

 **Viewpoint**  
Jobpac Connect<sup>™</sup>

Direct Debit  
Function Guide  
Version: 1.0

## Document Control Table

<b>Prepared by</b>	Damien Bourke
<b>Approved or authorised by</b>	
<b>Release date</b>	30/09/2021
<b>Version</b>	1.0
<b>Commercial in Confidence</b>	

## Change History

Version	Date	Author	Description of Changes
1.0	30/09/2021	DMB	Initial Release

## Table of Contents

<b>Direct Debit Entry.....</b>	<b>3</b>
Entering the Direct Debit .....	3

# Direct Debit

## Direct Debit Entry

There are a number of different transaction that appear on an organisation's bank statement that may not have been previously processed such as Automatic Payments, Bank fees and Direct Debit Authorities. These transactions need to be recorded in Jobpac to enable reconciliation of the bank statement to the General Ledger Bank account.

### Entering the Direct Debit

To enter a direct debit to record such transactions: Select Direct **Debit Entry** from the main menu. The following screen will be displayed.

ACTIONS

**BANK ACCOUNT DIRECT DEBIT ENTRY**

Batch B1444

Bank account to credit

Transaction date

Transaction amount

GST code

Tax Amount

Nett Amount

Description

G/L account to debit

Work id

Job

Cost Centre

Resource Code

Asset

Work Order

Cost Type

Internal Reference

Field	Description
<b>Batch</b>	The system generated batch number
<b>Bank Account to credit</b>	The GL Bank Account Number of the bank account you wish to update
<b>Transaction Date</b>	Date of the Transaction
<b>Transaction Amount</b>	Gross Amount of Direct Debit
<b>GST Code</b>	This is the system default. It can be changed
<b>Tax Amount</b>	This can be left blank, and it will be calculated by Jobpac
<b>Description</b>	Brief description of the transaction
<b>GL Account to Debit</b>	If the Direct Debit is to be job costed, leave this blank. Otherwise enter the GL account to which the transaction is to be costed.
<b>Work ID</b>	Work ID to which the item is to be expensed
<b>Job</b>	Job number if applicable

---

Field	Description
<b>Cost Centre</b>	Cost Centre job has been entered
<b>Asset</b>	Asset Number if applicable. The cost Type must also be entered if Asset no entered.
<b>Work Order</b>	Work Order if applicable. Service order module only.
<b>Cost Type</b>	Work Order Cost Type or Asset Cost type as applicable.
<b>Internal Reference</b>	Up to 10 character Transaction Reference. This is mandatory.

Click **OK** and proceed.

This generates a Direct Debit Journal with one side to the Bank Account and the other sides to the costing allocation and GST account.