Viewpoint Jobpac Connect™

System Administration Module Guide
Version: 1.0

Document Control Table

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Change History

Version	Date	Author	Description of Changes
1.0	30/04/2022	DMB	Initial Release

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Introduction

Aim of this Reference Guide

The purpose of this Reference Guide is to assist System Administrators, and those users who are involved in the creation and maintenance of Work ID's in the Jobpac system. This Reference Guide will assist all to understand and apply the method and creation sequence when entering and maintaining Work ID's.

The Role of the System Administrator

The role of the System Administrator is fundamental to the efficient operation of the Jobpac system. The system administrator is responsible for:

- Creation and maintenance of new Work ID'S
- Controlling the use of the system by Jobpac Users
- Applying parameters to achieve the correct operation of the system
- Acting as a point of contact with Jobpac consultants and support staff

Pre-Requisites

- An understanding of the navigation of Jobpac screens
- An understanding of the organisation's system parameters,
- Chart of Accounts and
- Job structure

Warning

- Extreme caution should be undertaken when changing/applying parameters as different combinations may impact the processes currently in operation
- It is strongly recommended that any changes are done in consult with your Jobpac Consultant

The Structure of the Jobpac System

A combination of the following elements forms the basis of the Jobpac system:

- The Jobpac Program Library, containing all of the programs required to run Jobpac
- The System Control Files, containing information about the configuration of the system. These files contain information about which file groups are used, which firms are contained in the databases and which Work ID's are defined for each firm
- Database File Groups, containing user information entered using Jobpac. These are the files in which user entered data is stored. Each file group is contained in a separate library within Jobpac

Definition of a Firm

A firm is defined as an independent processing entity with its own Chart of Accounts and Master Files e.g., Creditors file, Debtors file etc. The Firm is identified by a combination of the Firm Code and the Database in the Work ID maintenance program.

Definition of a Work ID

Within each firm there may be several or many operational units. These units can be distinguished by one factor – the way that Jobpac programs operate can be different in each of them. This is achieved by giving each of these units a unique Work ID. A Work ID is the combination of the Database, the Firm Code and the Program Set Up Code.

Note: Work ID's may be Divisions of an organisation, geographically separated Branches or discrete legal entities.

Build a new Database

After your initial implementation it would be unusual to need to create a new database on Jobpac, as such **please talk to your Jobpac consultant prior to completing any of these steps to ensure that this is the best solution for the outcome you desire.**

From the Jobpac Main Menu screen, above, select

> System Administration > Define Companies > Build New Database.

CHECK WITH OH SOO
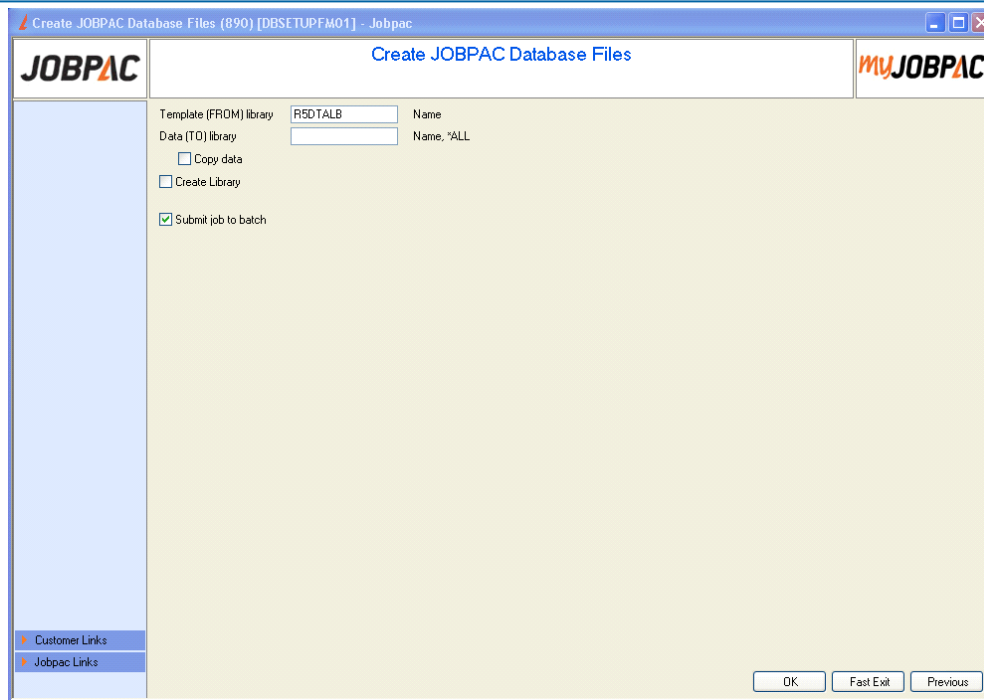
Create JOBPAC Database Files

You will be asked to confirm the Template Library that you wish to copy from, this will default to your existing Database.

Next you will need to enter the name of the new Database library.

You then need to decide if you wish to copy the data from the template library to the new library.

Select Create Library and OK to confirm.

The job will be submitted for batch processing in background if the Submit Job to Batch option is ticked, otherwise the process will be run interactively. For efficiency of processing take the default option which is to submit to batch. Pressing OK will initiate the process.

Maintain Work ID

As defined above, a Work ID is a separate operational unit. To create these units within the Jobpac system they must be identified and created as Work ID's.

There is a mandatory sequence that must be followed when Work ID's are created:

1. Defining a Work ID, including the database, firm code and Program Set Up
2. The creation of set of System Parameters
3. The creation of a Chart of Accounts
4. The creation of Intercompany Accounting and Reporting relationships
5. The creation of access rules and security for Jobpac Users
6. The creation of Cost Types and the entering of a link to the General Ledger accounts
7. The creation of GST and BAS Codes

*Note: The creation of **System Parameters,** the **Chart of Accounts** and the **GST and BAS Codes** may be done using **"COPY"** functionality within the Jobpac system, then editing as necessary.*

*After **Work ID's** have been created following the above sequence, the Work ID is then ready to become operational. It is at this point that the Jobpac Master Files can be loaded.*

System Administration

> *These files include the Job, Creditors and Debtors master information. This can be done manually or by using copy functionality within Jobpac.*

From the Jobpac Main Menu screen, above, select

> System Administration > Define Companies > Maintain Work ids

Work Id	Screen Name	Data Library	Firm Code	Program Setup Code	Seq Nbr	Production/Test	Disable
10	DMB Holding company	JDDMBDTA01	10	01	100	P	
20	DMB Sydney	JDDMBDTA01	20	01	200	P	
30	DMB Victoria	JDDMBDTA01	30	01	300	P	
40	DMB Queensland	JDDMBDTA01	40	01	400	P	
50	DMB ACT	JDDMBDTA01	50	01	500	P	
55	DMB SA	JDDMBDTA01	55	01	550	P	
60	DMB Training No 1	JDDMBDTA01	60	01	600	P	
70	DMB Training No 2	JDDMBDTA01	70	01	700	P	
910	**TEST** DMB Holding Company	JDDMBTST01	10	01	910	T	
920	**TEST** DMB Sydney	JDDMBTST01	20	01	920	T	
930	**TEST** DMB Victoria	JDDMBTST01	30	01	930	T	
940	**TEST** DMB Queensland	JDDMBTST01	40	01	940	T	
950	**TEST** DMB ACT	JDDMBTST01	50	01	950	T	
955	**TEST** DMB SA	JDDMBTST01	55	01	955	T	
960	Training Workid 960	JDDMBTST01	60	01	960	T	
970	Training Workid 970	JDDMBTST01	70	01	960	T	

Field Name	Description
Work ID	This is the number of the new Work ID. Only if creating a new workid.
Screen Name	Enter the name of the Work ID to appear on the main menu
Data File Library	Enter the Data library Name. This will generally be the same other existing Production Work ID's
Firm Code	Enter the two character Firm code for this workid
Program Set Up Code	Enter the 2 character program code. Generally use 01. This function is rarely used any more.
Sequence No	This is the sequence you want these workids to appear in lookup screens.
Production or Test	Set this to P for a production library, or T for a test Library. This is a mandatory field.
Disable	Leave blank, or enter Y if you wish to disable this workid. It will still appear in the lookup screens but cannot be selected.

Creating System Parameters

System parameters are used to allow for flexibility within the Jobpac system. Sets of parameters determine how various modules perform and define other functions within Jobpac such as user access, authority levels etc.
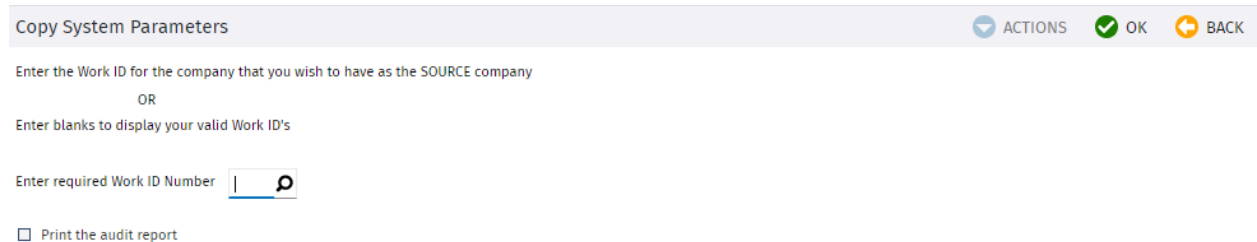
When setting up a new Workid, the parameters can be copied from another similar workid, and then modified as required.

If this is the first workid, your Jobpac Consultant will provide a standard list of parameters.

> *Note: Each parameter may be either alphanumeric or numeric. They may include dates, accounts codes or Y/N decisions.*

From the Jobpac Main Menu screen, above, select:

> System Administration > Define Companies > Duplicate Parameters

Copy System Parameters   ACTIONS   OK   BACK

Enter the Work ID for the company that you wish to have as the SOURCE company
                OR
Enter blanks to display your valid Work ID's

Enter required Work ID Number | 🔍

☐ Print the audit report

Enter the code of the Work ID that you want to copy the System Parameters from. You need to be in the new Work ID that you wish to copy the parameters to.

> *Note: This should be a Work ID that performs the same functions as the new Work ID and one where Jobpac is used in the same way. If an identical match is not available, copy a Work ID that is substantially the same and add or edit parameters as necessary.*

System Parameter Maintenance

> *Note: Adding, Deleting and Modifying a system parameter will change the operation of Jobpac. Note also that there are some parameters that set in conjunction with other parameters and that changing one parameter may affect the way another parameter is to be set up. Refer to your Jobpac consultant for any advice in this area.*

To search the parameters, from the Jobpac Main Menu screen, above, select

 > System Administration > Define Companies > Maintain Parameters

On the **Actions** menu you have the options:

Help - this provides more details about the purpose of the parameter selected

Add Maintain 1 Code – you select this to add a new parameter or to maintain the parameter for more than one Work-ID. There is a look-up function at the right hand side of the Parameter Code box. Selecting the look-up function will display a list of valid parameters.

Then you need to enter the appropriate flags into the parameter. There may be a number of Sub Parameters for each main parameter.

Field#	Type	Description	Str	Len	Alphanumeric	Number	
01	*ALPHA	Hide Full total line in CSV	1	1			
02	*ALPHA	Hide Reference field in CSV	2	1			
03	*ALPHA	Hide Activity field in CSV	3	1			
04	*ALPHA	Hide Description field in CSV	4	1			
05	*ALPHA	Hide Paid to Date field in CSV	5	1			

Creation of Cost Types and GL links

In Jobpac Cost Centres are shown as a combination of Cost Type and Cost Code. Cost Types are set up through the Jobpac Menu. Select:

> System Administration > Define Companies > Cost Types

Select the first option to enter new cost types.

The GL accounts that are linked here must be setup first.

	Description	Abbreviation	Default Expense Account	Account Description	Parameter Description
1.	Labour	LB	10008001	Labour	
2.	Material	MT	10008002	Materials	
3.	Subcontrct	SC	10008004	Subcontract	
4.	Plant	PL	10008003	Plant	
5.	Other	OT	10008005	Other	
6.	Revenue	RV	10006005	Small Order Revenue	
7.					
8.					
9.					
10.					

If the Cost Types are being created for the first time then the program will display the table used to set up the transactions permitted for each cost type.

It is advisable to talk to your Jobpac consultant prior to completing this step or making changes to ensure that the changes meet the processing requirements and restrictions suitable for the company.

The next step is to return to the Modify option and select the Revenue Account Function. This sets up the default revenue accounts for the company or Group Code.

Note that the revenue categories are pre-defined and are consistent with revenue accounting functions in other areas of Jobpac such as the BFM. Allocate General Ledger accounts to the categories in accordance with the function set out in the table, even if there is no current expectation that the accounts will be used.

If you are using Job Group codes, then default GL accounts can be established for each Group code.

Parameter Listings

> *Note: The following Parameter descriptions are only a sample of the parameters that are contained within Jobpac, but these are the parameters that make basic operation available. A complete list of parameters is available from Jobpac consultants. Consulting assistance may be required to review the impact of combining more complex parameters.*
>
> *It should be remembered that as new modules are implemented into an organisation the parameters will have to be reviewed and amended or added to as required*

Parameters can be grouped to provide access and functionality within modules. The parameters relating to core modules are listed below

Mandatory Control Accounts

These parameters provide Jobpac with the account numbers for important control accounts. These control accounts are used by the system for one half of the double-sided journal entries. The maximum length of an account number is 10 characters.

Mandatory Control Accounts

Symbol	Description
RETERN	GL Account code for Retained Earnings (Profit/Loss)
STOCK	GL Account code for Stock on Hand
TRCRED	GL Account code for Trade Creditors Control
SCCRED	GL Account code for Subcontractors Credit Control
TCRETN	GL Account code for Trade Creditors Retention
SCRETN	GL Account code for Subcontractors Creditor Retentions
TRDEBT	GL Account code for Trade Debtors Control
RTNHLD	GL Account code for Retentions Held
PRFTLS	GL Account code for Profit and Loss Control

Optional - User Definable Descriptions

User definable descriptions allow the system administrator to define the description which will be placed next to the User Definable fields in the master file maintenance programs. User definable descriptions (UDD) may be up to 15 characters long.

Optional - User Definable Descriptions

Symbol	Description
CCUDF1	UDD #1 for Cost Codes
CCUDF2	UDD #2 for Cost Codes
CCUDF3	UDD #3 for Cost Codes
CCUDF4	UDD #4 for Cost Codes
CCUDF5	UDD #5 for Cost Codes
CRUDF1	UDD #1 for Creditors Master File
CRUDF2	UDD #2 for Creditors Master File
DBUDF1	UDD #1 for Debtors Master File
DBUDF2	UDD #2 for Debtors Master File
GLUDF1	UDD #1 for General Ledger
JIUDF1	UDD #1 for Jobs Master File
JIUDF2	UDD #2 for Jobs Master File
OHUDF1	UDD #1 for Purchase Orders Header
OHUDF2	UDD #2 for Purchase Orders Header
OIUDF1	UDD #1 for Purchase Order Items
OIUDF2	UDD #2 for Purchase Order Items
PMUDF1	UDD #1 for Plant Items
PMUDF2	UDD #2 for Plant Items
PRUDF1	UDD #1 for Employees
PRUDF2	UDD #2 for Employees
SCUDF1	UDD #1 for Subcontracts
SCUDF2	UDD #2 for Subcontracts

Symbol	Description
SCUDF5	UDD #5 for Subcontracts

Accounting Periods

To ensure that Financial transactions are posted to the correct accounting period, the Accounting Period parameters must be correctly set. Accounting periods are entered in the format – YYYYMM.

> *Note: Accounting periods are based on Financial Year not Calendar Year, and are driven by the parameter **FACTOR**. This parameter is a number representing the last month of the financial year.*
>
> *If FACTOR = 6, then JUNE is the last month of the Financial year. So 202201 would be JULY 22*
>
> *If FACTOR = 3, then MARCH is the last month of the Financial year. So 202201 would be APRIL 22*

Accounting Periods

The standard in Jobpac is that 2021 represents the year financial year 2021/2022

Term	Definition
GLAP	Accounting Period for the General Ledger
APAP	Accounting Period for Accounts Payable
ARAP	Accounting Period for Accounts Receivable
JCAP	Accounting Period for Job Costing
STKAP	Accounting Period for Stores Control

> *Note: Once set these parameters appear on the main menu screen of Jobpac so that the current accounting periods for the Work ID can be readily identified.*

Primary and Secondary Bank Accounts

The Primary and Secondary Bank Accounts have a maximum length of 25 characters, the first 10 indicating the GL Account and the next 15 indicating the bank account number.

Bank Accounts

Account	Description
CASH	Primary Bank Account GL code and Bank A/c number
CASH01	Secondary Bank Account GL code and Bank A/c number

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> *Note: If required, it is possible to have additional Bank Accounts defined and numbered up to CASH99.*
>
> *Bank Accounts are now managed by the menu item **Cash Account Maintenance***

Accounting Period Names

It is necessary to define the names of the months that correspond to the accounting periods. For a financial year from 1 July to 30 June, this would be the example as below.

Account Period Table

Month	Month Name
MTH01	July
MTH02	August
MTH03	September
MTH04	October
MTH05	November
MTH06	December
MTH07	January
MTH08	February
MTH09	March
MTH10	April
MTH11	May
MTH12	June

Period Conversion Codes

Accounting periods are always displayed in the format MMM99, where MMM is a 3 character abbreviation for the month, and 99 is the year. The twelve 3 character codes are all entered with this parameter, and the first should correspond to the first accounting period of your organisation's financial year. Parameter Name is PCONV.

Period Conversion Tables

Term	Definition
PCONV	Period Conversion Codes

For a July to June financial year the parameter will be:-

Period Conversion Factor

This factor is used as a conversion between the calendar month and the financial period. A value between 0 and 11 should be entered (e.g. for July-June financial years, the correct value is 6; or for April-March financial years, the correct value is 3). Parameter Name is FACTOR.

Period Conversion Table

Conversion Value	Financial Year Period
0	January to December Financial Year
1	February to January Financial Year
3	April to March Financial Year
6	July to June Financial Year
9	October to September Financial Year

Account Types

Account Type descriptions will be used on all GL reports. These descriptions can be up to 30 characters in length. The account types are fixed within Jobpac but the descriptions can be changed. The suggested values are:

Suggested Value and corresponding Account Type Description

Suggested Value	Account Type Description
ATYP1	Current Assets
ATYP2	Non-current Assets
ATYP3	Current Liabilities
ATYP4	Non-current Liabilities
ATYP5	Capital Accounts
ATYP6	Direct Revenue
ATYP7	Indirect Revenue
ATYP8	Direct Expense
ATYP9	Indirect Expense

Profit and Loss Transfer

Profits (or Losses) may be transferred to the Retained Earnings account on a monthly or yearly basis.

Profit & Loss Transfer frequency

PLXFER	Transferred to Retained Earnings account
M	Monthly
Y	Yearly (Recommended)

Default Bank Charges General Ledger Account

This is the default bank charges account used by the Direct Debit Entry program in the Bank Reconciliation.

Bank charges	Account Number
BNKCHG	Default GL account number

Subcontractor Claims Paid Through Pending Invoices

This parameter is used to indicate (Y/N) whether the claims from subcontractors will be processed through the pending invoices facility. If the facility is used, a window of all invoices related to the subcontractor and not assigned to a Purchase Order will be displayed in the subcontract payment authorisation program to enable the selection of the invoice(s) being processed. Once the invoice is selected, that invoice will not be available for selection in the AP transaction entry program.

SCPINV	Subcontractors Claims
Y	Claims from Subcontractors will be process through the Jobpac Pending Invoices facility.
N	Claims from Subcontractors will not be processed through the Jobpac Pending Invoices facility.

Job Security

This parameter indicates whether job level security is activated. This is the method by which a job can only be viewed by certain employees with the correct access within Jobpac.

JOBSEC	Settings
Yes/No (Y/N)	Y (Yes) can only be viewed by employees with appropriate access or N (No) Job Level Security has not been activated and can be viewed by all.

Approved Variation Transfer

If activated, the system will automatically transfer a variation to Job costing when client approval is gained.

VRAPTR	Transfer variation to Jobcosting
Y	Yes, Automatic Transfer is active
N	No, not active.

Adjust Purchase Order Committed Budgets

This parameter determines whether committed budget values are adjusted to include completed Purchase Orders.

Note: A completed Purchase Order is one that has been fully received and paid. The budget will be adjusted by the amount of the paid invoice. This parameter can be overridden at Job Maintenance level.

COMBUD	Purchase Order to Committed Budgets
Y	Yes, The budget will be adjusted by the amount of the paid invoice
N	No, not active.

Override Default Expense Account

This parameter is used to determine whether to allow the override of the default expense account nominated for the Job Cost Type in both the AP Transaction Entry and the Journal Entry programs.

ACENTR	Permission TO OVERRIDE Default Expense Account
Y	Yes, Override of the default expense account is allowed
N	No, Override of the default expense account is not allowed.

General Ledger Back Posting Period

This parameter is used to nominate the number of accounting periods allowed for General Ledger back posting. The number range is 0-999.

PSTBCK	Number of Accounting Periods
0-999	Number of accounting periods possible

General Ledger Posting to previous Financial Year

This parameter controls the General Ledger posting to the previous financial year.

PSTLYR	Posting to previous financial year
Y	Yes, Posting to the previous financial year enabled

N	No, posting to the previous financial year not possible.

Audit Trail Batch Numbers

All financial programs log the transactions to a central system audit file in a batch format. The parameter settings are counters and start at 0001 with a nominated prefix. The exception is the Accounts Payable Cheque batch that starts at 1001.

Batch	Description	Batch Number Range
BATDDB	Direct Debit Entry batch number	B0001
BATHIT	Subcontract Accrual Held in Trust Batch Number NO LONGER USED	H0001
BATCHQ	Accounts Payable Cheques batch number	P1001
BATARR	Cash Receipts batch number	R0001
BATARI	Accounts Receivable Transaction batch number	D0001
BATAPT	Accounts Payable Transaction batch number	C0001
BATSCA	Subcontract Agreement Posted batch number	A0001
BATCLM	Uncertified Progress Claim batch numbers	U0001
BATPAY	Payroll Transaction batch number	Y0001
BATPLT	Plant Transaction batch number	L0001
BATTST	Timesheet Posting batch number	Y0001
BATSTK	Stores Control Transaction batch number	I0001
BATCHS	Sundry Cheques batch number	P0001
BATJNL	Journal Entry batch number	J0001

Automatically Print Audit Trails

This parameter controls the automatic print of audit trails.

AUDPRN	Configured to Automatically Print Audit Trails
Y	YES All audit trails will print automatically
N	No, audit reports will print only on request using the system audit report printing facility.

Individual Job Rollover

This parameter controls the rolling over of jobs at month-end.

NO LONGER USED

JOBROL	Configured to Automatically roll over all or selected jobs
Y	YES Selected Jobs or a range of jobs can be individually rolled
N	No All jobs will be rolled (default)

Reduce Committed Budget

This parameter is used with formulas "C" and "E" in the Project Manager's Worksheet.

> *Note:*
>
> *Formula C:*
>
> *F.C.C. = Old FCC + Sum of Worksheet Entries*
>
> *F.F.C. = Committed Costs + New FCC*
>
> *Formula E:*
>
> *F.C.C. = Sum of Worksheet Entries*
>
> *F.F.C. = Committed Costs + FCC*

REDCOM	Reduce Committed Budget
Y	YES The Committed Budget is reduced by the difference between the new FCC and the current FCC.
N	No, The committed budget is not reduced

General Ledger (GL) Chart of Accounts Structure

This parameter is used to nominate the two character positions of the General Ledger Chart of Accounts structure. This structure is used to control the GL security for the GL Detail Report and the Enquiry programs.

GLSTRP	GL Chart of Accounts Structure
01-01	State
02-04	Department
05-08	Main Account
09-10	Location

> *Note: With the account structure listed above, the starting position in the account number of the state code is 1, the department 2, main account 5 and location 9. Therefore the parameter would be set to 01020509.*

General Ledger (GL) Security Function

This parameter controls the General Ledger security function

GLASEC	Configured for General Ledger Security Function
Yes/No (Y/N)	Position one, Y (Yes) GL Security –restricting access to authorized users is activated or N (No) is not activated
Yes/No (Y/N)	Position two, Y (Yes) allows access to view job actual or N (No) does not. If left blank assumes Yes.
GLASEC	YY

Unapproved Variation Transfer

This parameter controls whether unapproved variations can be transferred.

UNVRTR	Configured TO allow Unapproved Variation Transfer
Y	YES Transfer unapproved variations
N	No Will not transfer unapproved variations

Negative Budget

If activated, the system will allow variations to cause a negative budget.

NEGBUD	Variations to cause negative budget
Y	YES allow negative budget (Recommended)
N	No Will not allow negative budget

Posting Of Subcontract Authorities with Zero Value

This parameter controls the posting of Authorities with zero value in the Subcontract Payment Authority Posting program.

PSTZER	Subcontract Payment Authority Posting
Y	YES Post Authorities with zero value
N	No Will not post Authorities with zero value

Margin Transfers

This parameter controls margin transfers in the Budget Transfer program.

ADJMRG	Margin Transfers
Y	YES Margin transfers permitted
N	No Will not allow Margin transfers

Budget Finalisation

This parameter controls the budget finalisation for jobs with non-zero undistributed budgets.

BFINUB	Budget Finalisation
Y	YES Budget finalization is permitted for any job
N	No Budget finalization is not allowed for jobs with non-zero current budgets

Minimum $ Amount for Accounts Payable "Terms" Cheque Run

This parameter is used to nominate the minimum dollar amount to prevent cheques below this amount being printed on an Accounts Payable "Terms" cheque run.

MINCHQ	Minimum Dollar Amount for AP "Terms" Cheque Run

Note: Cheques below this amount can be printed using the "Prompt Payment" cheque run. A report of cheques below this amount will be printed as part of the "Cheque Preview" run.

General Ledger Account for Discounts Earned

This parameter is used to nominate the General Ledger account for discounts earned. The account MUST be nominated if the Settlement Discount Facility is used. All the discounts earned will be posted to this account in the General Ledger.

APSDGL	GL Account for Discounts Earned

Settlement Discount Facility

This parameter controls the setting of the settlement discount facility for the company.

SETDSC	Settlement Discount Facility
Y	YES Settlement discount facility is enabled
N	No Settlement discount facility is disabled

Revenue Journals

This parameter controls the use of revenue journals, journals with a job number and no cost centre.

REVJNL	Revenue Journals
Y	YES System is configured to use Revenue Journals
N	No System will NOT use Revenue Journals

Default GL Revenue Account

This parameter is used by the progress claim entry program to get the GL account code for the revenue account. The value may be overridden at job levels or entry time.

REVGLA	Default GL Revenue Account

Auto Job Default

This parameter controls the setting of the automatic job default. Indicates if the system will automatically retrieve the last job number used by the user.

AJD	
Y	YES Automatic job default is activated
N	No Automatic job default NOT activated

> *Note: This Auto Job Default facility allows each user to have the last job used as the default job in all non-accounting maintenance, transaction processing and report bounding screen programs.*

Cost Centre Deletion

This parameter controls the deletion of Cost Centres which have non-zero budgets in the Cost Centre Deletion program.

DELBUD	
Y	YES Delete cost centres with non-zero budgets
N	No Do NOT delete cost centers with non-zero budgets

Default PMW Formula

This parameter is used as the default Project Manager's Worksheet formula for the new jobs set up in the Jobs Maintenance program.

PMWDFT   Default PMW Formula

Project Manager Worksheet Formula Definitions

Purchase Order Printing - Company Details

In the Purchase Order printing facility the company name/address can be printed if stationery without company details is used.

Field Name	Description
CONAME	Company Name, maximum of 26 characters
COADR1	Company Address Line 1, maximum of 30 characters
COADR2	Company Address Line 2, maximum of 30 characters.
COADR3	Company Address Line 3, maximum of 30 characters
COACN	Company ACN, maximum of 15 characters
COTELN	Company Telephone number, maximum of 15 characters
COFAX	Company Fax number, maximum of 15 characters

Alternate Address on Cheque

This parameter determines which creditor address to use on the cheque. Also selects extended name of the creditor.

ALTADR	Alternate Address
Y	YES Print alternate creditor address on

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N   No Do not print alternate creditor address on cheque

GST (Goods and Services Tax) Parameters

There are a number of parameters that control the treatment of GST within Jobpac.

Parameters	Description
GSTDFT	The default GST Code to be used in all transactions
GSTIAM	GST Input accounting method
GSTICA	GST Input GL Control account
GSTOCA	GST Output GL Control account
GSTREG	GST Registration number of the company
GSTNAM	Nominate the abbreviation of the tax applicable to your country (e.g.: GST, VAT…)

Generic Parameters

Generic parameters are used to allow a separate parameter to be entered for each Work ID with a firm code. They are created by combining a three-digit code (e.g. ORD) with the Program Setup Code for the nominated Work ID. Each generic parameter provides a string of sub-parameters which are used to influence the operations of various programs.

Purchase Order Defaults

Both the Purchase Order Maintenance and the Delivery Docket programs use this parameter. This parameter provides a number of sub-parameters. Described below are the system defaults, should you require any further configuration of this area please discuss with your Jobpac consultant.

Purchase Order (PO) Entry Parameters

> Note: ORDnn - Purchase order defaults   1NY$YYxxYNYYYNYYNbYNNNNYNNN

Field Number	Options
1=Default Allocation Code	1=Job allocation, 2=Job allocation, 3=Unallocated
2=Mandatory default allocation	Y = Mandatory – user cannot use other allocations N = Not mandatory
3=Unallocated orders allowed	Y = Job/Jobcard allocation fields may be left blank N = Job/Jobcard allocation fields must be entered
4=Committed budget entry method	% = Committed budget entry method $ = Committed budgets entered as dollar values

Field Number	Options
5=Inventory prompt to be shown	Y = Prompt for 15 character inventory code N = Do NOT prompt
6=Automatic print description prompt	Y = Detailed descriptions will automatically be prompted N = Prompting requires a Function Key
7=Two Character Code	For automatically generated order numbers. These two characters must be used to set up the order number parameter GENxx. Refer to the description of "Next Purchase Order Number" in the following table.
8=Use order value as a substitute for committed budgets	Y = this is the default, if left blank the order value will be used instead of committed budget. N = Prompting requires command sequence
9=Enter incurred costs during Delivery Docket entry	Y = Incurred costs may be manually entered. N = Incurred costs may not be manually entered.
10=Print headings on PO	Y = Print headings N = Do not print headings
11=Print Company Name & Address on PO	Y = Print company name and address N = Do not print company name and address
12=Requisition at Item Level	Y= Allow entry of requisition number at PO item level. N= Standard setting of requisition at order header.
13=Prompt for Fax options	Y=Prompt for fax printing options N= No prompting – standard setting.
14=Prompt for printing conditions	Y=Prompt for printing N= No prompting – standard setting.
15=Default Job Code at order item	Y=Use default job to fill code while entering order items. N= No - standard setting.
16=Allow selection of delivery dockets in PO maintenance.	Y= Enable delivery docket entry as a selection option via order lines. N = Delivery dockets not allowed through PO maintenance.
17=No longer Used	
18=Clear cost centre in order item entry	Y=Clear cost code and cost type after entry of a PO line. N= Do not clear.
19= GST Value Entry Method	G=Gross value entry N=Nett value entry
20=Display and allow entry/update of ABN	Y=Allow entry and update of ABN during PO entry. N= Do not allow.
21=Delivery QTY>Order Qty	Y=Delivered Qty can be greater than Order Qty N= Delivered Qty must be less than or equal to Order Qty

Field Number	Options
22=Default GL account for overhead items.	Y= Retain previously entered GL account when entering items costed to GL overheads. N= Clear GL account on each new line.
23=NOT USED	
24=Allow negative order quantities	Y= Allow entry of negative PO values N= Entry of PO values must be positive.
25 and 26=NOT USED	
27=PO Print	Y=Print 'Total Excluding GST' line
28=NOT USED	
29=Received By Field	Y=Protect 'Received By' field in Delivery docket entry.
30=Check creditor product reference	Y= When a product code is entered, ensure that the product code is defined for the creditor code being processed. N = Do not check product code exists for current creditor.
31=Full Description	Y=Allow display of Full Description even if PO Item is complete
32=Override Job	Y=Allow Job No to be overridden in subsequent PO Items
33=T&Cs	Y=JOM form used for T&Cs
34=I/C	Y=Allow I/C costing on any workid linked to the Central workid
35=Not Used	

Next Purchase Order Number

The purchase order number is 8 characters and can be alphanumeric. The program will increment numeric values starting from the right-hand end of the parameter. Therefore if ORD00001 is used, 99999 orders may be entered before the number would be reused.

Note: GENxx - Next Purchase order number   ORD00001

where "xx" is the 7th/8th characters nominated in the ORDnn parameter

AP Transaction Entry Details

Similar to Purchase Orders as detailed under Generic Parameters in this Reference Guide, Accounts Payable transactions have a number of parameters that control the operation of AP within Jobpac.

Accounts Payable (AP) Transaction Entry Defaults

> Note: **Both** the Accounts Payable Transaction Entry **and** the **Creditor Maintenance** programs use this parameter.

This parameter provides a number of sub-parameters. Described below are the system defaults, should you require any further configuration of this area please discuss with your Jobpac consultant.

APTnn - AP Transaction Entry defaults   JYNNRYNY

Accounts Payable Entry position	Description
1= Default Allocation Code	J = Job allocation M = Job card allocation
2=Prompt for Retention	Y = Prompt for Retention against each dissection N = Retention cannot be entered
3=Purchase Order Required	Y = Purchase Order mandatory for each invoice N = Purchase Order optional for each invoice
4=Purchase Order at Line Level	Y = Purchase Order/Item is prompted for at each invoice line N = Purchase Order is prompted for at invoice header level.

Accounts Payable Entry position	Description
5=Default transaction status	R = Released H = Held P = Prepaid
6=Invoice may exceed PO value	Y=Allow value invoiced to exceed value raised on PO N= Do not allow
7=Use Delivery Docket Matching.	Y=If delivery dockets are allow entry of invoice details to match dockets. N= Do not use docket matching.
8=Use Full PO entry method.	Y= When PO entered at header level, the user will be shown a screen with all outstanding PO items for update. N= PO items will be matched at AP invoice dissection level using the normal screen processing.
9=Add Purchase Orders	Y= Automatically add a Purchase Order Header and items if order number specified and does not exist. N= Do not add PO
10=NOT USED	
11=NOT USED	
12=Cursor Position	Initial Cursor Position on dissection lines– "1" on Tax Code field "2" on Quantity field "3" on Gross Amount field "4" on Net Amount field.
13=Invoice date control	Y = Invoice date cannot be greater than current date of entry N= No checking
14=Intercompany Control	Y=Intercompany processing is not allowed N= Intercompany processing is allowed if active for this work id
15=GST Control	Y= Use current work-id for GST posting N= Use centralised GST posting
16=100% GST Transaction	Y=Allow a transaction to contain a value of 100% GST N=Do not allow
17=I/Coy Batch Numbering	Y=Use Intercompany source Work-ID for batch numbering.
18=Invoice More	Y=Invoice Qty can be greater than PO Item Qty
19=Validate PO	Y=If purchase order number entered should be Validated - valid PO and matching supplier.

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Subcontract Defaults

Both the Subcontract Maintenance and the Subcontract Claim Processing programs use this parameter. This parameter provides a number of sub-parameters in use in Jobpac Release 7.0. Described below are the system defaults, should you require any further configuration of this area please discuss with your Jobpac consultant.

System Parameter Maintenance - Details   ◉ ACTIONS   ✔ OK   ↻ BACK

Parm Code SBC01   Subcontracting entry parameters.   Work Id 920 **TEST** DMB Sydney
Parm Value $YLRYYABY NNNYYY   Y   Y   Type *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number	
01	*ALPHA	Committed budgets entered as $ or %	1	1	$		
02	*ALPHA	Substitute order value for committed budget Y or N	2	1	Y		
03	*ALPHA	Defualt Item Type L=Lump Sum, R=Schedule of Rates	3	1	L		
04	*ALPHA	Default claim status 'R' = released, 'H' = held	4	1	R		
05	*ALPHA	Print heading in subcontract order print (Y/N)	5	1	Y		
06	*ALPHA	Print company details on subcontract order print (Y/...	6	1	Y		
07	*ALPHA	Auto generate agreement # - Blank or 2 character pr...	7	2	AB		
09	*ALPHA	Allow extended item description (Y/N)	9	1	Y		
12	*ALPHA	Default for subject to rise & fall flag (Y/N)	12	1	N		
13	*ALPHA	Default for nominated SC falg (Y/N)	13	1	N		
14	*ALPHA	Default for paid direct flag (Y/N)	14	1	N		
15	*ALPHA	Default for update utility used flag	15	1	Y		
16	*ALPHA	Default valuation amt/qty to authorised amt/qty (Y/...	16	1	Y		
17	*ALPHA	Allow call to variation register from SAGPAYVR (Y/N)	17	1	Y		
18	*ALPHA	Enable site allowance values (Y/N)	18	1			
19	*ALPHA	If INSUPD called from SAGMNT disable mandatory fl...	19	1			
20	*ALPHA	Print "Purchase Order" or "Subcontract Order" in Fr...	20	1			
21	*ALPHA	Make Trade Code a mandatory field (Y/N)	21	1			
22	*ALPHA	Default Extended comp date to Original Comp date i...	22	1			
23	*ALPHA	RCTI flag protected (Y/N/C)	23	1			
25	*ALPHA	Automatic SOR number generation - 2 character prefix	25	2			
27	*ALPHA	Allow Update of Insurance details on Payment Auth ...	27	1	Y		
29	*ALPHA	Max Ret calculation method 1,2,3	29	1			
30	*ALPHA	Hold Payment at Authorisation Level (Y/N)	30	1			
31	*ALPHA	Payment authority date not to exceed date of entry (...	31	1			
32	*ALPHA	Allow / Show Qty input (Y/N)	32	1			
33	*ALPHA	Allow Payment Date to be changed in SC Payment Au...	33	1			
34	*ALPHA	Allow printing of S/C payment Date on Authority (Y/N)	34	1	Y		
35	*ALPHA	Print Retention %, Max Retention & Bank Guarantee ...	35	1			
36	*ALPHA	Enable S/C Rating and Text in S/C Payment authoris...	36	1			

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Subcontract entry position	Description
1= Committed Budget Entry Method	% = Committed budgets entered as percentages $ = Committed budgets entered as dollar values
2= Use order value as a substitute for committed budgets	Y = (default) if left blank, the order value will be used instead of committed budget N = Order value will not be used
3= Default Item type	L = Lump Sum item R = Rated item
4=Default Claim Status	R = Released H = Held
5 & 6	The 5th and 6th Characters are no longer used (v7.0)
7 & 8	Two character code for automatically generated order numbers. These two characters must be used to set up the order number parameter GENxx
9 =Extended Description Entry	Y = Subcontract Maintenance program will display an additional screen for the extended description for the items. N = No, prompt for extended descriptions
10 & 11	The 11th and 12th Characters are reserved for customer specific programs.
12=Rise & Fall Flag	Contains the default value for Subject to Rise & Fall Flag of Y or N
13=Nominated SC Flag	Contains the default value for Nominated SC Flag of Y or N
14=Paid Direct Flag	Contains the default value for Paid Direct Flag of Y or N
15=Update Utility Used Flag	Contains the default value for Update Utility Used Flag of Y or N
16=SC Payment Valuations	Y=Default valuation amount/quantity to authorized amount/quantity. N=Do not default
17=Enable Variation Register	Y=Enable access to Variation Register from SC Maintenance N= Do not enable.
18=Site Allowance	Y= Enable update of site allowance values in SC Maintenance N= Do not allow updates
19=Insurance Updates	Y=Do not allow insurance updates from SC Maintenance. N=Allow update of insurance values from SC Maintenance
20=SC Front Sheet Title	P= Print "Purchase Order" on SC Front Sheet S= Print "Subcontract Order" on SC Front Sheet
21=Trade Code	Y=Trade Code is a mandatory feed in SC Maintenance N= Trade Code is optional
22=Extended Completion Date	Y=Default extended completion date to Original Completion Date if left blank. N=No default

Subcontract entry position	Description
23=RCTI Flag	C=Protect value held in RCTI agreement flag. This will default from the Creditor Y= It will be protected regardless. N=Allow change of RCTI flag.
25-26=SOR Agreement Number Gen	Two character code for automatically generated order numbers. These two characters must be used to set up the order number parameter GENxx. This parameter allows setup of a different GENxx parameter specifically for Schedule of Rates agreements so that order type can be distinguished quickly from the order number.
27=Insurance Details Update	Y=Allow update of insurance details from SC Payment Authorisation. N=Do not allow.
28=SC GST Posting	Y=GST Posted to project work ID N=GST posted to central work ID
29=Retention Calculation	Set Default Calculation Method for max retention. 1. Based on Original 2. Based on Original + Approved Variations 3. Based on Original + Approved Variations + Unapproved Variations. If Blank the method will default to 3.
30=Hold Payments	Y=Allow hold payment option at time of Payment Authorisation. N= Do not allow
31=Payment Authority Date	Y= Payment authority date cannot exceed date of entry. N= Allow date to exceed today's date.
32=Qty Input	Y=Allow input of quantities in SC Maintenance N=Do not allow
34=Print Payment Date	Y=Print payment date on payment authority. N=Do not print payment date.
35=Retention Print on SC Payment Authorities	Print Retention % and max retention and Bank Guarantee If set to 'Y', print both Max retention and Bank Guarantee amount If set to 'N' or blank, do not print max retention/bank guarantee If set to 'R', print max retention only If set to 'B', print Bank guarantee amount only
36=Enable SC Rating in Payment Authorisation	Y=Display a numeric rating value when authorizing payment N=Do not show

GL Validation Parameters

These parameters are similar to Generic parameters, in that a three character prefix is added to a value to obtain the actual parameter code - in this case though, the value is used rather than the Work ID. The value can be from 1 to 3 alphanumeric characters.

These parameters can be maintained by selecting > *System Administration > Define Companies > Maintain Parameter* from the Jobpac main menu*.*

Profit Centre

When validating the three character code for General Ledger profit centre, the code is combined with "CTR" to form the parameter code. If the parameter is found, the thirty character profit centre description is returned. These parameters are required only if entries are to be made in the profit centre field in the GL Chart of Accounts Maintenance program.

<div align="center">

CTRxx   - Profit Centre

</div>

Account Group

When validating the three character code for General Ledger account group, the code is combined with "GRP" to form the parameter code. If the parameter is found, the thirty character account group description is returned. These parameters are required only if entries are to be made in the account group field in the GL Chart of Accounts Maintenance program.

<div align="center">

GRPxx   - Account Group

</div>

Record Type

When validating the one character code for General Ledger record type, the code is combined with "RTY" to form the parameter code. If the parameter is found, the thirty character record type description is returned. These parameters are required only if entries are to be made in the record type field in the GL Chart of Accounts Maintenance program.

<div align="center">

RTYx   - Record Type

</div>

System Parameter Reports

There are several system parameter listing reports available for use. This help for internal audit documentation.

List System Parameters

This provides a listing of the major system parameters and their values, if entered.

To access the List of System Parameters Report select > *System Administration* > *Define Companies* > *Reports* > *List System Parameters* from the Jobpac main menu.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

List PO Parameters

This provides a listing of Purchase Order parameters.

To access the List of PO Parameters Report select > *System Administration* > *Define Companies* > *Reports* > *List PO Parameters* from the Jobpac main menu.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

List AP Parameters

This provides a listing of Accounts Payable parameters. Please note that not all parameters are listed.

To access the List of AP Parameters Report select > *System Administration* > *Define Companies* > *Reports* > *List AP Parameters* from the Jobpac main menu.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

List SC Parameters

This provides a listing of Subcontract parameters. Please note that not all parameters are listed.

To access the List of SC Parameters Report select > *System Administration* > *Define Companies* > *Reports* > *List SC Parameters* from the Jobpac main menu.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

List Workids

This provides a listing of all Workids.

To access the List of Workids Report select > *System Administration* > *Define Companies* > *Reports* > *List Workids* from the Jobpac main menu.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

Copying

Copying BAS & GST Codes

The following steps must be followed when copying the BAS & GST codes, select

> System Administration > Define Companies > Copy BAS & GST Codes.

Enter the code of the Work ID that you want to copy the BAS & GST codes from. The BAS & GST codes will be copied to the Work ID that you are in when you perform the copy.

Copying Creditors

The following steps must be followed when copying Creditors, select

 > System Administration > Define Companies > Copy Creditors

Enter the code of the Work ID that you want to copy the Creditors from. Enter the Creditor Range that you wish to copy and finally enter the workid that you wish to copy the creditors to.

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User Security

Create a New User

To add a new user to Jobpac please follow the below steps.

Select > System Administration > Define Security > User Profiles.

You will select another standard user from the list that appears, right click and select **Copy.**

You will need to enter a user profile, initial password and Text description which would normally be the user's name. The output queue and library should be left as is.

The userid will always start with the 3 letter acronym for your company. Set the password to something simple like Welcome123, and then choose expire password. The user will then have to change the password when they first log on.

Defining User Access to a Work ID

Jobpac contains access and security functionality that allows users of the system to access Work ID's and programs within the work ID's. System parameters can also define which jobs users have access to.

Select > Systems Admin > Define Security > Work ID access

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For a New User,

Enter USERID of the user and select *OK*

If the user is to have access to all Workids and projects, check this box, otherwise leave it blank, and select OK

Enter the workid that the user will have access to, and then select one of the three options regarding Jobs and Locations

1 = All Jobs and All Locations

2 = Not all Jobs but All Locations

3 = Not all Jobs and Not All Locations

For an Existing User

Enter USERID and OK

Check the **Remove Access for all Work ID's** check box, if required. Deleting access to all Work-IDs will enable a complete refresh of the user's security.

Otherwise just select OK, and the users current access is displayed, and can be added to

> *Note: The screen will appear with the details of the Work ID access already granted for the user. Enter the Work ID to be added and decide whether to give access to all jobs in the Work ID. To remove access to all jobs, the Work ID must be deleted and re-entered with Access to all Jobs column left blank.*

Defining Job Security within a Work ID

The following steps must be followed to give a user access to jobs within the new Work ID if the user has not been given access to all jobs within a Work-ID. See below for an example.

Select **> System Admin > Define Security > Define Job Access by User**

Enter the name of the user and select *OK*

Enter the details of the job to be added and select *OK*

You may also give access by Job.

Select **> System Administration > Define Security > Job Access by Job.**

Add the USERID of the person to have access to this job

You may then ►*User to be added* to allow the user access to this job.

Enrol Users in CMS (Customizable Menu System)

Each user must have a menu structure in place to use Jobpac.

A separate Function Guide has been prepared for giving users a menu, and describing how to customise menus.

General Ledger Access

If General Ledger Security is in place, parameter GLASEC = Y, then you will need to maintain which GL accounts a user is able to view and transaction to.

To select General Ledger Access

> System Administration > Define Security > General Ledger Access.

You need to enter the user profile and the workid that you wish to either add or maintain this user's access to.

You can **Allow access to all General Ledger Accounts** by checking the box indicated and confirming this. If you do not want this user to have access to all General Ledger accounts select enter or *OK* to continue.

If you do not allow access to all accounts then you will be able to enter a range of accounts that are permitted. Note that '*' is a wildcard.

You may enter multiple ranges.

List Jobpac Access

You may need to review the access to jobs periodically to bring the access into line with corporate requirements.

To access this List of Jobpac Access select

> System Administration > Define Security>List Jobpac Access

Payroll Security

Payroll Security Levels

You can set up different payroll security levels so that you are able to control the users who have access to the employee master files. This enables you to safely control payroll runs between, say, wages and salaried employees as an example. Each employee would then have a security level on their master file. To enable this function, ensure that parameter PAYSEC has been set up and set to (Y)es

Select > **System Administration > Define Security > Payroll Security Levels.**

Payroll Security Level Maintenance			ACTIONS	OK	BACK

Security Level	Description	Enquiry Level	
1	SALARIED	E	
2	WAGES	D	
3	QLD STAFF	D	

Valid security levels are as follows.

Code	Description
E = Executive	This is the highest level of access. It includes Salaried employees as well as Wages employees
D=Detail	This will allow access only to employee records set up as Permanent (Wages) and Temporary.
S=Summary	This will allow access only at summary level

On the employee master file, each employee needs one of these security codes.

Grant Payroll Access

Once Payroll Security Levels have been put in place, you will need to setup user payroll security levels.

Select **> System Administration > Define Security > Grant Payroll Access.**

Enter the user profile and then select **Add** from the **Actions** menu.

System Administration

At any point in time to remove the user access right click on the security code in question and **Delete**.

Central Security

Central Security Access

Jobpac also has the ability to control a user's access to a predetermined set of Jobpac programs from one central location. The programs control such areas as maintaining a user's access to Work-IDs, Purchase Order Authorisation Value limits and Granting Payroll Access. At least one user is set up as a security user and this user has the ability to grant program access to other users or to remove program access from other users.

To use Centralised Security access, select

> System Administration > Define Security > Central Security Access.

Right click on the user you wish to **Provide Central Security Access** to, or that you wish to **Remove Central Security Access** from.

Any or all of these can be selected to allow that user to give that access to other users.

Access Management

A user who has been set up with Central Security Access can be given permission to Add/Change and Delete access for other users in the functions that they have been permitted to control. For example, a user may be given permission to grant Add/Change Work-Id access for users but not be given permission to remove a user's access to the Work-ID Access program.

Select **> System Administration > Define Security > Access Management**

User Central Access Maintenance			ACTIONS	OK	BACK
▼ Hide Apply				‹ ›	•••

From	Contains	=
To		

User	User Name	User Id Active/Disabled	
ALARIK0	Rikshitha Alagesan - Trimble	A	
ALNPET0	Peter Alnas	A	
ALSBRI0	Jobpac - Brian Alston Define User Access	A	
ALSBRI1	Brian Alston - Jobpac CA login	A	
ARIKSH0	Rikshita A	A	
BADLES0	Lesley Badelles	A	
BEAGLESEC	Glenys Beaumont - No IASP	A	
BEAGLE0	Glenys Beaumont	A	
BEAGLE1	Glenys Beaumont - sniffer dog	D	

You can then select, for each program that the user has been given permission to control, whether that are allowed to Add/Change the access and whether they are allowed to Delete access to the program. Tick the boxes as appropriate.

User Access Maintenance				ACTIONS	OK	BACK
User BEAGLE0 Glenys Beaumont Status Active				Refresh		
				Add/Change Access		
	Current	Add/Change	Delete	Delete Access		
Function	Access	Access	Access	Delete All Access		
Work Id Access	☑	☐	☐			
Menu Access	☑	☐	☐			
Job Security	☑	☐	☐			
Location Security	☑	☐	☑			
G/L Account Security	☐	☑	☐			
W/O Approval Levels	☐	☐	☐			
PO Value Authorisation	☐	☑	☐			
PO Job Authorisation	☐	☐	☐			
Invoice Authorisation Limits	☐	☐	☐			
Subcontract Approval Limits	☐	☐	☐			
BFM User Access	☐	☐	☐			
E-TS User Maintenance	☐	☐	☐			
Grant Payroll Access	☐	☐	☐			
Job Maintenance Access	☐	☐	☐			
Budget Transfer Access	☐	☐	☐			

Then select Add/Change Access from the Actions Menu. This will take the user successively through each of the individual security setup screens that have been ticked.

Job Setup Access

Jobpac allows a user to control any user's ability to add jobs and to modify data in the Job Setup program.

System Administration

Select > **System Administration > Define Security > Job Setup Access.**

User Id	Name	Wkid	Add	Type	Set	Val	SCH	INS	Cli	Sta	Guar	PD1	PD2	CMG	UDF	Base On User
ALNPET0	Peter Alnas - Jobpac		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N			SADSHE0
BADLES0	Lesley Badelles - Vi		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N			
BOUDAM0	Damien Bourke 0		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N			
KASSAM0	Saman Kashanchi- Job		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N			SADSHE0
MAURID0	Ridhwaan Maudarun		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N			
MISSHA0	Shaneel Mishra - Job		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N			SADSHE0
MOGODE0	Odessa Mogol		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N			
NARMIT0	Mithun Narayanan- Jo		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N			SADSHE0
SADSHE0	Sheraz Sadik - Jobpa		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N			
TEOTEC0	Teck Teo		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N			

Field	Description
User Id	User Profile as defined above
Name	This will be extracted from the user's name as enrolled in the CMS Menu
Work Id	Enter the Work-id if required or leave blank for all Work-Ids
Add	Y allows the user to add a new job. The option to Add a New Job will not appear unless the user has been given permission to Add. (Blank defaults to "N" – cannot add jobs)
Type	Y allows the user to edit information that appears in the Type tab. A user will not be able to edit fields in the Type tab unless the user has been given permission to do so. (Blank defaults to "N" – cannot edit)
Set	Y allows the user to edit information that appears in the Settings tab. A user will not be able to edit fields in the Settings tab unless the user has been given permission to do so. (Blank defaults to "N" – cannot edit)
Val	Y allows the user to edit information that appears in the Valuations tab. A user will be able to edit fields in the Valuations tab unless the user has not been given permission to do so. (Blank defaults to "Y" – can edit)
Sch	Y allows the user to edit information that appears in the Schedule tab. A user will be able to edit fields in the Valuations tab unless the user has not been given permission to do so. (Blank defaults to "Y" – can edit)
Ins	Y allows the user to edit information that appears in the Insurance tab. A user will be able to edit fields in the Insurance tab unless the user has not been given permission to do so. (Blank defaults to "Y" – can edit)
Cli	Y allows the user to edit information that appears in the Client tab. A user will be able to edit fields in the Client tab unless the user has not been given permission to do so. (Blank defaults to "Y" – can edit)
Sta	Y allows the user to edit information that appears in the Staff tab. A user will be able to edit fields in the Staff tab unless the user has not been given permission to do so. (Blank defaults to "Y" – can edit)

Field	Description
Guar	Y allows the user to edit information that appears in the Guarantees tab. A user will be able to edit fields in the Guarantees tab unless the user has not been given permission to do so. (Blank defaults to "Y" – can edit)
PD1	Y allows the user to edit information that appears in the Property Development tab 1. A user will be able to edit fields in the Property Development tab 1 unless the user has not been given permission to do so. (Blank defaults to "Y" – can edit)
PD2	Y allows the user to edit information that appears in the Property Development tab 2. A user will be able to edit fields in the Property Development tab 2 unless the user has not been given permission to do so. (Blank defaults to "Y" – can edit)
CMG	Y allows the user to edit information that appears in the Construction Management tab. A user will not be able to edit fields in the Construction Management tab unless the user has been given permission to do so. (Blank defaults to "N" – cannot edit)
UDF	Y allows the user to edit information that appears in the UDF tab. (Blank defaults to "Y" – can edit) Note, this tab will only be available if the Job User definable fields parameter has been set on and the fields defined.
Base on User	Enter a user profile that can be copied to set up a new user's profile. Note that if a change is made to the original user's profile, the changes will not be copied to the any other user. However you can use the Base on User Profile field to filter the users that are displayed to make it more efficient to make bulk changes.

Maintain Budget Approvals

It is possible to control who can approve budget transfers within the Budget Transfers program. If parameter BUDFXR Budget Transfer Approvals is set to seek approval for requests for budget transfers then it is necessary to establish a table of approvers and set up the category of transfer that each user is permitted to approve. This can be done for Internal Contingency, Internal Provision for Rise and Fall, Contract Margin, Undistributed Budget and Budget Transfer Between Cost Centres.

Select > **System Administration > Define Security > Maintain Budget Approvals**

User Id	Name	Wkid	All Jobs	Budget Transfer Type Internal Contingency	Budget Transfer Type Internal Prov R&f	Budget Transfer Type Contract Margin	Budget Transfer Type Undistributed Budget	Budget Transfer Type Cost Centre Transfer	
BOUDAM0	Damien Bourke 0	920	Y	Y	Y		Y	Y	

You can then select, for each user and Work-Id, what the user has permission to approve in the categories defined. For example in one Work-Id a user may be permitted to approve the transfer

of values between all of the categories and another user may be permitted only to approve only some transfers. You can also restrict the transfers to permitted jobs.

If the user has access only to some jobs then you can right click on the user and select the jobs to which the user has approval authority. For example, you can select some categories for one or more jobs.

Design Menus

Users of Jobpac will require different functions to be able to complete their roles within your organization. For a number of reasons such as security of data, you will want to ensure that user's access to Jobpac functions is organised efficiently and you will want to restrict access to other areas within Jobpac by user. This can be done using a menu structure.
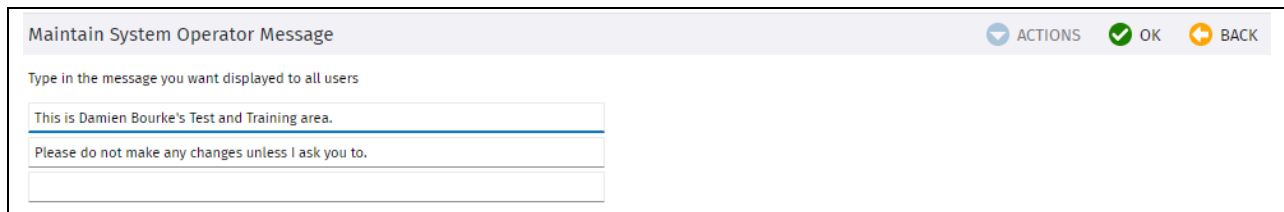
There is a separate Function Guide that explains how to create and modify menus

Maintain CMS User Message

You are able to maintain the message that appears on the Jobpac screen under heading Broadcast.
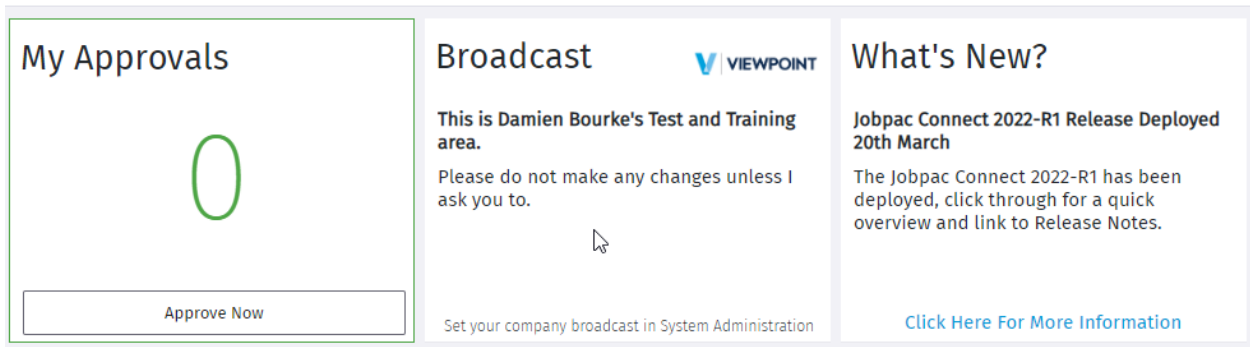

This is done via **> System Administration > Define Menus > Maintain CMS User Message**.

List Current CMS Users

Select via path **> System Administration > Define Menus > List Current CMS Users**.

This function displays the users currently active in Jobpac and shows the function that they are running. Options to display their job information or send them a message are included to facilitate enquiry and analysis of current tasks by the system administrator. It is a quick way of telling if a user is running a particular program or checking if any users are logged into AP transaction entry before doing a payment run for example.
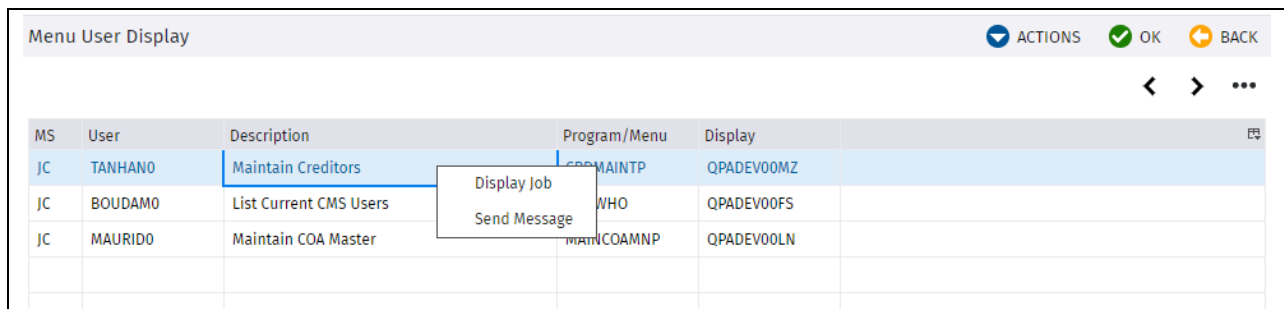
Display Active Licence Users

This option displays the number of licence users active on the system at the time. This can be used to check if users have not logged off correctly and are using licenses that could be made available to others. This is available via path

> System Administration > Define Menus > Display Active Lic Users.

Database Integrity

There are a number of functions here to assist with maintaining the integrity of Jobpac data and data relationships. Some of these utilities are for use only by Jobpac consultants and may not be displayed on the menu.

These programs would always be run under the direction of the Viewpoint Support Team or as instructed by your Jobpac consultant.

Database Integrity Checks

This function allows the check of the validity of various sub-totals, totals and summary values. Not all values are available for checking.

Select the library on which the check is to be run by entering a Y in the Rebuild (Y/N) column and click on Done in the box below.

Check for GL Batches Out of Balance

This function allows you to check for imbalances in the GL details. It submits a report and does not have a display.

The report is a list of batches that are out of balance, which may be the cause of a Trial Balance error. Please note that some very long payment runs may create two batches that balance when combined.

Rebuild GL Summary Only

This function rebuilds the GL Summary values from the GL details. It submits a report and does not have a display.

This is for use by Viewpoint staff only.

3 Way Cost of WIP Comparison Report

This program is used to identify any differences between the CWIP Enquiry, CWIP Report, and the Cost Comparison and Forecast Report. The report can be run for a job, or a Work-Id, for a range of periods, or project to date.

Set Integrity Level

This program set the level used in the Database Integrity Checks program. Check with your Jobpac consultant or the Jobpac Service Desk before changing any of the pre-set values.

Utilities

There are a number of functions here to assist with resolution of user issues. Some of these utilities are for use only by Jobpac consultants and may not be displayed on the menu.

Unvoid a Cheque

This function allows you to unvoid a cheque.

To do this **select > System Administration > Utilities > Unvoid a Cheque**

A screen is presented that allows a selection of cheques that have been marked as void, but need to be returned to a non-voided status.

Field	Description
GL Bank Account	Enter the GL bank account on which the voided cheques were drawn
From Cheque No	Enter the starting cheque number to unvoid
To Cheque Number	Enter the finish cheque number.

Reset a Payment Run

Only one person at a time can be doing the following

- EFT Consolidation
- Cancel EFT
- Cancel Cheque
- AP Payment Run

If a second person tries, they get an error message

If this has happened because the person has left without closing down the EFT consolidation screen, then this function allows you to reset the lock flag.

To do this select >

System Administration > Utilities > Clear EFT consolidation/Cancel EFT/AP Payrun

EFT Cons / Canc, Payrun Lock Notice	ACTIONS	OK	BACK

BOUDAM0 has locked EFT Consolidation at 13:18:25 on 19/04/20

Do you want to clear the lock?

Selection does not trigger any response but the system clears the lock.

Reset Subcontract

This function allows you to release a subcontract agreement that is locked. To do this select >
System Administration > Utilities > Reset Subcontract

Unlock S/C Agreements	ACTIONS	OK	BACK

User   *ALLUSERS

All of the agreements listed below are locked by you. If you are using an agreement in another Jobpac session, you should return that session to a menu. If not, your Jobpac session may have dropped out when you were last in the agreement.

▼ Hide   Apply   ‹ › •••

Contains

User	Agreement Number	Description	Creditor	Job	
TEOTEC0	TR069001	Drainage System	ABELPIPE	TR06	

Right click on the agreement and **Unlock** to release the agreement.

Set Cost Centres To

This function allows you to modify all cost centres for a Cost Plus job to match the setting on the Job. To do this select >

System Administration > Utilities > Set Cost Centres To.

Update Miscellaneous Job Values	ACTIONS	OK	BACK

Job   1766   🔍 Cost Plus Job

Values to update -

Cost Plus Job : Y   Markup % : 10.00   ☐ Flag cost centres not already marked / unmarked as Cost Plus with values from Job
☐ Flag existing cost centres already marked as Cost Plus with values from Job

Tick the required options, and select the **Update** option

Update Miscellaneous Job Values	ACTIONS	OK	BACK
	Prompt		
Job 1766 🔍 Cost Plus Job	Refresh
	Update

Values to update -

Cost Plus Job : Y   Markup % : 10.00   ☑ Flag cost centres not already marked / unmarked as Cost Plus with values from Job
☑ Flag existing cost centres already marked as Cost Plus with values from Job

Clear EFT Consolidation/EFT Cancellation/Payment Run

If any user drops out of the system while using one of:

- o EFT Consolidation
- o EFT Cancellation
- o AP Payment Run
- o

This can be used to reset the 'In Use' flag.

Validate Email Addresses

This option can be used to validate email addresses used by the JOM FORMS module, i.e. eContact Maintenance, Employee Maintenance, Creditor Maintenance.

The checks are:

a. Can't be blank
b. Must start with a letter or number
c. Must consist of only letters, numbers, @, _, and.
d. Must have at least one .
e. . can't be last character
f. Must have only letters to the right of the last .
g. Must have an @
h. Must have ONLY one @
i. @ can't be last character
j. Must have only a letter or a number immediately left and right of @

A report of errors is produced.

Unfinalise Budget

This function DELETES all budget transfers, including the audit trail, and resets the original budget to the current budget.

It cannot be run if transferred variations exist.

Select > System Administration > Utilities > Unfinalise budget.

Unfinalise Budget for Job	ACTIONS	OK	BACK
Job			
Note : This is a very powerful function. It should only be run by your Jobpac consultant.			
It deletes all budget transfers, including audits, and resets the original budget to the current budget.			

Change a Subcontract Value

This function allows you to change a lump sum subcontract budget value after finalisation.

To do this select **> System Administration > Utilities > Change Subcontract Value**

To change agreement values enter a valid agreement number and note that this only applies to Lump Sum subcontracts. Press OK to continue.

Trimble Construction

Select the subcontract item you want my highlighting the line in the list, right clicking and selecting Select or by double clicking the line item.

Changes are made on the bottom line

Field	Description
Amount	Enter a budget value for the subcontract item.
Budget $	Enter a value for the total amount of committed budget you wish to allocate.
Budget %	Represents the Budget $ allocated as a percentage of total current budget for the cost centre.

Click *OK* to save your data.

Bulk Cost Centre Delete

This function allows you to delete cost centres on a job in bulk, provided that the following criteria are met

- No original budget
- No Current budget
- No budget adjustments (transfers, variation, qty changes)
- No outstanding costs
- No actual costs
- No FCC
- No FFC
- No Job Journals
- No worksheet lines
- No Cost Centre Revenue

To do this select > System Administration > Utilities > Bulk Cost Centre Delete

Configure Modules

There are a number of configurable options in each module for Jobpac; you are able to use these to fit Jobpac to your business.

Accounts Receivable

Follow-Up Actions

To assist debt collection, you are able to setup a number of follow up actions that can be recorded against the debtor or the outstanding invoice, so that all users who can access Accounts Receivable are able to review the status of any outstanding debt.

This is setup under

 > System Administration > Configure Modules > Accounts Receivable > Follow-Up Actions.
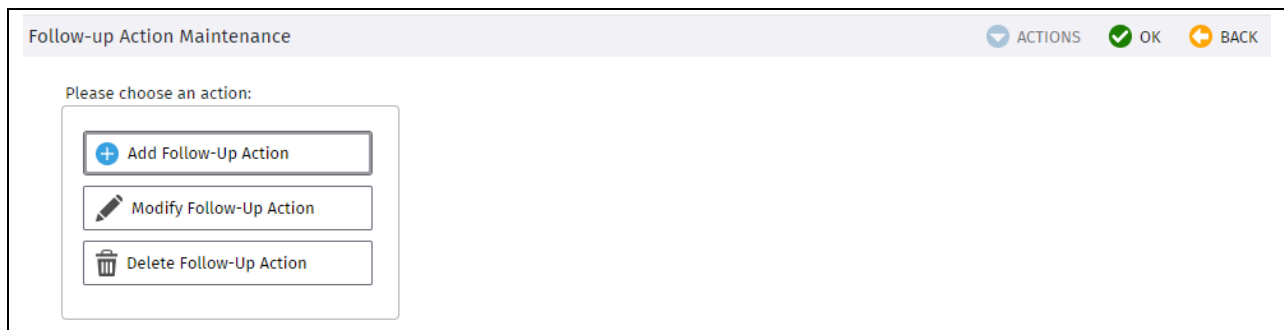
The code has an associated description which can be used to provide more details of the action.
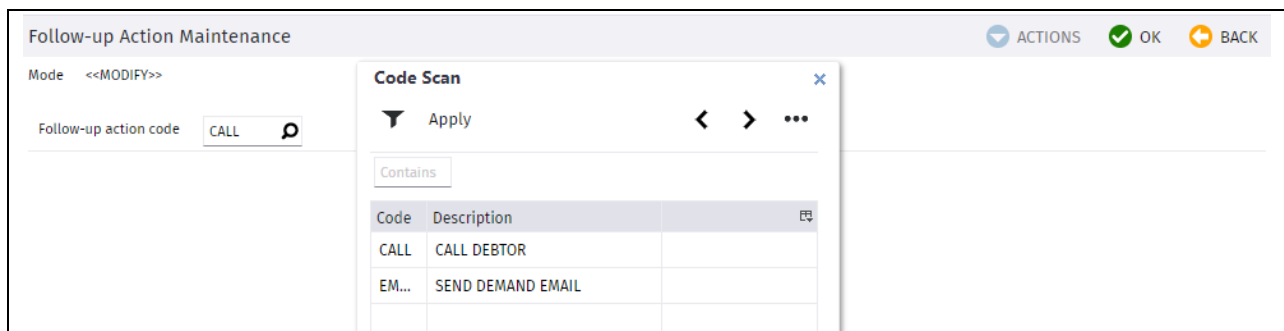
Job Costing

Job Types

Job Types help describe different job characteristics that you are then able to report on. A number of reports have a filter by Job Type, for example the Project Summary Report. These are not used for determining how a project processes transactions. They are for filtering and reporting purposes only.

This is available under

> System Administration > Configure Modules > Job Costing > Job Types.

To add a new job type, simply enter it at the bottom of the screen. To delete a job type right click and **Delete.**

Resource Code Master List

This is available under >

 System Administration > Configure Modules > Job Costing > Resource Master Cost List.

This function defines the master schedule of available resource codes to use within Jobcosting if a job has resource code level costing enabled as both system and job parameters. The use of resource codes allows for the capture and reporting of costs at a level additional to that of cost centre.

To modify a resource code you may select a line and modify the existing data or to add a new Resource Code position to the end of the list via the Page Down key.

Field	Description
Code	When adding, enter up to ten characters to define a Resource Code
Description	Enter text to further describe the Resource Code
Status	(A)ctive or (C)losed
CT01 – CT10	A list of cost types for which entry of this resource code is valid .i.e. a resource code may only be valid when costing to, say, Plant and Equipment cost types. If left blank then all cost types are allowable for entry.

.

If you need to Cost Type Define Constraints then highlighting the line in the list, right clicking and selecting Select or by double clicking the line item will display a list box as shown below.

Assign Work Order Approval Levels

Users are required to be assigned work order approval levels if the Jobpac Service Order module is in use. This function allows a maximum approval value in dollars to be assigned to a user profile.

This is available under

> **System Administration > Configure Modules > Job Costing > Assign W/Ord Approvl Lvls.**

Maintain Departments

To setup departments as required for Service Orders. These are similar to Job Groups, and a separate set of GL accounts can be assigned to different Departments. This is available under

> **System Administration > Configure Modules > Job Costing > Maintain Departments.**

You can Select an existing department to edit the details, Copy the details to a new department or delete an existing department.

To add a new Department, click on the Add function on the sidebar.

Service System - Department Maintenance			ACTIONS	OK BACK

Department	MARKET Marketing
Manager	Bob Jones Job Group Code
Revenue G/L Control Account	2B5102 MOS REVENUE

Cost G/L Control Account for cost types

CT	Description	Account	Description	
LW	Wages	2B5102	MOS REVENUE	
LS	Salaries	2B5102	MOS REVENUE	
MP	Perm.Matrl	2B5102	MOS REVENUE	
MT	Temp.Matrl	2B5102	MOS REVENUE	
MS	Oth.Matrl	2B5102	MOS REVENUE	
PI	Plant-Int.	2B5102	MOS REVENUE	
PE	Plant-Ext.	2B5102	MOS REVENUE	
ST	Trade S/C	2B5102	MOS REVENUE	
SN	Nom. S/C	2B5102	MOS REVENUE	
SH	Hire S/C	2B5102	MOS REVENUE	

Valid fields are as follows.

Field	Description
Department	A ten character Department key.
Description	Enter text to further describe the Department
Manager	The name of the departmental manager
Revenue GL Control Account	The GL account to which Certified progress claims and Sundry Invoices are credited for jobs assigned to this type.
Control Accounts for Cost Types	A list of cost types and the GL account to which costs are to be posted for this cost type.

Define Schedule Intervals

This is available under > *System Administration > Configure Modules > Job Costing > Define Schedule Intervals.*

Service interval maintenance is used in conjunction with the Service Order Module and allows the definition of user specified intervals and descriptions.

To maintain the schedule intervals simply enter or overtype the appropriate fields.

Register Type Maintenance

This is available under

> System Administration > Configure Modules > Job Costing > Register Type Maintenance.

Register Types are used to define and categorise bulk material type registers such as Concrete, Steel etc. and can be used in conjunction with Product Codes where a product is linked to a register type, or independently of them.

You can also **Delivery Docket User Fields** which allows the definition of user definable field values that are captured when using the Bulk Materials Register Breakdown (BMR) facility that's available through an alternate version of Delivery Docket Entry where deliveries are captured by Job, Register Type and Supplier code rather than through Purchase Order Items.

Setup Bank Guarantee Status

You are able to maintain bank guarantees in Jobpac and they are required to have a status as to where they are at in their cycle.

This is available under

> System Administration > Configure Modules > Job Costing > Setup BG Status.

Status	Description
C	Closed
O	Open
R	Review

To add a new bank guarantee status select ►*Add Status* from the *Sidebar* Menu. To delete right click and select ►*Delete.*

Reporting Units

Job Reporting Units help define different job characteristics that you are then able to report on.

This is available under

> System Administration > Configure Modules > Job Costing > Reporting Units.

Reporting Unit	Description
CS	Consulting Services
ES	Environmental Services
PS	Petrochemical Services
SS	Special Services

Reporting Sub Units

Job Reporting Sub Units help define different job characteristics that you are then able to report on.

This is available under

**> System Administration > Configure Modules > Job Costing > Reporting Sub-Units.**

Both Reporting Units and Sub-Reporting Units are subsidiary to Job Groups

Job Group Codes

To assist with more accurate reporting of job characteristics you are able to define group code, reporting unit and reporting sub unit relationships, so that users can define the job according to the same criteria. You can then assign Reporting Units and Reporting Subunits the Group Code to maintain consistency of reporting.

This is available under

> System Administration > Configure Modules > Job Costing > Job Group Codes.
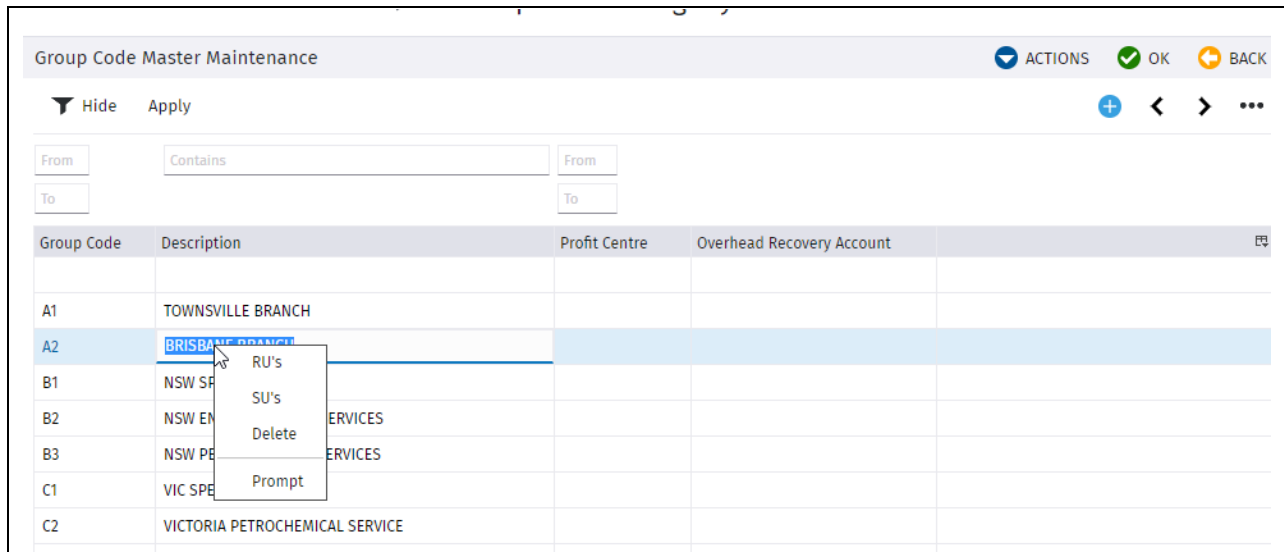
To assign Reporting Units and Reporting Subunits the Group Code to right click, and select **RU's or SU's** and enter the Reporting Units and Reporting Subunits.

<u>Set Retention Percentage Ranges</u>

Jobpac is able to calculate retentions for both progress claims and for subcontractor claims. These retention rules need to be setup based upon contract conditions.

These are used only in New Zealand.

This is available under

 > System Administration > Configure Modules > Job Costing > Set Retn % Ranges.
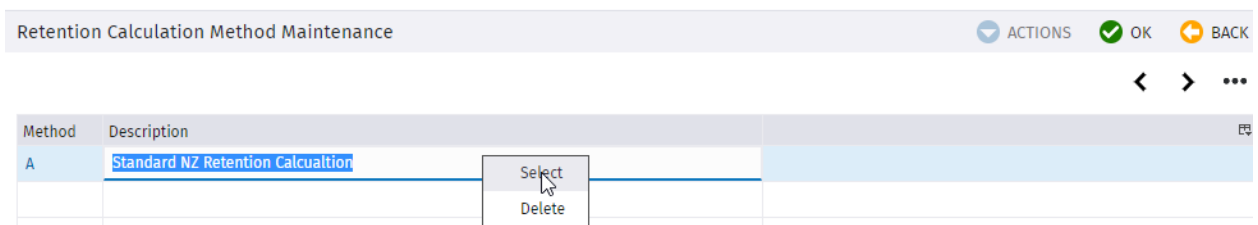
To add a new retention rule simply enter it on this screen. See Select for entry details

To modify an existing range you then need to define the retention calculation by right clicking on the rule and **Select**. Enter the percentage and the 'To amount'. Select OK after each line.

Job User Definable Fields

If the parameter JOBUDF is set to "Y" then users can establish tables of values for users to select from when in Job Setup.

> System Administration > Configure Modules > Job Costing > Job User Defined Fields.

See separate Function Guide for User Defined Fields.

General Ledger

Consolidations Define Levels

Jobpac allows you to consolidate the financial results across workids. To do this you firstly need to define the consolidation level.

> System Administration > Configure Modules > General Ledger > Define Levels.

You may add a new consolidation level by entering it at the bottom of the screen.

You may **Define Workids** that will make up this consolidation level. This allows you to assign one or more Work-Ids to a consolidation level.

Wkid	Work Id Description	%equity	Exchange Rate	Col No.	Column Heading
910	**TEST** DMB Holding Company	100.00	1.000000000		
920	**TEST** DMB Sydney	100.00	1.000000000		
930	**TEST** DMB Victoria	100.00	1.000000000		
940	**TEST** DMB Queensland	100.00	1.000000000		
950	**TEST** DMB ACT	100.00	1.000000000		
955	**TEST** DMB SA	100.00	1.000000000		
960	Training Workid 960	100.00	1.000000000		
970	Training Workid 970	100.00	1.000000000		

Simply enter the Work-id number and the Equity percentage to be included in the consolidation. The Exchange Rate is for Workids with a different Currency

The column number is no longer used.

You may also **Define Account Eliminations** upon consolidation.

Consolidations Define Account Summaries

You must define the summaries you require when you run consolidated Trial Balance Report, P&L Report, and Balance Sheet Report.

This is available under

> System Administration > Configure Modules > General Ledger > Define Account Summaries.

New Account Summaries are added in the top line.

Consolidations Apply Definitions

Once you have completed the above steps you must apply the definitions to create the consolidated files. This job can be scheduled.

> System Administration > Configure Modules > General Ledger > Apply Definitions.

Intercompany Control Parameters

Jobpac's Intercompany facility enables the automatic generation of GL transactions between loan accounts from one Work ID (source Work ID) that relates to other Work ID(s) (target Work ID) in other Work ID(s). Typical transactions for using intercompany accounting might be the reallocation of overhead expenses through journals or coding the cost allocation for an Accounts Payable invoice line item that relates to another work ID.

In order to be able to facilitate intercompany processing in Jobpac, the Intercompany Control Account (ICA) parameters must be setup. There are some rules that must be followed when setting up the relationship parameters:

- Work ID's must exist in the same database
- A separate record must be defined for each relationship. This involves defining relationships between Work ID's as both the target and the source
- G/L Intercompany Accounts must be established
-

Select > System Admin > Configure Modules > General Ledger > Control Parameters

| Intercompany Control Parameter Maintenance | | | ACTIONS OK BACK |

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

Hide   Apply

Source Work Id	Source Description	Source I/C Account	Target Work Id	Target Description	Target I/C Account
910	**TEST** DMB Holding Company	10003020	920	**TEST** DMB Sydney	20003010
910	**TEST** DMB Holding Company	10003030	930	**TEST** DMB Victoria	30003010
910	**TEST** DMB Holding Company	10003040	940	**TEST** DMB Queensland	40003010
910	**TEST** DMB Holding Company	10003050	950	**TEST** DMB ACT	50003010
910	**TEST** DMB Holding Company	10003055	955	**TEST** DMB SA	55003010
910	**TEST** DMB Holding Company	10003056	960	Training Workid 960	60003010
910	**TEST** DMB Holding Company	10003057	970	Training Workid 970	70003010
920	**TEST** DMB Sydney	20003010	910	**TEST** DMB Holding Company	10003020
920	**TEST** DMB Sydney	20003030	930	**TEST** DMB Victoria	30003020
920	**TEST** DMB Sydney	20003040	940	**TEST** DMB Queensland	40003020
920	**TEST** DMB Sydney	20003050	950	**TEST** DMB ACT	50003020
920	**TEST** DMB Sydney	20003055	955	**TEST** DMB SA	55003020
920	**TEST** DMB Sydney	20003056	960	Training Workid 960	60003020
920	**TEST** DMB Sydney	20003057	970	Training Workid 970	70003020
930	**TEST** DMB Victoria	30003010	910	**TEST** DMB Holding Company	10003030
930	**TEST** DMB Victoria	30003020	920	**TEST** DMB Sydney	20003030
930	**TEST** DMB Victoria	30003040	940	**TEST** DMB Queensland	40003030
930	**TEST** DMB Victoria	30003050	950	**TEST** DMB ACT	50003030
930	**TEST** DMB Victoria	30003055	955	**TEST** DMB SA	55003030

You may also set up a Centralised Balance Sheet which can be configured to fit your organisation by selecting **Centralised BS Control** from the **Actions** menu.

Your Jobpac Consultant should be utilised to set this up.

System Administration

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
910	910	N	N	Y	Y	10003011	10003021	10001301	10001351	10003051	10003061	10003402	10003401	10001601
920	910	N	N	Y	Y	20003011	20003021	20001301	20001351	20003051	20003061	20003402	20003401	20001601
930	910	N	N	N	Y	30003011	30003021	30001301	30001351	30003051	30003061	30003402	30003401	30001601
940	910	N	N	N	Y	40003011	40003021	40001301	40001351	40003051	40003061	40003402	40003401	40001601
950	910	N	N	N	Y	50003011	50003021	50001301	50001351	50003051	50003061	50003402	50003401	50001601
955	910	N	N	N	Y	55003011	55003061	55001301	55001351	55003051	55003061	55003402	55003401	55001601
960	910	N	N	N	Y	60003011	60003061	60001301	60001351	60003051	60003061	60003402	60003401	60001601
970	910	N	N	N	Y	70003011	70003061	70001301	70001351	70003051	70003061	70003402	70003401	70001601

Field	Description
Crd/Dbt Work ID	The workid that you wish to use as the source for debtors and creditors.
GST Post	Y (yes) or N (no) if you wish to centralize the GST or leave it in each individual workid.
Other A/C Post	Y (yes) or N (no) if you wish to centralize the other account postings (such as Trade Debtors and Creditors) or leave it in each individual workid.
Bank	Y (yes) or N (no) if you wish to centralize the bank account or leave it in each individual workid.
Allow I/C Cost	Y (yes) or N (no) if you wish to allow cost transfers between workids.
Trade Creditor	GL control account this overrides the parameters, this may be either at centralized workid or the source workid
Trade Creditor Retention	GL control account this overrides the parameters, this may be either at centralized workid or the source workid
Debtor Control	GL control account this overrides the parameters, this may be either at centralized workid or the source workid
Trade Debtor Retention	GL control account this overrides the parameters, this may be either at centralized workid or the source workid
S/C Control	GL control account this overrides the parameters, this may be either at centralized workid or the source workid
S/C Retention Control	GL control account this overrides the parameters, this may be either at centralized workid or the source workid
GST Input	GL control account this overrides the parameters, this may be either at centralized workid or the source workid
GST Output	GL control account this overrides the parameters, this may be either at centralized workid or the source workid
Accrual Account	GL control account this overrides the parameters, this may be either at centralized workid or the source workid

Exchange Rate Maintenance

You are able to define exchange rates to be used in Purchase Orders, AP Invoices and Payments.

See separate Function Guide for Foreign Currency Setup in Jobpac.

> System Administration > Configure Modules > General Ledger > Exchange Rate Maintenance.

This initially shows as an empty screen as only active currencies display.

Currency	Description	Numeric Code	Sts	Dec Pos	High Symbol	High Name	Low Symbol	Low Name	

Remove the Filter for Status.

Currency	Description	Numeric Code	Sts	Dec Pos	High Symbol	High Name	Low Symbol	Low Name	
CLP	CHILE	152	I	0		Peso			
CNY	CHINA	156	I	2		Yuan Renmi		Fen	
COP	COLOMBIA	170	I	2		Peso		Centavo	
COU	COLOMBIA	970	I	2		Unidad de		?	
CRC	COSTA RICA	188	I	2		Colon		Centimo	
CUC	CUBA	931	I	2		Peso Conve		?	
CUP	CUBA	192	I	2		Peso		Centavo	

Then select the currency to setup the exchange rate.

Base Currency AUD AUSTRALIA
Currency CNY CHINA

Entry Date	Entry Time	Exchange Rate CNY To 1 AUD	Comments	
19/04/2022	20:27:16	4.702900000	Rate from 1/4/2022	

ETS & Billing

This is described in more detail in the ETS Time and Billing Manual.

Standard Text Maintenance

There is also the option of adding standard text to particular purchase orders where the standard text clause is linked by the system parameter PRSTXT. If this parameter is set then

the standard text clause will be printed automatically, otherwise a standard text may be selected on an ad hoc basis when creating and printing purchase orders. It is added after the purchase items are listed.

This is available under

 > System Administration > Configure Modules > Procurement & eInvoicing > Std Text Maintenance.

Enter a new code or select from a list of existing codes.

Maintain Value Limits

These option refer to the 'Old' approval processes in Jobpac. They have been superseded by Advanced Approvals.

- Purchase Order Limits
- Invoice Authorisation Limits
- Subcontract Approval Limits

Document Set Maintenance

Please refer to the PVRS and Expediting Manuals for further instruction.

Location Security Maintenance
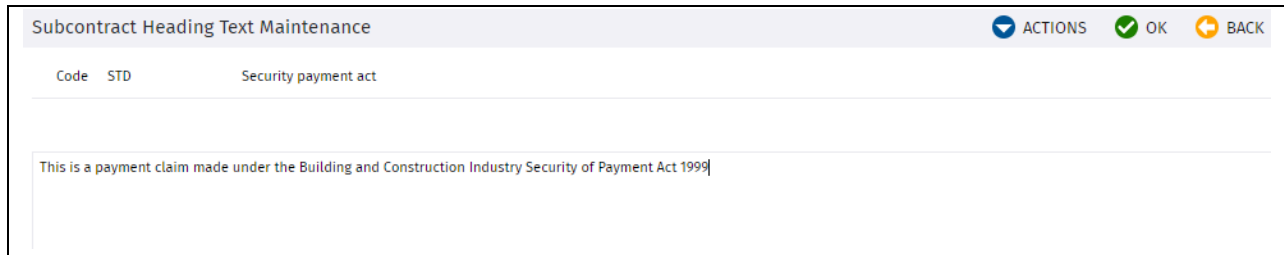
You are able to authorize invoices by either location or job. A user needs to have access to the location box in order to be able to review and ultimately approve invoices.

This is available under >

System Administration > Configure Modules > Procurement & eInvoicing > Location Security Maint.

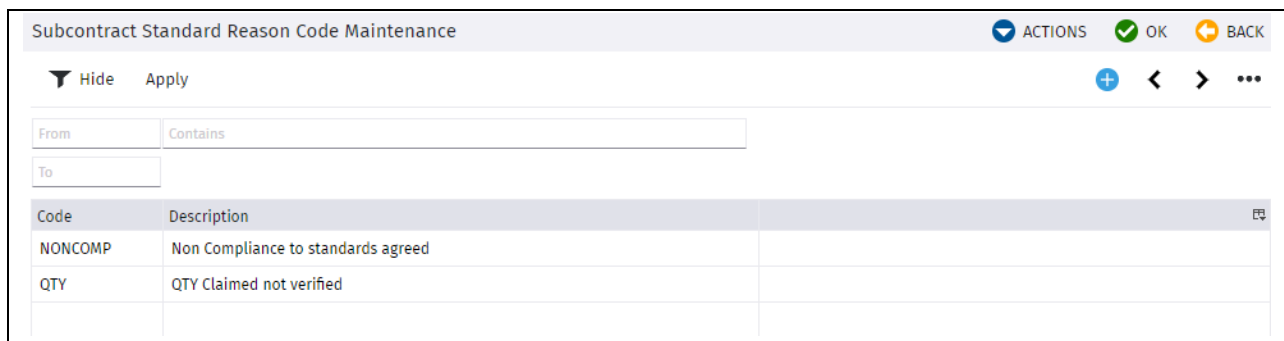Select the user profile you are wishing to maintain by using the scan facility.

This will list all locations that the user has access to.

Payment Schedule Header/Footer/Reason Codes

Under Security of Payments legislation, you are required to state under which legislation the claim has been made and provide reason for any differences between claim and the amount authorized.

This is available under

> System Administration > Configure Modules > Procurement & eInvoicing > Payment Schedule Header/Footer/Reason Codes.

To maintain Master Heading codes select Option 1

You may then add text to the header code as shown below. .

Subcontract Heading Text Maintenance	ACTIONS	OK	BACK

Code   STD   Security payment act

This is a payment claim made under the Building and Construction Industry Security of Payment Act 1999

To maintain Master Footer codes select Option 2. Process is the same as for Header Codes
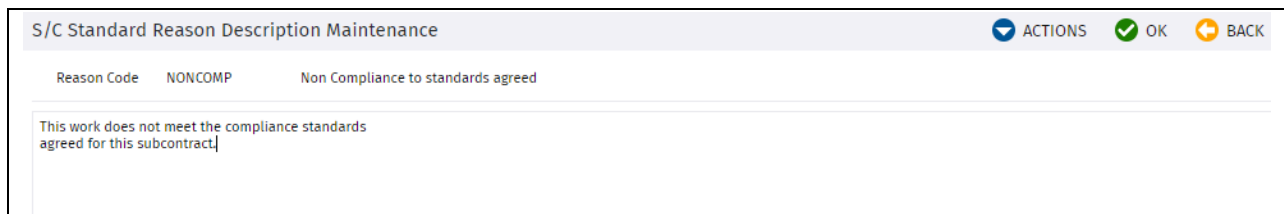
To Maintain Reason Codes select Option 3. These are Standard Reason for Difference Codes used in SC Payments

Subcontract Standard Reason Code Maintenance	ACTIONS	OK	BACK

Hide   Apply   + < > ...

From	Contains
To	

Code	Description	
NONCOMP	Non Compliance to standards agreed	
QTY	QTY Claimed not verified	

You may then add text to the header code as shown below.

The Reason Description is a short text field, partly limited by the need to fit the text into a narrow space on the subcontract documents.

S/C Standard Reason Description Maintenance	ACTIONS	OK	BACK

Reason Code   NONCOMP   Non Compliance to standards agreed

This work does not meet the compliance standards
agreed for this subcontract.

Maintain Creditor Type

You are able to setup different creditor types in order to assist with analysis and reporting of your creditors. There are a number of reports available to assist this.

See Module Guide for Creditors

Workflow

Event Maintenance

Event Maintenance is used for implementation specific workflow processes. For example, this function can be set up for establishing Go/Get percentages for Unsecured Works, or ETS

follow-up notifications and is specific to each module. Please contact your consultant for further details.

> System Administration > Configure Modules > Workflow > Event Maintenance.

Maintain Email Addresses

You can maintain the email addresses for Debtors, Creditors, Employees, Users, Jobs and RCTI Subcontract Payment Authorities in one central location.

> System Administration > Configure Modules > Workflow > Maintain Email Addresses.

The default display is for Users, which is the basis of signing on to Jobpac.

The Employee code is used in the ETS System.

The creditor code is used for Remittance Advices and Purchase Orders.

The **Add New Contact** function in the Actions menu is used to add a new code. Select from the valid types as shown in the table selected from the Prompt.

JOM Forms Module

Forms Maintenance

This is available under

> System Administration > Configure Modules > Forms Module > Definition Maintenance.

This function is used to support existing users of the JOM (Jobpac Output Module). If this is set up to select forms by type rather than for all forms then the following table determines which form will be used and which one will be ignored.

JFM – Forms Maintenance Program		⊘ ACTIONS ✓ OK ↻ BACK

Form Name	Form Description	Default For All Users	Hide Flag	
FORMAP001	Remittance advice	Y	N	
FORMAP003	AP Payment Schedule	Y	N	
FORMAR001	Tax invoice	Y	N	
FORMAR002	Tax invoice	Y	N	
FORMAR003	Statement	Y	N	
FORMCQ001	Cheque	Y	N	
FORMCQ002	Cheque overflow	Y	N	
FORMPC001	Progress claim	Y	N	
FORMPO001	Purchase order	Y	N	
FORMPY001	Payslip	Y	N	
FORMPY002	EFT Payment Summary	Y	N	
FORMPY004	PAYG Summary	Y	N	
FORMSC009	Subcontract Retention Held in Trust Statement	Y	N	
FORMSO001	Service order	Y	N	
FORMSO002	Work Order Invoice File	Y	N	
FORMSP001	SC payment schedule summary	Y	N	
FORMSP002	SC payment advice /RCTI	Y	N	

Forms By User

This is available under

> System Administration > Configure Modules > Forms by User

This function is used to support existing users of the JOM (Jobpac Output Module). If this is set up to select forms by type rather than for all forms then the following table determines form usage by user, in case some users need JOM forms and others are not to use JOM forms.

Select the forms to be used and not used by an individual user.

Procurement Approvals

Please discuss with your Jobpac consultant, because this is an additional module. It needs to be set up in detail and more configuration is required.

Further details are available in the **Function Guide for Advance Approvals**

BFM Utilities

Setting up the BFM is undertaken by Jobpac consultants and Application Engineers.

There is a BFM System Administration manual with complete details of the relevant programs. These programs are included in this menu to allow for different administration and control environments.