# Viewpoint Jobpac Connect™

## Project Setup and Maintenance Module Guide
## Version: 1.0

# Document Control Table

| | |
|---|---|
| **Prepared by** | Damien Bourke |
| **Approved or authorised by** | |
| **Release date** | 31/1/2022 |
| **Version** | 1.0 |
| **Commercial in Confidence** ||

# Change History

| Version | Date | Author | Description of Changes |
|---|---|---|---|
| 1.0 | 31/1/2022 | DMB | Initial Release |

# Table of Contents

# Introduction

A new project is typically set-up in Jobpac soon after having received a commercially acceptable form of notification of official acceptance of the tender sum, scope of work and contract programme from the client. It should be noted that projects can be established prior to award in Jobpac, in circumstances when the Contractor has accepted that initial works or costs associated with the project will be incurred.

Also projects can be setup well in advance of any contractual awards, but not marked as 'Allow cost types' so costs are not inadvertently allocated to the project.

Contract Values, and Cost centre budgets need not be setup when the Job is setup. These can be added at any time prior to 'Finalising Budgets'.

New projects are usually set up in Jobpac by the Finance Department with the following basic information and then passed to Project Staff to complete the details:

- Project No
- Debtor
- Standard Cost Centres.

This user Guides contains information on the setup that is common to all Contract Types (Lump Sum, Schedule of Rates, Cost Plus, Small order).

The differences in setup for Schedule of Rates, Cost plus, and Small Order Projects are described in three separate User Guides.

## Overview of Project Set-up and Maintenance

A number of commercial arrangements can apply and vary from project to project. In Jobpac we refer to these as Contract Types and the following types are available in Jobpac.

| Contract Type | Description |
|---|---|
| Lump Sum | A fixed price contract for an agreed scope of works. Any change to the original scope will form a variation to the project. |
| Schedule of Rates | A contract based on an agreed list of items and the rates associated with each item. The Contract sum can be adjusted by varying the original quantity for an item or by Variations. |
| Cost Plus | A contract to undertake construction of a project on behalf of the client for a nominated percentage over and above the actual cost of the project. This percentage can be consistent across the entire scope of works, or at varying rates for different components of the project. |
| Small Order Projects | Small order Projects have revenue directed to Cost Centres instead of the Project itself. For this type of project, there is generally one Cost Type that is used for Revenue. |

Once a Contract Type has been recorded for a project in Jobpac, this definition controls a number of unique cost control, progress claim, and reporting and enquiry options within the system.

For Lump Sum projects and Cost Plus projects, it is expected that the project Cost Budget is fully allocated across the Cost Centres defined for a project.

Once this allocation process has been completed, the project costing structure reviewed and the initial Budget values finalised, then the original Budget is finalised by an authorised user.

Once the Budgets have been finalised for a Lump Sum project or Cost Plus project, any changes to the original Budgets are controlled using the Budget Transfer option and the Variation Register for the project scope is also changed. The workflow processes and audit records created within Jobpac after Budget finalisation to ensure that a project team can analyse any movement of the project Budget and resulting gains or losses against current Budgets.

Once the Budgets have been finalised for a Schedule of Rates project, any changes to the original Budgets are controlled using the Item/Sub item maintenance option. As above, the workflow processes and audit records created within Jobpac after Budget finalisation to ensure that a project team can analyse any movement of the project Budget.

**V** Viewpoint
Jobpac Connect™

# Maintaining Job Details

The initial establishment of a new project in Jobpac is generally carried out by the Finance Department. To add a new job the only mandatory field is Job Number and Description, it is however recommended that Debtor Code and default Cost Centres are established at this time.

Job Maintenance Security controls who may add a new job to a workid and which job parameters they can access.

## Accessing the Setup Jobs menu

To set-up or update a Job from the Jobpac main menu, select > Finance > Job Costing > Setup Jobs **or** > **Projects > Job Setup & Reports > Job Setup.**

| Maintain Jobs : Listing | | | ⊘ ACTIONS | ⊘ OK | ⊙ BACK |
|---|---|---|---|---|---|

▼ Hide   Apply

| From | Contains | | ☑ Active | J | (J)ob / Property (D)evelopmen |
| To | | | ☐ Complete | | |
| | | | ☐ Financially Complete | | |

| Job | Description | | Status | Job/PDev | |
|---|---|---|---|---|---|
| TR04 | LesleyB Project | All Screens | | J | |
| TR05 | Peter Alnas Project | Type | | J | |
| TR06 | Teck's Project | Settings | | J | |
| TR07 | Training Project No 7 | | | J | |
| TR08 | Training Project No 8 | Values | | J | |
| TR09 | Training Project No 9 | Schedule | | J | |
| TR10 | Shaneel Project | Insurance | | J | |
| TR90 | Training Test Project | Client | | J | |
| TR91 | Demonstration Project | Staff | | J | |
| | | Guarantees | | | |
| | | Defind Flds | | | |

Right Click on a Job and choose **All Screens** to maintain an existing Job, or select **Add New Job** from the Action menu to create a new job.

There are 8 tabs for setting up different data about a project

**◈Trimble.** Construction

## Job Type Tab

Access to update data in first two tabs TYPE and SETTINGS is done in Job Maintenance Security (see Security User Guide). By Default, users get View access only to the first two tabs, and update access to the other Tabs. Full control of access to all the tabs can be managed in Job Maintenance Security.



| Field Name | Description |
|---|---|
| Allowance Allocation Method | Leave this field to 'No Allocation Method'. Used only with a specific payroll interface. |
| Property Development Job | Do not tick this box. No longer used. It will be removed in a later version |
| Schedule of rates contract | Tick if the contract is a schedule of rates head contract. See a separate User Guide for Schedule of Rates projects. |
| Earned Budget Facility/ Item Structure Used | This must be ticked if SOR project. |
| Earned Budget/Item Structure | IF SOR tick 'Use Separate Item Structure'<br><br>If Lump Sum the two options 'Use Cost Code Sub items' and 'Use Cost Centre Only' are available. A separate User Guide is available to describe these options. |
| Earned Budget Forecasting | Select 'Use PMW – Create PMW Entries' if Earned Budget is used. |

| Field Name | Description |
|---|---|
| Project Managers Worksheet Formula | This field is generally set to 'E or 'H'.  Only other options are B and G.    E indicates committed cost is the base for forecasting, and H indicated CWIP is base for Forecasting.   A default can be setup in system parameters (PMSDFT), which can then be overridden a project level. |
| Nominate G/L Expense Account at Cost Centre Level | Default is 'Not at CC Level. |
| This is a small orders Job | Check to denote a small orders job. These are projects where the expected revenue is defined at cost centre level, which in turn builds up the contract sum. Revenue and cost is recorded and reported at cost centre level. Ideally suited to multiple small works where setup and maintenance of a new project for each task is considered to be too time consuming and/or unnecessary given the size and scope of work. A separate User Guide is available to describe Small Order projects. |
| Is this a Cost Plus Billing Job | Select if applicable. If *Yes,* then type in the mark-up percentage. A separate User Guide is available for cost Plus Projects. |
| Use Cost Centre Security | Select if you intend to limit access by users to specific Cost Centres. See the Security User Guide. |
| Disable Excel in Progress Claim | Not generally used. |
| Use Resource Control Cost Tracking | Tick if the project is to use Resource or Activity codes. |
| Use Resource Library Forecast Control | Used when job is flagged as Schedule of Rates head Contract, refer to Schedule of Rates (SOR) manual. |
| This is a Template job | Used when job is flagged as Schedule of Rates head Contract, refer to Schedule of Rates (SOR) manual. |
| Terms and Conditions Format | This can be a one character flag that determines which Terms and conditions are used for Purchase orders for this project. It requires changes to the PO JOM form for each client. |

**Viewpoint**
**Jobpac Connect™**

## Settings Tab



| Field Name | Description |
|---|---|
| Debtor | Lookup Debtor from Debtor list |
| Use RCTI for Head Contract items | Set if RCTI. Change to Invoice JOM form also required |
| Job Billing Name (Override) | Job Name on Tax Invoice will use this field in lieu of Job Name. |
| Status | "A" Active – allows for all Job costing processes and transactions to a job. |
| | "C" Complete – prevents new costs to the Job. Revenue is still allowed. |
| | "F" - Financial Complete means that you cannot enter any transactions against the job. Excluded from BFM Journal Process. |
| Accounts Contact and Phone Number | Enter client Account Contact and Accounts Phone number. Used on Forms. |
| Subject to Rise & Fall | Select if R&F module used.  Please refer to the Rise & Fall Manual. |
| Adjust committed budget when purchase orders are completed | If this is set to ticked, then the committed budget associated with a Purchaser Order Item will be re-set to the value of the commitment when the PO is Completed. |

**Trimble** Construction

| Field Name | Description |
|---|---|
| Use extended CC desc. | Select to enter extended Cost Centre description text. |
| Liquidated Damages | Enter dollar ($) value and period. For Information only. |
| Certification Period | This is the no of calendar days after Claim Date that Certification is required. Used in the Claim Certification Report only. |
| Client Payment | This is the no of calendar days after Certification Date that Payment should be received.  Used in the Claim Certification Report only. |
| Claim Tax Description | No longer used. |
| Claim Calculation | No longer used. To be removed in a future release. |
| Payment Terms | If Flexible Payment Terms are used in this company, this will be the default payment terms for Invoices and SC Payments for this project. |
| Calendar | Payment terms can use Calendar or Business days. This calendar is used to determine business days. |
| Job Uses | Select as required. If Retention or Both, type in the % of the total claim to be withheld as retention. |
| | The Maximum amount of retention is calculated by a % or a nominated value. This % is applied to the Original Contract Value, or the Original plus Approved Variations. |
| | If Bonds/**Bank Guarantees or Both** is selected another entry Tab is displayed to allow you to enter associated details. |
| | *Note: If a project starts with Retention being held, and then Bank Guarantees are put in place, the project should not be changed to Bank Guarantees in Jobpac until all Retention has been claimed through the* ***Accounts Receivable*** *module.* |
| CCIP Indicator | Not generally used. For Historic Non BFM users |
| CCIP control % | Not generally used. For Historic Non BFM users |
| Division Code | Enter Division code if divisional analysis is configured. See Separate User Guide. |
| Time Phase Planning | Select if this feature is used on this project. See Time Phased Planning User Guide. |
| Target Start/Completion date | These values flow through to the schedule tab |
| Standard text code for AR and for PC | This can be Job specific text that appears at the Bottom of an AR Invoice. The Text is set up in System Admin in the Standard Text Maintenance menu option. |

## Values Tab



Note that when a project is defined as being a '**small order job**' the contract values will be input protected, in which case contract values are built up from the sum of cost centre budgets and expected revenues. If the contract is a **schedule of rates** head contract the contract values will be built up from the Item maintenance schedule (please refer to section below).

Tab through the fields and complete as required:

| Field Name | Description |
| --- | --- |
| Job Type | Can be made mandatory by parameter JOBMNT |
| Job Group | Can be made mandatory by parameter JOBMNT. |
| | Can be used to link a unique set of P&L accounts via Job G/L Links for each Job Group |
| Reporting Unit/Sub Unit | Can be made mandatory by parameter JOBMNT |
| Tender Sum | Type in the Contract Value for the project if it is a lump sum or cost plus job. If this is not known, then an approximate value or no value can be entered, and it can be changed at time up to Budget Finalisation. |
| Client Contingency | Any value entered here will be subtracted from the Tender Sum to produce the Contract Sum. It is the Contract Sum that is used in all Jobpac reporting of Contract Revenue If the Client contingency is to be used, a variation is required to update Contract Sum. |
| Contract Margin | Type in the Contract Margin. If this is not known, then an approximate value or zero value can be entered and can be changed later up to Budget finalisation. |

| Field Name | Description |
|---|---|
| Internal Contingencies and Internal Provision for Rise and Fall | Values entered here are not part of the Budget to be allocated, but can be added back to the Contract Budget via Budget Transfers after budget finalisation. |
| Prime Cost & Provisional Sums | Any Value entered here is part of the Budget to be allocated. See the Provisional Sums User Guide.  The Variation system is often used to manage the approved values of provisional sums. If this is so leave this field blank. |

## Schedule Tab



| Field Name | Description |
|---|---|
| Contract Programme Identification Code | Type in any codes specifically used in Primavera, Suretrak or MS Project to identify the contract programme. Not Mandatory. Rarely Used. |
| Target Programme Identification Code | Any codes specifically used in Primavera, Suretrak or MS Project to identify the target programme should be entered here. Not Mandatory. |
| Contract Programme | It refers to those dates agreed with the client, and that form part of the contract. |

| Field Name | Description |
|---|---|
| Target Programme | It refers to the internal programme agreed by the project team. |
| Forecast Programme | This aligns with the WIH date in BFM contract Valuation. Generally one month after Practical Completion. |
| Commencement Date | Type in the contract and target commencement dates of work. |
| Original Completion Date | Type in the contract and target original dates of completion. |
| Extension of Time Approved | Information only |
| Current Completion Date | Type in the contract target and forecast completion date. If blank these will default from original completion dates |
| Number of Days Ahead/Behind | Information only |
| Current Duration | No of days for whole project. Information only. |
| Number of Days Worked | Information Only |
| EOT - Not Yet Submitted | Information Only |
| EOT – Awaiting Approval | Information Only |
| Practical Completion Date | Type in the date on which practical completion was achieved. Information Only. |
| Manuals/Drawings Finalised Date | Information Only. |
| Defects Period | Type in the description of the defects period (For example, 12 MONTHS). Information Only |
| Defect Expiry Date | Type in the date on which the defects period expires. Information Only. |
| Financial Completion Date | Type in the date at which <u>all</u> financial elements will be finalised including any cash retentions and/or bank guarantees. Information Only. |
| Council Compliance Cert Date | Type in the date on which the council compliance certificate was issued. Information Only. |
| Completed Job summary Date | Information only |
| Award Date | Type in the date the contract was awarded. This date is very important if you are using the BFM Trading Summary reports. It is used to work out Order Intake values for the month. |
| Tender Date | Type in the date the contract was tendered. |

**Note:** It is recommended that all details be checked and updated every month as part of the Monthly Forecasting Process, as some of these fields appear on key reports.

# Project Setup and Maintenance

## Insurance Tab
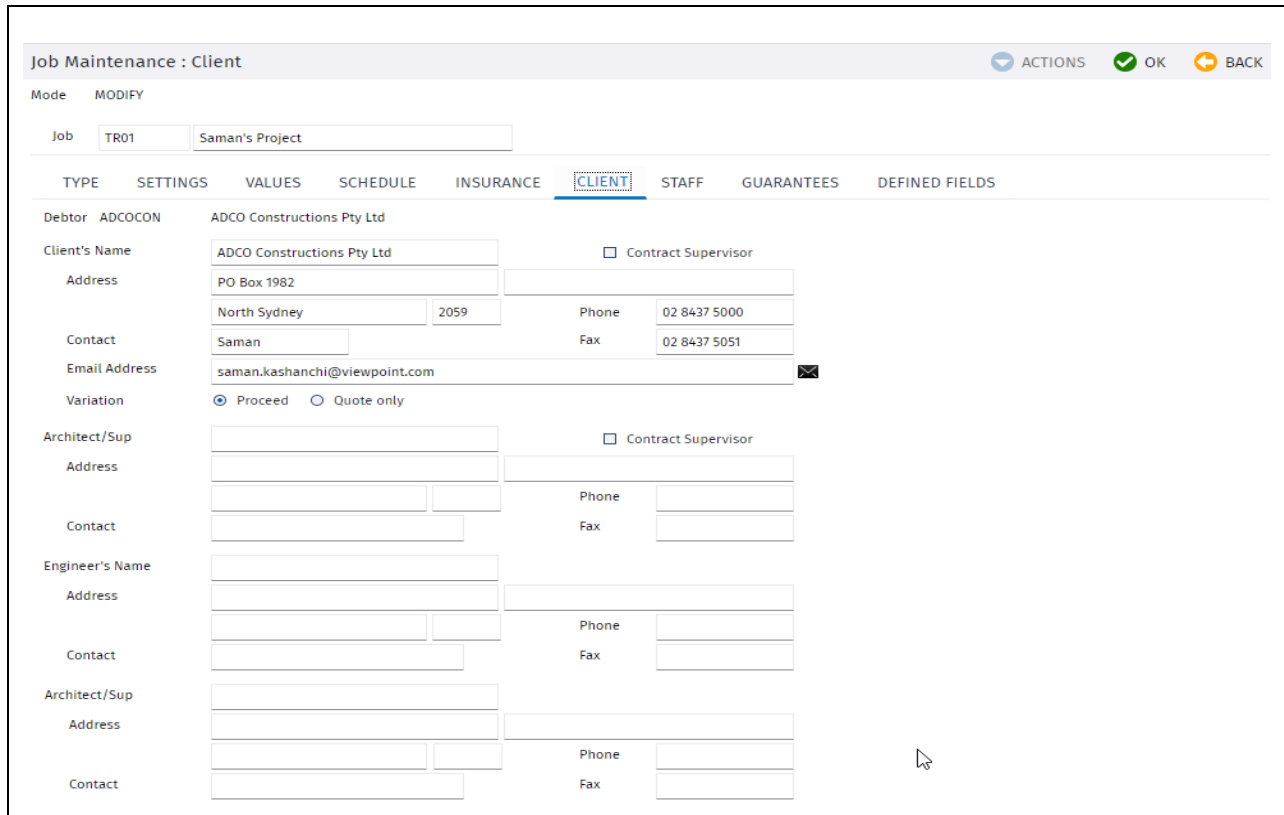


| Field Name | Description |
|---|---|
| Insurance details | You can specify the details of four different specific insurance policies such as Contractors all risk, Public Liability and Professional Indemnity and one other, applicable to this project with its value, expiry date and excess if any. |

## Client Tab



The client name and address default to those of the Debtor. This is used on the Progress Claim and AR Invoice. If the client's name is different to the Debtor to whom you are sending claims it can be overwritten.

Type in the Architect, Engineer and Builders details as specified to maintain their contact information.

Variations raised using the variation register are addressed to whoever is marked as the 'Contract Supervisor' in this screen.

> **Note:** It is common practise to mark all variations as the default status, 'Proceed'. This flows through to the Variation module.

# Staff Tab

The Site address is important and is used as the delivery address in Purchase Order maintenance.

The Titles of project staff are soft coded and can be changed via the following parameters.

PRJMGR    Project Manager Label
SITMGR    Site Manager Label
ESTMGR    Estimator Label
DESMGR    Design Manager Label
CONTCT    Accounts Contact Label
CONMGR    Contracts Manager Label
DEFMGR    Defects Manager Label

The scan function links to the payroll employees and can be selected or manually keyed.

General Notes regarding the project or staff can be entered.  Information Only.

## Guarantees Tab

This screen is only available if **Bonds/Bank Guarantees or Both** is selected in the **Settings** screen. This displays existing Bank Guarantees or Bonds



Select **Add New Bond/BG** from Actions button to Add a new Bond/BG or Select an existing one to update.



| Field Name | Description |
|---|---|
| Bank Guarantee/Bond No. | Assigned by System |
| Type | Select Type (mandatory field) |
| Value | Type in the amount of Bond/Bank Guarantee issued (mandatory field) |

| Field Name | Description |
|---|---|
| With | Type in the name of the party issuing the bond (mandatory field) |
| Held by | Type in the name of the person/entity holding the Bond/Bank Guarantee (mandatory field) |
| Issued Date | Type in date bond/guarantee was issued |
| Expected Release | Type in the expected release date. |
| Requested Release | Type in the requested release date. |
| Advised Bank | Type in the date that bank was advised of cancellation. |
| Original Release | Type in date of original release from bond/guarantee provider |
| Forecast Release | Type in due date of forecast release |
| Actual Release | Type in actual date of release |
| Rollover Date | Type in rollover date if the bond/guarantee has been extended |
| % Responsible | Type in percentage of total bond facility required for this bond |
| Bank Reference No | Type in Bond/Guarantee reference no |
| Status | These options are set up via menu option **Setup BG Status**. They are user defined. Recommend at least Open and Closed are setup. (mandatory field) |
| Bond/Bank Guarantee Number | Bond/Bank document number |
| Bond/Bank Guarantee Type | These options are set up via menu option **Bond/Guarantee Type**. They are user defined. (Mandatory) |

> **Note:Bond/Bank Guarantee Status for all Jobs is available in the menu option Bank Guarantee Enquiry in Job Enquiries menu.**

| Bank Guarantees Maintenance | | | | | | | | 🖨 | ⊘ ACTIONS | ⊘ OK | ⊙ BACK |
|---|---|---|---|---|---|---|---|---|---|---|---|

WITH/HELD BY    DATES

▼ Hide    Apply        ⊕   ‹   ›   ···

| Job | Debtor | No | Tp | Value | With | Held By | Issued | Sts | |
|---|---|---|---|---|---|---|---|---|---|
| From | From | From | = | From | Contains | Contains | From 📅 | = | |
| To | To | To | | To | | | To 📅 | | |
| TR01 | ADCOCON | 1 | G | 400,000.00 | ANZ Bank | Client | 1/09/2021 | O | |
| TR02 | ADACIVI | 1 | G | 400,000.00 | ANZ Bank | Client | 1/09/2021 | O | |
| TR03 | OMCIVI | 1 | G | 400,000.00 | ANZ Bank | Client | 1/09/2021 | O | |
| TR04 | ABERGELD | 1 | G | 400,000.00 | ANZ Bank | Client | 1/09/2021 | O | |
| TR05 | ACTPARK | 1 | G | 400,000.00 | ANZ Bank | Client | 1/09/2021 | O | |
| TR06 | ABERGELD | 1 | G | 400,000.00 | ANZ Bank | Client | 1/09/2021 | O | |
| TR10 | BUTTCONS | 1 | G | 400,000.00 | ANZ Bank | Client | 1/09/2021 | O | |
| TR90 | ADACIVI | 1 | G | 400,000.00 | ANZ Bank | Client | 1/09/2021 | O | |
| TR91 | ACTPARK | 1 | G | 400,000.00 | ANZ Bank | Client | 1/09/2021 | O | |

## USER Defined Fields Tab

User Defined Fields can be setup for Projects, and the data is entered in this screen for these fields.

See User Defined fields Setup Function Guide for description of how to set them up. The parameter JOBUDF must be set to make them active in the Workid. Only users given access within Job Maintenance Access can actually enter UDF data in this screen.

# Maintaining Cost Centres

Once a new project is setup, a work breakdown structure must be created and loaded to the project. Each item in this work breakdown structure is assign a Cost Centre, i.e. a Cost Code and a Cost Type. There can be multiple Cost Type for a Cost Code.  Budgets can be assigned to each cost centre. These budgets can be changed at any time up to Budget finalisation.

Cost centres and budgets can be created manually by entering them individually, or by uploading them in bulk. Budgets for Schedule of Rate projects are not entered here, but the cost centres are.

## Manual Cost Centre Setup.

Select Setup cost Centres. Enter the Job No.



In this example, over $7.258M of budget has already been entered, and $0.861M is left. The total of these two values is the Budget to be allocated in Job Setup.

Data is entered along the bottom lines. For a new item just add the information in this line. For Existing cost centres, first select the existing row, and it will move to the bottom area. Then modify it. Modifications can only be done before the budget is finalised.
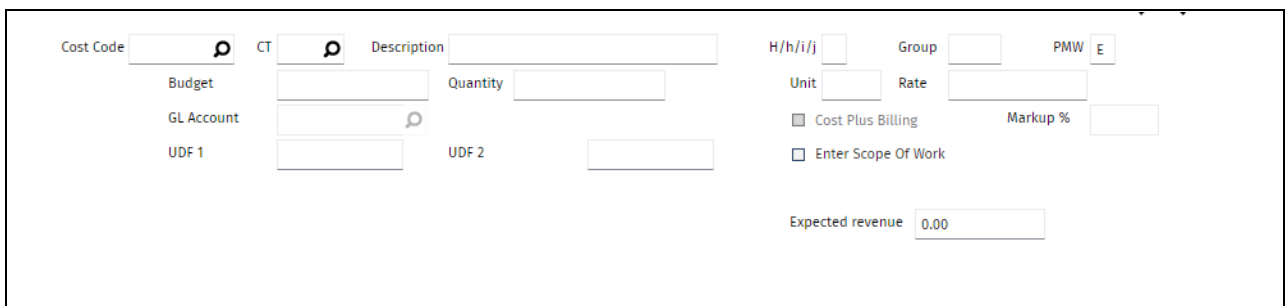
| Column Heading | Description |
|---|---|
| **Cost Code** | Mandatory |
| **Cost Type** | Must be blank if Heading indicator used (H,h,i,j), otherwise is mandatory |
| **Description** | Mandatory |
| **H,h,i,j** | These are heading indicators. They are used to establish subtotals in various cost centre reports. They represent hierarchy subtotalling. H>h>i>j. It is generally recommended that only the first two are used, or reports can be unwieldy. |
| **Group Code** | No longer Used |
| **PMW** | The PMW formula will default from the Job, but van be changed here. |
| **Budget** | Enter the budget value. Cannot be added for Heading line i.e. H,h,i,j |
| **Quantity, UOM, Rate** | These can be entered instead of the budget |
| **GL Account** | This is greyed out if the job is set to link GL accounts at the cost type level. It is open if the job is set to link GL accounts at the cost centre level |
| **Cost Plus Billing** | Only open if a Cost Plus Billing Job. Defaults from Job |
| **Markup %** | Only open if a Cost Plus Billing Job. Defaults from Job |
| **Enter Scope of Work.** | You can choose to not enter any budget details, and tick this box. This displays a new screen where the breakup of scope of work can be entered. The some of this scope becomes the cost centre budget. See more details below. |
| **UDF 1 and UDF 2** | These only appear if parameters CCUDF1 And CCUDF2 are used to describe the description of these fields. These fields are only available in this screen. They do not appear on standard reports. |

Alternatively you can upload cost centres and their scope of work via a spreadsheet using the Upload/Download buttons.

When the job is defined as a 'small orders job' an Expected Revenue field will be displayed for input. Enter the likely value for revenue to be received. This will be added to the contract sum, thus building the value up from the sum of the cost centres, rather than by direct entry at job level. For more information see Function Guide for Small Order Jobs.

As you enter Budget amounts, the value of the Allocated Budget increases and the Unallocated Budget decreases by the value allocated. Once the Unallocated Budget reaches zero, no further allocation can be made.

| Cost Code Maintenance | | | | ACTIONS | OK | BACK |
|---|---|---|---|---|---|---|
| Job | 2180 | Large Park | | Cost Updates Allowed | | |
| Unalloc Budget | 861,193.00 | Alloc Budget | 7,258,342.35 | Budget | Not Finalised | |

Cost Centres can be deleted, however any budget must be removed first, and no transactions can be recorded against this cost centre.

Time Phase is another function available. This enables spreading the budget and forecast over active months for the cost centre.  See Function Guide for Time Phased Planning.

| Cost Code Maintenance | | | | | ACTIONS | OK | BACK |
|---|---|---|---|---|---|---|---|
| Job | 2180 | Large Park | | Cost Updates Allowed | | | |
| Unalloc Budget | 861,193.00 | Alloc Budget | 7,258,342.35 | Budget | Not Finalised | | |

BUDGET     GL ACCOUNT LINK     TIME PHASED PLANNING

Hide    Apply    Clear

| Cost Code | CT | Description | H/h/i/j | Budget | Quantity | Unit | Rate | Group | Scp | Sts | PMW |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A110 | LB | Direct Labour | | | | | | | N | A | E |
| A120 | LB | Management | | | | | | | N | A | E |
| 110 | LB | Direct Labour | | 463,805.13 | | | | | N | A | E |
| 115 | LB | Project Labour | | 170,000.00 | | | | | Y | A | E |
| 120 | LB | Management | | 152,000.00 | | | | | N | A | E |
| 201 | SC | Subbie - Asphalt | | 56,464.60 | | | | | N | A | E |

(Context menu at row 110: Select / Delete / Time Phase)

## Scope of work Entry

If the Scope of work box is ticked

| Cost Code | 115 | CT | LB | Description | Project Labour | H/h/i/j | | Group | | PMW | E |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Budget | | | Quantity | | Unit | | Rate | | | |
| | GL Account | | | | | Cost Plus Billing | | Markup % | | | |
| | UDF 1 | | | UDF 2 | | ☑ Enter Scope Of Work | | | | | |

Selecting Ok will display a more detailed entry screen.

Enter up to two lines of description (EXT TXT = Y allows more lines to be added), with QTY, Rate and Amount. The sum of these line will be the budget for the Cost Centre.

*NB.  If the budget is entered this way (this detail can be uploaded in the upload spreadsheet.), these entries will flow through to the Project Manager Worksheet, and be a useful starting point for future forecasting in that cost centre.*

There are other options available in the **Action** Button,



Fast Entry, More Fields, and Copy are covered below.

V Viewpoint
Jobpac Connect™

## Fast Entry

Selecting Fast Entry displays the following Screen. New cost codes can be added directly into this screen.

To delete a Cost Code, replace the 'X' with a 'C' and click **OK** to confirm your selection. You can delete more than one Cost Centre at the same time.

| Cost Code Maintenance | | | | | | | | | | | | ACTIONS | OK | BACK |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

Job   2180        Large Park

▼ Hide    Apply                                                                                    XLS  ‹  ›  ...

410

To

| | | | Cost Type (x To Select Or C To Cancel) | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Cost Code | Description | Heading Code (H/h) | LB | MT | SC | PL | OT | RV | | | | | Paid By Trus A/C |
| 410 | General Rubbish | | | X | | | | | | | | | |
| 420 | Concrete/AC/Brick Tipping | | | X | | | | | | | | | |
| 501 | Hire - Amenities | | | | | X | | | | | | | |
| 503 | Hire - Bobcat/Positrack | | | | | X | | | | | | | |
| 504 | Hire - Excavator | | | | | X | | | | | | | |
| 505 | Hire - Fencing | | | | | X | | | | | | | |
| 508 | Hire - Roller | | | | | X | | | | | | | |
| 510 | Hire - Site Storage Cont | | | | | X | | | | | | | |
| 512 | Hire - On-Site Tipper | | | | | X | | | | | | | |
| 960 | Bank Charges | | | | | | X | | | | | | |
| | | | | | | | | | | | | | |

## More Fields

More Fields can be selected to add additional data. Only the User Defined fields are currently used. The description of the UDFs 3, 4, 5 can be set using the parameters CCUDF3, CCUDF4, CCUDF5. There are no parameters to describe UDF 6 and 7. However there are held on file if used. This function is rarely used.

**More Fields**                                                          ✕

Element Code                [        ]

Standard Item Code          [        ]

☐ Trust Account

☐ Bill markup as separate line

Description on bill          [                    ]

UDF 3                       [                    ]

UDF 4                       [                    ]

UDF 5                       [                    ]

User Defined Field 6        [                    ]

User Defined Field 7        [                    ]

                            ✔ OK    ✕ Close

CODMNT03

Trimble. Construction

## Copying Cost Codes

The Copy option can be used to copy Cost Centres from another Job or the Current Job.



Select the Work ID and the job to be copied from and then select **Copy Range of Cost Codes**, or **Select Cost Centres to Copy.**

Selecting **Copy Range of Cost Codes** displays below.



To copy all cost codes, leave **From** and **To** blank, or enter the range you want.

If you want to add a prefix to the front of the Cost Code, enter the prefix you want.

e.g. if the cost code was 110 / LB in Job 2161, and the prefix is A, then the copied cost code in 2180 will be A110 / LB.

If you want to replace characters at the front of the cost Code enter the Lead-in code you want. e.g. if the cost code was 110 / LB in Job 2161, and the Lead-in is 5, then the copied cost code in 2180 will be 510 / LB.

After details have been copied to the new project, any additional Cost Codes can be added manually, and those not required deleted.

Selecting **Cost Centres to Copy** displays below.



Click on cost centres you want to copy (they show in Blue), select Apply to the filter.

The selected cost centres show in a list and can be changed if required. Select OK to copy.

## Budget Finalisation

Once budgets have been entered as per the tender for any type of contract, the project needs to have the budget **Finalised.** This creates the "'lock"" on the original budget so that comparison can be completed between Initial Contract and Final Contract. For a lump sum or cost plus project this also allows a change in the scope of the project to be entered as a variation. For a SOR Project this locks in the initial quantities for the project. From the point of Finalisation, all Budget Changes and Contract Changes are tracked. The budget Adjustment Report can be used for this.

This function can only be completed once.

To access the Budget Finalisation module from the Jobpac menu system, select > *Projects > Job Setup & Reports > Setup Cost Centres.*

Type in a Job Number,    Select **Finalise Budget** from the **Actions** menu.



Select OK to continue.

It is possible to un-finalise a project budget, but you should consult a consultant to assist with this.

# Copying a Standard Job

Jobpac has the ability to copy a standard job, this function will copy purchase orders, subcontract agreements, progress claims and budgets from an existing job to a new job.

To access the Copy Standard Job module from the Jobpac menu system, select **> Finance > Job Costing > Copy Standard Job.**

Enter your source workid and job no from which to copy the new job.

Select which items you wish to copy from the standard job.



Once you have confirmed which items you wish to copy you will be asked to allow cost updates (process described below under Job GL Links).  The Job is then ready to use.

## Quick Job Setup

The Quick Job Setup function allows you to create a new job.

To access the Quick Job Setup module from the Jobpac menu system, select > *Finance* > *Job Costing* > *Quick Job Setup*.

Enter the new job number and complete the fields on the screen as shown below: Mandatory fields are tender date, acceptance date, target completion, start date, job type, group code, and debtor and project manager.



Add Cost Codes as described above in the Cost Code section described earlier in this manual.

# Job G/L Links

The final step in creating the job is to add the Job General Ledger Links and allow cost updates to occur *this allows the job to have transactions posted to it*.

This function is usually under taken by the Finance Department.

Select > Finance > Job Costing > Job G/L Links from the Jobpac main menu.

| | | | | |
|---|---|---|---|---|
| **Maintain Job Control Accounts** | | | | ⊙ ACTIONS  ✓ OK  ⊙ BACK |
| Job | TR01 | Saman's Project | | |

☑ Allow cost updates
Default Accrual Account

**Default Expense Accounts**

〈  〉  ...

| CT | Desc | Account | Description | |
|---|---|---|---|---|
| LB | Labour | 60008001 | Labour | |
| MT | Material | 60008002 | Materials | |
| PL | Plant | 60008003 | Waste Disposal | |
| SC | Subcontrct | 60008004 | Subcontract | |

Check the cost type is mapped to the correct GL account. These will initially be populated with the default GL accounts for each cost type (this is setup under the System Administration menus). You may override these GL accounts if required. You must also update the Revenue accounts for this project by selecting Revenue Accounts from the **Action** button.

| | | | |
|---|---|---|---|
| **Maintain Job Control Accounts** | | | ⊙ ACTIONS  ✓ OK  ⊙ BACK |
| Job  TR01  Saman's Project | | | |
| Group Code | | | |

| Revenue Categories | Revenue Account | |
|---|---|---|
| Sundry Revenue | 60006010 | Sundry Contract Revenue |
| Contract Works | 60006001 | Contract Works revenue |
| Materials on / off site | 60006001 | Contract Works revenue |
| Variations | 60006003 | Variations revenue |
| Rise & Fall | | |
| Nominated Subcontractors | | |
| PC Sums / Engineers Contigency | | |
| Bonus / LDs | | |
| Insurance Claims | | |

Make sure you select OK on this screen to lock the revenue accounts in for this project. Sundry Revenue, Contract Works, and Variations are usually selected.

Once the GL accounts are mapped to the cost type as desired, select the allow cost updates box. The job can now incur costs and commitments.

## Deleting Jobs

Select > Finance > Job Costing > Delete Jobs from the Jobpac main menu.

| Job Deletion | | | | ACTIONS | OK | BACK |
|---|---|---|---|---|---|---|

| Job | TR01 | Saman's Project | | Status | A |
|---|---|---|---|---|---|

Parent
Job Type        Start date    1/09/21     Updated Comp. date    31/03/22
               Complete date    31/03/22    Practical Comp. date
Client    ADCO Constructions Pty Ltd

| | Current | Claimed | | | |
|---|---|---|---|---|---|
| Contract value | 1,100,000.00 | | Budget | 1,000,000.00 |
| Extras | | | Outstanding | 102,100.00 |
| Deductions | | | Incurred | |
| Rise & Fall | | | Actual | |
| Nominated S/C | | | Committed | 102,100.00 |
| PC Sums/Eng Cont | | | | |
| Bonus/LDs | | | | |
| Total | 1,100,000.00 | | | |
| Retention | | | | |

To delete a job, the status must be 'F' Financially Complete, and there must be no cost or revenue associated with the job.

The job is not physically deleted from the data base, so the Job Number cannot be re-used.