 **Viewpoint**
Jobpac Connect[™]

Foreign Currency Purchases for Stock Items
Function Guide
Version: 1.0

Document Control Table

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Approved or authorised by	
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Commercial in Confidence	

Change History

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

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Introduction

If you are going to purchase Stock Items from overseas suppliers in a foreign currency (say \$USD), then Jobpac can be setup to accommodate this.

You need the Stock Module and Product Vendor Reference Module set up, and the foreign currency creditors setup.

NB This same setup can be used for non Foreign Currency Stock Purchases.

Initial Setup

1. Set up the overseas suppliers as creditors but with the \$USD currency
2. Setup all stock items that can be purchased from the overseas suppliers.
3. Load in initial quantities and values of these stock Items. The Values in the Stock module will be in \$AUD.
4. Setup up products in Jobpac that match the Stock Items. You can use the same code for the Products as for the Stock Items.
5. Link these Products with the overseas suppliers and the current prices in \$USD.
6. Link each of the Product Codes with the Stock Item code. This can be done as an upload in the PVRS module, or can be done one by one via Stock Maintenance.

Summary of Process

1. When a purchase is required for a new or existing project, raise a Purchase Order in Jobpac. The Purchase Order will be to the overseas supplier, and will reference the stock codes not a job. i.e. the purchase is directed to each appropriate stock code in the stock system. This will be a \$USD purchase, and the price will be in \$USD. The system will retrieve the USD price from the product module, and will also retrieve the current exchange rate. Both the price and the exchange rate can be overridden when raising the purchase order.
2. Additional item on the Purchase Order can be raised for Delivery and Transport costs, and any taxes, or a separate Purchase Order can be raised. This uses the Freight flag for the PO Item
3. Send this Purchase Order to the supplier with whatever additional information is required.
4. When the goods are supplied, details of the delivery must be entered against the Purchase Order Items. This process of entering delivery dockets will update the quantity of the stock item and the value of stock held in the stock system. All these values are converted to AUD, and all values of the stock items are in AUD.
5. When the invoice is received, this is matched against the delivery dockets, and posted.
6. When the Project requires all or some of their flooring order, the stock can be issued to the project via the stock issue mechanism. This can be done by manually entering the stock issue into Jobpac, or using the stock issue upload facility. This process updates the actual and committed cost on the project.
7. When the Invoice is paid in Jobpac, the current exchange rate can be used, and the realized gain/Loss will go to a specific GL account.

Preparing the Purchase Order

Raise a Jobpac Purchase order for the Stock items to be purchased. All of the products that can be purchased must be recorded in Jobpac as Products with a price in USD. They have a product code that aligns with a Stock code.

The supplier is CHINAPTL, and the currency is USD. Leave the job number blank as this will be a purchase for stock.

The header section of the purchase order is completed as for any purchase.

The Exchange rate will default from the Exchange rate table, and can be overridden.

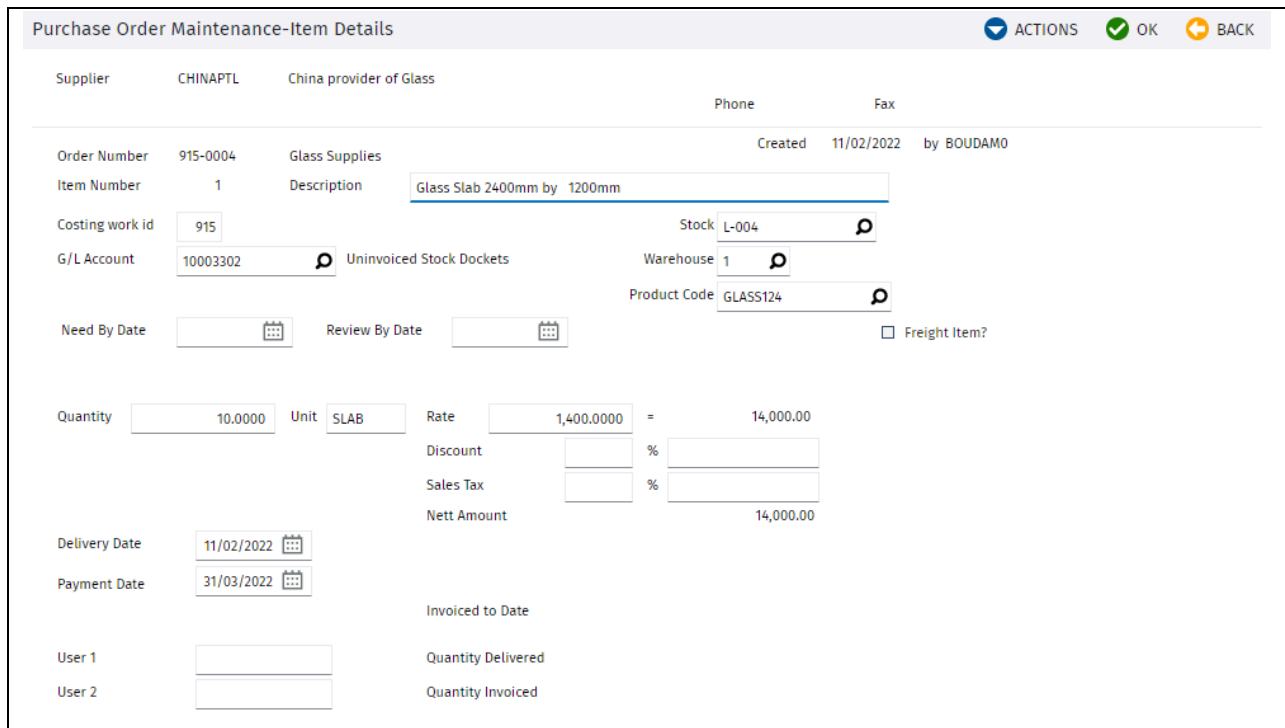
Select GL Account as the Allocation.

Foreign Currency Purchases for Stock Items

Selecting the GL Account option brings up the Purchase Order item Screen

Select a product code. This will link to the Stock code and populate the stock number. **It is important to select the Product code not the Stock code.**

Enter a Warehouse number. Enter a Quantity to order, and override the price if required. The price is in USD.



Purchase Order Maintenance-Item Details ACTIONS OK BACK

Supplier: CHINAPTL China provider of Glass Phone Fax

Order Number: 915-0004 Glass Supplies Created: 11/02/2022 by BOUDAMO

Item Number: 1 Description: Glass Slab 2400mm by 1200mm

Costing work id: 915 Stock: L-004

G/L Account: 10003302 Uninvoiced Stock Dockets Warehouse: 1

Product Code: GLASS124

Need By Date: Review By Date: Freight Item?

Quantity: 10.0000 Unit: SLAB Rate: 1,400.0000 = 14,000.00

Discount: % Sales Tax: %

Nett Amount: 14,000.00

Delivery Date: 11/02/2022

Payment Date: 31/03/2022

Invoiced to Date:

User 1: Quantity Delivered:

User 2: Quantity Invoiced:

Select OK, and the description screen will appear. This is the product Description and the Supplier Product Code (in your case, same as the Jobpac Product Code).



Purchase Order Maintenance-Extended Item Description ACTIONS OK BACK

Supplier: CHINAPTL China provider of Glass Phone Fax

Order Number: 915-0004

Item Number: 1

Description: Glass Slab 2400mm by 1200mm
BEVEL EDGE
100MM THICK

Note: Use Shift+Enter to add a new line

Select OK, then continue with additional PO Items, if required.

You can add an item for Delivery or other charges if required. This is not related to a Product Code, and the Stock code should be entered. The option Freight Item must be ticked. The Stock

Foreign Currency Purchases for Stock Items

price will default, but will be cleared when Ok is selected. You will need a PO item for each stock item for freight charges. Change the Description to Freight costs.

Purchase Order Maintenance-Item Details ACTIONS OK BACK

Supplier: CHINAPTL China provider of Glass

Order Number: 915-0004 Glass Supplies Created: 12/02/2022 by BOUDAMO

Item Number: 2 Description: Freight Cost

Costing work id: 915 Stock: L-004

G/L Account: 10003302 Uninvoiced Stock Dockets Warehouse: 1

Product Code: GLASS124

Need By Date: Review By Date: Freight Item?

Quantity: Unit: SLAB Rate: = Discount: % Sales Tax: % Nett Amount:

Select OK.

Purchase Order Maintenance ACTIONS OK BACK

Supplier: CHINAPTL China provider of Glass

Currency: USD

Order Number: 915-0004 Description: Glass Supplies

Order Date: 11/02/2022 Delivery Date: 11/02/2022

Raised By: BOUDAMO

User 1: User 2: Supplier Email: (COD,7,14,30,301,45,60,90,5PC)

Product/Service: Special Instructions:

Delivery Job/code: SITE Delivery Address: 124 Parson St

Suburb: Grafton State: NSW Postcode/Country: 2056

Delivery Contact: Robert Delivery Phone: 02 1234 1234

Exchange Rate (USD in 1 AUD): .700000000

Dft Freight Val Invoices in Taxable Payments Reporting Most Current Override: .700000000

Order Totals 14,000.00 14,000.00

ITEM SUMMARY ITEM LIST VIEW

Enter an Item No. to Add or Edit, or leave blank to auto generate: Choose Cost Allocation Method if Adding: Job GL Account Asset then hit Enter or click Add here +

Item	Description	Quantity	Nett Item Value USD	Gross Item Value USD	TC	Wkid	Allocation Job	Allocation Cost Centre	Frt	
1	Glass Slab 2400mm by 12	10.0000	14,000.00	14,000.00		915		10003302	No	
2	Freight Cost					915		10003302	Yes	

You can use the **Next Tab** option in the **Actions** menu to see the USD and AUD values for the order.

The PO can then be printed using the **Print** option in the Action button

Foreign Currency Purchases for Stock Items



Viewpoint Training Environment

ABN: 123456789012345
 Address Line 1
 Address Line 2
 Address Line 3
 Phone: 123456789012345
 Fax: 123456789012345

PURCHASE ORDER

Order To:

China provider of Glass
 Sun road
 Beijing

Phone :
 Fax :
 Attn :
 Email : damien.bourke@viewpoint.com

Order No : 915-0004

Raised By : BOUDAM0
 Currency : USD - UNITED STATES

Deliver To:

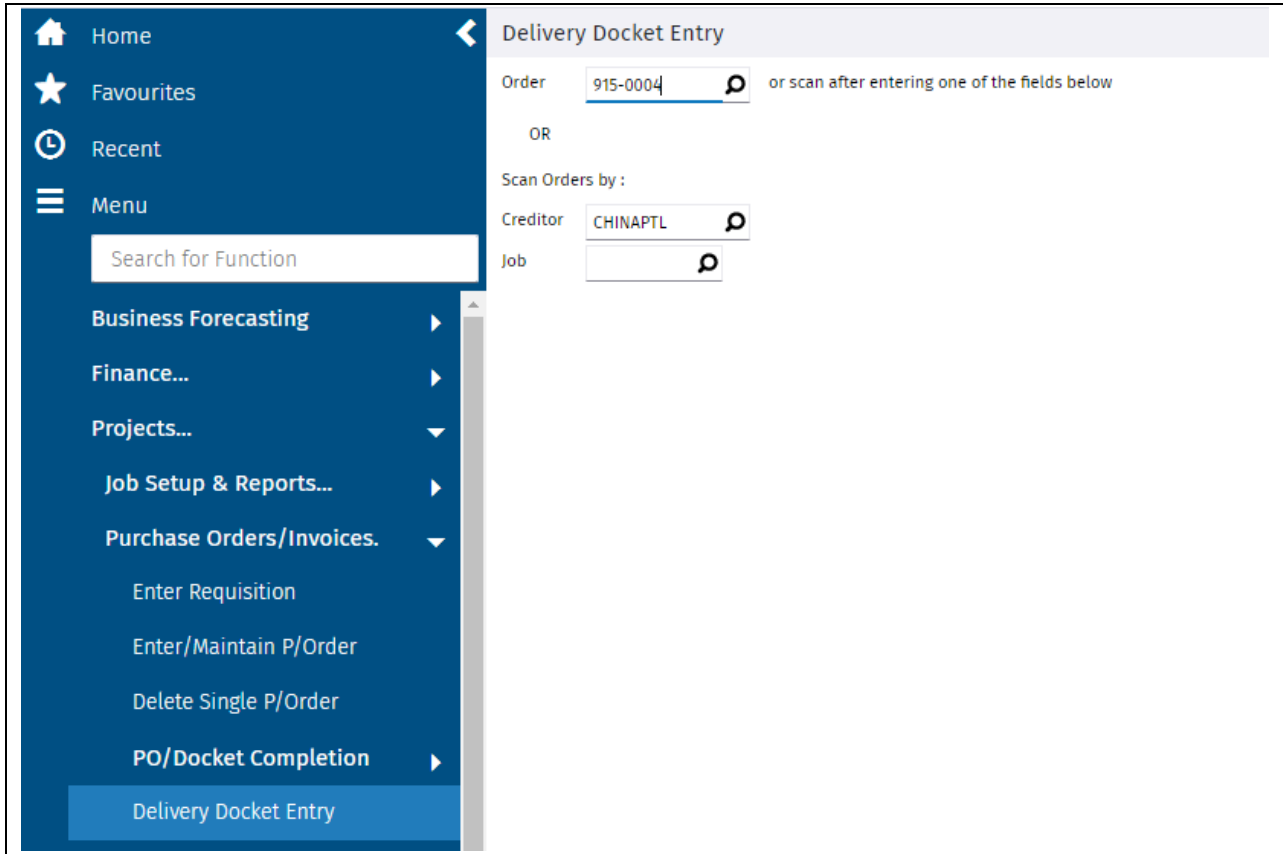
124 Parson St
 Grafton
 NSW 2056
 Contact: Robert
 Phone: 02 1234 1234

Order Date : 11/02/22 | **Delivery Date** : 11/02/22 | **Pay Terms** : 30
Contact :
Comments : Glass Supplies

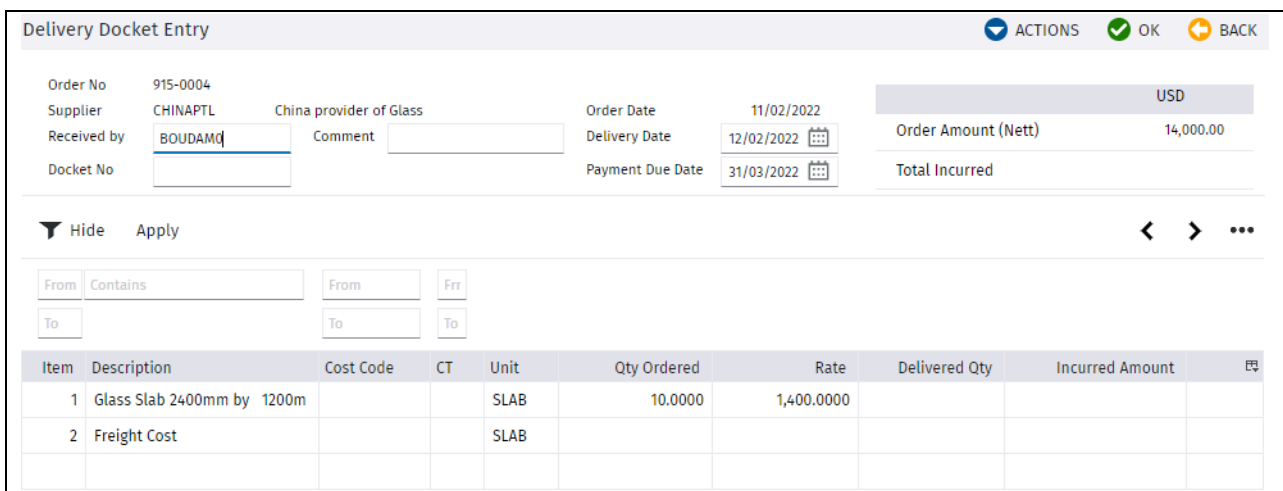
ITEM	DESCRIPTION	JOB	ACCOUNT	QTY	UNIT	UNIT PRICE	ITEM TOTAL
1	Glass Slab 2400mm by 1200mm BEVEL EDGE 100MM THICK		10003302	10.00	SLAB	1,400.00	14,000.00
2	Freight Cost Freight Cost				SLAB		

Recording the Delivery of Purchased Items

When the goods are delivered or part delivered, go to the Delivery Docket Entry Screen, and find the purchase order.



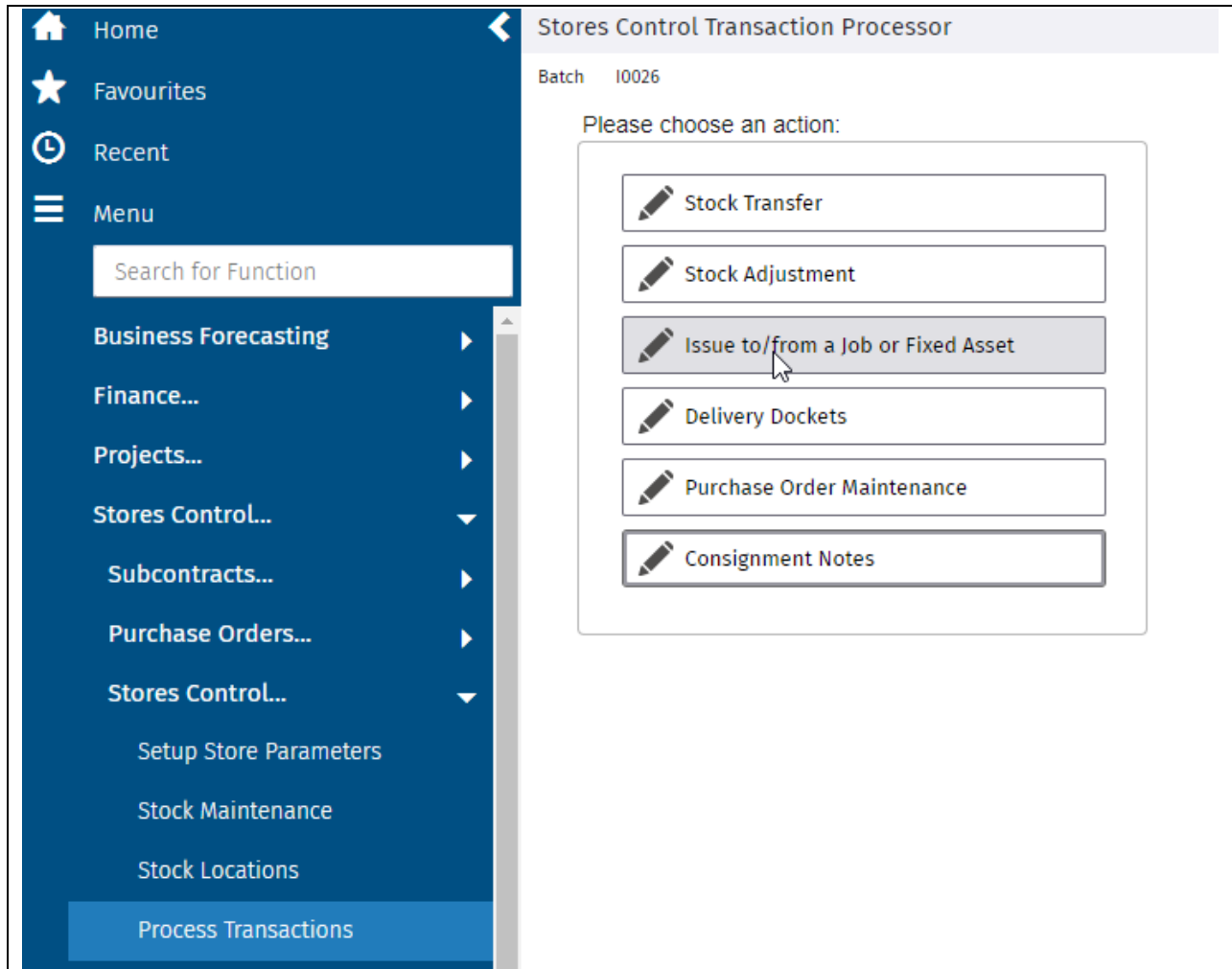
Select OK, and the following screen is displayed



Select each PO Item and record the quantity delivered along the bottom line of the screen.

Assigning Stock Items to Projects

Stock Items can now be assigned to projects. The full delivery or just some part of the Job requirement can be assigned to the project.



The following screen is displayed.

Select the Stock number from the lookup, enter a transaction date, and the quantity to be allocated to the project. Leave the Value at zero. The system will use the current average price (Value of Stock on Hand/Quantity on hand) to calculate the value.

Enter the Job and Cost Centre

Foreign Currency Purchases for Stock Items

Job/Jobcard Issue/Receipt ACTIONS OK

Batch I0026

Stock Code Standard Padbolt - Keep

Lot/Batch Number

Description

Warehouse Number

Warehouse Location

Transaction Type Issue Receipt

Transaction Date

Quantity

Transaction Value

Job / Asset Job Asset

Job / Asset Work Id

Job / Asset Number Building 1

Cost Code / Work order Windows

Cost Type

G/L Account

Reference Number

Select OK will calculate the value

Job/Jobcard Issue/Receipt ACTIONS OK

Batch I0026

Stock Code Standard Padbolt - Keep

Lot/Batch Number

Description

Warehouse Number

Warehouse Location

Transaction Type Issue Receipt

Transaction Date

Quantity

Transaction Value

Job / Asset Job Asset

Job / Asset Work Id

Job / Asset Number Building 1


Cost Code / Work order Windows

Cost Type

G/L Account Cost of Sales - Materials

Reference Number

Confirm ✕

 Do you wish to proceed?

ICTPRCFM04

Foreign Currency Purchases for Stock Items

This is immediately allocated to the project, and the transaction can be seen in the CWIP Enquiry for the project

CWIP Enquiry
ACTIONS ✔ OK ↩ BACK

Job Number 1000 Building 1 Sorted by CC/Creditor/PO/Type/Date

From Period

To Period FEB22 Current

Actuals 2,066.00

Incurred 0.00

BFM 0.00

CWIP 2,066.00

DESCRIPTION	ORDER	INVOICE	COST CENTRE	DESCRIPTION	RESOURCE	TEXT
<div style="display: flex; justify-content: space-between; align-items: center;"> Hide Apply Clear xls < > ... </div>						

CWIP Types Actuals Incurred BFM Movement Job to Date Year to Date Month to Date Range Exclude 0 Impact BFM Accruals

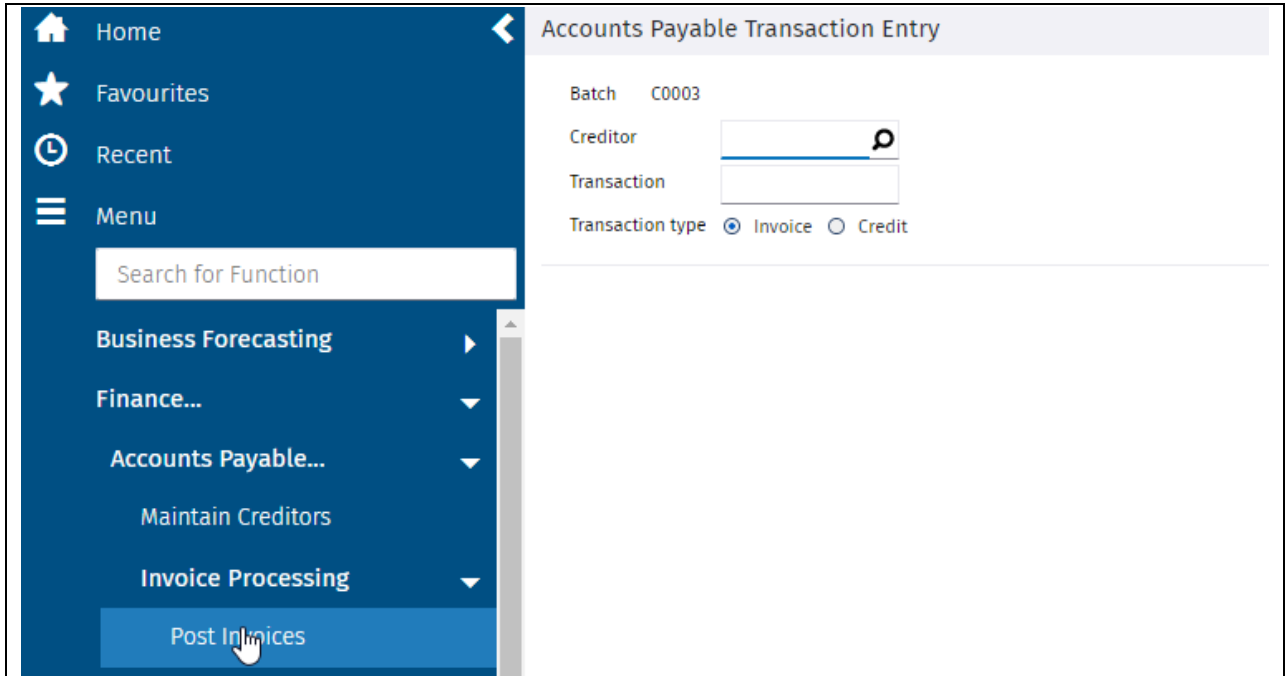
From	From	From	From	From	=	From	Contains	From	From	From	From
To	To	To	To	To		To		To	To	To	To

Cost Code	CT	Period	Date	CWIP Type	Typ	Creditor	Transaction Description	Actual/Deliv Quantity	UOM	Rate	Amount
1570	MT	FEB22	12/02/20...	ACT	SI	STOCK	Standard Padbolt - Keep	10.0000		203.6000	2,036.00
1860	MT	FEB22	3/02/2022	ACT	SI	STOCK	Standard Padbolt - Cranked	10.0000		3.0000	30.00

NB the second line in this enquiry is unrelated to this process.

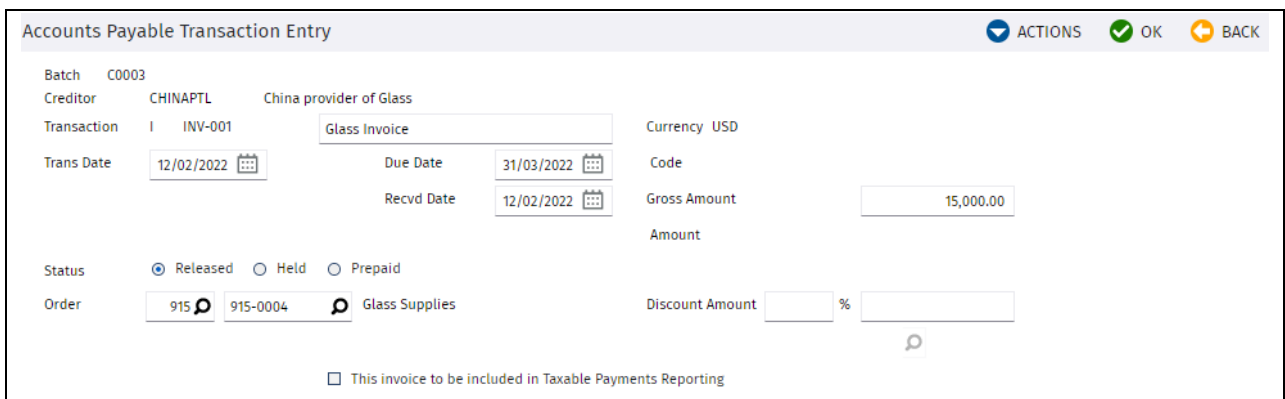
Processing the Invoice for the Goods

When the invoice is received it must be processed via the Post Invoices function. Foreign currency invoices cannot be entered via the Register Invoices function.



Enter the Creditor Id and Invoice number and select OK.

Then enter a description, transaction date, amount (in USD), and purchase order number.



The \$15,000 is made up of \$14,000 for the stock items, and \$1,000 for Freight.

Select OK, and the delivery docket for this purchase order are displayed. Then enter the quantities from the Invoice against each delivery, and select OK.

Paying the Invoice

Foreign Currency Invoices are paid using the same **Change Payment Selections** menu option. Select the creditor, and display transactions

Creditor Payment Selection ACTIONS OK BACK

BY CREDITOR BY JOB BY PERIOD BY PAYMENT DATE BY JOB & ADMINISTRATOR BY CREDITOR & TYPE POSTED DATE

	Invoice Amount AUD 31,823.57	Payment Amount AUD 31,823.57
All Invoices Total	21,428.57	21,428.57
Selection Total	21,428.57	21,428.57

Hide Apply XLS < > ...

Include Payment on Hold Creditors
 Exclude Payment on Hold Creditors
 Payment On Hold Creditors Only

Invoices
 S/C Payments
 Retention Claim
 Part Paid
 Jobs Paid from Trust Account
 Qualified Trust Payments
 Display 0 Value Invoices

CHINAPTL 915 Frm From From From Frm From From From Frm From = From = From
 CHINAPTL 915 To To To To To To To To To To To To

Creditor	Wkid	I/C	Invoice No.	Invoice Date	Sts	Desc	Cur	Invoice Amount	Payment Date	Pay Mth	Payment Amount	Prmt Pay	Settlement Discount	Stat Dec	Term
CHINAPTL	915	I	INV-001	12/02/2022	R	Glass I...	USD	15,000.00	31/03/2022	E	15,000.00	N			30

Select the payment(s) for prompt payment

Creditor Payment Selection ACTIONS OK BACK

BY CREDITOR BY JOB BY PERIOD BY PAYMENT DATE BY JOB & ADMINISTRATOR BY CREDITOR & TYPE POSTED DATE

	Invoice Amount AUD 31,823.57	Payment Amount AUD 31,823.57
All Invoices Total	21,428.57	21,428.57
Selection Total	21,428.57	21,428.57

Hide Apply XLS < > ...

Include Payment on Hold Creditors
 Exclude Payment on Hold Creditors
 Payment On Hold Creditors Only

Invoices
 S/C Payments
 Retention Claim
 Part Paid
 Jobs Paid from Trust Account
 Qualified Trust Payments
 Display 0 Value Invoices

CHINAPTL 915 Frm From From From Frm From From From Frm From = From = From
 CHINAPTL 915 To To To To To To To To To To To To

Creditor	Wkid	I/C	Invoice No.	Invoice Date	Sts	Desc	Cur	Invoice Amount	Payment Date	Pay Mth	Payment Amount	Prmt Pay	Settlement Discount	Stat Dec	Term
CHINAPTL	915	I	INV-001	12/02/2022	R	Glass I...	USD	15,000.00	31/03/2022	E	15,000.00	Y			30

Select Process Payments main menu item

Select

- Prompt Payment
- Manual Payments
- Currency USD
- Enter an Exchange rate
- EFT
- Enter a Payment Date.

Foreign Currency Purchases for Stock Items

Select OK, and then YES, and a Confirmation screen is displayed

Payment Processing

⏴ ACTIONS ✅ OK ⏮ BACK

Batch # P1002

Start Creditor: ALLIA 🔍 Allianz Insurance

Finish Creditor: VIEWPOIN 🔍 Viewpoint Software Pty Ltd

OR Select Creditors

Start Creditor Type: 🔍

Finish Creditor Type: 🔍

OR Select Creditor Type

ATO included

Prompt Payment Run Type: Prompt Payment Trust Account None

Pay by job If YES, please specify Job: 🔍

Pay by: Job Group Code Job Group Code/Reporting Unit/Sub U

Payment Terms:

Manual Payments Currency: USD Exchange Rate:

Payment type: EFT Cheque Separate Cheque / EFT per Invoice

Start Cheque Number: 1 Start EFT #: 1 Start BPay #: 1

G/L Bank Account: 10001101 🔍 Main Bank Account

Payment Date: 12/02/2022 📅

Include transactions up to and including: 12/02/2022 📅

Use Posted Date Include up to Posted Date: 000000 📅

Process S/C's, creditors or both: Invoice entry transactions S/C posting transactions Both

Select Payment Preview Batch

Payment Processing Confirmation ✕

Batch # P1002

Number of creditors to be paid: 1

Total value to be paid: 15,000.00

Proceed (same Job will be selected)

✅ OK ✕ Close

Select Proceed and OK. This will process the payment.

NB No Remittance Advice is produced

The screen below shows the GL Transactions that result from this payment.

The GL account 10007008 picks the Realised Gain/Loss between the Purchase exchange rate and the rate used for payment. These transactions relate to the USD \$14,000 for Stock, and the USD \$1,000 for Freight.

General Ledger Enquiry

🖨️ ⏴ ACTIONS ✅ OK ⏮ BACK

G/L Account 10001101 Main Bank Account

Batch P1002 User BOUDAMO Work Station QPADEV0001 Entry Date 12/02/22

XLS ⏪ ⏩ ⋮

Seq	GL Account	Description	Ast Wkid	Asset Code	Wkid	Cred/debt	Int Ref.	Job	Cost Code	CT	Amount ₪
	10003011	Payment from AP - EFT No. 1			915	CHINAPTL	INV-001				20,000.00
	10007008	Exchange Rate Fluctuation			915	CHINAPTL	INV-001				821.92-
	10003011	Payment from AP - EFT No. 1			915	CHINAPTL	INV-001				1,428.57
	10007008	Exchange Rate Fluctuation			915	CHINAPTL	INV-001				58.71-
1	10001101	EFT No. 1 Drawn 12/02/22			915	CHINAPTL	1				20,547.94-