



LIFECYCLE TRANSACTION SYNC GUIDE

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What is Lifecycle Financial Transaction Sync?

Lifecycle Financial Transaction Sync (LFTS) is an enhancement to Lucernex's cost tracking feature set. This enhancement allows you to link your purchase order (commitment), change order, and payment application (invoice) forms together. When a general contractor or vendor submits a payment application or invoice, they will only see records related to their employer. When they select a purchase order, the change order or payment application form will then auto-populate with line items from that purchase order.

Change orders are not required for LFTS. At a minimum, you must create the Purchase Order and Payment Application record sets.

Definitions

The following concepts should be reviewed and understood before reading this document.

- **Vendor** – The vendor is the submitter of a form or request. A General Contractor is the most common type of vendor.
- **Purchase Order** – A purchase order is also known as a commitment. The purchase order form is the primary article that starts the lifecycle financial transaction process. For customers using a Request for Change Order (RFC) work flow, they would need to use the Purchase Order form type for the RFC. Then, the Change Order would be linked to the RFC. The RFC would be the primary article.
- **Change Order** – A change order is also known as a change management article, scope of work directive, or a change request. A change order is created when something needs to be linked to the primary article, the purchase order.
- **Payment Application** – A payment application is also known as an invoice. A payment application is created when the user wants to request payment for both the primary article (the purchase order) and any secondary articles (change orders).

Common Scenarios

The following list describes common scenarios that could benefit from the implementation of LFTS.

- **Purchase Order, Change Order, Payment Application tracking**
 - These are the most common use cases and use the form types as described in this document.
- **Commitment to Pay App process**
 - The client would create their quote, requisition, or commitments from a vendor as a Purchase Order form type.
 - Once approved, they would set up their vendor's invoice or pay app submission as the Payment Application form type.

- **Change Request submission process**
 - The client would direct the Vendor or Facility Manager to submit a request for a scope of work directive or potential change request (PCR) to be approved. This work flow would use the Purchase Order form type.
 - Once the PCR is approved, the invoice would be submitted as a Payment Application form type.

End-user changes

This section describes the changes that end-users will see once the LFTS feature has been properly configured.

Purchase Order changes

Purchase order forms now need two additional fields added to their layouts. The **Vendor** and **Vendor PO Number** fields are used to link the purchase order to a vendor and create a unique record ID for the purchase order. Vendors are only allowed to see purchase orders that are associated with their vendor ID. System Administrators can configure the **Vendor PO Number** field to automatically populate with the next number in a sequence.

When entering a purchase order, a user will follow the same procedures they typically use. However, they will be required to select a vendor and they might be required to enter a vendor PO number, if the **Vendor PO Number** field does not automatically populate.

Name * Invoicing Project

Store #	Project Type
Full Address	Deal Type
11500 Alterra Pkwy #110, Austin, TX 78758	Rentable Area Usable Area

Submit Vendor Purchase Order

Title

Creator **Created Date**

Vendor

Vendor PO Number

Invoice Detail

	Line Item	Quan...	Unit Cost	Total Cost	Description
⊖	Doors, Frames, & Hard...	25	\$507.17	\$12,679.25	
⊖	Mirrors	6	\$105.52	\$633.12	

⊖ Delete All
 ⬆ Upload Data
 + Add

Select Your Name * **Invoice Total**

Change Order changes

Change order forms also need two additional fields added to their layouts. The **Vendor** and **Related Purchase Order** fields are used to automatically populate the change order custom list with line items and totals entered in the original purchase order. The **Related Purchase Order** field can be configured to only contain approved purchase orders, which is explained in more detail below. This is beneficial for customers that utilize a workflow approval process.

Change orders are not required for the LFTS feature. However, if the user wants to link a change order to an existing purchase order, they must select the vendor and the related purchase order before proceeding to follow their normal change order procedures.

Name * Invoicing Project

Store # Project Type

Full Address Deal Type

11500 Alterra Pkwy #110, Austin, TX 78758 Rentable Area Usable Area

Submit Change Order

Creator Created Date

Title *

Change Order Number * **Change Order Reason ***

Vendor

Related Purchase Order

Description

Change Order Detail

	Line Item	Purchase...	Change Order Amount	Comments
-	Doors, Frames, & Hardware	\$12,679.25	\$507.17	
-	Mirrors	\$633.12	\$0.00	

- Delete All ↑ Upload Data + Add

Change Order Total

Payment Application changes

Payment application forms also need two additional fields. The **Vendor** and **Related Purchase Order** fields are used to automatically populate the payment application custom list with line items and totals entered in the original purchase order and any related change orders. The **Related Purchase Order** field can be configured to only contain approved purchase orders, which is explained in more detail below. This is beneficial for customers that utilize a workflow approval process.

In the **Payment Application Submission** form, the user is required to select the vendor and the related purchase order before proceeding to follow their normal payment application procedures. Any change orders linked to the original purchase order will be automatically pulled into the custom list.

Submit Pay Application

Title *
Payment for doors and mirrors

Creator _____ Created Date _____

Contract Amount	\$13,312.37
Change Orders	\$507.17
Contract Sum to Date	\$13,819.54
Previous Applications	
Current Application	\$13,819.54
Total Completed to Date	\$0.00
Balance to Complete	\$13,819.54

Description

Vendor
 Vendor A

Related Purchase Order
 1225

GC Pay Application

	Line Item	Purchase...	Change Orders	Previously Paid Pay Applications	Line Item Balance to Complete	Current Pay Application Amount
-	Doors, Frames, & Hardware	\$12,679.25	\$507.17		\$507.17	\$13,186.42
-	Mirrors	\$633.12	\$0.00		\$0.00	\$633.12

Delete All
Upload Data
Add

Implementation

There are four types of records that you will need to create or update for this enhancement. They are custom lists, forms, work flows, and user class security.

Custom List requirements

There are three steps you must take when updating your custom lists for this enhancement:

1. You must add fields that will be populated when LFTS is enabled.
2. You must enable and configure the **Auto-populate Purchase Order Lines** setting.
3. You must add the required fields to your custom list layout.

Navigate to the Manage Custom Lists page

To navigate to the **Manage Custom Lists** page:

1. Sign into Lucernex.
2. Click the **Admin** button in the toolbar in the upper-right corner of the window. The **System Administrator Dashboard** page opens.



3. Click the **Manage Custom Lists** link in the **Company Administration** column. The **Manage Custom Lists** page opens.
4. Follow the appropriate procedures below.

Add required Custom List fields

There are three fields that will need to be created for the custom lists needed for LFTS. Not all fields are added to each custom list. The typical configuration appears in the list below:

- **Purchase Order Custom List**
 - Purchase Order Amount field
- **Change Order Custom List**
 - Purchase Order Amount field
 - Change Order Amount field
- **Payment Application Custom List**
 - Purchase Order Amount field
 - Change Order Amount field
 - Payment Application Amount field

If you do not use change orders, the change order custom list and custom list field are not needed.

Important! There are other required fields for budget-impacting custom lists. See the *Budget Custom Lists* article in the Lucernex Online Help for more information.

To add the required fields to your custom list:


1. Find the custom list you want to edit.
2. Click the **Edit Fields** link in the **Actions** column of the record.
The **Edit Fields** window opens.
3. Click the **Add Report / Form Field** button.
The **Add Report / Form Field** window opens.
4. Click the **Custom Field** option button.
5. Enter **Purchase Order Amount** in the **Field Name** field.
6. Enter the name this field should have in the database in the **Integration Name** field.
7. Select the **Yes** option button for the **Required** setting.
8. Select **Currency** from the **Form Field Type** field.
9. Click the **Add** button.
The window closes. The field appears in the **Edit Fields** window.
10. Repeat steps 3 – 9 for a **Change Order Amount** field and a **Pay App Amount** field as necessary.
 - The **Purchase Order Amount** field is used in all three custom lists.
 - The **Change Order Amount** field is used in the Change Order and Payment Application custom lists.
 - The **Pay Application Amount** field is used in the Payment Application custom list.

Edit Custom List Layout settings

Next, you must indicate which fields should pull which type of data. This setting must be configured *after* you have created the fields in the procedures above.

Note: This setting should **only** be applied to your change order and payment application layouts.

To edit your custom list layout settings:

1. Find the custom list you want to edit.
2. Expand the custom list record by clicking the **Plus** button .
3. Click the **Edit** link in the **Actions** column of the layout you want to configure.
The **Edit Layout** window opens.
4. Select the **Auto-populate Purchase Order Lines** check box.
The **Purchase Order**, **Change Order**, and **Payment Application** fields become active.
5. Select the **Purchase Order Amount** field from the **Purchase Order** field.
6. Select the **Change Order Amount** field from the **Change Order** field.


7. (Payment Application Custom Lists only) Select the **Pay App Amount** field from the **Payment Application** field.
8. Click the **Update Layout** button.
The window closes. Your changes are saved.

Edit Custom List layouts

Lastly, you must add the new fields to your custom list layouts.

Important! There are other required fields for budget-impacting custom lists. See the *Budget Custom Lists* article in the Lucernex Online Help for more information.

To add your newly created fields to your custom list layouts:

1. Find the custom list you want to edit.
2. Expand the custom list record by clicking the **Plus** button .
- A list of custom list layouts appears.
3. Click the **Layout Form** link in the **Actions** column of the layout you want to configure.
The **Layout Editor** window opens.
4. Select the appropriate field to add to your layout from an available menu.
5. Repeat step 4 as necessary.
The fields added to each custom list layout appears in the list below:
 - **Purchase Order Custom List Layout**
 - Purchase Order Amount field
 - **Change Order Custom List Layout**
 - Purchase Order Amount field
 - Change Order Amount field
 - **Payment Application Custom List Layout**
 - Purchase Order Amount field
 - Change Order Amount field
 - Payment Application Amount field
6. Click the **Save Layout** button.
Your changes are saved.

Form requirements

Next, you must update the forms used in your Purchase Order, Change Order, and Payment Application work flows.

Navigate to the Manage Forms page

To navigate to the **Manage Forms** page:

1. Sign into Lucernex.
2. Click the **Admin** button in the toolbar in the upper-right corner of the window. The **System Administrator Dashboard** page opens.



3. Click the **Manage Forms** link in the **Company Administration** column. The **Manage Forms** page opens.
4. Follow the appropriate procedures below.

Add Custom List to Form Fields

You will need to repeat these procedures for each form type. Once the custom list is added as a field to a form, any of the custom list layouts associated with the custom list can be added to any of the form layouts.

Note: If you have already added your custom lists to your forms, you can skip these procedures.



To add a custom list to your form fields:

1. Find the form you want to edit.
2. Click the **Edit Fields** link in the **Actions** column of the record. The **Edit Fields** window opens.
3. Click the **Add Report / Form Field** button. The **Add Report / Form Field** window opens.
4. Click the **Custom Field** option button.
5. Enter the name of your custom list in the **Field Name** field.
6. Enter the name this field should have in the database in the **Integration Name** field.
7. Select the **No** option button for the **Required** setting.
8. Select **Custom List** from the **Form Field Type** field. The **Custom Lists** field activates.
9. Select the custom list you want to use from the **Custom Lists** field. You will select the appropriate layout when you add this custom list in the **Page Layout Editor**.



10. Click the **Add** button.
The window closes. The field appears in the **Edit Fields** window.

Edit Purchase Order Form Layouts

To edit your purchase order form layouts:

1. Find the form you want to edit.
2. Expand the form record by clicking the **Plus** button .
A list of form layouts appears.
3. Find the appropriate form layout.
4. Click the **Build Layout** link in the **Actions** column of the layout you want to edit.
The **Page Layout Editor** opens in a new window.
5. Open **Available Fields > Forms > All** in the **Fields** pane.
6. Drag and drop the **Vendor** field to one of the **Plus** buttons  in the editor.
The **Vendor** field is added to your form.

Note: Skip to step 9 if you already have your custom list added to the form.


7. Open **Available Fields > Forms > [Form Name] > [Custom List Name]** in the **Fields** pane.
8. Drag and drop the form layout name to one of the **Plus** buttons  in the editor.
The custom list is added to your form.
9. Open **Related Fields > Specialized Forms > PurchaseOrder** in the **Fields** pane.
10. Drag and drop the **Vendor PO Number** field to one of the **Plus** buttons  in the editor.
The **Vendor PO Number** field is added to your form.
11. To have your purchase numbers sequentially and automatically generate:
 - a. Click the **Ellipses** button on the **Vendor PO Number** field cell.
The **Edit Field** window opens.
 - b. Select the **Auto populate sequentially** check box.
 - c. Click the **Set Options** button.
The **Edit Field** window closes.


Note: If you use the **Auto populate sequentially** check box, you should NOT use the **Read Only in Edit Mode** setting.

12. Click the **Save Layout** button.
A save message appears. Your changes are saved.




Edit Change Order Form Layouts

To edit your change order form layouts:

1. Find the form you want to edit.
2. Expand the form record by clicking the **Plus** button .
A list of form layouts appears.
3. Find the appropriate form layout.



4. Click the **Build Layout** link in the **Actions** column of the layout you want to edit.
The **Page Layout Editor** opens in a new window.
5. Open **Available Fields > Forms > All** in the **Fields** pane.
6. Drag and drop the **Vendor** field to one of the **Plus** buttons  in the editor.
The **Vendor** field is added to your form.

Note: Skip to step 9 if you already have your custom list added to the form.


7. Open **Available Fields > Forms > [Form Name] > [Custom List Name]** in the **Fields** pane.
8. Drag and drop the form layout name to one of the **Plus** buttons  in the editor.
The custom list is added to your form.
9. Open **Related Fields > Specialized Forms > ChangeOrder** in the **Fields** pane.
10. Drag and drop the **Related Purchase Order** field to one of the **Plus** buttons  in the editor.
The **Related Purchase Order** field is added to your form.
11. To restrict the **Related Purchase Order** field to only display approved purchase orders:
 - a. Click the **Ellipses** button  on the **Related Purchase Order** field cell.
The **Edit Field** window opens.
 - b. Select the **Show Only Approved Purchase Orders** check box near the bottom of the window.
 - c. Click the **Set Options** button.
The **Edit Field** window closes.
12. Click the **Save Layout** button.
A save message appears. Your changes are saved.



Edit Payment Application Form Layouts

To edit your payment application form layouts:

1. Find the form you want to edit.
2. Expand the form record by clicking the **Plus** button .
- A list of form layouts appears.
3. Find the appropriate form layout.
4. Click the **Build Layout** link in the **Actions** column of the layout you want to edit.
The **Page Layout Editor** opens in a new window.
5. Open **Available Fields > Forms > All** in the **Fields** pane.
6. Drag and drop the **Vendor** field to one of the **Plus** buttons  in the editor.
The **Vendor** field is added to your form.

Note: Skip to step 9 if you already have your custom list added to the form.

7. Open **Available Fields > Forms > [Form Name] > [Custom List Name]** in the **Fields** pane.
8. Drag and drop the form layout name to one of the **Plus** buttons  in the editor.
The custom list is added to your form.
9. Open **Related Fields > Specialized Forms > PayApp** in the **Fields** pane.

10. Drag and drop the **Related Purchase Order** field to one of the **Plus** buttons  in the editor.
The **Related Purchase Order** field is added to your form.
11. To restrict the **Related Purchase Order** field to only display approved purchase orders:
 - a. Click the **Ellipses** button  on the **Related Purchase Order** field cell.
The **Edit Field** window opens.
 - b. Select the **Show Only Approved Purchase Orders** check box near the bottom of the window.
 - c. Click the **Set Options** button.
The **Edit Field** window closes.
12. Click the **Save Layout** button.
A save message appears. Your changes are saved.


Work Flow requirements

To restrict the **Related Purchase Order** field to only display approved purchase orders, you will need to configure your **Purchase Order** work flow **Approval** step **Approve** action so that it sets the form status to **Approved**. This is not required if you do not have an approval process for initial submissions.

To update your work flow requirements:

1. Sign into Lucernex.
2. Click the **Admin** button in the toolbar in the upper-right corner of the window.
The **System Administrator Dashboard** page opens.



3. Click the **Manage Work Flows** link in the **Company Administration** column.
The **Manage Work Flows** page opens.
4. Find the work flow you want to edit.
5. Expand the work flow record by clicking the **Plus** button .
6. Find the approval work flow step.
7. Click the **Edit** link in the **Actions** column of the approval step.
The **Edit Step** window opens.
8. Click the **Edit** link for your approval action.
The **Manage Work Flow Step Action** window opens.
9. Select the **Update Form Status** check box.
10. Select **Approved** from the **Update Form Status** field.
11. Click the **Update** button.
The **Manage Work Flow Step Action** window closes.
12. Click the **Update** button.
The **Edit Step** window closes. Your changes are saved.

General Contractor / Vendor User Class Security requirements

The following security settings are **required** for your General Contractor or Vendor user class to properly use LFTS.

Important! There are additional security settings required for your General Contractor / Vendor user class. Please review the *General Contractor (GC) Bidding - User Security Settings* article in the Lucernex Online Help to learn more.

Field Security

The following settings should be applied at a minimum on the **Field Security** page.

Setting	Value
Forms > ALL > Vendor	Edit
Specialized Forms > PayApp > Related Purchase Order	Edit

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