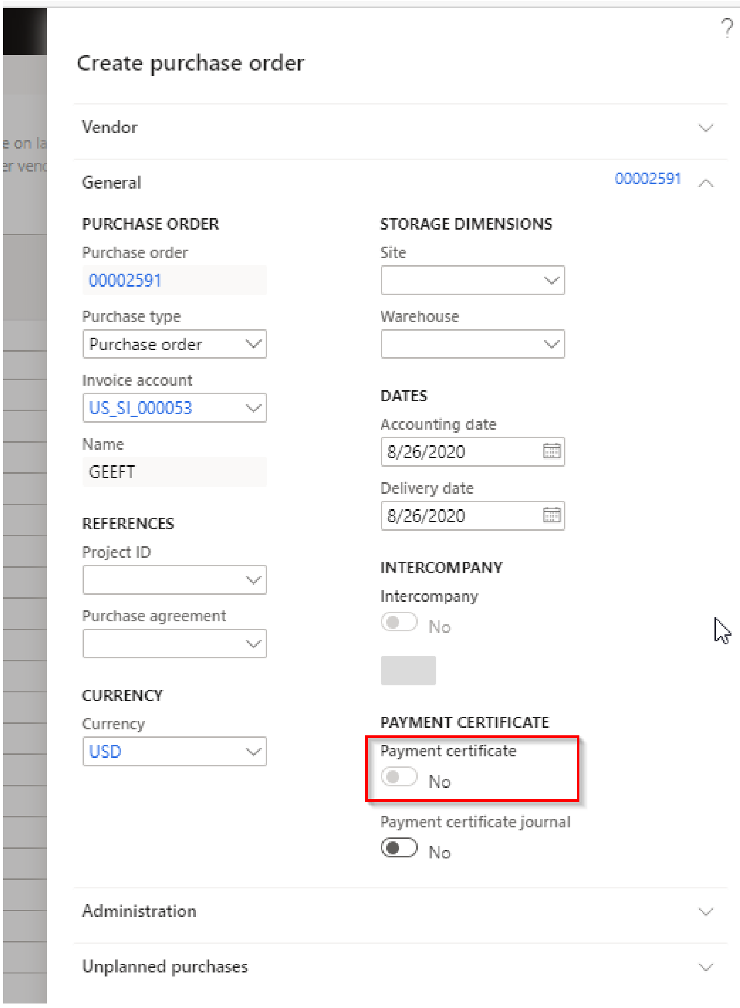
4 NEW PURCHASE ORDER AND PURCHASE AGREEMENT

4.1 New purchase order

4.1.1 Allow manual payment certificate purchase orders

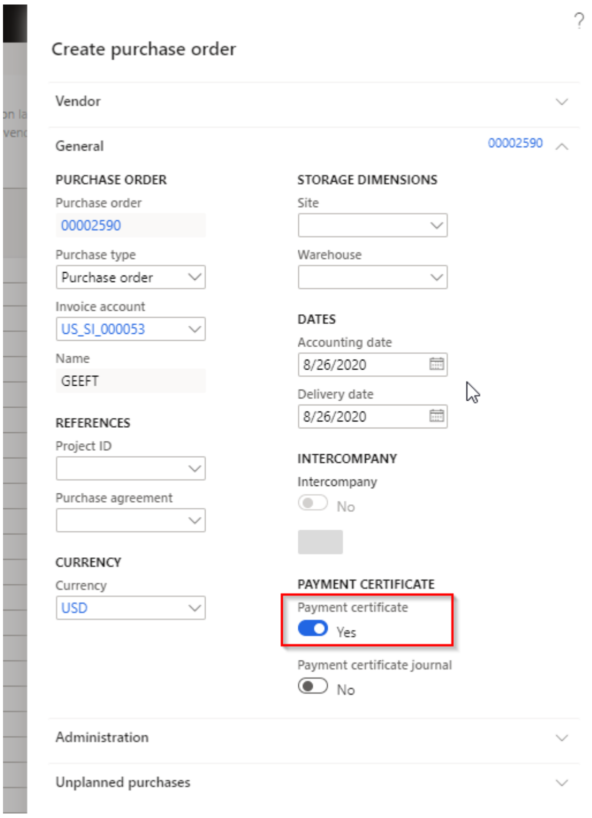
If **Allow manual payment certificate purchase orders** is set to **No** on Payment certificate parameters or Vendor setup, then it is not possible to create a Payment certificate purchase order without using Payment certificate journal (exception is new purchase order to use on Vendor setup, see separate chapter below).

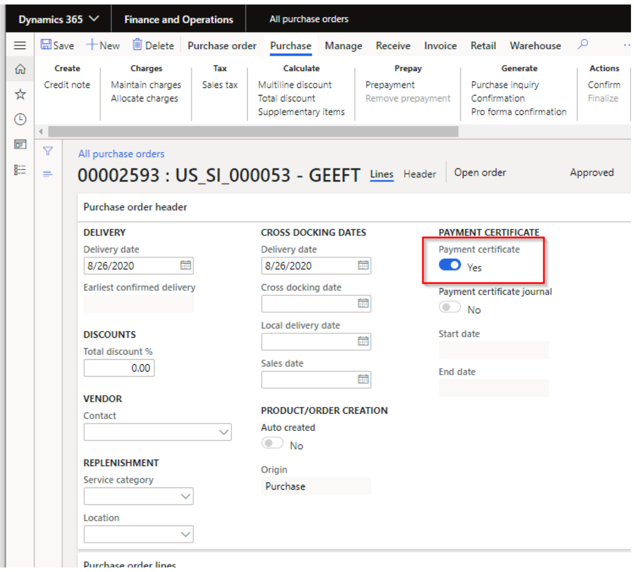
Example screenshot of New purchase order, where it is not possible to set **Payment certificate** to Yes**:**



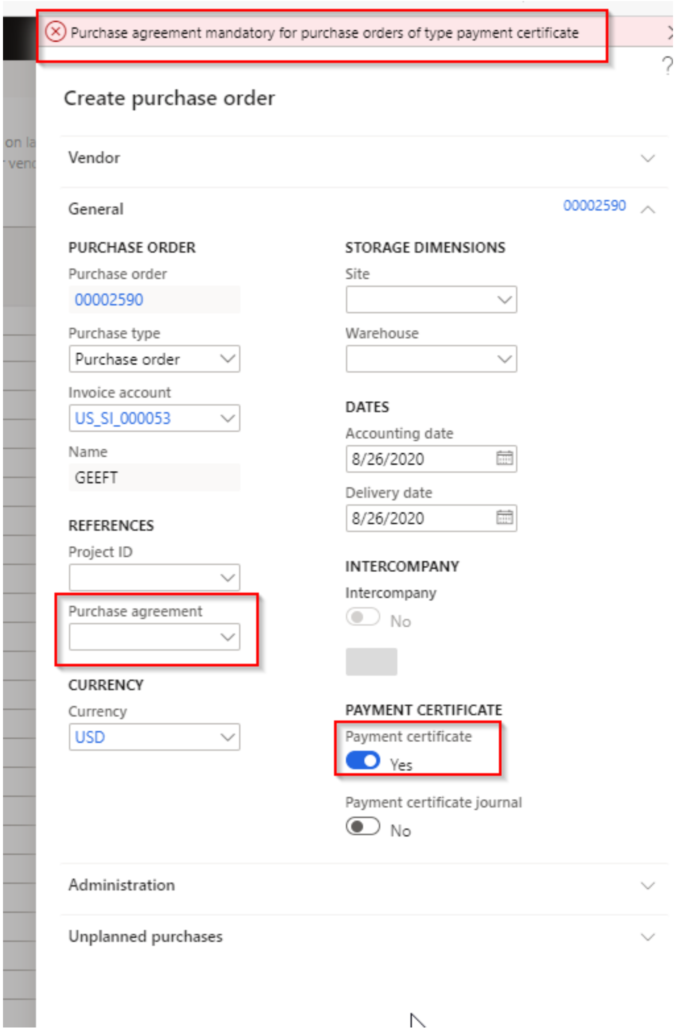
If **Allow manual payment certificate purchase orders** is set to **Yes** on Payment certificate parameters or Vendor setup, then it is possible to create a manual Payment certificate purchase order. You can also use Project ID and Purchase agreements. You cannot use these purchase orders with Payment certificate journals.

Example screenshots of creation of a manual Payement certificate purchase order:





If **Mandatory purchase agreement** is set to Yes on Payment certificate parameters or Vendor setup, then you will get an error message as shown in screenshot below if you try to create a manual payment certificate purchase order without a purchase agreement:

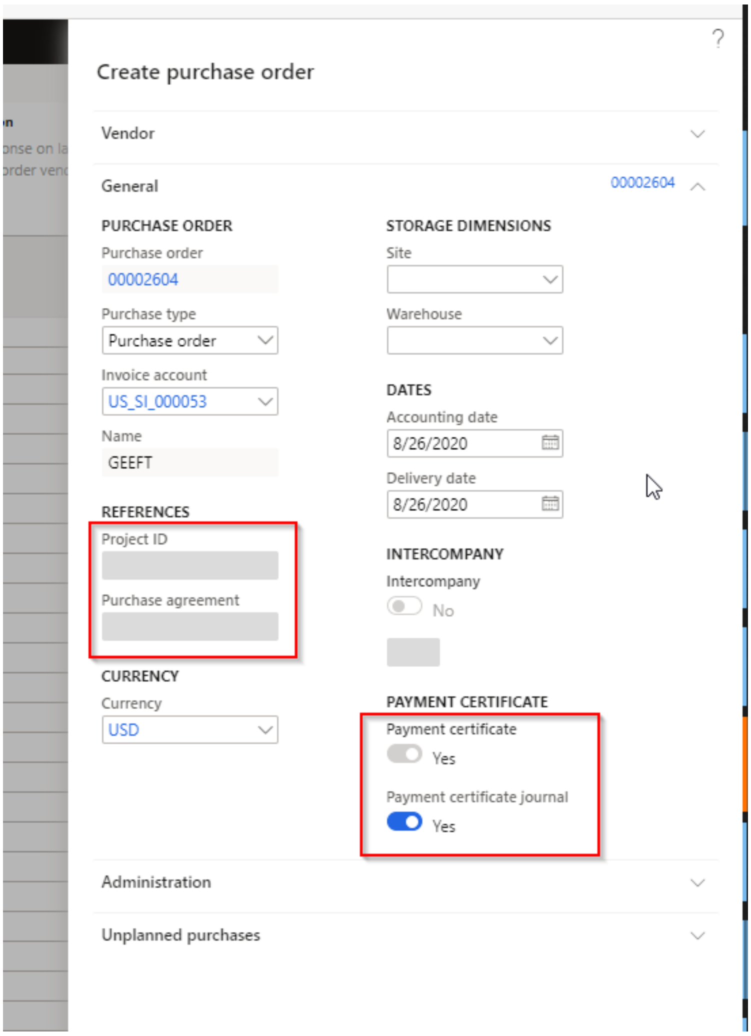


4.1.2 New purchase order to use on Vendor setup

If you want to have use a selected purchase order in Vendor setup to use in new Payment certificate journals, you can create the Purchase order by selecting **Payment certificate journal** to **Yes**. Then also **Payment certificate** will be set to **Yes** and cannot be edited, and both **Project ID** and **Purchase agreement** will also be set to no edit.

Note: You cannot use the New purchase order from Vendor account to create this purchase order, this because then you cannot select Payment certificate journal.

Example screenshot below of New purchase order, where **Payment certificate journal** to **Yes** and **Payment certificate** is set to **Yes** automatically and cannot be edited:



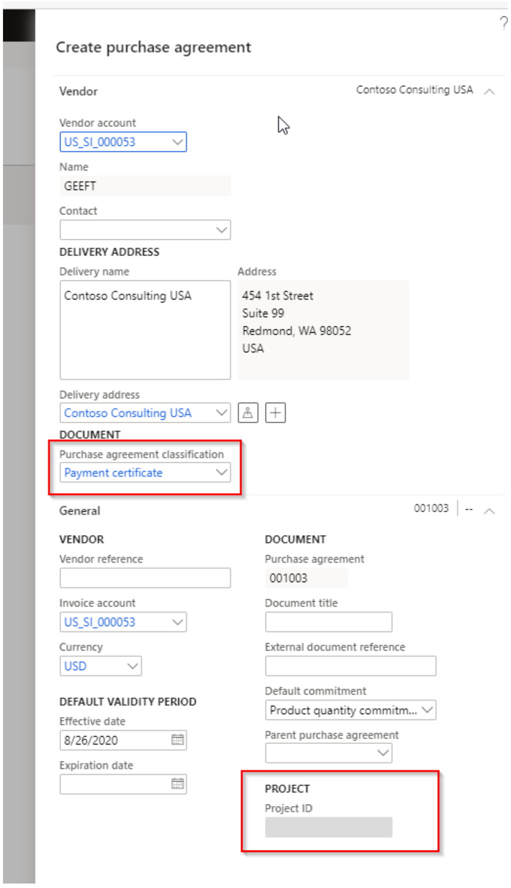
Note: If you create a new purchase order from a project, then **Payment certificate journal** cannot be set to Yes.

4.2 New purchase agreement

If you have **Allow manual payment certificate purchase orders** to **No** in Payment certificate parameters or Vendor setup, then all Payment certificate purchase orders must be created with Payment certificate journals. This also means that the Payment certificate purchase orders will be created on basis on project hour transactions, and then you cannot have Project ID on the Purchase agreement in order to avoid duplicate project hour costs. It is then also only purchase agreements with no Project ID that can be selected in vendor setup or a payment certificate journal line.

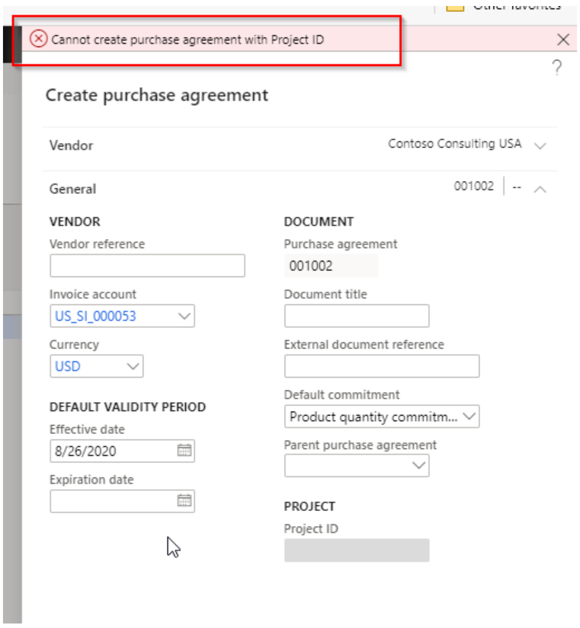
New from **Procurement and sourcing > Purchase agreements > Purchase agreements**

If you select a **Purchase agreement classification** with **Payment certificate = Yes**, then **Project ID** will be set to no edit as shown in screenshot below:

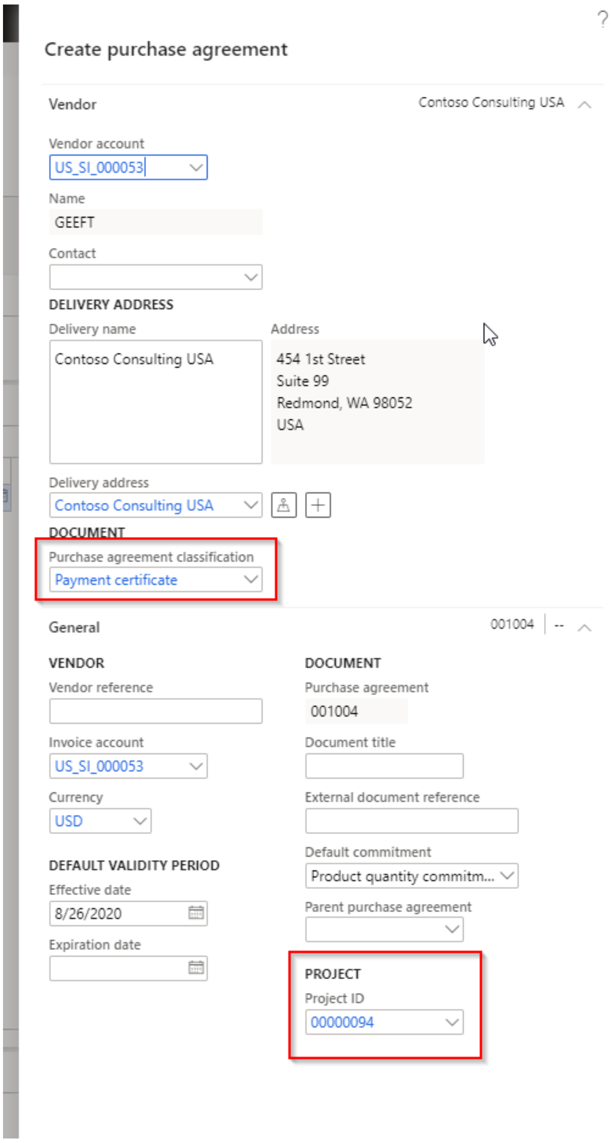


New from **Project management and accounting > Projects > All projects**

If you create a new purchase agreement from a project and select **Purchase agreement classification** with **Payment certificate = Yes**, then you will be stopped with a message as shown in screenshot below:



If you have **Allow manual payment certificate purchase orders** to **Yes** in Payment certificate parameters or Vendor setup, you can have a Project ID on the Purchase agreement as shown in screenshot below. This purchase agreement cannot be selected in vendor setup or on a purchase agreement journal line.



5 PAYMENT CERTIFICATE JOURNALS

Payment certificate journals are used to collect the project hour transactions posted by the contractor resources. The Payment certificate journals can be created for a selected vendor (contractor) with selection of transactions or can be created for all or selected vendors (contractors) and several payment certificate journals will be created. The Vendor setup can be used to fill in Purchase order or Purchase agreement on the Payment certificate lines, and with posting of the journals either a new purchase order will be created (if blank in Purchase order or Purchase agreement), new lines on existing Purchase order, or a new Release purchase order to a Purchase agreement.

5.1 Payment certificate journal header

Procurement and sourcing > Payment certificates > Payment certificate journals

Buttons:

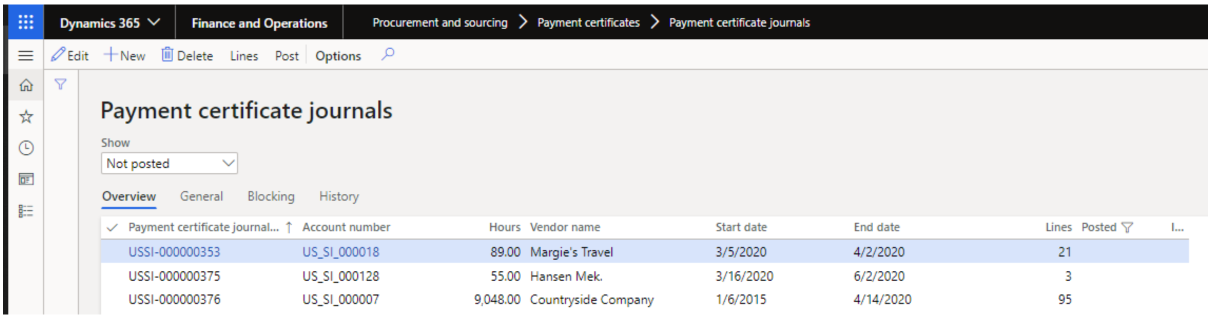
- **+New**: Create new Payment certificate journal for a selected vendor account
- **Delete**: Delete selected Payment certificate journals.

  Note: Not posted Payment certificate journals with lines and Posted Payment certificate journals cannot be deleted
- **Lines**: Open Payment certificate journal lines
- **Post**: Post Payment certificate journa

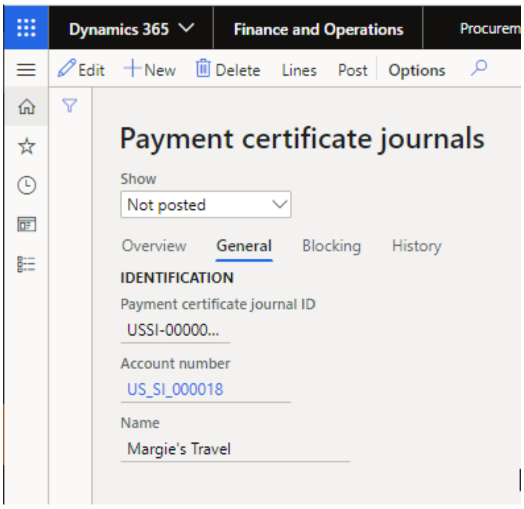
Tabs:

- **Overview**:
  - **Payment certificate journal ID**: Journal ID from number sequence setup in Payment certificate parameters.
  - **Account number**: Vendor account number
  - **Hours**: Total numbers of hours from the Payment certificate journal lines
  - **Vendor name**: Name of the vendor account
  - **Start date**: The earliest project date of transactions included in the journal
  - **End date**: The latest project date of transactions included in the journal
  - **Lines:** number of Payment certificate journal lines
  - **Posted**: Show icon if posted

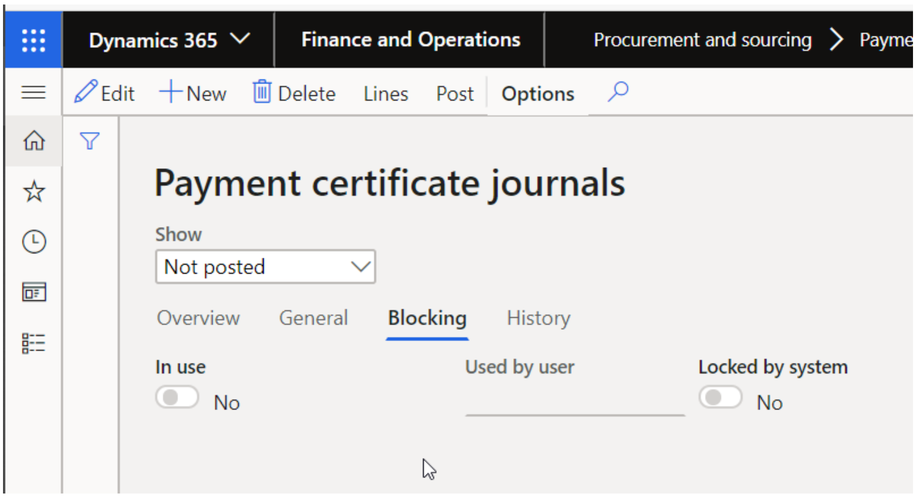
- **In use:** Show icon if in use



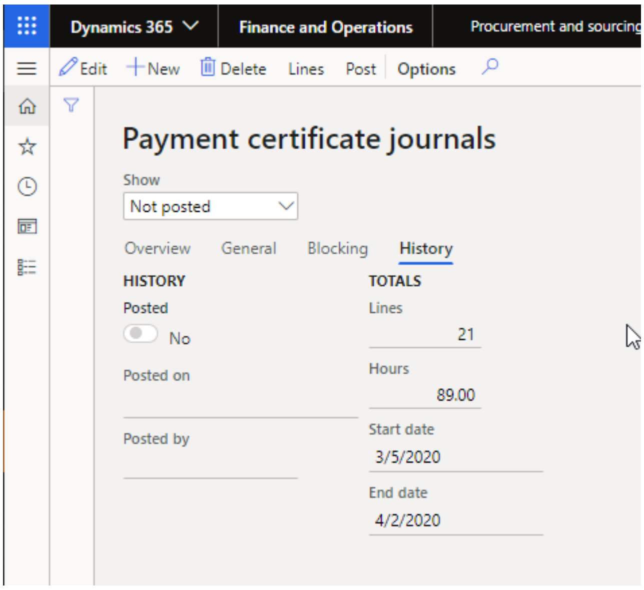
- **General:**
  - **Payment certificate journal ID**: Journal ID from number sequence setup in Payment certificate parameters.
  - **Account number**: Vendor account number
  - **Vendor name**: Name of the vendor account



- **Blocking:**
  - **In use:** Show if the journal is in use of another user
  - **Used by user:** If the journal is in user of another user, then this field show the user
  - **Locked by system:** Show if the journal is locked by the system



- **History**
  - **Posted:** Show if journal is posted
  - **Posted on:** When the journal was posted
  - **Posted by:** Who posted the journal
  - **Lines:** Number of lines in the journal
  - **Hours:** Number of hours in the journal
  - **Start date**: The earliest project date of transactions included in the journa
  - **End date**: The earliest project date of transactions included in the journal



5.2 New payment certificate journal

With click on button **+New** a new form opens: **Create payment certificate journal**, where to search for hour transactions to include in a new payment certificate journal.

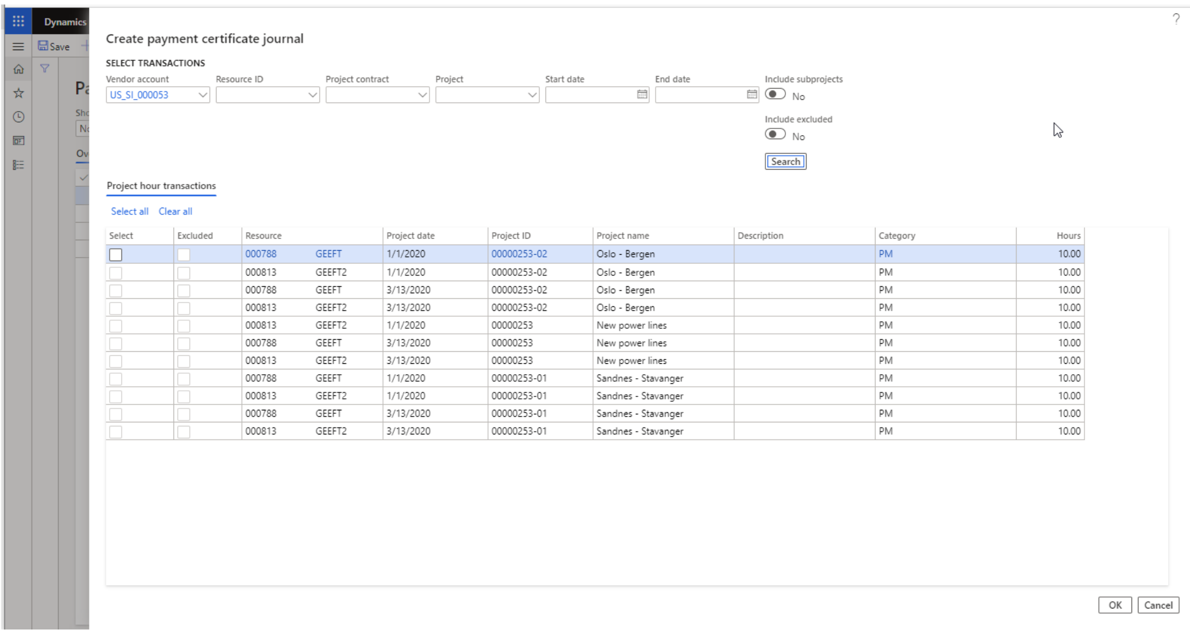
- **Select transactions:**
  - **Vendor account:** Select vendor account, the Vendor account assigned to Contractors will be used in the search.

    Note: Vendor account cannot be empty, you must select a vendor to execute the search.

    Note: If you want to include several vendors, then you must use the 'Create payment certificate journals' function, see separate chapter on this functionality,
  - **Resource ID**: Dropdown to Contractors for the selected Vendor Account.
  - **Project contract**: Dropdown to project contracts. Select a specific Project contract to select the projects for this project contract only in the search. Project contract dropdown will filter on a single project contract if a Project is selected first.
  - **Project**: Dropdown to projects. Select a specific Project to use in the search. If Project contract is selected first, then the dropdown is filtered on the projects for this project contract.
  - **Start date**: Select start date for the search, uses the Project date on the project hour transactions in the search.
  - **End date**: Select end date for the search, uses the Project date on the project hour transactions in the search.
  - **Include subproject:** If a Project has been selected, select Include subproject if you also want the subprojects of this project included in the search.
  - **Include excluded:** Select to include previously excluded project hour transactions in the search. If an excluded transaction is selected and included in the journal, then the exclusion will not be valid anymore.
    - **Note:** If an excluded transaction is project adjusted, then the transaction will not show up as excluded after and not either as new transaction. Meaning you must remove the exclusion by creating a journal with the excluded transaction and delete the journal line before doing the project adjustment
- **Search**: Click button Search after selections in 'Select transactions. The filters will be used in the search and the result will show on the tab 'Project hour transactions'

  Note: If a transaction is adjusted with project adjustment after the transaction is included in a journal, then it will not be included in a new search. If you want to use the adjusted transaction instead, then you must delete the journal line if journal is not posted or the purchase order line if the journal is posted. If the purchase order line cannot be deleted, you must do manual corrections with hour journal instead of using project adjustment.

- **Project hour transactions:**
    - **Buttons:**
        - **Select all:** Button for selecting all transactions
        - **Clear all:** Button for clearing all selected transactions
    - **Fields:**
        - **Select:** Select transactions to include in new journal
        - **Excluded:** Show is the transactions have previously been excluded
        - **Resource:** Resource on transaction
        - **Project ID:** Project ID on transaction
        - **Project name:** Project name of the Project ID
        - **Description:** Description on transaction
        - **Category:** Category on transaction
- **OK** and **Cancel:** Buttons for creating journal and cancel creation.
    - With click on **OK** button when one or more transactions are selected, then a new journal will be created and automatically open the Lines. See separate chapter on journal lines.
        - **Payment certificate status** for the hour transaction will be set to **Journal**
        - If no transactions are selected, then an error message will be given: “No lines selected.”
        - If another user has had the same transactions in another search window and created a journal before you click OK, then you will get a message: “Transactions have been processed of another user”. Then you must click Search button to update.
    - With click on **Cancel** button the form will be closed and no journal will be created.



5.3 Create payment certificate journals

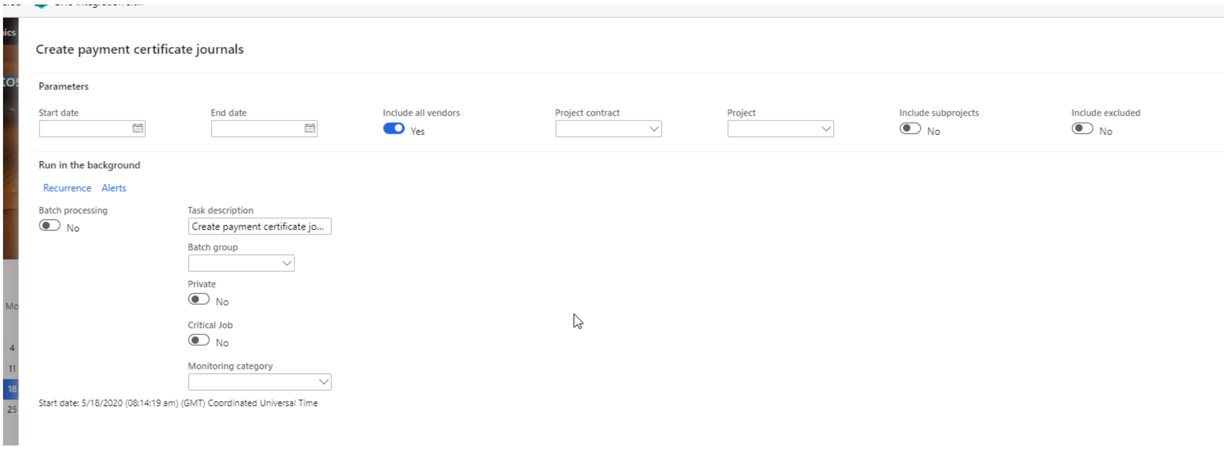
Create several Payment certificate journals for all or selected vendors

Procurement and sourcing > Periodic tasks > Payment certificates > Create payment certificate journals

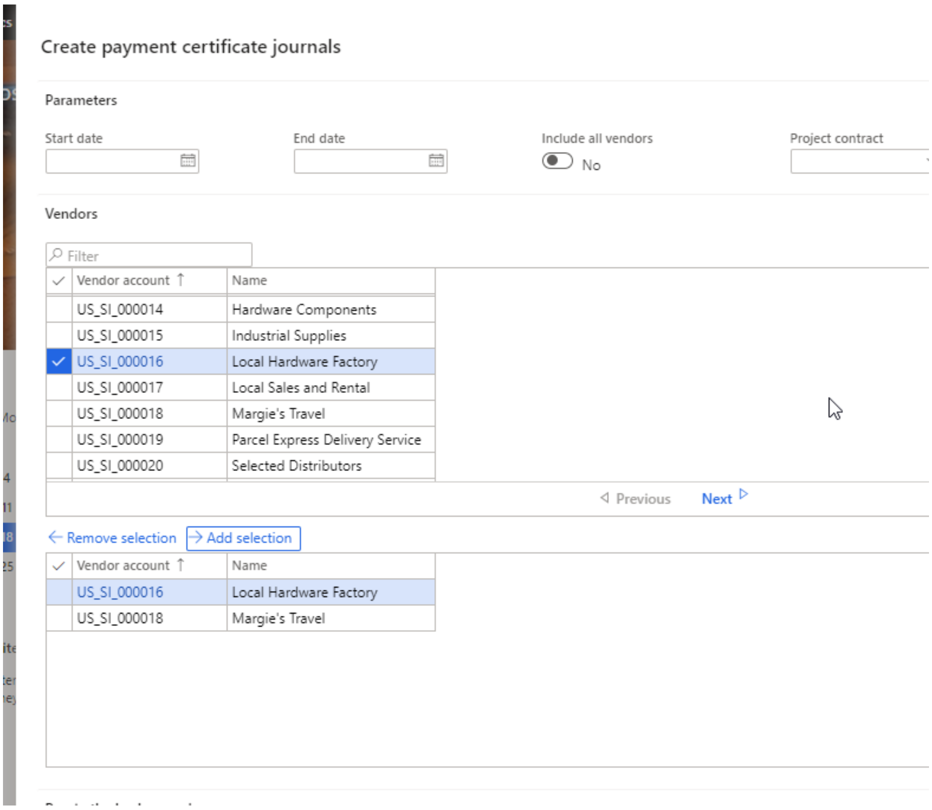
- **Parameters:**
  - **Start date**: Select start date for the search, uses the Project date on the project hour transactions in the search.
  - **End date**: Select end date for the search, uses the Project date on the project hour transactions in the search.
  - **Include all vendors**: Select to include all vendors, if not selected you can select which vendors to include – see below.
  - **Project contract**: Dropdown to project contracts. Select a specific Project contract to select the projects for this project contract only in the search. Project contract dropdown will filter on a single project contract if a Project is selected first.
  - **Project**: Dropdown to projects. Select a specific Project to use in the search. If Project contract is selected first, then the dropdown is filtered on the projects for this project contract.
  - **Include subproject:** If a Project has been selected, select Include subproject if you also want the subproject of this project included in the search.
  - **Include excluded:** Select to include previously excluded project hour transactions in the search. If an excluded transaction is selected and included in the journal, then the exclusion will not be valid anymore.
    - **Note:** If an excluded transaction is project adjusted, then the transaction will not show up as excluded after and not either as new transaction. Meaning you must remove the exclusion by creating a journal with the excluded transaction and delete

the journal line before doing the project adjustment.

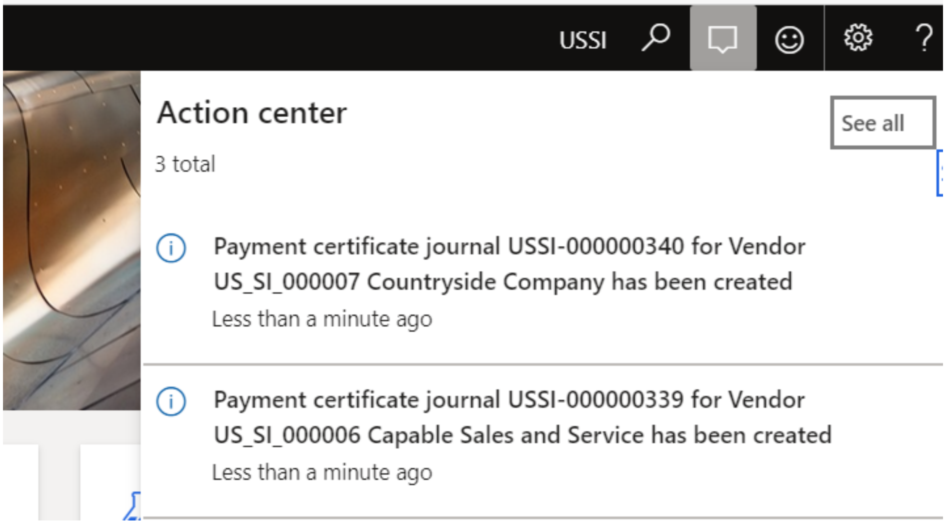
- **Run in the background**: Standard functionality to create payment certificate journals in batch.
    - Note: If you use **Start date** and/or **End date**, then it is not recommened to use **Reccurence**



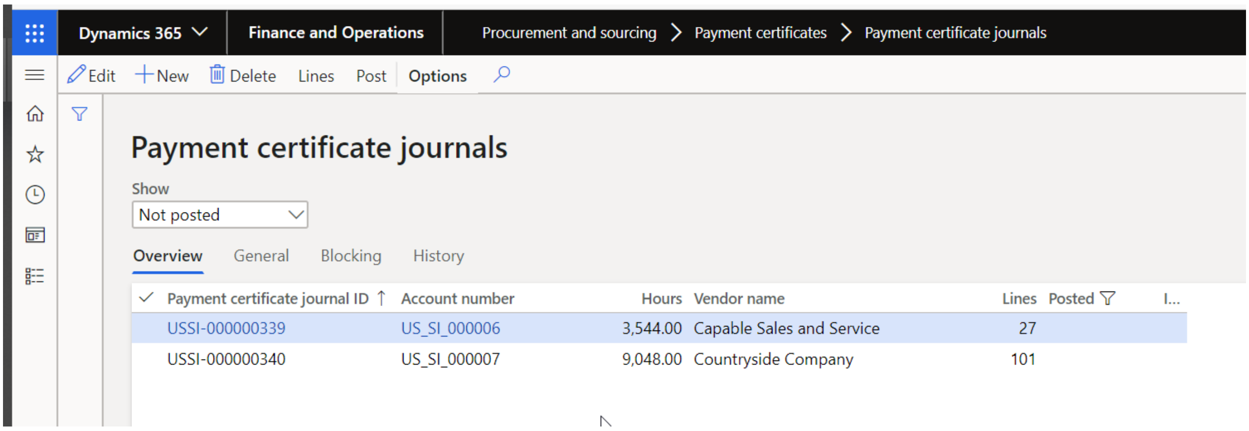
If **Include all vendors** is set to **No**, then a tab **Vendors** is shown. Here you can select which vendors to include in the search and can also search for a vendor.



With click on **OK**: If **Batch processing** is selected, then a new batch job is created, and the payment certificate journals are created with the batch job. Else, the creation of payment certificate journals is run and messages in infolog show creation of payment certificate journals. If no message is shown in the infolog, then there are no payment certificate journals created i.e no hour transactions in the selected parameters that is ready for a new payment certificate journal.

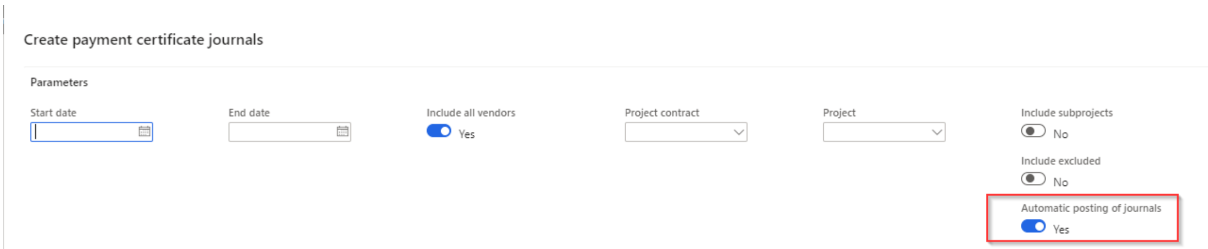


When you after checking the payment certificate journals, you will see the new created payment certificate journals. **Payment certificate status** for the hour transactions included in the journals is set to **Journal.**



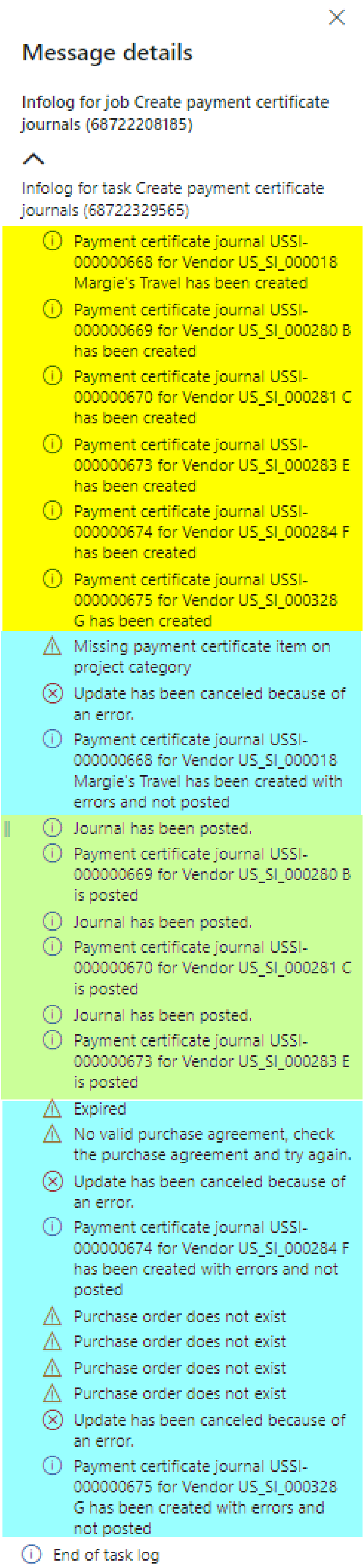
5.3.1 Automatic posting of journals

If you select **Automatic posting of journals**, then posting of the new journals will be posted automatically after creation.



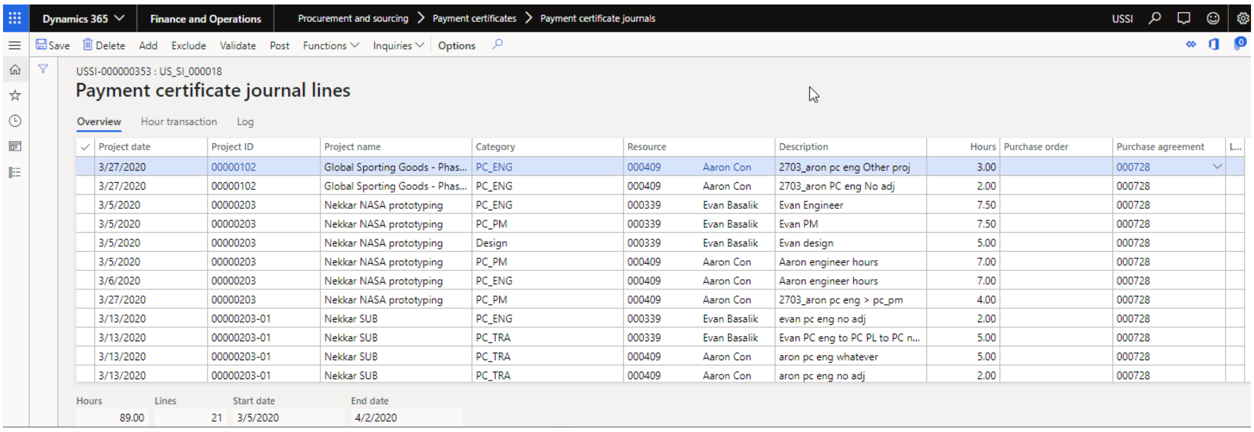
Example Infolog below on automatic posting, where yellow text is the creation of journals (same as with no automatic posting), the green show journals that has been posted ok (payment certificate purchase orders have been created), and the turquoise show journals with issues that has not been posted and must be investigated and fixed before manual posting of these journals in **Payment**

certificate journals. See chapter **Post payment certificate journals** on details on posting of journals.



5.4 Payment certificate journal lines

- **Overview**



  - **Grid:**
    - **Project date:** Project date on the transaction
    - **Project ID:** Project ID on transaction
    - **Project name:** Project name of the Project ID
    - **Category:** Category on transaction
    - **Resource:** Resource on transaction
    - **Description:** Description on transaction
    - **Hours:** Number of hours on transaction
    - **Purchase order:**
      - Journal “Not posted”:
        - Empty: New purchase order will be created upon posting of journal, and the journal line will be included on a purchase order line on the new purchase order with posting of journal
        - Selected purchase order:
          - The journal line will be included on a new purchase order line on the selected purchase order with posting of journal
          - If there is a valid setup line on **Vendor payment certificate setup >** tab **Purchase order and agreement,** then purchase order can be filled in automatically on creation of journal lines if the transactions get hits on the query
          - Only purchase orders with **Payment certificate journal = Yes** can be selected (see chapter “New purchase order to use on Vendor Setup” above for how to create a new purchase order of this type)

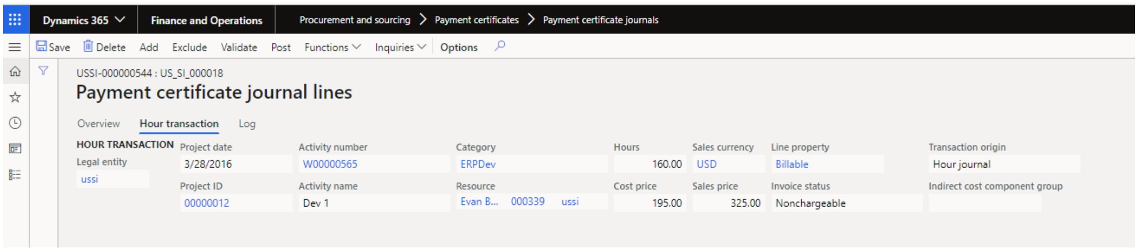
- If a **Purchase agreement** has been selected on the journal line, then you cannot edit this field
- If **Mandatory purchase agreement** is **Yes** on Payment certificate parameters or Vendor setup, then you cannot edit this field
- **Purchase order** is filled in on the hour transaction with the selected purchase order on the journal line

- Journal “Posted”
  - Purhase order where new purchase order lines have been created including this transaction

- **Purchase agreement:**
  - Select purchase agreement to include the line on a new purchase release order with posting of journal
  - Only valid purchase agreements and purchase agreements without Project ID can be selected
  - If purchase order is selected on the journal line, then a purchase agreement cannot be selected
  - If **Mandatory purchase agreement** is **Yes** on Payment certificate parameters or Vendor setup, then you cannot post the journal before a purchase agreement is selected on on all journal lines
- **Log**: Will show error if any is wrong with validation or posting of journal line

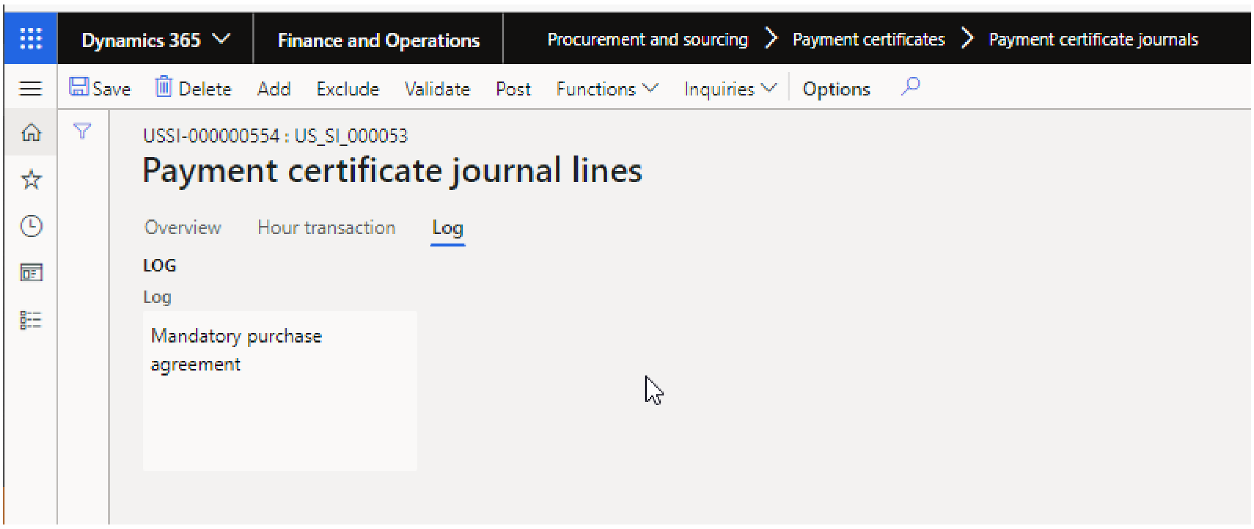
- **Lower part:**
  - **Hours:** Total number of hours in journal
  - **Lines:** Number of lines in journal
  - **Start date:** The earliest project date of transactions included in the journal
  - **End date:** The latest project date of transactions included in the journal

- **Hour transaction:** Shows data from the hour transaction

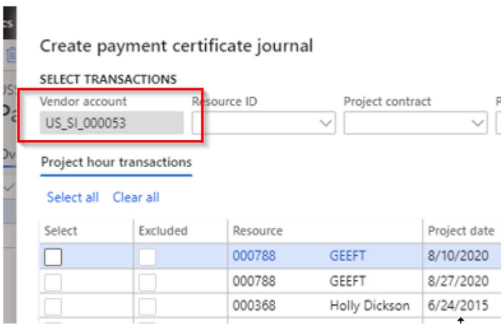


- **Log:** Shows the message/reason for error with line with validation or posting

- **Buttons:**
  - **Delete:**
    - Delete selected journal lines
    - **Payment certificate status** for the hour transaction will be removed



    - The transaction can be added again to a journal (if the transaction has not been adjusted in project adjustment)
  - **Add:** Opens Search-form to add more transactions to the journal. The form is the same used in creating a new journal, the only difference is that **Vendor account** is locked to the same Vendor account as on the journal. With click on OK, the new transactions will be added as new journal lines.

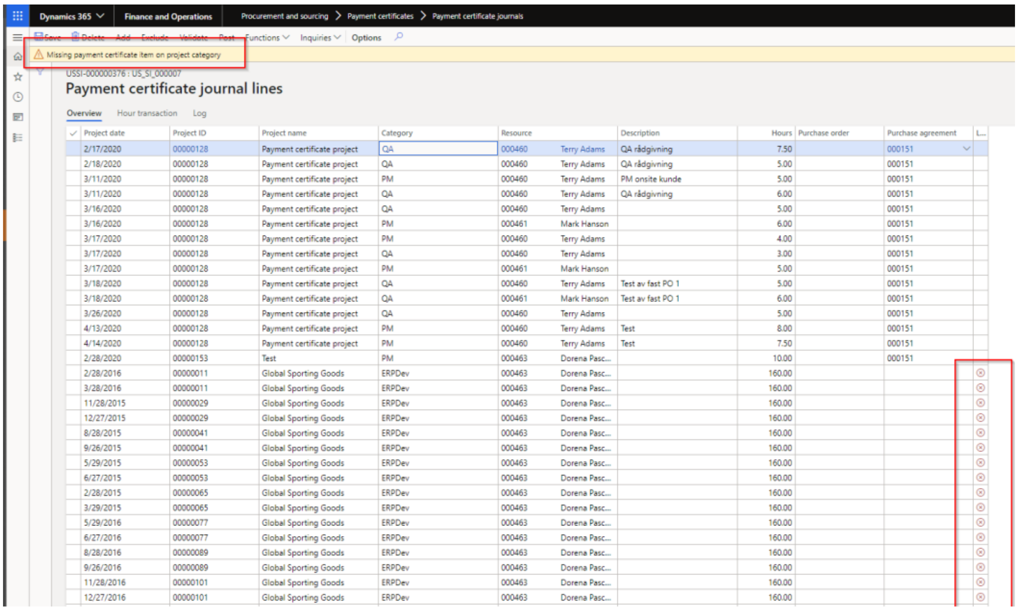


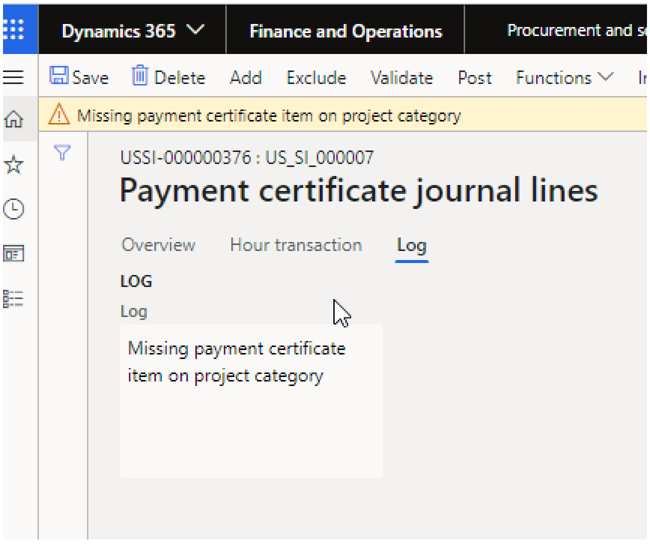
- **Exclude:**
  - With click on button the selected journal lines will be deleted from the journal and **Payment certificate status** for the hour transaction will be set to **Excluded**

- The hour transaction can be included in a new journal if **Include excluded** is set to **Yes** in **Create payment certificate journal** and transaction selected, or if **Include excluded** is set to **Yes** in **Create payment certificate journals**

- **Validate:**
  - Runs validation of journal lines and give error & messages in **Log** if deviations on journal lines
  - Checks in validation:
    - If **Mandatory purchase agreement** and missing value in **Purchase agreement** on journal line
    - If **Project category** got value in **Payment certificate item** on the category setup
    - If **Purchase order** or **Purchase agreement** on journal line exists
    - If **Purchase agreement** on journal line is valid

Example screenshot of validation where the payment certificate item is missing on a project category:





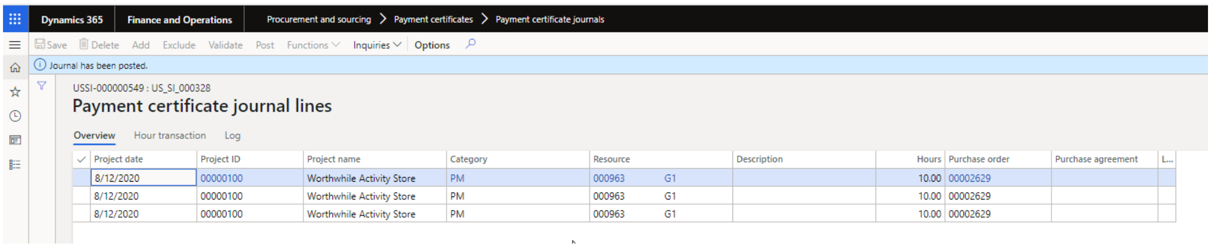
- **Post:** Post journal, see separate chapter “Post payment certificate journal” below.
- **Functions:**
  - **Purchase order:** Select purchase order to assign to selected journal lines
  - **Purchase agreement:** Select purchase agreement to assign to selected journal lines
- **Inquiries:**
  - **Hour transaction:** Open Hour transactions form with filter on the selected transactions

5.5 Post payment certificate journal

5.5.1 Post journal

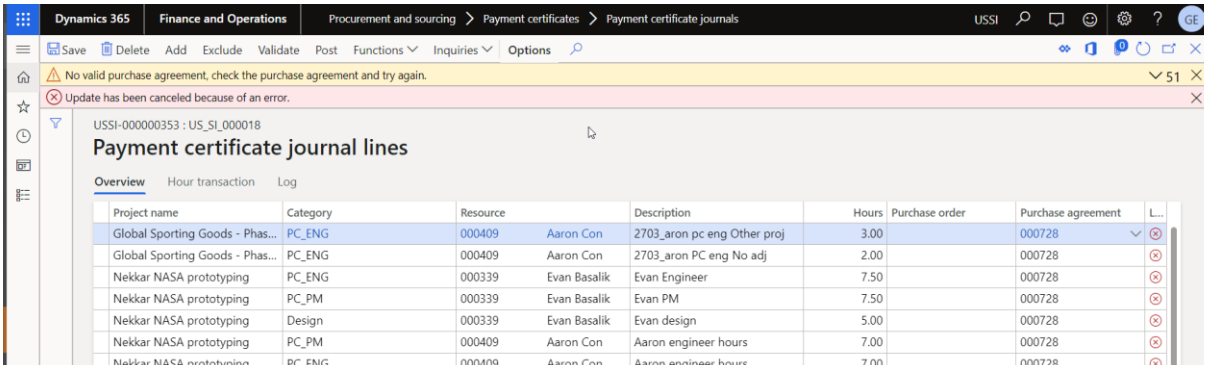
Button **Post** post the payment certificate journal and update the status to **Posted** if all the lines are transferred ok to a new or an existing payment certificate purchase order.

Example screenshot of a journal posted ok:



If any of the lines do not validate ok in the posting, then the posting of the journal stops, and no lines are posted. Meaning all lines in the journal must validate ok in the posting to post the journal. Lines that do no validate ok is marked with error in the log column. For some of the validations it is the first validation that stops the posting which lines are marked as error, then you must fix these errors and post again. If there are other lines that do not validate ok, these lines must also be checked and fixed until posting can be done. When all lines validate ok in the posting, then the journal posts ok. See more details on validations in chapter below.

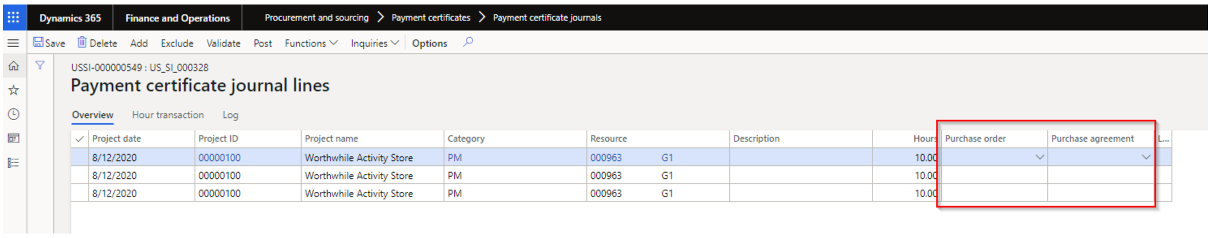
Example screenshot of journal not validating ok when posting, where the posting of the journal has stopped, and lines marked with error in the log column:

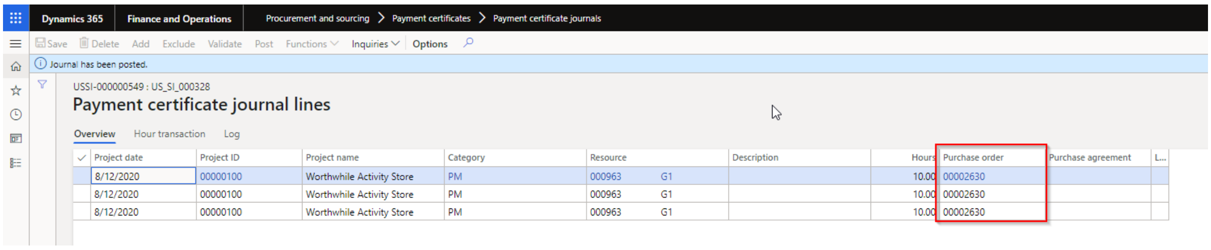


5.5.2 New or existing purchase order

If both **Purchase order** or **Purchase agreement** is empty on a journal line, then a new purchase order is created, and the Purchase order ID is added to the field **Purchase order** on posting of journal. All journal lines that are empty in **Purchase order** and **Purchase agreement** are transferred to the same new purchase order.

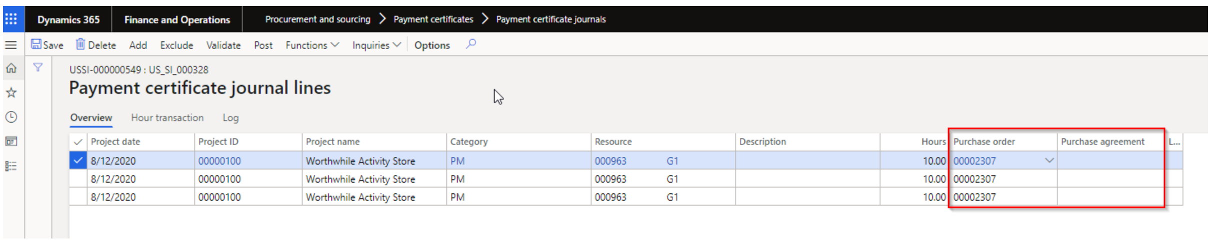
Example screenshots of a journal with empty in **Purchase order** and **Purchase agreement** on all lines, and a new purchase order is created and added to the journal lines on posting of the journal.

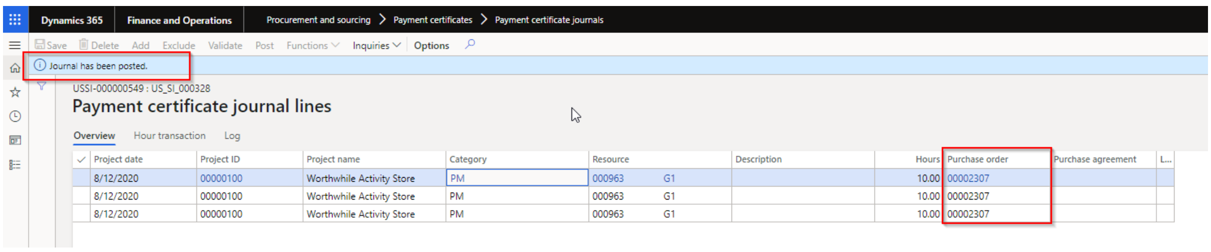




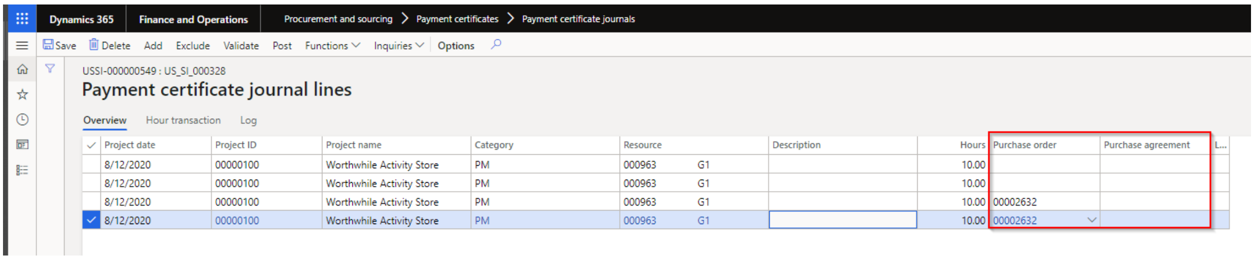
If a journal line has a selected **Purchase order** (and **Purchase agreement** is empty), then a new purchase order is not created for this journal line, but the line is transferred to the selected purchase order as a new purchase order line. The purchase order can have been filled in automatically from the Vendor setup on journal creation or you can select manually a valid purchase order with dropdown in the field or use the Functions button > Purchase order to update several lines.

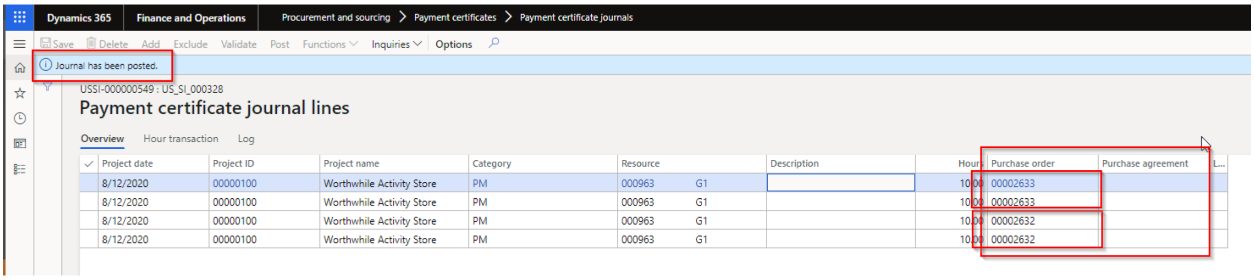
Example screenshots of a journal with selected value in **Purchase order** (and empty in **Purchase agreement)** on all lines, and a new purchase order is not created but the lines are added to the selected purchase order:





Note: There can also be combinations of the both new and existing purchase orders in the same journal, as shown in screenshots below where the two first line are added to a new create purchase order and the two last are added to an existing purchase order

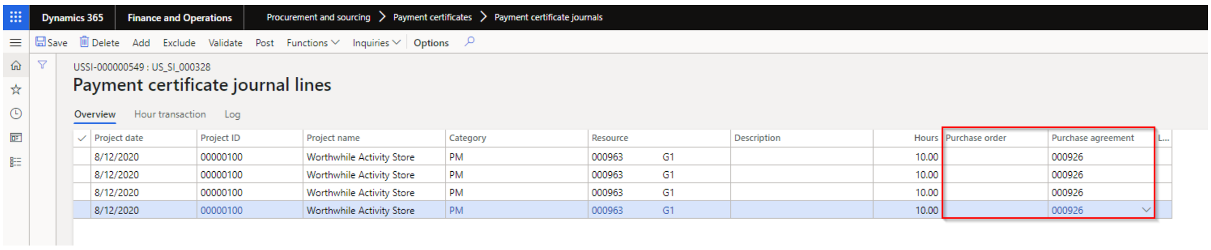


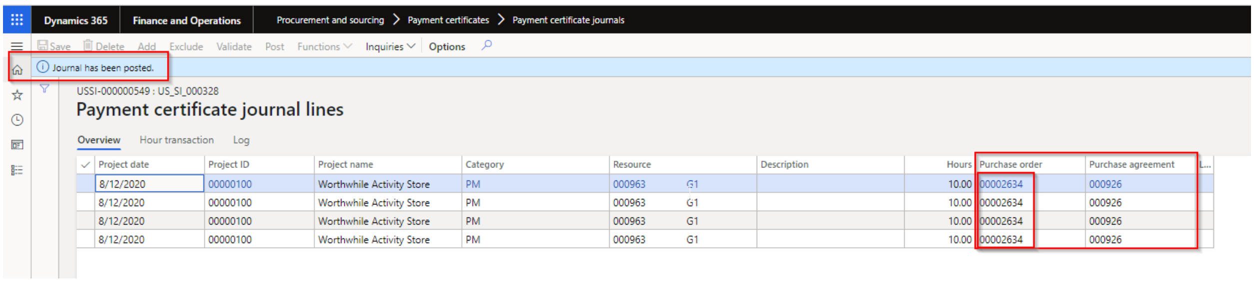


5.5.3 Purchase agreement

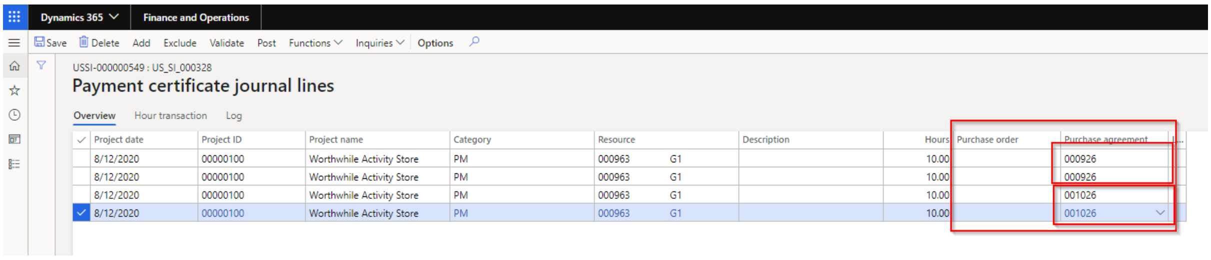
If a journal line has a selected **Purchase agreement**, then a new purchase release order for the purchase agreement is created, and the Purchase order ID is added to the field **Purchase order** on posting of journal. All journal lines that has the same **Purchase agreement** are transferred to the same new purchase release order.

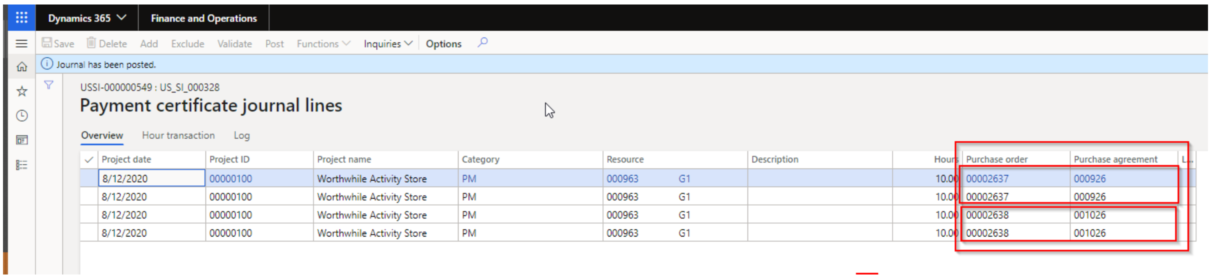
Example screenshots of a journal with **Purchase agreement** on all lines, and a new purchase release order is created and added to the journal lines on posting of the journal.



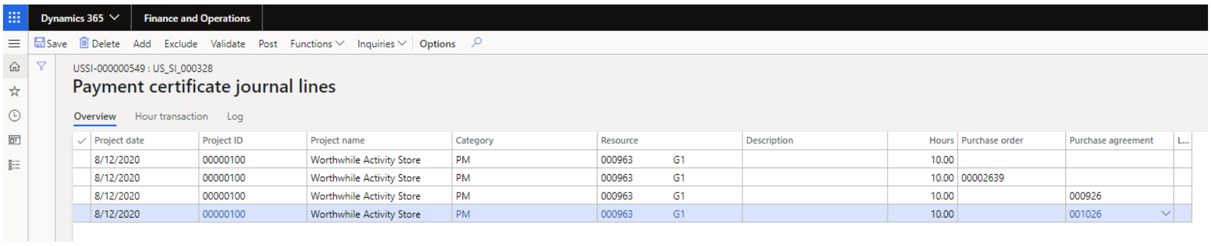


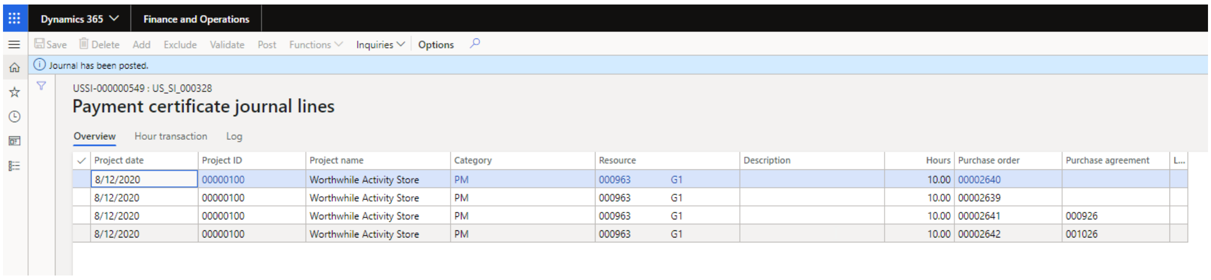
Note: There can also be several purchase agreements in the same journal, as shown in screenshots below where the two first line are added to a new created purchase release order and the two last are added to another new created purchase release order





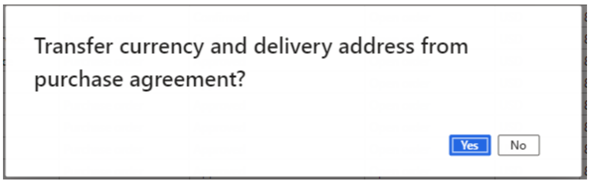
Note: There can also be combinations of the both new and existing purchase orders and lines with purchase agreements in the same journal, as shown in screenshots below:





When creating a purchase release order from a purchase agreement when posting journal, it will always transfer currency and delivery address from the purchase agreement. This is the same as in standard when creating a new purchase order and selecting a purchase agreement and answer Yes on the question “Transfer currency and delivery address from purchase agreement?”

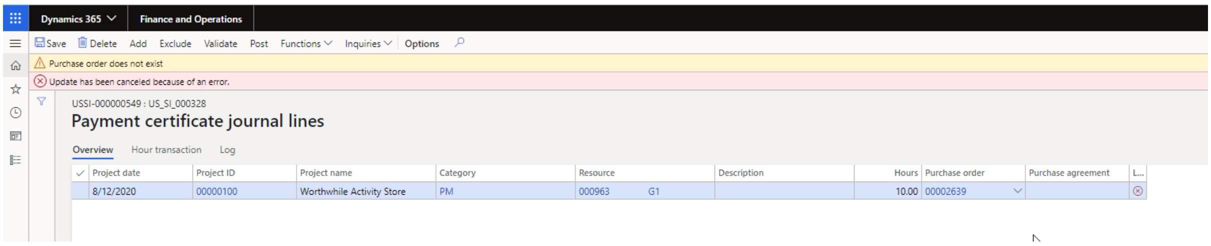
Screenshot of standard popup (which is automatically set to Yes with creation from Payment certificate journal):



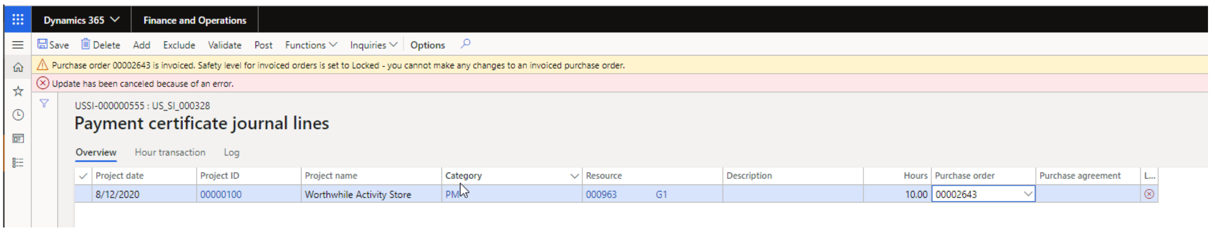
5.5.4 Validations on posting journal

5.5.4.1 Purchase order

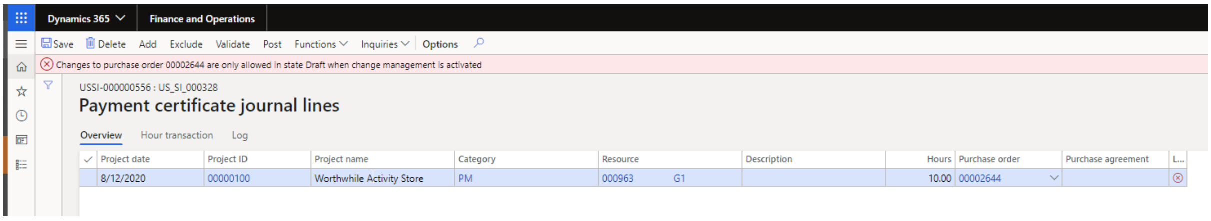
Selected purchase order on a journal line has been deleted



Cannot create new lines on invoiced purchase order because of locked safety level for invoices orders



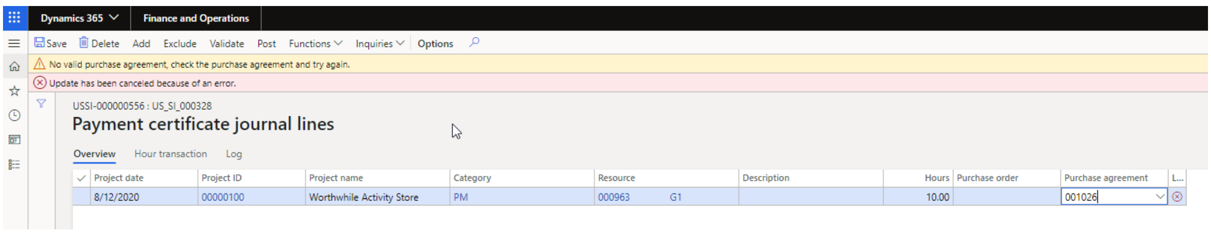
Cannot add purchase lines to purchase order if not correct state when change management



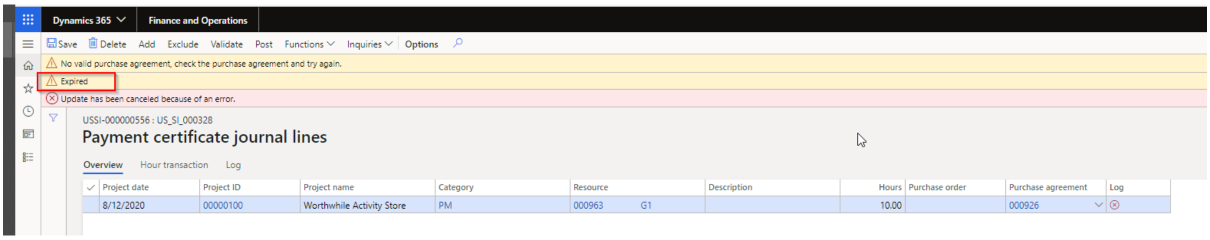
activated

5.5.5.1 Purchase agreement

Selected purchase agreement on a journal line has been deleted, example screenshot below:

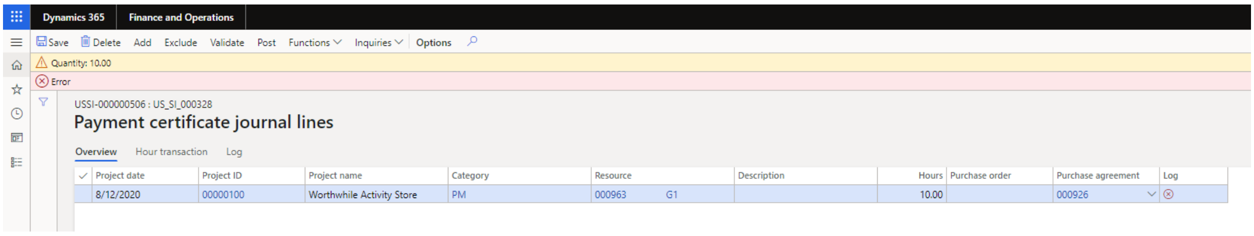


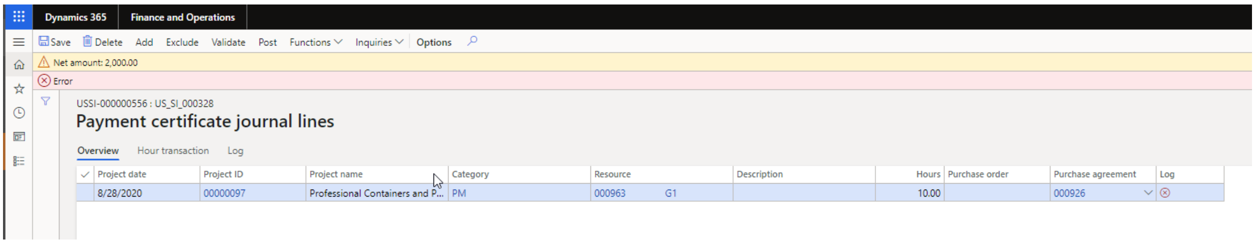
The purchase agreement is not valid, meaning either “On-hold”, “Closed” or “Expired”. Example screenshot below with expired purchase agreement:



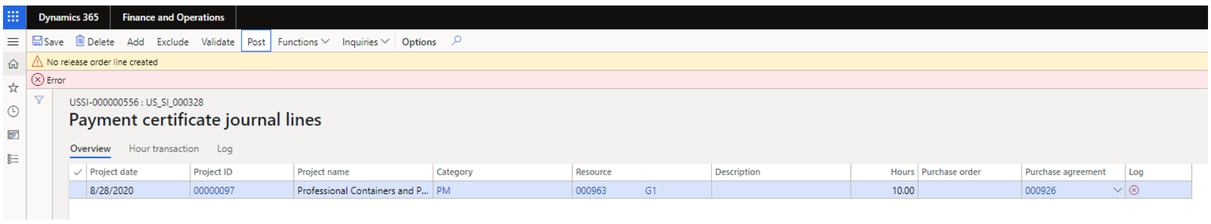
The purchase agreement has lines with **Max enforced** = Yes and the new purchase order line conflicts with the purchase agreement line. These are the same checks that are in standard when creating new purchase order lines manually on a purchase order with purchase agreement and purchase agreement lines.

Example screenshots below of conflict on purchase agreement lines with “Product quantity commitment” and “Product value commitment”:





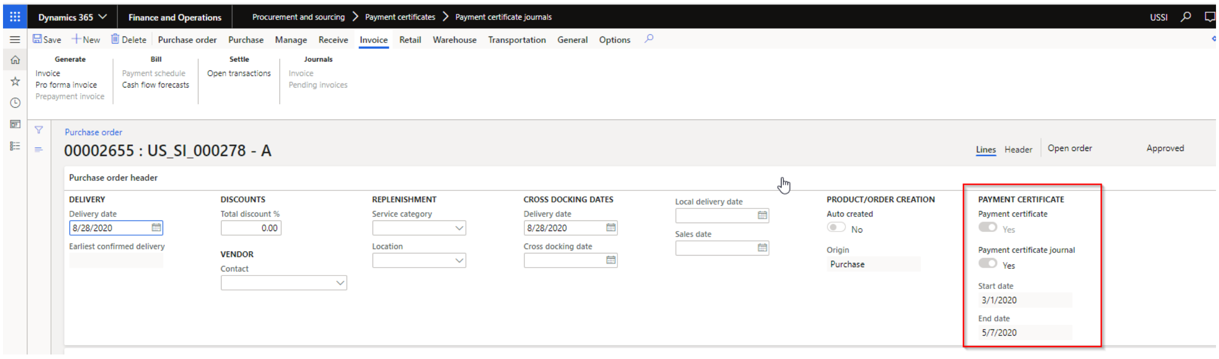
No release order line is created.
Example screenshot:

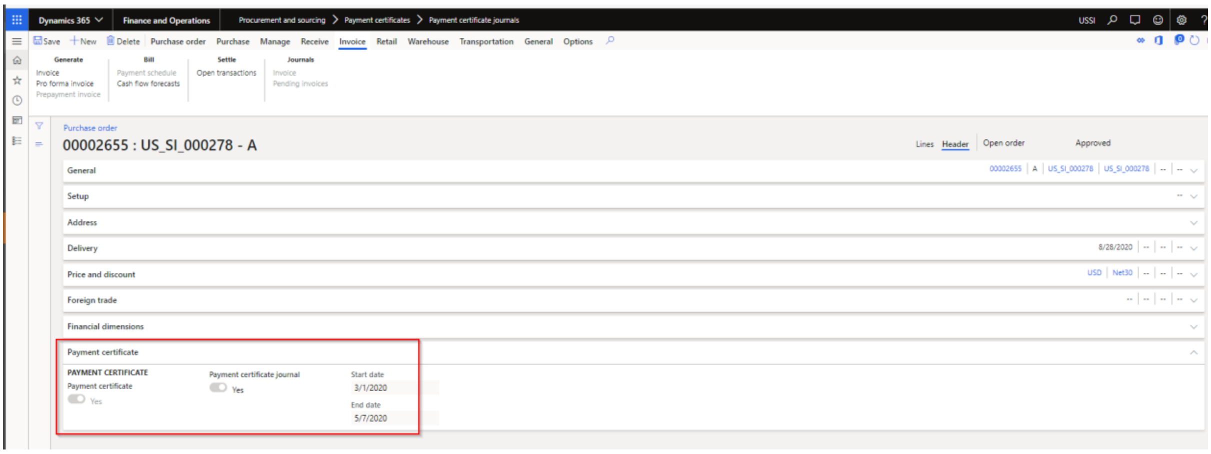


6 PAYMENT CERTIFICATE PURCHASE ORDER

6.1 Purchase order header

- Lines
  - **Payment certificate:** Set to Yes with **Payment certificate = Yes** with creation of manual payment certificate purchase order or automatically if purchase order is created when posting a payment certificate journal
  - **Payment certificate journal:** Set to Yes with creation of manual payment certificate purchase order with **Payment certificate journal = Yes** or automatically if purchase order is created when posting a payment certificate journal
  - **Start date:** Earliest **Start date** of purchase order lines on tab **Payment certificate**
  - **End date:** Latest **End date** of purchase order lines on tab **Payment certificate**
- **Header**
  - Tab **Payment certificate:** Same fields as on Lines-view

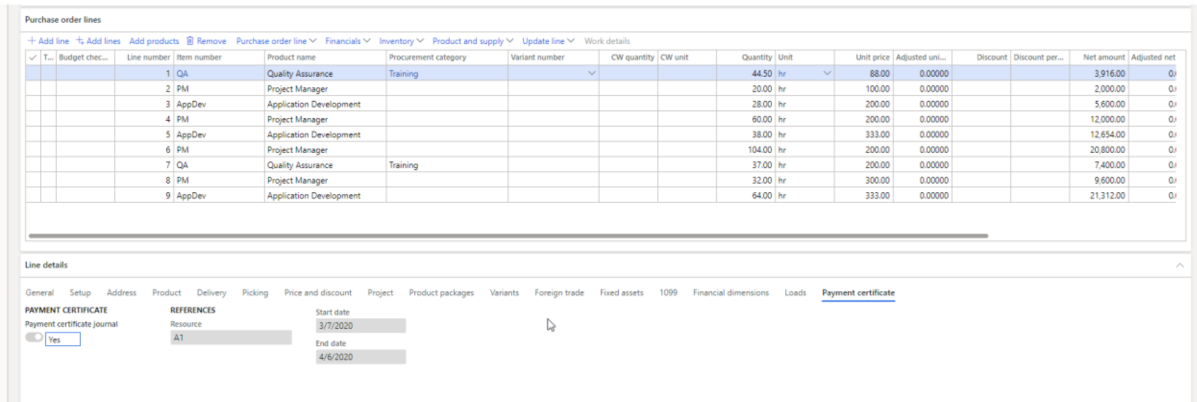




6.2 Purchase order lines

6.2.1 Purchase order lines

- Tab **Payment certificate**
  - **Payment certificate journal:**
    - Purchase order line created from journal: Set to Yes automatically when purchase order line is created when posting a payment certificate journal, cannot edit
    - Purchase order line created manually: Set to No, cannot edit
  - **Resource:**
    - Purchase order line created from journal: Resource name from the payment certificate journal line, cannot edit
    - Purchase order line created manually: Editable text field
  - **Start date:**
    - Purchase order line created from journal: Earliest **Project date** of the hour transactions transferred from payment certificate journal, cannot edit
    - Purchase order line created manually: Editable date field
  - **End date:**
    - Purchase order line created from journal: Latest **Project date** of the hour transactions transferred from payment certificate journal, cannot edit
    - Purchase order line created manually: Editable date field



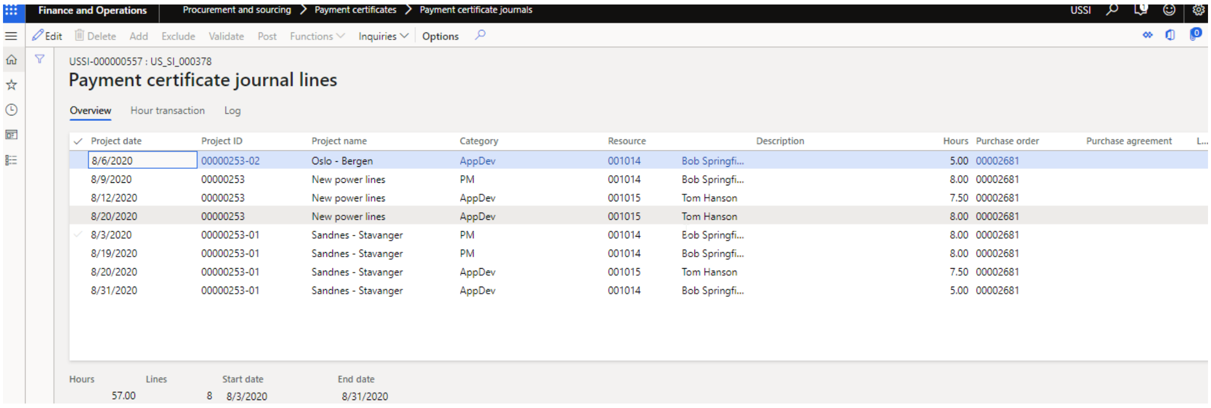
6.2.2 New purchase order lines created when posting journal

<u>Example with Vendor with company currency and **Purchase price** = **Transaction**</u>

Posted hour transaction with contractors Bob Springfield and Tom Hanson employed with Vendor US_SI_000378 : Coating Inc.

Legal entity	Project date	Project ID	Category	Resource		R...	Hours	Cost price
ussi	8/9/2020	00000253	PM	001014	Bob Springfield		8.00	200.00
ussi	8/19/2020	00000253-01	PM	001014	Bob Springfield		8.00	250.00
ussi	8/3/2020	00000253-01	PM	001014	Bob Springfield		8.00	200.00
ussi	8/6/2020	00000253-02	AppDev	001014	Bob Springfield		5.00	80.00
ussi	8/31/2020	00000253-01	AppDev	001014	Bob Springfield		5.00	100.00
ussi	8/12/2020	00000253	AppDev	001015	Tom Hanson		7.50	150.00
ussi	8/20/2020	00000253-01	AppDev	001015	Tom Hanson		7.50	150.00
ussi	8/20/2020	00000253	AppDev	001015	Tom Hanson		8.00	150.00

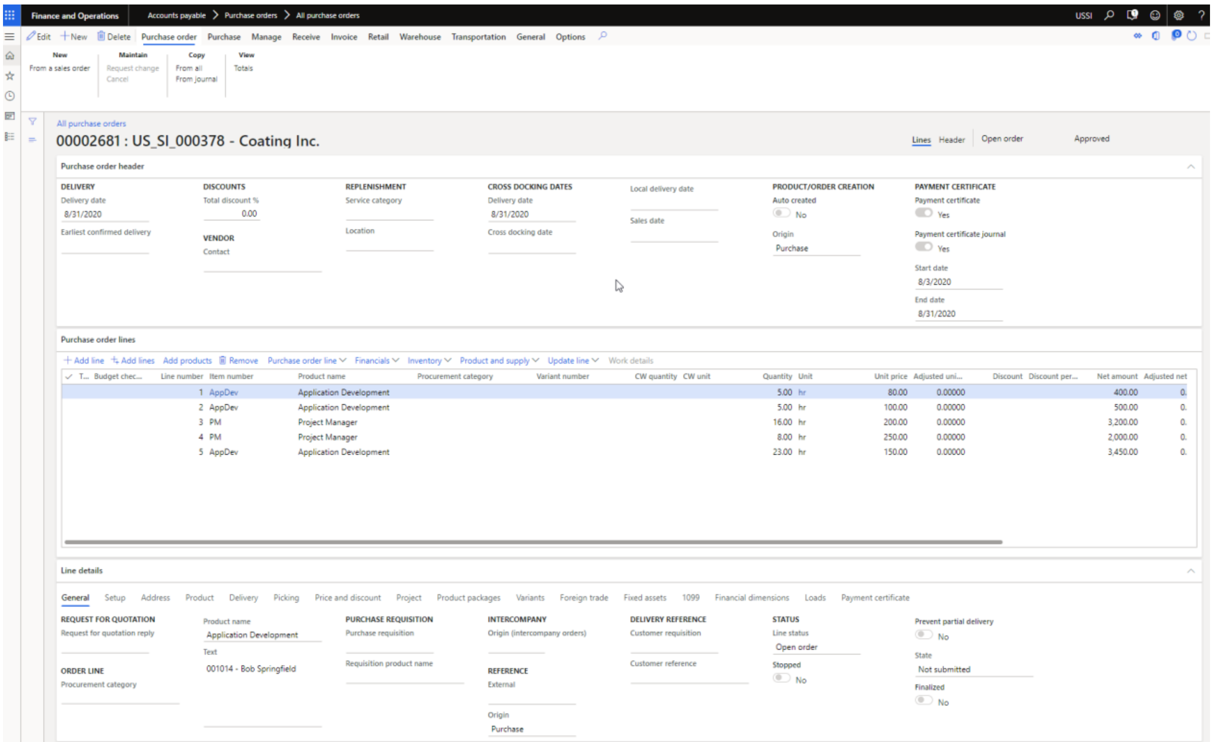
Created and posted payment certificate journal for Vendor US_SI_000378 : Coating Inc.



Project date	Project ID	Project name	Category	Resource		Description	Hours	Purchase order	Purchase agreement	L...
8/6/2020	00000253-02	Oslo - Bergen	AppDev	001014	Bob Springfi...		5.00	00002681		
8/9/2020	00000253	New power lines	PM	001014	Bob Springfi...		8.00	00002681		
8/12/2020	00000253	New power lines	AppDev	001015	Tom Hanson		7.50	00002681		
8/20/2020	00000253	New power lines	AppDev	001015	Tom Hanson		8.00	00002681		
8/3/2020	00000253-01	Sandnes - Stavanger	PM	001014	Bob Springfi...		8.00	00002681		
8/19/2020	00000253-01	Sandnes - Stavanger	PM	001014	Bob Springfi...		8.00	00002681		
8/20/2020	00000253-01	Sandnes - Stavanger	AppDev	001015	Tom Hanson		7.50	00002681		
8/31/2020	00000253-01	Sandnes - Stavanger	AppDev	001014	Bob Springfi...		5.00	00002681		

Hours	Lines	Start date	End date
57.00	8	8/3/2020	8/31/2020

New purchase order created with Vendor US_SI_000378 : Coating Inc., and **Payment certificate** and **Payment certificate journal** set to Yes in header

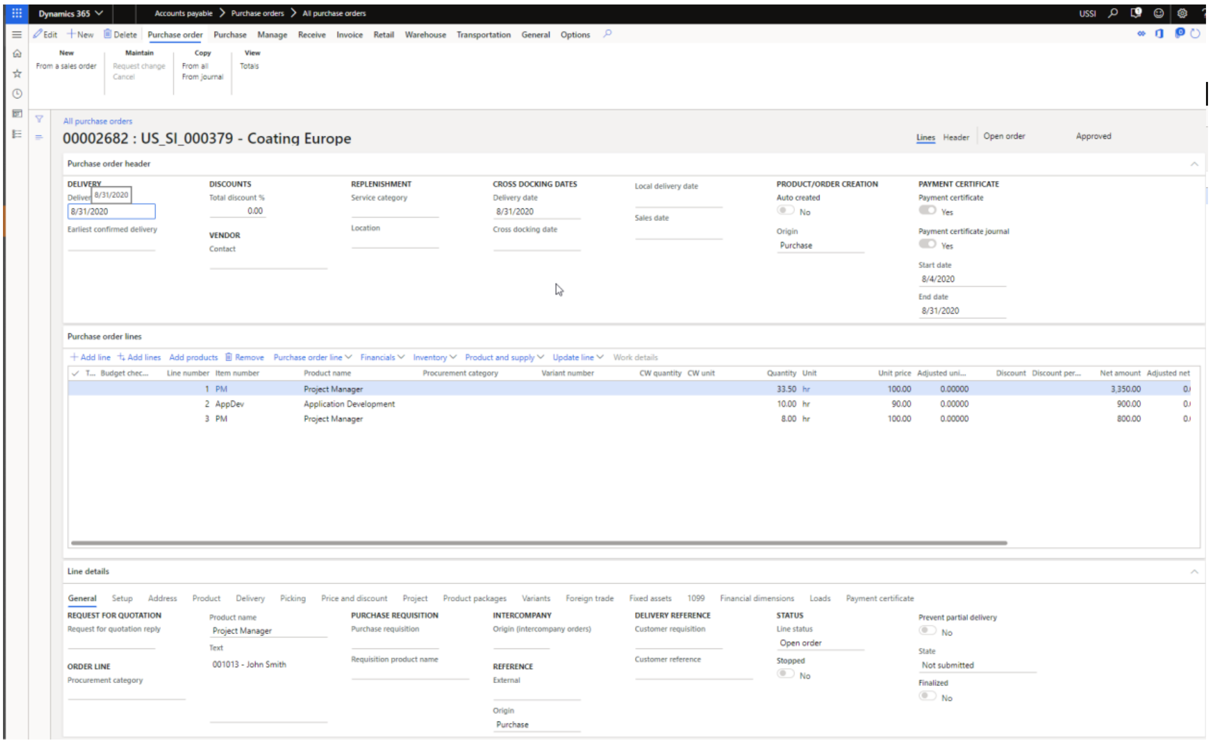


If we look at the details on the purchase order lines, we see the following:

- Total 57 hours, which corresponds with total hours in the journal
- We have split of lines per resource, with Bob Springfield on purchase order lines 1-4 with total 34 hours and Tom Hanson on purchase order line 5 with total 23 hours
- We have a split on Bob Springfield, since he has worked both as Project manager (PM) with 34 hr (line 3 & 4) and Application developer (AppDev) with 10 hr (line 1 & 2)
- We have split on Bob Springfield on both PM and AppDev, this because there is different cost price on the posted project transactions
- Tom Hanson has only worked as Project manager (PM) and posted hours with the same cost price, therefore no additional split on this resource
- The Start and End date on the purchase order lines corresponds with the earlist start and latests end dates of the journal lines which have been grouped together

Line number	Item number (Category)	Text	Qty	Unit price	Start date	End date
1	AppDev	001014 - Bob Springfield	5	80	8/6/2020	8/6/2020
2	AppDev	001014 - Bob Springfield	5	100	8/31/2020	8/31/2020
3	PM	001014 - Bob Springfield	16	200	8/3/2020	8/9/2020
4	PM	001014 - Bob Springfield	8	250	8/19/2020	8/19/2020
5	PM	001015 - Tom Hanson	23	150	8/12/2020	8/20/2020
Totals			**57**			

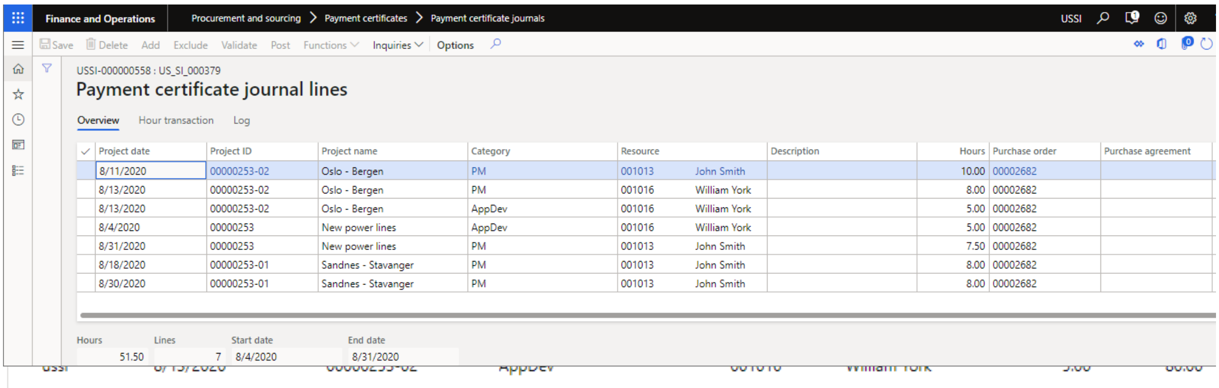
<u>Example with Vendor with foreign currency</u>



Trade agreements for US_SI_000379 : COATING EUROPE

Posted hour transaction with contractors John Smith and William York employed with US_SI_000379 : COATING EUROPE

Created and posted payment certificate journal for Vendor Vendor US_SI_000379 : COATING EUROPE



New purchase order created with Vendor US_SI_000379 : COATING EUROPE, and **Payment certificate** and **Payment certificate journal** set to Yes in header

If we look at the details on the purchase order lines, we see the following:

- Total 51.5 hours, which corresponds with total hours in the journal

- We have split of lines per resource, with John Smith on purchase order line 1 with total 33.5 hours and William York on purchase order lines 2-3 with total 18 hours
- We have a split on William York, since he has worked both as Project manager (PM) with 8 hr (line 3) and Application developer (AppDev) with 10 hr (line 2)
- John Smith has only worked as Project manager (PM), therefore no split on this resource
- There is not split on different cost prices on the posted transactions, this because when there is foreign currency the product price & trade agreements are used as on standard purchase order to find prices.
- The Start and End date on the purchase order lines corresponds with the earlist start and latests end dates of the journal lines which have been grouped together

Line number	Item number (Category)	Text	Qty	Unit price	Start date	End date
1	PM	001013 - John Smith	33.5	100	8/11/2020	8/31/2020
2	AppDev	001016 - William York	10	90	8/4/2020	8/13/2020
3	PM	001016 - William York	8	100	8/13/2020	8/13/2020
Totals			**51.5**			

Note: The examples above are for new purchase orders, but the same is also the case for a new purchase release order with purchase agreement and for adding new lines to an existing purchase order.

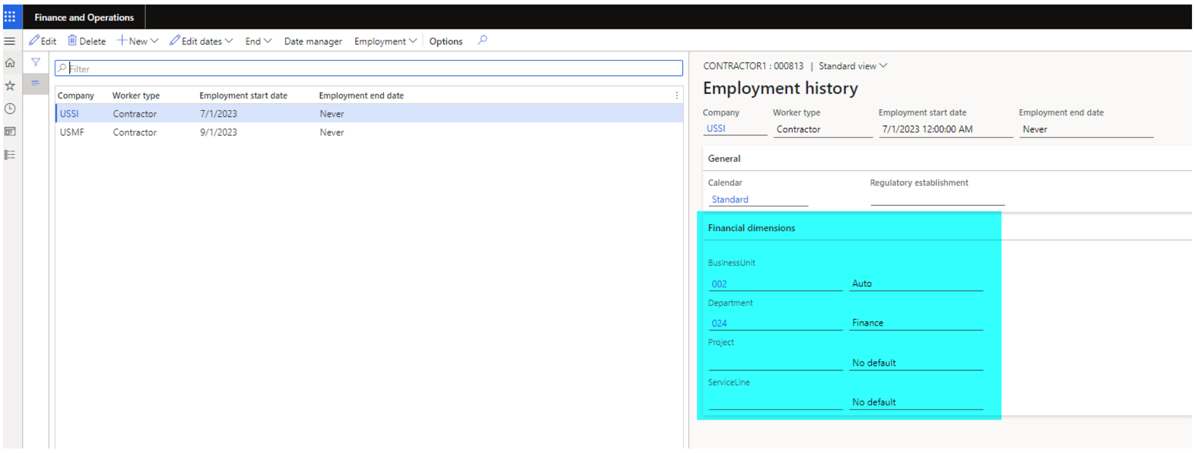
Note: When adding lines to an existing purchase order, then there will always be added new purchase order lines from the journal, meaning there is no merge with existing lines

6.2.3 Default financial dimensions from contractor

When payment certificate parameter **Default financial dimensions** is off, then standard insert of financial dimensions is used when purchase order lines are created from payment certificate journal. This means for example that the financial dimensons are inserted with merge from Vendor and Released product.

When **Default financial dimensions** is on, then if a financial dimension is registered on the contractor, then this will be inserted on the purchase order line and overwrite any financial dimensions defaulted by standard.

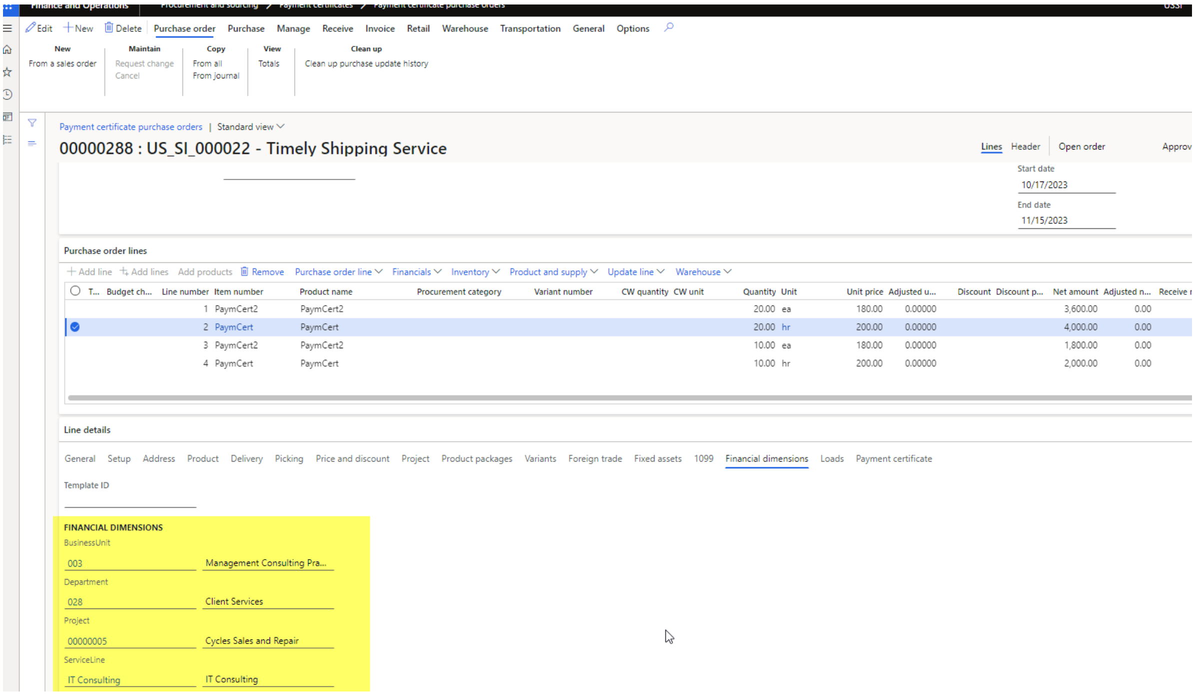
It is the financial dimensions on from the **Employment history** that is used.



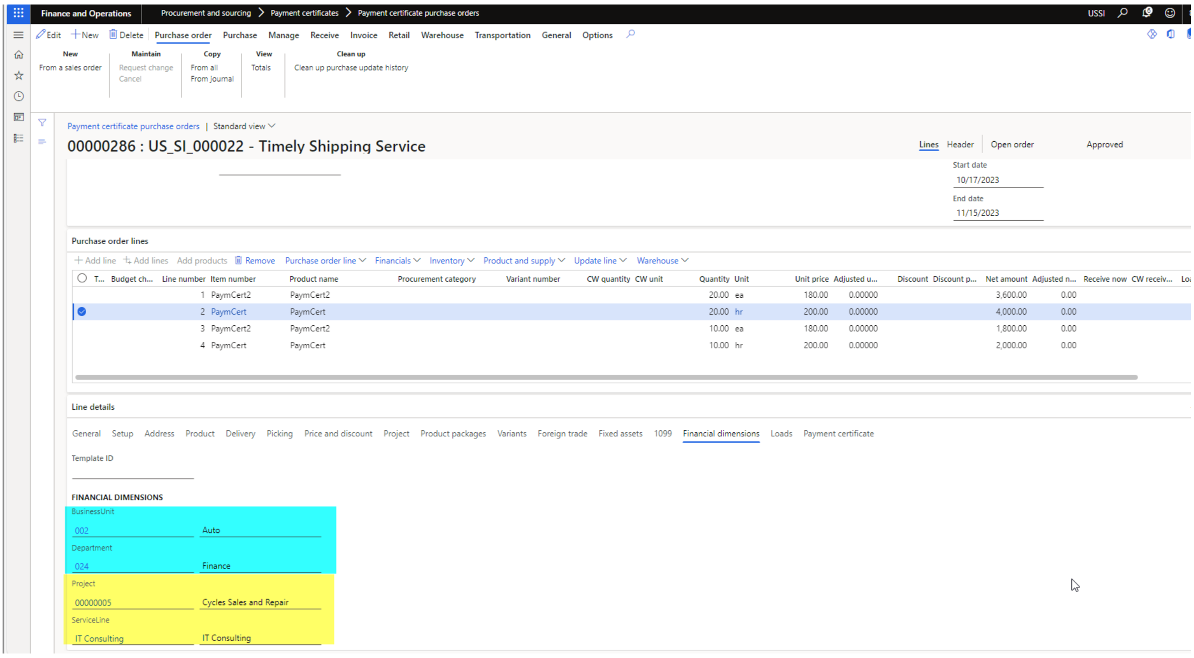
Note: *There is not financial dimensions on the contractor employment setup, only on the employment history. Meaning, if you have a scenario where the contractor has changed employment type from contactor to employee and back to contractor with the same vendor, then it is the financial dimensions from the first employment history record that is used if the payment certificate journal is created for a period that spans both employment history records.*

Example:

Payment certificate purchase order when **Default financial dimensions** is off, where financial dimensions is a merge from Vendor and Released products, or the financial dimensions has been inserted from a purchase agreement line.



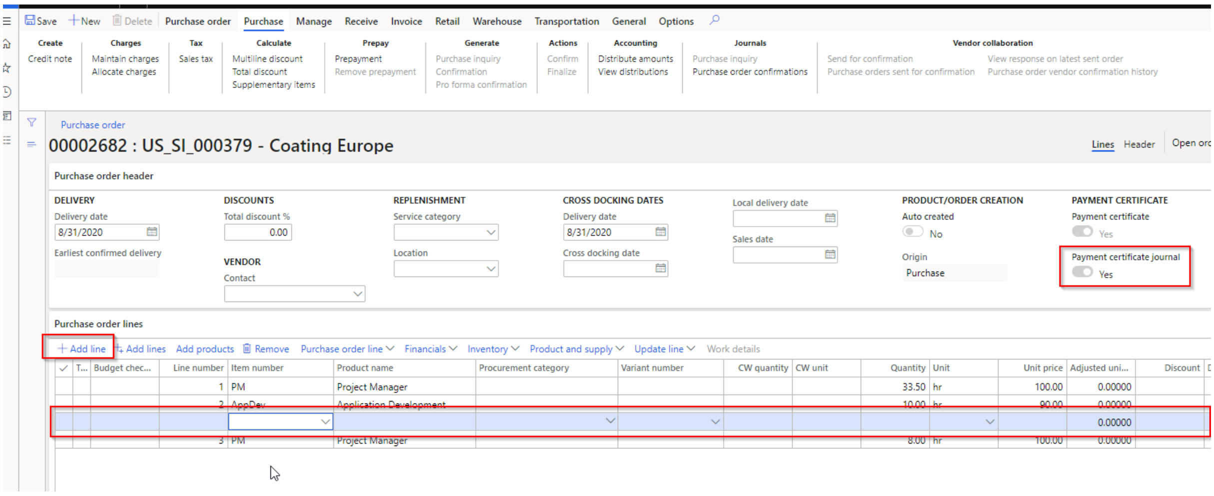
Payment certificate purchase order when **Default financial dimensions** is on, where financial dimensions from the contractors **Employment history** (screenshot above) is inserted, her the BusinessUnit and the Department.



6.2.4 Add manual purchase order lines

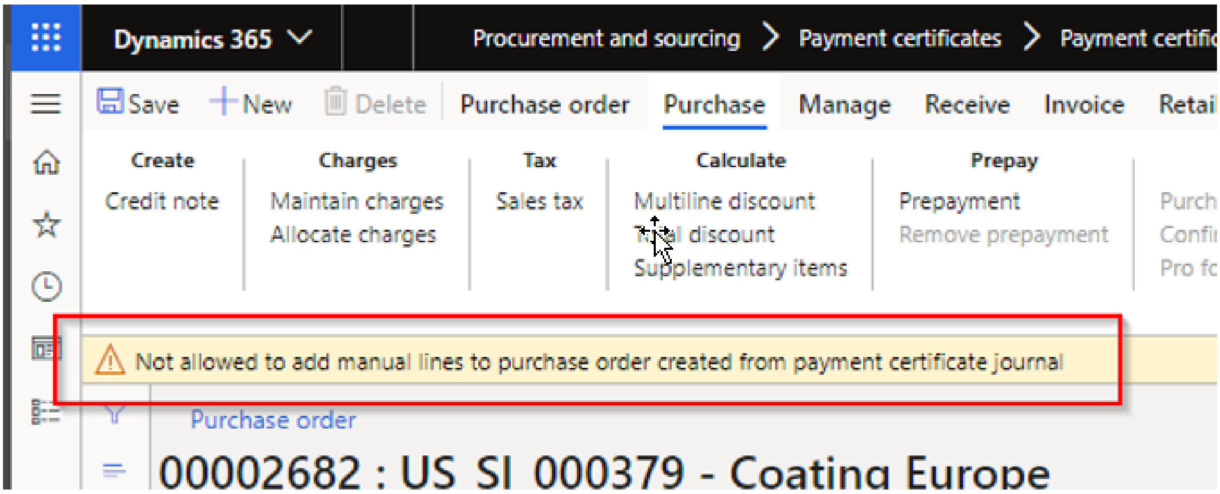
If **Allow add manual lines to purchase order created from journal** is set to **Yes**, then new manual lines can be added to the purchase order

Note: The manual added purchase lines will not be included on the transation list in the Payment certificate report



If **Allow add manual lines to purchase order created from journal** is set to **No**, then new manual lines cannot be added to the purchase order

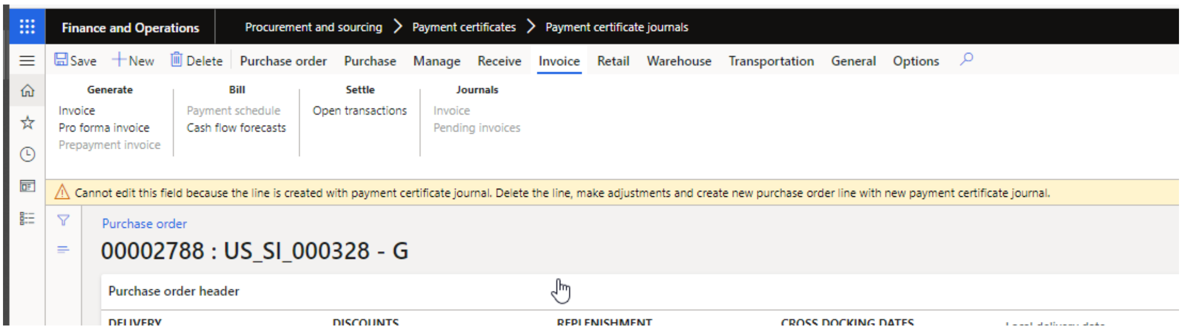
If you use keyboard shortcut to add new lines, then this will be stopped, and a message given as shown in screenshot below:



6.2.5 Edit of purchase order lines created from payment certificate journal

If a purchase order line is created from a payment certificate journal, then it is not possible to edit the following fields below on the purchase order line and a message given as shown in screenshot below.

- Tab Grid: Quantity, Unit, Unit price, Discount, Discount percentage, Net amount
- Tab Price and discount: Discount, Discount percentage, Price unit
- Tab Project: Quantity, Unit price, Net amount



If the purchase order line is not ok, then you must delete the purchase order line, use project adjustment or hour journal to correct the transaction, and create new payment certificate journal and post to create new purchase order line.

Note: If it is important that the removed purchase order line is present on the same purchase order as the other lines created from same journal, then you have to delete all purchase order lines linked to same payment certificate journal before creating new payment certificatre journal.

6.2.6 Delete purchase order lines with link to payment certificate journal

If you delete a purchase order line with link to a payment certificate journal, then the related journal lines to the purchase order lines will also automatically be deleted.

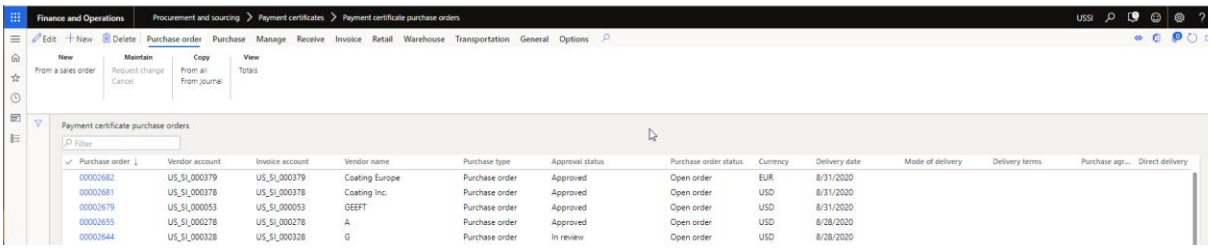
If you delete all purchase order lines created from a payment certificate journal, then also the payment certificate journal header also automatically will be deleted.

When the purchase order is deleted, the **Payment certificate status** for the hour transaction will also be removed, meaning the hour transaction can then be adjusted or added to a new payment certificate journal (if the transaction has not been adjusted with project adjustment).

6.3 Payment certificate purchase orders

Procurement and sourcing > Payment certificates > Payment certificate purchase order

List page of all purchase orders where **Payment certificate = Yes** in purchase order header



7 PAYMENT CERTIFICATE REPORT

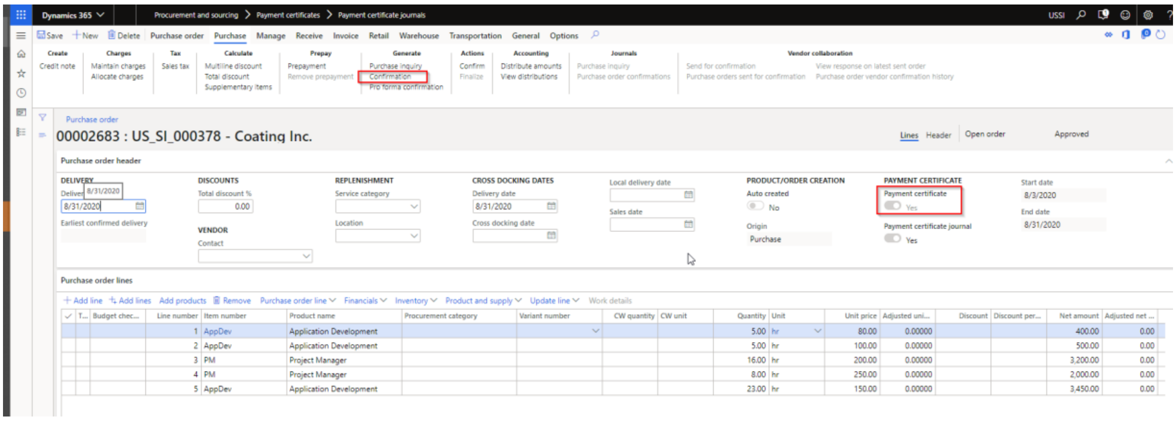
Payment certificate report is printed instead of standard purchase order confirmation if **Payment certificate** is **Yes** in Purchase order header.

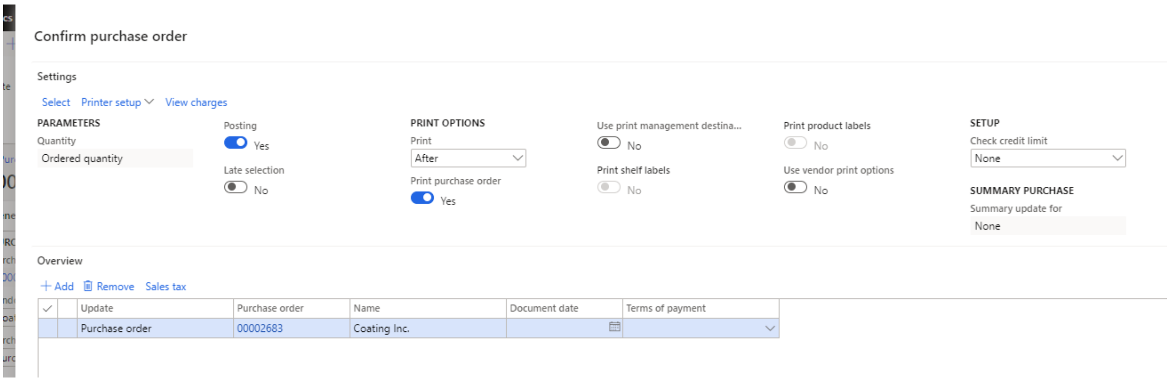
The **Transaction list** is printed as part of the Payment certificate report if it is selected on Payment certificate parameters or Vendor setup and there are related payment certificate journal lines.

7.1 Payment certificate report with transaction list

Example of the report continuing the purchase order created in chapter above with Vendor with company currency and **Purchase price** = **Transaction**

Confirm purchase order with Vendor US_SI_000378 : Coating Inc.





The payment certificate report is printed instead of the standard purchase order confirmation report, and the transaction list because the purchase order is created with payment certificate journal

The data printed on the confirmation part of the report is same as standard purchase order confirmation report, but some of the data can be hidden with turning on/off on form setup, see separate chapter on setup above. In addition, following extra has been added in the header:

- **Terms of payment**: From purchase order header

- **Ordrerer:** From purchase order header
- **Start date:** From purchase order header, earliest Project date of related project transactions
- **End date:** From purchase order header, latest Project date of related project transactions

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454 1st Street
Suite 99
Redmond, WA 98052
USA

DXC.technology

Telephone	123456
Fax	987456
Giro	
Tax registration number	1929837344

Coating Inc.

Payment certificate 00002683-1

Purchase order	00002683
Date	8/31/2020
Prepayment obligation	No
Delivery terms	Third party
Terms of payment	Net 30 days
Orderer	GEEFT
Start date	8/3/2020
End date	8/31/2020

Delivery address
Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA 98052
USA

Line number	Item number	Description	Delivery	Quantity	Unit	Unit price	Amount
1	AppDev	001014 - Bob Springfield	8/31/2020	5.00	hr	80.00	400.00
2	AppDev	001014 - Bob Springfield	8/31/2020	5.00	hr	100.00	500.00
3	PM	001014 - Bob Springfield	8/31/2020	16.00	hr	200.00	3,200.00
4	PM	001014 - Bob Springfield	8/31/2020	8.00	hr	250.00	2,000.00
5	AppDev	001015 - Tom Hanson	8/31/2020	23.00	hr	150.00	3,450.00

Currency	Sales subtotal amount	Total discount	Charges	Sales tax	Round-off	Total
USD	9,550.00	0.00	0.00	0.00	0.00	9,550.00

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The transaction list is printed after the confirmation part of the report, and the data printed on this part of the report can also be turned on/off on form setup, see separate chapter on setup above.

If a purchase order line is grouped with data from the payment certificate journal, then the data is split in the transaction list.

Following data is printed:

- Header:
  - **Purchase agreement**: Purchase agreement ID. If no purchase release order, then empty
  - **Date**: Print date
  - **Start date:** From purchase order header, earliest Project date of related project transactions
  - **End date:** From purchase order header, latest Project date of related project transactions
- Body:
  - **Line number:** Line number from purchase order line
  - **Project ID:** Project ID from hour transaction
  - **Project name:** Project name from hour transaction
  - **Project date:** Project date from hour transaction
  - **Item number:** Item number from purchase order line
  - **Description:** Description from hour transaction
  - **Resource:** Resource from hour transaction
  - **Quantity:** Quantiry from hour transaction
  - **Unit:** Unit from purchase order line

- **Unit price:** Unit price from purchase order line
- **Amount:** Amount from purchase order line

Note: If the **Purchase order prices/amount** is set to **No** on a Vendor, then the **Unit price** and **Amount** are not printed on the transaction list (even if it is turned on in form setup)

Note: If there is added a manual line to a payment certificate purchase order, then this will not have corresponding data on the transaction list

Payment certificate 00002683-1

Purchase agreement	
Date	8/31/2020
Start date	8/3/2020
End date	8/31/2020

Line number	Project ID	Project name	Project date	Item number	Description	Resource	Quantity	Unit	Unit price	Amount
1	00000253-02	Oslo - Bergen	8/6/2020	AppDev		Bob Springfield	5.00	hr	80.00	400.00
					Total	**Bob Springfield**	**5.00**			**400.00**
2	00000253-01	Sandnes - Stavanger	8/31/2020	AppDev		Bob Springfield	5.00	hr	100.00	500.00
					Total	**Bob Springfield**	**5.00**			**500.00**
3	00000253-01	Sandnes - Stavanger	8/3/2020	PM		Bob Springfield	8.00	hr	200.00	1,600.00
3	00000253	New power lines	8/9/2020	PM		Bob Springfield	8.00	hr	200.00	1,600.00
					Total	**Bob Springfield**	**16.00**			**3,200.00**
4	00000253-01	Sandnes - Stavanger	8/19/2020	PM		Bob Springfield	8.00	hr	250.00	2,000.00
					Total	**Bob Springfield**	**8.00**			**2,000.00**
5	00000253	New power lines	8/12/2020	AppDev		Tom Hanson	7.50	hr	150.00	1,125.00
5	00000253	New power lines	8/20/2020	AppDev		Tom Hanson	8.00	hr	150.00	1,200.00
5	00000253-01	Sandnes - Stavanger	8/20/2020	AppDev		Tom Hanson	7.50	hr	150.00	1,125.00
					Total	**Tom Hanson**	**23.00**			**3,450.00**
					Total		**57.00**			**9,550.00**

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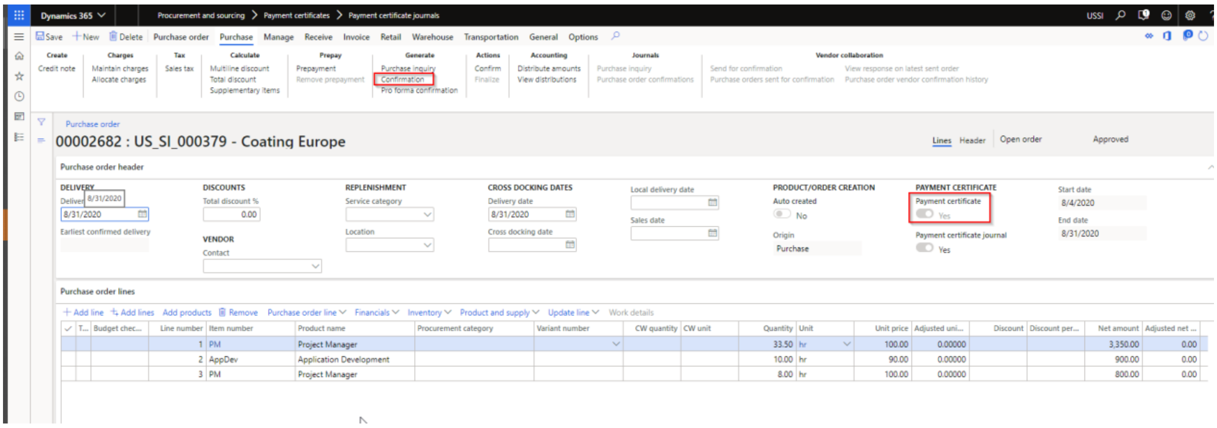
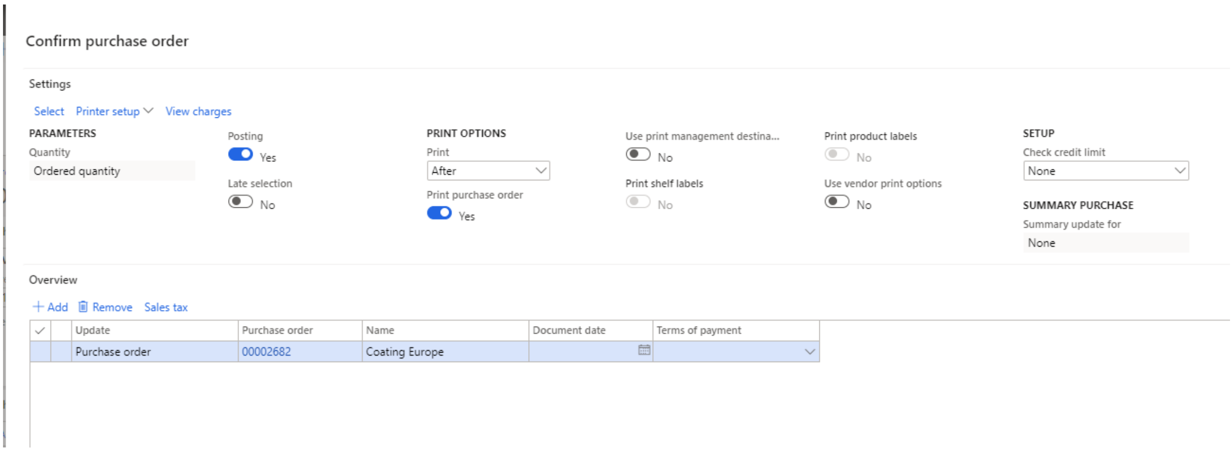
Example of the report continuing the purchase order created in chapter above with Vendor with foreign currency

Confirm purchase order with Vendor US_SI_000379 : COATING EUROPE





Payment certificate confirmation report and transaction list are printed

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454 1st Street
Suite 99
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USA

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Telephone	123456
Fax	987456
Giro	
Tax registration number	1929837344

Coating Europe

Payment certificate 00002682-1

Purchase order	00002682
Date	8/31/2020
Prepayment obligation	No
Delivery terms	
Terms of payment	Net 30 days
Orderer	GEEFT
Start date	8/4/2020
End date	8/31/2020

Delivery address
Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA 98052
USA

Line number	Item number	Description	Delivery	Quantity	Unit	Unit price	Amount
1	PM	001013 - John Smith	8/31/2020	33.50	hr	100.00	3,350.00
2	AppDev	001016 - William York	8/31/2020	10.00	hr	90.00	900.00
3	PM	001016 - William York	8/31/2020	8.00	hr	100.00	800.00

Currency	Sales subtotal amount	Total discount	Charges	Sales tax	Round-off	Total
EUR	5,050.00	0.00	0.00	0.00	0.00	5,050.00

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Payment certificate 00002682-1

Purchase agreement	
Date	8/31/2020
Start date	8/4/2020
End date	8/31/2020

Line number	Project ID	Project name	Project date	Item number	Description	Resource	Quantity	Unit	Unit price	Amount
1	00000253-02	Oslo - Bergen	8/11/2020	PM		John Smith	10.00	hr	100.00	1,000.00
1	00000253-01	Sandnes - Stavanger	8/18/2020	PM		John Smith	8.00	hr	100.00	800.00
1	00000253-01	Sandnes - Stavanger	8/30/2020	PM		John Smith	8.00	hr	100.00	800.00
1	00000253	New power lines	8/31/2020	PM		John Smith	7.50	hr	100.00	750.00
					Total	**John Smith**	**33.50**			**3,350.00**
2	00000253	New power lines	8/4/2020	AppDev		William York	5.00	hr	90.00	450.00
2	00000253-02	Oslo - Bergen	8/13/2020	AppDev		William York	5.00	hr	90.00	450.00
					Total	**William York**	**10.00**			**900.00**
3	00000253-02	Oslo - Bergen	8/13/2020	PM		William York	8.00	hr	100.00	800.00
					Total	**William York**	**8.00**			**800.00**
					Total		**51.50**			**5,050.00**

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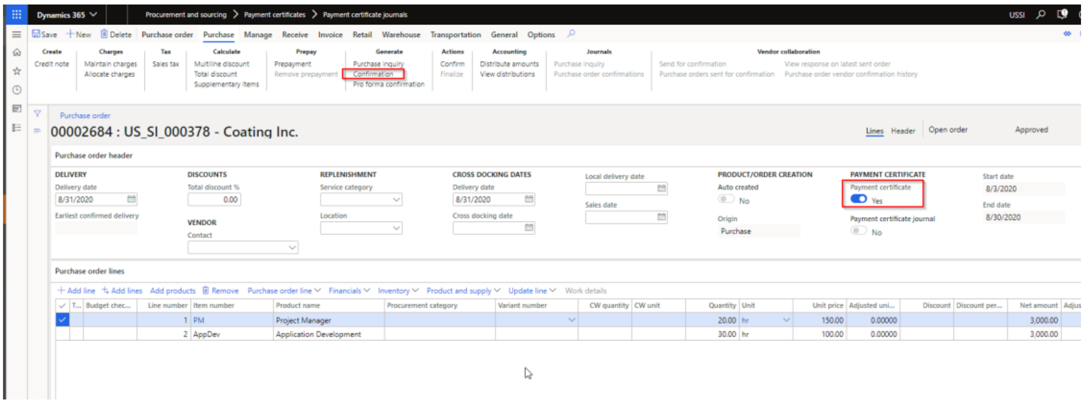
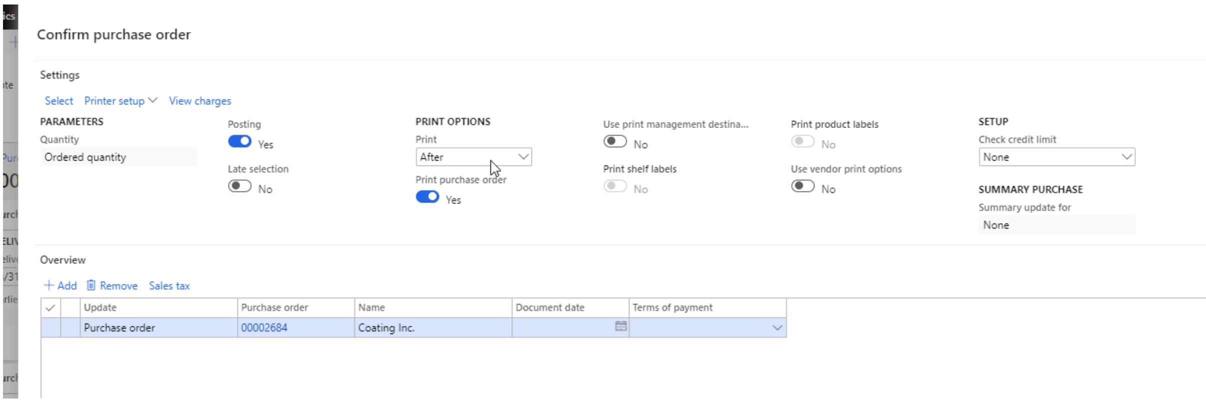
7.2 Payment certificate report without transaction list

If a payment certificate purchase order has **Payment certificate = Yes** in purchase order header but is not created with a payment certificate journal, then payment certificate confirmation report is printed and no transaction list

Example of a confirm of a manual created payment certificate purchase order, Start and End dates are entered manually on the purchase order lines on tab Payment certificate





Payment certificate confirmation report is printed, but no transaction list

Contoso Consulting USA
454 1st Street
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Coating Inc.

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Telephone	123456
Fax	987456
Giro	
Tax registration number	1929837344

Payment certificate 00002684-1

Purchase order	00002684
Date	8/31/2020
Prepayment obligation	No
Delivery terms	
Terms of payment	Net 30 days
Orderer	GEEFT
Start date	8/3/2020
End date	8/30/2020

Delivery address
Contoso Consulting USA
454 1st Street
Suite 99
Redmond, WA 98052
USA

Line number	Item number	Description	Delivery	Quantity	Unit	Unit price	Amount
1	PM	Project Manager	8/31/2020	20.00	hr	150.00	3,000.00
2	AppDev	Application Development	8/31/2020	30.00	hr	100.00	3,000.00

Currency	Sales subtotal amount	Total discount	Charges	Sales tax	Round-off	Total
USD	6,000.00	0.00	0.00	0.00	0.00	6,000.00

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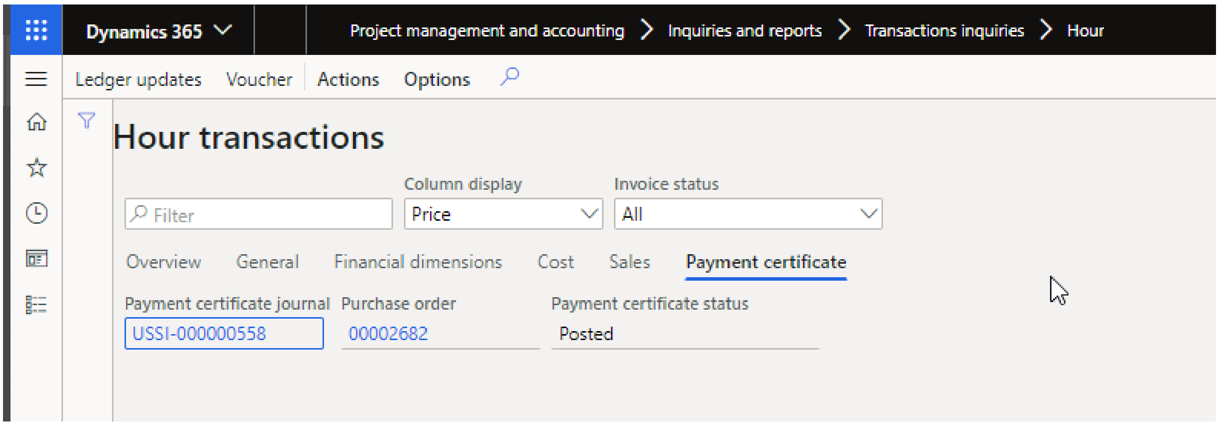
8 PROJECT HOUR TRANSACTION

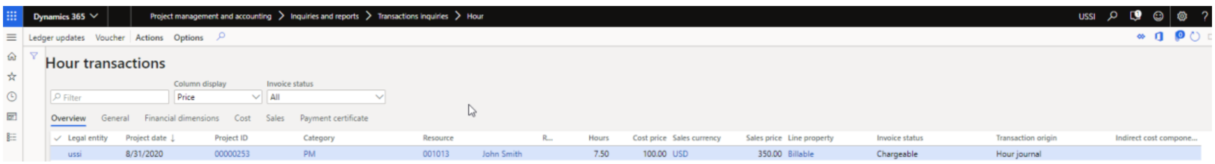
On detailed view of the hour transaction, there is a new tab **Payment certificate** with following information:

- **Payment certificate journal:** Payment certificate journal ID of the journal which the hour transaction has been included in.
- **Purchase order:** Purchase order ID of the purchase order on the payment certificate line on an unposted journal or the purchase order which the journal line has been created on if posted journal
- **Payment certificate status:**
    - **Empty**: hour transaction has not been included in a payment certificate journal
    - **Journal:** hour transaction has been included in a payment certificate journal, but the journal is open (not posted). If there is a value in field **Purchase order**, this has been filled in on the journal line – but no new line has been created on this purchase order.
    - **Posted:** hour transaction has been included in a payment certificate journal, and the journal is posted. The journal line is part of a new purchase order line on the the purchase order ID in field **Purchase order**

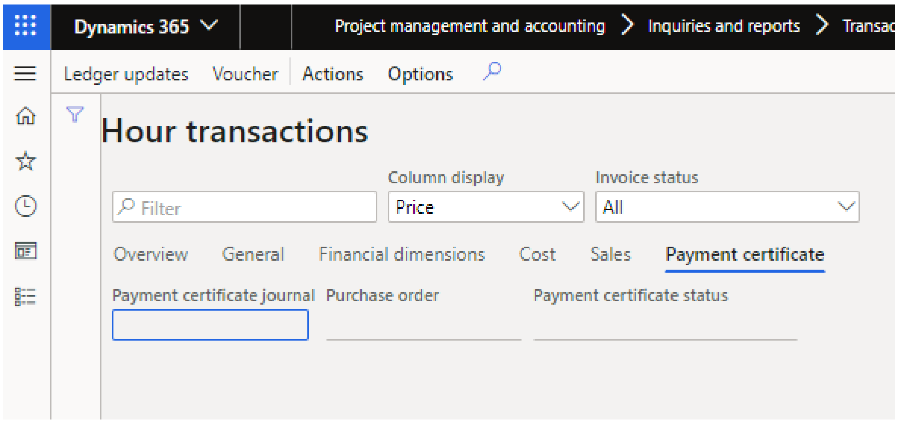


8.1 Examples of changes in Project hour transaction

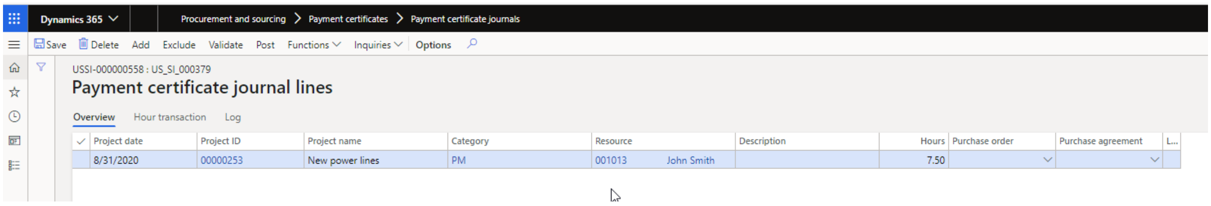
<u>Posted hour transaction – not added to journal</u>



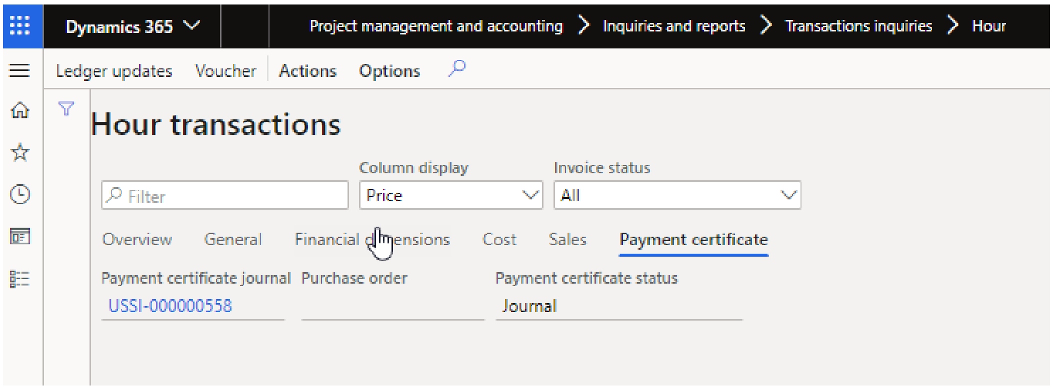
No data on tab **Payment certificate**



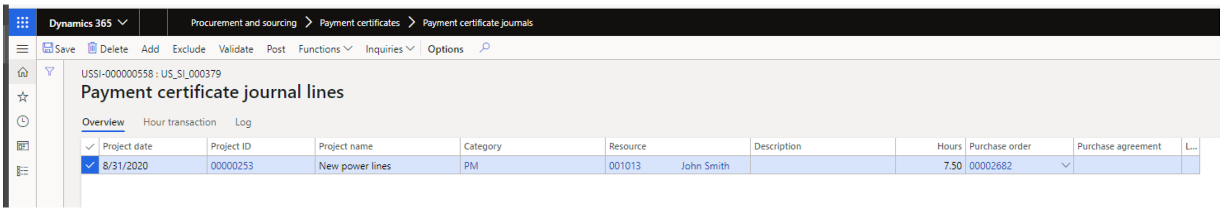
Transaction added to a payment certificate journal



Payment certificate journal ID and **Payment certificate status = Journal** on tab **Payment certificate**

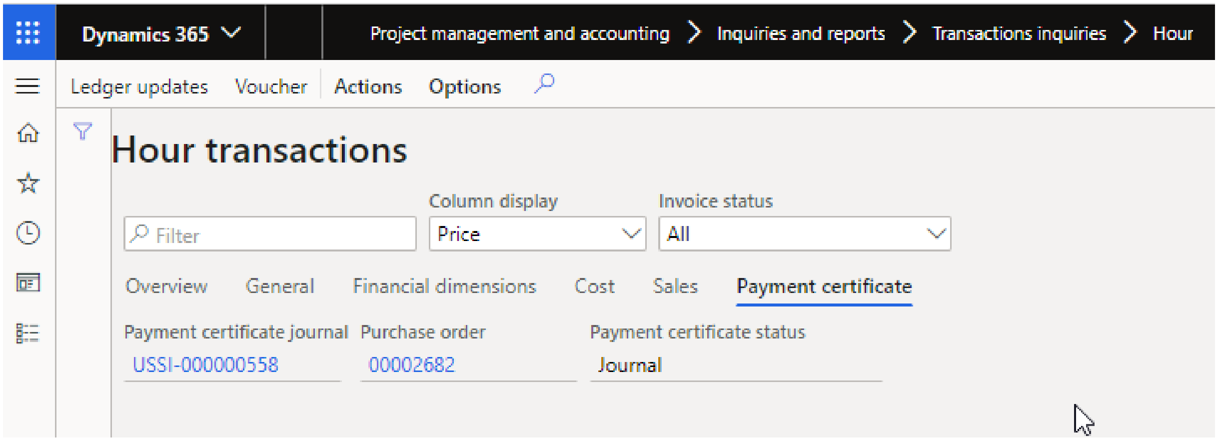


Purchase order selected on the payment certificate journal line; journal is open (not posted)



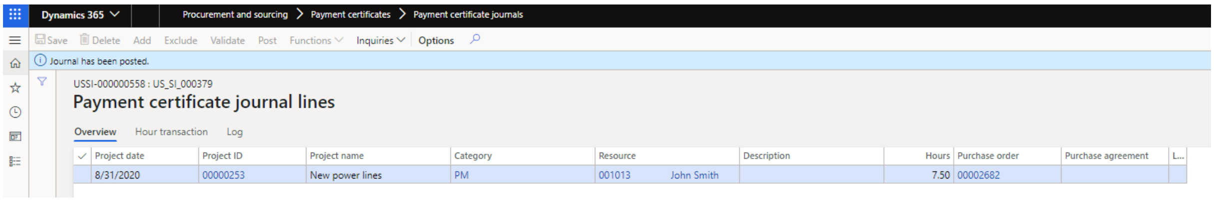
Purchase order from the journal line show on tab **Payment certificate**

Note: If a new purchase order or purchase release order from a purchase agreement is to be created with posting of journal, then this example will be skipped

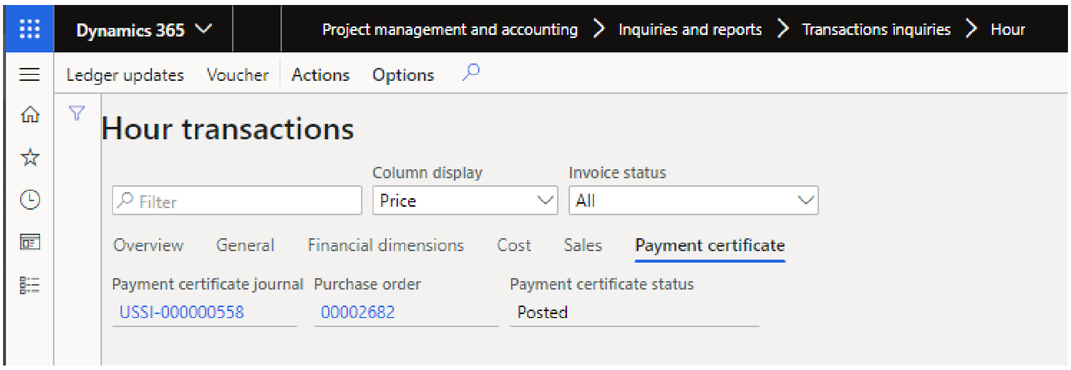


Posted journal

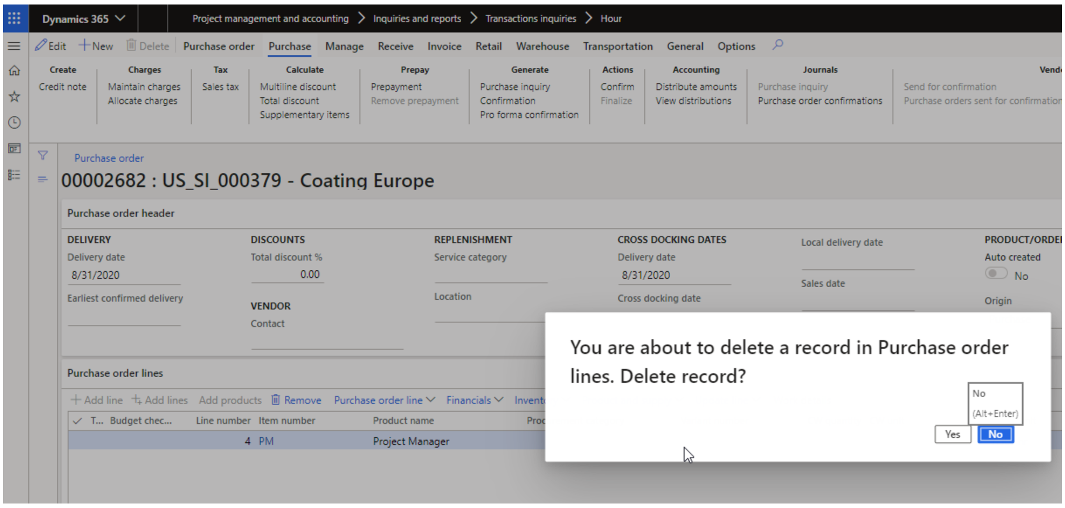
Payment certificate status = Posted on tab **Payment certificate**, and the purchase order ID in



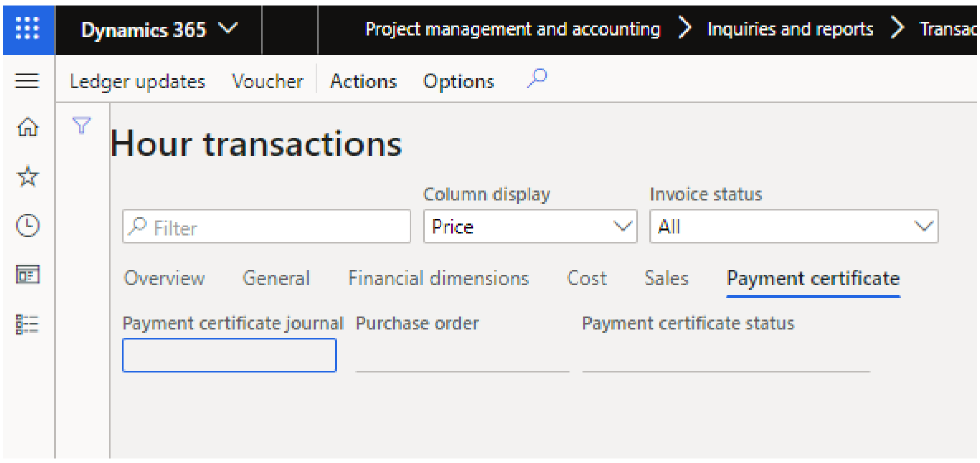
field **Purchase order** is the purchase order line which got a new purchase order line where the journal line has been included



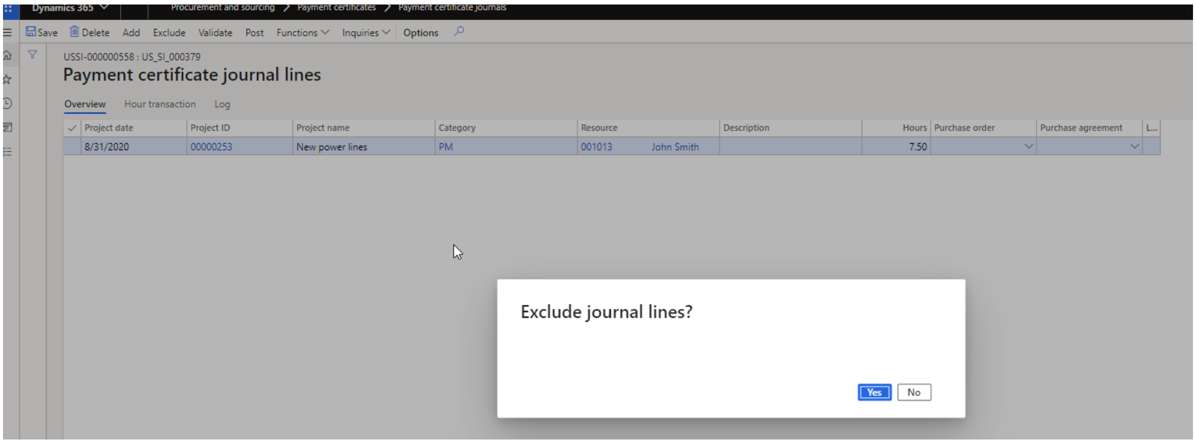
Removing purchase order line



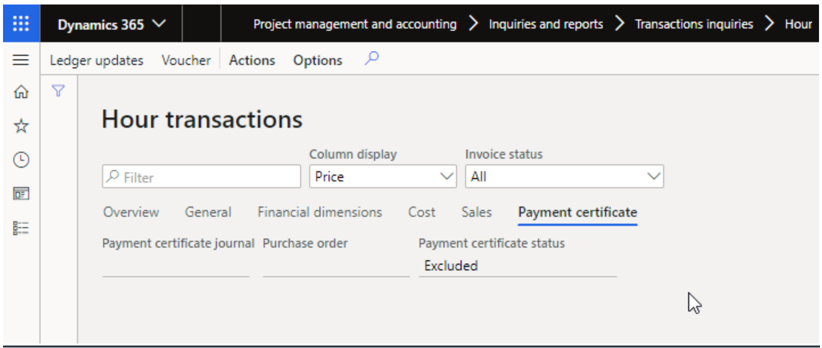
No data on tab **Payment certificate**



Excluded hour transaction



Payment certificate status = Excluded on tab **Payment certificate**



Note: If the excluded hour transaction is included in a new journal with **Include excluded = Yes,** then **Payment certificate status** is updated to **Journal** – and if the line is deleted from the journal, then the **Payment certificate status** is updated to empty (or else it will be updated to Posted if the line is posted with the journal)

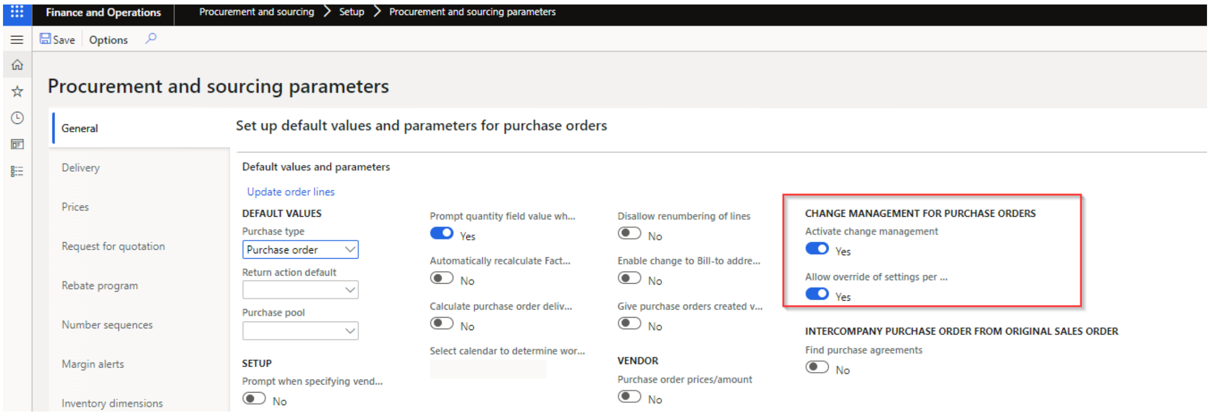
9 OVERRIDE CHANGE MANAGEMENT

Override change management is used to disable change management on a vendor used for payment certificate where the purchase orders to same vendor shall have change management active for non-payment certificate purchase ordes.

9.1 Setup

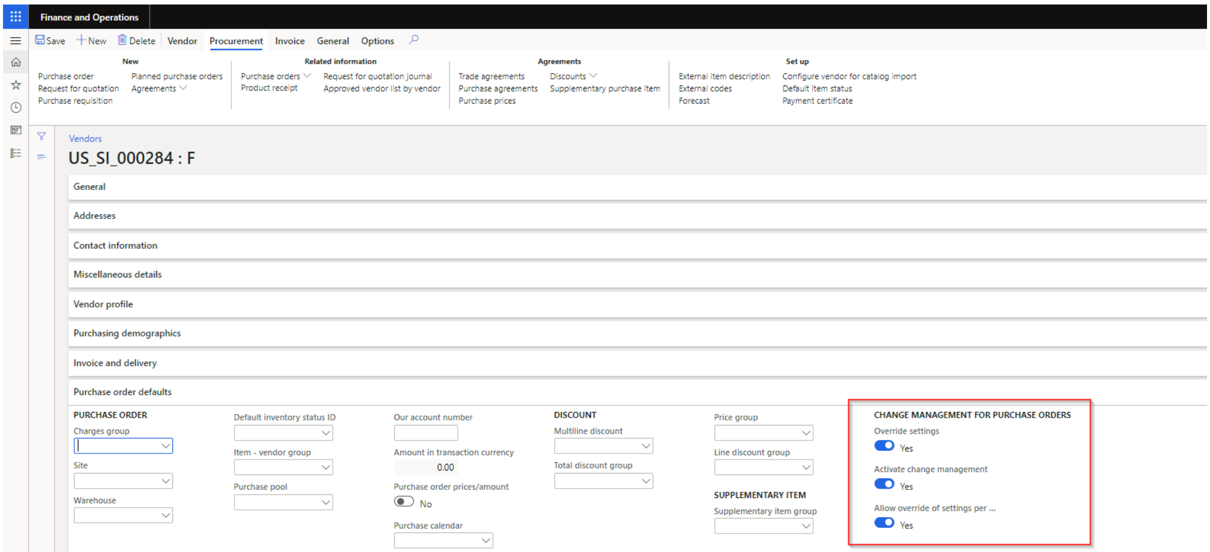
Before **Overide change management** can override change management on a payment certificate purchase order, following prerequisite standard setup must be active (in addition to activating the functionality in payment certificate parameters or vendor setup):

- **Procurement and sourcing > Setup > Procurement and sourcing parameters**
  - **Tab General > CHANGE MANGEMENT FOR PURCHASE ORDERS**
    - **Activate change management:** Yes
    - **Allow override of settings per vendor:** Yes



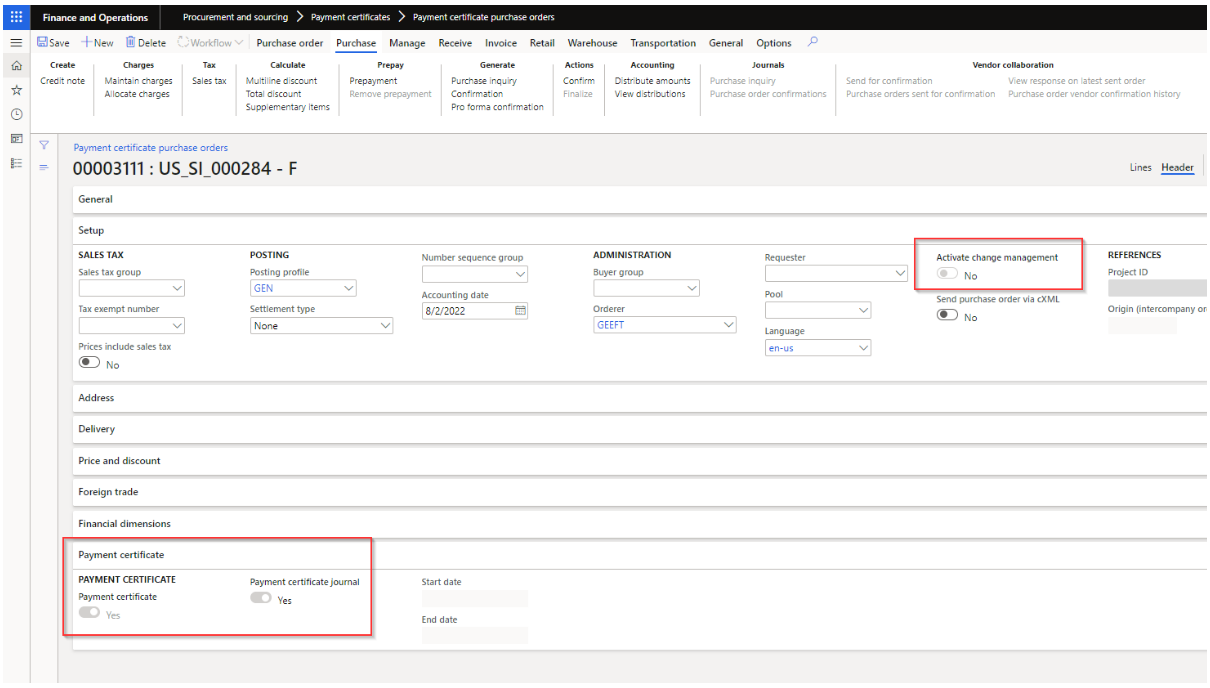
- **Procurement and sourcing > Vendors > All vendors**
  - **Tab Purchase order defaults > CHANGE MANGEMENT FOR PURCHASE ORDERS**
  - **Ovverride settings:** Yes
  - **Activate change management:** Yes

- **Allow override of settings per purchase order:** Yes



9.2 Payment certificate journal

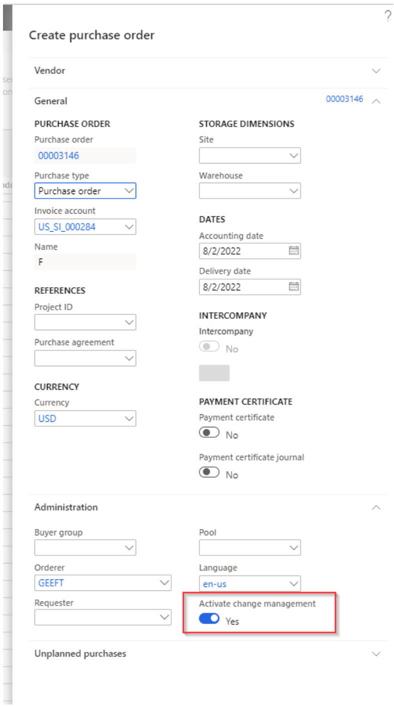
Payment certificate purchase orders created with posting of payment certificate journals will get **Activate change management** with 'No' (and the other normal purchase orders will have change management enabled)



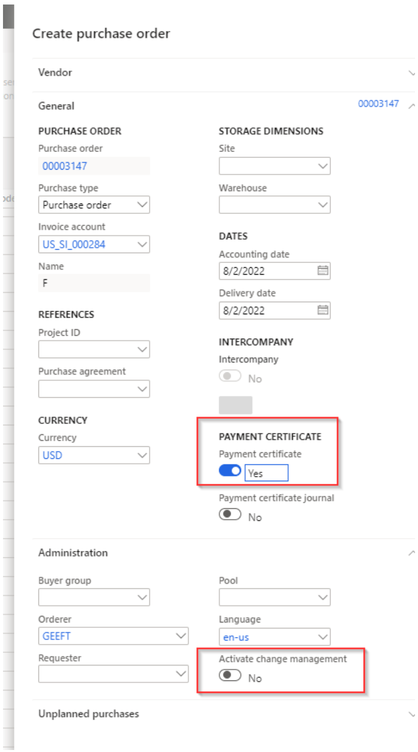
9.3 Manual creation of payment certificate purchase order

If it is allowed to create manual payment certificate purchase orders, then the override change management functionality will also be used on this:

- Change management will be active according to standard setup



- When **Payment certificate** is set to 'Yes', then **Activate change management** is automatically set to 'No'
- When **Payment certificate** is set to 'No', then **Activate change management** is automatically set to 'Yes'


Create purchase order
Vendor
General
00003147
PURCHASE ORDER
Purchase order
00003147
Purchase type
Purchase order
Invoice account
US_SI_000284
Name
F
REFERENCES
Project ID
Purchase agreement
CURRENCY
Currency
USD
STORAGE DIMENSIONS
Site
Warehouse
DATES
Accounting date
8/2/2022
Delivery date
8/2/2022
INTERCOMPANY
Intercompany
No
PAYMENT CERTIFICATE
Payment certificate
Yes
Payment certificate journal
No
Administration
Buyer group
Orderer
GEEFT
Requester
Pool
Language
en-us
Activate change management
No
Unplanned purchases

10 APPENDICES

10.1 License configuration keys

System administration > Setup > Licensing > License Configuration > Cepheo Payment certificate for Construction > Cepheo Payment certificate

New configuration keys:

- **Payment certificate** has been added to activate all functionality described in this document.

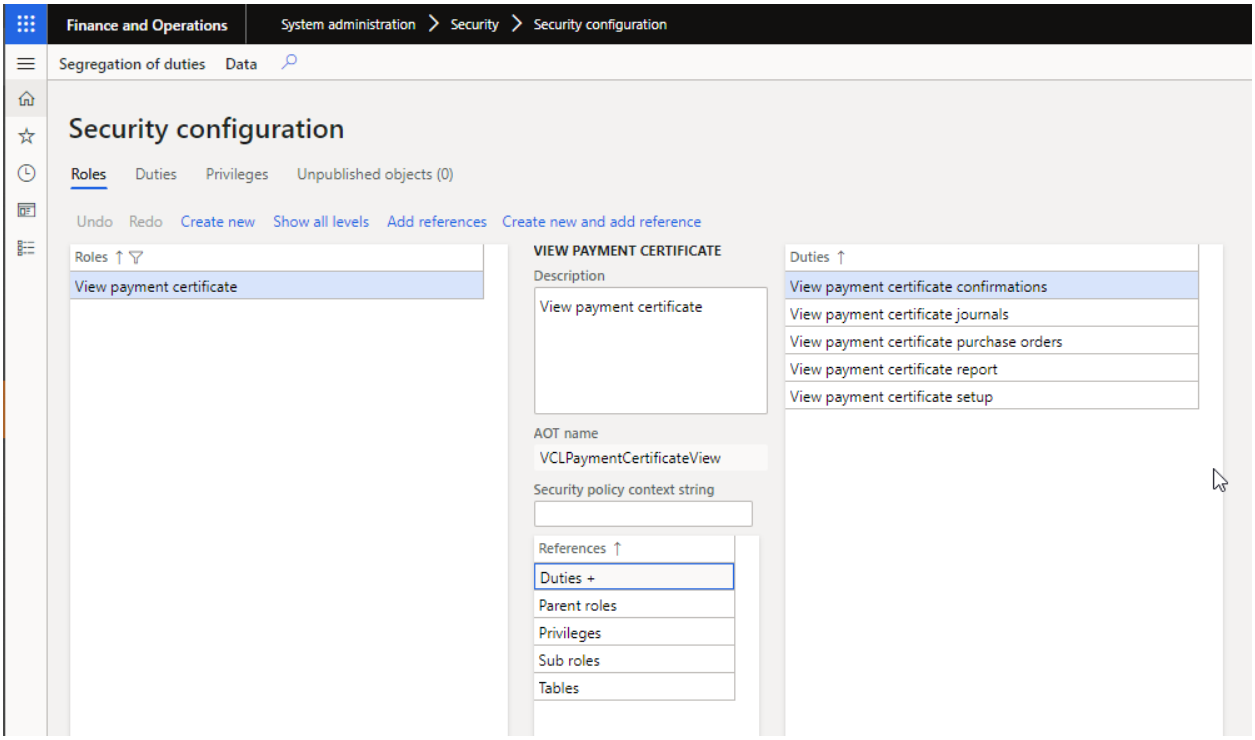
10.2 Security configuration

10.2.1 Role: View payment certificate

The role **View payment certificate** has read access to payment certificate functionality

The role consists of following Duties and Privileges:

- View payment certificate confirmations
  - View payment certificate confirmations
- View payment certificate journals
  - View payment certificate journals
- View payment certificate purchase orders
  - View payment certificate purchase orders
- View payment certificate report
  - View payment certificate report
- View payment certificate setup
  - View payment certificate parameters entity
  - View payment certificate setup
  - View the set up of forms for Payment certificate
  - View vendor form letter parameters entity
  - View vendor payment certificate setup entity

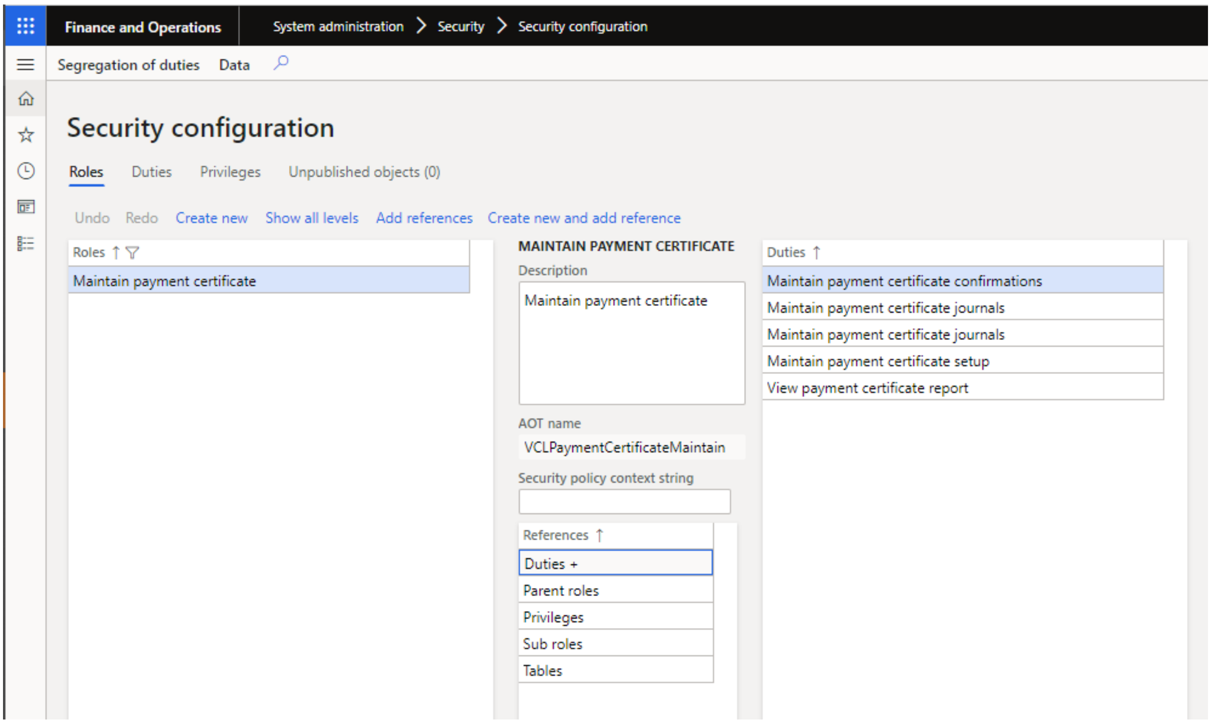


10.2.2 Role: Maintain payment certificate

The role **Maintain payment certificate** has full access to payment certificate functionality

The role consists of following Duties and Privileges:

- Maintain payment certificate confirmations
  - Maintain payment certificate confirmations
- Maintain payment certificate journals
  - Maintain payment certificate journals
- Maintain payment certificate journals
  - Maintain payment certificate purchase orders
- Maintain payment certificate setup
  - Maintain payment certificate parameters entity
  - Maintain payment certificate setup
  - Maintain the set up of forms for Payment certificate
  - Maintain vendor form letter parameters entity
  - Maintain vendor payment certificate setup entity
- View payment certificate report
  - View payment certificate report



10.3 Entities

Following entities are available:

- Payment certificate parameters
- Vendor form setup for payment certificate report
- Vendor payment certificate setup