



Textura™

Construction Payment Management

INTEGRATION USER MANUAL

FOR

VIEWPOINT V6
SOFTWARE

VERSION 6.3
MARCH 1ST 2011

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OVERVIEW

DESCRIPTION

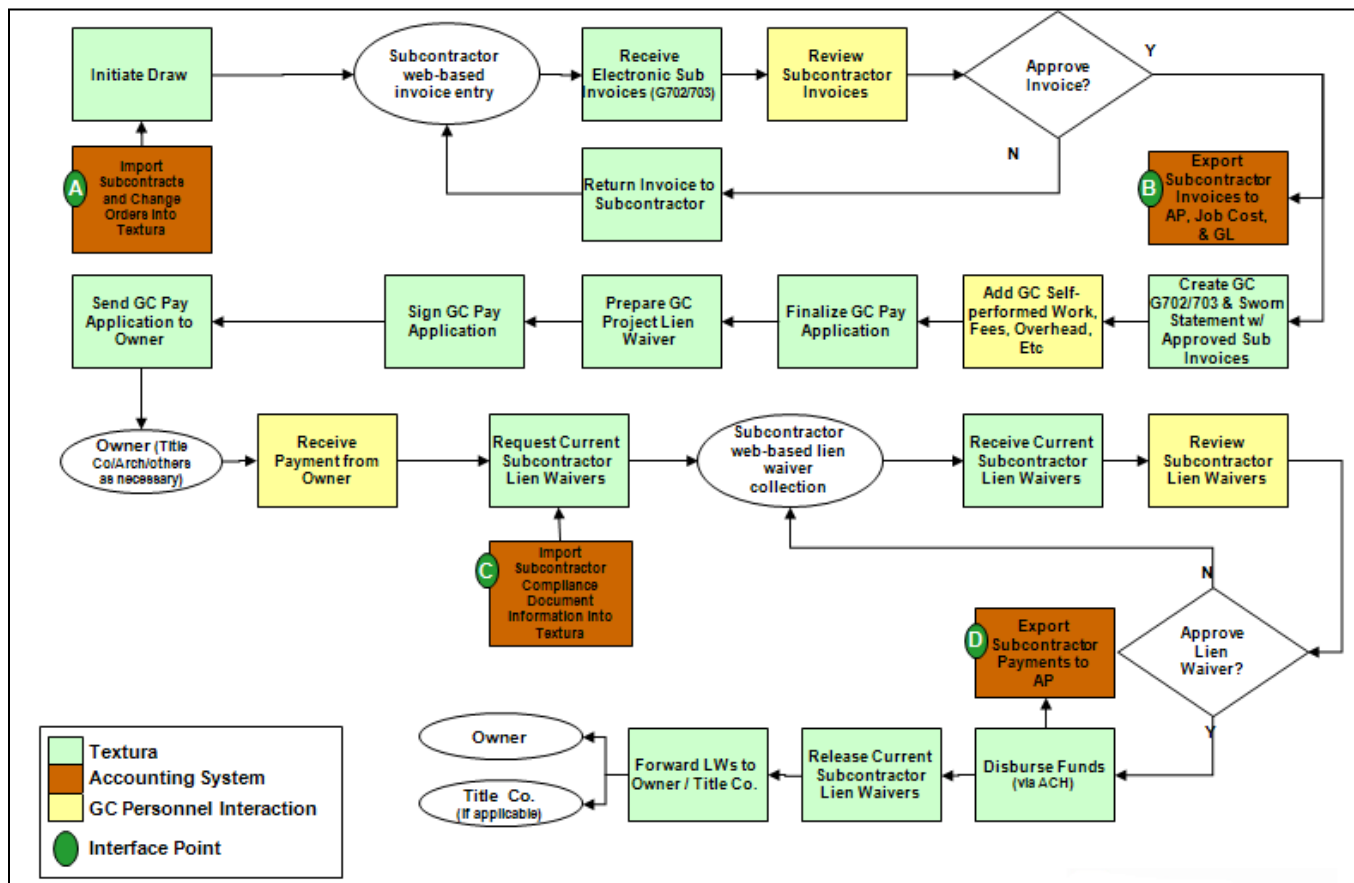
This manual is a guide for setting up the interface between Textura and Viewpoint and processing the related workflow in Viewpoint. It is not intended to be a complete guide for Viewpoint. For more information regarding Viewpoint, see the Viewpoint documentation.

TEXTURA – VIEWPOINT WORKFLOW

Integrate Textura's services with Viewpoint to optimize your payment process. The most common interface points are:

- **Subcontracts:** Export subcontracts and associated Change Orders from Viewpoint to Textura.
- **Change orders:** Export owner/prime contract change orders from Viewpoint to Textura.
- **Invoice entry:** Export a file containing the subcontractor invoice information for a draw and import the invoice details into the Viewpoint accounting system.
- **Payment entry:** Export subcontractor ACH payment information from Textura to a file formatted for posting in Viewpoint.
- **Compliance Logs:** Export required compliance documentation from Viewpoint to Textura

TEXTURA BILLING PROCESS



SUBCONTRACTS AND SUBCONTRACTOR CHANGE ORDERS

Enter Subcontracts in Viewpoint and export them to Textura. Subcontracts can have multiple item distributions between phase codes and cost types.

Enter approved subcontract change orders in Viewpoint and export them to Textura. Only approved change orders are exported to Textura. Textura will accept all new change orders and reject duplicate or previously exported change orders.

AP INVOICES

Vendors/subcontractors will enter invoices in Textura. After approved by the general contractor in Textura, invoices are imported into Viewpoint. Imported records with duplicate invoice numbers (invoice number already exists for a vendor) will be rejected by Viewpoint.

COMPLIANCE DOCUMENTS

Insurance effective dates, expiration dates, and policy numbers for Auto Insurance, General Liability Insurance, Umbrella Insurance, and Worker's Compensation Insurance may be exported from Viewpoint to Textura. During the export priority for the source of insurance information can be selected from the following choices:

Select	Information Retrieved from
Latest expiration date	The date for each type of insurance on the commitment/subcontract record will be compared to the date on the vendor record. Information from the record with the latest date per type of insurance will be exported.
Commitment/subcontract record	The information will be taken from the commitment/subcontract record if the information is available, otherwise it will be taken from the vendor record if it is available.
Vendor record	The information will be taken from the vendor record if it is available, otherwise, it is taken from the subcontract record.

PAYMENTS

Subcontractor payments will be made via ACH through Textura for any Textura-managed subcontract. The Disburser will be responsible for disbursing funds through Textura as usual. On a daily basis, all subcontractor ACH payments will be retrieved and formatted in preparation for import into Viewpoint. Each day, one user will need to complete the posting process into Viewpoint. Payments made to subcontractors with Textura-managed subcontracts via manual check will be handled in the same way they are handled today within Viewpoint.

TEXTURA – VIEWPOINT INITIAL INTERFACE SETUP

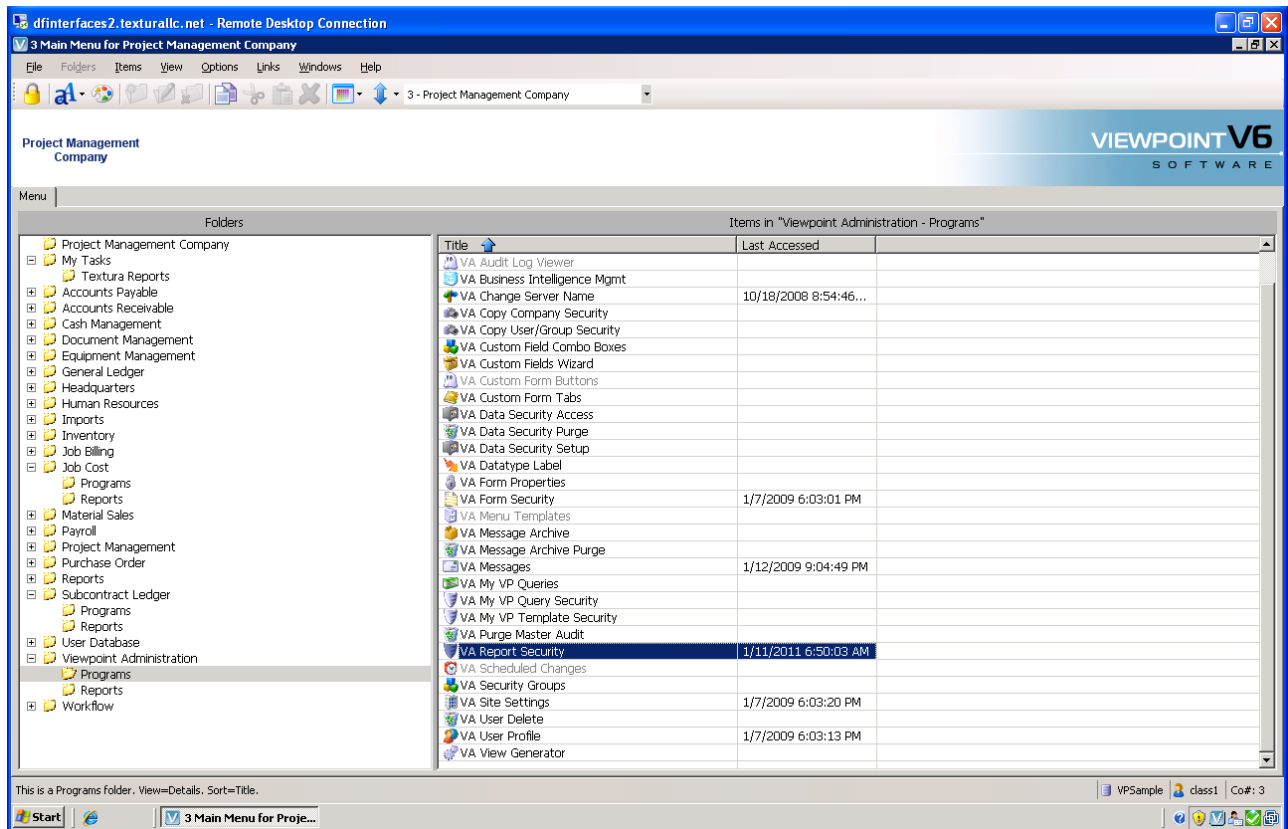
INTRODUCTION

Before using Textura with Viewpoint, there are initial setup procedures and considerations. These include verifying or changing settings previously selected in Viewpoint and adding custom reports to the Viewpoint menu. This section will explain how these settings control the outcome of the interface and where appropriate, will make recommendations for ease of processing.

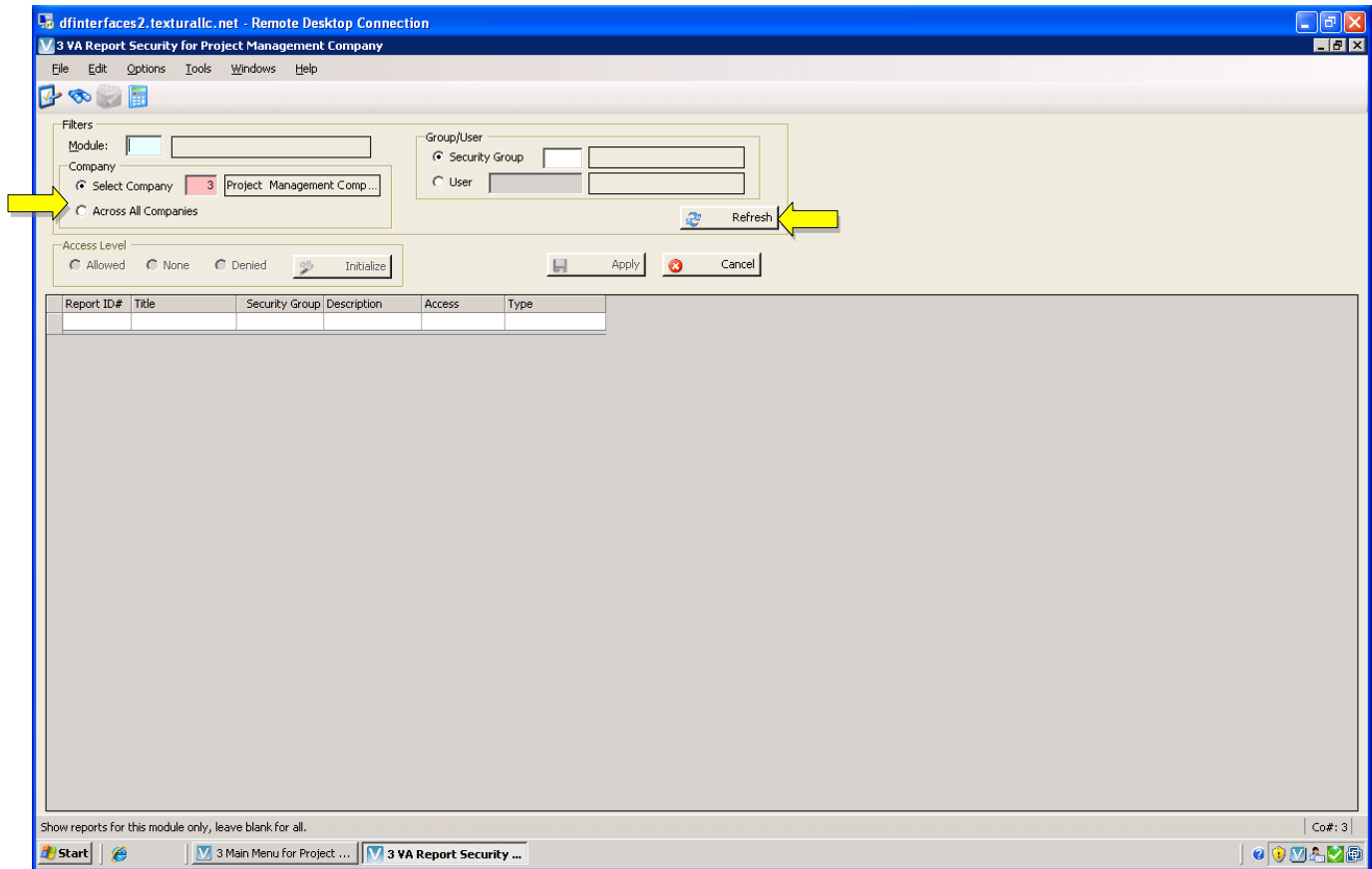
SETTING UP YOUR VIEWPOINT TO TEXTURA EXPORTS

ASSIGNING REPORT SECURITY

1. In Viewpoint, click the **Viewpoint Administration Folder**
2. Click the **Program** folder.
3. Click the **VA Report Security** icon



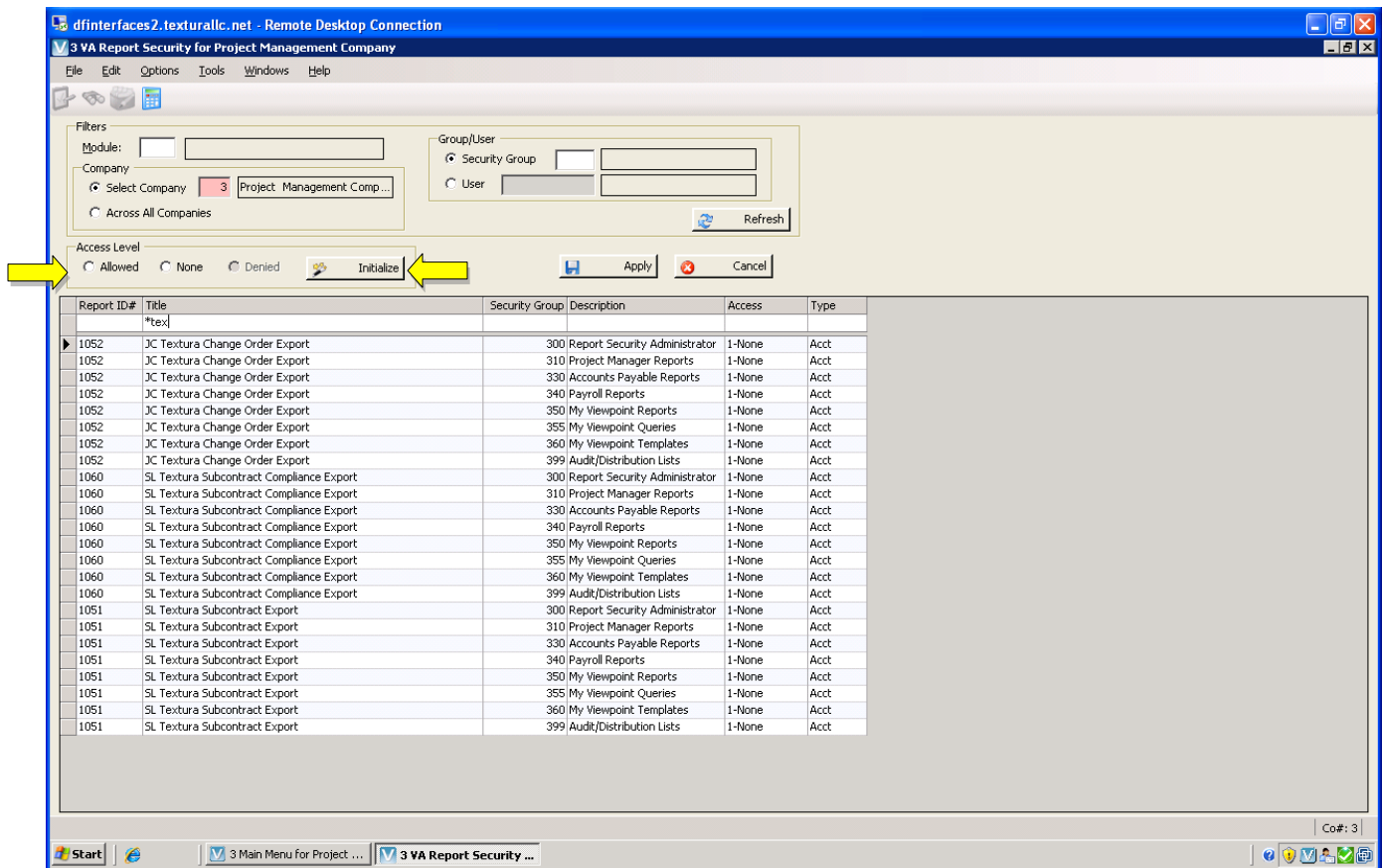
4. In the **Report Security** Screen change company option to “Across All Companies” and press **REFRESH**



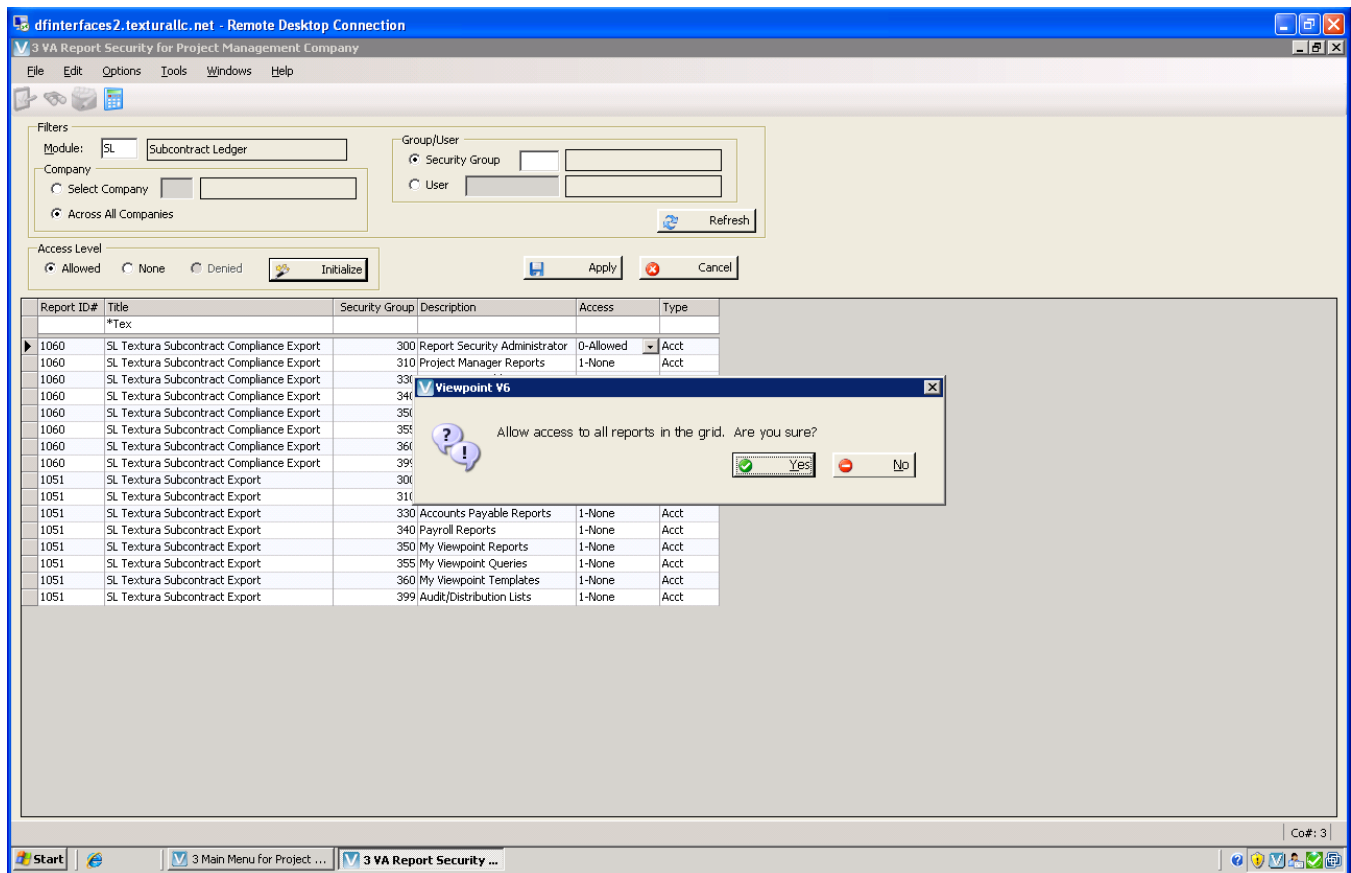
5. The system will display a list of reports available across all companies

6. In the Title filter enter “*Tex” and select **REFRESH**

7. The system will display a list of Textura Reports



8. Select Allowed in the access level and **INITIALIZE**



9. In the dialog box select "YES"

IDENTIFYING YOUR ACCOUNTING PACKAGE IN TEXTURA

SETTING UP YOUR ACCOUNTING PACKAGE

The **Textura Administrator** must identify the Accounting Package (interface) that is used when the Organization set up in Textura.

When an Organization is invited to join a project on Textura, the [Edit Organization](#) link is displayed on the main home page. Click this link.

The system displays the Edit Organization page.

[Add Secondary Organization](#)

Business Information

Company Name: * General Contractor

Country: * United States of America

Address Line 1: * 13 Mulberry St

Address Line 2:

City: * Chicago

State: * Illinois

Zip Code: * 60657

County: * cook

Phone: * 312-333-4567

Alternate Phone:

Fax:

Mobile:

Default Currency: USD

Tax ID: * 111-11-1111

Organization Type: Corporation

Organization Role: General Contractor

Accounting Package: Viewpoint

Document Imaging System: None

Project Fee:

[View/Edit Secondary Organization](#)

Bank Information



Bank Name: *

Bank City:

Bank State: Select State

Bank Account Name:

Routing Number or SWIFT Code: * 123456780

CONCERNING ACH ROUTING NUMBERS: Routing numbers often differ from the number on a Check or Deposit Ticket. Please confirm with your bank that the routing number you use is valid for ACH transfers. Note: Routing numbers which begin with the digit "5" are not used in the ACH system.

Stored account # on file, ending in 1111

Bank Account #

Re-enter Bank Account #

Update Organization

Verify the correct accounting package is selected.

If your Accounting Package is not set up when you edit your organization, contact your Textura System Administrator and they will be able to identify your Accounting Package.

When creating a project, type your Viewpoint job number in the Internal Project Number field.

These fields must match between the two systems in order for the interface to work properly, as Internal Project Number is one of the unique identifiers for the interface.

GC Project Information

Project Name *	Hill School	Project Owner	t
Project Type	Commercial - New	Contract Date *	02/07/2008
Internal Project Number	0514a	Original Contract Value *	498000.00
Contract Description	General Construction	Contract Number	
Advance Billing	☐		
Open Book	☐	GC Retention Percent *	10.00
Create Paired Lines by Phase Code:	No		
Current Estimated Start Date *	2/7/2008	Original Estimated Start Date	2/7/2008
Current Estimated Completion Date *	2/7/2009	Original Estimated Completion Date	2/7/2009
Maximum Loan To Value Percent	0.00		

EXPORT AND IMPORT SUBCONTRACTS AND SUBCONTRACTOR CHANGE ORDERS

INTRODUCTION

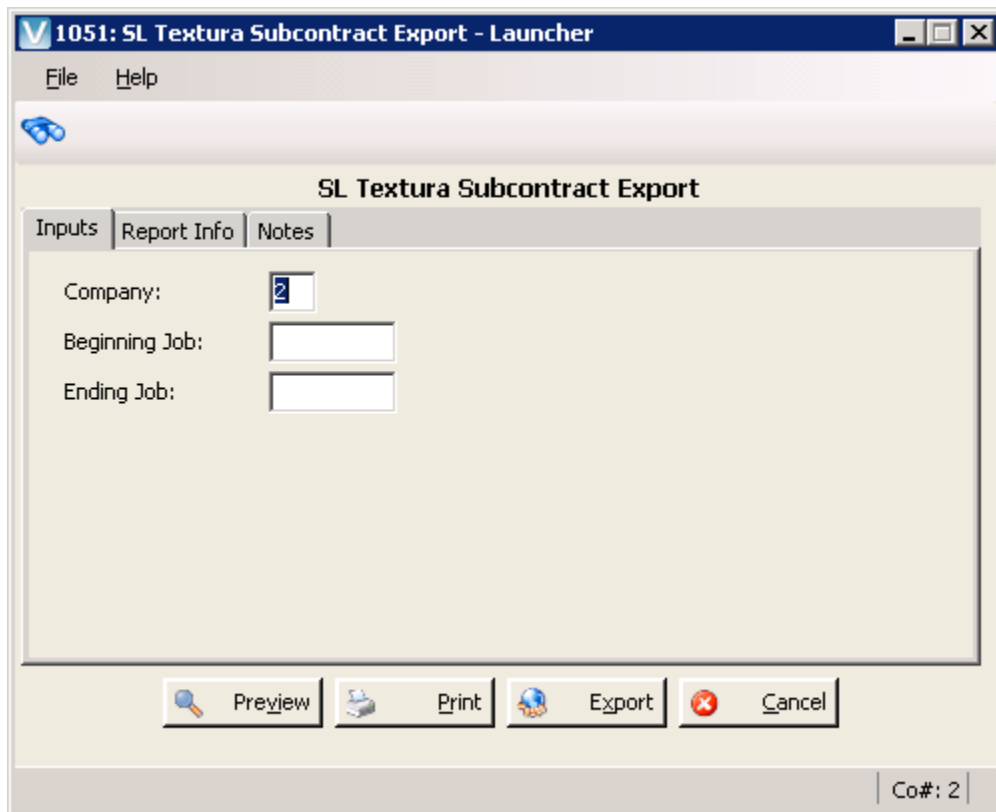
Subcontracts and subcontract change orders may be entered in Viewpoint and exported to Textura. Textura will accept all subcontracts new to Textura. If a subcontract is currently incomplete in Textura, the subcontract will be updated if included in the export file. If the subcontract is already “complete” in Textura, the record will be rejected as a duplicate if it is included in the export file.

Viewpoint will export only approved change orders. Duplicates will be rejected in Textura.

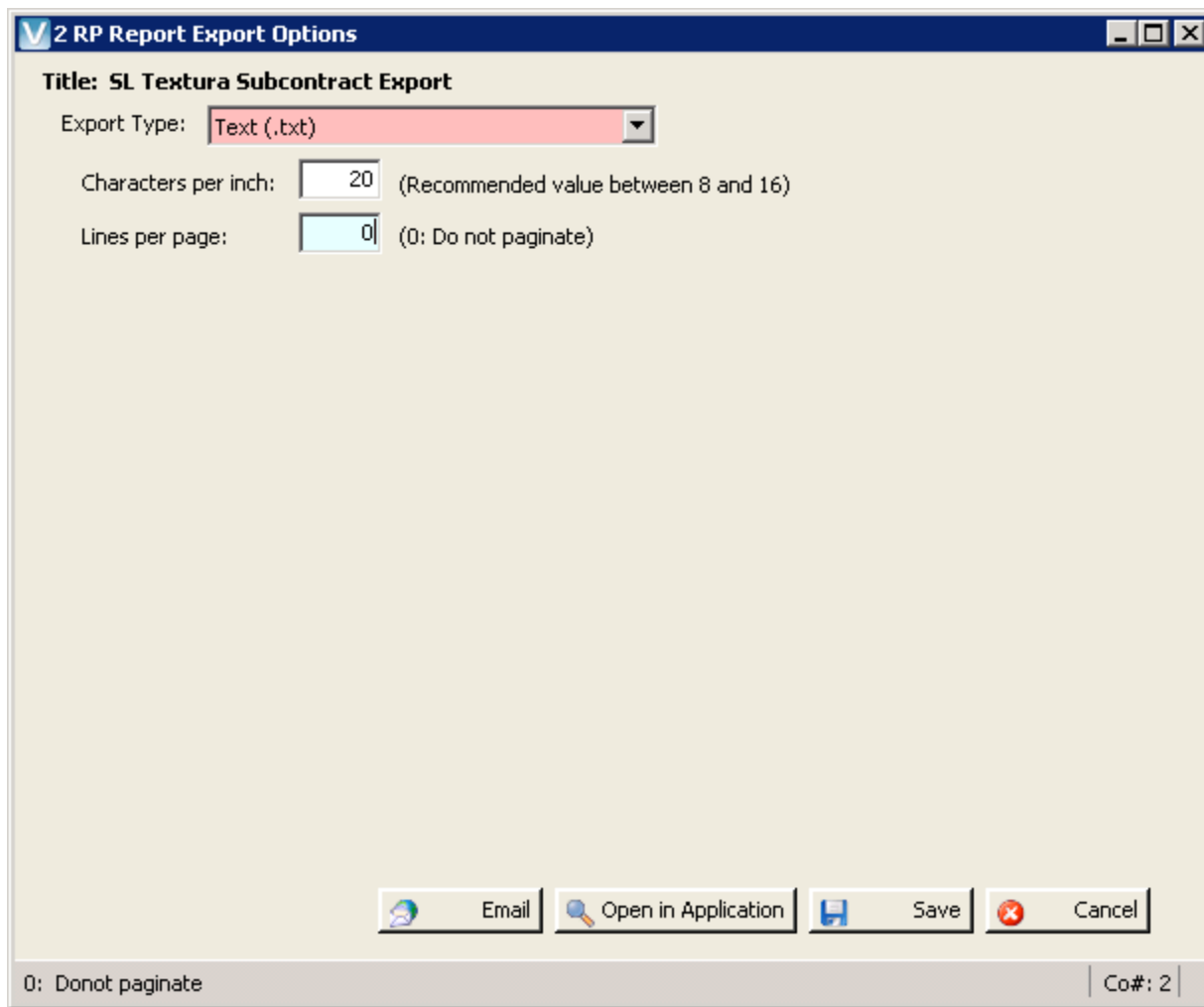
EXPORT SUBCONTRACTS FROM VIEWPOINT

EXPORT THE SL TEXTURA SUBCONTRACTS EXPORT REPORT

1. FROM EITHER THE RP OR SL MENU OPEN THE TEXTURASLEXPOR.RPT
2. From the Print Report dialog box, click the **Export** button.



The system displays the Export dialog box.



2 RP Report Export Options

Title: SL Textura Subcontract Export

Export Type: **Text (.txt)**

Characters per inch: **20** (Recommended value between 8 and 16)

Lines per page: **0** (0: Do not paginate)

Email Open in Application Save Cancel

0: Donot paginate Co#: 2

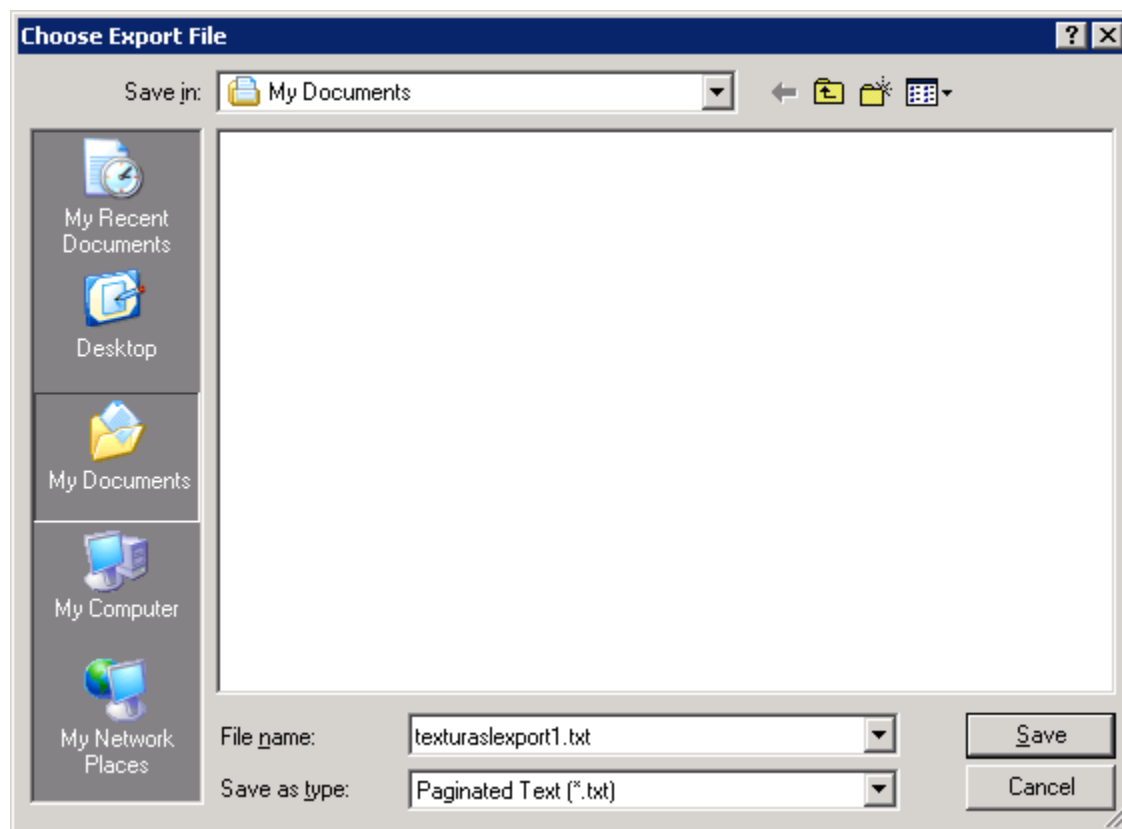
3. Select **Text (TXT)** from the **Export Type** drop-down menu.

The system defaults the Destination to Disk file.

4. Ensure the Characters per inch is set to 20 and the Number of Lines Per Page to 0.

6. Click **SAVE**.

The system displays the Choose Export File dialog box.



7. Type the **File name** and the location where you want to save the file (**Save in** field).

8. Click **Save**.

IMPORT SUBCONTRACTS INTO TEXTURA

The file that you export from Viewpoint, and import into Textura contains subcontracts and Subcontract Change Orders.

When Textura receives a subcontract that has already been imported or created, Textura attempts to update the existing subcontract and contract components (as identified by Subcontract Number and Subcontract Vendor Number).

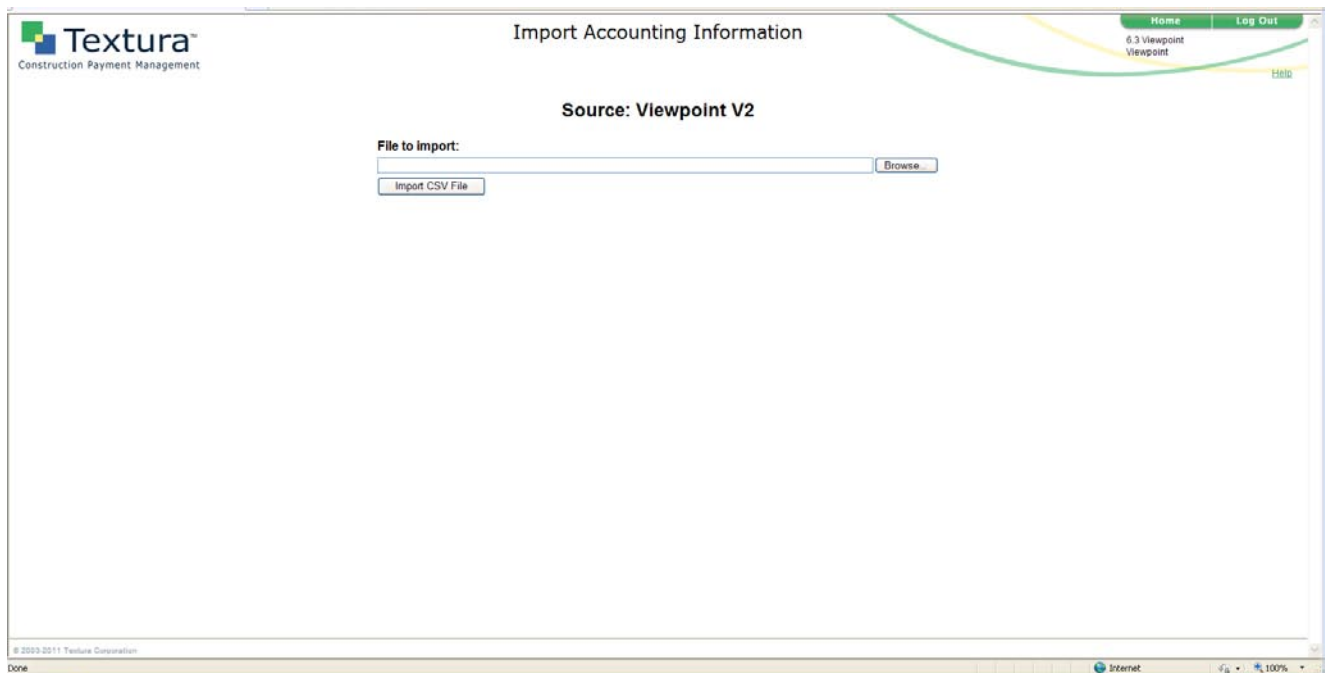
If the import file contains a Subcontract Change Order that already exists in Textura then Textura will reject the import record as a duplicate.

To import subcontracts into Textura,

1. From the Project Home Page, click the **Interfaces** menu and select **Import Accounting Information**.



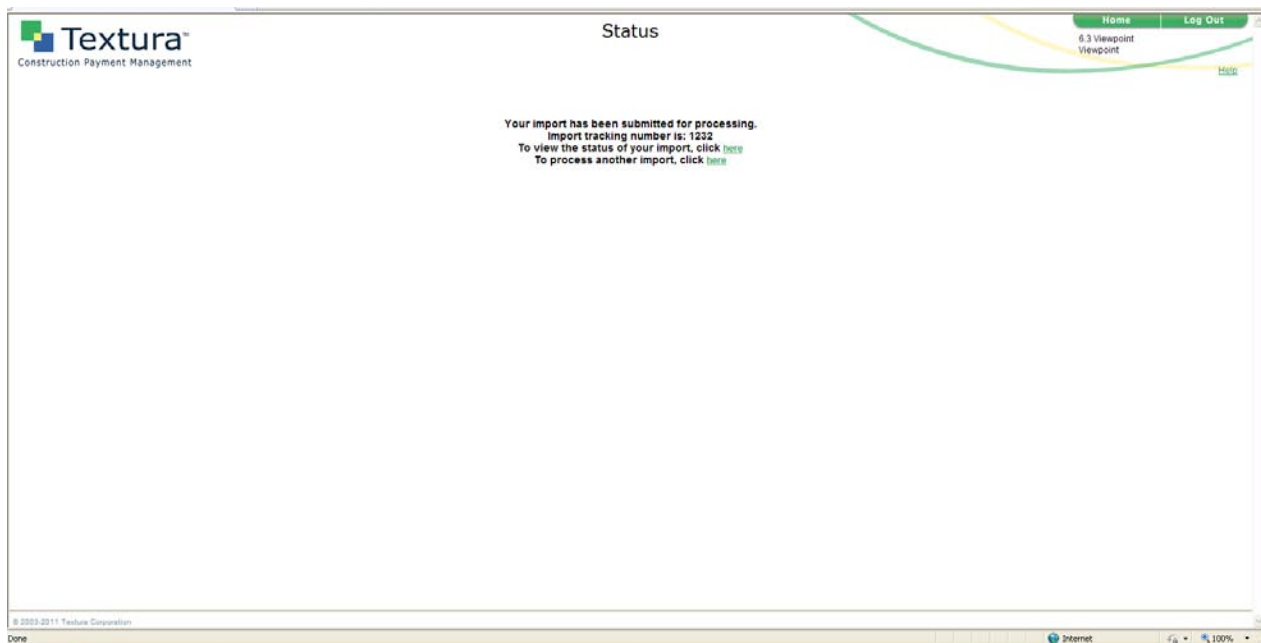
The system displays the Import Accounting Information page.



3. Click **Browse** to locate the CSV file you want to import.

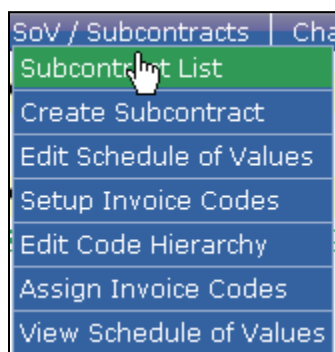
4. Click Import CSV File.

The system displays the Import Accounting Information screen with the results of the import.



To view the Subcontracts added to the project,

1. Click the **SoV/Subcontracts** menu on the Project Home Page and select **Subcontract List**.



The system displays the Subcontract Listing page with the subcontracts.

Subcontracts will be imported as incomplete if the Vendor ID has not been assigned to a project previously and the GC's SoV is more than one line.

If the Vendor ID has been previously assigned, and the SoV is one line, the subcontract will automatically be imported as complete.



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Subcontract Listing

Project: [Prairie Lake Estates - 03001](#)
Contract: General Construction

[Home](#) | [Log Out](#)
Carrie Durkee
Heiberg Developers >

[Create New Subcontract](#)

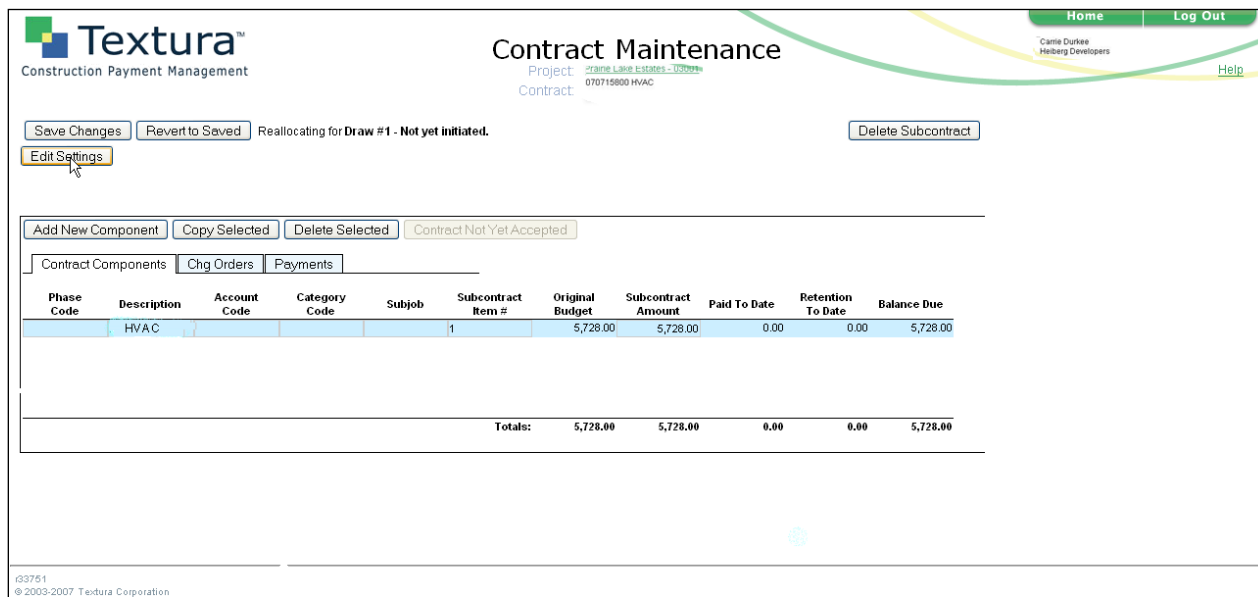
Contract Number	Contract Date	Phase Code	Description	Organization	Subcontract Amount	Paid To Date	%	Retention Held	Balance Due
Totals:									
Incomplete Subcontracts									
070715800	05/22/07	View	HVAC		29,839.81				
070715801	05/22/07	View	ELECTRICAL		42,374.64				
070715802	05/22/07	View	DEMOLITION		8,200.00				
0707105822	05/22/07	View	PAINTING		7,990.00				
0707105823	05/22/07	View	STUDS AND ROCK		15,860.00				
070715849	05/22/07	View	FIRE PROTECTION		8,117.00				

To complete the subcontracts,

1. Click the **Contract Number** link for each Incomplete Subcontract.

The system displays the Contract Maintenance page.

2. Click on the **Edit Settings** button.



Textura™
Construction Payment Management

Contract Maintenance
Project: [Change Link to Items - 05004](#)
Contract: 070715800 HVAC

Home Log Out
Carmel Durkee
Heilberg Developers
Help

Save Changes Revert to Saved Reallocating for Draw #1 - Not yet initiated. Delete Subcontract

Edit Settings

Add New Component Copy Selected Delete Selected Contract Not Yet Accepted

Contract Components Chg Orders Payments

Phase Code	Description	Account Code	Category Code	Subjob	Subcontract Item #	Original Budget	Subcontract Amount	Paid To Date	Retention To Date	Balance Due
	HVAC				1	5,728.00	5,728.00	0.00	0.00	5,728.00
Totals:						5,728.00	5,728.00	0.00	0.00	5,728.00

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Note: The Subcontract Item # is fed from Viewpoint on import. NEVER manually adjust the item number

The system displays the Contract Maintenance Page:

3. Type in the Subcontractor's Company Name next to Organization; click the **Find** button.

4. Select the proper organization name and the grey box above will auto-populate

Contract: 0715800

Save Changes Revert to Saved Reallocating for Draw #1 - Not yet initiated.

Hide Settings

Contract #: 07015800 Organization: 6993
Sub1
sub

Contract Amount: 5,728.00 Default Payment Form: ACH

Description: HVAC Default Retention %: 10.00

Controlled Subcontract: No Open Book: ☒

Contract Date: 10/01/02 Sub SOV Option: None

Create Paired Lines by Phase Code: ☐ Use Specified Billing: ☐

Signatory approval of invoices: ☐ Advance Billing: Off

Contract is not Complete Subcontractor cannot modify retention: ☐

Bonding Institution:

Bond Amount: 0.00 Expiry Date:

This is an accounting vendor ID and is stored automatically. This may be used for reference to assign an org in

Note: You will only need to assign a subcontractor for a particular Vendor ID once. Textura will store the association between the Vendor ID and the subcontractor.

6. At the bottom of the screen is the contract component. Type in the **Phase Code** and **Description**; click **Save Changes** (Top of Screen)

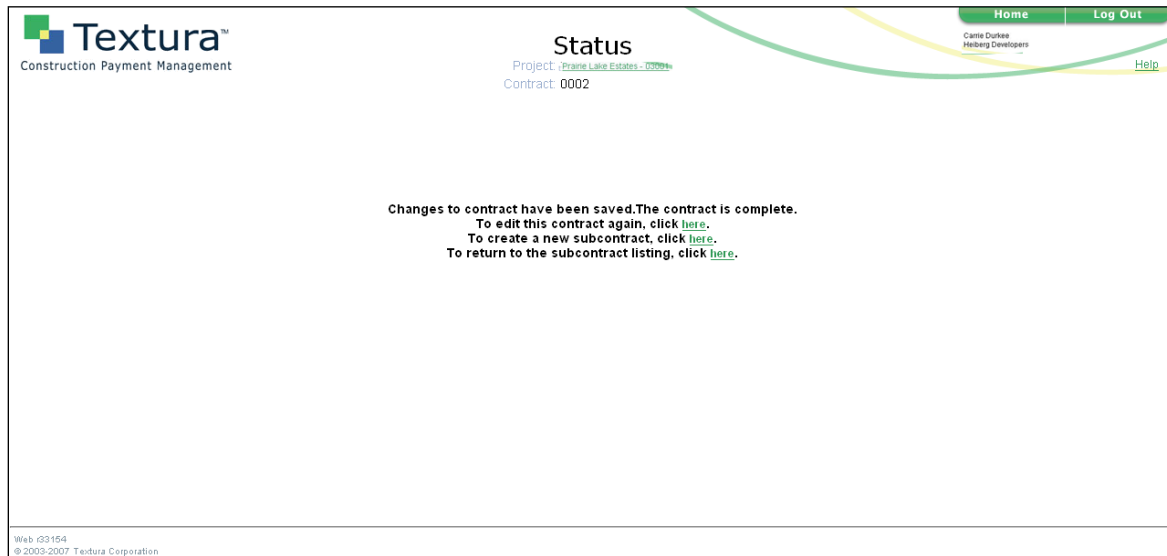
*If the GC's SoV is only one line, the **Phase Code** will automatically be assigned.*

Add New Component Copy Selected Delete Selected Contract Not Yet Accepted

Contract Components Chg Orders Payments

Phase Code	Description	Account Code	Category Code	Subjob	Subcontract Item #	Original Budget	Subcontract Amount	Paid To Date	Retention To Date	Balance Due
02	Find HVAC				1	5,728.00	5,728.00	0.00	0.00	5,728.00
Totals:						5,728.00	5,728.00	0.00	0.00	5,728.00

The system displays the Status message notifying you that Changes to the contract have been saved and the contract is complete.



To create another incomplete subcontract, click the appropriate link in the Status page.

Repeat steps 1 through 6 for each incomplete subcontract.

When finished, return to your Project Home Page.

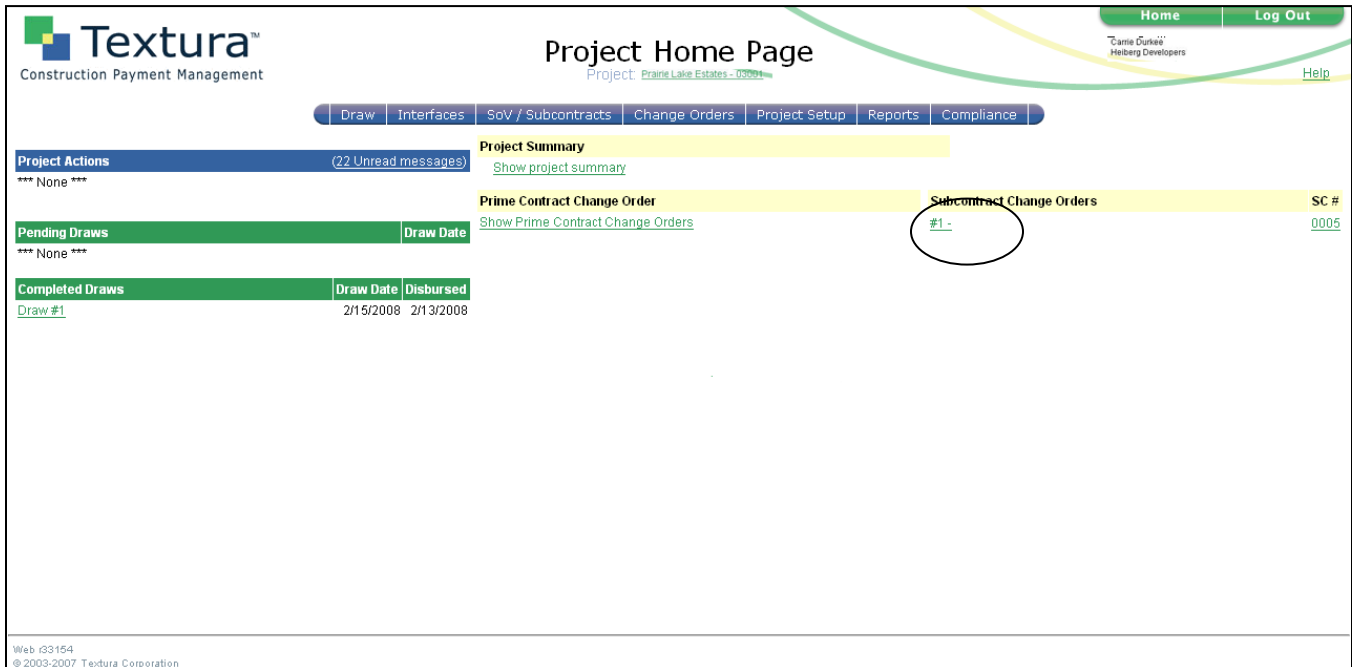
IMPORT SUBCONTRACTOR CHANGE ORDERS

If the import file contains a subcontract change order that already exists in Textura, Textura will reject the record as a duplicate.

To Import Subcontractor Contract Change Orders, follow steps 1-4 listed above (under Import Subcontracts title)

The Subcontractor will need to allocate the Change Order(s). There is no further action for the general contractor.

To view The Subcontractor Contract Change orders, return to the project home page, and click on **Show Subcontract Change Orders** link:



The screenshot shows the Textura Project Home Page for the project "Prairie Lake Estates - 00002". The page includes a navigation bar with links: Draw, Interfaces, SoV / Subcontracts, Change Orders, Project Setup, Reports, and Compliance. On the left, there are sections for "Project Actions" (22 Unread messages), "Pending Draws" (*** None ***), and "Completed Draws" (Draw #1, Draw Date: 2/15/2008, Disbursed: 2/13/2008). On the right, there are sections for "Project Summary" (Show project summary), "Prime Contract Change Order" (Show Prime Contract Change Orders), and "Subcontract Change Orders" (SC #, #1 - 0005). The "Subcontract Change Orders" link is circled in the screenshot.

EXPORT AND IMPORT OWNER/PRIME CONTRACT CHANGE ORDERS

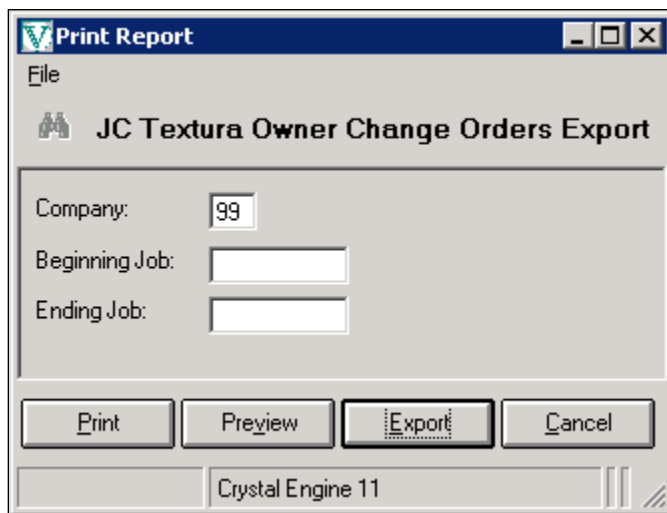
INTRODUCTION

You may enter owner change orders in Viewpoint and then export to Textura. Only approved change orders may be exported.

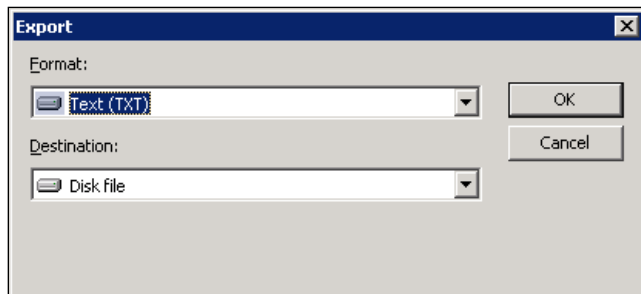
EXPORT OWNER/PRIME CONTRACT CHANGE ORDERS FROM VIEWPOINT

Export the JC Textura Owner Change Orders Export Report

1. From either the JC or RP menu, open the TexturaOCOExport.rpt file.
2. From the Print Report dialog box, click the **Export** button.



The system displays the Export dialog box.

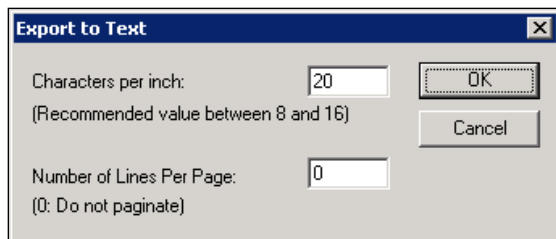


3. Select **Text (TXT)** from the **Format** drop-down menu.

The system defaults the Destination to Disk file.

4. Click **OK**.

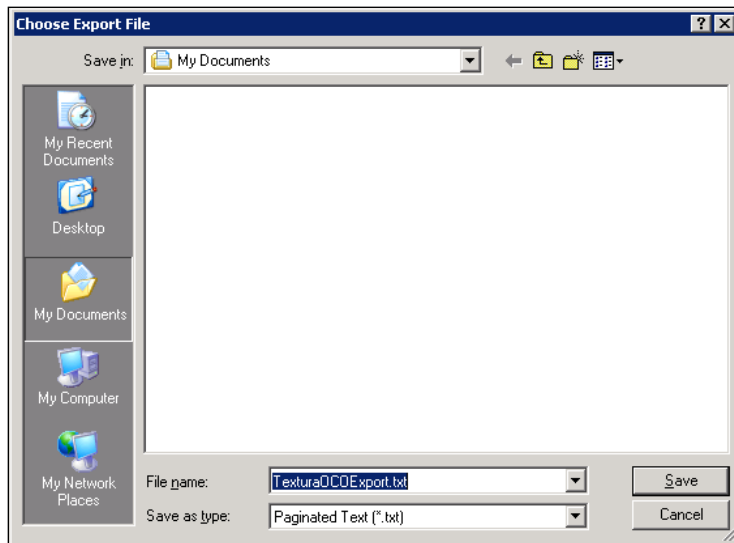
The system displays the Export to Text dialog box.



Ensure the Characters per inch is set to 20 and the Number of Lines Per Page to 0.

5. Click **OK**.

The system displays the Choose Export File dialog box.



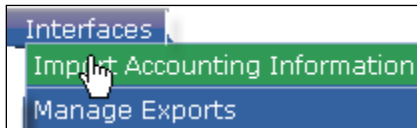
6. Type the **File name** and the location where you want to save the file (**Save in** field).
7. Click **Save**.

IMPORT OWNER/PRIME CONTRACT CHANGE ORDERS INTO TEXTURA

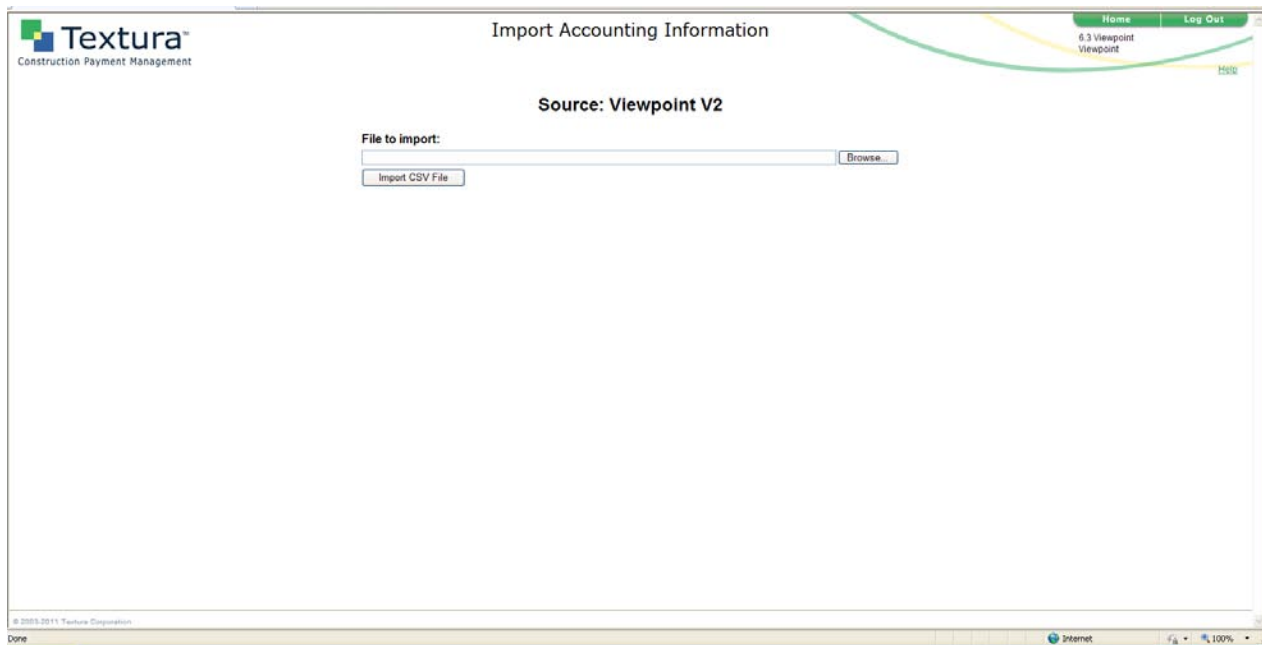
If the import file contains an Owner Change Order that already exists in Textura, Textura will reject the record.

To import Owner/Prime Contract Change Orders into Textura,

1. From the Project Home Page, click the **Interfaces** menu and select **Import Accounting Information**.

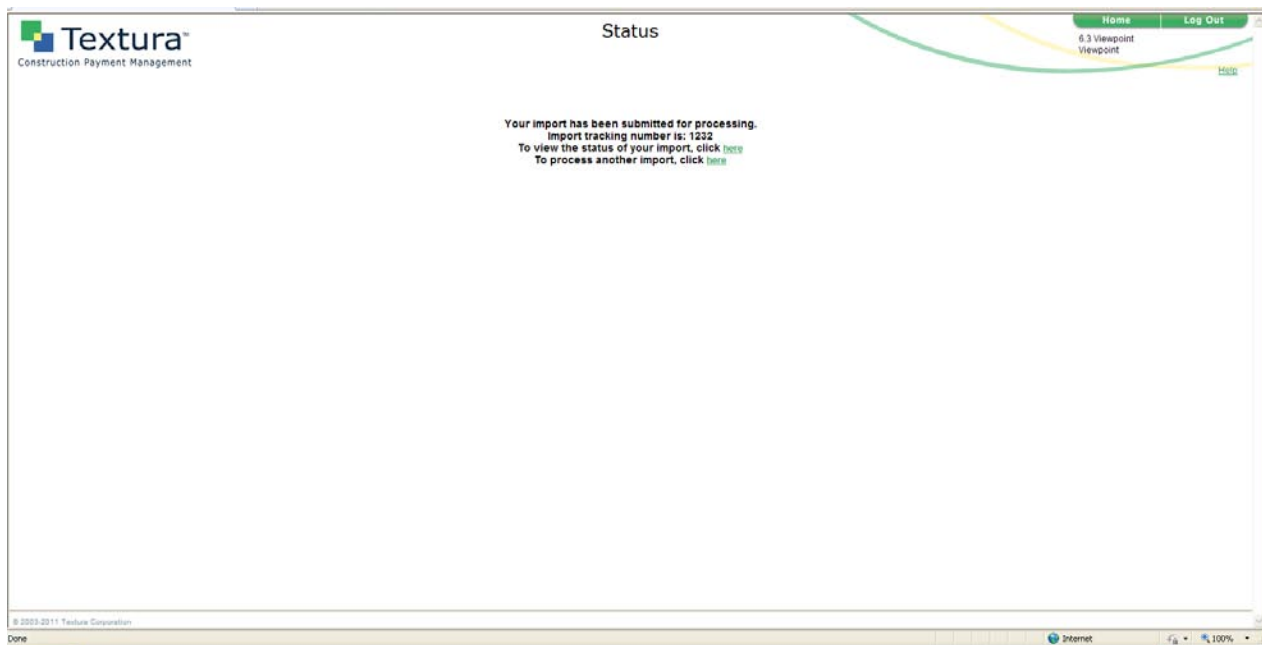


The system displays the Import Accounting Information page.



3. Click **Browse** to locate the CSV file you want to import.

4. Click Import CSV File.



The system displays the Status page notifying you that Prime Contract Change Orders have been imported

5. Return to the Project Home Page, click Show Prime Contract Change Orders

The screenshot shows the Textura Project Home Page for 'Praine Lake Estates-0001'. The top navigation bar includes 'Home', 'Log Out', and 'Help'. Below the navigation bar, there are tabs for 'Draw', 'Interfaces', 'SoV / Subcontracts', 'Change Orders', 'Project Setup', 'Reports', and 'Compliance'. The 'SoV / Subcontracts' tab is currently selected. The main content area displays several sections: 'Project Actions' (3 Unread messages), 'Project Summary' (Show project summary), 'Prime Contract Change Orders' (Show Prime Contract Change Orders), and 'Subcontract Change Orders' (Show Subcontract Change Orders). There are also sections for 'Pending Draws' and 'Completed Draws', both showing '*** None ***'.

This screenshot is identical to the one above, but with a red circle highlighting the 'Draw Date' link in the 'Prime Contract Change Orders' section. The 'SoV / Subcontracts' menu item in the top navigation bar is highlighted in red, indicating that there are unallocated Change Orders.

Notice that the **SoV/Subcontracts** menu is red, notifying you that you now have unallocated Change Orders.

6. Click the red SoV/Subcontracts menu and select Edit Schedule of Values (Unallocated Change Orders).

SoV / Subcontracts

Subcontract List

Create Subcontract

Edit Schedule of Values
(Unallocated Change Orders)

Setup Invoice Codes

Assign Invoice Codes

View Schedule of Values

The system displays the Edit Schedule of Values page.



Textura™
Construction Payment Management

Edit Schedule of Values

Project: Prairie Lake Estates - 00001
Contract:

[Home](#) [Log Out](#)
 Carrie Durkee
 Heiberg Developers
[Help](#)

[Save Changes](#) [Revert to Saved](#) Reallocating for Draw #10 - Not yet initiated.

[Add New Line](#) [Copy Selected](#) [Delete Selected](#)

[SoV](#) [Contracts](#) [Chg Orders](#) [Payments](#)

☒ Paid to Date ☒ Balance Due
☐ Billed to Date ☐ Balance to Complete

Phase Code	Description	Total Adjusted Value	Net Change by C/O	Contract Sum To Date	Subcontract Amount	Paid To Date	Balance Due	C/O #10 - Additional freezer
100	Excavating	150,000.00	0.00	150,000.00	150,000.00	38,700.00	111,300.00	0.00
200	Concrete	200,000.00	0.00	200,000.00	200,000.00	98,122.50	101,877.50	0.00
300	Sewer	225,000.00	0.00	225,000.00	0.00	0.00	225,000.00	0.00
400	Plumbing	150,000.00	0.00	150,000.00	150,000.00	40,500.00	109,500.00	0.00
500	Landscaping	100,000.00	0.00	100,000.00	100,000.00	0.00	100,000.00	0.00
600	Electric	100,000.00	10,000.00	110,000.00	220,000.00	0.00	110,000.00	0.00
700	General Condition	75,000.00	0.00	75,000.00	0.00	0.00	75,000.00	0.00
Working Totals:		1,000,000.00	10,000.00	1,010,000.00	820,000.00	177,322.50	832,677.50	0.00
Totals:		1,000,000.00	141,195.00	1,141,195.00	820,000.00	177,322.50	963,872.50	96,500.00

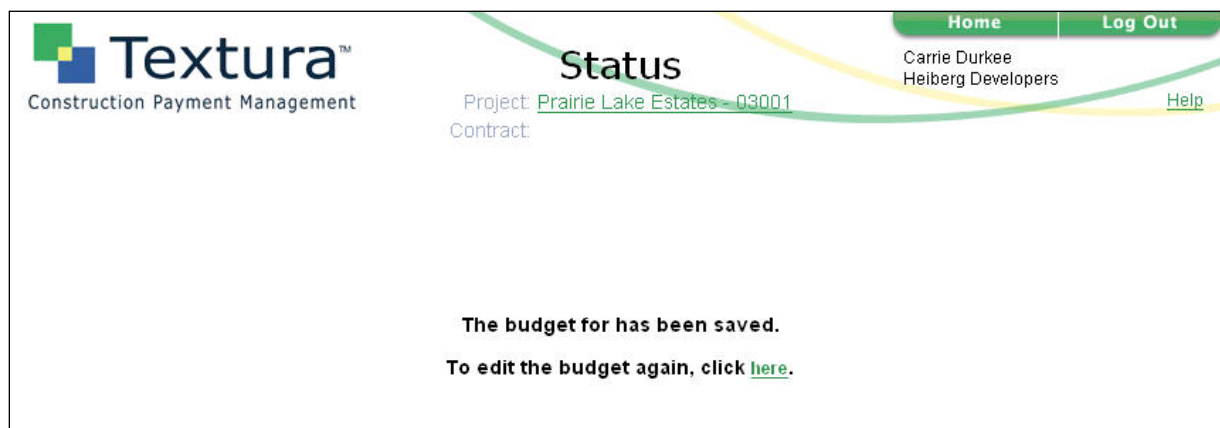
[Browse...](#) [Upload New from CSV](#) [Download Example CSV File](#)

release-2.0.2 r10221
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7. Allocate the change order to the appropriate line(s) for each change order that was imported.

8. Click Save Changes.

The system displays a *Status* page notifying you that the budget for General Construction has been saved.



To allocate additional imported Prime Contract Change orders, click the link that states “**To edit the budget again, click [here](#).**”

The system displays the Edit Schedule of Values page.

Repeat steps 6 – 8 until all lines have been allocated.

When finished, return to your Project Home Page.

EXPORT SUBCONTRACTOR INVOICES FROM TEXTURA

INTRODUCTION

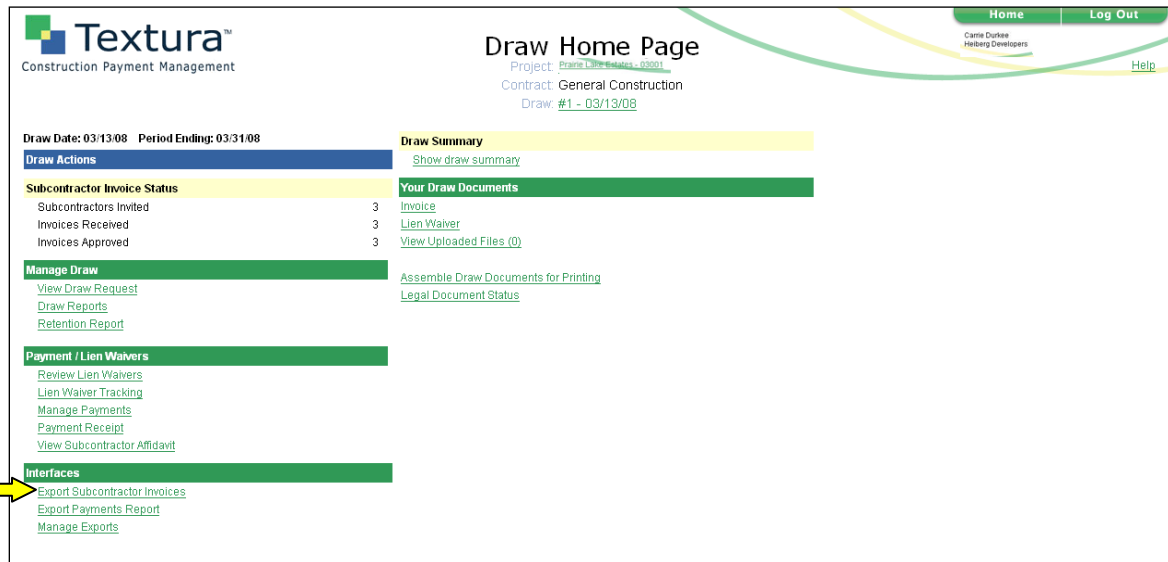
Vendors/subcontractors will enter invoices in Textura. After approved by the general contractor in Textura, invoices are imported into Viewpoint. Imported records with duplicate invoice numbers (invoice number already exists for a vendor) will be rejected by Viewpoint.

EXPORT INVOICES FROM TEXTURA

To export invoices from Textura,

1. From the Project Home Page, click to open a draw.

The system displays the Draw Home Page.



Textura™
Construction Payment Management

Draw Home Page
Project: 00001
Contract: General Construction
Draw: #1 - 03/13/08

Draw Date: 03/13/08 Period Ending: 03/31/08

Draw Actions
[Show draw summary](#)

Subcontractor Invoice Status

Subcontractors Invited	3	Invoice
Invoices Received	3	Lien Waiver
Invoices Approved	3	View Uploaded Files (0)

Manage Draw
[View Draw Request](#)
[Draw Reports](#)
[Retention Report](#)

Payment / Lien Waivers
[Review Lien Waivers](#)
[Lien Waiver Tracking](#)
[Manage Payments](#)
[Payment Receipt](#)
[View Subcontractor Affidavit](#)

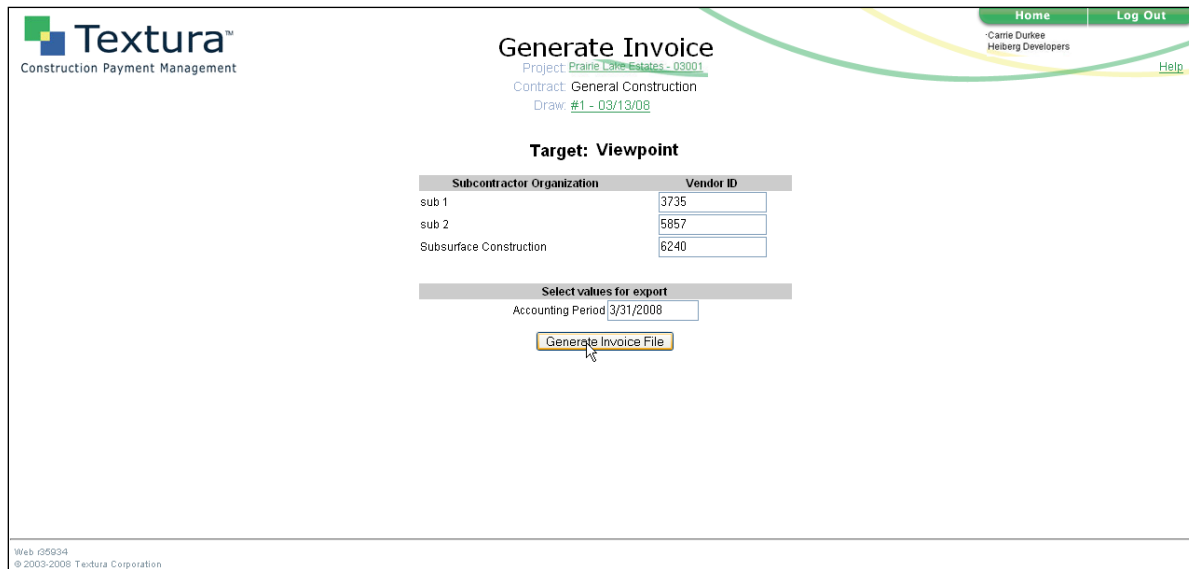
Interfaces
[Export Subcontractor Invoices](#)
[Export Payments Report](#)
[Manage Exports](#)

Draw Summary
[Show draw summary](#)

Your Draw Documents
[Assemble Draw Documents for Printing](#)
[Legal Document Status](#)

2. Click **Export Subcontractor Invoices** under the **Interfaces** heading.

The system displays the Generate Invoice page displaying the vendors, vendor ID, and Accounting Period.



Generate Invoice
Project: [Prairie Lake Estates - 03001](#)
Contract: [General Construction](#)
Draw: [#1 - 03/13/08](#)

Target: Viewpoint

Subcontractor Organization	Vendor ID
sub 1	3735
sub 2	5857
Subsurface Construction	6240

Select values for export
Accounting Period:

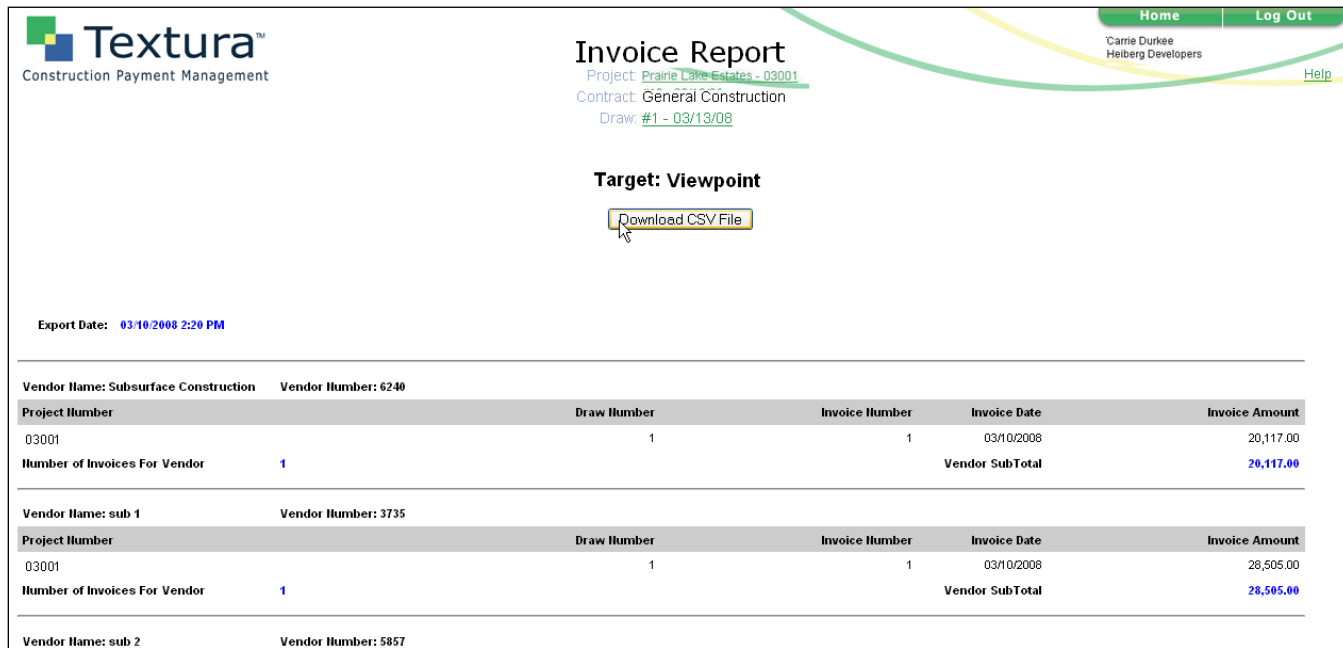
[Generate Invoice File](#)

Web: 035934
© 2003-2008 Textura Corporation

3. Type the Accounting Period.

4. Click Generate Invoice File.

The system displays the Invoice Report page.



Invoice Report
Project: [Prairie Lake Estates - 03001](#)
Contract: [General Construction](#)
Draw: [#1 - 03/13/08](#)

Target: Viewpoint

[Download CSV File](#)

Export Date: **03/10/2008 2:20 PM**

Vendor Name	Vendor Number
Subsurface Construction	6240

Project Number	Draw Number	Invoice Number	Invoice Date	Invoice Amount
03001	1	1	03/10/2008	20,117.00
Number of Invoices For Vendor	1		Vendor SubTotal	20,117.00

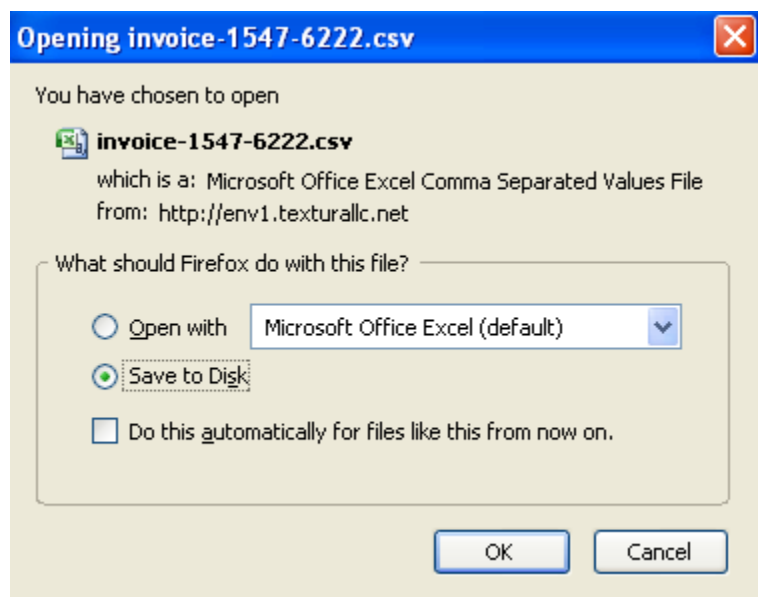
Vendor Name	Vendor Number
sub 1	3735

Project Number	Draw Number	Invoice Number	Invoice Date	Invoice Amount
03001	1	1	03/10/2008	28,505.00
Number of Invoices For Vendor	1		Vendor SubTotal	28,505.00

Vendor Name	Vendor Number
sub 2	5857

5. Click the **Download CSV File** button.

6. Click **Save to Disk** and then **OK**.

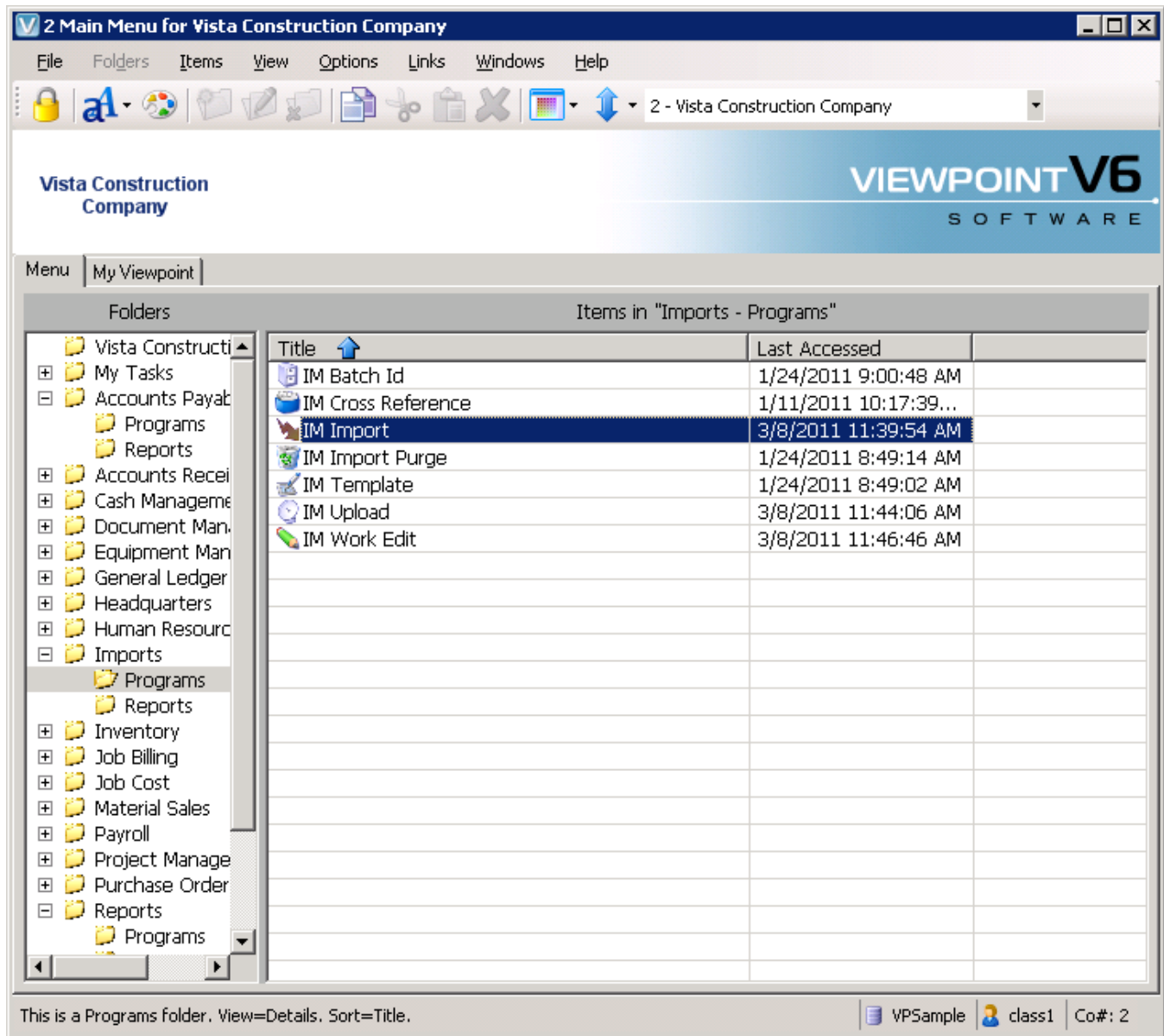


The invoice file must be saved to a folder on the Viewpoint server for it to import properly.

IMPORT TEXTURA INVOICES INTO VIEWPOINT

To alleviate the need to re-enter invoices in Viewpoint, a file containing the subcontractor invoice information for a draw is imported into Viewpoint.

1. Transfer the Textura import file to the Viewpoint Server.

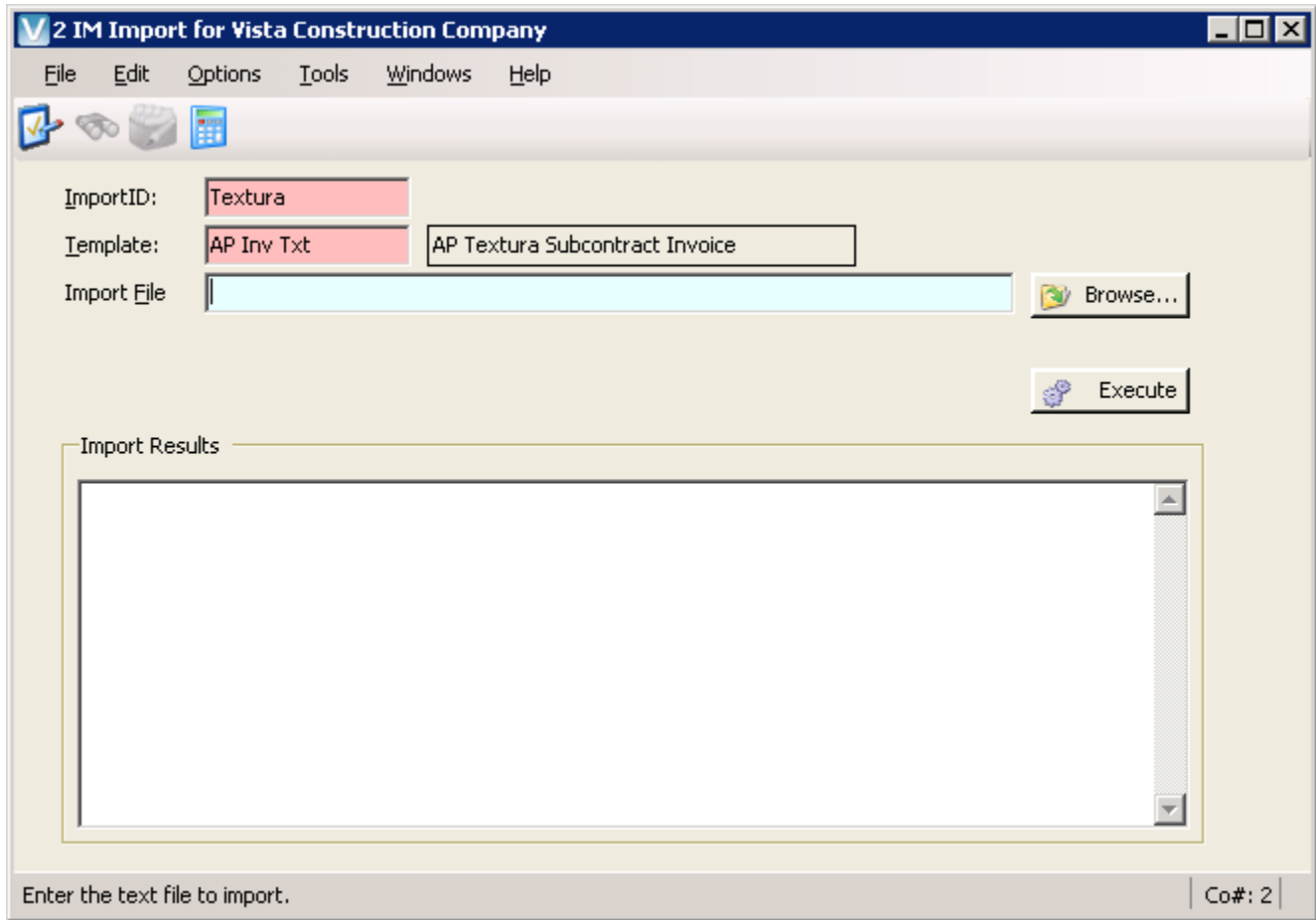


The screenshot shows the Viewpoint V6 Software interface. The main menu is open, and the 'Imports' folder is selected. The 'Programs' sub-folder is expanded, showing a list of items. The 'IM Import' item is highlighted. The status bar at the bottom indicates 'This is a Programs folder. View=Details. Sort=Title.' and shows the user 'VPSample' and company 'class1'.

Title	Last Accessed
IM Batch Id	1/24/2011 9:00:48 AM
IM Cross Reference	1/11/2011 10:17:39...
IM Import	3/8/2011 11:39:54 AM
IM Import Purge	1/24/2011 8:49:14 AM
IM Template	1/24/2011 8:49:02 AM
IM Upload	3/8/2011 11:44:06 AM
IM Work Edit	3/8/2011 11:46:46 AM

2. From Viewpoint's Main Menu, click the **Imports** folder, click the **Processing** folder, and then click on the **IM Import** icon.

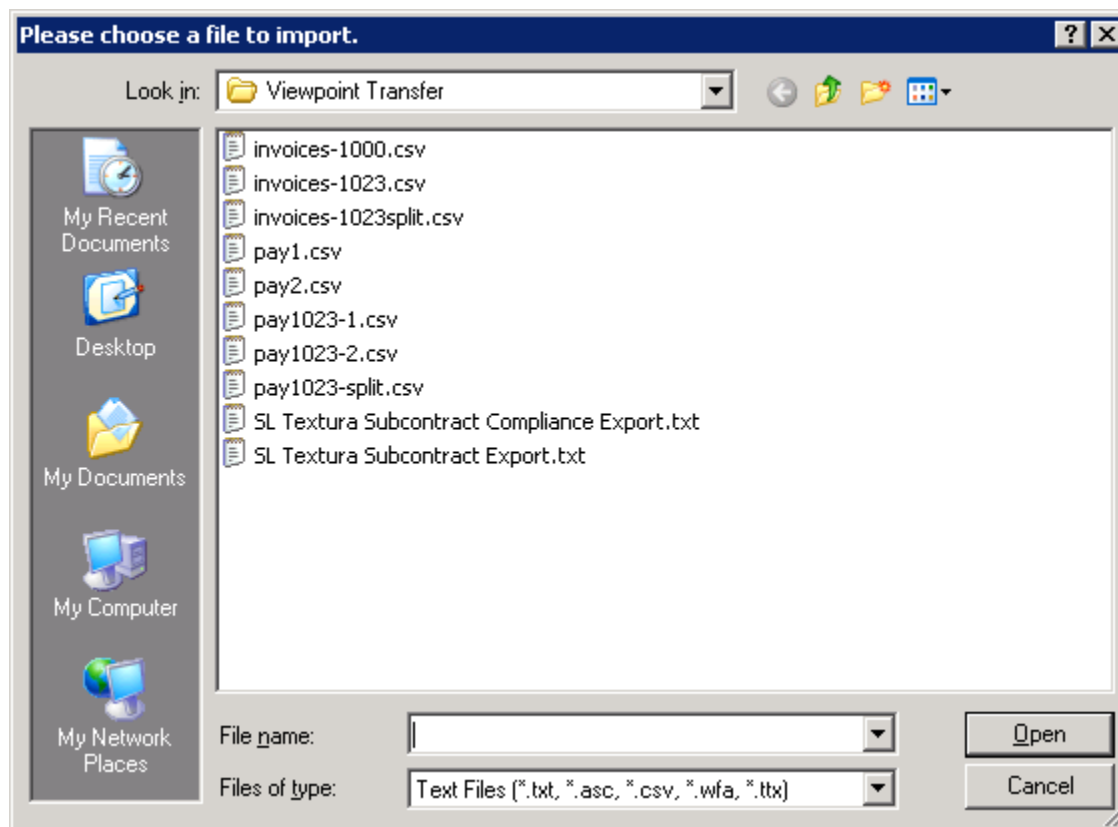
The system displays the IM Import screen.



3. Type **AP Inv Txt** in the **Template** field.
4. Type **Textura** in the **ImportID** field.
5. Click **Browse** to locate the import file.

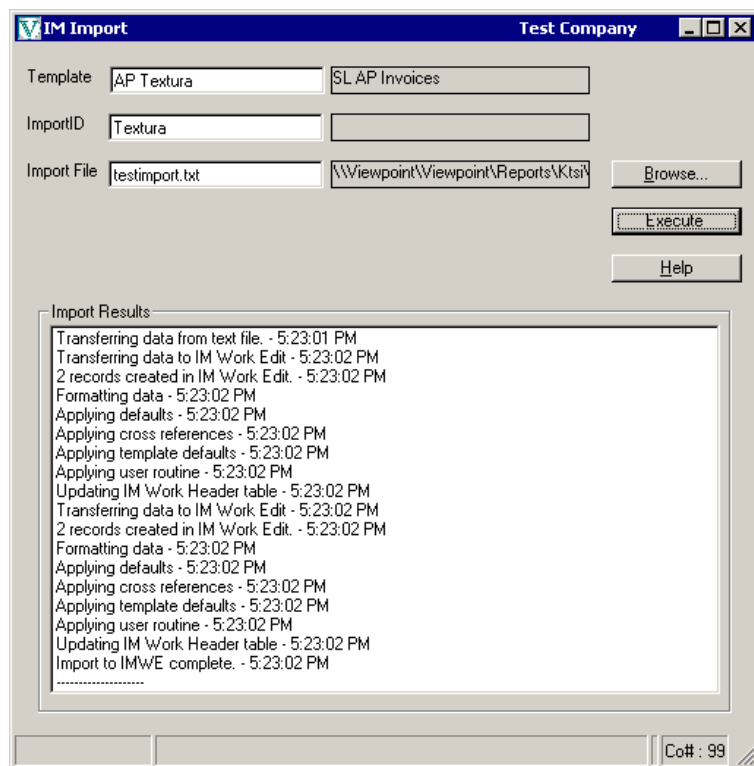
The ImportID is just a label that is given to the invoice detail that is going to be imported. Any name can be used. The same ImportID can be used over and over again. The program will display a warning: "ImportID currently exists for this template – Overwrite existing import data?" Always answer **YES**.

The system displays the Open dialog box.



6. Locate and select the Textura import file and then click **Open**

The system inserts the file name in the **Import File** field.

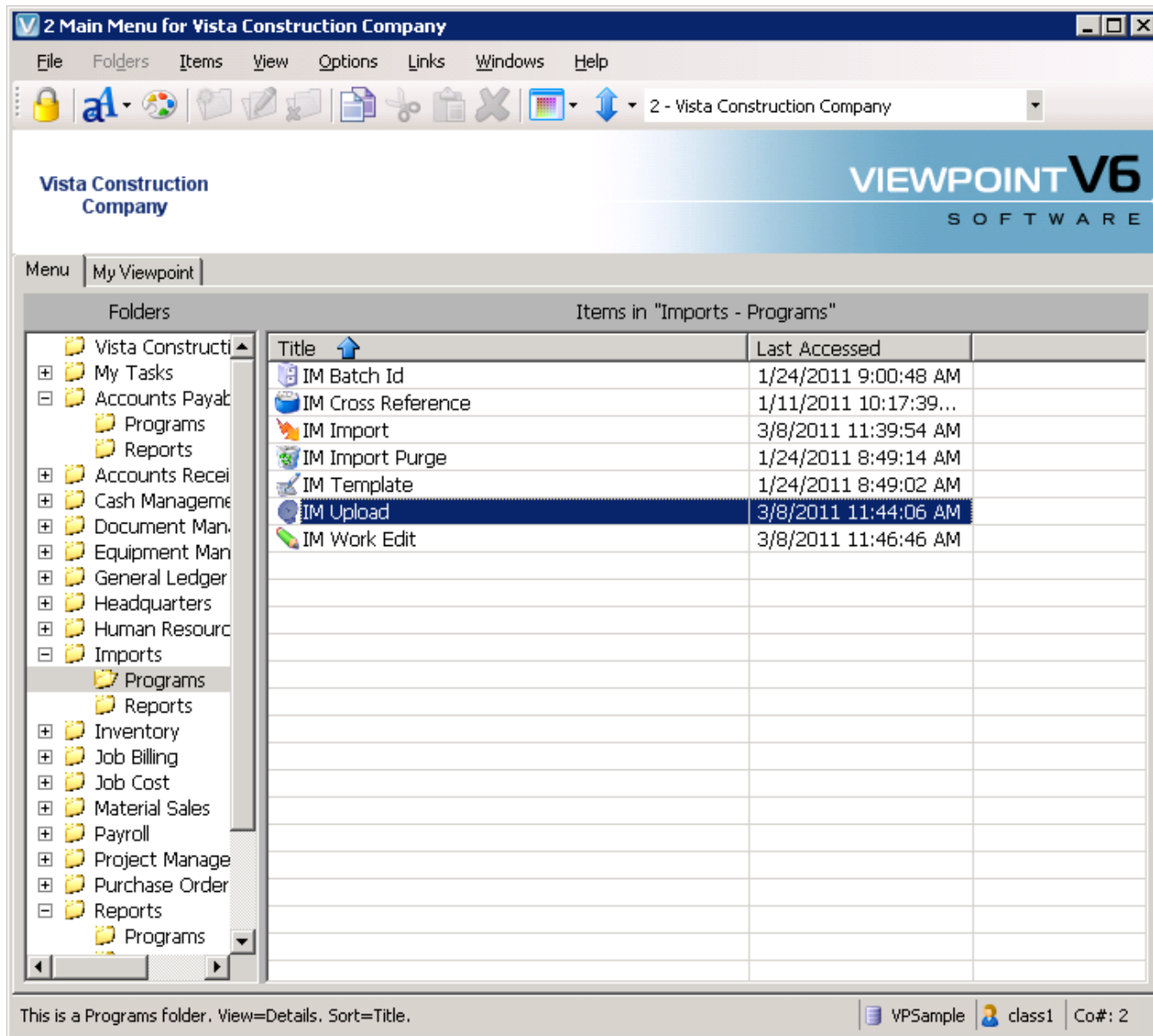


7. Click **Execute**.

The system displays the Import Results on the IM Import screen. The program is done importing when a dashed line displays at the bottom of the display information (see screen above).

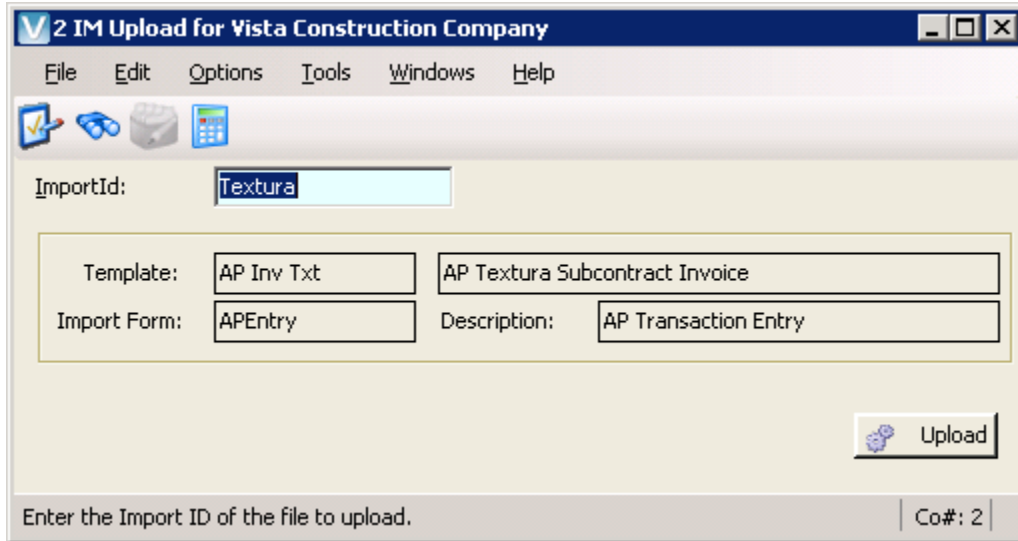
UPLOADING INVOICES IN VIEWPOINT

1. In Viewpoint, click the **Imports** folder, click the **Processing** folder, and then click the **IM Upload** icon.



The system displays the IM Upload dialog box.

The system displays the IM Upload dialog box.

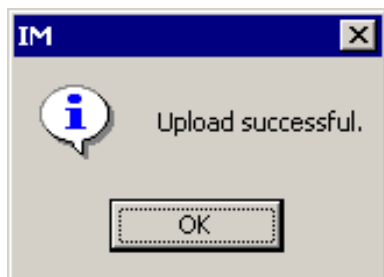


Template:	AP Inv Txt	AP Textura Subcontract Invoice
Import Form:	APEntry	Description: AP Transaction Entry

Enter the Import ID of the file to upload. Co#: 2

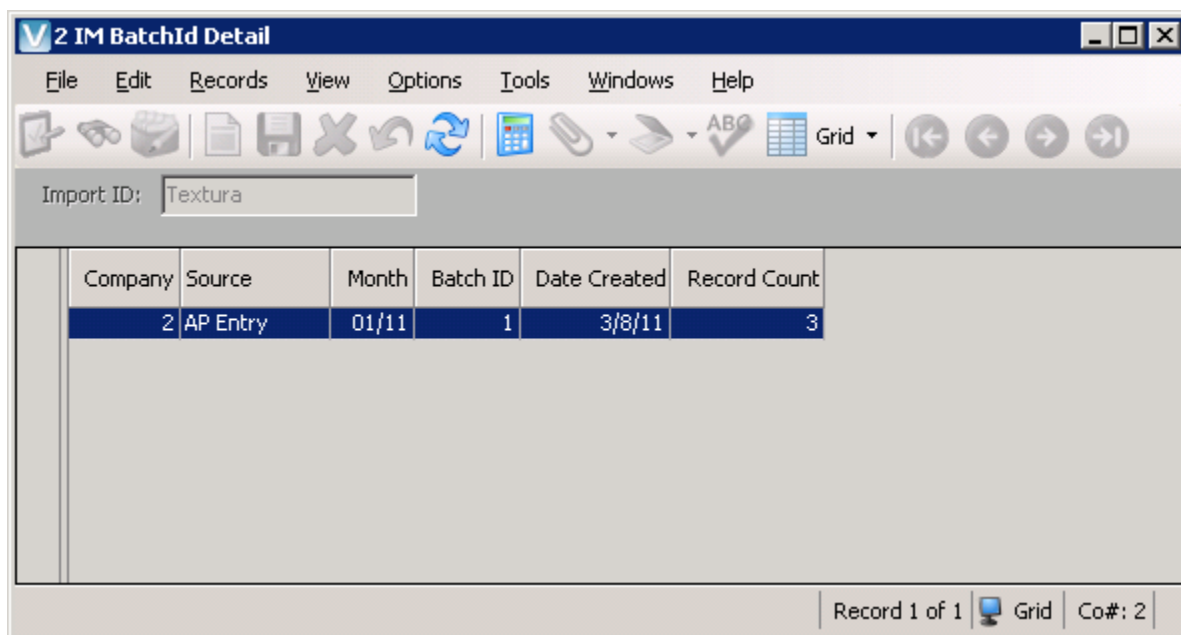
2. Type Textura in the **ImportId**
3. Click **Upload**.

The system will notify you that the upload was successful.



4. Click **OK**.

The system displays the IM Batch ID screen, which displays the AP Transaction batch number created



Make note of the batch number.

Proceed to the AP Transaction Entry and process the batch under your normal batch processing procedures.

TROUBLESHOOTING IMPORT ERRORS

This section addresses possible errors you may encounter during the upload with the message referencing an invalid field and how to fix the error.

This is usually caused by an invalid subcontract code or invalid subcontract item. The subcontract setup in Viewpoint is used to automatically assign mission critical field information such as job, phase, GL company, and GL code. If there is an invalid subcontract code or an invalid item for a subcontract, then mission critical data is not updated during the import. Options to correct the problem include:

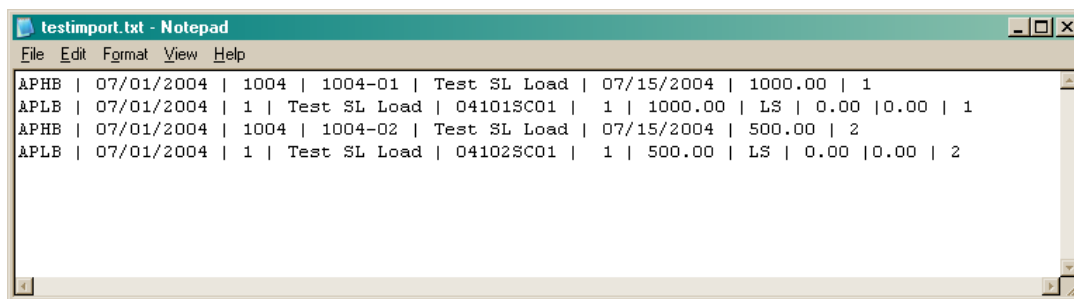
The problem needs to be identified. The client can go into the Viewpoint IM Work Edit Form and cycle through the information. The problem will usually be in the APLB record and the problem sequence number will have no job code, phase code, GL company or GL expense account code. Once the problem sequence number has been identified, the client needs to verify if the problem is due to an invalid subcontract code or invalid subcontract item number.

Preferred Correction Method: Correct the information in Textura and recreate the export file.

Alternative Correction Method: Adjust the Viewpoint import file. This may be difficult since the information is somewhat cryptic and the file is exported in a .csv format – when in reality the file is really a text file. Sometimes a client can correct the .csv file directly and in doing so, take the file out-of-sync and cause additional erroneous errors. A safer way to have the client correct the file is to have them change the extension to a “.txt” file and then make the correction in WordPad. The client will still need to make the necessary changes in Textura to prevent errors in future exports.

SAMPLE OF CREATED TRANSACTIONS

The sample import file “testimport.txt” created the following two AP transactions in Viewpoint.



```
testimport.txt - Notepad
File Edit Format View Help
APHB | 07/01/2004 | 1004 | 1004-01 | Test SL Load | 07/15/2004 | 1000.00 | 1
APLB | 07/01/2004 | 1 | Test SL Load | 04101SC01 | 1 | 1000.00 | LS | 0.00 | 0.00 | 1
APHB | 07/01/2004 | 1004 | 1004-02 | Test SL Load | 07/15/2004 | 500.00 | 2
APLB | 07/01/2004 | 1 | Test SL Load | 04102SC01 | 1 | 500.00 | LS | 0.00 | 0.00 | 2
```

The following screen was created from the first two records in the sample import file. Take note that the seq# matches the record key. Note that the Job, Phase, CT and retainage are filled in even though the import file does not provide for them.

AP Transaction Entry Test Company

File Edit Records Options Window Help

Month: 07/04 Batch#: 67 Seq#: 1

Header | Payment Info | Address Override & 1099 Info | ☐ Notes | Memos

Action	AP Trans	Vendor	AP Reference	Description	Invoice Date	Disc Date	Due Date	Invoice Total
A		1004	1004-01	Test SL Load	07/15/04		08/14/04	1,000.00

Vendor: Lottzakraza Concrete Address: P O Box 123 Chandler, AZ 12347 >>

Line#: 1

Line | Other Info | ☐ Notes | Memos

Action	Type	Subcontract	Item#	JC Co#	Job	Phase	CT	JC U/M
A	7-SL	04101SC01	1	99	04101-	03100-	3	LS

Description	GL Co#	GL Account	UM	Units	Unit Cost	ECM	Supplier	Pay Type
Test SL Load	99	03530.00	LS	0.000	0.00000			1

Gross	Freight/Misc	Inc	Tax Type	Tax Code	Tax Basis	Tax Amt	Ret%	Retainage	Disc%	Discount
1,000.00	0.00	N			0.00	0.00	10.00%	100.00	0.00%	0.00

Gross: 1,000.00 Freight: 0.00 Sales Tax: 0.00 Retainage: 100.00 Disc: 0.00 Total: 1,000.00

Line#	Action	Type	Description	UM	Gross	Freight/Misc	MiscYN	Tax	Retainage	Discount	Total	NetPayable
1	A	7-SL	Test SL Load	LS	1,000.00	0.00	N	0.00	100.00	0.00	1,000.00	900.00

First Record. View Co#: 99

The following screen was created from the last two records in the sample import file.

AP Transaction Entry Test Company

File Edit Records Options Window Help

Month: 07/04 Batch#: 67 Seq#: 2

Header | Payment Info | Address Override & 1099 Info | Notes | Memos

Action	AP Trans	Vendor	AP Reference	Description	Invoice Date	Disc Date	Due Date	Invoice Total
A		1004	1004-02	Test SL Load	07/15/04		08/14/04	500.00

Vendor: Lottzakrakza Concrete Address: P O Box 123 Chandler, AZ 12347 >>

Line#: 1

Line | Other Info | Notes | Memos

Action	Type	Subcontract	Item#	JC Co#	Job	Phase	CT	JC U/M
A	7-SL	04102SC01	1	99	04102-	03100-	3	LS

Description	GL Co#	GL Account	UM	Units	Unit Cost	ECM	Supplier	Pay Type
Test SL Load	99	03530.00	LS	0.000	0.00000			1

Gross	Freight/Misc	Inc	Tax Type	Tax Code	Tax Basis	Tax Amt	Ret%	Retainage	Disc%	Discount
500.00	0.00	N			0.00	0.00	10.00%	50.00	0.00%	0.00

Gross: 500.00 Freight: 0.00 Sales Tax: 0.00 Retainage: 50.00 Disc: 0.00 Total: 500.00

Line#	Action	Type	Description	UM	Gross	Freight/Misc	MiscYN	Tax	Retainage	Discount	Total	NetPayable
1	A	7-SL	Test SL Load	LS	500.00	0.00	N	0.00	50.00	0.00	500.00	450.00

Navigation: << < > >> Last Record. View Co#: 99

SUBCONTRACTOR PAYMENTS

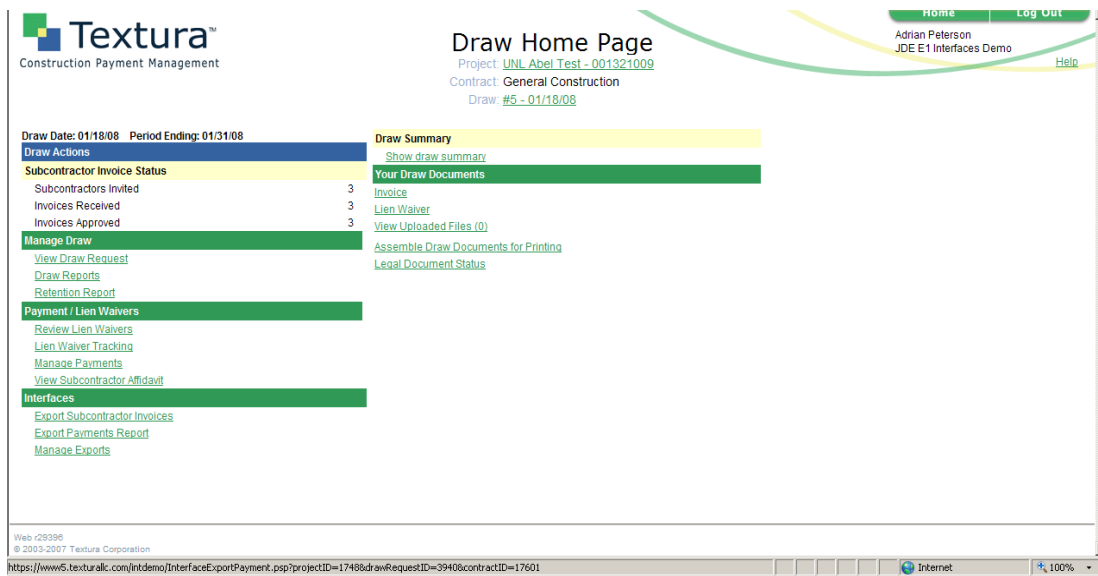
INTRODUCTION

The following is a guideline for recording the payment of invoices paid via ACH (managed by Textura).

Funds will be disbursed in Textura as they are today. Once funds have been disbursed, the ACH payment information will be provided to the Viewpoint interface for posting. Only ACH payment information will be provided to Viewpoint for posting. Any checks written against a Textura invoice are assumed to have been written in Viewpoint and posted against the appropriate invoice.

9.2 EXPORT SUBCONTRACTOR PAYMENTS

From the Textura Draw Home Page, under the green and white section labeled Interfaces, select the link labeled Export Payment Records.

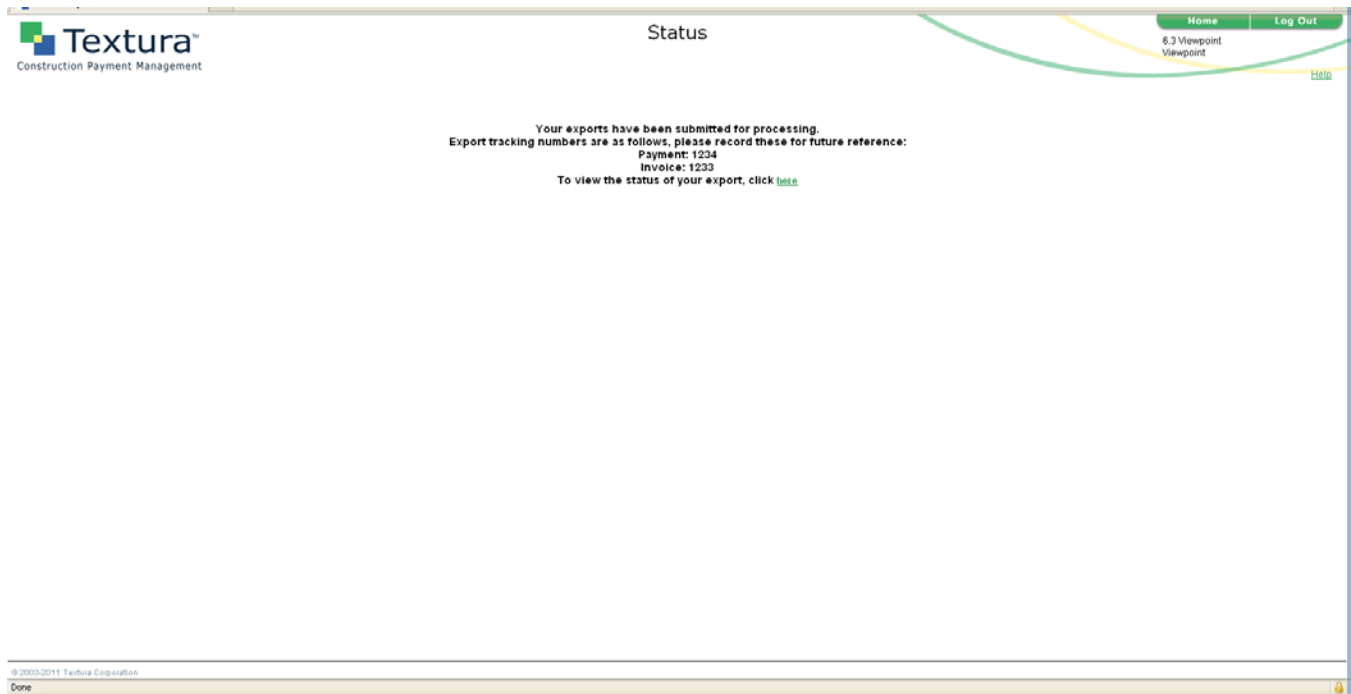


From the Generate Payment screen, click button labeled Generate Payment File and select the projects to include in the payment file generation.

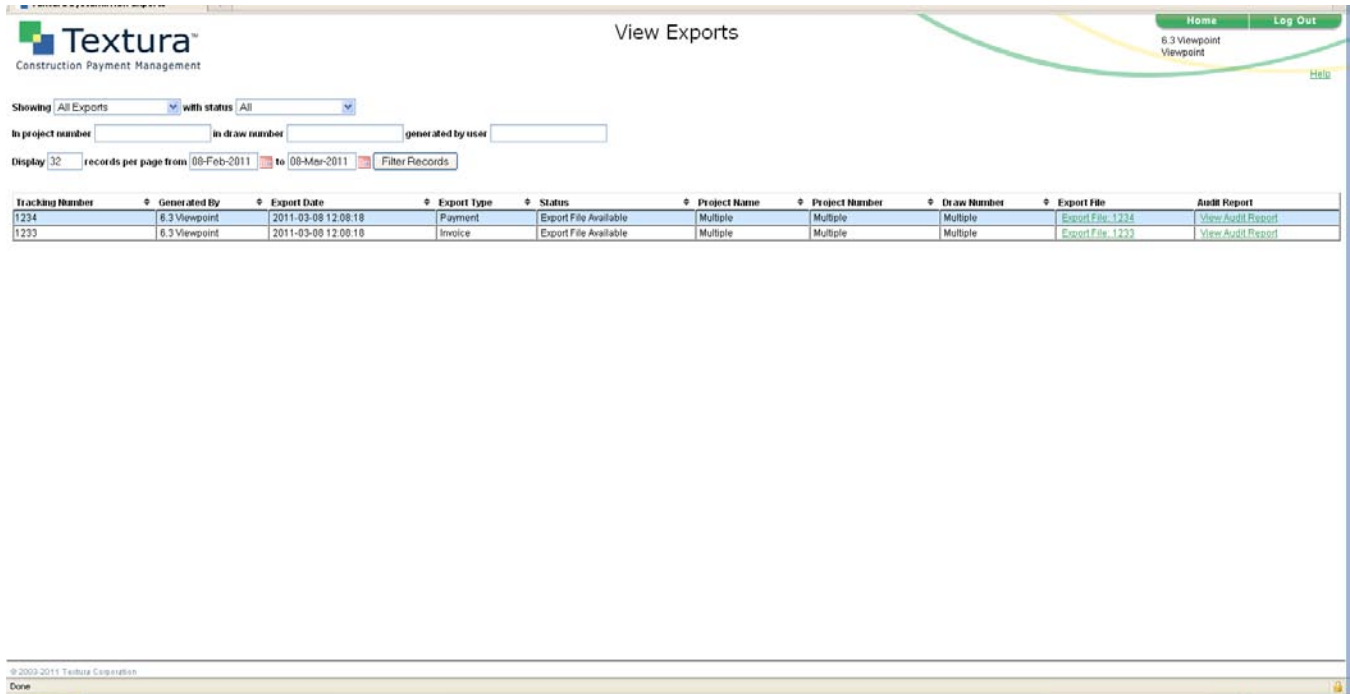


Check Include Payments

Click **Generate Exports**

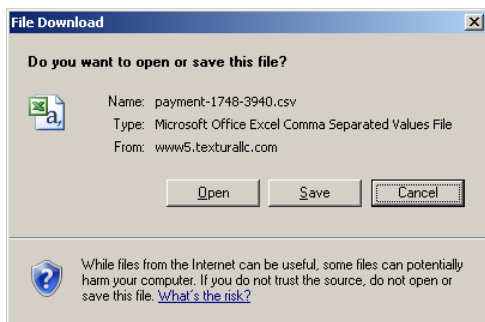


The system will display a status page where you can click to view the status of the files being generated.



Once on the View exports page, you can export the file by right clicking on the link in the export file column

When prompted, click the “Save” button to save the payments file. Navigate to the appropriate folder and save the file with the name “Payment-Draw.csv”.



Warning! Ensure that the existing file named Payment-Draw has been processed prior to overwriting with manual file. If manual file is saved, it will overwrite any automatically produced file waiting for import.

To view the audit report by clicking on the link in the audit report column.

Textura™

Construction Payment Management

Payment Report

Project: 610 Bus Park Ph2 Test - 001767000

Contract: General Construction

Draw: #1 - 01/10/08

Home

Log Out

Adrian Peterson

JDE E1 Interfaces Demo

Target: JD Edwards Enterprise 1

Download CSV File

Export Date: 8/30/2011 12:03 PM

Vendor Name: Construction 76, Inc. Vendor Number: 118526

Project Number	Draw Number	ACH Check Number	Payment Date	Payment Amount
001586000	17	435418	12/11/2007	21,306.00
001586000	17	43541	12/11/2007	351,836.53
Number of Payments For Vendor			2	
			Vendor SubTotal	373,142.53

Vendor Name: Doot Dwell Contracting, Inc. Vendor Number: 118777

Project Number	Draw Number	ACH Check Number	Payment Date	Payment Amount
001586000	17	43542	12/11/2007	117,906.00
Number of Payments For Vendor			1	
			Vendor SubTotal	117,906.00

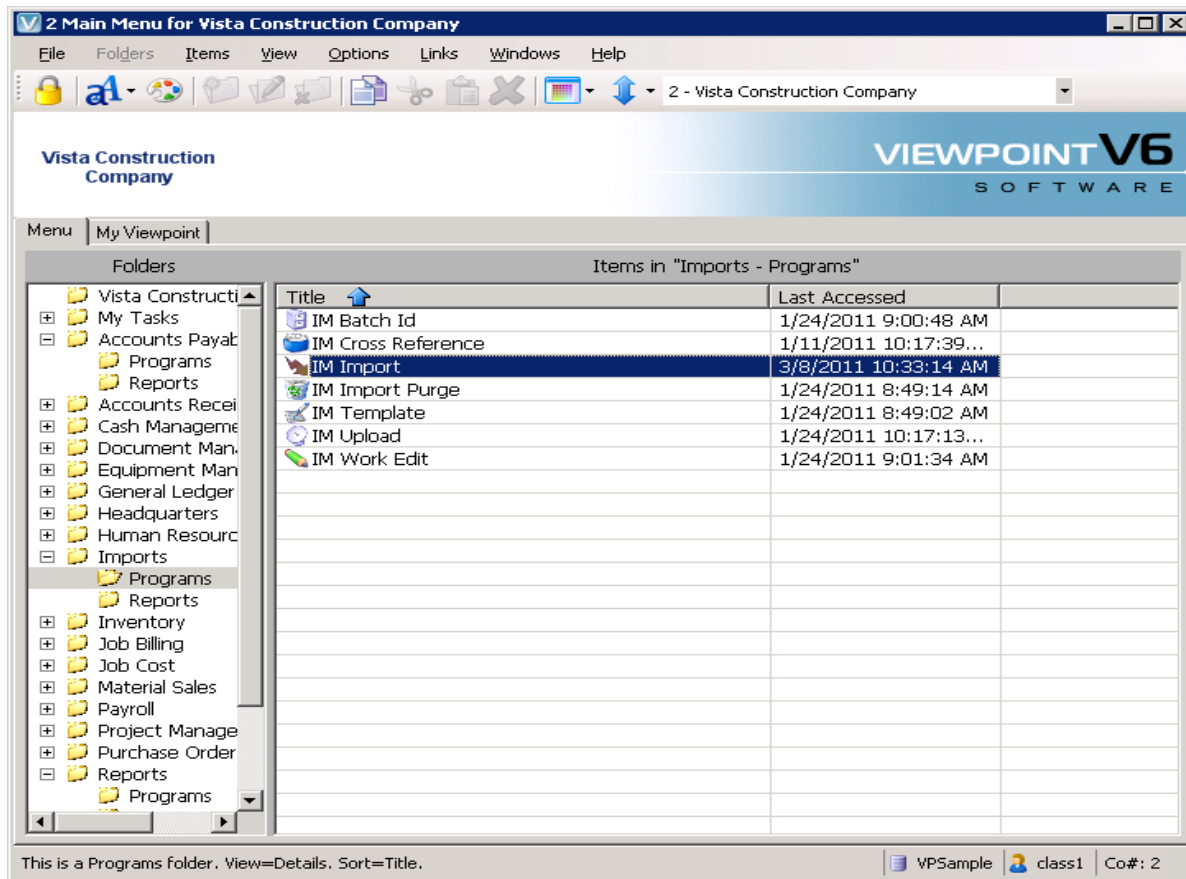
Vendor Name: Slaton Brothers S/W, LLC Vendor Number: 117548

Project Number	Draw Number	ACH Check Number	Payment Date	Payment Amount
----------------	-------------	------------------	--------------	----------------

IMPORT TEXTURA PAYMENTS INTO VIEWPOINT

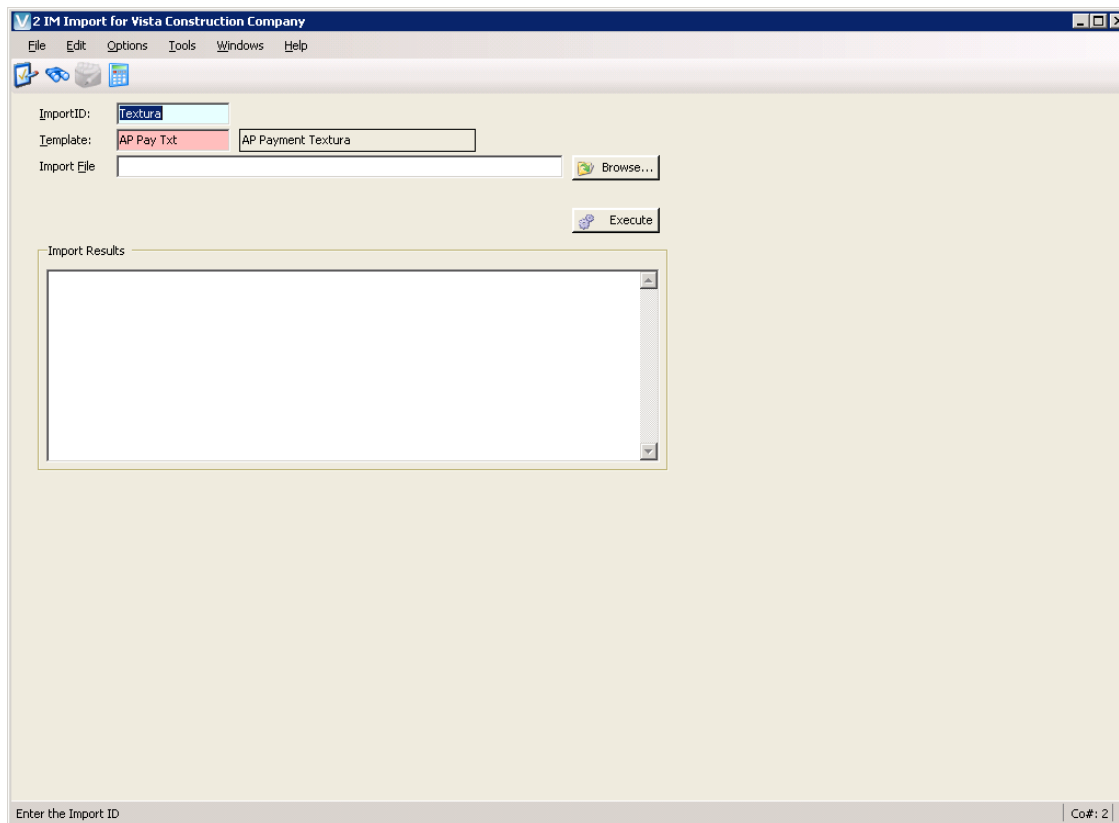
To alleviate the need to re-payments in Viewpoint, a file containing the subcontractor payment information for a draw is imported into Viewpoint.

1. Transfer the Textura import file to the Viewpoint Server.



2. From Viewpoint's Main Menu, click the **Imports** folder, click the **Processing** folder, and then click on the **IM Import** icon.

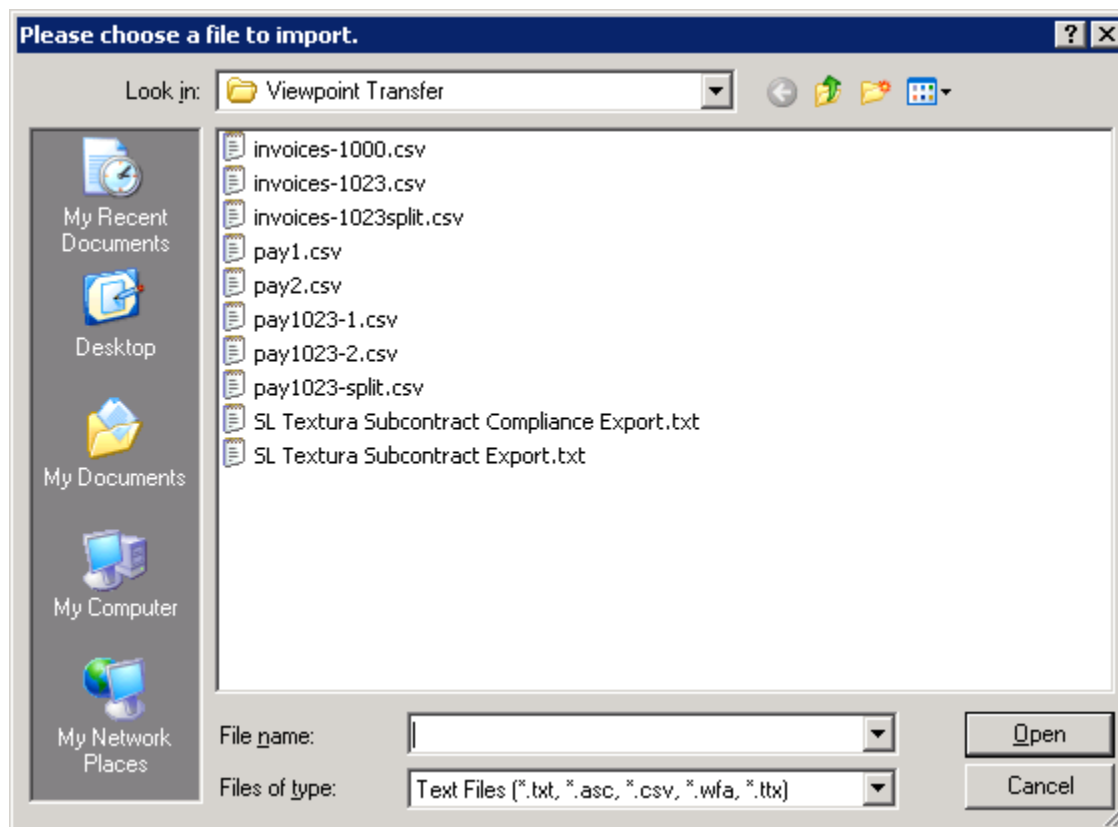
The system displays the IM Import screen.



3. Type **AP Pay Txt** in the **Template** field.
4. Type **Textura** in the **ImportID** field.
5. Click **Browse** to locate the import file.

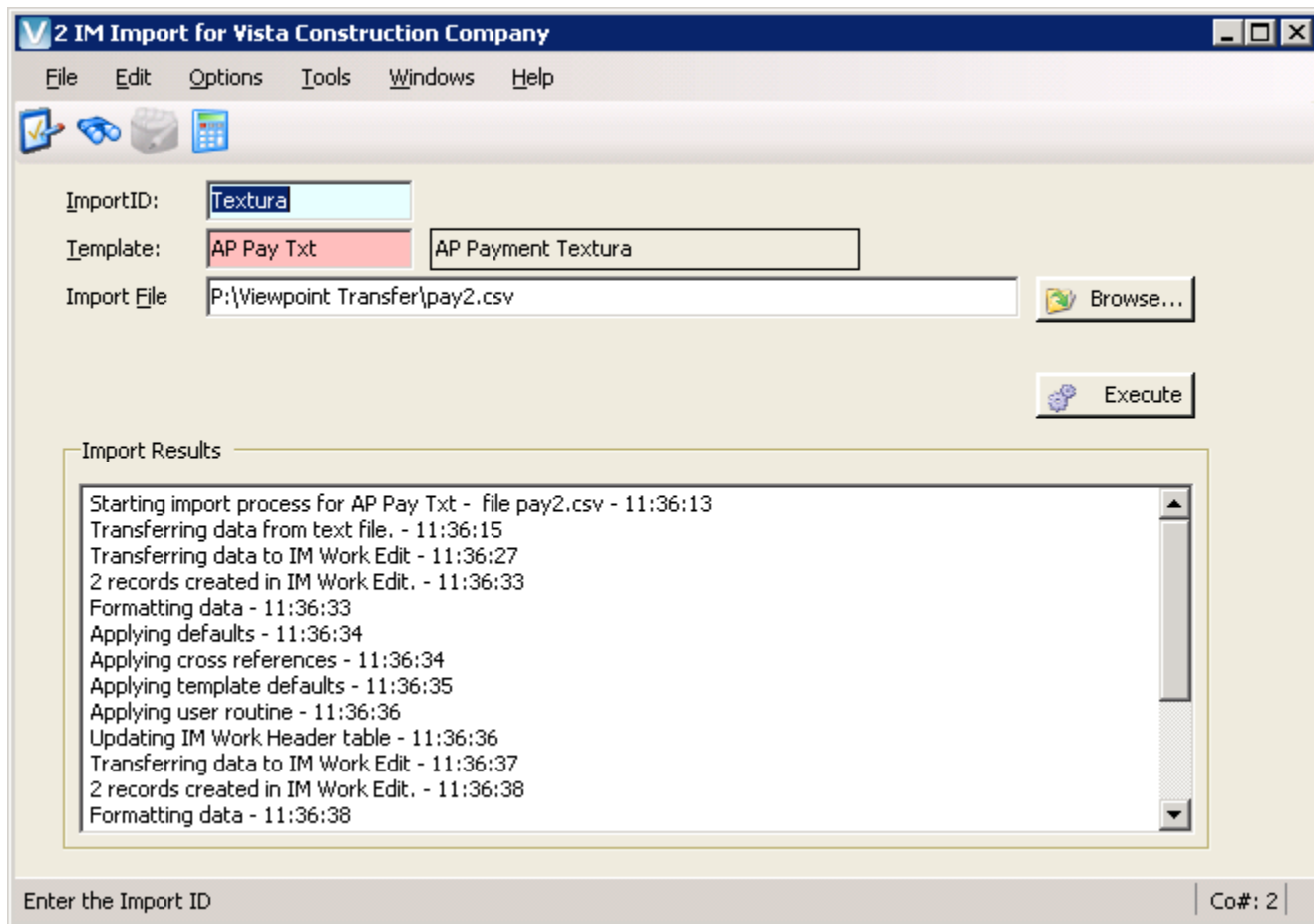
The ImportID is just a label that is given to the invoice detail that is going to be imported. Any name can be used. The same ImportID can be used over and over again. The program will display a warning: "ImportID currently exists for this template – Overwrite existing import data?" Always answer **YES**.

The system displays the Open dialog box.



6. Locate and select the Textura import file and then click **Open**

The system inserts the file name in the **Import File** field.

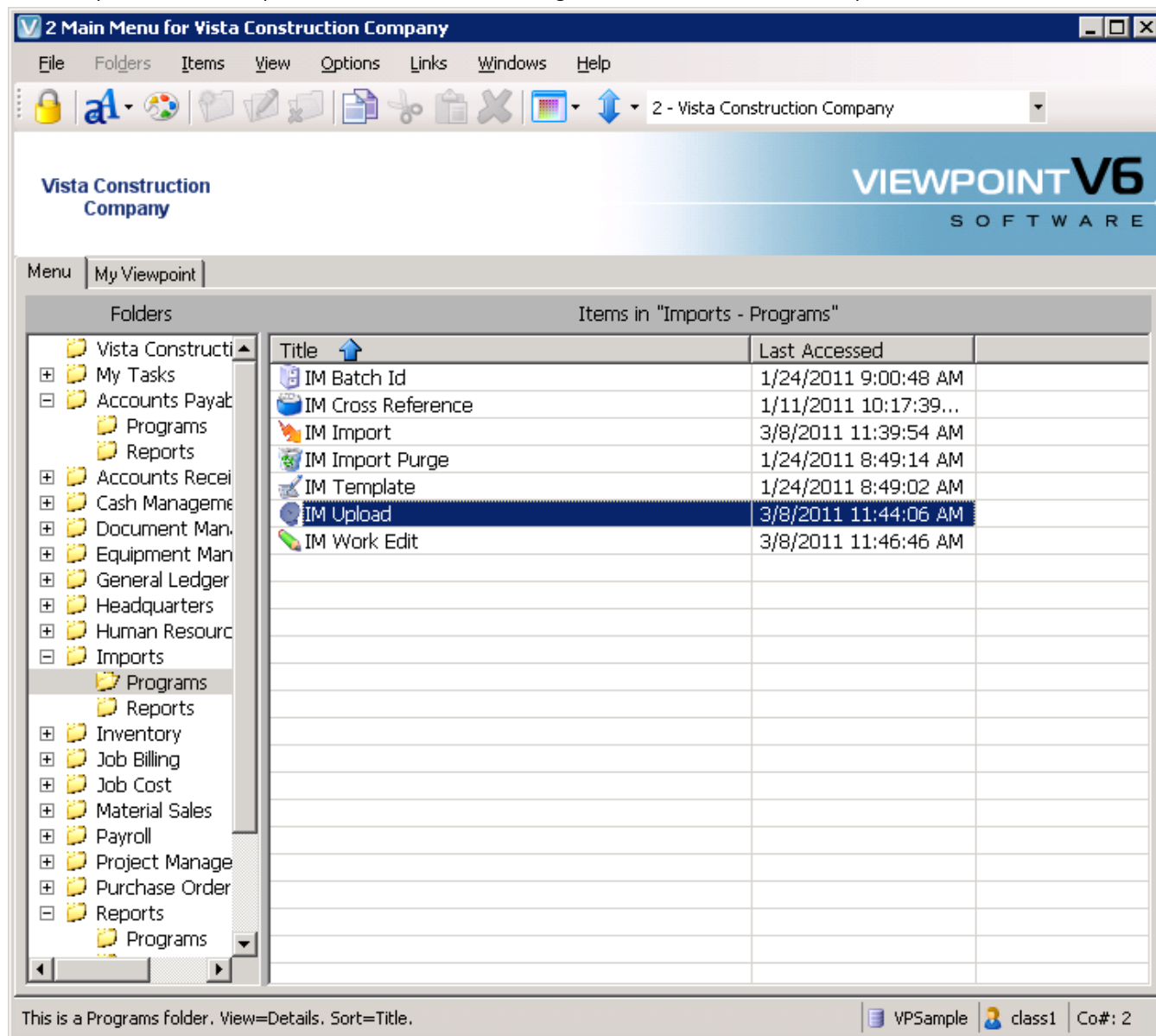


7. Click **Execute**.

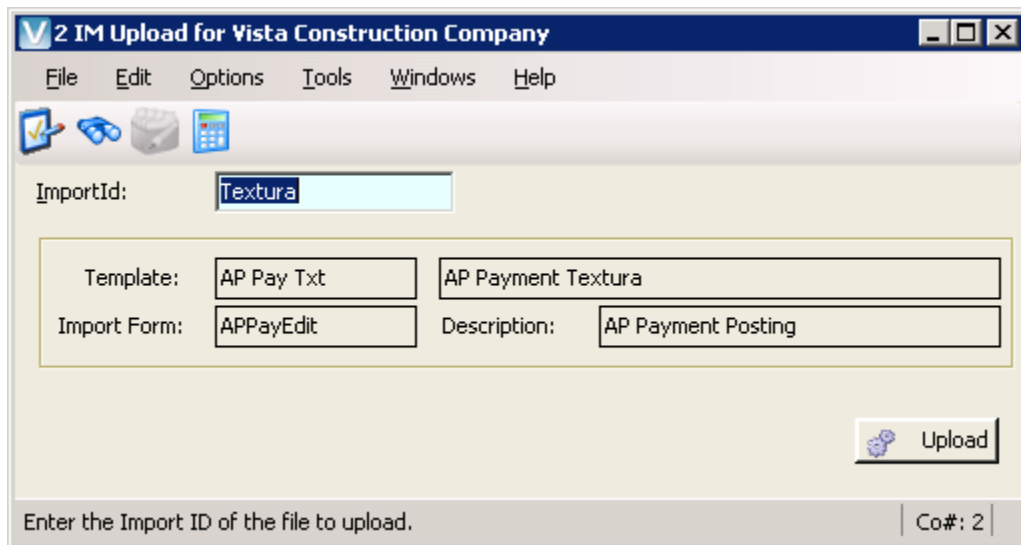
The system displays the Import Results on the IM Import screen. The program is done importing when a dashed line displays at the bottom of the display information (see screen above).

UPLOADING PAYMENTS IN VIEWPOINT

1. In Viewpoint, click the Imports folder, click the Processing folder, and then click the IM Upload icon



The system displays the IM Upload dialog box.



2 IM Upload for Vista Construction Company

File Edit Options Tools Windows Help

ImportId: Textura

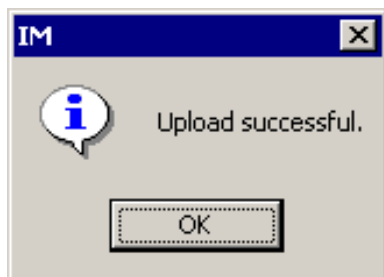
Template:	AP Pay Txt	AP Payment Textura
Import Form:	APPayEdit	Description: AP Payment Posting

Upload

Enter the Import ID of the file to upload. Co#: 2

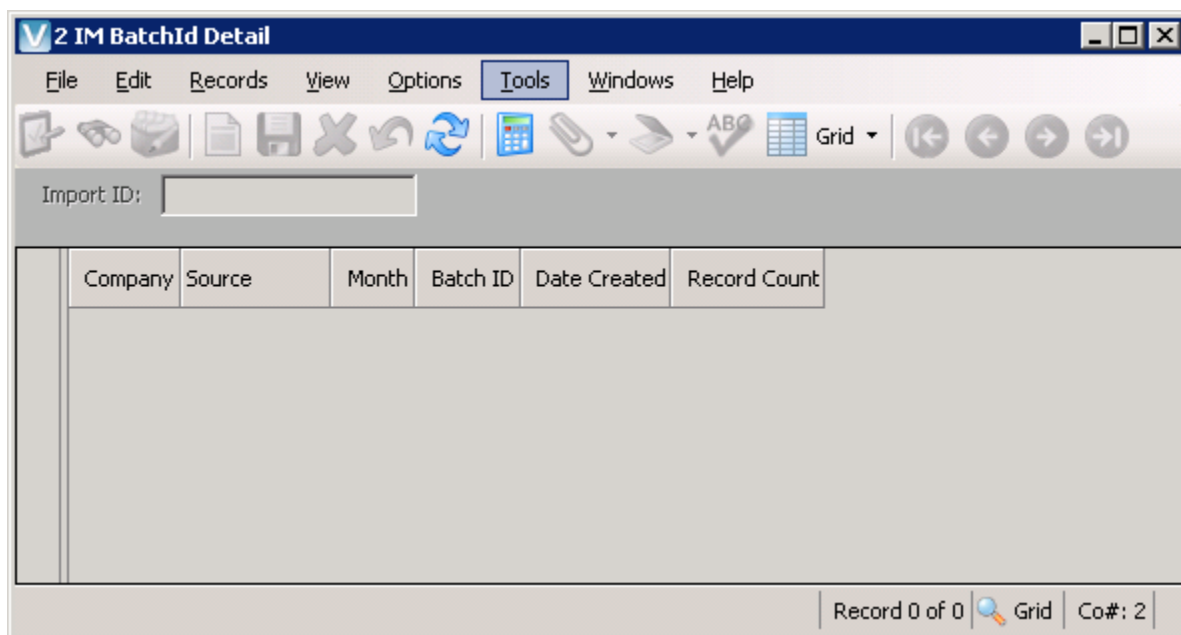
2. Type Textura in the **ImportId**
3. Click **Upload**.

The system will notify you that the upload was successful.



4. Click **OK**.

The system displays the IM Batch ID screen, which displays the AP Transaction batch number created



Make note of the batch number.

Proceed to the AP Transaction Entry and process the batch under your normal batch processing procedures.

EXPORT AND IMPORT LEGAL DOCUMENTS AND REQUIREMENTS (INSURANCE EXPIRATION DATES)

INTRODUCTION

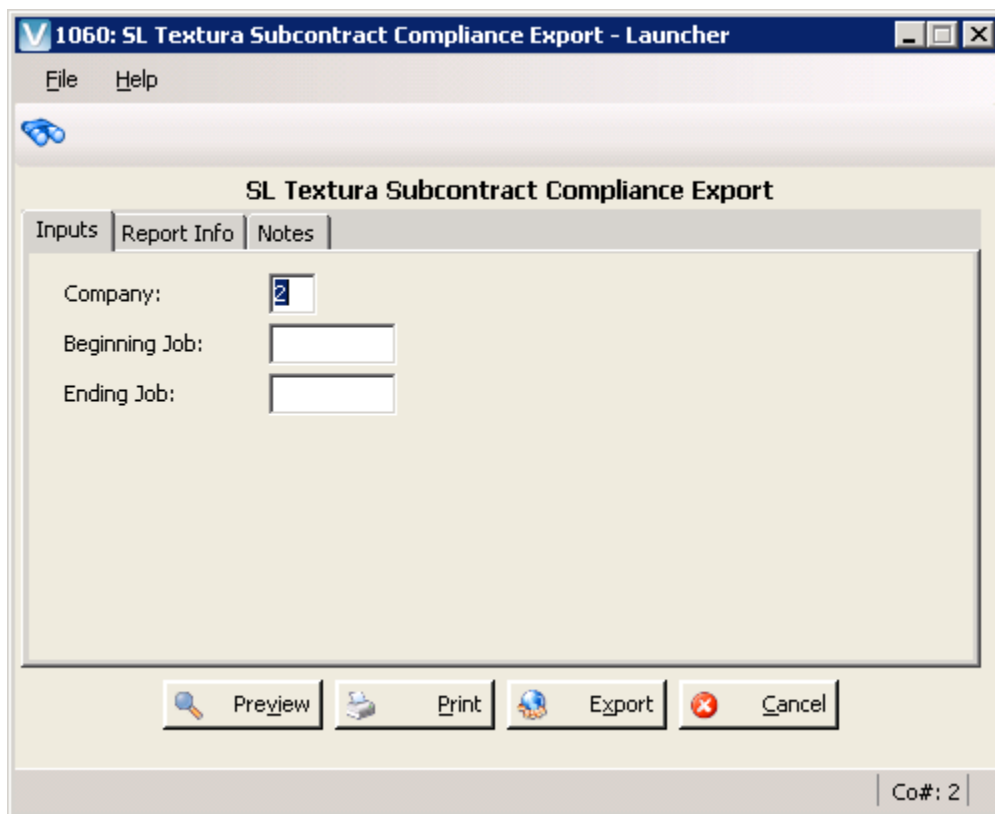
Subcontracts and subcontract change orders may be entered in Viewpoint and exported to Textura. Textura will accept all subcontracts new to Textura. If a subcontract is currently incomplete in Textura, the subcontract will be updated if included in the export file. If the subcontract is already “complete” in Textura, the record will be rejected as a duplicate if it is included in the export file.

Viewpoint will export only approved change orders. Duplicates will be rejected in Textura.

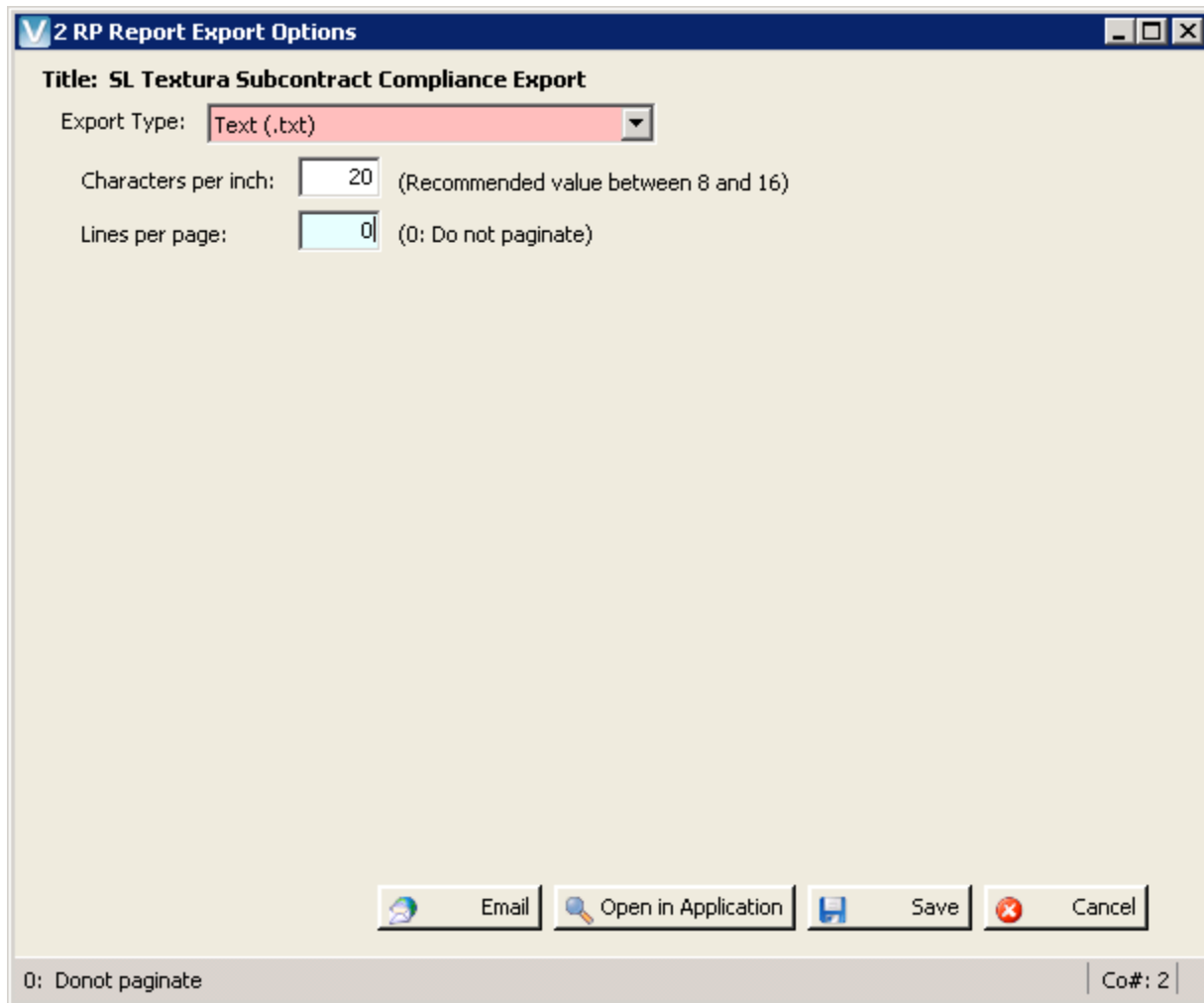
EXPORT SUBCONTRACTS FROM VIEWPOINT

Export the SL Textura Subcontracts Export Report

1. From either the RP or SL menu open the TexturaSLExport.rpt
2. From the Print Report dialog box, click the **Export** button.



The system displays the Export dialog box.



2 RP Report Export Options

Title: SL Textura Subcontract Compliance Export

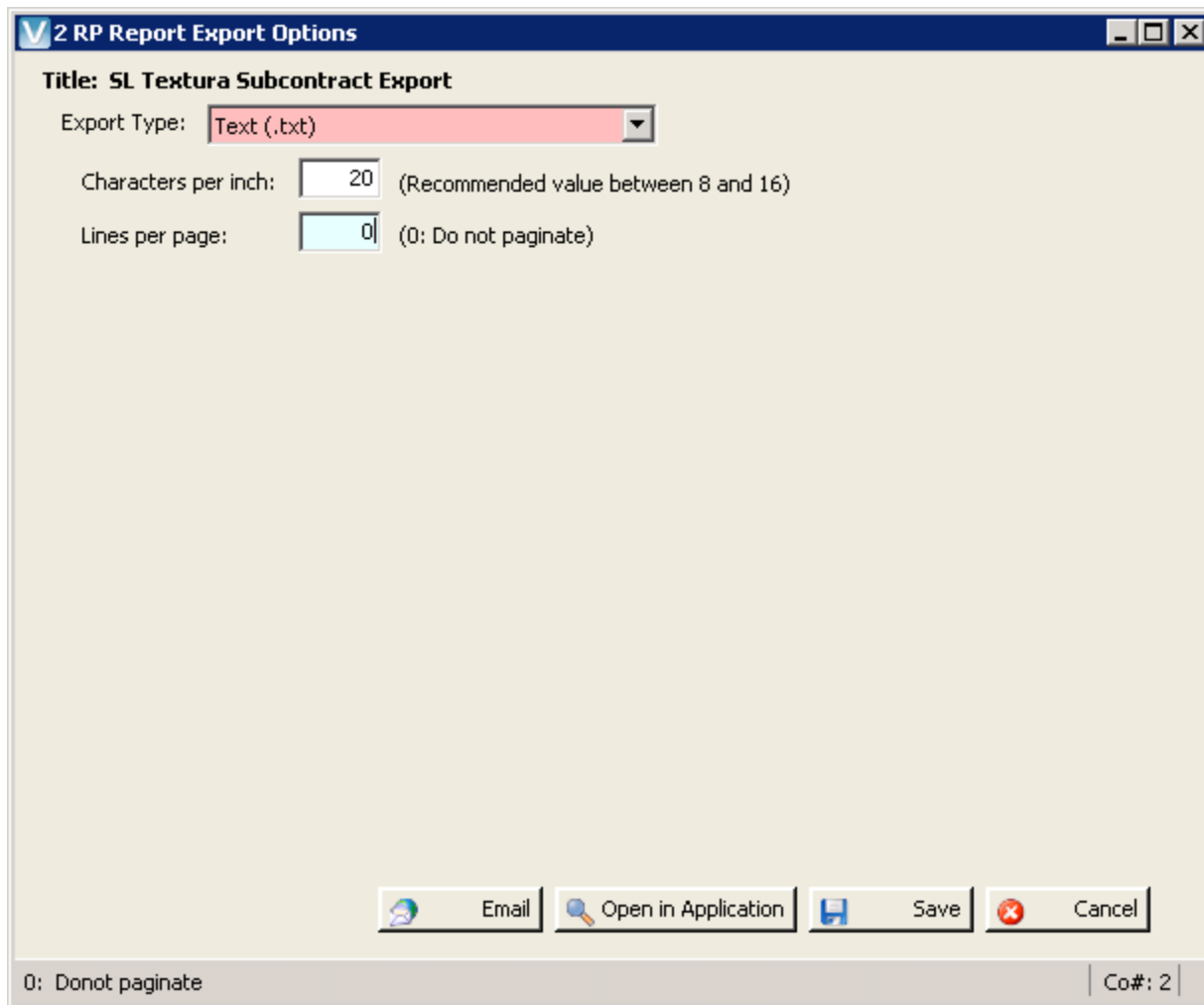
Export Type: **Text (.txt)**

Characters per inch: **20** (Recommended value between 8 and 16)

Lines per page: **0** (0: Do not paginate)

Email Open in Application Save Cancel

0: Donot paginate Co#: 2



2 RP Report Export Options

Title: SL Textura Subcontract Export

Export Type: **Text (.txt)**

Characters per inch: **20** (Recommended value between 8 and 16)

Lines per page: **0** (0: Do not paginate)

Email Open in Application Save Cancel

0: Donot paginate Co#: 2

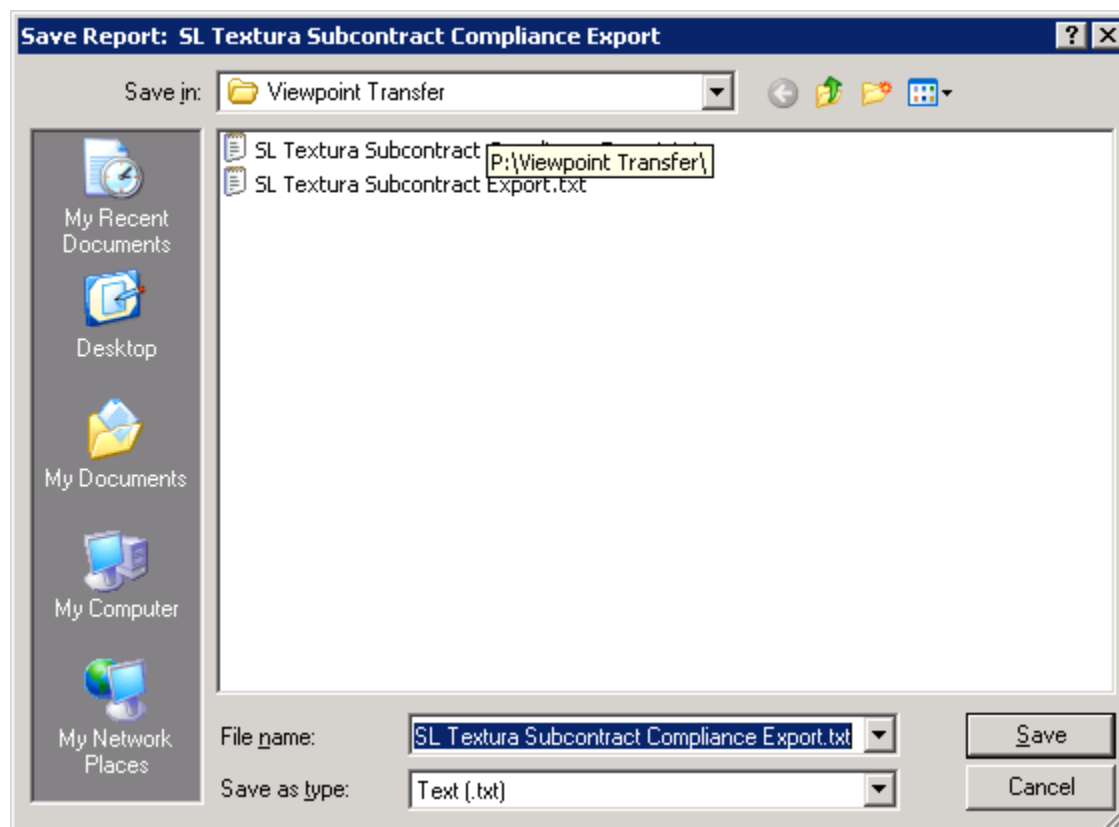
3. Select **Text (TXT)** from the **Export Type** drop-down menu.

The system defaults the Destination to Disk file.

4. Ensure the Characters per inch is set to 20 and the Number of Lines Per Page to 0.

6. Click **SAVE**.

The system displays the Choose Export File dialog box.



7. Type the **File name** and the location where you want to save the file (**Save in** field).

8. Click **Save**.

IMPORT LEGAL DOCUMENTS AND REQUIREMENTS INTO TEXTURA

Note: *This is available at an Organization-Wide Level see Organization-Wide Documentation

I. Overview

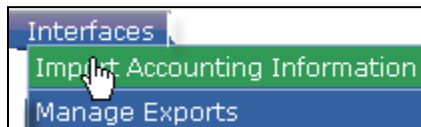
Each time the import is run; all status data for each subcontractor relative to the compliance documents stored in Viewpoint will be refreshed with the data in the import file. The status for each legal document is as follows:

- If there is no information regarding the insurance type for the subcontractor, the status is set to “Not Received.”
- If there is an existing record for the insurance type for the subcontractor that has a status of “Not Applicable,” the status will remain at “Not Applicable.”
- If information is supplied for a particular insurance type for a subcontractor, the status is set to “Received.”
- The first time a project is included in the import file, Textura will automatically add the compliance document requirements exported out of Viewpoint to that project .Enforcement will be set to “**Advise Only**” for all requirements and “**Track Expiration**” will be turned on only if there are expiration dates in the export file.

II. Importing Legal Documents and Requirements

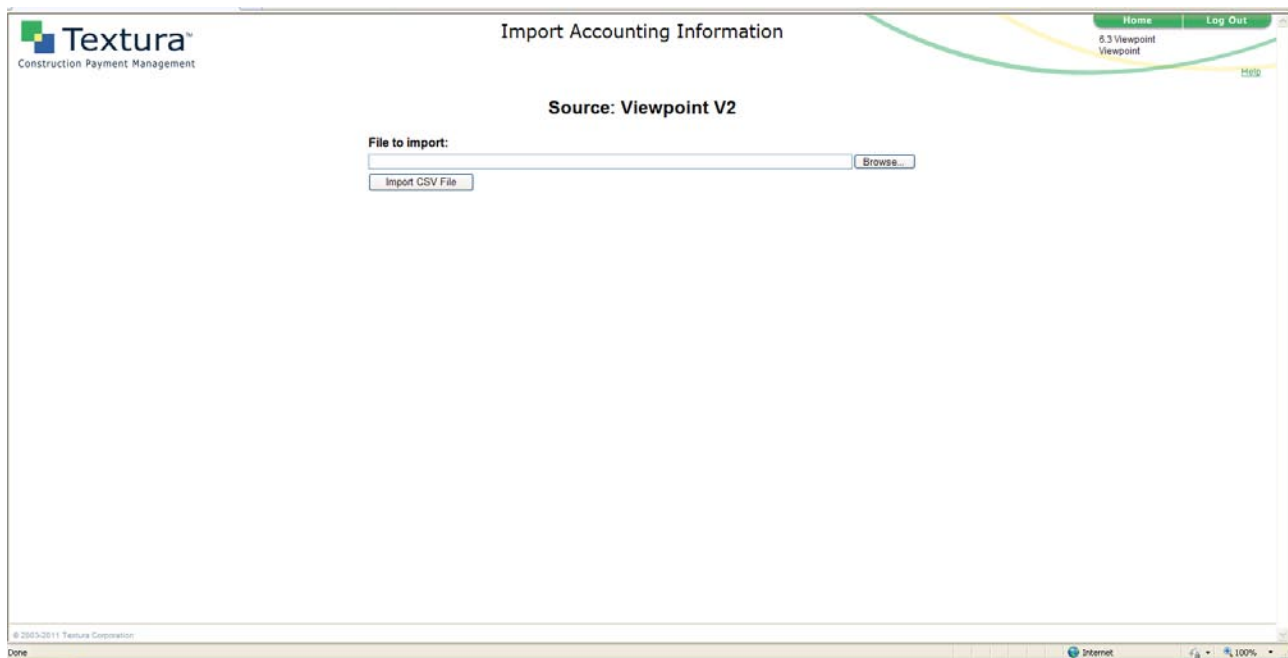
To import Legal Documents and Requirements into Textura,

1. From the Project Home Page, *click* the **Interfaces** menu and select **Import Accounting Information**.



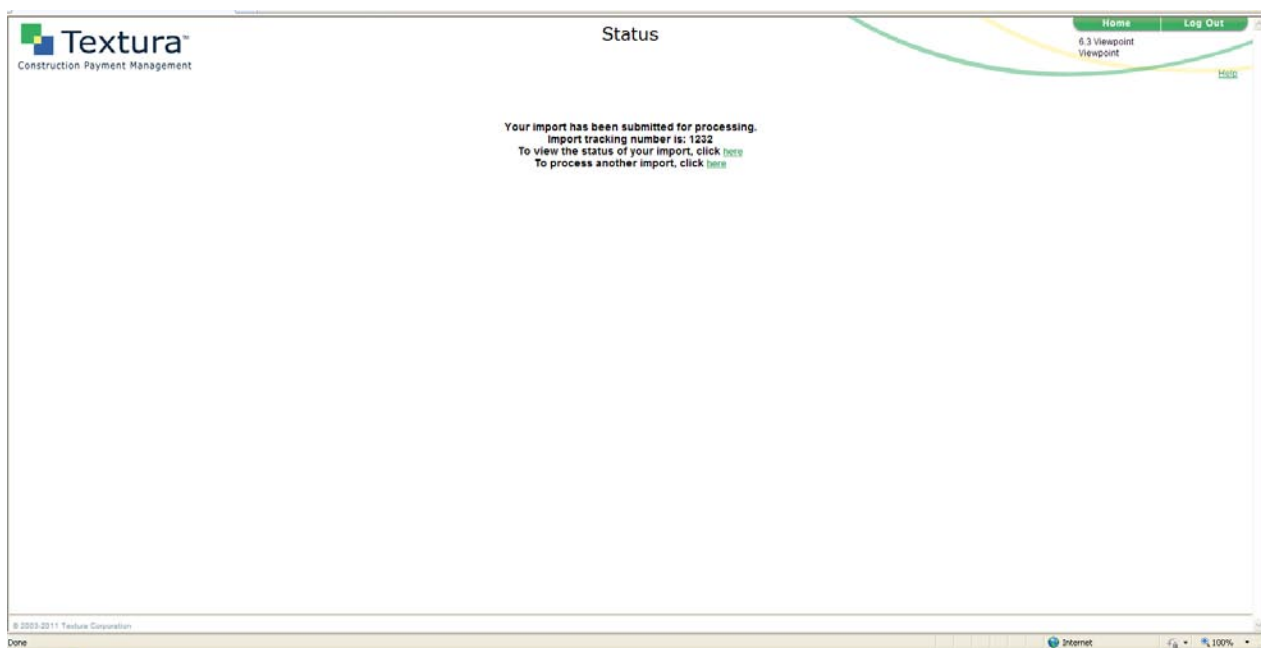
The system displays the Import Accounting Information page.

2. *Click* the **Legal Documents and Requirements** radio button.
3. *Click* **Browse** to locate the CSV file you want to import.



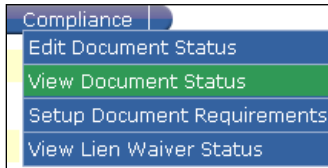
- 4. Click **Import CSV File**.

The system displays the Status page notifying you that legal documents and requirements have been imported

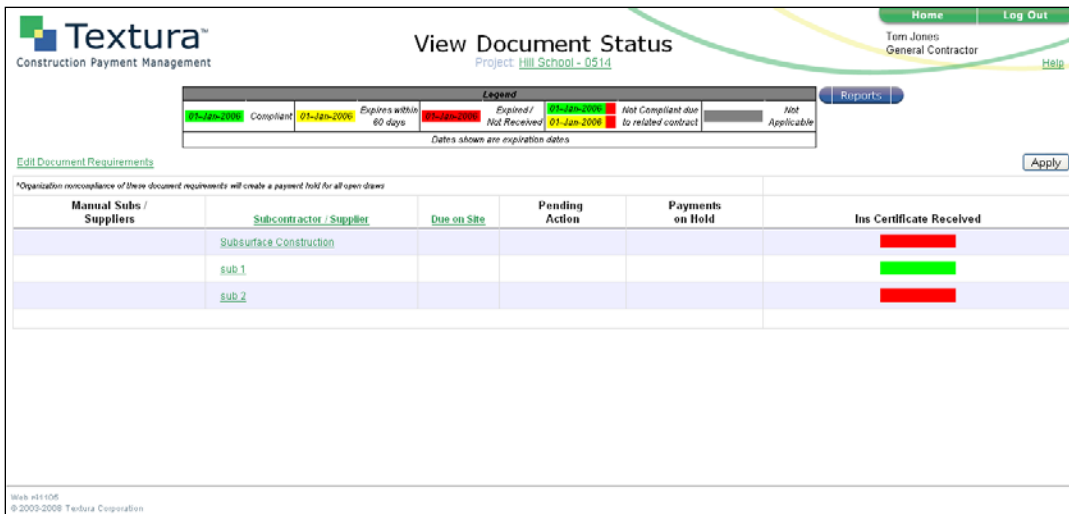


To verify legal documents were imported,

- 1. From the Project Home Page, *click* the **Compliance** menu and select **View Document Status**.



The system displays the Legal Document Status page, which identifies the imported legal documents and their status.



View Document Status
Project: Hill School - 0514

Home | Log Out
Tom Jones
General Contractor
Help

Legend

Compliant	Expires within 60 days	Expired / Not Received	Not Compliant due to related contract	Not Applicable
---	---	--	--	---

Dates shown are expiration dates

[Edit Document Requirements](#) [Reports](#) [Apply](#)

*Organization noncompliance of these document requirements will create a payment hold for all open draws

Manual Subs / Suppliers	Subcontractor / Supplier	Due on Site	Pending Action	Payments on Hold	Ins Certificate Received
	Subsurface Construction				Not Compliant
	sub 1				Compliant
	sub 2				Not Compliant

Web #11105
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- 2. *Click* the Subcontractor link to view the document detail.

The system displays the Legal Document View page listing the documents that were imported for the subcontractor. The Status, ID #, and dates are populated with the import information.



Textura™

Construction Payment Management

Document Compliance View

Project: [Hill School - 0614a](#)

Home

Log Out

Tom Jones
General Contractor

Help

Project:

Hill School

Organization:

Subsurface Construction

Name	Status	ID #	Document Date	Expiration Date	Document Action	When Expired or Missing
Ins Certificate Received	Received			03/10/08		

Save Updates

Cancel

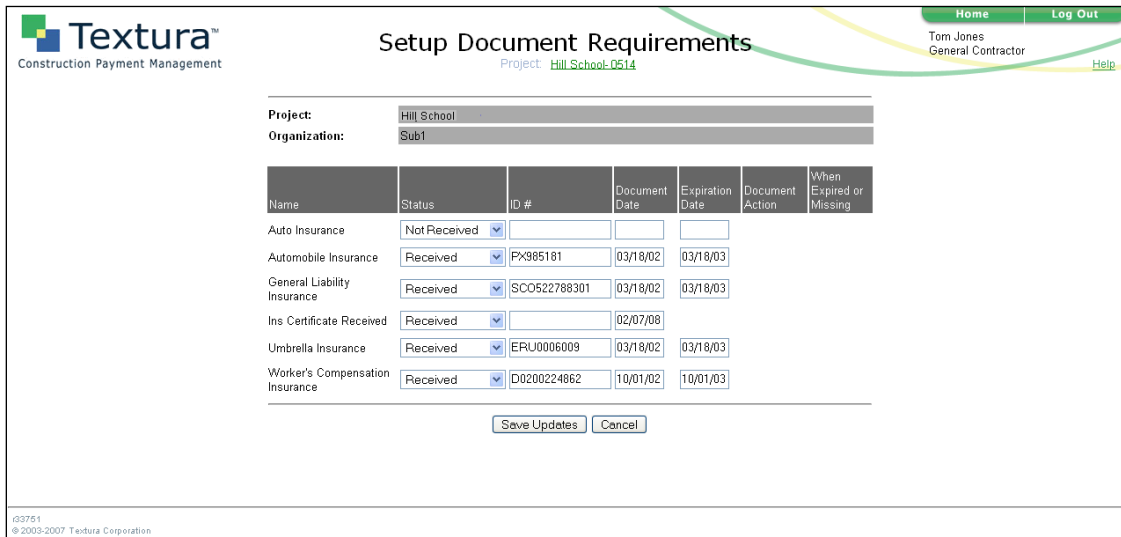
Web r35034

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- To edit legal document requirements, return to the Legal Document Status page and *click* **Edit Legal Document Requirements**.

Add Additional Requirements by *clicking* the Add Requirement button.

Delete requirements by checking the Delete box to the right of each requirement and *click* the Delete Selected Requirements button.



Textura™
Construction Payment Management

Setup Document Requirements
Project: [Hill School-0514](#)

Home Log Out
Tom Jones
General Contractor
[Help](#)

Project: Hill School
Organization: Sub1

Name	Status	ID #	Document Date	Expiration Date	Document Action	When Expired or Missing
Auto Insurance	Not Received					
Automobile Insurance	Received	PX985181	03/18/02	03/18/03		
General Liability Insurance	Received	SCO522788301	03/18/02	03/18/03		
Ins Certificate Received	Received		02/07/08			
Umbrella Insurance	Received	ERU0006009	03/18/02	03/18/03		
Worker's Compensation Insurance	Received	D0200224862	10/01/02	10/01/03		

Save Updates Cancel

03751
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- When finished, return to your Project Home Page.