 **Viewpoint**
Jobpac Connect[™]

General Ledger
User Guide
Version: 1.0

Document Control Table

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Master Chart of Accounts Structure

Every workid in Jobpac is centred on a General Ledger Chart of Accounts. This is a means of classifying all financial transactions for the company. In order to maintain consistency across workids and also allow for consolidation report across workids, it is essential a central Master Chart of accounts is setup, and then each workid creates their own set of accounts based in this Master.

Each entry in master chart of accounts is linked to a Type of Account. These types are an accounting standard and are listed below. The description of the type can be changed by the parameter ATYPx.

These are part of the standard Jobpac Implementation, and the descriptions general do not change.

System Parameter Code Maintenance

ATYP = 10 Contains Contains
 ATYP9 10 (Type : A=Alphanumeric, C=Account, N=Number, Y=Yes/No)

| Parm Code | Tp | Wkid | Parameter Description | Alphanumeric | Num 01 | Num 02 | Num 03 | Num 04 | Num 05 | ⌘ |
|-----------|----|------|--------------------------------|-------------------------|--------|--------|--------|--------|--------|---|
| ATYP1 | A | 10 | Description for account type 1 | Current Assets | | | | | | |
| ATYP2 | A | 10 | Description for account type 2 | Non Current Assets | | | | | | |
| ATYP3 | A | 10 | Description for account type 3 | Current Liabilities | | | | | | |
| ATYP4 | A | 10 | Description for account type 4 | Non Current Liabilities | | | | | | |
| ATYP5 | A | 10 | Description for account type 5 | Capital | | | | | | |
| ATYP6 | A | 10 | Description for account type 6 | Direct Revenue | | | | | | |
| ATYP7 | A | 10 | Description for account type 7 | Indirect Revenue | | | | | | |
| ATYP8 | A | 10 | Description for account type 8 | Direct Expenses | | | | | | |
| ATYP9 | A | 10 | Description for account type 9 | Indirect Expenses | | | | | | |

The Chart of accounts is divided into two major components:

- Balance Sheet Accounts Types 1 to 5
- Profit and Loss Accounts (P&L) Types 6 to 9

Balance sheet accounts provide a snapshot of all the assets, liabilities, and equity that the company owns at the end of each month. The balance sheet changes every month as new transactions are posted, so every month's picture will be a little different. Looking at balance sheets for prior months gives you a history of what the company looked like back in those months.

Balance sheet accounts are ongoing. They do not re-start at the beginning of each year. i.e. the closing balance for balance sheet accounts, is the opening balance in the next year. This is different to P&L accounts

Profit & Loss accounts, also known as the Income statement, provide a financial statement that summarizes the revenue and costs incurred by an organization during the financial period and is indicative of the financial performance of the company by showing whether the company has made a profit or incurred losses in that period.

Profit and loss accounts are not on-going. They re-start at the beginning of each year. i.e. the opening balance at the start of the year is re-set to zero. This is different to Balance sheet accounts

Example Master Chart of Accounts

This example is a very cut down version of a Master Chart of Accounts. Jobpac has a sample Master Chart that we can use for implementation for new clients. However some clients like to use their own. Whatever is used, the Types of 1 to 9 are always used.

There is a column called Control Account. This can have A, B, I, J,

- B = Balance Sheet e.g., Debtors, Creditors, Retention – restricts transactions to subsidiary ledger transactions (i.e. not general journals).
- J = Job Costing, restricts transactions to job cost/revenue transactions only.
- I = Intercompany, restricts transactions to intercompany.
- A = Assets, restricts transactions to Assets.

| Account | Account Description | Account Type | Balance Sheet/ P&L Account | Control Account |
|---------|------------------------------------|--------------|-------------------------------|-----------------|
| 1101 | Main Bank Account | 1 | B | |
| 1140 | Petty Cash | 1 | B | |
| 1301 | Trade Debtors Control | 1 | B | B |
| 1550 | Retentions Held | 1 | B | B |
| 1601 | Uncertified Claims | 1 | B | |
| 1602 | Working in Progress (BFM) | 1 | B | |
| 1851 | Directors Loan - Current | 1 | B | |
| 2122 | Plant Accum Dep | 2 | B | |
| 2131 | Motor Vehicles at Cost | 2 | B | |
| 2132 | Motor Vehicles - Accum Dep | 2 | B | |
| 2142 | Office Equipment at Cost | 2 | B | |
| 2151 | Equipment Accum Dep | 2 | B | |
| 3011 | Trade Creditors Control | 3 | B | B |
| 3021 | Trade Creditors Retention | 3 | B | B |
| 3099 | Accrued Costs (BFM) | 3 | B | |
| 3401 | GST Payable to ATO | 3 | B | |
| 3402 | GST Receivable From ATO | 3 | B | |
| 3451 | Annual Leave Entitlements | 3 | B | |
| 3453 | Sick & Personal Leave Entitlements | 3 | B | |
| 3551 | Dividends | 3 | B | |
| 3553 | Provision for Income Tax | 3 | B | |
| 4101 | Bank Loan - CBA | 4 | B | |
| 4201 | Long Service Leave Entitlements | 4 | B | |
| 4213 | Loan from ABC | 4 | B | |
| 5201 | Retained Earnings Prior Years | 5 | B | |
| 5202 | Retained Earnings Current Year | 5 | B | |
| 5308 | Issued capital | 5 | B | |
| 6001 | Contract Works revenue | 6 | P | J |

General Ledger

| | | | | |
|------|-----------------------------------|---|---|---|
| 6010 | Sundry Contract Revenue | 6 | P | J |
| 6099 | Accrued Revenue - BFM | 6 | P | J |
| 7006 | Other income | 7 | P | |
| 7009 | Interest Income | 7 | P | |
| 8001 | COS-Labour | 8 | P | J |
| 8002 | COS-Subcontract | 8 | P | J |
| 8003 | COS-Materials | 8 | P | J |
| 8004 | COS-Plant | 8 | P | J |
| 8007 | COS-Other | 8 | P | J |
| 9111 | General & Administrative Expenses | 9 | P | |
| 9121 | Accommodation | 9 | P | |
| 9141 | Accounting Fees | 9 | P | |
| 9271 | Computer IT | 9 | P | |
| 9364 | Marketing | 9 | P | |
| 9381 | Motor Vehicle Expenses | 9 | P | |
| 9432 | Taxation | 9 | P | |
| 9481 | Local Travel Flights | 9 | P | |

Modifying the Master Chart of Accounts

If a new GL account is required in a Workid, it first must be setup in the Master Chart of Accounts. Menu path is:

Finance>General Ledger>Maintain Accounts>Maintain COA Master.

Just enter the new account and description in the row at the bottom. Existing Descriptions, and Control Account flags can be changed directly on the screen.

Common Chart Of Account Maintenance
[ACTIONS](#) [OK](#) [BACK](#)

Hide Apply XLS < > ...

| Main Account | Account Description | Type (1-9) | Rec Type | Ctrl Acct? (A/B/I/J) | Stat Only | User Field | ⌘ |
|--------------|------------------------------------|------------|----------|----------------------|-----------|------------|---|
| 1102 | Funds on Deposit | 1 | | | | | |
| 1103 | Online Saver | 3 | | | | | |
| 1104 | CBA Account | 1 | | | | | |
| 1166 | Unapplied Cash Clearing Account | 1 | | B | | | |
| 1199 | Uncertified Progress Claims | 1 | | B | | | |
| 1201 | Petty Cash | 1 | | B | | | |
| 1301 | Trade Debtors Control | 1 | | B | | | |
| 1302 | Provision for Doubtful Debts | 1 | | | | | |
| 1315 | Sundry Trade Debtors | 1 | | | | | |
| 1351 | Retentions Receivable Control | 1 | | B | | | |
| 1352 | Manual Retention | 1 | | | | | |
| 1401 | Security Deposits | 1 | | | | | |
| 1501 | Rental Bonds | 1 | | | | | |
| 1502 | Fitout Bonds | 1 | | | | | |
| 1503 | Deposits / Prepayments | 1 | | | | | |
| 1510 | Bank Guarantee | 1 | | | | | |
| 1551 | Prepaid Insurance - Contract Works | 1 | | | | | |

< > ...

General Ledger

The Master Account must be setup before the GL account for the workid can then be set up.

The entries STAT ONLY and USER FIELD are no longer used.

There are Right Mouse options for:

BFM Trading Summary (use of this option is described in the Contract Valuation Guide)

Delete. The Master Chart item can be deleted if it has not been used in a Workid Chart of accounts

The other two options are no longer used.

Maintaining General Ledger Accounts

Structure of the Chart of Accounts

Each account is identified using a unique account code. The account code can contain up to ten alphanumeric characters. The following is an example of a General Ledger Account code structure:

- Work ID – 2 digits
- Profit Centre – 2 digits
- Main Account – 4 digits
- Sub-account suffix – 2 digits.

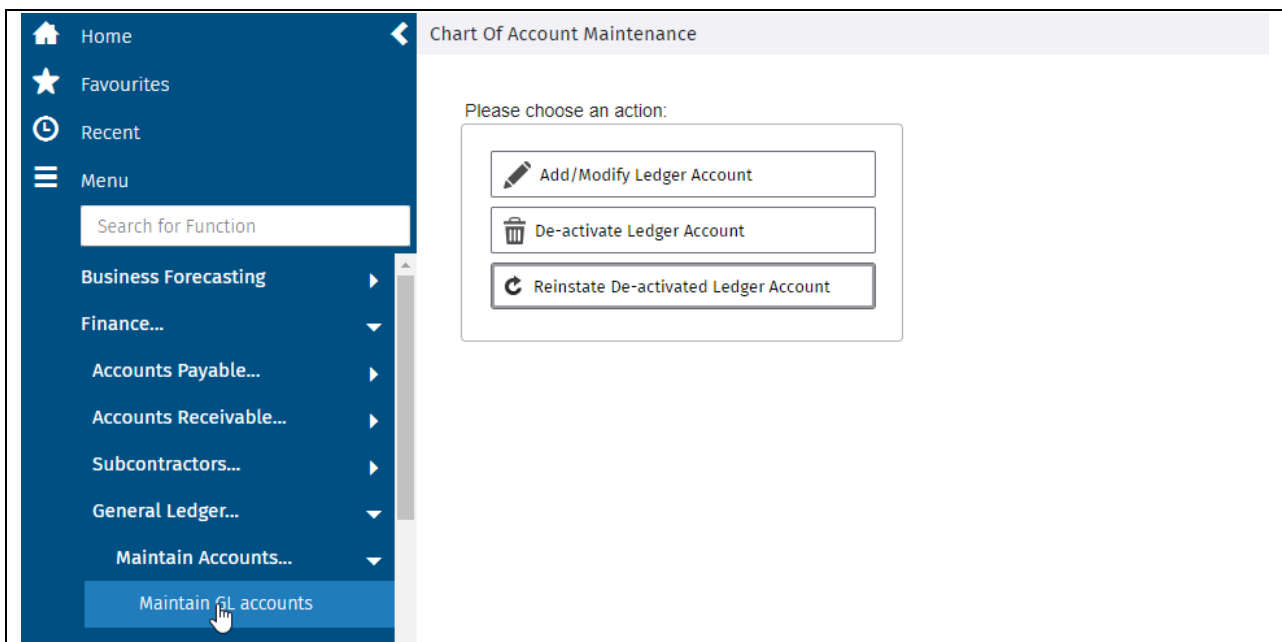
NB. This is just an example. Clients can structure the GL Accounts as they wish.

The use of a Main Account structure across Work IDs ensures that like accounts are identified with a consistent Master Account identifier within the General Ledger Account Number – this facilitates summary level reporting when consolidating financial statements across Work IDs.

The position of the Master Account within this structure is nominated by the parameter COAMAN.

Changing the Chart of Accounts

Use the menu option 'Maintain GL Accounts'



De-Activate a Ledger Account

Type the required account number or use the lookup. You are then shown the account details and are prompted 'Do you wish to Proceed?'. This removes this account from Lookup lists, and does not allow transactions to use this account.

General Ledger

Reinstate De-Activated Ledger Account

Type the required account number or use the lookup. The account details display and you are prompted 'You are about to reinstate the deleted account. Do you wish to Proceed?'

Add/Modify Ledger Account

Enter or lookup the account that you wish to add or modify. You must ensure that new accounts conform to the structure described.

Chart Of Account Maintenance

Mode: Modify

Account: 10009112 Name: Audit Fees Type: 9

Group 1 Code: Group 2 Code: Profit Centre: Record Type:

Control Account: Balance Sheet Jobcost Intercompany Asset None

Job Group Code: Reporting Unit: Rep Sub Unit: Forecast: User Field 1:

Actual: 0.00 Budget:

| Month | Actual | Budget | Percent | |
|-----------|--------|--------|---------|--------------------------------------|
| July | | | | Current Month's Opening Balance 0.00 |
| August | | | | Debits M.T.D 0.00 |
| September | | | | Credits M.T.D 0.00 |
| October | | | | |
| November | | | | |
| December | | | | |
| January | | | | |
| February | | | | |
| * March | | | | |
| April | | | | |
| May | | | | |
| June | | | | |

If you are adding a GL account, then it will pick up Description, Type, and Control Accounts from the Master Chart Account. You can change the description. This will not change the Master Chart Description.

| Field Name | Description |
|---------------|--|
| Name | Defaults to Master Chart description, but can be overridden. |
| Type | From Master Chart |
| Group Code | Group codes are optional, and can be used to group like accounts for Profit and Loss reporting purposes. |
| Profit Centre | Only used if Profit Centres have been setup in via the CTLxx system parameters. |
| Record Type | Optional – not used in standard reporting. |

| Field Name | Description |
|------------------|--|
| Control Accounts | From Master Chart |
| Job Group Code | Optional |
| Reporting Unit | Optional. |
| Rep Sub Unit | Optional. |
| Forecast | No longer used |
| User Field 1 | This is a USER defined field, and the text name can be set with parameter GLUDF1 |
| Budget | You can specify a budget value against each period in the current financial year. When entering the budgets, you can enter each period individually, or alternatively you can enter a yearly figure at the top of the column. This is distributed evenly over each of the periods. |

Deleting GL Accounts from the General Ledger

Select **Finance>General Ledger>Delete Accounts** and enter the GL account you want to delete.

Note: To delete a General Ledger account there must be no transactions.

Journal Processing

Journal Types

General Journals

A journal that is entered and posted once.

Standing Journals

After initial entry, these Journals can be processed each month for recurring Journals. Note that these Journals can be amended each month if necessary. Standing Journals can only be posted once per month, as the end of month operations must be performed between postings.

Reversing Journals

These are similar to General Journals, but the transactions are automatically reversed in the following period.

Standing/Reversing Journals

These Journals combine the features of the previous two types in a single Journal type. These are particularly useful for regular accruals.

Skeleton Journals

These provide a pro-forma format for all journals. This type of Journal is especially useful when duplicating repeating Journals. The GL account number and/or Job costing details can be left blank.

Asset Journals

This Journal is like a General Journal, but the Asset No can be added to the Journal. It is then available in the GL Details Enquiry

Payroll Journal

This journal will update the Labour Details Table, so the journal is available in Payroll costing Enquiries as if it was entered as a time sheet.

There are three additional fields that must add up to the total for the dissection. Base, On Cost, Prorata. If in doubt, enter the full amount in Base.

Journal Entry

⌵ ACTIONS
✅ OK
↩ BACK

| | | | | | | | |
|---------|------|--------|-------|---------|------------|------------|------|
| Work ID | 010 | | | | | | |
| Batch | 4587 | Period | MAR22 | Date | 12/03/2022 | Type | PR |
| Debits | 0.00 | | | Credits | 0.00 | Difference | 0.00 |

Format 1

| | | | | | |
|--------------------|-------|---------------------|------------|---------|--|
| Costing Wkid | 10 | DMB Holding company | Asset Wkid | | |
| Line | 1 | | | | |
| Account | | | | Amount | |
| Description | | | | Base | |
| Job | | Cost Centre | | Oncost | |
| Resource Code | | | | | |
| Internal Reference | PVJRN | External Reference | 202109P458 | Prorata | |
| Hours | | UOM | | Rate | |

General Ledger

Retrospective Job Journal (enabled by parameter GLRJN)

This journal can be used to post job cost or revenue to a prior period. This period must be equal to the BFM period. It can only be used to post to an open BFM period when the Job Cost period has been rolled forward. Posting further back can be done, but only with the help of a consultant, and this will change the P&L in prior periods.

Representation of Debits & Credits

In the Jobpac Databases, Jobpac stores debits (Costs) as positive values, and credits (Revenue) as negative values. When entering amounts into a journal batch, record Revenue as negative amounts, and Costs as positive amounts.

When using reports such as the Trial Balance or Ledger Detail, values are shown as either positive or negative accordingly.

When using other reports, such as the Profit & Loss reports, values are shown in a 'natural' form.

Therefore revenue accounts, which are normally credit accounts, are shown as positive values. A revenue account that had a debit balance would be shown as a negative value in the Profit & Loss report.

Processing Journals

Journal batches can be changed at any time prior to posting. This is often required if the journal proofing report indicates an error. Standing journals may need to be changed each month.

Batches of journals can also be deleted entirely. You can also use this function to delete a batch of Standing Journals that no longer need to be used.

General Journals

To enter General Journals select **Finance>General Ledger>Process Journals>Enter General Journals** from the Jobpac main menu. The following screen displays. A list of all unposted batches display when the program starts. You can choose to modify, proof, post or delete these batches as required.

Journal Entry

Journal Types General Standing Reversing Stand/Rev Skeleton Asset Payroll Retrospective Job

From To From To From To JUL40 1/01/1940
To To To JUN40 31/12/2039

| Type | Batch | Wkid | User | Period | Date | Debits | Credits | Lines |
|-----------------|-------|------|---------|--------|-----------|--------|---------|-------|
| General Journal | 10 | 960 | BADLES0 | NOV21 | 2/11/2021 | | | |
| General Journal | 11 | 960 | NARMIT0 | SEP21 | 2/11/2021 | | | |
| General Journal | 13 | 960 | NARMIT0 | NOV21 | 2/11/2021 | | | |

Select. When you select a batch, you are shown a list of the journal lines that make it up (see next screen).

Copy. You can copy an existing batch. There is an option within this process to reverse the signs in the batch.

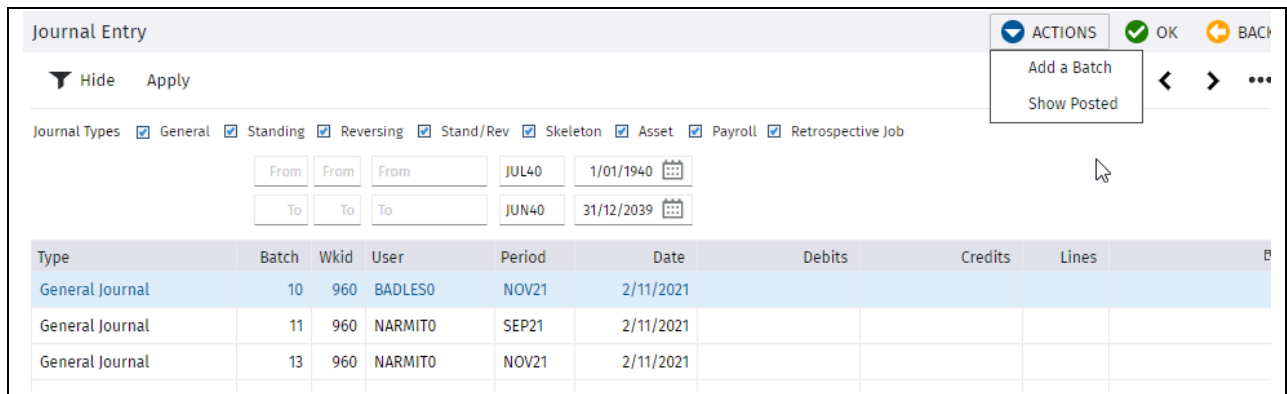
Proof/Post. This function is used to produce a validation report for the Batch, and to post it.

Delete. You are prompted to confirm this action.

Unlock a Batch. Jobpac does not allow two users to be in a batch at the same time, so when the first user accesses a batch, it is locked to that user. You can confidently unlock a batch if you know no one else is using it.

Download Will download the batch transactions into a spreadsheet. This spreadsheet can be modified and then uploaded by the standard upload process.

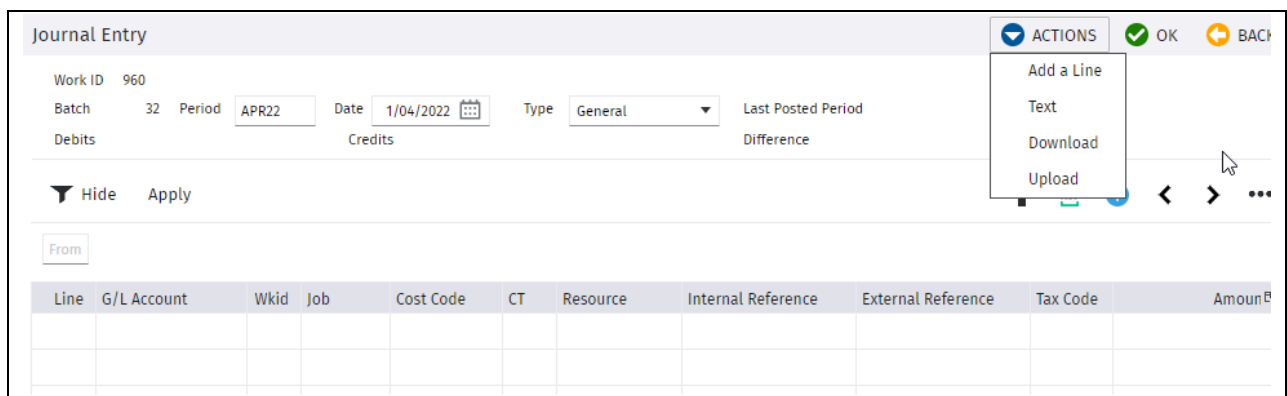
Upload If you don't have an existing batch, this is where you can get the template spreadsheet for the upload.



Action Button options:

Show Posted. This option displays all already posted batches. You can use the copy function to duplicate the previously posted batch, or just view it and download it.

Add a batch. You are prompted for the details of the batch (see the next screen). Enter Period, Date, and Type of Journal.



Batch No is automatically allocated by the system.

Period can be entered. There are rules associated with period

- Can post back to any period in the current financial year or the previous financial year providing Job Costs or Revenue are not involved.
- If a Job is involved, then general journals can only be posted to the current Job Cost period.
- If a Job is involved, then Retrospective Job journals (make available by parameter GLRJN) can only be posted to the current BFM period.
- If a Job is involved, then reversing journals can only be posted to the current Job Cost period. The reversing side of the journal will update the General Ledger immediately, but the job cost update will be held in abeyance in file JPACCJJP until Job costing is rolled over, and it will then update the job for period to which it was rolled.

NB. There are configuration options to allow back posting of Job costed journals. Only consultants should use these.

Date can be entered. Any Date can be used. The date does not determine the period for the transaction, and has no impact on processing.

Type of Journal can be selected.

Manual Entry of a Journal Transaction

When **Add a Line** is selected from the above screen, the following screen is displayed

This screen allows you to add and modify journal details. Enter the following mandatory information.

Tab through the fields and complete as required.

| Field Name | Description |
|-----------------|--|
| Costing Work ID | This is the Work ID of the GL Account or the Job. This can only be different to the Workid the journal is in, if the system is configured for Intercompany processing. (Menu Control Parameters in System Admin.) This will default to the current Work ID used. |
| Account | This is the account in the ledger that you wish to update. It must already exist in the Chart of Accounts. If a Job is going to be entered in the Job Field, the GL account is left blank. |
| Amount | This is the value of the journal line. Type in debits as positive numbers and credits as negative numbers. |
| Description | This 30 character description displays on the journal line when it is listed in reports and enquiries. Once entered, it repeats for each subsequent line unless changed. |

In addition to the mandatory fields, you can also enter the following optional details.

Tab through the fields and complete as required.

| Field Name | Description |
|--------------------|--|
| Job | You can enter a valid job no. If you enter a Job Number without a cost centre, the system will treat the Journal item as a Revenue Journal to the Job. |
| Cost centre | You can enter a valid Cost Centre for the Job. If the Job is a small order Job, then the Small Order Revenue can be ticked to indicate this is a revenue journal to the Job and Cost Centre, and not a cost journal. |
| Resource Code | You can enter a valid Resource Code if this is turned on for the Job |
| Internal Reference | If you enter a costing allocation, you must also enter an internal reference |
| External Reference | If the transaction has some other reference, such as a voucher number etc., this can be entered here. |
| Quantity | Optional |
| UOM | Optional |
| Rate | Optional |
| Asset | Asset Number if applicable. If this is entered an Asset Workid and Asset Cost type must also be entered. |
| Work Order | Work Order Number if applicable. If this is entered a Work Order Cost type must also be entered. |
| Cost Type | You can enter the Cost Type for an Asset or Work Order entry. |
| Text | You can also enter detailed text to describe the journal. This text can be examined in the GL Enquiry. |

Clicking *OK* validates the information you have just entered on the screen. Notice that the batch totals are displayed under the batch header information. This always tells you if the batch is in balance, and if not, by how much it is out of balance.

It is worth noting that you need not balance a batch in order to leave the program. Since unbalanced batches can never be posted, you can leave this program and return later to complete the batch entry.

You can also modify the sequence in which the fields on the screen are shown. This can be useful in some data entry situations. There are ten formats. You can change to the next format by selecting **Alternate Format** continuously from the Action options.

Proofing & Posting Journal Batches

From the **Journal Entry** program, select a batch from the unposted batches listing below

Journal Entry REFRESH PAGE ACTIONS OK BACK

Hide Apply + < > ⋮

Journal Types General Standing Reversing Stand/Rev Skeleton Asset Payroll Retrospective Job

From From From JUL40 1/01/1940
To To To JUN40 31/12/2039

| Type | Batch | Wkid | User | Period | Date | Debits | Credits | Lines |
|-----------------|-------|------|---------|--------|-----------|----------|-----------|-------|
| General Journal | 10 | 960 | BADLES0 | NOV21 | 2/11/2021 | | | |
| General Journal | 11 | 960 | NARMITO | SEP21 | 2/11/2021 | | | |
| General Journal | 13 | 960 | NARMITO | NOV21 | 2/11/2021 | | | |
| General Journal | 32 | 960 | BOUDAM0 | APR22 | 1/04/2022 | | | |
| General Journal | 33 | 960 | BOUDAM0 | APR22 | | 8,000.00 | 8,000.00- | 6 |

Select

Copy

Proof/Post

Delete

Unlock Batch

Download

Upload

Highlight it, right click and choosing **Proof/Post**. The following screen displays when a batch is selected.

Journal Entry ACTIONS OK BACK

Work ID 960

| Batch | Period | APR22 | Date | 19/01/2022 | Type | G | Last Posted Period |
|--------|----------|-------|---------|------------|------|---|--------------------|
| Debits | 8,000.00 | | Credits | 8,000.00- | | | Difference |

On-line validity checking
 Produce Proofing Report
 Post Journal if OK

Text Associated with Batch

Note: Use Shift+Enter to add a new line

After selecting a batch, a number of options are available.

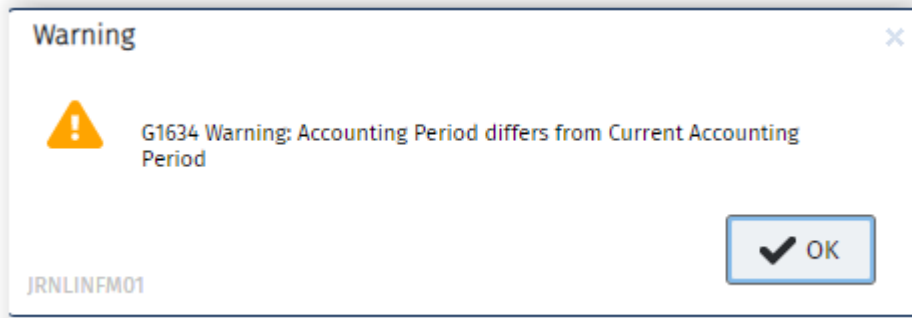
Online Validity Checking. If you select this option, if a line is found that contains errors, you are shown the line details and allowed to correct them immediately.

Produce a Proofing Report. Any errors detected are marked.

Post the Journal if no errors.

Text Associated with the Batch can be entered.

If the period of the batch is different to the general Ledger period, then a warning message displays. Just Select OK on the message, Then Select OK to continue.



The Batch Summary will post in the background, and the Batch Summary will remain on the screen. To see if the batch has completed processing, select **Refresh Page** button at the top of the screen. If the batch disappears then it has been posted.

Copying Journal Batches

There are several occasions when copying a batch is useful:

- When duplicating a batch that has previously been posted, changing some of the figures first
- When reversing the impact of a previously posted batch
- When creating a skeleton journal that is used for repeating journals.

The **Journal Entry** module allows you to perform these duplications with either previously posted journals, or currently unposted journals. To copy a batch you must select a batch from the unposted batches listing or from the Posted Batches listing, right clicking and choosing **Copy**.

The following screen displays after you have selected a batch.

Journal Entry

 ACTIONS OK BACK

| | | | | | | |
|---------|----------|---------|-----------|------------|--------|--------|
| Work ID | 960 | | | | | |
| Batch | 33 | Period | APR22 | Date | 190122 | Type G |
| Debits | 8,000.00 | Credits | 8,000.00- | Difference | | |

Copy Journal Options

Copy Text

Reverse Amounts

External Reference

Internal Reference (Blank=Same)

Description (Blank=Same)

| Field Name | Description |
|--------------------|--|
| Copy Text | Click this checkbox if you wish to duplicate all the text related to the journal. |
| Reverse Amounts | If you click this checkbox, all debits become credits. Similarly, all credits become debits. |
| External Reference | If one is specified, all lines in the batch will have this reference. |

General Ledger

| | |
|--------------------|---|
| Internal Reference | If one is specified, all lines in the batch will have this reference. |
| Description | If one is specified, all lines in the batch will have this description. |

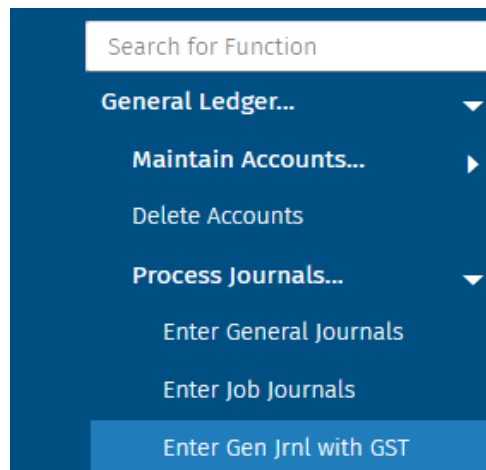
Click **OK** to accept the options and copy the batch. You are then presented with the new batch which can be modified (if necessary).

If the batch was copied from a Posted Batch, then return to the unposted screen to see the batch.

The period, date and type of batch can be changed.

GST Journals

GST General Journals can be posted in Jobpac. There is a separate menu option for GST Journals.



NB. It is important to note that GST is NOT calculated by the Journal process.

Each line in the journal, including the line item for the GST amount, must have a GST code. This will insure that all entries are picked up by the BAS report. The GST code field is the only difference from the Standard Journal.

In example below, the first two lines will appear in the BAS report. The second line is manually entered, and assigned the appropriate GST GL account. The last line, the balancing entry, needs to have a GST code that is not linked to any BAS Category.

General Ledger

Journal Entry ACTIONS OK BACK

Work ID 960
 Batch 35 Period APR22 Date 4/04/2022 Type General Last Posted Period
 Debits 5,500.00 Credits 5,500.00- Difference

Hide Apply XLS + < > ...

From

| Line | G/L Account | Wkid | Job | Cost Code | CT | Resource | Internal Reference | External Reference | Tax Code | Amount |
|------|-------------|------|------|-----------|----|----------|--------------------|--------------------|----------|-----------|
| 1 | 60008002 | 960 | TR10 | 0010 | MT | | GST TEST | | A1 | 5,000.00 |
| 2 | 60003402 | 960 | | | | | GST TEST | | A1 | 500.00 |
| 3 | 60009462 | 960 | | | | | GST TEST | | A0 | 5,500.00- |

Job Journals

The option to enter General Journals is generally not provided to any user outside the Finance Department. This journal option can be given to project staff. It is limited to moving cost within a project. The period cannot be changed and is always the current Job cost Period.

This would generally not be used while in the Forecasting Review Period. Cost transfers within Contract Valuation should be used while in the review period.

To enter Job Journals select **Finance>General Ledger>Process Journals>Enter Job Journals** from the Jobpac main menu and select a Job number. This is the originating Job for the journal. It is possible to transfer costs between Jobs that the user has access to. The following screen displays.

Unposted Job Journal Batches ACTIONS OK BACK

Add a Batch < > ...

| Orig. Job Number | User Id | Period | Total Debits | Total Credits | Batch Number | No. Of Trans |
|------------------|---------|--------|--------------|---------------|--------------|--------------|
| TR91 | BOUDAM0 | APR22 | 350.00 | 350.00- | 36 | 2 |

A list of all unposted batches displays when the program starts. You can choose to select, proof, post or delete these batches as required.

Unposted Job Journal Batches ACTIONS OK BACK

+ < > ...

| Orig. Job Number | User Id | Period | Total Debits | Total Credits | Batch Number | No. Of Trans |
|------------------|---------|--------|--------------|---------------|--------------|--------------|
| TR91 | BOUDAM0 | APR22 | 350.00 | | 36 | 2 |

Select
 Proof/Post
 Delete
 Unlock Batch

Selecting menu options for Unposted Journal Batches

You can add a new batch by selecting **Add a Batch** from the options on the **Action Button**.

You are then prompted for the line items of the batch. New lines are entered at the bottom of the screen. Existing lines can be modified directly in the screen.

Site Based Job Journal Entry

ACTIONS OK BACK

| | | | | | |
|--------------|---------|-----------------------|--------------|---------------|---------|
| Job | TR91 | Demonstration Project | Total Debits | 350.00 | |
| User ID | BOUDAM0 | Accounting Period | APR22 | Total Credits | 350.00- |
| Batch Number | 0036 | No of Transactions | 2 | Batch Total | |

< > ...

| Date | Description | Reference | Amount | Job | Cost Code | CT | Cost Centre Description | Account Number |
|------------|-------------------|-----------|---------|------|-----------|----|-------------------------|----------------|
| 12/03/2022 | SC Cost to Labour | DMB | 350.00- | TR91 | 0223 | SC | Subbie - Plumbing | 60008004 |
| 12/03/2022 | SC Cost to Labour | DMB | 350.00 | TR91 | 0010 | LB | Staff Costs | 60008001 |
| | | | | | | | | |
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< > ...

12/03/2022

Tab through the fields and complete as required.

| Field Name | Description |
|-------------|---|
| Date | All journal lines in the batch have this date. The date will default to the current date. |
| Description | All journal lines have a description. |
| Reference | 10 Character reference |
| Amount | This is the value of the journal line. Debits should be entered as positive numbers, credits as negative numbers. |
| Job | Select the job to which the item will be posted. |
| Cost Code | Type in, or look up, the Cost Code to which the item will be posted. |
| Cost Type | Type in the Cost Type to which the item will be posted. |

Clicking **OK** validates the information you have just entered on the screen. Notice that the batch totals are displayed under the batch header information. This always tells you if the batch is in balance, and if not, by how much it is out of balance.

It is worth noting that you need not balance a batch in order to leave the program. Since unbalanced batches can never be posted, you can leave this program and return later to complete the batch entry.

General Ledger

Proofing / Posting Job Journal Batches

Once you have completed the entry of a batch, you can proof and/or post the batch. Note that you do not have to produce a proofing report before posting the batch. However, when dealing with complex batches, this is advisable, in order to check the entries prior to posting.

From the Journal Entry program, you must select a batch from the unposted batches listing (below), by highlighting it, right clicking and choosing **Proof/Post**.

| Unposted Job Journal Batches | | | | | | | | ACTIONS | OK | BACK |
|------------------------------|---------|--------|--------------|---------------|--------------|--------------|--|---------|----|------|
| Orig. Job Number | User Id | Period | Total Debits | Total Credits | Batch Number | No. Of Trans | | | | |
| TR91 | BOUDAMO | APR22 | | 350.00- | 36 | 2 | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

- Select
- Proof/Post
- Delete
- Unlock Batch

Entering Sundry Cheque Journals

There are times when you will need to draw a cheque but it does not need to be processed as an Accounts Payable transaction. Examples are petty cash floats, reimbursements for expenses, and wages cheques.

This is done using the **Sundry Cheque** facility. This allows you to enter the journal transactions and print the cheque without having recourse to Accounts Payable.

NB. This function is now rarely used, and it is not recommended.

The sundry cheque facility allows you to enter multiple cheques with the same batch.

Entering Sundry Cheques

To access the **Sundry Payments** module from the Jobpac main menu select **Finance>General Ledger>Sundry Payments** from the Jobpac main menu.

This screen prompts you for the batch number and date of the journal batch to be added, modified, deleted or viewed, as follows. Tab through the fields and complete as required.

| Field Name | Description |
|----------------|---|
| Batch Number | Type in the 3-digit batch number if you are modifying an existing batch. Otherwise, leave this field blank: the system allocates the next available batch number. |
| Journal Date | All journals posted from this batch will have this date associated with them. It will default to the first day of the current financial period, but should be overridden with the date on the cheque. |
| Account Period | This refers to the period into which the journal is posted. You can select a period other than the current one, but you will receive warning messages that you have done so. |
| Payment Method | Either 'C' for Cheque or 'E' for EFT. |
| GL Bank Acct | Type in the bank account details. |

If you leave the batch number blank, you are advised that a new batch is added. You are prompted for the cheque number.

Entering Sundry Cheque Numbers

If you are entering a new sundry cheque, leave this field blank. The system allocates the next available Cheque/EFT ID. If you are modifying the details on an existing cheque, key in the appropriate Cheque/EFT ID.

Click **OK** and the following screen displays.

This screen allows you to enter the details to be printed on both the cheque and the remittance advice.

Tab through the fields and complete as required.

| Field Name | Description |
|-----------------|---|
| Payee & Address | This is printed in the address area on both the cheque and the remittance advice. |
| Amount | The amount payable |
| Description | This provides 10 lines of 25 characters each. The description entered here is printed on the remittance advice of the cheque. |

This screen also allows you to view existing dissections in the journal, as well as deleting dissections that are no longer required. Two fields allow you to select the dissection to be added.

Tab through the fields and complete as required.

| Field Name | Description | Type |
|------------|-------------|------|
|------------|-------------|------|

General Ledger

| | | |
|-----------------|--|---|
| Diss No | If you enter an existing dissection number, the details for that dissection display. If you enter a new dissection number, you must also enter the next field. | E |
| Allocation Type | This determines what type of dissection you are entering, as follows. 1 - This is a job cost allocation. You are prompted for the required job and Cost Centre. 2 – Job Card. No longer used 3 - This indicates the costing allocation is to an Account no. | E |

To add a new dissection, complete the fields above, and click **OK**. You are shown the appropriate screen to enter or change the details (see below). Otherwise, select a dissection for editing or to cancel.

This screen allows you to enter the details for job allocation dissections.

| Field Name | Description |
|-------------|--|
| Work ID | This allows you to nominate the work ID in which the transaction is to be posted. |
| Account Key | This field allows you to specify the account to which the (debit) journal is posted. If you are using job allocation, you can leave this field blank; the account will default from the job defaults |
| GST Code | Select or lookup the GST Code. |

| Field Name | Description |
|----------------------|--|
| Debit Amount | Type in the debit value of this cheque. |
| Tax Amount | Tax amount is calculated automatically once the GST Code is input. |
| Reference | This 30 character description is taken from the 'Description' column of your data entry form. It displays on all detail listings from the ledger. |
| Job No & Cost Centre | Type in the Job Number and Cost Code/Type. These fields are only shown if you have selected job allocation on the previous screen. |
| Internal Reference | This field is printed in the Cost Type Details report, and can be used to categorise costs incurred. Use any reference that will assist you. Note that some reference must be given. |

Click *OK* to enter the information into the system. Click *Previous* to exit the screen and return to the first screen, which displays all dissections entered in the bottom of the screen. Notice that the batch totals are displayed in the upper part of the screen. This alerts you if the batch is in balance, and if not, by how much it is out of balance.

It is worth noting that you need not balance a batch to leave this program. Since unbalanced batches can never be posted, you can leave this program and return later to complete the batch entry.

NB. Note the Batch Number. It is needed when posting occurs.

Proof Sundry Cheques. This is used to validate the batch. A proof report will be emailed to the user.

Sundry Cheque Batches
ACTIONS OK BACK

Accounting period to be processed

Batch number(s) to be processed (1-9999 or ALL)

Post Sundry Cheques. This is used to process the batch and post to the GL and produce the Cheque.

Enter the accounting period and the batch number to be processed. Select *OK*.

Sundry Cheque Posting
ACTIONS OK BACK

Accounting period to be processed

Batch No(s) to be processed 1-9999

Enter the physical cheque number or EFT reference number.

Sundry Cheque Posting
ACTIONS OK BACK

Sundry Chqs will be printing in this posting run

Please enter the Chq number to start with

General Ledger Bank Account

Beginning Chq number




Ending number

You are prompted 'Do you wish to proceed?' Click **Yes** to post the sundry cheque.

Cancel Sundry Cheques

The following screen displays.

Sundry Cheque Cancellation

 ACTIONS
  OK
  BACK

Batch P0003


G/L Bank Account

Payment Method

Cheque Number

Cheque Amount

Reason

Cancellation Date 

Enter the following information and Select OK.

| Field Name | Description |
|-------------------|---|
| GL Bank Account | Type in the GL Account if different to default. |
| Payment Method | Type in the payment method, e.g. Cheque/EFT. |
| Cheque Number | Type in the cheque number. |
| Cheque Amount | Type in the cheque amount. |
| Reason | Type in the reason for cancellation. |
| Cancellation Date | Type in the cancellation date. |

General Ledger

General Ledger Enquiry

The *GL Enquiry* module allows you to perform the following tasks.

- Search all accounts
- Review the balances of nominated accounts, for both the current and previous financial years
- Review the actual versus budget values or forecasts values of nominated accounts for both the current and previous financial years
- Examine transactions for a nominated account, with full transaction selection and filtering.

To make enquiries about the General Ledger from the Jobpac main menu select *Finance>General Ledger>Enquiries* from the Jobpac main menu.

General Ledger Enquiry

The following screen displays.

| Account | Description | Balance | MTD Movement | YTD Movement | ⌵ |
|---------|--------------------------------|--------------|--------------|--------------|---|
| 2B5122 | SUNDRY CONTRACT REVENUE | | | | |
| 201111 | LAND | 1,000.00 | | | |
| 201112 | BUILDINGS | 5,500.00- | | | |
| 201214 | DEPN - OFFICE EQUIPMENT | 11,000.00- | | | |
| 201431 | EQUITY A/C SHARE ASSOCIATE COM | 1,600.00- | | | |
| 201521 | MAIN BANK ACCOUNT | 603,428.28 | 1,650.00- | 1,650.00- | |
| 201525 | Unallocated Cash | 550.00- | | | |
| 201611 | TRADE DEBTORS CONTROL | 3,652,304.04 | 1,650.00 | 1,650.00 | |
| 201619 | DEBTOR ACCRUALS | 530.00 | | | |
| 201621 | RETENTIONS RECEIVABLE CONTROL | 138,070.00 | | | |
| 201641 | SUNDRY DEBTORS | 481.82- | | | |
| 201752 | PREPAID PUBLIC LIABILITY INSUR | 1,200.00 | | | |
| 201811 | CONTRACT MATERIALS | 320.90 | | | |
| 202211 | TRADE CREDITORS CONTROL | 400,323.34- | | | |
| 202214 | SUBCONTRACT CREDITORS CTL | 390,070.90- | 1,650.00 | 1,650.00 | |
| 202215 | SUBCONTRACTORS RETENTION CTL | 17,910.00- | | | |
| 202231 | TRADE CREDITOR ACCRUALS | | | | |

The use of this enquiry is straightforward. However there are a few tips:

1. You can change the period at the top of this screen.
2. Account information Tab displays the Account Type
3. The last three Tabs display data for each of the last four Quarters
4. Right Mouse button options on an account:
 - Select Shows Monthly Values
 - Transactions Shows all transactions for that account. See screen below.

General Ledger Enquiry
ACTIONS OK BACK

G/L Account 201521 MAIN BANK ACCOUNT
 Group Profit Centre Record Type Type 1

Hide Apply XLS < > ...

Accounts Payable Transactions AP Inv AP Crd AP PPI AP Chq AP Can

Accounts Receivable Transactions AR Inv AR Crd AR Adj AR Csh

Other Transactions G Jnl S Jnl R Jnl PR Jnl G Chq SC Accruals Direct Dbts Job Jnl OH Jnl AS Jnl SR Jnl RJ Jnl

Deselect All Transaction Type Filters

Filter Selected Equals

| | | | | | | | | |
|-------|------------|--|------|------|------|------|------|------|
| JUL40 | 1/01/1940 | | From | From | From | From | From | From |
| JUN40 | 31/12/2039 | | To | To | To | To | To | To |

| Period | Date | Type | Description | Asset | Batch | Line | Cred/Debt | Int Ref | Job | Cost Code | CT | Amount |
|--------|-------------|--------|---------------------------------|-------|-------|------|-----------|---------|-----|-----------|----|-----------|
| JUN04 | 30/06/20... | AP CHQ | EFT No. 25 Drawn 30/06/04 | | P1035 | 1 | AA001 | 25 | | | | 1,101.00- |
| JUN04 | 30/06/20... | AP CHQ | Cheque No. 26 Drawn 30/06/20... | | | | | 26 | | | | 265.00- |
| JUN04 | 30/06/20... | AP CAN | CHEQUE CANCELLED- C... | | | | | 000018 | | | | 64,010.00 |
| JUN04 | 30/06/20... | AP CAN | CHEQUE CANCELLED- C... | | | | | 000019 | | | | 64,010.00 |
| JUN04 | 30/06/20... | AP CAN | CHEQUE CANCELLED- C... | | | | | 000020 | | | | 64,010.00 |
| JUN04 | 30/06/20... | AP CAN | CHEQUE CANCELLED- C... | | | | | 000021 | | | | 73,910.00 |
| JUN04 | 30/06/20... | AP CAN | CHEQUE CANCELLED- CH... | | P1025 | 1 | AA004 | 000022 | | | | 73,910.00 |
| JUN20 | 30/06/20... | AP CHQ | Cheque No. 27 Drawn 30/... | | P1087 | 1 | AA003 | 27 | | | | 1,300.00- |
| JUL20 | 2/03/2020 | AP CHQ | BPay No. 10 Drawn 2/03/... | | P1094 | 1 | AACTEM | 10 | | | | 1,650.00- |

This screen allows you to:

- Scroll through the list of transactions
- Use the filters at the bottom of each column to nominate a range of transactions to be displayed
- Use the transaction type selections, to limit the displayed entries to a nominated type(s) of transaction
- Use a predefined filter to automatically set the range and type selections for you. If you do not know what filters have been defined, or you wish to maintain or add filters, use the scan function.
- Download the filtered transactions.

Right Mouse Button options are:

Select. This displays the details of the transaction. The exact nature of the screen displayed depends upon the type of transaction. Key information, like Batch no, Period, Entry Date, and User who processed the transaction are displayed.

View all Transactions related to Batch.

This can be very useful to see the full GL impact of the batch.

General Ledger

Maintaining GL Budgets

Budgets for the Current Year and for Next Year can be maintained using the menu option

Finance>General Ledger>Maintain Budgets>Maintain Budgets

NB. The year is important here. Say the current GL period is JUNE 2021. If you are loading budgets for the next year, ie 2021/2022, you need to enter 2021 in Year. If you are entering budgets for the current year, you enter 2020 in Year.

Type in or lookup the account number.

General Ledger Budget Maintenance

⌵ ACTIONS ✔ OK ⏪ BACK

Account Number 216039

Percentage Spread Method Budget To Be Spread

| Month | Current Year (2020) Actual | Current Year (2020) Budget | Current Year (2020) Forecast | Year 2021 Budget |
|-----------|----------------------------|----------------------------|------------------------------|------------------|
| * JULY | | | | |
| AUGUST | | | | |
| SEPTEMBER | | | | |
| OCTOBER | | | | |
| NOVEMBER | | | | |
| DECEMBER | | | | |
| JANUARY | | | | |
| FEBRUARY | | | | |
| MARCH | | | | |
| APRIL | | | | |
| MAY | | | | |
| JUNE | | | | |

Type in the **Budget to be Spread**.

Action Options are:

- Even Spread.** It will spread the budget equally to twelve months.
- Use Current Budget** It will spread the budget as per current budget.
- Use Current Forecast.** It will spread the budget as per current forecast.
- Use Current Actual** It will spread the budget as per current actuals.

To use the **Percentage Spread Method**, use the lookup. Any existing methods are displayed, or new ones can be added.

General Ledger Next Year Budget

⌵ ACTIONS ✔ OK ⏪ BACK

🔍 Hide Apply ⏪ ⏩ ⋮

Contains

| Name | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | Tot |
|---------|-----|-----|-------|-----|-----|-------|-----|-----|-------|-----|-----|-------|--------|
| HALF | | | | | | 50.00 | | | | | | 50.00 | 100.00 |
| QUARTER | | | 25.00 | | | 25.00 | | | 25.00 | | | 25.00 | 100.00 |

General Ledger

If QUARTER is selected, and the OK selected in the next screen, the result is

General Ledger Budget Maintenance ACTIONS OK BACK

Account Number 216039

Percentage Spread Method QUARTER Budget To Be Spread 12,000.00

| Month | Current Year (2020) Actual | Current Year (2020) Budget | Current Year (2020) Forecast | Year 2021 Budget |
|--------------|----------------------------|----------------------------|------------------------------|------------------|
| * JULY | | | | |
| AUGUST | | | | |
| SEPTEMBER | | | | 3,000.00 |
| OCTOBER | | | | |
| NOVEMBER | | | | |
| DECEMBER | | | | 3,000.00 |
| JANUARY | | | | |
| FEBRUARY | | | | |
| MARCH | | | | 3,000.00 |
| APRIL | | | | |
| MAY | | | | |
| JUNE | | | | 3,000.00 |
| Total | | | | 12,000.00 |

Maintain GL Forecasts

Use Finance>General Ledger>Maintain Budgets>Maintain Forecasts

General Ledger Yearly Forecasting ACTIONS OK BACK

Account Number 216089 Upload

Enter or lookup a GL account number.

General Ledger Yearly Forecasting ACTIONS OK BACK

Account Number 216089 CONSULTANTS OTHER

Forecast Worksheet
% Spread Method
Spread Amount:

* Monthly View
Year 2020

| Month | Last Year 2019 Actual | This Year 2020 Budget | This Year 2020 Actual | Current Forecast | Calculated Forecast |
|--------------|-----------------------|-----------------------|-----------------------|------------------|---------------------|
| * JULY | | | | | |
| AUGUST | | | | | |
| SEPTEMBER | | | | | |
| OCTOBER | | | | | |
| NOVEMBER | | | | | |
| DECEMBER | | | | | |
| JANUARY | | | | | |
| FEBRUARY | | | | | |
| MARCH | | | | | |
| APRIL | | | | | |
| MAY | | | | | |
| JUNE | | | | | |
| Total | | | | | |

General Ledger

Type in the **Spread Amount** to be spread over the months.

Type in the Percentage spread method and the forecast amount to be spread in the months. This is the same process as for Budgets (see above).

Action Button Options are:

| | |
|---------------------|--|
| Month/Accumulative. | It changes the budget to cumulative for all months. |
| Use Current Budget. | It displays the forecast as per current budget. |
| Previous Account. | It displays the previous General Ledger Account. |
| Next Account. | It displays the next General Ledger Account. |
| Text. | Notes about the forecast can be added. |
| Update. | This must be selected to save the Forecast. You are prompted 'You are about to accept the Entry and Update files. Do you wish to continue?' Click Yes to update the forecasts. |

NB. If you are updating Forecasts in the current year, all periods prior to the current period have the forecast locked with the value of the Actual Costs for that Period. This applies in the UPLOAD as well.

Upload Budgets and Forecasts

To upload budgets and/or forecasts use the UPLOAD option in either the Initial Budget or Forecast screen. It is the same upload. Both Budgets and Forecasts can be loaded together.

NB. Whatever is in the spreadsheet when it is loaded will update the system. E.g. If the Budget fields are left empty, and only the Forecast fields exist, then the budgets will be blanked out by the upload.

Lock In Budgets

To lock and freeze budgets select **Finance>General Ledger>Maintain Budgets>Lock In Budgets** from the Jobpac main menu.

The following screen displays.

This function is used to signify the budgets for next year are now complete, and for them to be set as current budgets at the time of rollover to the new year.

Financial Statements

Most of these reports have a checkbox “Print GL Account Numbers”. The default for this is unticked. This can be set to ticked by use of the parameter GLBND5 position 1 set to Y.

P&L Reports

- Standard Profit & Loss Report
- Yearly Comparative Profit & Loss Report
- Monthly Comparative Profit & Loss Report
- Profit Centre Profit & Loss Report
- Group Consolidated Profit & Loss Report
- Consolidated Profit Centre Profit & Loss Report

Balance Sheet Reports

- Standard Balance Sheet Report
- Yearly Comparative Balance Sheet Report
- Monthly Comparative Balance Sheet Report
- Group Consolidated Balance Sheet Report

Reports

Use this section to view other financial reports.

Trial Balance Report

Standard Trial Balance Report of all GL accounts. Previous and current columns should always add to zero.

COA Trial Balance Report

This report provides an analysis of balances and movements in all accounts. The report Separates Balance Sheet Accounts and P&L accounts.

The Balance Sheet account balances should add to a total of the P&L.

The Summary version is at the Master Chart Level.

Ledger Detail Report

This report lists all journal transactions within the nominated range. For each account, the opening and closing balances are shown.

System Audit Report

This is an Audit report of all financial Transactions processed. It shows when the transaction was posted, and who posted it. See next Section.

Chart of Accounts List

This report lists the Full Chart of Accounts.

System Audit Reports

System Audit Reports are designed to provide an audit of the transactions processed and the job & cost centre and/or General Ledger accounts that values have been posted to.

You are able to decide at workid level if you wish these audit trails to print or not automatically when a transaction is processed. The parameters AUDPRN and SCAUPR control whether or not these reports will print.

Running a System Audit Report

All financial transactions have a batch no, and are written to audit tables with the Date and Time of entry, and the USERID of the person processing the function

To run a system audit report at any time, select > **Finance > Enquiries > System Audit Reports**.

Select OK, and the following screen displays

You then need to enter the batch number range and/or date range and/or time range.

Batch status defaults to All. The other available status' are:

General Ledger

| Status | Description |
|-------------------|---|
| Normal Completion | A batch which has processed correctly and all updates are done. |
| Cancelled | A batch which was not processed and has been cancelled. |
| In Use | A batch which is currently being processed. Note; a batch with a prior date that still has a status of "In Use" is likely to require resolution. |
| Pending Posting | A batch which has been finalised by the user but background processing has not been completed. |

You may also enter the Workstation and/or User ID if known.

Audit Trail Batch Numbers

All financial programs log the transactions to a central system audit file in a batch format. The parameter settings are counters and start at 0001 with a nominated prefix. The exception is the Accounts Payable Cheque batch that starts at 1001.

| Batch | Description | Batch Number Range |
|--------|--|--------------------|
| BATDDB | Direct Debit Entry batch number | B0001 |
| BATCHQ | Accounts Payable Cheques batch number | P1001 |
| BATARR | Cash Receipts batch number | R0001 |
| BATARI | Accounts Receivable Transaction batch number | D0001 |
| BATAPT | Accounts Payable Transaction batch number | C0001 |
| EPIBTC | E-Invoicing Batch No | E0001 |
| BATSCA | Subcontract Agreement Posted batch number | A0001 |
| BATCLM | Uncertified Progress Claim batch numbers | U0001 |
| BATPAY | Payroll Transaction batch number | Y0001 |
| BATPLT | Plant Timesheet batch number | L0001 |
| BATTST | Timesheet Posting batch number | Y0001 |
| BATSTK | Stores Control Transaction batch number | I0001 |
| BATCHS | Sundry Cheques batch number | P0001 |
| BATJNL | Journal Entry batch number | J0001 |

Automatically Print Audit Trails

This parameter controls the automatic print of audit trails.

| AUDPRN | Configured to Automatically Print Audit Trails |
|--------|---|
| Y | Yes, All audit trails will print automatically after the batch is posted. |
| N | No, audit reports will print only on request using the system audit report printing facility. |

Sundry Cheque Audit Trails

This parameter controls the automatic print of sundry cheques audit trails.

| SCAUPR | Configured to Automatically Print Sundry Cheque Audit Trails |
|--------|---|
| Y | Yes, All audit trails will print automatically after the batch is posted. |
| N | No, audit reports will print only on request using the system audit report printing facility. |

Consolidations

P&L, Balance Sheet and GL Trial Balance Reports can be consolidated across Workids. Each Consolidation is given a Level Id.

To create or amend a Consolidation select:

System Admin>Configure Modules>General Ledger>Define Levels

| Consolidation Level Maintenance | | ACTIONS | OK | BACK |
|---------------------------------|------------------------|---------|----|------|
| Level Id | Description | | | |
| 01 | TM Group Holdings | | | |
| 02 | Engineering Operations | | | |
| 70 | ABC Group Holdings | | | |
| 80 | ABC Group Consolidated | | | |
| 90 | Prodirect Holdings | | | |

The Level Id and Description of a new consolidation can be typed in on the next line.

Select Define Workids

| Consolidation Level Maintenance - Define Workids | | | | | | | ACTIONS | OK | BACK |
|--|---------------------------------------|-------------------|---------------|---------|----------------|--|---------|----|------|
| Consolidation Level 01 | | TM Group Holdings | | | | | | | |
| Wkid | Work Id Description | %equity | Exchange Rate | Col No. | Column Heading | | | | |
| 621 | *SB TM Properties P/L 621 | 100.00 | 1.000000000 | | | | | | |
| 622 | Viewpoint Training Pty Ltd | 100.00 | 1.000000000 | | | | | | |
| 623 | *SB TM Corporate Services Pty Ltd 623 | 100.00 | 1.000000000 | | | | | | |
| 730 | *SB Property Development (NSW) 730 | 100.00 | 1.000000000 | | | | | | |

Assign Companies

The following items must be defined for each consolidation level:

Work ID – the Work IDs to be included for consolidation.

Equity – the percentage of the amounts to be used for each Work ID for consolidation.

Exchange rate – used to convert the ledgers for Work IDs held in foreign currencies to a common base currency for consolidation.

Additional companies can be added to the consolidation

Define Account Summaries

Defining account summaries determines the amount of detail that is shown in the consolidated report. The account summaries can be defined at the most detailed level (i.e. General Ledger posting account level) to a high summarised level (i.e. by the Main Account).

Select **Define Account Summaries** and the following screen displays.

General Ledger

Account Summary Definition Maintenance ACTIONS OK BACK

Hide Apply < > ...

= Contains *** = Wild card
(Enter Code only to delete)

| Code | Description | Account Mask | |
|------|--------------------|--------------|--|
| 1 | Summary | **.....**** | |
| 2 | All accounts | | |
| 3 | Divisional Summary | -......**** | |

Wildcards character * is used to define how the accounts are to be summarised for each summary level defined. * means this component of the GL account is not printed. ---- means the detail will be printed.

To delete an Account Summary, enter the code in the top line, and blank out the Account Mask Field on the top line, and select OK.

Apply Definitions

Consolidation tables are maintained in Jobpac, so consolidations do not need to be calculated from original transactions every time.

NB. Any time any change is made to any consolidation, a rebuild of these consolidation tables must be done by using the option **Apply Definitions**.

Select **Apply Definitions** and the following screen displays.

Apply New Consolidation Definition ACTIONS OK BACK

This process will apply the working consolidation definition and rebuild the consolidation data based on that definition.

Schedule the job

If yes, Enter Scheduled Date 12/03/2022

Scheduled Time 134500

For very large companies, these consolidation may take some time to complete, so they should be scheduled out of hours.

NB. Consolidation at the Master Chart of Account level, (example see CODE 1 above), use the Master Chart of account description in the report. If summaries are defined at other levels, the description of the first GL account in a summary level is used in the consolidated report.

Intercompany Accounting

The Intercompany facility enables the generation of transactions from one Work ID (source Work ID) that relates to other Work ID(s) (target Work ID). Jobpac automatically picks up the appropriate intercompany GL accounts from the table below when the transaction is posted.

Typical transactions for using intercompany accounting might be the reallocation of overhead expenses through journals or coding the cost allocation for an Accounts Payable invoice line item that relates to another Work ID.

To nominate the Intercompany GL Accounts, select **System Admin>Configure Modules>General Ledger>Control Parameters**. The following screen displays.

Intercompany Control Parameter Maintenance ACTIONS OK BACK

To select a GL account, use the Prompt menu or enter "?" and click OK

Hide Apply < > ...

| Source Work Id | Source Description | Source I/C Account | Target Work Id | Target Description | Target I/C Account |
|----------------|------------------------------|--------------------|----------------|------------------------------|--------------------|
| 910 | **TEST** DMB Holding Company | 10003020 | 920 | **TEST** DMB Sydney | 20003010 |
| 910 | **TEST** DMB Holding Company | 10003030 | 930 | **TEST** DMB Victoria | 30003010 |
| 910 | **TEST** DMB Holding Company | 10003040 | 940 | **TEST** DMB Queensland | 40003010 |
| 910 | **TEST** DMB Holding Company | 10003050 | 950 | **TEST** DMB ACT | 50003010 |
| 910 | **TEST** DMB Holding Company | 10003055 | 955 | **TEST** DMB SA | 55003010 |
| 910 | **TEST** DMB Holding Company | 10003056 | 960 | Training Workid 960 | 60003010 |
| 910 | **TEST** DMB Holding Company | 10003057 | 970 | Training Workid 970 | 70003010 |
| 920 | **TEST** DMB Sydney | 20003010 | 910 | **TEST** DMB Holding Company | 10003020 |
| 920 | **TEST** DMB Sydney | 20003030 | 930 | **TEST** DMB Victoria | 30003020 |
| 920 | **TEST** DMB Sydney | 20003040 | 940 | **TEST** DMB Queensland | 40003020 |
| 920 | **TEST** DMB Sydney | 20003050 | 950 | **TEST** DMB ACT | 50003020 |
| 920 | **TEST** DMB Sydney | 20003055 | 955 | **TEST** DMB SA | 55003020 |
| 920 | **TEST** DMB Sydney | 20003056 | 960 | Training Workid 960 | 60003020 |

This is the screen where the intercompany relations are defined. The following rule applies:

- Work IDs must be defined in the same physical database and must be a valid Work ID.
- a separate record must be defined for each intercompany relations i.e. if you want to do intercompany from Work ID 001 to Work ID 002, then you have to define this relation and if required to do intercompany from 002 to 001, then you have to create another definition.
- G/L Intercompany Loan Accounts must exist in the workid to which they apply.

General Ledger

Centralised Debtors & Creditors Ledgers

The Accounts Payable and Accounts Receivable functions can be centralised in Jobpac. In order to be able to use the centralised Creditors/Debtors in Jobpac, the Intercompany Balance Sheet parameters must be setup. These parameters are setup in the screen below which is accessed by selecting **Centralised BS Control** from the Action options in the Intercompany screen.

| Source Work Id | Source Description | Source I/C Account | Target Work Id | Target Description | Target I/C Account |
|----------------|------------------------------|--------------------|----------------|-----------------------|--------------------|
| 910 | **TEST** DMB Holding Company | 10003020 | 920 | **TEST** DMB Sydney | 20003010 |
| 910 | **TEST** DMB Holding Company | 10003030 | 930 | **TEST** DMB Victoria | 30003010 |

The following screen is displayed

| Wkid | Cent Crd/Dbt Wkid | Cent GST Post | Cent Oth A/C Post | Cent Bank | Allow I/C Cost | Trade Creditor | Trade Creditor Retention | Debtor Control | Trade Debtor Retention | S/C Control | S/C Retention Control | GST Input | GST Output | Accrual Account |
|------|-------------------|---------------|-------------------|-----------|----------------|----------------|--------------------------|----------------|------------------------|-------------|-----------------------|-----------|------------|-----------------|
| 910 | 910 | N | N | N | Y | 10003011 | 10003021 | 10001301 | 10001351 | 10003051 | 10003061 | 10003402 | 10003401 | 10001601 |
| 920 | 910 | N | N | N | Y | 20003011 | 20003021 | 20001301 | 20001351 | 20003051 | 20003061 | 20003402 | 20003401 | 20001601 |
| 930 | 910 | N | N | N | Y | 30003011 | 30003021 | 30001301 | 30001351 | 30003051 | 30003061 | 30003402 | 30003401 | 30001601 |
| 940 | 910 | N | N | N | Y | 40003011 | 40003021 | 40001301 | 40001351 | 40003051 | 40003061 | 40003402 | 40003401 | 40001601 |
| 950 | 910 | N | N | N | Y | 50003011 | 50003021 | 50001301 | 50001351 | 50003051 | 50003061 | 50003402 | 50003401 | 50001601 |
| 955 | 910 | N | N | N | Y | 55003011 | 55003061 | 55001301 | 55001351 | 55003051 | 55003061 | 55003402 | 55003401 | 55001601 |
| 960 | 910 | N | N | N | Y | 60003011 | 60003061 | 60001301 | 60001351 | 60003051 | 60003061 | 60003402 | 60003401 | 60001601 |
| 970 | 910 | N | N | N | Y | 70003011 | 70003061 | 70001301 | 70001351 | 70003051 | 70003061 | 70003402 | 70003401 | 70001601 |

The program displays all existing Work IDs. Work IDs having the same creditor/debtor source must be in the same physical database. (A separate control sheet is required for the Test Database.) The following information must be supplied for each Workid:

- The **CENT CRD/DBT WORKID**. This is the central workid where all creditor and debtors reside for this workid. (If this workid is not to be centralised for creditors/Debtors, leave this field and all other fields on this line blank).
- **CENT GST POST**. If this is N, then the GST transactions for this workid will be posted in this Workid. If it is Y, then the GST transactions for this workid will be posted in the Central Workid.
- **CENT OTH A/C POST**. This refers to Control Accounts, like Creditors, Debtors, Retention, and Revenue Accrual accounts. If this is N, then the control accounts for transactions for this workid will exist in this Workid. If it is Y, then the Control accounts for Transactions this workid will be posted to control accounts in the Central Workid.

General Ledger

- **CENT BANK.** This will always be Y for the Central workid. A payment run in the Central Workid can always include invoices from all other Workids centralised to that Workid, regardless of this setting for those workids. For other workids, N means a payment run can be done in that workid, and Y means payment runs can only be done in the central workid.
- **ALLOW I/C COST.** Y means Intercompany transactions can be done between the central workid and this workid. Intercompany accounts must be setup.