

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

Cost Centre Level Security  
Function Guide  
Version: 1.0

## Document Control Table

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## Change History

Version	Date	Author	Description of Changes
1.0	31/1/2022	DMB	Initial Release

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## Cost Centre Security Set-up and Configuration

### Introduction

It is standard practice to implement Job level Security for project based users. This can be taken one step further and security at a cost centre level can be introduced. This will limit users to seeing only the cost centres on a project that they are given access to for forecasting purposes.

This is designed to allow low level users to do forecasts only for a limited no of cost centres. It is not designed to stop them seeing all cost centres in other parts of Jobpac. Menu control must be used to implement this.

### Configuring a Job for Cost Centre Security

This must be set up for each job that requires Cost Centre level security.

Select Job Setup, select the required Job, and tick the box for 'Use Cost Centre Security.'

The screenshot shows the 'Job Maintenance : Type' configuration page. At the top, there are 'ACTIONS', 'OK', and 'BACK' buttons. Below that, the 'Mode' is set to 'MODIFY'. The 'Job' field contains '2180' and 'Large Park'. A navigation bar includes 'TYPE', 'SETTINGS', 'VALUES', 'SCHEDULE', 'INSURANCE', 'CLIENT', 'STAFF', and 'DEFINED FIELDS'. The 'TYPE' tab is active, showing three sections of parameters:

- Payroll Interface Parameters:** 'Allowance Allocation Method' with radio buttons for 'Employee by Employee', 'Job by Job', and 'No Allocation Method' (selected).
- Item Maintenance Parameters:**
  - Three unchecked checkboxes: 'This a property development job', 'This a schedule of rates head contract', and 'Earned Budget Facility/Item Structure Used'.
  - 'Earned Budget/Item Structure' with radio buttons for 'Use Separate Item Structure', 'Use Cost Code Sub Items', and 'Use Cost Centres Only' (selected).
  - 'Earned Budget Forecasting' with radio buttons for 'Use Budget Items & Subitems', 'Use PMW - Create PMW Entries', 'Use PMW - Do Not Create PMW Entries', and 'None' (selected).
- Other Parameters:**
  - 'Project Managers Worksheet Formula' with radio buttons A through L and 'None', where 'E' is selected.
  - 'Nominate GL at CC Level OR Service Order' with radio buttons 'At CC level', 'Not at CC level' (selected), and 'Service Order'.
  - 'This a Small Orders Job' (unchecked checkbox).
  - 'Is this a Cost Plus Billing Job?' (unchecked checkbox) with a text input for 'If Yes, Enter Markup Percentage'.
  - 'Use Cost Centre Security' (checked checkbox).
  - 'Use Resource Code Cost Tracking?' (unchecked checkbox).
  - 'Disable Excel In Progress Claim' (unchecked checkbox).
  - 'Terms & Conditions Format' (unchecked checkbox).
  - 'Use Resource Library Forecast Control' (unchecked checkbox).
  - 'This is a template job' (unchecked checkbox) with a 'Template Job Number' text input and a search icon.

### Reset the User Work-id Access.

To modify Work Id Access, from the Jobpac main menu select > **System Admin** > **Define Security** > **Work-id Access**.

# Cost Centre Level Security

Select the required Userid:

User Access Maintenance 
[ACTIONS](#) [OK](#) [BACK](#)

User ID

Remove access for all Work ID's

If user has Access to all workids and all projects, then this needs to be removed before cost centre security for a specific project can be implemented.

Review the Workids the user currently has access to, and change the access to the workid where the project by entering the Workid, and selecting the option '**Not All Jobs and Not All Locations**'

User Access Maintenance 
[ACTIONS](#) [OK](#) [BACK](#)

User Id BOUDAM1

Hide Apply < > ...

Work ID to be added

Job/Location Access  All Jobs and All Locations  Not All Jobs but All Locations  Not All Jobs and Not All Locations

Wkid	Description	
910	**TEST** DMB Holding Company	1
920	**TEST** DMB Sydney	3
930	**TEST** DMB Victoria	1

Go to **Job Access by Job**, and enter the Job number.  
Add the project, and the entry will display as a type 5.

Job Security Maintenance by Job 
[ACTIONS](#) [OK](#) [BACK](#)

Job 2180 Large Park

< > ...

User	Level
GLCANGPEDO	2
GLCBADDANO	2
GLCKENMARO	2
GLCMDELISO	2
GLCWILCARO	2
GLCYANGRAO	2
BOUDAM1	5

1 - Access to all jobs in all work ids  
 2 - Access to all jobs in this work id  
 3 - Access to this job in this work id  
 If cost centre security is on :  
 4 - Access to all cost centres for this job  
 5 - Access to some cost centres for this job  
 (You may only modify CC security for users with access level 5)

You also need to add back any other projects that user has in this workid. Use the option Job Access by User to do this.

Select the user and right mouse click to show more options, select CC Level from the drop down list.

# Cost Centre Level Security

Job Security Maintenance by Job ACTIONS OK BACK

Job 2180 Large Park

< > ...

User	Level	
GLCANGPED0	2	
GLCBADDAN0	2	
GLCKENMAR0	2	
GLCMDDELIS0	2	
GLCWILCAR0	2	
GLCYANGRA0	2	
BOUDAM1	5	

All Access

CC level

Delete

1 - Access to all jobs in all work ids  
 2 - Access to all jobs in this work id  
 3 - Access to this job in this work id

If cost centre security is on :

4 - Access to all cost centres for this job  
 5 - Access to some cost centres for this job  
 (You may only modify CC security for users with access level 5)

A full list of cost centres is displayed.

Cost Centre Security Maintenance ACTIONS OK BACK

Format SEC

User BOUDAM1 Status Active  
 Jobno 2180 Large Park Original Budget 7258342.35

Hide Apply < > ...

From Frm  Active  Complete  Suppressed

Cost Code	CT	Description	Original Budget	Access (Y/N/E)	Error	
A110	LB	Direct Labour		N		
A120	LB	Management		N		
110	LB	Direct Labour	463,805.13	Y		
115	LB	Project Labour	170,000.00	N		
120	LB	Management	152,000.00	N		
201	SC	Subbie - Asphalt	56,464.60	Y		
202	SC	Subbie - Bobcat		N		
204	SC	Subbie - Carpentry	62,385.00	N		
205	SC	Subbie - Concrete	481,622.00	N		
206	SC	Subbie - Concrete Pump	70,677.12	N		
207	SC	Subbie - Drainage	34,641.87	N		
208	SC	Subbie - Electrical	770,338.00	N		
210	SC	Subbie - Excavator		N		

< > ...

Access to each cost centre is granted by changing the default N to Y.  
 (N no access, Y access, E enquiry only).