Sage 300CRE
Exploring Vendor Compliance

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Exploring Vendor Compliance

01.

Setting up the software for Compliance tracking

- Creating Custom Compliance Types
- AP Settings & Vendor Setup
- Job Setup & Commitment Setup

02.

Understanding Final Compliance Approval

03.

Compliance workflow options

- AP > Tasks
- While Entering Invoices & Selecting Invoices for Payment

04.

Compliance Reports

05.

Emailing out of compliance notifications through MyAssistant

06.

Questions?
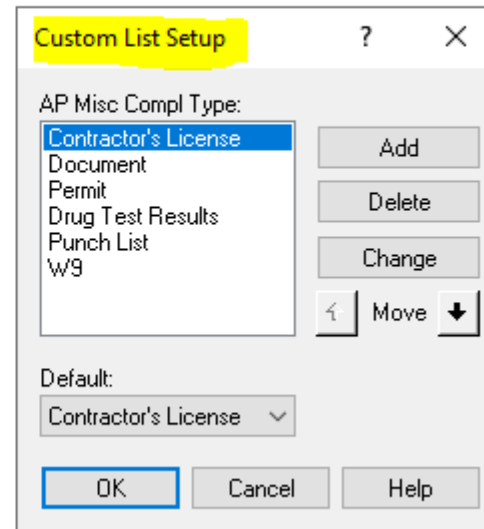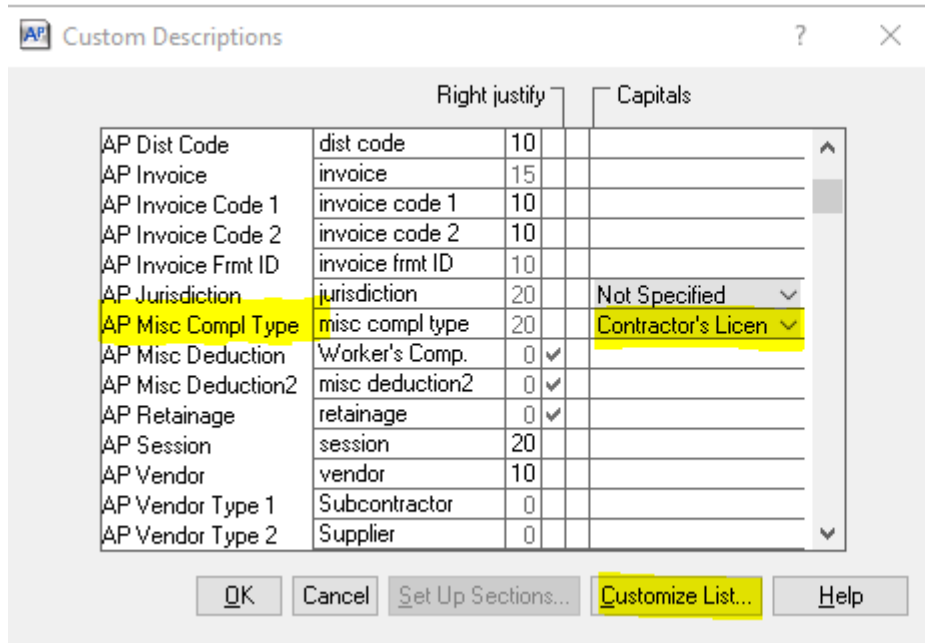
Compliance Management Overview

Track required documentation from vendors BEFORE you pay them!

Set up AP for Compliance Tracking

Creating Custom Miscellaneous Compliance Types

- Customize in Company Settings > Custom Descriptions

- Compliance Types and AP Jurisdictions can be customized.

| AP Settings > Compliance Settings

- Controls **automatic** generation of Lien waiver records

- If "Enable lien waivers for all vendors based on Job Compliance" is checked
  - the system ignores the vendor setting for generating waivers. Clear this box if you want to specify which vendors should have lien waiver records
  - The "Vendor Type" is used when specifying compliance settings per Job.

- Warnings can be displayed during invoice entry and during payment selection. You can BLOCK the payment of invoices.

- Certified Reports Compliance Check requires configuration of the "Sage Certified Reports Service". The jobs must be set up as "Certified" and that the Commitments have an Actual Start Date

AP Settings for Compliance Tracking

Vendor Settings > Insurance/Compliance

- Tracks Insurance Certificates & Miscellaneous Compliance Items at the Vendor Level

- The field Create lien waivers for this vendor based on job settings is **ignored** if "Enable lien waivers for all vendors based on Job Compliance" is checked in AP Settings.

- Lien Waiver report formats MUST be Crystal Report designs in order to print out of Subcontractor Compliance Management. (Report Designer formats may be printed from the Reports menu.)

Job Settings For Compliance

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Final Compliance Approval

- Used when you want to hold back a % of a commitment payment until a final review of the work has been approved.

- Can be used for items Miscellaneous items that are only due at the completion of the subcontractor's work.

- **Blocks payment** when the final % of the commitment amount is invoiced

- Requires an authorized user to select the **Final Compliance Approval** check box on the Commitment.

Compliance Workflow

• Flexible – use what you need

• Accessed during several workflow options:

- AP > Tasks > Subcontractor Compliance Management

- PJ > Tasks > Subcontractor Compliance Management

- Enter Invoices

- Select Invoices To Pay

Compliance Reporting

Subcontractor Snapshot (CR)

Certified Reports by Job (CR)

Cert Reports by Vendor (CR)

Compliance by Job (CR)

Compliance by Vendor (CR)

Misc Compliance by Job (CR)

Misc Compliance by Vendor (CR)

Overridden Comp by Job (CR)

Overridden Comp by Vendor (CR)

Secondary Vendors by Job (CR)

Sec Vendors by Vendor (CR)

MyAssistant

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Please share your ideas for future meetings!

Thank You for Joining Us

Whatever your next move, we're here to help!

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