 **Viewpoint**
Jobpac Connect[™]

Checklist for PTA Setup in QLD.
Function Guide
Version: 1.0

Document Control Table

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Commercial in Confidence	

Change History

Version	Date	Author	Description of Changes
1.0	31/01/2022	DMB	Initial Release

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Checklist for PTA Setup in QLD.

2. Set up a Cash Account in System Admin Menu. To do this use the Setup Cash Accounts option in the System Admin menu. If you are paying out of this account, then BSB and Account number must be setup. This is done in Setup Cash Accounts.
3. Go to Job Maintenance 'Values Screen', and enter data as follows:
 - Tick Qualifies, enter Qualification Date. Make sure this date is prior to any transactions you need included in the reporting.
 - The General PBA will be the Project PTA (Text will be changed soon) for this project.
 - The Retention Trust Account will be automatically populate with the WKID SC Retention trust account nominated in the parameter PBASCR.
 - Leave Disputed Funds blank

Qualifies for PBA or SC Retention Held in Trust Reporting

Qualification Date

Work Id for Trust Accounts

General PBA

Retention PBA/Retention Trust Account

Disputed Funds PBA

Note:

GL Accounts set up here are used for reconciliation purposes.

For projects that qualify under QLD PBA legislation, populate all 3 Accounts.

For Projects that qualify under NSW SC Retention Held in Trust legislation, you need only populate the Retention Trust Account.

4. New SC Agreement Setup for the project
As each agreement is setup, the qualification options will automatically populate.
5. Existing SC Agreements
If SC Agreements already exist for the project, then the user must go into SC Maintenance for each of them, and Select OK, for the Agreement to be set as qualified.

Checklist for PTA Setup in QLD.

Subcontract Maintenance


Costing Work Id	710	
Job	FR04	Test Job With PBA
Subcontractor	AACTEM	ACC Temp Fence
Agreement	FR06001	Test


Agreement Type Lump Sum Schedule of Rates

This Agreement is Subject to Rise & Fall
 This Agreement is for a Nominated Subcontractor
 This Agreement is Paid Direct By Client

Subcontract Payment Valuation Method is Manually Work Dockets

Qualifies for PBA/SC Retention Held in Trust Reporting

Qualification Date 

Agreement Payment Terms  Last day of next month

6. Setup Receipt Bank account details on the AR Invoice
Use the option 'AR Banking Details Maint' in the Accounts Receivable menu.
Bank account details entered here for the project will display on the AR Invoice/Progress Claim sent to the Client. The Client should deposit claim payments into this Bank Account.
7. Cash Received from the Client should be receipted to the Project Bank account in Jobpac, and applied to the appropriate invoice.
8. Payments to Subcontractors for each Qualifying job can be made by selecting all the SC Payments for the job in 'Payment Selection' Job Option. Then doing a prompt payment run, with payments from the Project Bank account.

Reporting Status of PTAs

At any time a report can be run to identify the correct balances of the Project Trusts Accounts, and the SC Retention Trust Account.

Project Trust Account Balance

Run the Report **PBA Reconciliation / SC Retention Held in Trust Reconciliation** from the AP Menu.

Enter the Job Number of the PTA you want reconciled. Leave GL Account blank.

Checklist for PTA Setup in QLD.

A report is produced showing each Head Contract Claim and SC Claim. The summary below is printed at the bottom of the report. This shows what should be the balance in this PTA.

Totals (General PBA Account)	A	1510127229		
Totals (Retention PBA Account/SC Retention Held B	B	151013		
Total HC Claimed & Paid (inc. GST)	D		3,884,465.34	
Unapplied Cash Receipts in General PBA Account E	E			
Total SC Claims and PO's Invoiced (Incl. GST)	F		3,384,521.92	
Total SC Retention Held (Incl. GST)	G		221,221.68	221,221.68
Total Disputed Funds (Incl. GST)	H			
Trust Account Reconciliation Difference	I		278,721.74	221,221.68
*Insert Interest, Fees, Other Reconciled Differences			*I=(D+E)-(F+G)-A	*I=G-B

SC Retention Trust Account

Run the same Report **PBA Reconciliation / SC Retention Held in Trust Reconciliation** from the AP Menu.

Leave the Job Number blank, and enter the SC Retention Trust Account (It should default).

Leave other defaults as they are, but tick this option. Summarise HC Progress Claim History

A report is produced showing each Summarising Head Contract Claims and Detailing SC Claims. The summary below is printed at the bottom of the report. This shows what should be the balance in this SC Retention Trust Account.

Totals (General PBA Account)	A	1510127238		
Totals (Retention PBA Account/SC Retention Held B	B	151013		
Total HC Claimed & Paid (inc. GST)	D			
Unapplied Cash Receipts in General PBA Account E	E			
Total SC Claims and PO's Invoiced (Incl. GST)	F			
Total SC Retention Held (Incl. GST)	G			221,221.68
Trust Account Reconciliation Difference	I			221,221.68
			*I=G-B	

Subcontract Retention Held in Trust Statement

A form detailing the status of retention for each qualified subcontract can be run.

Run the same Report **PBA Reconciliation / SC Retention Held in Trust Reconciliation** from the AP Menu.

Leave the Job Number blank, and enter the SC Retention Trust Account (It should default). Or enter a Job Number and leave the SC Retention Trust account blank, if you want statements for only one job.

Produce Subcontract Statements

This time tick the option Produce Subcontract Statements at the bottom of the selection screen.

This will produce a Statement for each eligible Subcontract, which can be directly emailed to the Subcontractor.

Checklist for PTA Setup in QLD.



ABC Construction Pty Ltd
ABN: 008 390 074
Level 3 33 Herbert Street
St. Leonards
2065
Phone: (02)9351-0000

Subcontractor Retention Held in Trust Statement

Subcontractor	GOLGAT	Golden Gate Construction Group	ABN	24 109 297 344												
Bank	WBC															
BSB	123456															
Account No	7891011															
Email	goldengate@optusnet.com.au															
Statement Date	6/15/2021															
Project	RV0001	AVOCA BEACH BOWLING CLUB	Retention Trust Account Details : Bank ANZ BSB 014002 Account 775410849													
	Qualification Date	Current Approved Contract Value	Date of Payment Claim	SC Amount Claimed this claim (excl. GST)	Transaction Date	Authorised Claim (less Retention Held)	Retention Held / Released (Excl. GST)	Retention Held / Released (Incl. GST)	Total Authorised Invoice (incl. GST)	Paid Amount (Incl. GST)	Unpaid Amount (incl. GST) if Partly Paid	Paid Date	Presentation Date	EFT Ref	Payment Instruction Amount to Retention Trust Account	Retention Trust Bank Account Balance
SC Agreement : RV01S001 STRUCTURAL STEELWORK																
	01/03/2003	48,500.00														
Progress Claim 1			7/31/2005	9,500.00	7/31/2005	9,025.00	475.00	522.50	9,927.50	9,927.50	0.00	30/09/2005	05/08/2014	300908	522.50	522.50
Progress Claim 2			8/26/2005	25,000.00	8/26/2005	18,625.00	1,875.00	2,062.50	20,487.50	20,487.50	0.00	30/09/2005	30/11/2005	300954	2,062.50	2,585.00
Totals (Agreement)						27,650.00	2,350.00	2,585.00	30,415.00	30,415.00	0.00				2,585.00	2,585.00