



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

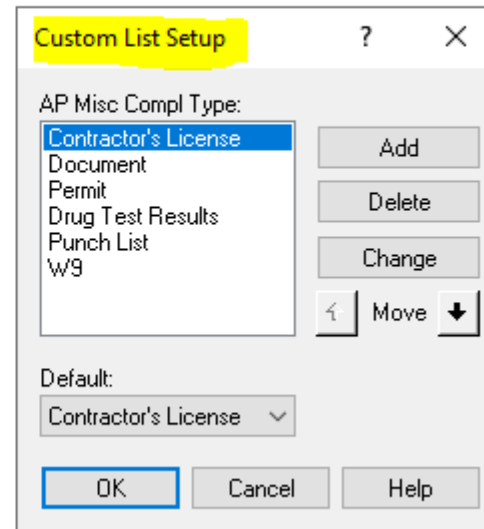
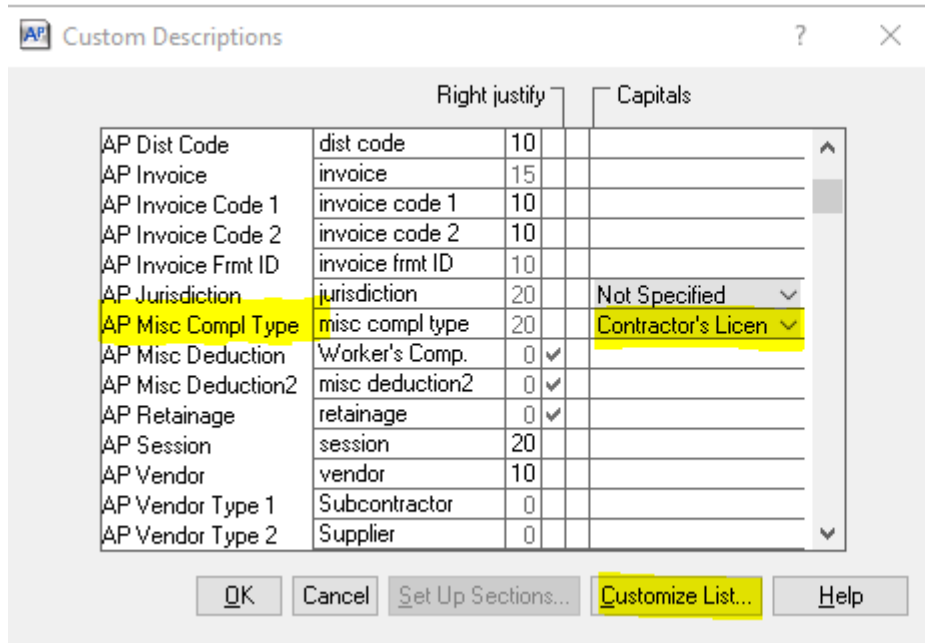
Track required documentation from vendors BEFORE you pay them!



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 - Compliance Settings

Conditional Lien Waivers Unconditional Lien Waivers Compliance Warning Settings...

Automatically create conditional lien waivers:
 Create Do not create

Create partial lien waivers at: Lien waiver through date:
 Invoice posting Last day of month for invoice
 Invoice payment selection Invoice date
 Invoice payment Payment date

Final lien waiver to cover the Invoice amount

Report formats for conditional lien waivers

Partial: Compliance - Lien Waiver Conditional Partial (T) (CR) Browse...

Final: Compliance - Lien Waiver Conditional Final (T) (CR) Browse...

Enable lien waivers for all vendors based on job compliance settings [Why choose this...](#)

Certified Reports compliance check: System 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

JC Job Setup

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Job

General

Status

Billing Info

Scope, PR, and EQ

AP and GL

Job Compliance

Contract Totals

Receivables

Estimate Totals

Cost Totals

Job Compliance

	Subcontractor	Supplier	Other	Equip Supplier
Generate Lien Waiver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Min. Amount for Lien Waivers	<input type="text" value="\$100.00 Lien Waiver"/>	<input type="text" value="\$100.00 Lien Waiver"/>	<input type="text" value="\$100.00 Lien Waiver"/>	<input type="text" value="\$100.00 Lien Waiver"/>
Require Certified Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Require Final Compl. Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Choose Jurisdiction

Day of week ending for Certified Reports

Final compliance approval percentage %

Through Date definition

Conditional Lien Waivers	Unconditional Lien Waivers
<input checked="" type="radio"/> Last Date of Invoice Month	<input checked="" type="radio"/> Last Date of Invoice Month
<input type="radio"/> Invoice Date	<input type="radio"/> Invoice Date
<input type="radio"/> Payment Date	<input type="radio"/> Payment Date

Last day of month

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

The screenshot displays the 'MyAssistant Designer' application window. The interface includes a ribbon menu with 'File', 'Home', 'View', 'Reports', and 'Help' tabs. Below the ribbon are three groups of icons: 'Tasks' (New, Activate, Copy, Open, Deactivate, Delete), 'Actions' (Run, Run and Send, Manage Unsent Emails), and 'Filter For' (Activated Tasks, Open Notifications). A search bar with the placeholder 'Enter text to search...' and a 'Find' button is located below the ribbon. The main content area shows a list of tasks under the category 'Accounts Payable'. Each task is preceded by a plus icon in a square box.

Task Name
<ul style="list-style-type: none"> Category: Accounts Payable <ul style="list-style-type: none"> Vendors with expiring Worker's Comp. Insurance Vendors with expiring General Liability Insurance Vendors with expiring insurance <ul style="list-style-type: none"> Commitments with unsigned change orders and are selected to be paid Vendors scheduled for payment that may need a joint check Invoices from vendors with outstanding Lien Waivers <ul style="list-style-type: none"> Send project managers a list of lien waivers that have not been received Invoices selected for payment from vendor's with expiring insurance (vendor or commitment) Miscellaneous compliance items not received Send a letter to Vendors with expiring insurance



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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