

 **Viewpoint**
Jobpac Connect[™]

Setting up Bank Accounts in Jobpac
Function Guide
Version: 1.0

Document Control Table

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|----------------------------------|---------------|
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| 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 |

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Setting up Bank Accounts in Jobpac

Setup Process

To setup a new bank account in Jobpac requires the following:

1. Determine the GL account to be used for the bank account, and set it up in GL Maintenance in the required workid. This may require a new master Chart of Account to be setup.
2. Go to the menu option Cash Account Maintenance in the General Ledger Menu. If this is not setup, add it to the GL menu

| | | | | |
|---|---|---|----------------------|------------|
| 8 | P | 8 | Cash A/c Maintenance | CSHACCTMNP |
|---|---|---|----------------------|------------|

Selecting this menu option, displays all bank accounts already setup.

| Cash Account Maintenance | | | | | | | | | | | | | ACTIONS | OK | BACK | | | |
|--------------------------|------|------------|------------------------|------------------------|----------|----------|-----------------|-----------|------|------|-------------|------|---------|----|------|----|----|----|
| From | From | From | Contains | Contains | Contains | From | From | From | From | From | From | From | To | To | To | To | To | To |
| Wkid | Seq | GL Account | GL Account Description | Direct Entry User Name | Remitter | Bank BSB | Bank Account | Bank Name | Chq | EFT | EFT User Id | | | | | | | |
| 910 | | 10001101 | Main Bank Account | Bourke Enterprises | Bourke | 999999 | 999999999 | CBA | | | 301500 | | | | | | | |
| 910 | 1 | 10003801 | AMEX - Business Car | Bourke Enterprises | Bourke | 999999 | AMEX - BUSINESS | CBA | | | 301500 | | | | | | | |
| 910 | 2 | 10003802 | AMEX - Corporate Ca | Bourke Enterprises | Bourke | 999999 | AMEX -CORPOR... | CBA | | | 301500 | | | | | | | |
| 910 | 3 | 10003803 | Mastercard | Bourke Enterprises | Bourke | 999999 | MASTERCARD | CBA | | | 301500 | | | | | | | |
| 910 | 4 | 10001104 | Secondary bank acco | Bourke Enterprises | Bourke | 999999 | 999999999 | CBA | | | 301500 | | | | | | | |
| 920 | | 20001101 | Main Bank Account | Bourke Enterprises | Bourke | XXXXX | XXXXXX | CBA | | | 301500 | | | | | | | |
| 930 | | 30001101 | Main Bank Account | Bourke Enterprises | Bourke | XXXXX | XXXXXX | CBA | | | 301500 | | | | | | | |
| 940 | | 40001101 | Main Bank Account | Bourke Enterprises | Bourke | XXXXX | XXXXXX | CBA | | | 301500 | | | | | | | |
| 950 | | 50001101 | Main Bank Account | Bourke Enterprises | Bourke | XXXXX | XXXXXX | CBA | | | 301500 | | | | | | | |
| 955 | | 55001101 | Main Bank Account 1 | Bourke Enterprises | Bourke | XXXXX | XXXXXX | CBA | | | 301500 | | | | | | | |
| 960 | | 60001101 | Main Bank Account 1 | Bourke Enterprises | Bourke | XXXXX | XXXXXX | CBA | | | 301500 | | | | | | | |
| 970 | | 70001101 | Main Bank Account 1 | Bourke Enterprises | Bourke | XXXXX | XXXXXX | CBA | | | 301500 | | | | | | | |

Add the new bank account details at the end of the table.

| Column | Description |
|------------------------|--|
| Workid | Row 1 Description {Font: Arial, Size: 10} |
| Seq | Row 2 Description |
| GL Account | Row 3 Description |
| Direct Entry User Name | Name of Company. Up to 16 Characters. Parameter CONAME |
| Remitter | Direct Entry Remitter Name from the bank. Parameter DERMTR |
| Bank BSB | BSB Numbers |
| Bank Account | Account Numbers |
| Bank Name | Three character acronym for bank e.g. ANZ |
| Chq | |
| EFT | |
| EFT User Id | Direct Entry Userid number. Parameter DEIDNO |