

Viewpoint Jobpac Connect™

End of Month Processing 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	31/3/2022	DMB	Initial Release	





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Introduction

Jobpac is partly an accounting system, and all the key modules require closing off a month for processing and moving to the next month.

Once Accounts Payable, Accounts Receivable, Stock, Assets, and Payroll are rolled over to the next month, it is not possible to do any transactions in a prior period, including the one just rolled over.

The prior Job Costing period (the Review Period) can be updated with Cost and Revenue accruals via the BFM Contract Valuation module.

The General Ledger can accept transactions to any prior period. This is governed by system parameters.

These are GLPASS, JRNVLD, PSTBCK, and PSTLYR.

All key reports can be run for past periods, particularly Trial Balances, and Balance Sheet. There is no need to run reports before rollover because you may lose information.

While individual modules can be rolled over separately, it is strongly recommended that the modules

- Account Payable
- o Accounts Receivable
- Job Costing (Lock off project cost and Revenue)
- o Stock
- o General Ledger

be rolled over together.

As the Asset module can push costs to Jobs, this should always be run before Job Costing is run so the costs can be included in the Job costs for the rollover period.

Payroll end of month can be run as required due to the nature of ATO reporting.

BFM is always the last module to be rolled over. This usually occurs one or two week after Job costing has been rolled.

It is not good practice to run the End of month rollovers while staff are using the system.

An end of month scheduled facility is available to schedule and run the EOM for all modules, and it is strongly recommended this be used for all rollovers.





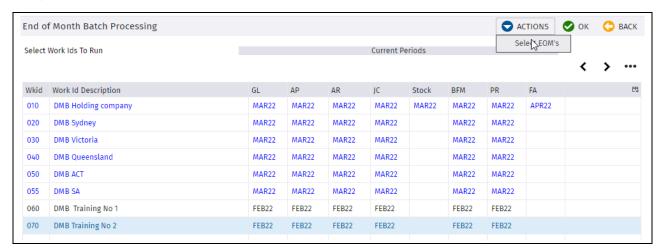
Using the Scheduler

To access the Scheduled End Of Month Select:> Finance > Period End Processing > Scheduled End Of Month. You will be presented with the following screen:



Field Name	Description	
GL	General Ledger.	
AP	Accounts Payable.	
AR	Accounts Receivable.	
JC	Job Costing.	
Stock	Stock.	
BFM	Jobpac Business Forecasting Module.	
PR	Payroll.	
FA	Fixed Assets.	

Double click on the required Work Id or right click and choose **Select**. The line text for the company will change colour from black to blue, to confirm that the selection has taken place. Repeat to select additional Work Ids.

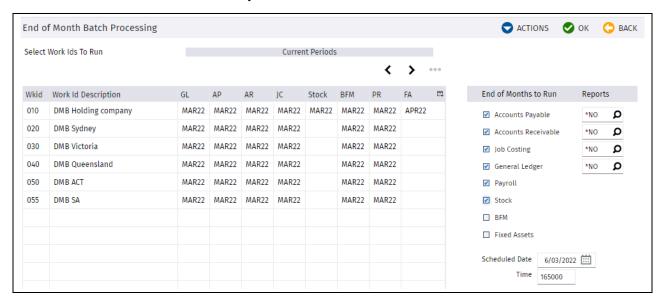






Select EOM's from the **Actions** menu to advance to the next step (Screen shown below) and then specify which End of Month processes are to be executed.

NB You can see Assets has already been rolled over.



Field Name	Description
Scheduled Date/Time	Provides the option to specify when the EOM is to be scheduled. You may use the calendar to nominate the Scheduled Date. Be sure to enter a scheduled time in advance of the current time.
	Format of the time field is HHMMSS and in 24 hour format- for example, 11.00pm is 230000 for the EOM to run. Please select a time that is in advance to ensure Job is scheduled correctly.
	If this is blanked out, and the date is today, the EOM will start running immediately.
Job Queue	The Job Queue where the jobs will be submitted. Typically this is not displayed. In the situation where it is necessary to run more than one EOM process together, this can be displayed.

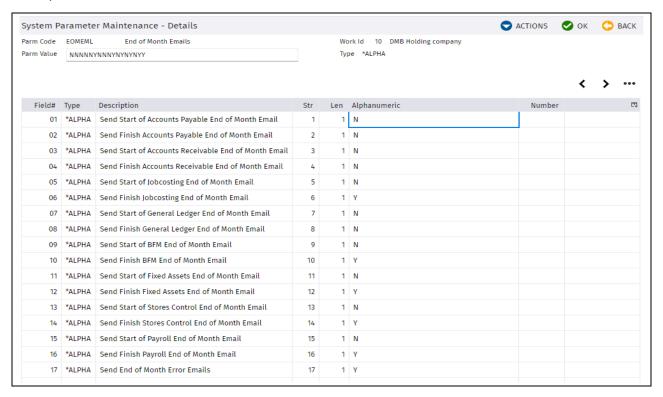
Note: There is a particular sequence to running EOM's for particular modules such as the BFM. You should seek the advice of your Jobpac consultant if you are unsure.





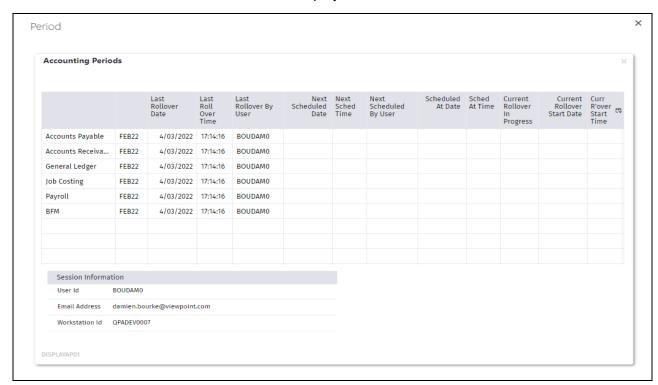
Notification of Progress of EOM.

The parameter EOMEML can be set to send emails when each module EOM starts and finishes



These emails are sent to the person submitting the EOMs.

To check that the EOMs are scheduled as submitted, use the option on the top of your screen in line with the Workid Name. This displays the scheduled times.







Show Accounting Period Status

There is an option to display the Accounting period status of all Workids, including Test Workids Select > Finance > Period Ending Processing > Show Accounting Period Status.

