Adding & Maintaining Jobs

About this manual

This manual will take you through the process of setting up a new Job using a case study. In the case study, your firm has been appointed as a Voluntary Administrator (which will later transition to a CVL).

At the completion of this module, you will be able to:

- Add a new Job
- Enter additional corporate information
- Enter Directors.
- Transition a Job.
- Add and delete items in My Shortcuts

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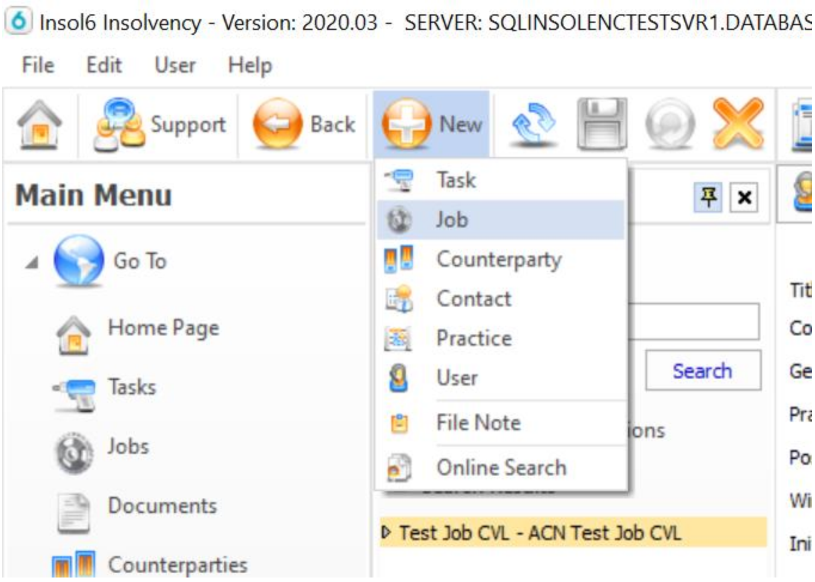
Adding a new Job

The new job wizard takes you through the following process:

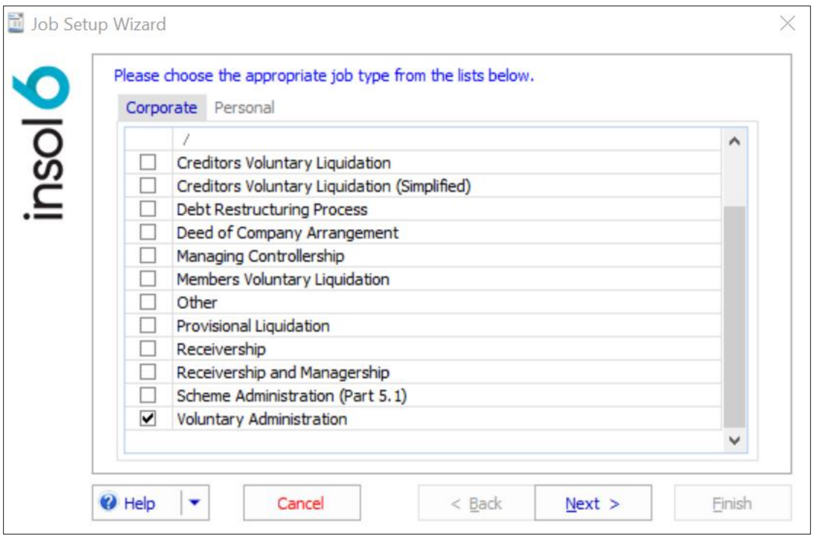
Select Corporate or Personal → Select the job type → Enter the appointment details → Configure security roles & reporting manager → Enter appointment method & appointee details → Enter replaced appointee (if any) → Produce appointment documents (if required) → Update the job address → Select Chart of Accounts

Let's go!

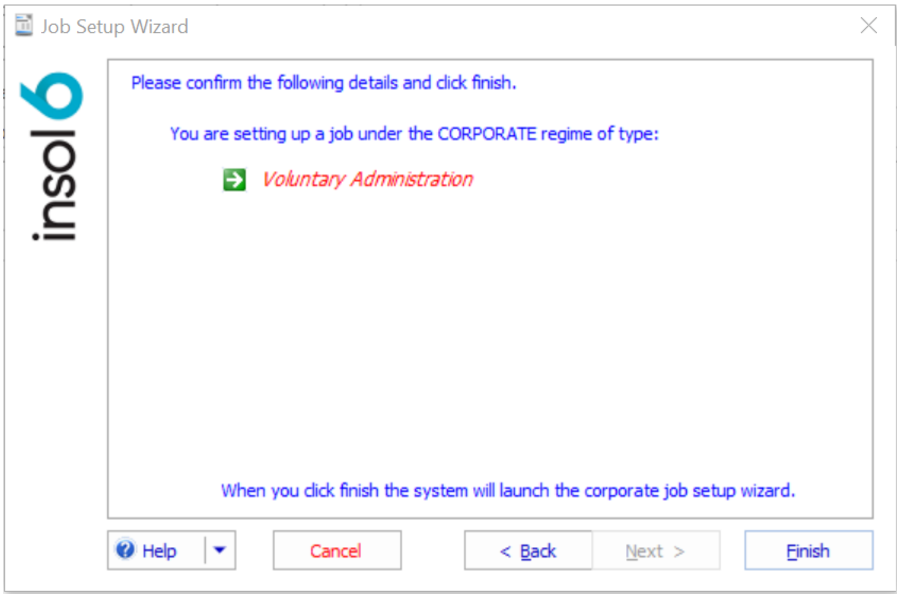
1. From the toolbar at the top, select New -> Job to start the job setup wizard



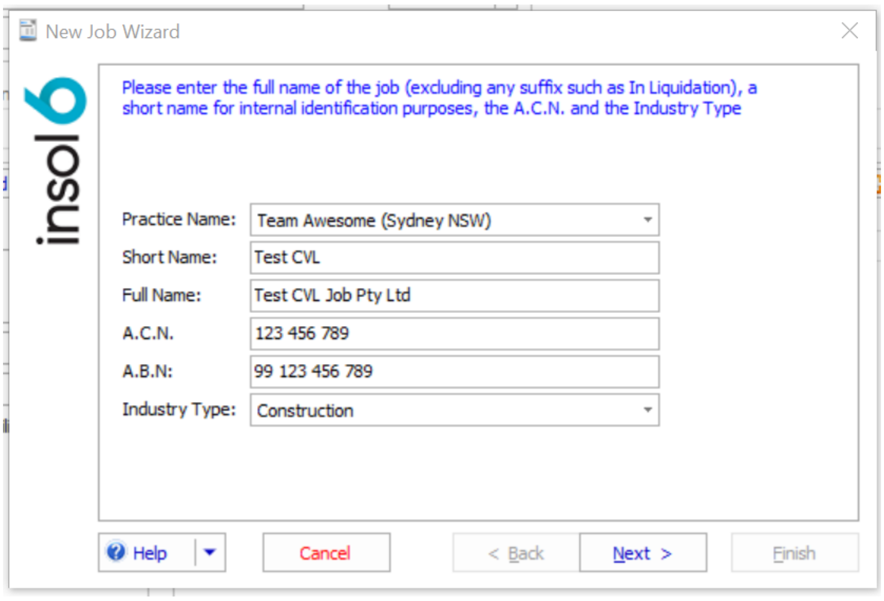
2. Select the Corporate Appointment type then Next: (for Personal jobs, switch to Personal tab)



3. Select Finish to confirm and start the wizard



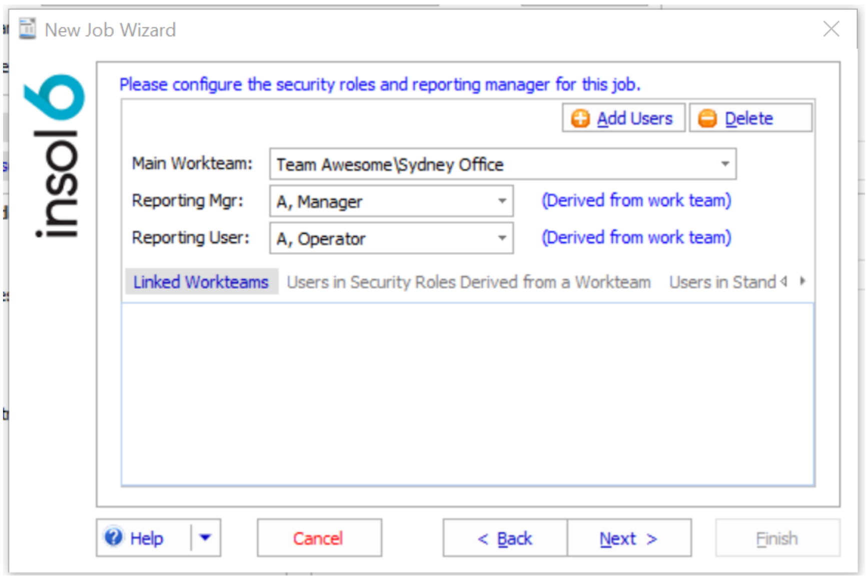
4. Enter the details of the job



Note: The full name should be exactly as it appears on the company search. This is where the name will pull from for all ASIC and ATO lodgements

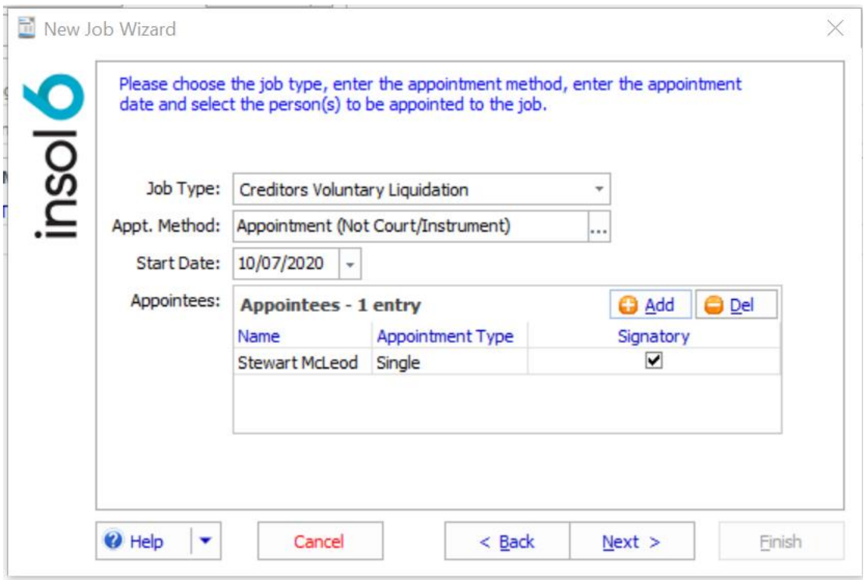
The job folder is automatically setup during the job setup wizard. The system uses the Short Name as the client folder name and inserts the folders contained in the Document Management Folder under "Corporate" or "Personal". Refer to Job Document Management Folder section below for more details.

5. Click Next and then you can configure the security roles and reporting manager for this job.

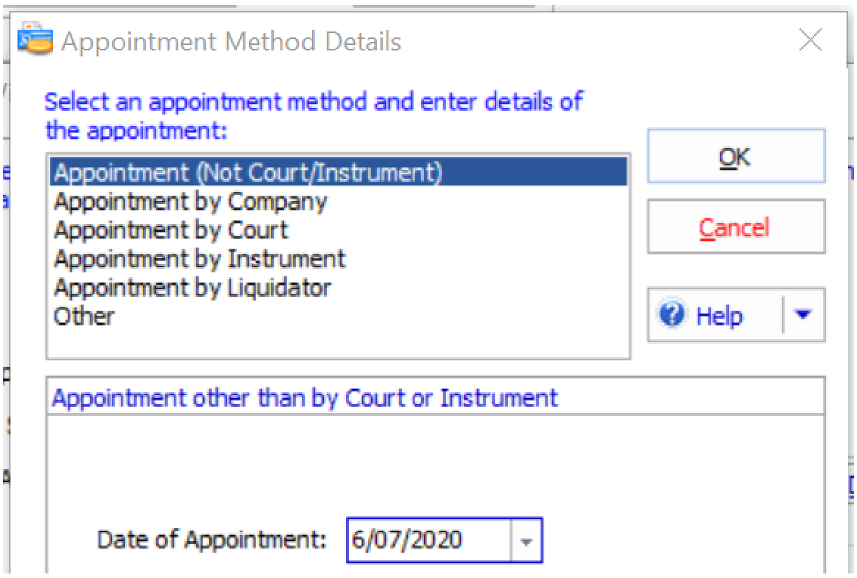


Note: It is important that every administration has a Reporting Manager added, as it allows for a comprehensive filtered reporting by Reporting Manager, as well as Appointee.

6. Click next and the appointment details menu will be displayed



7. Enter the Appointment Method details by clicking the ellipsis at the end of the Appt. Method field for the Appointment method window to appear:

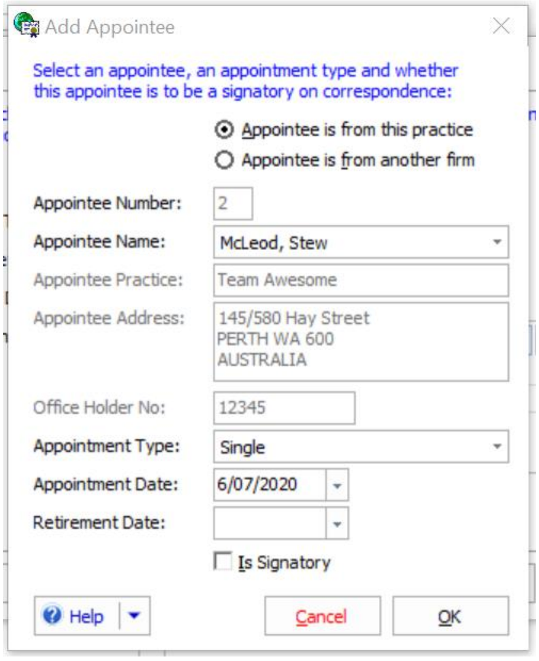


Tip: A quick way to enter today's date is to type 't' into any date field

Note: The below table indicates what appointment method relates to what job type

Job Type	Appointment Method
Creditors Voluntary Liquidation (CVL)	Appointment (Not Court/Instrument)
Voluntary Administration (VA)	Appointment by Company
Official Liquidation (OL)	Appointment by Court
Members Voluntary Liquidation (MVL)	Appointment by Company
Deed of Company Arrangement (DOCA)	Appointment (Not Court/Instrument)
Receivership and Managership (R&M)	Appointment by Instrument
Consulting	Do not need to pick Appt. Method
Managing Controllership	Appointment by Instrument
Controllership	Appointment by Instrument
Other	Do not need to pick Appt. Method
Provisional Liquidation	Appointment by Company
Receivership	Appointment by Instrument
Scheme Administration (5.1)	Appointment by Court

8. On the Appointment Details window, click the Add button to add Appointees:



9. Select an Appointee and enter the Appointment Type and Appointment Date. Click "Is Signatory". Then click ok.

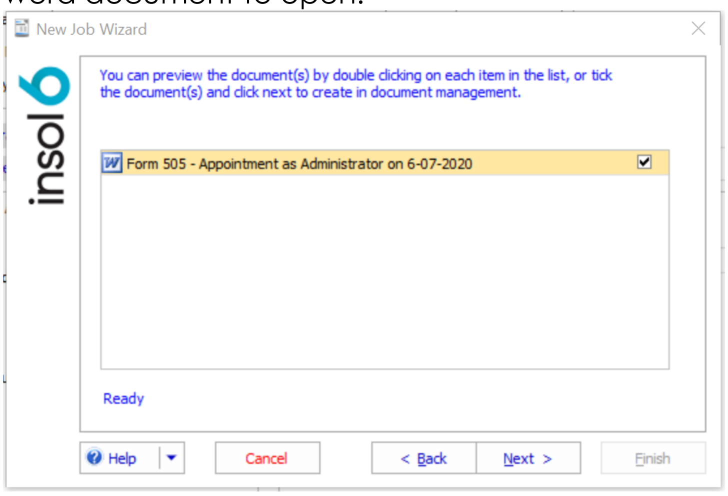
10. Repeat for any additional appointees. Then click next to continue.

Note: At lease on of the appointees need to be ticked as a signatory

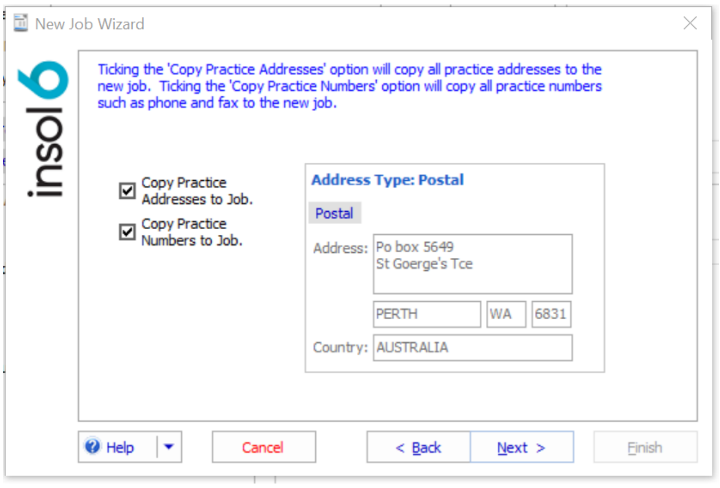
11. Enter the details of a replacement controller, (if applicable) then click next.

12. Enter the schedule of property (if applicable) then click next.

13. The Form 505 is generally prepared and lodged on the registered Liquidators ASIC portal. It is not necessary to print/produce, however if you wish to do so for your own office protocol tick the check box next to the form. You can also double click the word document to open.

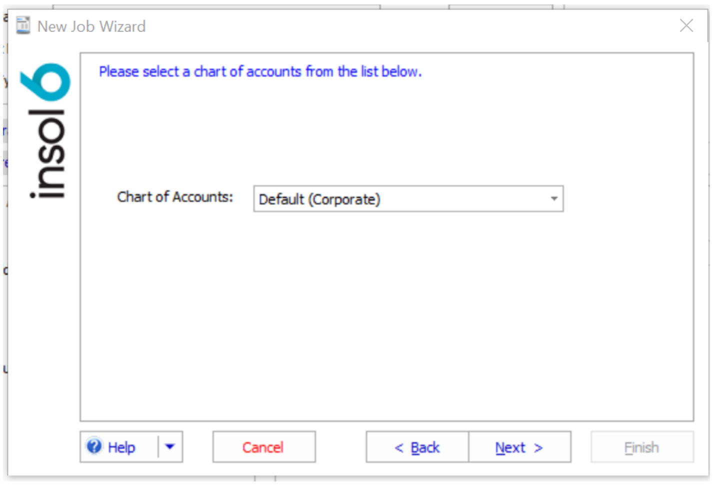


The Job's address is used as the postage address for the Company. The Practice Addresses and Numbers will default. Confirm the details and click Next.



Note: The Job Address is different to the Practice Address. When producing mail merge documents, most return correspondence will be appropriately directed to the Practice Address. (There are separate replace fields for the Practice Address).

14. Select the chart of accounts. This is default to the standard set if you do not have an specific accounts set up.



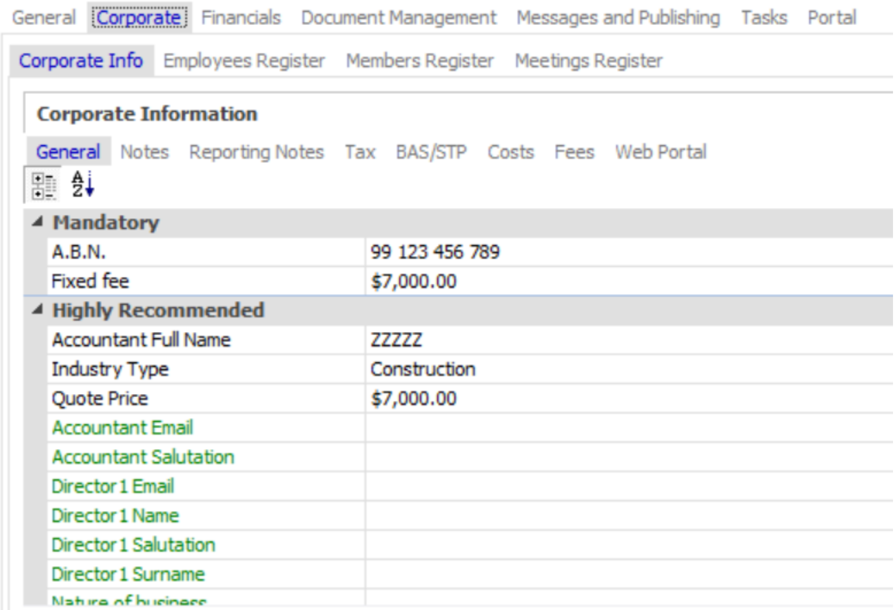
15. Once all steps are complete, click next then finish. You have now set up a new job. Yay!

Enter additional job information

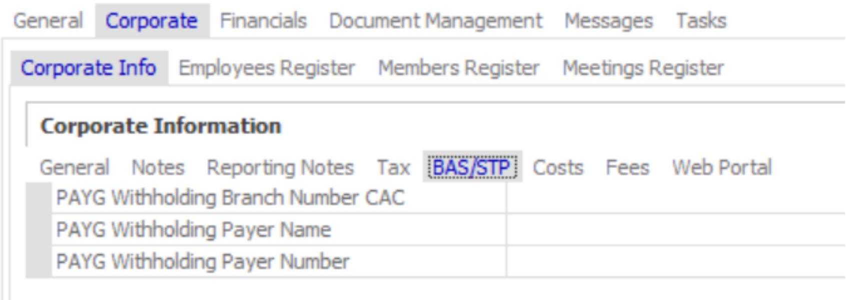
Although the New Job Wizard is complete there are several other matters to attend to when setting up a New Job to make full use of the software.

It is important that you enter additional details about the job in Corporate Information. These are generally details that can be found in the company search that will be required for the purposes of reporting to creditors and statutory lodgments.

1. Click on Corporate ▸ Corporate Info tab.
2. Under the general tab you will see fields that you can enter information into. Depending on how your Firm is set up, the below fields may differ a little, but the concept to enter information in is the same, click into the row and start typing then hit enter once done.



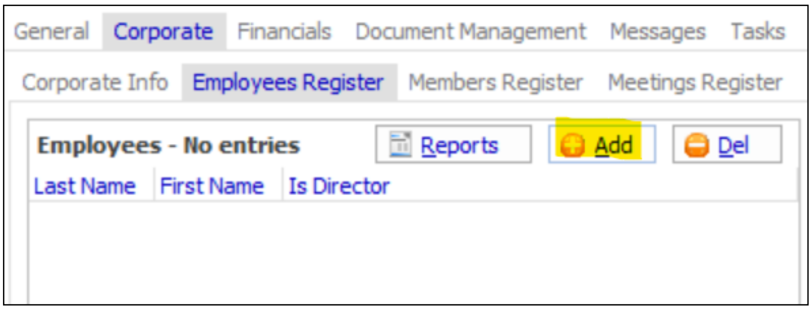
3. Under the BAS/STP tab, make sure to enter the CAC number when you have it, you do not have to put the '00' just the single digit



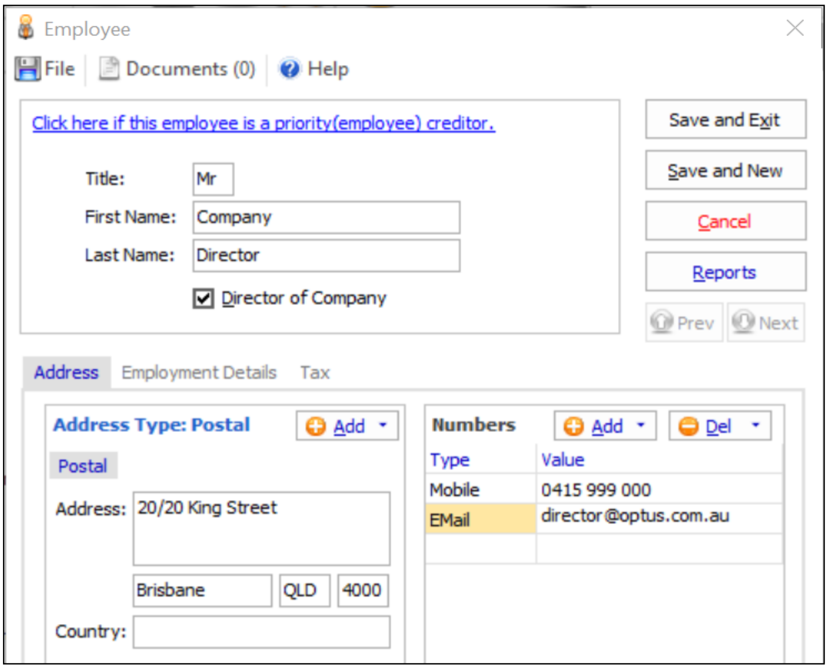
Adding Directors to the Job

Directors of the company need to be added to the Job as various correspondence is addressed to them in the first few days of external administration. They can be marked as Preferred Creditors of the company at any stage after that, without having to re-enter their details

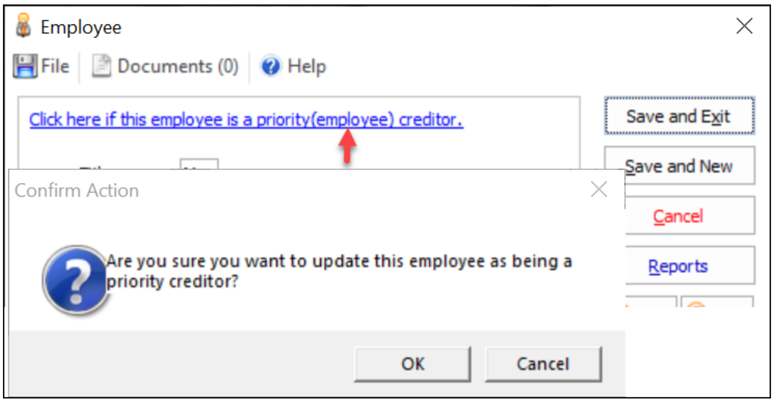
1. Go to Corporate ▸ Employee Register ▸ click on Add.

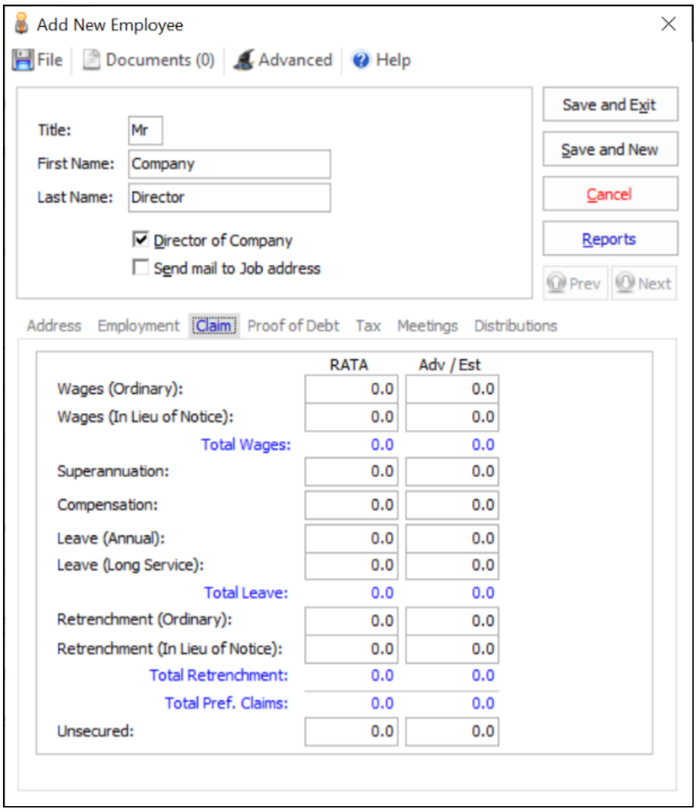


2. Your screen should look similar to the example below, Once done, click save and exit or save and new if there are multiple directors.



3. If the Director(s) also claims to be a Preferred Creditor, the hyperlink on the top of the Employee window, will allow to enter his/hers claim details.

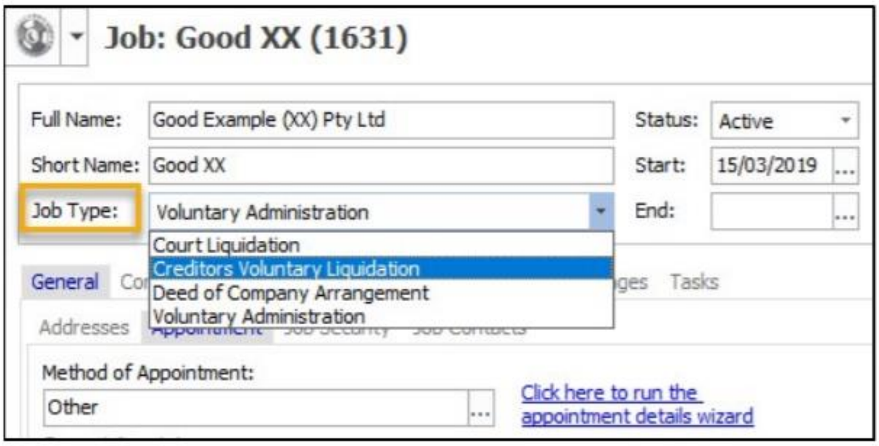




Transitioning a job

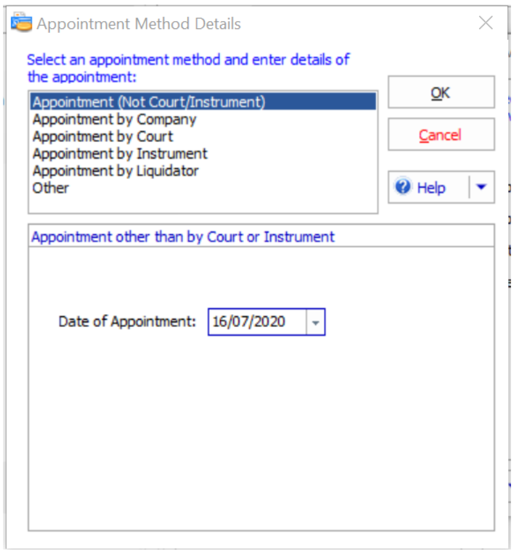
IMPORTANT: Before you do this, ensure all accounts are reconciled up to the transition date.

1. After opening your Job, select a different Job Type from the drop-down menu

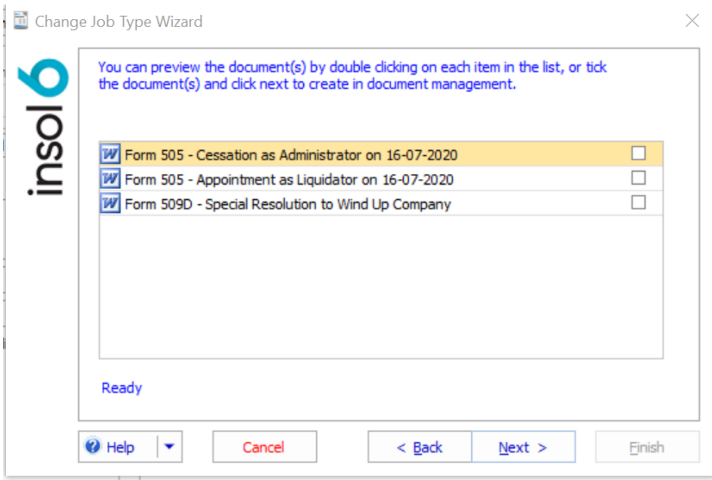


2. Changing the appointment type will start the **Change Job Type Wizard**

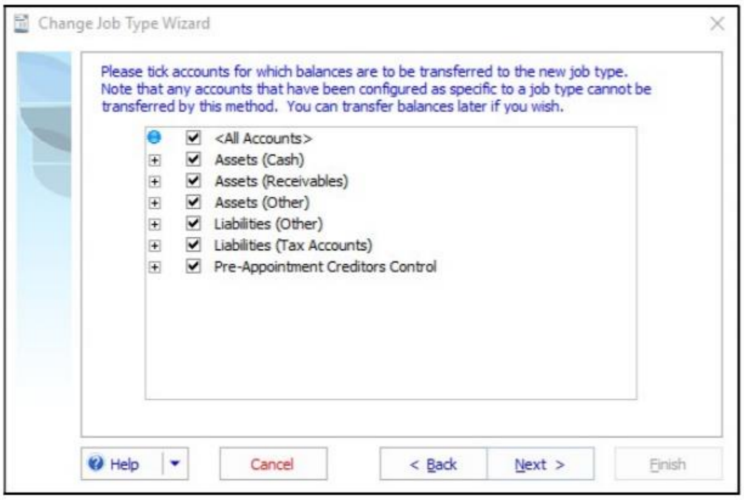
   Click on the ellipsis at the end of the Appointment Method field and enter the following details then click ok



3. Enter the remaining Appointment Details as per the wizard, click next until you get to the document production. Two ASIC 505s will appear and a 509D for when a Voluntary Administrator is appointed as Liquidator. You can choose to create these or continue without creation. Then click next.



4. Next, review and ensure that all the account boxes are ticked so that all the balances are transferred to the new job type



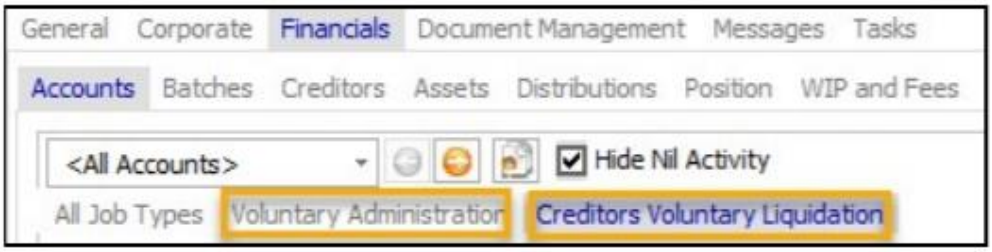
Note: As a "new" Job is not created, additional accounts are required to ensure that expenses are not "mixed" for different Job Types. Any general ledger accounts with activity will be automatically selected for replication. You will be warned if posting to accounts that relate to a previous Job Type. Additionally, the system will automatically change the default Fees and Disbursements Accounts (see **Job** menu → **Job Settings**).

5. Click **next** then **finish** at the end of the **Change Appointment Type Wizard** completes the change of job type an adds a job history record. The ASIC Forms are added to the Document Management. You can view the details from (**General** → **Appointment** →**Job History**).

Effect of Changing the Job Type

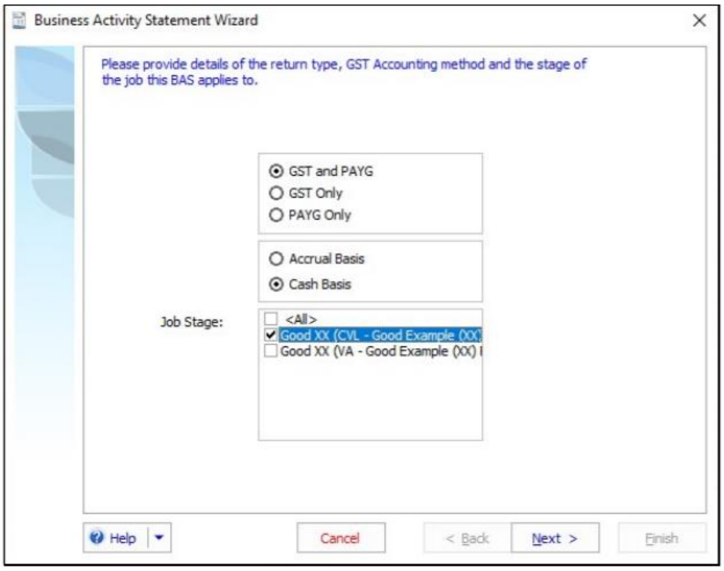
After opening your Job, click on Financials → Accounts.

There are now two accounts



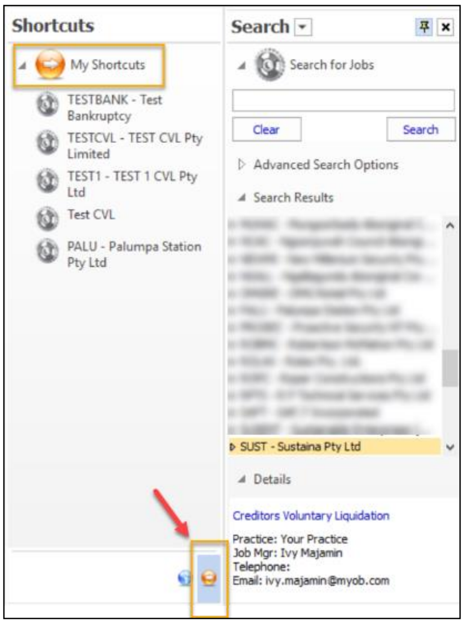
Filters on Reports

After changing the Job Type, each report selector now includes the option of specifying the Job Type. See example below:



Adding & Removing a job from My Shortcuts

In order to easily navigate to the jobs that you work on frequently, they can be set up from the following screen:



Adding/Removing a Job to My Shortcuts

Click on the Jobs icon under Main Menu. Right click on your Job. Select Add/remove your Job to 'job shortcuts'

Tip!	Jobs aren't the only items you can add to job shortcuts. You can also add Counterparties, Contacts, Employees and Directors, Shareholders, Transactions, The Practice and Users.