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

End of Month Processing  
Function Guide  
Version: 1.0

## Document Control Table

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<b>Approved or authorised by</b>	
<b>Release date</b>	31/3/2022
<b>Version</b>	1.0
<b>Commercial in Confidence</b>	

## Change History

Version	Date	Author	Description of Changes
1.0	31/3/2022	DMB	Initial Release

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# End of Month Processing

## 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, JRNULD, 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
- Accounts Receivable
- Job Costing (Lock off project cost and Revenue)
- Stock
- 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.

## End of Month Processing

### 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:

End of Month Batch Processing											ACTIONS	OK	BACK
Select Work Ids To Run										Current Periods			
Wkid	Work Id Description	GL	AP	AR	JC	Stock	BFM	PR	FA				
010	DMB Holding company	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22	APR22				
020	DMB Sydney	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22					
030	DMB Victoria	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22					
040	DMB Queensland	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22					
050	DMB ACT	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22					
055	DMB SA	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22					
060	DMB Training No 1	FEB22	FEB22	FEB22	FEB22		FEB22	FEB22					
070	DMB Training No 2	FEB22	FEB22	FEB22	FEB22		FEB22	FEB22					

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.

End of Month Batch Processing											ACTIONS	OK	BACK
Select Work Ids To Run										Current Periods			
Wkid	Work Id Description	GL	AP	AR	JC	Stock	BFM	PR	FA				
010	DMB Holding company	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22	APR22				
020	DMB Sydney	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22					
030	DMB Victoria	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22					
040	DMB Queensland	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22					
050	DMB ACT	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22					
055	DMB SA	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22					
060	DMB Training No 1	FEB22	FEB22	FEB22	FEB22		FEB22	FEB22					
070	DMB Training No 2	FEB22	FEB22	FEB22	FEB22		FEB22	FEB22					

# End of Month Processing

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.

End of Month Batch Processing

▶ ACTIONS
 ✔ OK
 ◀ BACK

Select Work Ids To Run Current Periods

< > ...

Wkid	Work Id Description	GL	AP	AR	JC	Stock	BFM	PR	FA	⌘
010	DMB Holding company	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22	APR22	
020	DMB Sydney	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22		
030	DMB Victoria	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22		
040	DMB Queensland	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22		
050	DMB ACT	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22		
055	DMB SA	MAR22	MAR22	MAR22	MAR22		MAR22	MAR22		

End of Months to Run	Reports
<input checked="" type="checkbox"/> Accounts Payable	*NO <span>⌘</span>
<input checked="" type="checkbox"/> Accounts Receivable	*NO <span>⌘</span>
<input checked="" type="checkbox"/> Job Costing	*NO <span>⌘</span>
<input checked="" type="checkbox"/> General Ledger	*NO <span>⌘</span>
<input checked="" type="checkbox"/> Payroll	
<input checked="" type="checkbox"/> Stock	
<input type="checkbox"/> BFM	
<input type="checkbox"/> Fixed Assets	

Scheduled Date  📅

Time

Field Name	Description
<b>Scheduled Date/Time</b>	<p>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.</p> <p>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.</p> <p><b>If this is blanked out, and the date is today, the EOM will start running immediately.</b></p>
<b>Job Queue</b>	<p>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.</p>

*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.*

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# End of Month Processing

## Notification of Progress of EOM.

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


System Parameter Maintenance - Details 
[ACTIONS](#) [OK](#) [BACK](#)

Parm Code: EOMEML End of Month Emails      Work Id: 10 DMB Holding company  
 Parm Value: NNNNNNNNNNNNNNNY      Type: \*ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number	
01	*ALPHA	Send Start of Accounts Payable End of Month Email	1	1	N		
02	*ALPHA	Send Finish Accounts Payable End of Month Email	2	1	N		
03	*ALPHA	Send Start of Accounts Receivable End of Month Email	3	1	N		
04	*ALPHA	Send Finish Accounts Receivable End of Month Email	4	1	N		
05	*ALPHA	Send Start of Jobcosting End of Month Email	5	1	N		
06	*ALPHA	Send Finish Jobcosting End of Month Email	6	1	Y		
07	*ALPHA	Send Start of General Ledger End of Month Email	7	1	N		
08	*ALPHA	Send Finish General Ledger End of Month Email	8	1	N		
09	*ALPHA	Send Start of BFM End of Month Email	9	1	N		
10	*ALPHA	Send Finish BFM End of Month Email	10	1	Y		
11	*ALPHA	Send Start of Fixed Assets End of Month Email	11	1	N		
12	*ALPHA	Send Finish Fixed Assets End of Month Email	12	1	Y		
13	*ALPHA	Send Start of Stores Control End of Month Email	13	1	N		
14	*ALPHA	Send Finish Stores Control End of Month Email	14	1	Y		
15	*ALPHA	Send Start of Payroll End of Month Email	15	1	N		
16	*ALPHA	Send Finish Payroll End of Month Email	16	1	Y		
17	*ALPHA	Send End of Month Error Emails	17	1	Y		

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.

Period ✕

**Accounting Periods** ✕

	Last Rollover Date	Last Roll Over Time	Last Rollover By User	Scheduled Date	Next Sched Time	Next Scheduled By User	Scheduled At Date	Sched At Time	Current Rollover In Progress	Current Rollover Start Date	Curr R'over Start Time
Accounts Payable	FEB22	4/03/2022	17:14:16	BOUDAMO							
Accounts Receiva...	FEB22	4/03/2022	17:14:16	BOUDAMO							
General Ledger	FEB22	4/03/2022	17:14:16	BOUDAMO							
Job Costing	FEB22	4/03/2022	17:14:16	BOUDAMO							
Payroll	FEB22	4/03/2022	17:14:16	BOUDAMO							
BFM	FEB22	4/03/2022	17:14:16	BOUDAMO							

**Session Information**

User Id: BOUDAMO

Email Address: damien.bourke@viewpoint.com

Workstation Id: QPADEV0007

DISPLAYAP01

# End of Month Processing

## 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**.

Show Current Accounting Periods 
⏴ ACTIONS ✓ OK ⏴ BACK

Hide Apply 
⏴ ⏵ ...

From	Contains	From	From	From	From	From	From	From	From	
To		To	To	To	To	To	To	To	To	
Wkid	Description	A/P	A/R	G/L	Payroll	Jobs	BFM	Assets	Stock	⌂
10	DMB Holding company	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22	APR22	MAR22	
20	DMB Sydney	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22			
30	DMB Victoria	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22			
40	DMB Queensland	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22			
50	DMB ACT	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22			
55	DMB SA	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22			
60	DMB Training No 1	FEB22	FEB22	FEB22	FEB22	FEB22	FEB22			
70	DMB Training No 2	FEB22	FEB22	FEB22	FEB22	FEB22	FEB22			
910	**TEST** DMB Holding	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22			
920	**TEST** DMB Sydney	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22			
930	**TEST** DMB Victori	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22			
940	**TEST** DMB Queensl	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22			
950	**TEST** DMB ACT	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22			
955	**TEST** DMB SA	MAR22	MAR22	MAR22	MAR22	MAR22	MAR22			
960	Training Workid 960	APR22	APR22	APR22	APR22	APR22	MAR22			
970	Training Workid 970	SEP21	SEP21	SEP21	SEP21	SEP21	SEP21			