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

Core Concepts of Jobpac  
Function Guide  
Version: 1.1

## Document Control Table

<b>Prepared by</b>	Damien Bourke
<b>Approved or authorised by</b>	
<b>Release date</b>	15/11/2023
<b>Version</b>	1.1
<b>Commercial in Confidence</b>	

## Change History

Version	Date	Author	Description of Changes
1.1	15/11/2023	Bhaskar Selvaraju	Moved the section on Database structure to specifications.
1.0	31/12/2021	DMB	Initial Release

## Table of Contents

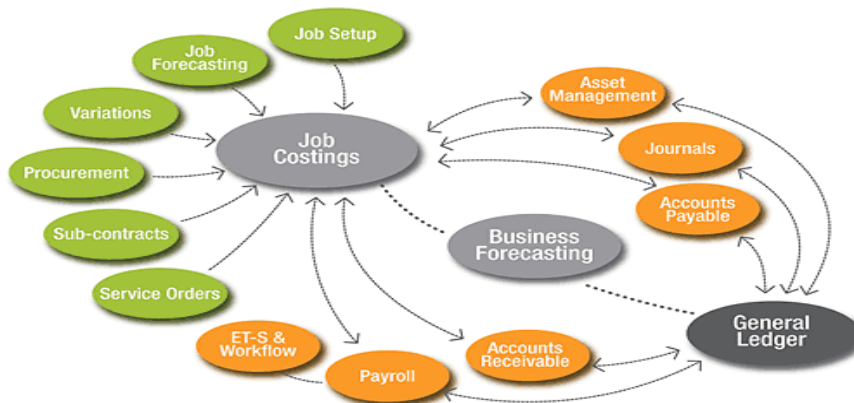
<b>Introduction</b>	<b>3</b>
What does Jobpac Cover	3
Jobpac Modules	4
<b>Technical Structure of Jobpac</b>	<b>4</b>
Menu Structures	4
Jobpac Licencing	6
History Data within Jobpac	8
System Parameters	8
Intercompany Transactions	9
Centralising Creditors and Debtors	9
Chart of Accounts	9
Job Costing	10
Linking Job Costs to the General Ledger.	12
Reconciliation of Job Costs and Revenue to the P&L.	12
Security within Jobpac	14
<b>Glossary of Terms used in Jobpac</b>	<b>14</b>

## Introduction

This document describes the core principles of Jobpac. Its audience is primarily support and consulting staff in Viewpoint. It could be given to select Jobpac clients.

## What does Jobpac Cover

Jobpac is a fully integrated business system specifically designed to tackle the unique business requirements of the construction and engineering industry. It meets the specific demands of commercial, industrial, civil, engineering, medium to large residential companies and subcontractors, with special focus on managing your business trading position, project costing, forecasting, budgeting and cash flow management. It is also a full set of accounting modules which are integrated with the project focused modules.



## Jobpac Modules

Project Focus	Accounting Focus
Project Costing	General Ledger
Purchasing	Accounts Payable
Subcontract Management	Accounts Receivable
Head Contract Progress Claim	Payroll
Variations	Bank Reconciliation
Electronic Transaction Approvals	Taxable Payments Reporting
Electronic Timesheets	Period End Processing
Standard Timesheets	BAS Reporting
Standard Forecasting	Stock Management
Contract Valuation (BFM)	Product Maintenance
Unsecured Works Management (BFM)	Asset Depreciation
Overhead Forecasting (BFM)	Internal Asset Hire
User Defined Fields	Asset Finance Leases
Rise and Fall	Human Resource Management

# Core Concepts of Jobpac

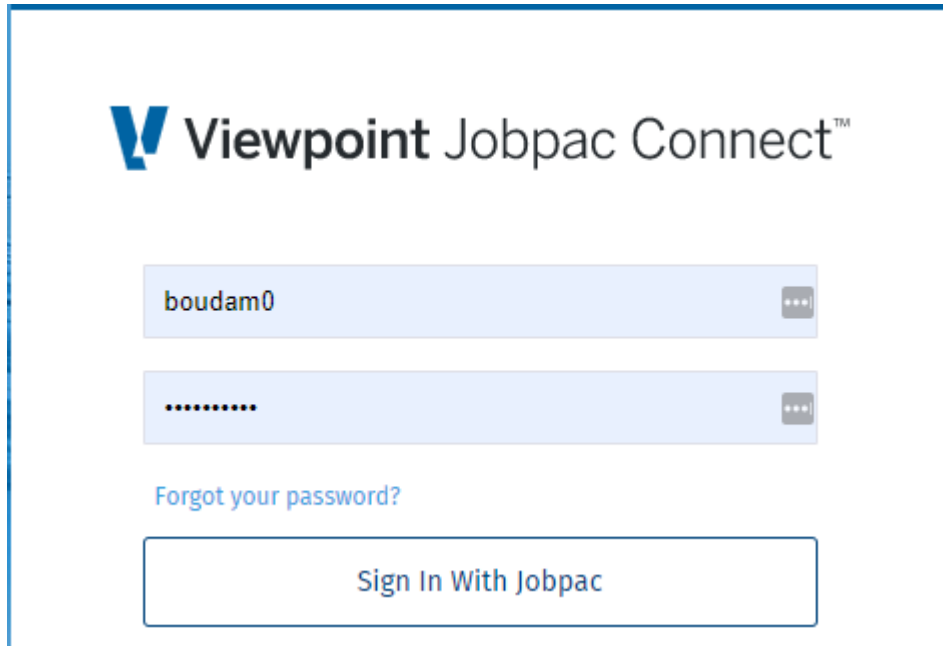
---

Service orders	System Administration and Security
Energy Capture	

## Technical Structure of Jobpac

### Menu Structures

Users get access to Jobpac, initially by being assigned a USERID and PASSWORD. This is used to sign on to Jobpac.



The screenshot shows the login interface for Viewpoint Jobpac Connect. At the top, the logo and text "Viewpoint Jobpac Connect™" are displayed. Below this, there are two input fields: the first contains the username "boudam0" and the second contains a masked password ".....". Both fields have a small "x" icon on the right side. Underneath the password field is a blue link that says "Forgot your password?". At the bottom of the form is a large button labeled "Sign In With Jobpac".

Users then get access to functions of Jobpac via a menu structure that is assigned to their USERID. In the example below, the Menu code is J9. The options OPT1, OPT2, OPT3,..... Represent the major modules in that menu code. If assigned to a user then they get access to all functions in that module.

e.g. OPT1 is Business forecasting, OPT2 is Finance Modules, OPT3 id Project Modules, OPT5 is Payroll.

Subject to the major module access, every individual Menu option can have a security level, and if the User Security Level is equal or higher they see that individual menu option.

# Core Concepts of Jobpac

**Menu User Maintenance** ACTIONS OK BACK

License Type	*CONCURRENT	FULL	BI	PM	FIELD	FIELD VIEW
Licenses		999	999	2	3	4
Users		65	6	2	1	3

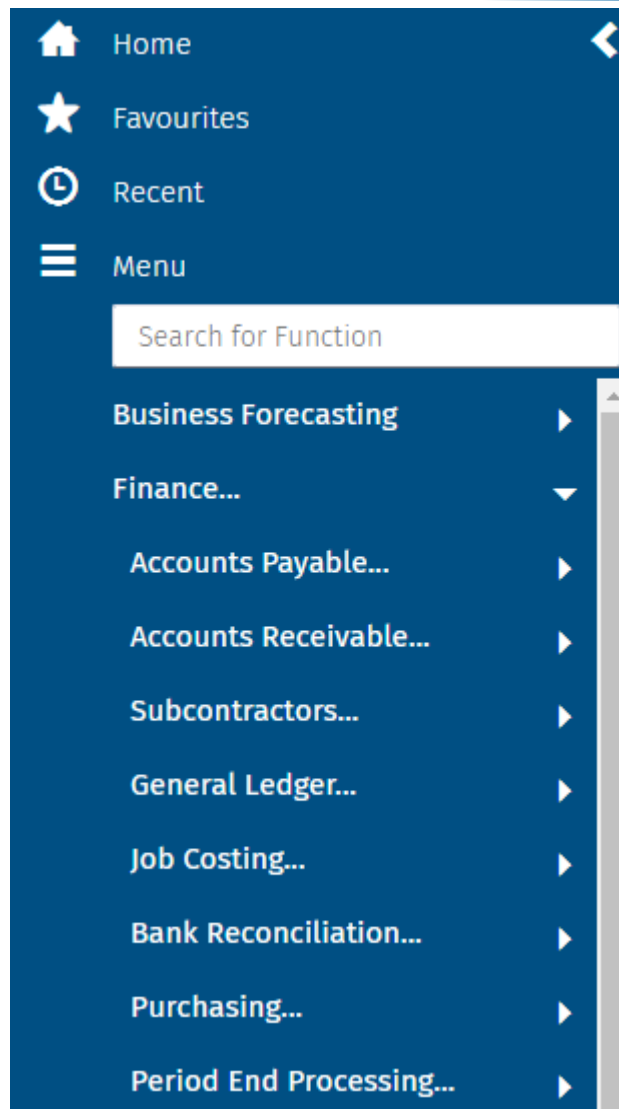
Apply + < > ...

From  Contains  Frm From Frm Frm Frm Frm Frm Frm Frm = Y  
 To  To To To To To To To To To To To (Y/N/ ) (Y/N/ )

User Id	Name	Sec Level	Menu Code	Opt 1	Opt 2	Opt 3	Opt 4	Opt 5	Opt 6	Opt 7	Opt 8	BI User	Base On User	Inc In Lic	EQ
BEAGLE2	Glenys Henry	9	J9	100	200	300	400		600	800	101	N		Y	
JURWIL1	Wilma	9	J9	100	200	300	400		600	800	900	N		Y	
NAGFR10	Frikkie Nagel	9	W8	100	200	300	400	500	600	700	900	Y		Y	
RAYMAR1	Marc Raynor Test profile	9	J9	100	200	300	400	500	600	800	900	N		Y	
STGAPIUSR1	API USR1	9	J9	100	200	300	400	500	600	800	101	N		Y	
STGAZURE00	STGAZURE 00	9	J9	100	200	300	500	400	600	800	101	N		Y	
STGAZURE01	qauser1 teams3	9	J9	100	200	300	400	500	600	800	101	N		Y	
STGAZURE1	STG Azure User1	9	J9	100	200	300	400	500	600	700	800	N		Y	

Users with different roles can be assigned different menu structures. For example Project Staff would have access to OPT1 (BFM) and OPT3 (PROJECTS) only, and Finance Staff would have access to OPT2 (FINANCE) and perhaps OPT5 (Payroll).

Below is an example of a Menu Structure.



There is a Function Guide that explains in detail how to create, modify, and assign menus to users.

## Jobpac Licencing

Jobpac can be used under two different licencing models.

**Named User Licences.** This model has a maximum no of individual nominated USERIDS that can access Jobpac. As people leave the company, their USERID is disabled, and another USERID can be created. The total no of active USERIDS cannot exceed the agreed licence count for that client. This model is the current one, and is used for all new Clients.

**Concurrent User Licences.** Many of our older Clients signed contracts for Concurrent User licences, and still use this model. These Clients can have a many USERIDS as they want, but only the licenced number of users can be signed on at any one time.

## History Data within Jobpac

All modules of Jobpac are associated with monthly periods and all transactions are associated with a period. At the end of each month a process is run to move modules into the next month. This process locks off the previous month, and in the case of project data establishes a monthly history snapshot of the prior month. This enables reporting by period for project data, and also



# Core Concepts of Jobpac

retrospective monthly trial balances for General Ledger, Accounts Payable, and Accounts Receivable.

## System Parameters

Jobpac is a single global system for all Jobpac Clients. All clients get access to all of the functions. However the functions can work in many different ways. These different ways of operation are driven by a large set of System Parameters.

There are over 1,300 parameters, each with one to 36 different settings. These are usually managed by Viewpoint consultants, but some clients, with appropriate experience with Jobpac, can make changes to these.

## Intercompany Transactions

Journals and Transaction costings can be done across companies. E.g. an invoice can be received in one company (Workid) and be costed to another Company. Jobpac automatically creates the appropriate intercompany transactions. This is managed by the Intercompany Table. See example below

Intercompany Control Parameter Maintenance ACTIONS OK BACK

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

**To** Apply < > ...

From	Contains	From	From	Contains	From
To	To	To	To	To	To
Source Work Id	Source Description	Source I/C Account	Target Work Id	Target Description	Target I/C Account
621	*SB TM Properties P/L 621	203012	622	Viewpoint Training Pty Ltd	203021
621	*SB TM Properties P/L 621	203013	623	*SB TM Corporate Services Pty Ltd 623	203031
622	Viewpoint Training Pty Ltd	203021	621	*SB TM Properties P/L 621	203012
622	Viewpoint Training Pty Ltd	203023	623	*SB TM Corporate Services Pty Ltd 623	203032
623	*SB TM Corporate Services Pty Ltd 623	203031	621	*SB TM Properties P/L 621	203013
623	*SB TM Corporate Services Pty Ltd 623	203032	622	Viewpoint Training Pty Ltd	203023
666	*SB Vintech Pty Limited 666	203021	622	Viewpoint Training Pty Ltd	203021
666	*SB Vintech Pty Limited 666	203021	750	*SB MPC E&I Division 750	203036
700	Viewpoint Training	203022	622	Viewpoint Training Pty Ltd	203018
700	Viewpoint Training	203023	710	*SB ABC Construction Division 710	203032

# Core Concepts of Jobpac

## Centralising Creditors and Debtors

If a client has more than one Workid, the system can be configured to store creditor and debtor core data in one of the Workids. In addition, GST and Control Accounts can be centralised to that Workid.

In the example below, only creditor and debtor maintenance are centralised. GST and Control Accounts are in each Workid.

Intercompany Balance Sheet Control Maintenance ACTIONS OK BACK

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

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
111														
621	623	N	N	N	Y	202211	202212	201611	201621	202214	202215	202901	202801	201619
622	623	N	N	N	Y	202211	202212	201611	201621	202214	202215	202901	202801	201619
623	623	N	N	N	Y	202211	202212	201611	201621	202214	202215	202901	202801	201619
666														
700	700	N	N	Y	Y	202211	202212	201611	201621	202214	202215	202901	202801	201619
710	700	N	N	N	N	202211	202212	201611	201621	202214	202215	202901	202801	201619

## Chart of Accounts

When Clients are set up, a Master Chart of accounts is always set up, even if there is only one Workid. This master set covers all Workids in the environment. This Master Chart file resides in the Production Database but with no firm code.

This is an example of part of Master chart. The chart of accounts in each Workid uses this as the core of the account with extra digits to signify the individual Workid and profit centre. The Workid chart of accounts picks up the Type and Control Account flag, by default, from the Master Chart of accounts.

The system parameter COAMAN is used to identify where the master chart of account number sits within the Workid Chart of accounts.

This example below has three digits at the start to represent the Workid, then two for a business unit, then the master chart no, then a zero.

COAMAN would be 6 4.

This means the master chart no starts in position 6, and is four characters long

e.g. 2000**79000**

**NB. The Workid GL account number has a maximum of 10 Characters.**

# Core Concepts of Jobpac

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	EQ
4101	Liab. To Credit Institutions	4					
4102	CBA - Commercial Bill	4					
4121	Long Term Loans	4					
4182	Lease Liability - Non Current	4					
4201	Long Service Leave Entitlements	4					
4301	CHP Liab	4					
5001	Issued & Paid Up Capital	5					
5101	Capital	5					
5102	Asset Revaluation Reserve	5					
5103	Capital Profit Reserve	5					
5202	Retained Earnings Prior Years	5					
5203	Dividends paid from Prior Year	5					
5204	Dividends paid from Current Year	5					
5205	Interim Dividends	5					
5206	Unappropriated Profit	5					
5999	Jobpac Dummy Profit & Loss Account - PRFTLS	5					
6001	Contract Works revenue	6		J			

< > ...

General Ledger Enquiry
ACTIONS OK BACK

MOVEMENT
ACCOUNT INFORMATION
ACTUALS
BUDGETS
FORECASTS

Hide Apply
XLS < > ...

Show amounts as at

(MMMMYY)

Account	Description	Balance	MTD Movement	YTD Movement	EQ
20001101	Main Bank Account	4,672.89-		4,672.89-	
20001166	Unapplied Cash Clearing Account				
20001301	Trade Debtors Control	3,633,440.42		528,297.34	
20001351	Retentions Receivable Control	185,872.80		19,329.55-	
20001352	Manual Retention				
20001556	Other Prepayments				
20001601	WIP of Invoicing	2,800.00		749,866.18-	
20001961	PAYG Tax withheld				
20002131	Office Furniture, Fittings & Equipment	1,849.50			
20002141	Site & General Equipment	121,386.84		632.73	
20002151	Motor Vehicles	107,276.56		309.36	
20003010	I/C Loan - Holdings	9,551,386.49		1,281,500.74-	
20003011	Trade Creditors Control	855,919.02-		573,268.39	
20003021	TRade Creditors retention				
20003030	I/C Loan - Victoria	698,311.23-			
20003040	I/C Loan - Queensland	2,398.36			
20003050	I/C Loan - ACT	14,861.95-			

< > ...

## Job Costing

# Core Concepts of Jobpac

Jobpac’s major purpose is to provide financial management of Construction Projects. Projects are identified uniquely within a Workid by an up to 6 digit job number. The term Project and Job within Jobpac mean the same thing.

It is recommended that job numbers used are 4 to 5 digits only. This leave spaces for using the job number as part of SC Agreement Numbers and Purchase Order Numbers, which are 8 characters.

Each item in Work Breakdown Structure for a project is assigned a Cost code, and then a Cost Type is added. The Combination of Cost Code and Cost Type is called a Cost Centre. All costs in Jobpac are recorded against Cost Centres. Budgets can be recorded against these Cost Centres. All ongoing costs and forecasts are recorded against these Cost Centres

Cost Code Maintenance
ACTIONS OK BACK

Job NS001 MUMMEL EXTENSION
Cost Updates Allowed

Unalloc Budget
Budget
Not Finalised

Alloc Budget 90,000.00

BUDGET
GL ACCOUNT LINK
TIME PHASED PLANNING

Apply Clear
↑ XLS < > ...

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

Cost Code	CT	Description	H/h/i/j	Budget	Quantity	Unit	Rate	Group	Scp	Sts	PMI
LAB001	LW	Labour		12,000.00					N	A	E
MAT001	MP	Materials Permanent		15,000.00					N	A	E
MAT002	MS	Timber		20,000.00					N	A	E
MAT003	MS	Roofing Iron		2,500.00					N	A	E
MAT004	MP	Windows and Doors		12,500.00					N	A	E
MAT004	MS	Fittings		13,500.00					N	A	E
PLA001	PI	Internal Plant		2,500.00					N	A	E
SUB001	SH	Subcontract Labour		12,000.00					N	A	E

< > ...

Cost Code  CT  Description

Budget  Quantity

GL Account

H/h/i/j  Group  PMW

Unit  Rate

Cost Plus Billing Markup %

Enter Scope Of Work

## Linking Job Costs to the General Ledger.

When a Job is setup, there are two methods of linking Job Costs to the General Ledger. These are determined by the setting in Job Maintenance. See below ‘Nominate GL at CC level.....’. The two main options are ‘At CC Level’ and ‘Not at CC Level’

**Job Maintenance : Type** ACTIONS OK BACK

Mode: MODIFY

Job: 0052 Western Sydney Airport

TYPE SETTINGS VALUES SCHEDULE INSURANCE CLIENT STAFF DEFINED FIELDS

**Payroll Interface Parameters**  
 Allowance Allocation Method:  Employee by Employee  Job by Job  No Allocation Method

**Item Maintenance Parameters**  
 This a property development job  
 This a schedule of rates head contract  
 Earned Budget Facility/Item Structure Used  
 Earned Budget/Item Structure:  Use Separate Item Structure  Use Cost Code Sub Items  Use Cost Centres Only  
 Earned Budget Forecasting:  Use Budget Items & Subitems  Use PMW - Create PMW Entries  
 Use PMW - Do Not Create PMW Entries  None

**Other Parameters**  
 Project Managers Worksheet Formula:  A  B  C  D  E  G  H  L  None  
 Nominate GL at CC Level OR Service Order:  At CC level  Not at CC level  Service Order  
 This a Small Orders Job  
 Is this a Cost Plus Billing Job? If Yes, Enter Markup Percentage:   
 Use Cost Centre Security  
 Use Resource Code Cost Tracking?  Disable Excel In Progress Claim  Terms & Conditions Format

If **'Not at CC Level'** is ticked (most frequently used), then the link to the GL is done at the Cost Type Level via the menu option 'Job G/L links'. Each cost type is linked to a General Ledger Account.

**Maintain Job Control Accounts** ACTIONS OK BACK

Job: NS001 MUMMEL EXTENSION

Allow cost updates  
 Default Accrual Account:

**Default Expense Accounts**

CT	Desc	Account	Description
LW	Wages	2B5902	CONTRACT SALARIES COSTS
MP	Perm.Matrl	2B5921	CONTRACT PERM. MATERIALS COSTS
MS	Oth.Matrl	2B5923	CONTRACT MAT'S & OTH.SERVICES
PI	Plant-Int.	2B5911	CONTRACT INT.PLANT COSTS
SH	Hire S/C	2B5933	CONTRACT HIRE S/C COSTS

If **'At CC Level'** is ticked, then the link to the GL is done at the Cost Centre Level via the menu option 'Job G/L links'. Each Cost Centre is linked to a General Ledger Account.

Maintain Job Control Accounts

 ACTIONS
 OK
 BACK

Job CP001 ELECTRICAL WORKS 2007

Allow cost updates  
 Default Accrual Account

**Default Expense Accounts**

< > ...

Cost Centre	Cost Centre Description	Account	Account Description
E1000 /LW	Move powerpoint	2B5902	CONTRACT SALARIES COSTS
E1000 /MP	Move powerpoint	2B5921	CONTRACT PERM. MATERIALS COSTS
E1001 /LW	Office Fitout	2B5902	CONTRACT SALARIES COSTS
E1001 /MP	Office Fitout	2B5921	CONTRACT PERM. MATERIALS COSTS
E1001 /MS	Office Fitout	2B5923	CONTRACT MAT'S & OTH.SERVICES

## Reconciliation of Job Costs and Revenue to the P&L.

One of the key functions of the Job Costing links to the GL, is to provide that ability to reconcile the Direct Cost and Direct Revenue components of the Profit and Loss statement with a list of Project Revenue, Cost and Margin. This is facilitated by the Contract Valuation function with the Business Forecasting Module.

No costs or revenue should be costed directly to these components of the P&L without a Job no associated with the transaction.

A separate User Guide is available that describes this reconciliation.

## Security within Jobpac

There are a number of security options within Jobpac that can be used to only allow users to access certain parts of Jobpac. The key ones are:

- |                  |  |
|------------------|--|
| Workid Security. | Users can be limited to specific Workids                             |
| Job Security.    | Users can be limited to specific Jobs                                |
| Menu security    | Users limited to specific modules and functions                      |
| Payroll Security | Users secures to specific employees, or none, or groups of employees |

There are a number of others. These are covered in the Security Guide Document.

## Glossary of Terms used in Jobpac

### Job Number (sometimes referred to as Project Number)

Up to six alpha-numeric characters allowed.

### Cost Code

Up to eight alpha-numeric characters. Each component of the Work Breakdown Structure is assigned a Cost code

### Cost Type

Up to two alpha-numeric characters. These are linked to each Cost Code. They define the type of activity for a cost code. These are defined at the Jobpac company level, not the project level. There can be up to 10 cost types for a company. Each project uses a subset of these. Examples are:

SA	Salaries
LB	Construction Labour
MT	Materials
SC	Subcontract
PL	Internal Plant
PE	External Plant
GE	General Expenses

### Cost Centre

The combination of the Cost Code and Cost Type. It is at the cost centre level that budgets are allocated, commitments and costs are incurred and forecasting is undertaken.

e.g. S0102/SC Demolition Subcontract works

### Budget

<b>Original Budget</b>	The budget agreed at the commencement of the project.
<b>Budget Changes</b>	Changes to the budget which occur after the Original Budget is finalised
<b>Current Budget</b>	The revised budget as a result of any Budget Change, either by transferring budget from one cost centre to another, or by contract variations.

### Contract Sum (Sometimes called Contract Revenue)

The agreed contract sum for a Project, chargeable to the client.

### Contract Margin

The difference between Contract Sum and the Current Budget.

# Core Concepts of Jobpac

---

## **Allow Costs Updates**

Once a project is established in Jobpac and is ready to accept costs, then the Finance Department mark as “Cost Updates Allowed”. Until such time as Cost Updates are allowed, Users will not be able to process any transactions for their project.

## **Finalise Budget**

Once the Work Breakdown Structure is in place and the budget has been allocated to cost centres, the Budget is “Finalised” which will “lock-in” the original contract sum, budget and margin. All changes to the budget are then audited and controlled

## **Budget Adjustments**

Budgets can be adjusted by transferring budget from one cost centre to another, or by Head Contract Variations.

## **Variations**

Variations occur when there is a change to the original contracted scope of works. Changes will typically have an impact (either positively or negatively) on the project budget and revenue. SC Variations can be linked to Head Contract Variations

## **Committed Cost**

A committed cost is established against a cost centre each time a purchase order is raised or a subcontract is let by the site administrator and entered into the system. The committed cost equals the value of the purchase order or subcontract.

## **Committed Budget**

When letting subcontracts or raising purchase orders, the site administrator can also enter the amount of budget that was allowed for the subcontract or purchase order. This is known as the committed budget. It is usually allowed to default to the value of the Order.

## **Actual Cost**

Actual Costs are defined as the value of approved project costs actually in the company ledgers. e.g. invoices received from the supplier or subcontractor for goods and/or services which have been authorised by the project manager and posted to accounts, the value of labour and salary costs actually paid, general journals, and plant hire costs. If any actual cost is not linked to a Purchase Order or a Subcontract Agreement, it also updates the committed cost on the project.

## **Incurred cost**

Incurred Costs are defined as the value of goods and/or services that have been physically delivered to a project, and a delivery docket entered into Jobpac, and an invoice is yet to be processed. It is also the value of a SC Payment that has been prepared but not yet posted.

## **Accrued Cost**

Accrued Costs are defined as the value of goods and/or services that have been physically delivered to a project, but not subject of a delivery docket or an unposted SC Payments, and are not yet invoiced. These are manually entered into Jobpac as BFM Cost Accruals.

## **Cost of Work in Progress (CWIP)**

CWIP is defined as the sum of Actual, Incurred, and Accrued Costs. Simply put, it is the cost of all goods and services which have been physically received and used on a project, regardless of whether the costs have been authorised or not.



# Core Concepts of Jobpac

## **Paid Cost**

Paid Costs are defined as the value of all approved creditor/subcontractor invoices that have had a cheque or EFT payment raised against them. Any payroll costs, journals and direct debits are deemed to be paid.

## **Forecast Cost to Complete (FCC)**

At the commencement of the project, Jobpac will automatically assign the FCC as equal to the Original Budget. At completion, the FCC will have progressively reduced to "0". It is the cost of work yet to be committed if PMW formula is E, and the cost of work yet to be done if PMW formula is H.

## **Forecast Final Cost (FFC)**

If PMW formula is E,  $FFC = \text{Committed Cost to Date} + FCC$ .

If PMW formula is H,  $FFC = CWIP + FCC$ .

## **Gain / Loss**

Gains / Losses are defined as the difference between the FFC and the Current Budget.

## **Current Contract Margin**

Current Contract Margin is calculated as the sum of the original contract margin plus the margin on variations included in Cost and Revenue (i.e. 'Transferred').

## **Current Forecast Margin**

Current Forecast margin is calculated as the value of the Current Contract Margin plus gain/loss against budget achieved on the project to date.

AND

$\text{Forecast Final Revenue} - \text{Forecast Final Cost}$

## **Contract Valuation**

Term used within BFM to represent the Financial Status of a project at month end

## **SOR**

Stands for Schedule of Rates Projects or Subcontracts

## **SPA (Subcontract Payment authority)**

Generic term for preparation of a SC Payment

## **Internal Variation**

SC Variations with no Head Contract Revenue

## **External Variation**

Client Variations, usually with revenue.