

Cepheo Payment Certificate for Construction

User guide
October 2023

Version 1.1

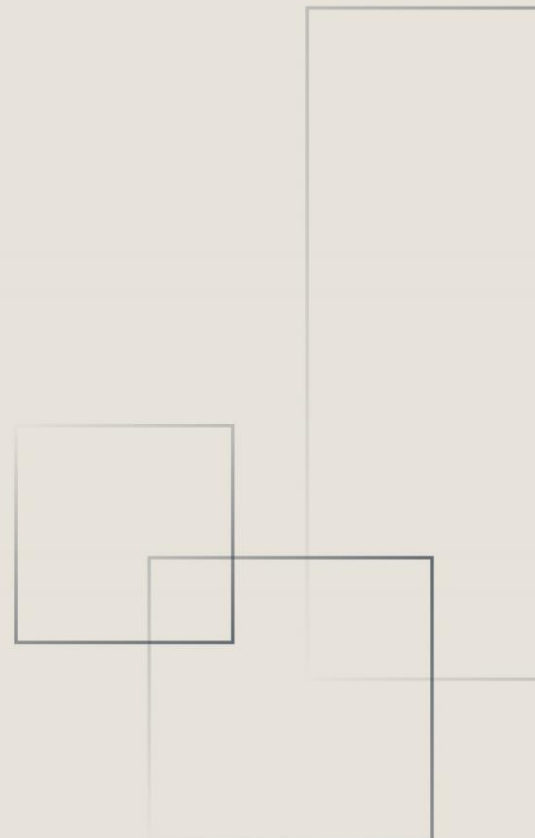


Table of Contents

1	Version history	5
2	Setup	6
2.1	Payment certificate parameters	6
2.2	Vendor setup.....	7
2.3	Project categories	9
2.4	Contractors	11
2.5	Purchase agreement classification	15
2.6	Form setup	15
2.7	Print management.....	16
3	Changes to contractor or worker employment type	17
3.1	Terminate contractor.....	17
3.2	Change worker employment type	17
3.3	Change vendor on contractor	18
3.4	Effective time and start/stop in time registrations	19
4	New purchase order and purchase agreement.....	20
4.1	New purchase order.....	20
4.1.1	Allow manual payment certificate purchase orders.....	20
4.1.2	New purchase order to use on Vendor setup.....	22
4.2	New purchase agreement.....	23
5	Payment certificate journals	26
5.1	Payment certificate journal header	26
5.2	New payment certificate journal.....	29
5.3	Create payment certificate journals	31
5.3.1	Automatic posting of journals.....	33
5.4	Payment certificate journal lines	35
5.5	Post payment certificate journal.....	39
5.5.1	Post journal	39
5.5.2	New or existing purchase order	41
5.5.3	Purchase agreement.....	42
5.5.4	Validations on posting journal	44
5.5.5	New purchase order lines	44
6	Payment certificate purchase order.....	46
6.1	Purchase order header	46
6.2	Purchase order lines	47
6.2.1	Purchase order lines	47
6.2.2	New purchase order lines created when posting journal.....	48
6.2.3	Default financial dimensions from contractor	52
6.2.4	Add manual purchase order lines	54
6.2.5	Edit of purchase order lines created from payment certificate journal	55
6.2.6	Delete purchase order lines with link to payment certificate journal.....	55
6.3	Payment certificate purchase orders	55

7	Payment certificate report.....	57
7.1	Payment certificate report with transaction list	57
7.2	Payment certificate report without transaction list	62
8	Project hour transaction	65
8.1	Examples of changes in Project hour transaction	65
9	Override change management	70
9.1	Setup.....	70
9.2	Payment certificate journal	71
9.3	Manual creation of payment certificate purchase order.....	72
10	Appendices.....	74
10.1	License configuration keys	74
10.2	Security configuration	74
10.2.1	Role: View payment certificate.....	74
10.2.2	Role: Maintain payment certificate.....	75
10.3	Entities	76

Copyright Notice

Copyright © Cepheo 2023 All rights reserved

This publication may not be copied, in whole or in part, without Cepheo's consent.

Cepheo, the Cepheo logo, and all Cepheo brand names and product names in this document are either trademarks or registered trademarks of Cepheo.

All other trademarks belong to their respective owners.

Microsoft Dynamics is a trademark of Microsoft Corporation in the United States of America and/or other countries.

The information in this document is confidential and may be legally privileged. It is intended solely for the recipient and access to this document by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying, distribution or any action taken, or omitted to be taken, in reliance on it is prohibited and may be unlawful. When addressed to our clients, any opinions or advice contained in this document are subject to the terms and conditions expressed in the governing client contract.

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 dimensions 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

The screenshot displays the 'Payment certificate parameters' configuration page. The breadcrumb trail at the top indicates the path: Finance and Operations > Procurement and sourcing > Setup > Payment certificate parameters. The page has a 'Save' button and a search icon. The main content area is titled 'Payment certificate parameters' and includes a 'Standard view' dropdown. On the left, there is a sidebar with 'General' and 'Number sequences' tabs. The 'General' tab is active, showing a 'SETUP' section with several toggle switches and a dropdown menu. The 'Mandatory purchase agreement' toggle is set to 'No'. The 'Allow manual payment certificate' toggle is set to 'No'. The 'Allow add manual lines to purchase orders' toggle is set to 'No'. The 'Purchase price' dropdown is set to 'Transaction'. The 'Print transaction list' toggle is set to 'Yes'. The 'Override change management' toggle is set to 'Yes'. The 'Default financial dimensions from contractor' toggle is set to 'Yes'.

Tab Number sequences

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

Reference	Number sequence code	Reuse numb...	Use same number as	Description
Payment certificate journal ID	IB_1000	☐		Payment certificate journal ID

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 to 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 agreement:** 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.

Dynamics 365 Finance and Operations Accounts payable > Vendors > All vendors

US_SI_000053 : GEEFT

Vendor payment certificate setup

Vendor setup | Purchase order and agreement

+ Add Remove

Start date	End date	Resource	Project contract ID	Project ID	Purchase order	Purchase agreement
2/5/2020		000788 GEEFT				000177
4/1/2020					00000412	

2.3 Project categories

Project management and accounting > Setup > Categories > Project categories

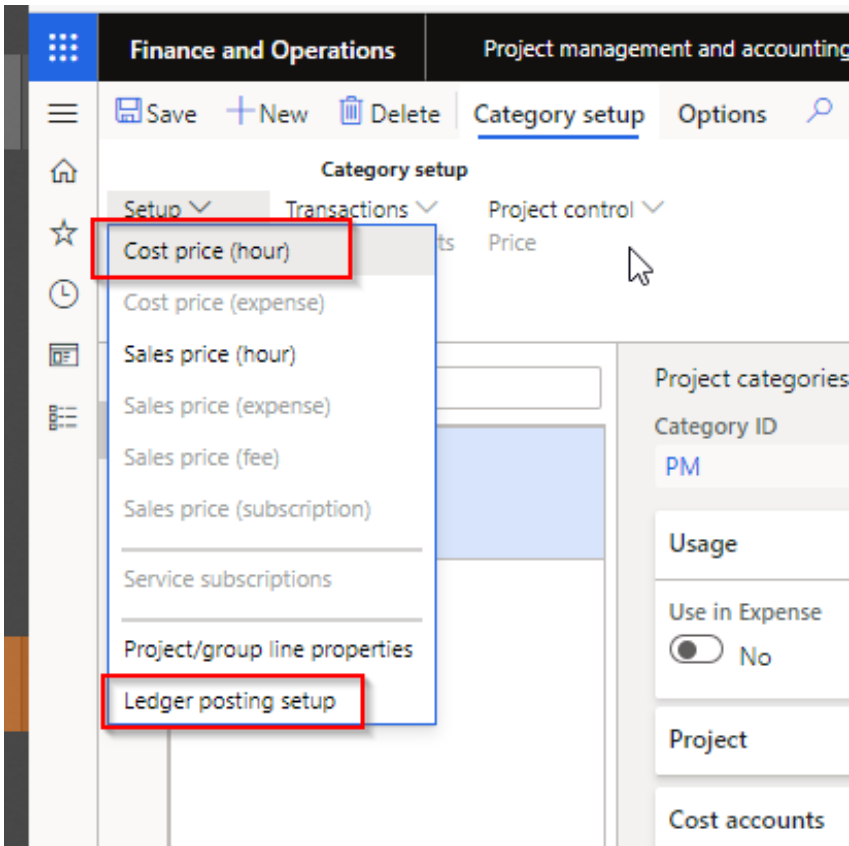
Tab **Payment certificate**

- **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 screenshot displays the Dynamics 365 interface for setting up Project categories. The breadcrumb trail at the top indicates the path: Project management and accounting > Setup > Categories > Project categories. The left-hand navigation pane lists several categories: Fee (Project Fees), PC_PM (Project manager), PM (Project Management), and ProjItem (Project Items). The 'PM' category is currently selected. The main area on the right is titled 'Project categories' and contains several sections for configuration. The 'Category ID' is set to 'PM' and the 'Category name' is 'Project Management'. Under the 'Usage' section, there are two toggle switches: 'Use in Expense' and 'Use in Production', both of which are currently turned off (set to 'No'). Below these are fields for 'Project', 'Cost accounts', and 'Revenue accounts'. At the bottom of the form, there is a 'Payment certificate' section with a dropdown menu for 'Payment certificate item', which is currently set to 'PM'. This dropdown menu is highlighted with a red rectangular box.

The categories must also be setup with correct cost prices according to agreement with subcontractors and the correct ledger 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**



2.4 Contractors

Human resources > Workers > Contractors

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

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

Dynamics 365 ▾ **Finance and Operations** Human resources > Workers > Contractors

Save + New Delete As of date ▾ **Worker** Payroll Time Project Retail General Expense Options 🔍

Personnel actions **Position assignment**

Change position Enroll in benefits Create eligibility event ▾ Worker position assignments End assignment
 Terminate Benefit enrollment results Change worker name Add assignment View in hierarchy
 Change worker employment type Edit assignment

Contractors

GEEFT : 000788

Profile **Contract employment** Competencies and development Retail Time registration

Contract employment details

+ New ▾ Edit dates ▾ End ▾

CONTRACT EMPLOYMENT DATES

Start date Probation period Termination reason

Adjusted start date Last date worked Termination date

MORE INFORMATION

Terms of employment FMLA eligibility FMLA cases

Contractor details

CONTRACTOR VENDOR **PURCHASE REQUISITION** **PURCHASE ORDER**

Vendor ID ID

Financial dimensions

When you select the vendor on the **Contractor Vendor**, then this is saved with today's 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**:

The screenshot shows the 'Contractors' section in the 'Human resources' module. The 'Employment history' tab is active, and the 'Date manager' button is highlighted in the top right corner. The main content area displays the details for 'Luka Abrus : 000459', including contract employment details, contractor details, and financial dimensions.

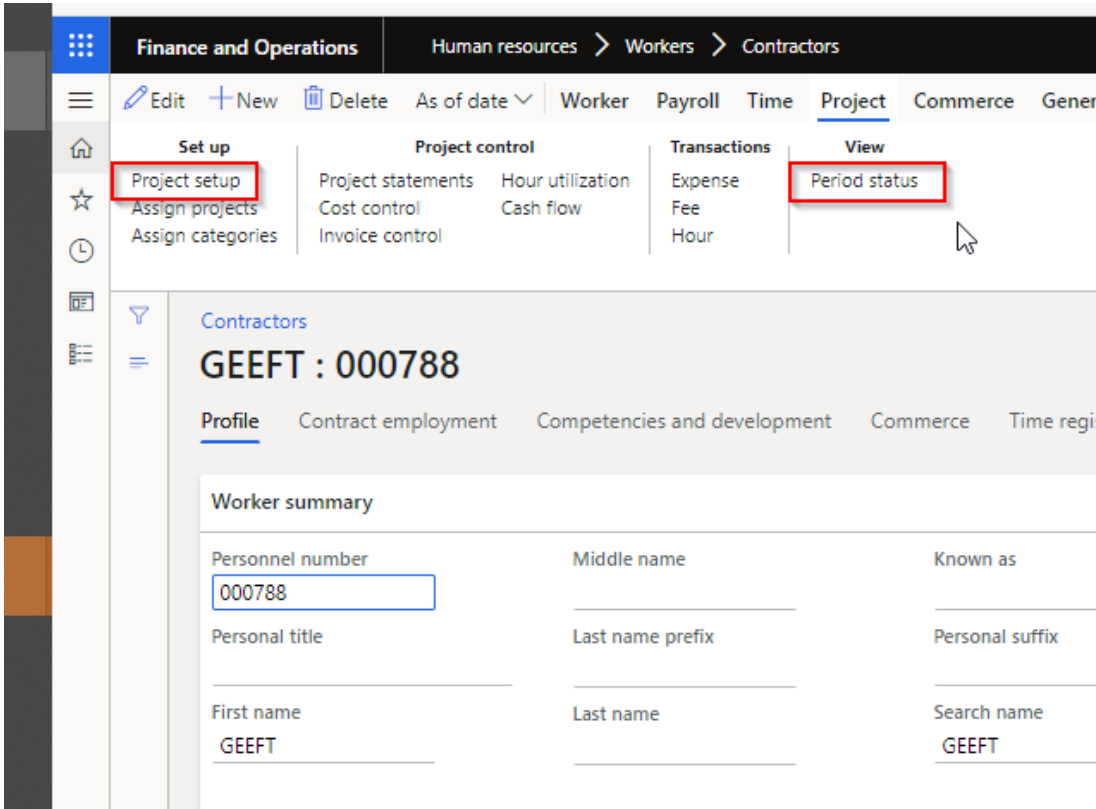
Select the current record in left pane and click on **Date manager**

The screenshot shows the 'Contractors' section in the 'Human resources' module. The 'Date manager' button is highlighted in the top right corner. The main content area displays the details for 'Luka Abrus : 000459', including contract employment details, contractor details, and financial dimensions.

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

The screenshot shows the 'Contractors' section in the 'Human resources' module. The 'Date manager' button is highlighted in the top right corner. The main content area displays the details for 'Luka Abrus : 000459', including contract employment details, contractor details, and financial dimensions.

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**.

Finance and Operations

Human resources > Workers > Contractors

SaveOptions

GEEFT : USS1

Resource setup

GEEFT

TIMESHEET

Period code
EmpWeek

Default category
PM

Max hours calendar
Standard

Require start/stop time
No

Use effective labor rate
No

RESOURCE SCHEDULING

Calendar
Standard

VALIDATION

Enable project validation
No

Enable category validation
No

MAXIMUM WORKING TIME

Monday
8.00

Tuesday
8.00

Wednesday
8.00

Thursday
8.00

Friday
8.00

Saturday
0.00

Sunday
0.00

Total working hours
40.00

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

Finance and Operations

Update worker periodsWorkers > Contractors

EditNewDeleteUpdate worker periodsHourOptions

GEEFT : 000788

Period status

OverviewGeneralUtilization

✓ From date ↓	End date	Posted on
10/13/2014	10/19/2014	
10/6/2014	10/12/2014	
9/29/2014	10/5/2014	
9/22/2014	9/28/2014	
9/15/2014	9/21/2014	
9/8/2014	9/14/2014	

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.

The screenshot displays the Dynamics 365 interface for 'Purchase agreement classification'. The left-hand navigation pane lists several classification types, with 'Payment certificate' currently selected and highlighted in blue. The main content area shows the configuration for this specific classification. Under the 'General' tab, the 'Payment certificate' option is enabled, indicated by a toggle switch set to 'Yes' and enclosed in a red rectangular box. Other configuration options visible include 'Subcontractors' (set to No), 'Require direct invoicing' (set to No), 'Certifications' (set to No), and 'Activities' (set to No). The 'Agreement classification category' is set to 'Default' via a dropdown menu.

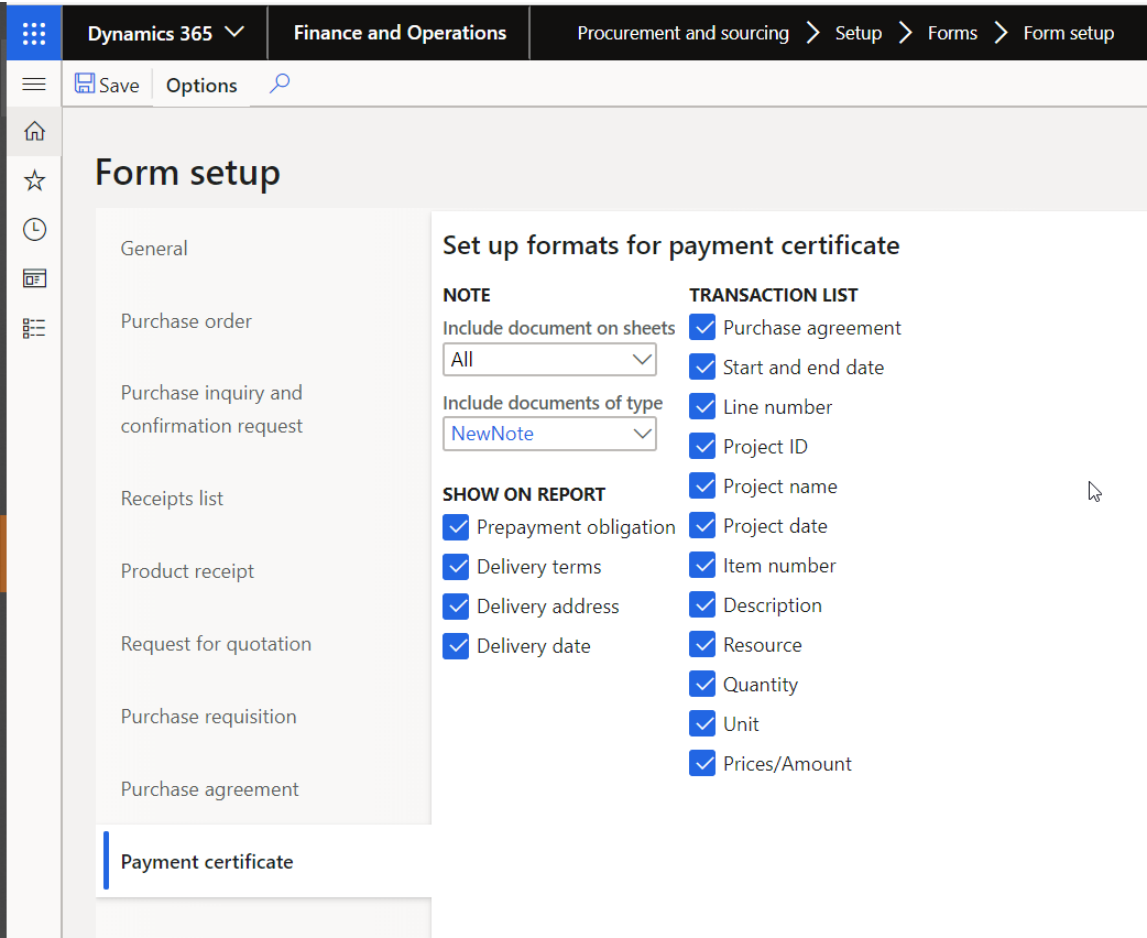
2.6 Form setup

Procurement and sourcing > Setup > Forms > Form setup

Tab Payment certificate

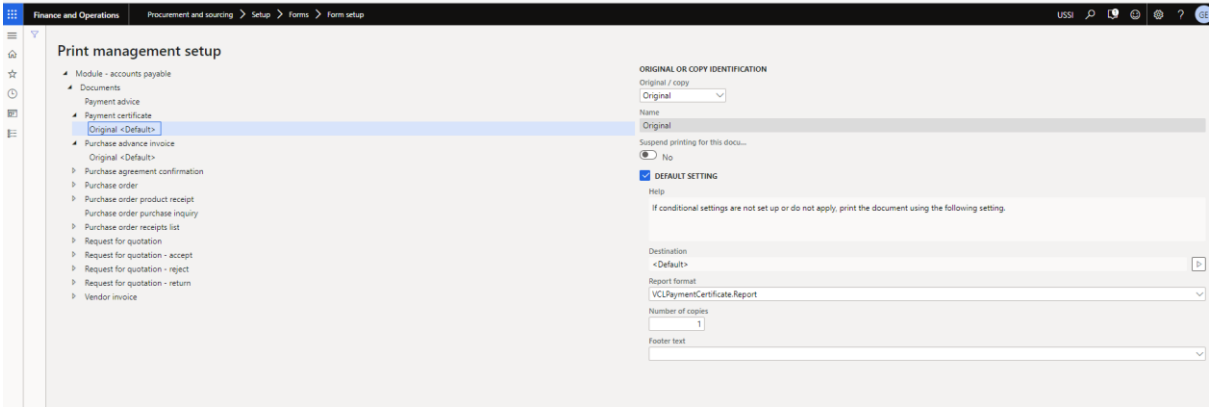
This is the setup for the Payment certificate SSRS report

- **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

Finance and Operations

Human resources > Workers > Past workers

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.

Finance and Operations

Human resources > Workers > Contractors

Edit

+ New

Edit dates

End

Date manager

Employment

Options

Filter

Company	Worker type	Employment start date	Employment end date
USSI	Employee	2/26/2021	3/31/2021
USSI	Contractor	9/1/2020	2/25/2021

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**:

The screenshot shows the 'Contractors' page for 'Luka Abrus : 000459'. The 'Employment history' tab is selected and highlighted with a red box. The page displays contract employment details, contractor details, and financial dimensions.

Contract employment details		
Contractor details		
CONTRACTOR VENDOR	PURCHASE REQUISITION	PURCHASE ORDER
Vendor	ID	ID
US_SI_000007		
Financial dimensions		

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

The screenshot shows the 'Date manager' button highlighted with a red box. The 'Employment history' tab is also visible. The left pane shows a list of records with columns: Company, Worker type, and Employment sta.

Company	Worker type	Employment sta
USSI	Contractor	9/15/2007 7:00:00

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

Finance and Operations | Human resources > Workers > Contractors

Save | Options

LUKA ABRUS : USSI | Standard view

Employment date manager

Employment details | Employee details | **Contractor details**

+ Add | Remove

Effective	Expiration
3/15/2021 7:00:00 AM	Never
3/1/2021 7:00:00 AM	3/15/2021 6:59:59 AM
3/1/2021 7:00:00 AM	Never

Effective: 3/15/2021 07:00:00 AM | Expiration: Never

CONTRACTOR VENDOR | **PURCHASE REQUISITION** | **PURCHASE ORDER**

Vendor: US_SI_000008 | ID: | ID:

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.

Finance and Operations | Human resources > Workers > Past workers

Save | Options

EMPCONT : USSI

Employment date manager

Employment details | Employee details | **Contractor details**

+ Add | Remove

Effective ↓	Expiration
11/16/2022	Never
11/8/2022	11/15/2022

Effective: 11/16/2022 12:00:00 AM | Expiration: Never

CONTRACTOR VENDOR | **PURCHASE REQUISITION** | **PURCHASE ORDER**

Vendor: US_SI_000429 | ID: | ID:

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:

The screenshot shows the 'Create purchase order' form. The 'Payment certificate' toggle switch is highlighted with a red box and is currently set to 'No'.

Section	Field	Value
Vendor	Vendor	
General	Purchase order	00002591
General	Purchase type	Purchase order
General	Invoice account	US_SI_000053
General	Name	GEEFT
General	Site	
General	Warehouse	
General	Accounting date	8/26/2020
General	Delivery date	8/26/2020
General	Intercompany	No
General	Payment certificate	No
General	Payment certificate journal	No
General	Currency	USD
General	Project ID	
General	Purchase agreement	
General	Administration	
General	Unplanned purchases	

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 Payment certificate purchase order:

Create purchase order

Vendor

General 00002590

PURCHASE ORDER

Purchase order
00002590

Purchase type
Purchase order

Invoice account
US_SI_000053

Name
GEEFT

STORAGE DIMENSIONS

Site

Warehouse

DATES

Accounting date
8/26/2020

Delivery date
8/26/2020

INTERCOMPANY

Intercompany
No

CURRENCY

Currency
USD

PAYMENT CERTIFICATE

Payment certificate
Yes

Payment certificate journal
No

REFERENCES

Project ID

Purchase agreement

Administration

Unplanned purchases

Dynamics 365 Finance and Operations All purchase orders

Save + New Delete Purchase order Purchase Manage Receive Invoice Retail Warehouse

Create Credit note Maintain charges Allocate charges Tax Sales tax Multiline discount Total discount Supplementary items Prepayment Remove prepayment Generate Purchase inquiry Confirmation Pro forma confirmation Actions Confirm Finalize

All purchase orders

00002593 : US_SI_000053 - GEEFT Lines Header Open order Approved

Purchase order header

DELIVERY

Delivery date
8/26/2020

Earliest confirmed delivery

DISCOUNTS

Total discount %
0.00

VENDOR

Contact

REPLENISHMENT

Service category

Location

CROSS DOCKING DATES

Delivery date
8/26/2020

Cross docking date

Local delivery date

Sales date

PRODUCT/ORDER CREATION

Auto created
No

Origin
Purchase

PAYMENT CERTIFICATE

Payment certificate
Yes

Payment certificate journal
No

Start date

End date

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:

The screenshot shows the 'Create purchase order' form. At the top, a red error message box states: 'Purchase agreement mandatory for purchase orders of type payment certificate'. The form is divided into several sections:

- Vendor:** A dropdown menu.
- General:** A section with a blue header and a dropdown menu showing '00002590'.
- PURCHASE ORDER:**
 - Purchase order: A text field with '00002590'.
 - Purchase type: A dropdown menu with 'Purchase order' selected.
 - Invoice account: A dropdown menu with 'US_SI_000053' selected.
 - Name: A text field with 'GEEFT'.
- STORAGE DIMENSIONS:**
 - Site: A dropdown menu.
 - Warehouse: A dropdown menu.
- DATES:**
 - Accounting date: A date field with '8/26/2020'.
 - Delivery date: A date field with '8/26/2020'.
- REFERENCES:**
 - Project ID: A dropdown menu.
 - Purchase agreement: A dropdown menu, highlighted with a red box.
- CURRENCY:**
 - Currency: A dropdown menu with 'USD' selected.
- INTERCOMPANY:**
 - Intercompany: A toggle switch set to 'No'.
- PAYMENT CERTIFICATE:**
 - Payment certificate: A toggle switch set to 'Yes', highlighted with a red box.
 - Payment certificate journal: A toggle switch set to 'No'.
- Administration:** A dropdown menu.
- Unplanned purchases:** A dropdown menu.

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:

Create purchase order

Vendor

General

PURCHASE ORDER

Purchase order: 00002604

Purchase type: Purchase order

Invoice account: US_SI_000053

Name: GEEFT

REFERENCES

Project ID

Purchase agreement

CURRENCY

Currency: USD

STORAGE DIMENSIONS

Site

Warehouse

DATES

Accounting date: 8/26/2020

Delivery date: 8/26/2020

INTERCOMPANY

Intercompany: No

PAYMENT CERTIFICATE

Payment certificate: Yes

Payment certificate journal: Yes

Administration

Unplanned purchases

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:

Create purchase agreement

Vendor: Contoso Consulting USA

Vendor account: US_SI_000053

Name: GEEFT

Contact: [dropdown]

DELIVERY ADDRESS

Delivery name: Contoso Consulting USA

Address: 454 1st Street, Suite 99, Redmond, WA 98052, USA

Delivery address: Contoso Consulting USA

DOCUMENT

Purchase agreement classification: Payment certificate

General: 001003

VENDOR

Vendor reference: [text box]

Invoice account: US_SI_000053

Currency: USD

DEFAULT VALIDITY PERIOD

Effective date: 8/26/2020

Expiration date: [calendar icon]

DOCUMENT

Purchase agreement: 001003

Document title: [text box]

External document reference: [text box]

Default commitment: Product quantity commitm...

Parent purchase agreement: [dropdown]

PROJECT

Project ID: [greyed out]

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:

Cannot create purchase agreement with Project ID

Create purchase agreement

Vendor: Contoso Consulting USA

General: 001002

VENDOR

Vendor reference: [text box]

Invoice account: US_SI_000053

Currency: USD

DEFAULT VALIDITY PERIOD

Effective date: 8/26/2020

Expiration date: [calendar icon]

DOCUMENT

Purchase agreement: 001002

Document title: [text box]

External document reference: [text box]

Default commitment: Product quantity commitm...

Parent purchase agreement: [dropdown]

PROJECT

Project ID: [empty]

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.

Create purchase agreement ?

Vendor Contoso Consulting USA ^

Vendor account US_SI_000053 v

Name GEEFT

Contact v

DELIVERY ADDRESS

Delivery name Contoso Consulting USA

Address 454 1st Street
Suite 99
Redmond, WA 98052
USA

Delivery address Contoso Consulting USA v +

DOCUMENT

Purchase agreement classification Payment certificate v

General 001004 -- ^

VENDOR

Vendor reference

Invoice account US_SI_000053 v

Currency USD v

DEFAULT VALIDITY PERIOD

Effective date 8/26/2020

Expiration date

DOCUMENT

Purchase agreement 001004

Document title

External document reference

Default commitment Product quantity commitm... v

Parent purchase agreement v

PROJECT

Project ID 00000094 v

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.

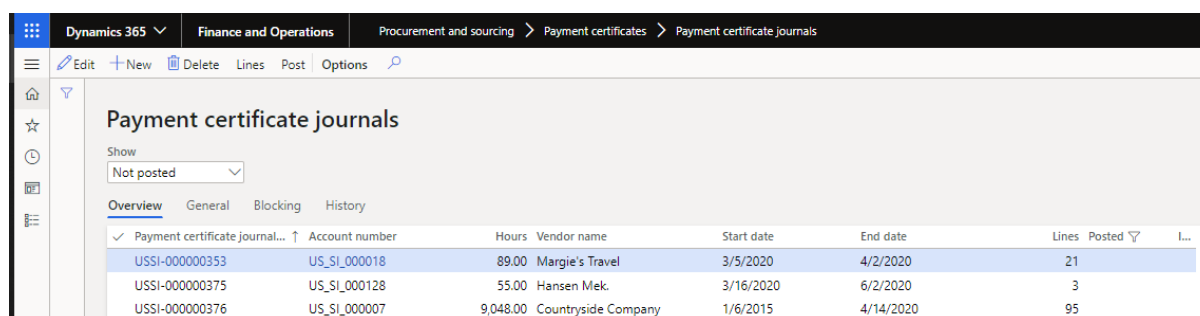
Note: Not posted Payment certificate journals with lines and Posted Payment certificate journals cannot be deleted

- **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

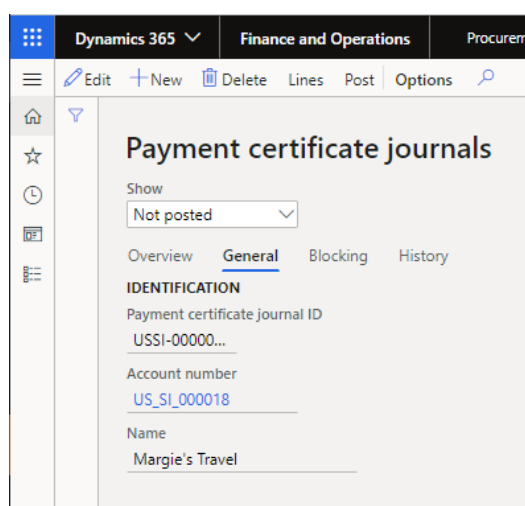


The screenshot shows the 'Payment certificate journals' overview in Dynamics 365. The table lists three journals with their respective account numbers, hours, vendor names, start and end dates, and the number of lines posted.

Payment certificate journal...	Account number	Hours	Vendor name	Start date	End date	Lines	Posted	I...
USSI-000000353	US_SI_000018	89.00	Margie's Travel	3/5/2020	4/2/2020	21		
USSI-000000375	US_SI_000128	55.00	Hansen Mek.	3/16/2020	6/2/2020	3		
USSI-000000376	US_SI_000007	9,048.00	Countryside Company	1/6/2015	4/14/2020	95		

- **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



The screenshot shows the 'General' tab for a 'Payment certificate journal'. It displays the identification fields: Payment certificate journal ID, Account number, and Name.

IDENTIFICATION

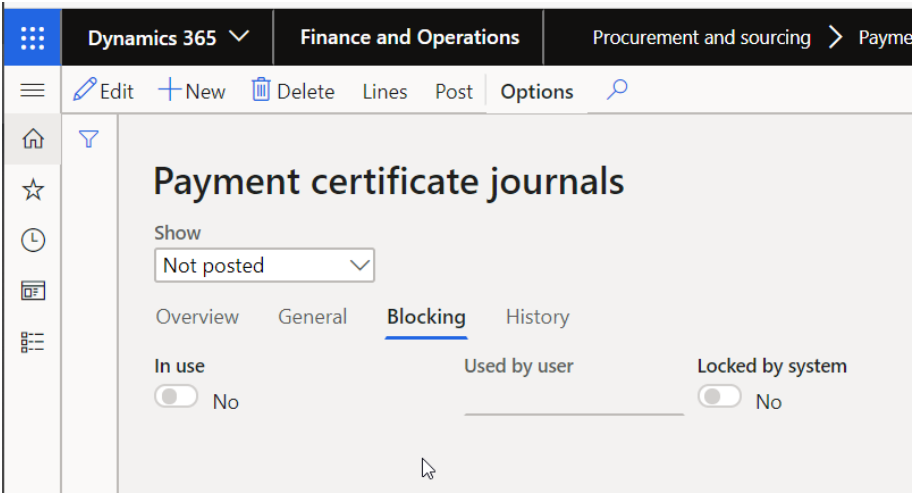
Payment certificate journal ID
USSI-00000...

Account number
US_SI_000018

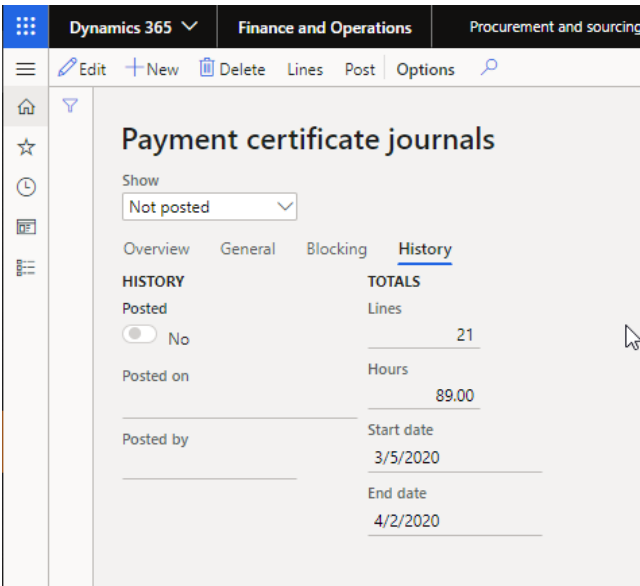
Name
Margie's Travel

- **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 journal
 - 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.

Create payment certificate journal

SELECT TRANSACTIONS

Vendor account: US_SJ_000053 | Resource ID: | Project contract: | Project: | Start date: | End date: | Include subprojects: ☐ No ☒ Yes | Include excluded: ☐ No ☒ Yes | Search

Project hour transactions

Select all Clear all

Select	Excluded	Resource	Project date	Project ID	Project name	Description	Category	Hours
☐	☐	000788	GEEFT	1/1/2020	00000253-02	Oslo - Bergen	PM	10.00
☐	☐	000813	GEEFT2	1/1/2020	00000253-02	Oslo - Bergen	PM	10.00
☐	☐	000788	GEEFT	3/13/2020	00000253-02	Oslo - Bergen	PM	10.00
☐	☐	000813	GEEFT2	3/13/2020	00000253-02	Oslo - Bergen	PM	10.00
☐	☐	000813	GEEFT2	1/1/2020	00000253	New power lines	PM	10.00
☐	☐	000788	GEEFT	3/13/2020	00000253	New power lines	PM	10.00
☐	☐	000813	GEEFT2	3/13/2020	00000253	New power lines	PM	10.00
☐	☐	000788	GEEFT	1/1/2020	00000253-01	Sandnes - Stavanger	PM	10.00
☐	☐	000813	GEEFT2	1/1/2020	00000253-01	Sandnes - Stavanger	PM	10.00
☐	☐	000788	GEEFT	3/13/2020	00000253-01	Sandnes - Stavanger	PM	10.00
☐	☐	000813	GEEFT2	3/13/2020	00000253-01	Sandnes - Stavanger	PM	10.00

OK Cancel

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 recommended to use **Reccurence**

The screenshot shows the 'Create payment certificate journals' form. Under the 'Run in the background' section, the 'Recurrence' tab is active. The 'Batch processing' radio button is selected, and 'No' is chosen. The 'Task description' is 'Create payment certificate jo...'. Other fields like 'Batch group', 'Private', 'Critical Job', and 'Monitoring category' are also visible. The 'Start date' is set to 5/18/2020.

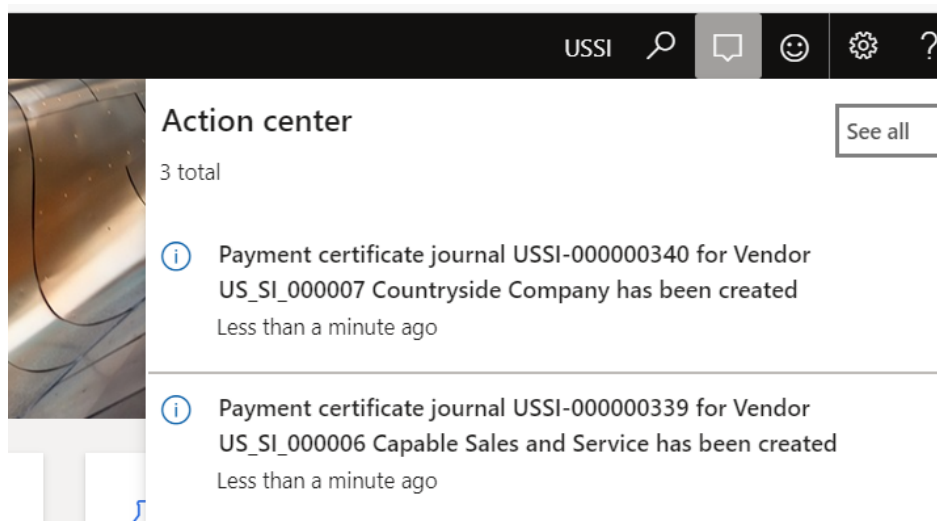
If **Include all vendors** is set to **No**, then a tab **Vendors** is shown. Here you can select which vendors to include in the search and can also search for a vendor.

The screenshot shows the 'Create payment certificate journals' form with the 'Vendors' tab selected. The 'Include all vendors' toggle is set to 'No'. A table of vendors is displayed with columns for 'Vendor account' and 'Name'. The vendor 'US_SI_000016 Local Hardware Factory' is selected. Navigation buttons 'Previous' and 'Next' are at the bottom of the table. Below the table, there are buttons for 'Remove selection' and 'Add selection'.

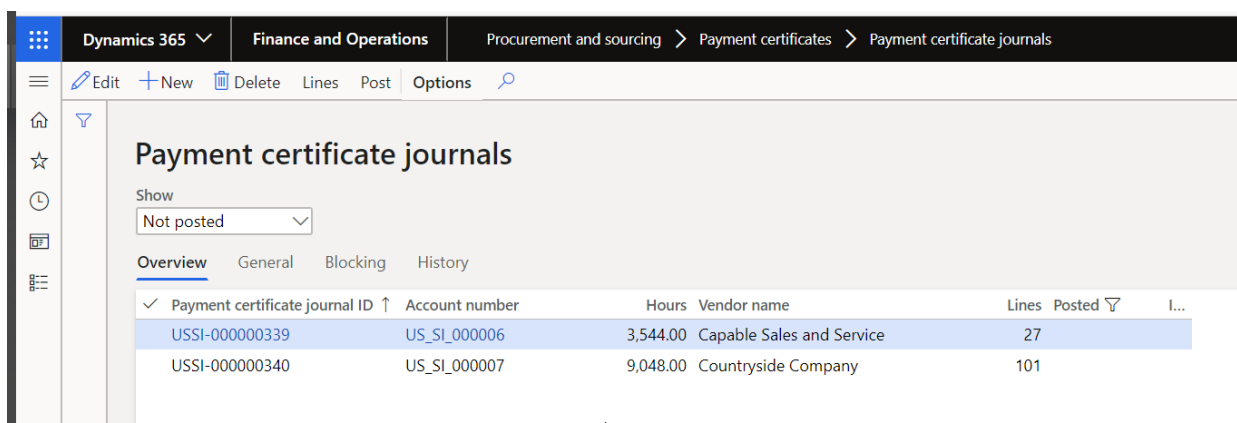
Vendor account	Name
US_SI_000014	Hardware Components
US_SI_000015	Industrial Supplies
US_SI_000016	Local Hardware Factory
US_SI_000017	Local Sales and Rental
US_SI_000018	Margie's Travel
US_SI_000019	Parcel Express Delivery Service
US_SI_000020	Selected Distributors

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.

Create payment certificate journals

Parameters

Start date:

End date:

Include all vendors: ☒ Yes

Project contract:

Project:

Include subprojects: ☐ No

Include excluded: ☐ No

Automatic posting of journals: ☒ Yes

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.

×

Message details

Infolog for job Create payment certificate journals (68722208185)

^

Infolog for task Create payment certificate journals (68722329565)

① Payment certificate journal USSI-000000668 for Vendor US_SI_000018 Margie's Travel has been created

① Payment certificate journal USSI-000000669 for Vendor US_SI_000280 B has been created

① Payment certificate journal USSI-000000670 for Vendor US_SI_000281 C has been created

① Payment certificate journal USSI-000000673 for Vendor US_SI_000283 E has been created

① Payment certificate journal USSI-000000674 for Vendor US_SI_000284 F has been created

① Payment certificate journal USSI-000000675 for Vendor US_SI_000328 G has been created

⚠ Missing payment certificate item on project category

⊗ Update has been canceled because of an error.

① Payment certificate journal USSI-000000668 for Vendor US_SI_000018 Margie's Travel has been created with errors and not posted

||

① Journal has been posted.

① Payment certificate journal USSI-000000669 for Vendor US_SI_000280 B is posted

① Journal has been posted.

① Payment certificate journal USSI-000000670 for Vendor US_SI_000281 C is posted

① Journal has been posted.

① Payment certificate journal USSI-000000673 for Vendor US_SI_000283 E is posted

⚠ Expired

⚠ No valid purchase agreement, check the purchase agreement and try again.

⊗ Update has been canceled because of an error.

① Payment certificate journal USSI-000000674 for Vendor US_SI_000284 F has been created with errors and not posted

⚠ Purchase order does not exist

⚠ Purchase order does not exist

⚠ Purchase order does not exist

⚠ Purchase order does not exist

⊗ Update has been canceled because of an error.

① Payment certificate journal USSI-000000675 for Vendor US_SI_000328 G has been created with errors and not posted

① End of task log

5.4 Payment certificate journal lines

- Overview

US\$1-000000353 : US_SI_000018

Payment certificate journal lines

Overview Hour transaction Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement	
3/27/2020	00000102	Global Sporting Goods - Phas...	PC_ENG	000409 Aaron Con	2703_aron pc eng Other proj	3.00		000728	
3/27/2020	00000102	Global Sporting Goods - Phas...	PC_ENG	000409 Aaron Con	2703_aron PC eng No adj	2.00		000728	
3/5/2020	00000203	Nekkar NASA prototyping	PC_ENG	000339 Evan Basalik	Evan Engineer	7.50		000728	
3/5/2020	00000203	Nekkar NASA prototyping	PC_PM	000339 Evan Basalik	Evan PM	7.50		000728	
3/5/2020	00000203	Nekkar NASA prototyping	Design	000339 Evan Basalik	Evan design	5.00		000728	
3/5/2020	00000203	Nekkar NASA prototyping	PC_PM	000409 Aaron Con	Aaron engineer hours	7.00		000728	
3/6/2020	00000203	Nekkar NASA prototyping	PC_ENG	000409 Aaron Con	Aaron engineer hours	7.00		000728	
3/27/2020	00000203	Nekkar NASA prototyping	PC_PM	000409 Aaron Con	2703_aron pc eng > pc_pm	4.00		000728	
3/13/2020	00000203-01	Nekkar SUB	PC_ENG	000339 Evan Basalik	evan pc eng no adj	2.00		000728	
3/13/2020	00000203-01	Nekkar SUB	PC_TRA	000339 Evan Basalik	Evan PC eng to PC PL to PC n...	5.00		000728	
3/13/2020	00000203-01	Nekkar SUB	PC_TRA	000409 Aaron Con	aron pc eng whatever	5.00		000728	
3/13/2020	00000203-01	Nekkar SUB	PC_TRA	000409 Aaron Con	aron pc eng no adj	2.00		000728	

Hours: 89.00 Lines: 21 Start date: 3/5/2020 End date: 4/2/2020

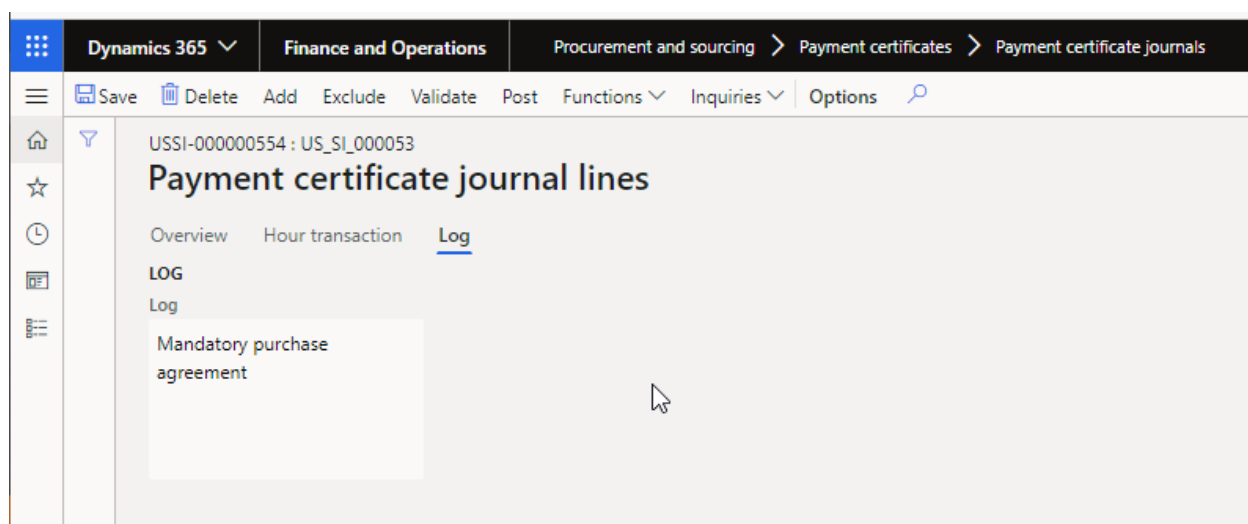
- Grid:

- 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”
 - Purchase 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

Dynamics 365 ▾ Finance and Operations Procurement and sourcing > Payment certificates > Payment certificate journals									
Save Delete Add Exclude Validate Post Functions ▾ Inquiries ▾ Options ↻									
USSI-000000544 : US_SI_000018									
Payment certificate journal lines									
Overview Hour transaction Log									
HOUR TRANSACTION									
Legal entity	Project date	Activity number	Category	Hours	Sales currency	Line property	Transaction origin		
ussl	3/28/2016	W00000565	ERPDev	160.00	USD	Billable	Hour journal		
	Project ID	Activity name	Resource	Cost price	Sales price	Invoice status	Indirect cost component group		
	00000012	Dev 1	Evan B... 000339 ussi	195.00	325.00	Nonchargeable			

- **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.

Create payment certificate journal

SELECT TRANSACTIONS

Vendor account: US_SI_000053 | Resource ID: | Project contract: |

Project hour transactions

Select all | Clear all

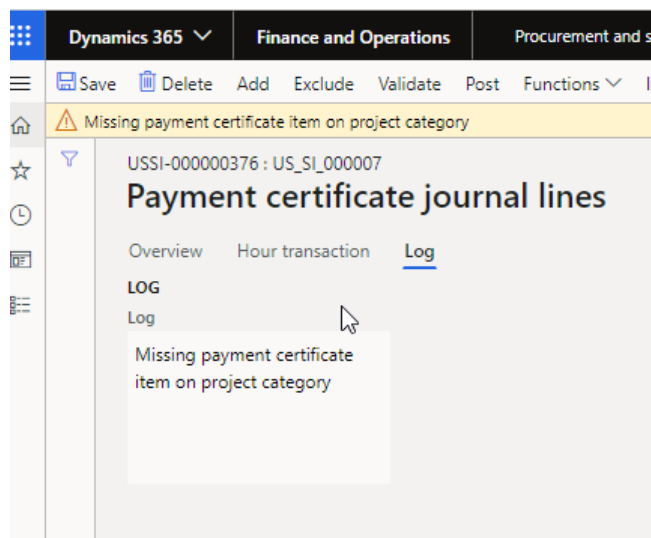
Select	Excluded	Resource	Project date
☐	☐	000788 GEEFT	8/10/2020
☐	☐	000788 GEEFT	8/27/2020
☐	☐	000368 Holly Dickson	6/24/2015

- **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:

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
2/17/2020	00000128	Payment certificate project	QA	000460 Terry Adams	QA rådgivning	7.50		000151
2/18/2020	00000128	Payment certificate project	QA	000460 Terry Adams	QA rådgivning	5.00		000151
3/11/2020	00000128	Payment certificate project	PM	000460 Terry Adams	PM onsite kunde	5.00		000151
3/11/2020	00000128	Payment certificate project	QA	000460 Terry Adams	QA rådgivning	6.00		000151
3/16/2020	00000128	Payment certificate project	QA	000460 Terry Adams		5.00		000151
3/16/2020	00000128	Payment certificate project	PM	000461 Mark Hanson		6.00		000151
3/17/2020	00000128	Payment certificate project	PM	000460 Terry Adams		4.00		000151
3/17/2020	00000128	Payment certificate project	QA	000460 Terry Adams		3.00		000151
3/17/2020	00000128	Payment certificate project	PM	000461 Mark Hanson		5.00		000151
3/18/2020	00000128	Payment certificate project	QA	000460 Terry Adams	Test av fast PO 1	5.00		000151
3/18/2020	00000128	Payment certificate project	QA	000461 Mark Hanson	Test av fast PO 1	6.00		000151
3/26/2020	00000128	Payment certificate project	QA	000460 Terry Adams		5.00		000151
4/13/2020	00000128	Payment certificate project	PM	000460 Terry Adams	Test	8.00		000151
4/14/2020	00000128	Payment certificate project	PM	000460 Terry Adams	Test	7.50		000151
2/28/2020	00000153	Test	PM	000463 Dorena Pasc...		10.00		000151
2/28/2016	00000011	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
3/28/2016	00000011	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
11/28/2015	00000029	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
12/27/2015	00000029	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
8/28/2015	00000041	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
8/28/2015	00000041	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
5/29/2015	00000053	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
6/27/2015	00000053	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
2/28/2015	00000065	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
3/29/2015	00000065	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
5/29/2016	00000077	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
6/27/2016	00000077	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
8/28/2016	00000089	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
9/26/2016	00000089	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
11/28/2016	00000101	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		
12/27/2016	00000101	Global Sporting Goods	ERPDev	000463 Dorena Pasc...		160.00		



- **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.

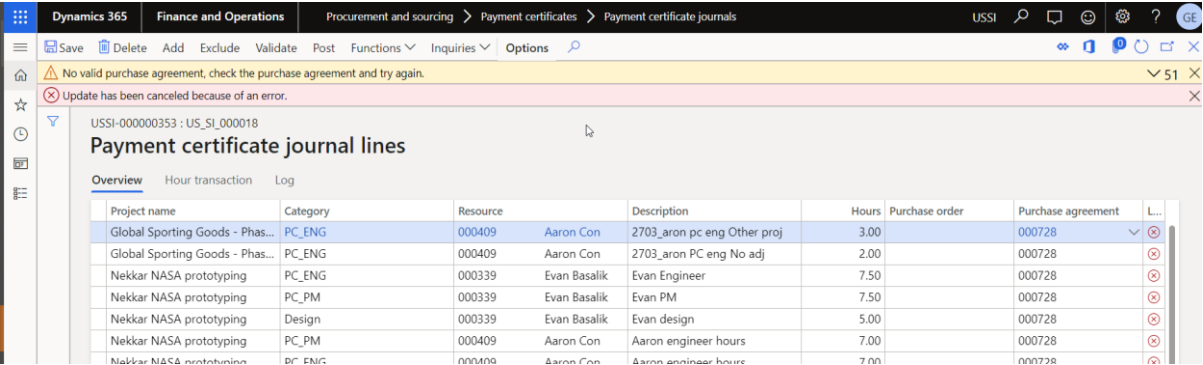
Example screenshot of a journal posted ok:

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement	L...
8/12/2020	00000100	Worthwhile Activity Store	PM	000963	G1	10.00	00002629		
8/12/2020	00000100	Worthwhile Activity Store	PM	000963	G1	10.00	00002629		
8/12/2020	00000100	Worthwhile Activity Store	PM	000963	G1	10.00	00002629		

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 not 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.

Dynamics 365 Finance and Operations Procurement and sourcing > Payment certificates > Payment certificate journals

USSI-000000549 : US_SI_000328

Payment certificate journal lines

Overview Hour transaction Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		

Dynamics 365 Finance and Operations Procurement and sourcing > Payment certificates > Payment certificate journals

Journal has been posted.

USSI-000000549 : US_SI_000328

Payment certificate journal lines

Overview Hour transaction Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002630	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002630	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002630	

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:

Dynamics 365 Finance and Operations Procurement and sourcing > Payment certificates > Payment certificate journals

Journal has been posted.

USSI-000000549 : US_SI_000328

Payment certificate journal lines

Overview Hour transaction Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002307	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002307	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002307	

Dynamics 365 Finance and Operations Procurement and sourcing > Payment certificates > Payment certificate journals

Journal has been posted.

USSI-000000549 : US_SI_000328

Payment certificate journal lines

Overview Hour transaction Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002307	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002307	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002307	

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

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002632	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002632	

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002633	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002633	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002632	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002632	

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.

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	000926	

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002634	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002634	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002634	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002634	000926

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

Dynamics 365 Finance and Operations

USSI-000000549 : US_SI_000328

Payment certificate journal lines

Overview Hour transaction Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		000926
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		000926
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		001026
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		001026

Dynamics 365 Finance and Operations

USSI-000000549 : US_SI_000328

Payment certificate journal lines

Overview Hour transaction Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002637	000926
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002637	000926
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002638	001026
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002638	001026

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:

Dynamics 365 Finance and Operations

USSI-000000549 : US_SI_000328

Payment certificate journal lines

Overview Hour transaction Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002639	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		000926
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00		001026

Dynamics 365 Finance and Operations

USSI-000000549 : US_SI_000328

Payment certificate journal lines

Overview Hour transaction Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002640	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002639	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002641	000926
8/12/2020	00000100	Worthwhile Activity Store	PM	000963 G1		10.00	00002642	001026

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):

Transfer currency and delivery address from purchase agreement?

Yes

No

5.5.4 Validations on posting journal

5.5.4.1 Purchase order

Selected purchase order on a journal line has been deleted

Dynamics 365

Finance and Operations

Save

Delete

Add

Exclude

Validate

Post

Functions

Inquiries

Options

Purchase order does not exist.

Update has been canceled because of an error.

USSI-000000549 : US_SI_000328

Payment certificate journal lines

Overview

Hour transaction

Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963	G1	10.00	00002639		

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

Dynamics 365

Finance and Operations

Save

Delete

Add

Exclude

Validate

Post

Functions

Inquiries

Options

Purchase order 00002643 is invoiced. Safety level for invoiced orders is set to Locked - you cannot make any changes to an invoiced purchase order.

Update has been canceled because of an error.

USSI-000000555 : US_SI_000328

Payment certificate journal lines

Overview

Hour transaction

Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963	G1	10.00	00002643		

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

Dynamics 365

Finance and Operations

Save

Delete

Add

Exclude

Validate

Post

Functions

Inquiries

Options

Changes to purchase order 00002644 are only allowed in state Draft when change management is activated

USSI-000000556 : US_SI_000328

Payment certificate journal lines

Overview

Hour transaction

Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963	G1	10.00	00002644		

activated

5.5.5.1 Purchase agreement

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

Dynamics 365

Finance and Operations

Save

Delete

Add

Exclude

Validate

Post

Functions

Inquiries

Options

No valid purchase agreement, check the purchase agreement and try again.

Update has been canceled because of an error.

USSI-000000556 : US_SI_000328

Payment certificate journal lines

Overview

Hour transaction

Log

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement	
8/12/2020	00000100	Worthwhile Activity Store	PM	000963	G1	10.00		001026	

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

The screenshot shows the Dynamics 365 interface with a warning message: "No valid purchase agreement, check the purchase agreement and try again." Below this, a red box highlights the word "Expired" in the status column of the "Payment certificate journal lines" table. The table has columns: Project date, Project ID, Project name, Category, Resource, Description, Hours, Purchase order, Purchase agreement, and Log. The data row shows a project date of 8/12/2020, Project ID 00000100, Project name Worthwhile Activity Store, Category PM, Resource 000963, Description G1, Hours 10.00, Purchase order 000926, and Purchase agreement 000926 with a status of Expired.

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement	Log
8/12/2020	00000100	Worthwhile Activity Store	PM	000963	G1	10.00	000926	000926	Expired

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”:

The first screenshot shows a warning message: "Quantity: 10.00" and an error message: "Error". Below this, the "Payment certificate journal lines" table shows a project date of 8/12/2020, Project ID 00000100, Project name Worthwhile Activity Store, Category PM, Resource 000963, Description G1, Hours 10.00, Purchase order 000926, and Purchase agreement 000926 with a status of Expired.

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement	Log
8/12/2020	00000100	Worthwhile Activity Store	PM	000963	G1	10.00	000926	000926	Expired

The second screenshot shows a warning message: "Net amount: 2,000.00" and an error message: "Error". Below this, the "Payment certificate journal lines" table shows a project date of 8/28/2020, Project ID 00000097, Project name Professional Containers and P..., Category PM, Resource 000963, Description G1, Hours 10.00, Purchase order 000926, and Purchase agreement 000926 with a status of Expired.

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement	Log
8/28/2020	00000097	Professional Containers and P...	PM	000963	G1	10.00	000926	000926	Expired

No release order line is created.
Example screenshot:

The screenshot shows the Dynamics 365 interface with a warning message: "No release order line created" and an error message: "Error". Below this, the "Payment certificate journal lines" table shows a project date of 8/28/2020, Project ID 00000097, Project name Professional Containers and P..., Category PM, Resource 000963, Description G1, Hours 10.00, Purchase order 000926, and Purchase agreement 000926 with a status of Expired.

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement	Log
8/28/2020	00000097	Professional Containers and P...	PM	000963	G1	10.00	000926	000926	Expired

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

The screenshot shows the Dynamics 365 Finance and Operations interface for a Purchase order header. The order number is 00002655 : US_SI_000278 - A. The 'PAYMENT CERTIFICATE' section is highlighted with a red box and contains the following fields:

PAYMENT CERTIFICATE	
Payment certificate	☒ Yes
Payment certificate journal	☒ Yes
Start date	3/1/2020
End date	5/7/2020

The screenshot shows the Dynamics 365 Finance and Operations interface for a Purchase order header. The order number is 00002655 : US_SI_000278 - A. The 'Payment certificate' section is highlighted with a red box and contains the following fields:

Payment certificate	
PAYMENT CERTIFICATE	
Payment certificate	☒ Yes
Payment certificate journal	☒ Yes
Start date	3/1/2020
End date	5/7/2020

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

Purchase order lines

+

Add line

+

Add lines

+

Add products

+

Remove

+

Purchase order line

+

Financials

+

Inventory

+

Product and supply

+

Update line

+

Work details

✓

T...

Budget check...

Line number

Item number

Product name

Procurement category

Variant number

CW quantity

CW unit

Quantity

Unit

Unit price

Adjusted uni...

Discount

Discount per...

Net amount

Adjusted net

1

QA

Quality Assurance

Training

44.50

hr

88.00

0.00000

3,916.00

0/

2

PM

Project Manager

20.00

hr

100.00

0.00000

2,000.00

0/

3

AppDev

Application Development

28.00

hr

200.00

0.00000

5,600.00

0/

4

PM

Project Manager

60.00

hr

200.00

0.00000

12,000.00

0/

5

AppDev

Application Development

38.00

hr

333.00

0.00000

12,654.00

0/

6

PM

Project Manager

104.00

hr

200.00

0.00000

20,800.00

0/

7

QA

Quality Assurance

Training

37.00

hr

200.00

0.00000

7,400.00

0/

8

PM

Project Manager

32.00

hr

300.00

0.00000

9,600.00

0/

9

AppDev

Application Development

64.00

hr

333.00

0.00000

21,312.00

0/

Line details

General

Setup

Address

Product

Delivery

Picking

Price and discount

Project

Product packages

Variants

Foreign trade

Fixed assets

1099

Financial dimensions

Loads

Payment certificate

PAYMENT CERTIFICATE

Payment certificate journal

Yes

REFERENCES

Resource

Start date

End date

AT

3/7/2020

4/6/2020

6.2.2 New purchase order lines created when posting journal

Example with Vendor with company currency and Purchase price = Transaction

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 Springfield...	5.00	00002681		
	8/9/2020	00000253	New power lines	PM	001014	Bob Springfield...	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 Springfield...	8.00	00002681		
	8/19/2020	00000253-01	Sandnes - Stavanger	PM	001014	Bob Springfield...	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 Springfield...	5.00	00002681		

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

Finance and Operations Accounts payable > Purchase orders > All purchase orders

00002681 : US_SI_000378 - Coating Inc.

Purchase order header

DELIVERY Delivery date 8/31/2020 Earliest confirmed delivery	DISCOUNTS Total discount % 0.00 VENDOR Contact	REPLENISHMENT Service category Location	CROSS DOCKING DATES Delivery date 8/31/2020 Cross docking date	Local delivery date Sales date	PRODUCT/ORDER CREATION Auto created No Origin Purchase	PAYMENT CERTIFICATE Payment certificate Yes Payment certificate journal Yes Start date 8/3/2020 End date 8/31/2020
--	--	--	--	-----------------------------------	---	---

Purchase order lines

Line number	Item number	Product name	Procurement category	Variant number	CW quantity	CW unit	Quantity	Unit	Unit price	Adjusted unit...	Discount	Discount per...	Net amount	Adjusted net
1	AppDev	Application Development			5.00	hr	5.00	hr	80.00	0.00000			400.00	0
2	AppDev	Application Development			5.00	hr	5.00	hr	100.00	0.00000			500.00	0
3	PM	Project Manager			16.00	hr	16.00	hr	200.00	0.00000			3,200.00	0
4	PM	Project Manager			8.00	hr	8.00	hr	250.00	0.00000			2,000.00	0
5	AppDev	Application Development			23.00	hr	23.00	hr	150.00	0.00000			3,450.00	0

Line details

REQUEST FOR QUOTATION Request for quotation reply	Product name Application Development Text 001014 - Bob Springfield	PURCHASE REQUISITION Purchase requisition Requisition product name	INTERCOMPANY Origin (intercompany orders)	DELIVERY REFERENCE Customer requisition Customer reference	STATUS Line status Open order Stopped No	Prevent partial delivery No State Not submitted Finalized No
---	--	---	---	---	---	--

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 earliest 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			

Example with Vendor with foreign currency

00002682 : US_SI_000379 - Coating Europe

Purchase order header

DELIVERY: 8/31/2020
Earliest confirmed delivery: 8/31/2020

DISCOUNTS: Total discount %: 0.00

REPLENISHMENT: Service category: _____

CROSS DOCKING DATES: Delivery date: 8/31/2020
Cross docking date: _____

Local delivery date: _____
Sales date: _____

PRODUCT/ORDER CREATION: Auto created: No
Origin: Purchase

PAYMENT CERTIFICATE: Payment certificate: Yes
Payment certificate journal: Yes
Start date: 8/4/2020
End date: 8/31/2020

Purchase order lines

Line number	Item number	Product name	Procurement category	Variant number	CW quantity	CW unit	Quantity	Unit	Unit price	Adjusted unit...	Discount	Discount per...	Net amount	Adjusted net
1	PM	Project Manager			33.50	hr			100.00	0.00000			3350.00	0
2	AppDev	Application Development			10.00	hr			90.00	0.00000			900.00	0
3	PM	Project Manager			8.00	hr			100.00	0.00000			800.00	0

Line details

General: REQUEST FOR QUOTATION
Request for quotation reply: _____

Product: Product name: Project Manager
Text: _____

PURCHASE REQUISITION: Purchase requisition: _____
Requisition product name: _____

INTERCOMPANY: Origin (intercompany order): _____

DELIVERY REFERENCE: Customer requisition: _____
Customer reference: _____

STATUS: Line status: Open order
Staged: No

Prevent partial delivery: No
State: Not submitted
Finalized: No

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

Payment certificate journal lines

Overview

Project date	Project ID	Project name	Category	Resource	Description	Hours	Purchase order	Purchase agreement
8/11/2020	00000253-02	Oslo - Bergen	PM	001013 John Smith		10.00	00002682	
8/13/2020	00000253-02	Oslo - Bergen	PM	001016 William York		8.00	00002682	
8/13/2020	00000253-02	Oslo - Bergen	AppDev	001016 William York		5.00	00002682	
8/4/2020	00000253	New power lines	AppDev	001016 William York		5.00	00002682	
8/31/2020	00000253	New power lines	PM	001013 John Smith		7.50	00002682	
8/18/2020	00000253-01	Sandnes - Stavanger	PM	001013 John Smith		8.00	00002682	
8/30/2020	00000253-01	Sandnes - Stavanger	PM	001013 John Smith		8.00	00002682	

Hours: 51.50
Lines: 7
Start date: 8/4/2020
End date: 8/31/2020

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 earliest 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 dimensions 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.

The screenshot displays the 'Finance and Operations' interface. On the left, a table titled 'Employment history' lists two records:

Company	Worker type	Employment start date	Employment end date
USSI	Contractor	7/1/2023	Never
USMF	Contractor	9/1/2023	Never

On the right, the 'Employment history' details for the selected record (USSI Contractor) are shown. The 'Financial dimensions' section is highlighted in blue and contains the following values:

BusinessUnit	Department	Project	ServiceLine
002	024	No default	No default

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 contractor 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.

The screenshot displays the 'Payment certificate purchase orders' window in 'Standard view'. The header shows the order number '00000288 : US_SI_000022 - Timely Shipping Service'. The 'Purchase order lines' table lists four items, all with 'PaymCert' as the product name. The 'Line details' section shows the 'Financial dimensions' tab selected, displaying a list of dimensions: BusinessUnit (003), Department (028), Project (000000005), ServiceLine (IT Consulting), and Management Consulting Pra... (003).

Line number	Item number	Product name	Procurement category	Variant number	CW quantity	CW unit	Quantity	Unit	Unit price	Adjusted u...	Discount	Discount p...	Net amount	Adjusted n...	Receive r
1	PaymCert2	PaymCert2			20.00	ea	20.00	ea	180.00	0.000000			3,600.00	0.00	
2	PaymCert	PaymCert			20.00	hr	20.00	hr	200.00	0.000000			4,000.00	0.00	
3	PaymCert2	PaymCert2			10.00	ea	10.00	ea	180.00	0.000000			1,800.00	0.00	
4	PaymCert	PaymCert			10.00	hr	10.00	hr	200.00	0.000000			2,000.00	0.00	

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.

The screenshot displays the 'Payment certificate purchase orders' window in 'Standard view'. The header shows the order number '00000286 : US_SI_000022 - Timely Shipping Service'. The 'Purchase order lines' table lists four items, all with 'PaymCert' as the product name. The 'Line details' section shows the 'Financial dimensions' tab selected, displaying a list of dimensions: BusinessUnit (003), Department (034), Project (000000005), ServiceLine (IT Consulting), and Finance (003).

Line number	Item number	Product name	Procurement category	Variant number	CW quantity	CW unit	Quantity	Unit	Unit price	Adjusted u...	Discount	Discount p...	Net amount	Adjusted n...	Receive now	CW receiv...
1	PaymCert2	PaymCert2			20.00	ea	20.00	ea	180.00	0.000000			3,600.00	0.00		
2	PaymCert	PaymCert			20.00	hr	20.00	hr	200.00	0.000000			4,000.00	0.00		
3	PaymCert2	PaymCert2			10.00	ea	10.00	ea	180.00	0.000000			1,800.00	0.00		
4	PaymCert	PaymCert			10.00	hr	10.00	hr	200.00	0.000000			2,000.00	0.00		

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 transaction list in the Payment certificate report

The screenshot shows the 'Purchase order' form for '00002682 : US_SI_000379 - Coating Europe'. The 'Payment certificate' section is visible, with the 'Payment certificate journal' checkbox checked (Yes). The 'Purchase order lines' table is also shown, with a new line being added.

Line number	Item number	Product name	Procurement category	Variant number	CW quantity	CW unit	Quantity	Unit	Unit price	Adjusted unit price	Discount
1	PM	Project Manager					33.50	hr	100.00	0.00000	
2	AppDev	Application Development					10.00	hr	90.00	0.00000	
3	PM	Project Manager					8.00	hr	100.00	0.00000	

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

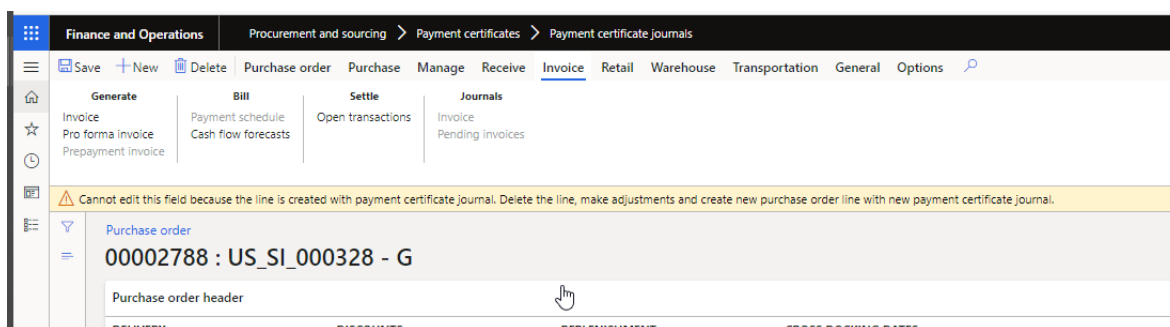
If you use keyboard shortcut to add new lines, then this will be stopped, and a message given as shown in screenshot below:

The screenshot shows the Dynamics 365 interface with the 'Purchase order' form. A yellow error message is displayed: 'Not allowed to add manual lines to purchase order created from payment certificate journal'. The form title is '00002682 : US SI 000379 - Coating Europe'.

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 certificate 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

Finance and Operations

Procurement and sourcing > Payment certificate > Payment certificate purchase orders

US\$

?

✎ Edit

➕ New

🗑 Delete

Purchase order

Purchase

Manage

Receive

Invoice

Retail

Warehouse

Transportation

General

Options

New

Maintain

Copy

View

From a sales order

Request change

From a

From journal

Totals

Payment certificate purchase orders

Filter

✓ Purchase order ↓	Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Delivery date	Made of delivery	Delivery terms	Purchase app...	Direct delivery
00002682	US_SI_000379	US_SI_000379	Coating Europe	Purchase order	Approved	Open order	EUR	8/31/2020				
00002681	US_SI_000378	US_SI_000378	Coating Inc.	Purchase order	Approved	Open order	USD	8/31/2020				
00002679	US_SI_000053	US_SI_000053	GEEFT	Purchase order	Approved	Open order	USD	8/31/2020				
00002655	US_SI_000278	US_SI_000278	A	Purchase order	Approved	Open order	USD	8/28/2020				
00002644	US_SI_000328	US_SI_000328	G	Purchase order	In review	Open order	USD	8/28/2020				

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.

Purchase order header

DELIVERY: Delivered 8/31/2020
 DISCOUNTS: Total discount % 0.00
 REPLENISHMENT: Service category
 CROSS DOCKING DATES: Delivery date 8/31/2020
 Local delivery date
 SALES DATE: Sales date
 PRODUCT/ORDER CREATION: Auto created No
 PAYMENT CERTIFICATE: Payment certificate Yes
 Payment certificate journal Yes
 Start date 8/3/2020
 End date 8/31/2020

Purchase order lines

Line number	Item number	Product name	Procurement category	Variant number	CW quantity	CW unit	Quantity	Unit	Unit price	Adjusted unit...	Discount	Discount per...	Net amount	Adjusted net...
1	AppDev	Application Development			5.00	hr	5.00	hr	80.00	0.000000			400.00	0.00
2	AppDev	Application Development			5.00	hr	5.00	hr	100.00	0.000000			500.00	0.00
3	PM	Project Manager			16.00	hr	16.00	hr	200.00	0.000000			3,200.00	0.00
4	PM	Project Manager			8.00	hr	8.00	hr	250.00	0.000000			2,000.00	0.00
5	AppDev	Application Development			23.00	hr	23.00	hr	150.00	0.000000			3,450.00	0.00

Confirm purchase order

Settings: Select Printer setup View charges

PARAMETERS

Quantity: Ordered quantity

Posting: Yes (selected), No

Late selection: No

PRINT OPTIONS

Print: After (selected)

Print purchase order: Yes (selected)

Use print management destina...: No

Print shelf labels: No

Print product labels: No

Use vendor print options: No

SETUP

Check credit limit: None

SUMMARY PURCHASE

Summary update for: None

Overview

Update	Purchase order	Name	Document date	Terms of payment
✓	Purchase order	00002683	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

- **Orderer:** 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

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

Page 1 of 1

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:** Quantity 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

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

Dynamics 365 - Procurement and sourcing - Payment certificates - Payment certificate journals

Save New Delete Purchase order Purchase Manage Receive Invoice Retail Warehouse Transportation General Options

Create Credit note Charges Maintain charges Allocate charges Tax Sales tax Multiline discount Total discount Supplementary items Calculate Prepayment Remove prepayment Purchase inquiry Confirmation P/B forma confirmation Confirm Finalize Distribute amounts View distributions Purchase inquiry Purchase order confirmations Send for confirmation Purchase orders sent for confirmation Purchase order vendor confirmation history Vendor collaboration View response on latest sent order

Purchase order 00002682 : US_SI_000379 - Coating Europe

Lines Header Open order Approved

Purchase order header

DELIVERY... Delivery date 8/31/2020

DISCOUNTS Total discount % 0.00

REPLENISHMENT Service category Location

CROSS DOCKING DATES Delivery date 8/31/2020 Cross docking date

Local delivery date Sales date

PRODUCT/ORDER CREATION Auto created No Origin Purchase

PAYMENT CERTIFICATE Payment certificate Yes Payment certificate journal Yes

Start date 8/4/2020 End date 8/31/2020

Purchase order lines

Line number	Item number	Product name	Procurement category	Variant number	CW quantity	CW unit	Quantity	Unit	Unit price	Adjusted unit...	Discount	Discount per...	Net amount	Adjusted net...
1	PM	Project Manager			33.50	hr			100.00	0.00000			3350.00	0.00
2	AppDev	Application Development			10.00	hr			90.00	0.00000			900.00	0.00
3	PM	Project Manager			8.00	hr			100.00	0.00000			800.00	0.00

Confirm purchase order

Settings

Select Printer setup View charges

PARAMETERS

Quantity Posting Yes

Ordered quantity

Late selection No

PRINT OPTIONS

Print After

Print purchase order Yes

Use print management destina... No

Print shelf labels No

Print product labels No

Use vendor print options No

SETUP

Check credit limit None

SUMMARY PURCHASE

Summary update for None

Overview

+ Add Remove Sales tax

Update	Purchase order	Name	Document date	Terms of payment
Purchase order	00002682	Coating Europe		

Payment certificate confirmation report and transaction list are printed

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

Coating Europe



Telephone 123456
Fax 987456
Giro
Tax registration number 1929837344

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

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

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

Save

New

Delete

Purchase order

Manage

Receive

Invoice

Retail

Warehouse

Transportation

General

Options

Create

Charges

Tax

Calculate

Prepay

Generate

Actions

Accounting

Journals

Credit note

Maintain charges

Sales tax

Multiline discount

Remove prepayment

Purchase inquiry

Confirm

Distribute amounts

Purchase inquiry

Send for confirmation

View response on latest sent order

Allocate charges

Total discount

Supplementary items

Remove prepayment

Confirm

View distributions

Purchase order confirmations

Purchase orders sent for confirmation

Purchase order vendor confirmation history

00002684 : US_SI_000378 - Coating Inc.

Lines

Header

Open order

Approved

DELIVERY

DISCOUNTS

REPLENISHMENT

CROSS DOCKING DATES

Local delivery date

PRODUCT/ORDER CREATION

PAYMENT CERTIFICATE

Start date

Delivery date

Total discount %

Service category

Delivery date

Sales date

Auto created

Payment certificate

8/31/2020

0.00

8/31/2020

8/31/2020

No

Yes

8/3/2020

Earliest confirmed delivery

VENDOR

Location

Cross docking date

Origin

Payment certificate journal

End date

Contact

Purchase

No

8/30/2020

Purchase order lines

+ Add line

% Add lines

Add products

Remove

Purchase order line

Financials

Inventory

Product and supply

Update line

Work details

Line number

Item number

Product name

Procurement category

Variant number

CW quantity

CW unit

Quantity

Unit

Unit price

Adjusted unit...

Discount

Discount per...

Net amount

Adj...

1

PM

Project Manager

20.00

hr

150.00

0.00000

3,000.00

2

AppDev

Application Development

30.00

hr

100.00

0.00000

3,000.00

Confirm purchase order

Settings

Select

Printer setup

View charges

PARAMETERS

Quantity

Ordered quantity

Posting

Yes

Late selection

No

PRINT OPTIONS

Print

After

Print purchase order

Yes

Use print management destina...

No

Print shelf labels

No

Print product labels

No

Use vendor print options

No

SETUP

Check credit limit

None

SUMMARY PURCHASE

Summary update for

None

Overview

+ Add

Remove

Sales tax

Update

Purchase order

00002684

Name

Coating Inc.

Document date

Terms of payment

Payment certificate confirmation report is printed, but no transaction list

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

Coating Inc.



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

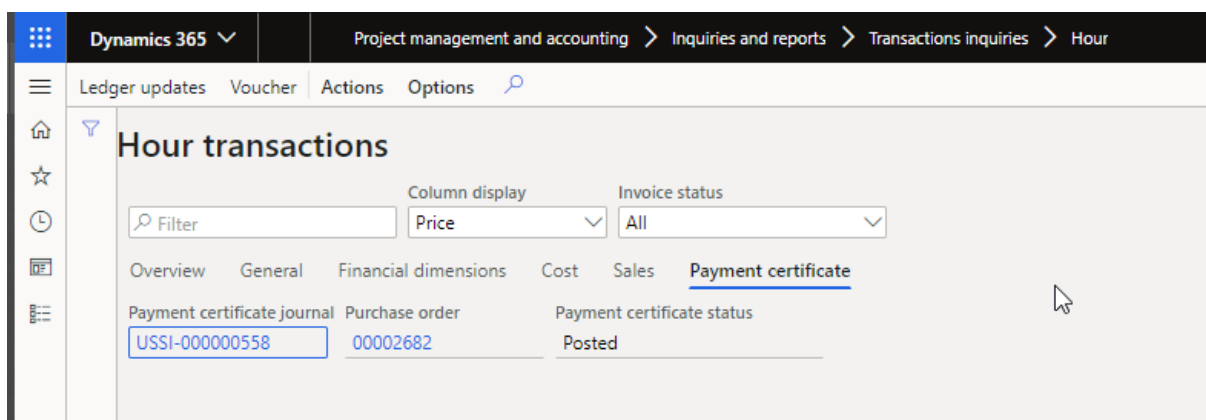
Line number	Item number	Description	Delivery	Quantity	Unit	Unit price	Amount
1	PM	Project Manager	8/31/2020	20.00	hr	150.00	3,000.00
2	AppDev	Application Development	8/31/2020	30.00	hr	100.00	3,000.00

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

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**

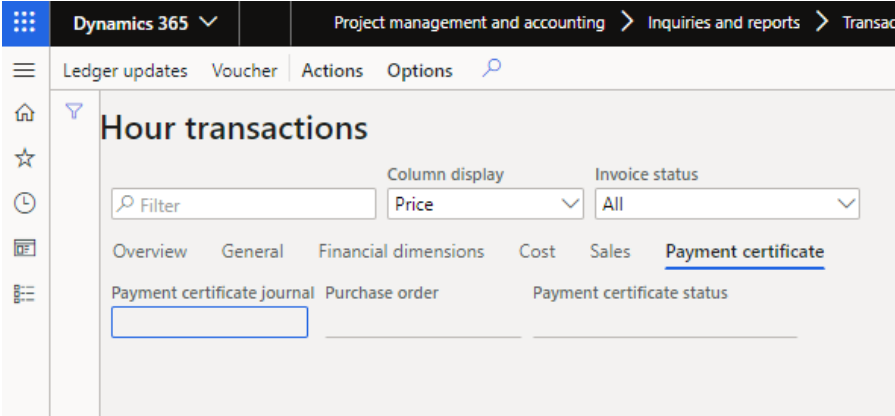


8.1 Examples of changes in Project hour transaction

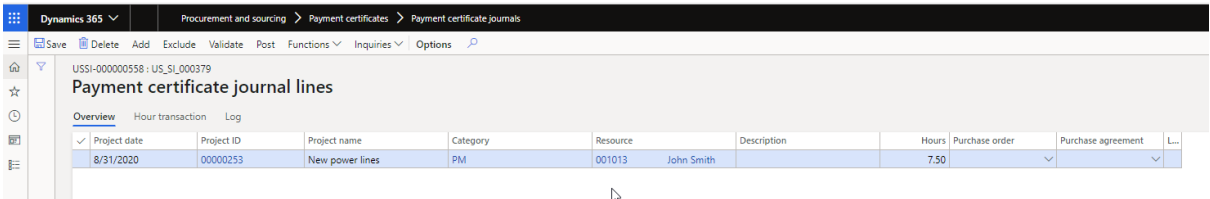
Posted hour transaction – not added to journal

Legal entity	Project date	Project ID	Category	Resource	R...	Hours	Cost price	Sales currency	Sales price	Line property	Invoice status	Transaction origin	Indirect cost compone...
ussi	8/31/2020	00000253	PM	001013	John Smith	7.50	100.00	USD	350.00	Billable	Chargeable	Hour journal	

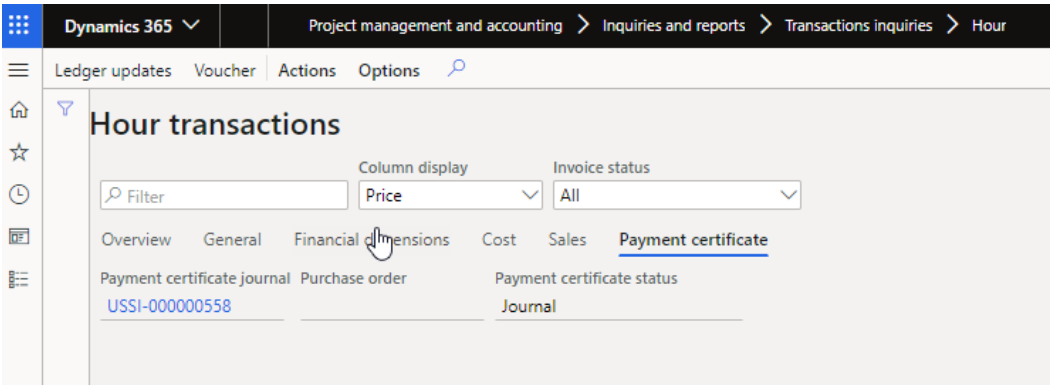
No data on tab **Payment certificate**



Transaction added to a payment certificate journal



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

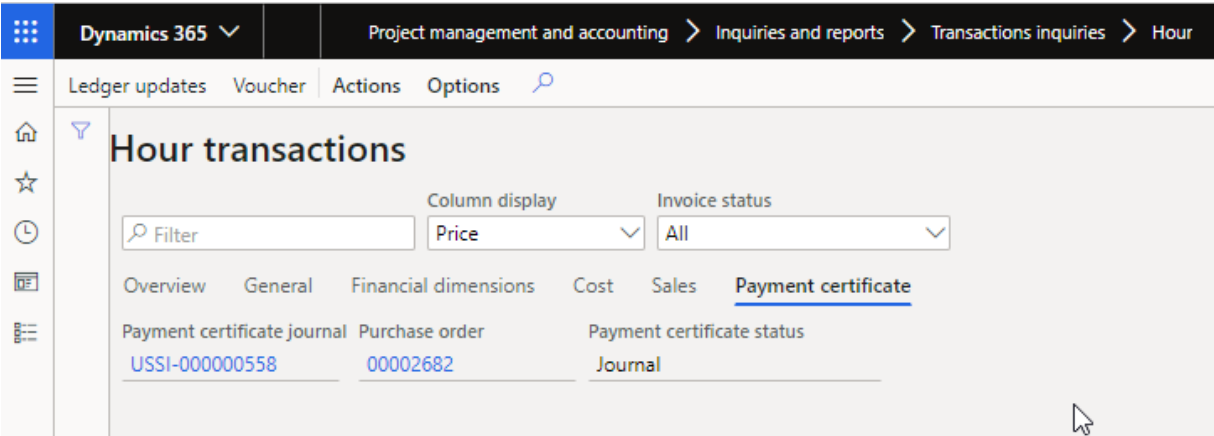


Purchase order selected on the payment certificate journal line; journal is open (not posted)



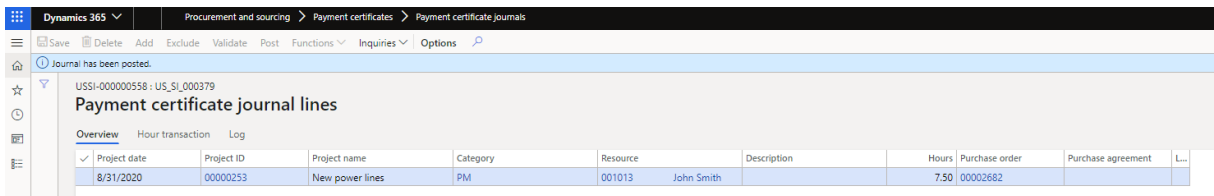
Purchase order from the journal line show on tab **Payment certificate**

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

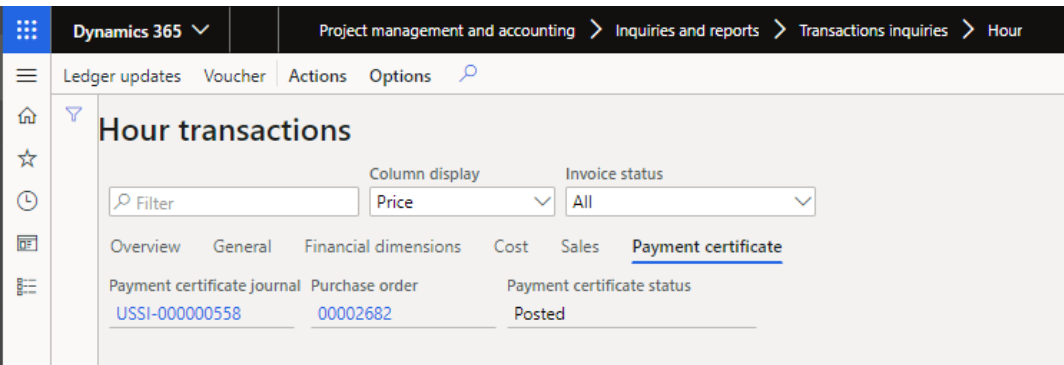


Posted journal

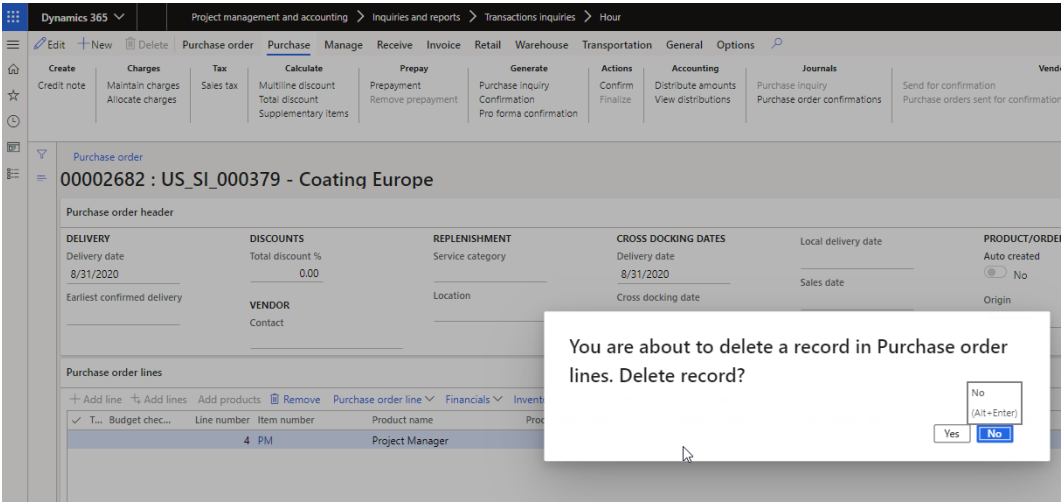
Payment certificate status = Posted on tab **Payment certificate**, and the purchase order ID in



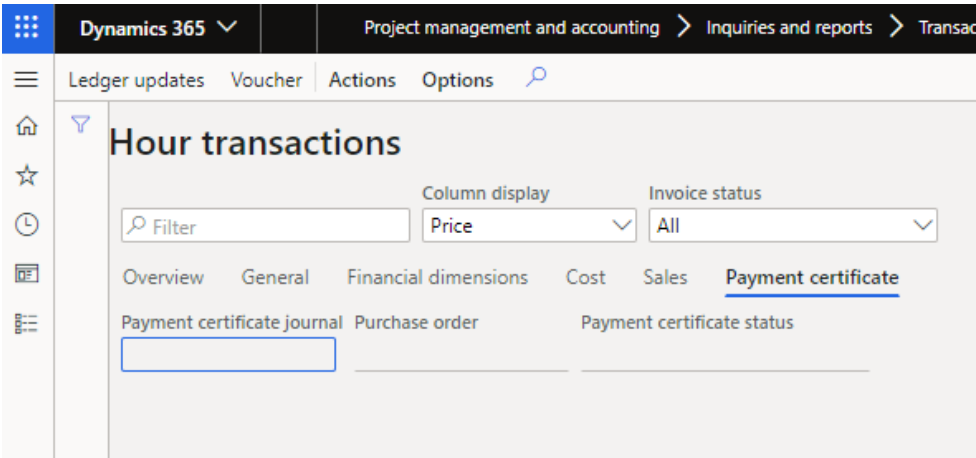
field **Purchase order** is the purchase order line which got a new purchase order line where the journal line has been included



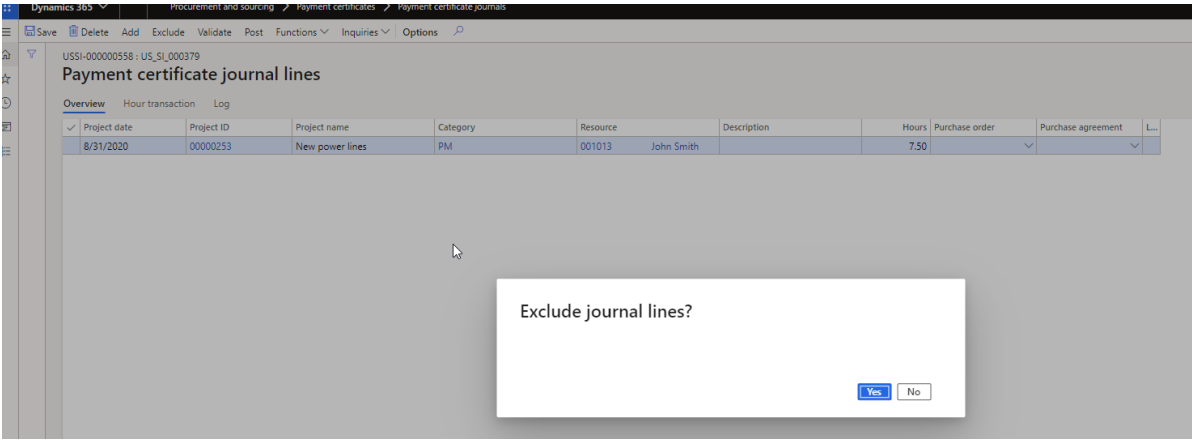
Removing purchase order line



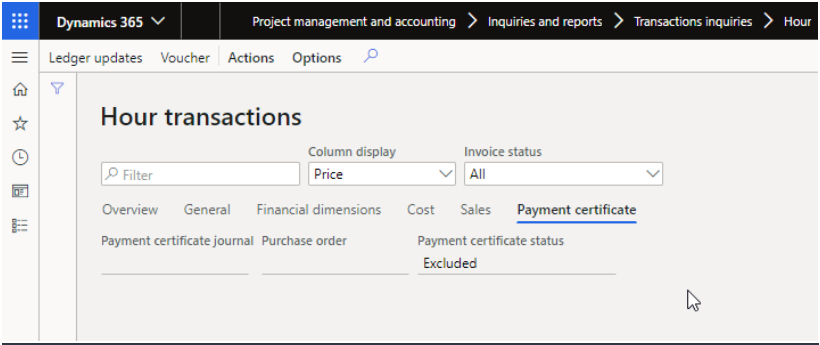
No data on tab **Payment certificate**



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 orders.

9.1 Setup

Before **Override 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**
 - o **Tab General > CHANGE MANGEMENT FOR PURCHASE ORDERS**
 - **Activate change management:** Yes
 - **Allow override of settings per vendor:** Yes

The screenshot shows the 'Procurement and sourcing parameters' configuration in SAP. The 'General' tab is active, displaying 'Set up default values and parameters for purchase orders'. A red box highlights the 'CHANGE MANAGEMENT FOR PURCHASE ORDERS' section, which contains the following settings:

- Activate change management:** Yes (radio button selected)
- Allow override of settings per vendor:** Yes (radio button selected)

Other visible sections include 'DEFAULT VALUES' (with settings for purchase type, return action, and purchase pool), 'SETUP' (with a setup checkbox), and 'VENDOR' (with a vendor checkbox).

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

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

Finance and Operations

Save + New Delete Vendor Procurement Invoice General Options

New
Purchase order
Request for quotation
Purchase requisition

Planned purchase orders
Agreements

Related information
Purchase orders
Product receipt
Request for quotation journal
Approved vendor list by vendor

Trade agreements
Purchase agreements
Purchase prices

Agreements
Discounts
Supplementary purchase item

External item description
External codes
Forecast

Set up
Configure vendor for catalog import
Default item status
Payment certificate

Vendors

US_SI_000284 : F

General

Addresses

Contact information

Miscellaneous details

Vendor profile

Purchasing demographics

Invoice and delivery

Purchase order defaults

PURCHASE ORDER
Charges group
Site
Warehouse

Default inventory status ID
Item - vendor group
Purchase pool

Our account number
Amount in transaction currency
Purchase order prices/amount
Purchase calendar

DISCOUNT
Multiline discount
Total discount group

Price group
Line discount group

SUPPLEMENTARY ITEM
Supplementary item group

CHANGE MANAGEMENT FOR PURCHASE ORDERS
Override settings
Activate change management
Allow override of settings per ...

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)

Finance and Operations

Procurement and sourcing > Payment certificates > Payment certificate purchase orders

Save + New Delete Workflow Purchase order Purchase Manage Receive Invoice Retail Warehouse Transportation General Options

Create
Credit note
Charges
Maintain charges
Allocate charges
Tax
Sales tax
Calculate
Multiline discount
Total discount
Supplementary items
Prepay
Prepayment
Remove prepayment
Generate
Purchase inquiry
Confirmation
Pro forma confirmation
Actions
Confirm
Finalize
Accounting
Distribute amounts
View distributions
Journals
Purchase inquiry
Purchase order confirmations
Vendor collaboration
Send for confirmation
Purchase orders sent for confirmation
View response on latest sent order
Purchase order vendor confirmation history

Payment certificate purchase orders

00003111 : US_SI_000284 - F

Lines Header

General

Setup

SALES TAX
Sales tax group
Tax exempt number
Prices include sales tax

POSTING
Posting profile
Settlement type

Number sequence group
Accounting date

ADMINISTRATION
Buyer group
Orderer

Requester
Pool
Language

Activate change management
Send purchase order via cXML

REFERENCES
Project ID
Origin (intercompany on

Address

Delivery

Price and discount

Foreign trade

Financial dimensions

Payment certificate
PAYMENT CERTIFICATE
Payment certificate journal
Start date
End date

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

The screenshot shows the 'Create purchase order' form. The 'Activate change management' toggle is highlighted with a red box and is currently set to 'Yes'.

- 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

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

Pool

Orderer

GEEFT

Language

en-us

Requester

Activate change management

No

Unplanned purchases

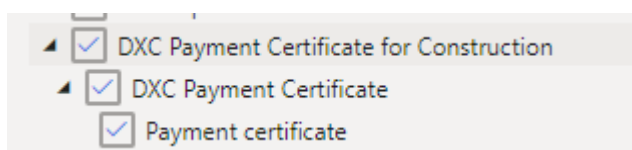
10 APPENDICES

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.



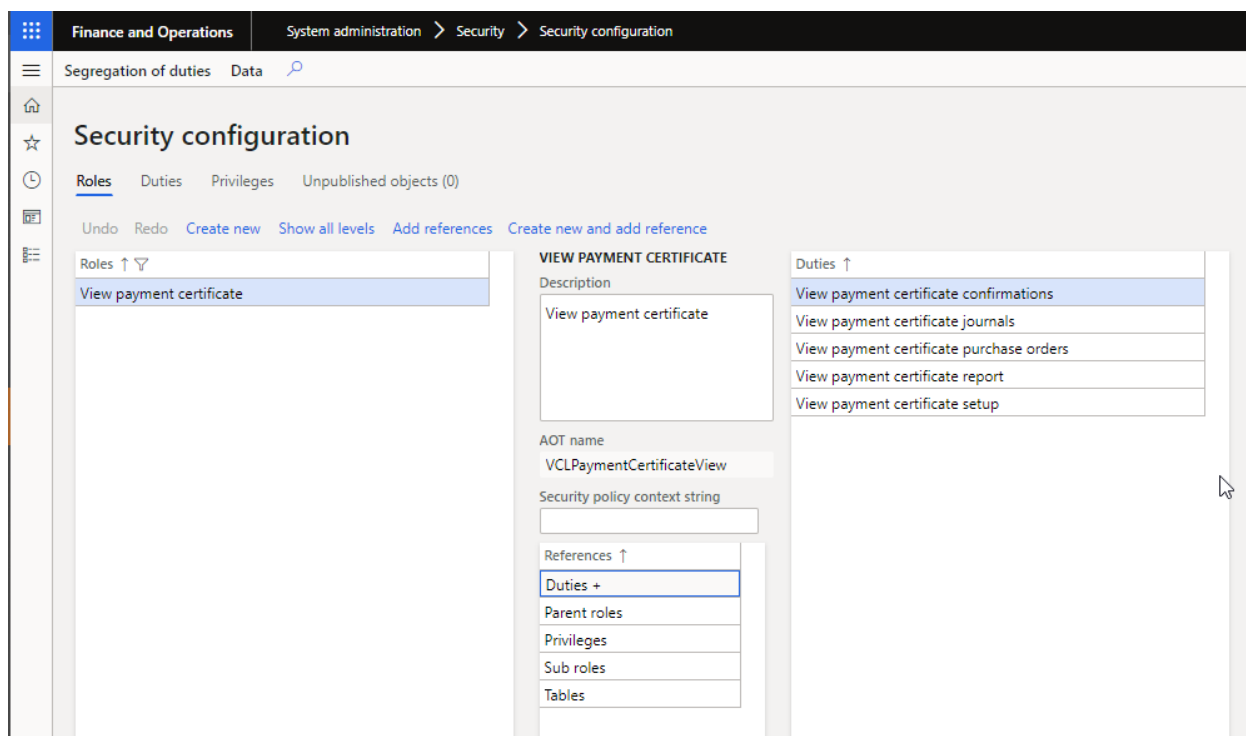
10.2 Security configuration

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

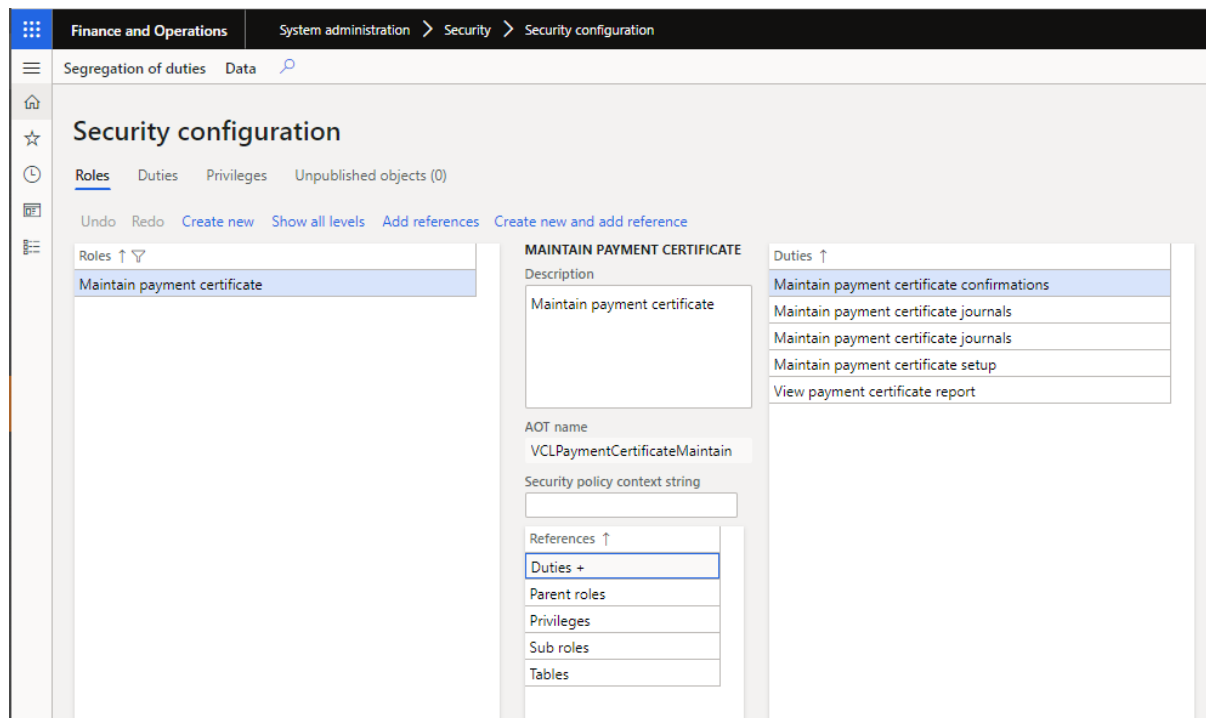


10.2.2 Role: Maintain payment certificate

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