

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

Checklist for PBA Setup in WA.  
Function Guide  
Version: 1.0

## Document Control Table

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<b>Approved or authorised by</b>	
<b>Release date</b>	31/01/2022
<b>Version</b>	1.0
<b>Commercial in Confidence</b>	

## Change History

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

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## Checklist for PBA Setup in WA.

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 PBA 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

<input checked="" type="checkbox"/> Qualifies for PBA or SC Retention Held in Trust Reporting	
Qualification Date	1/01/2021
Work Id for Trust Accounts	915
General PBA	1510127229
Retention PBA/Retention Trust Account	151013
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 PBA Setup in WA.

### Subcontract Maintenance

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

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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 PBAs

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 Bank Account Balance

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

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

# Checklist for PBA Setup in WA.

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			
<b>Trust Account Reconciliation Difference</b>	<b>I</b>		<b>278,721.74</b>	<b>221,221.68</b>
*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
<b>Trust Account Reconciliation Difference</b>	<b>I</b>			<b>221,221.68</b>
			*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 PBA Setup in WA.



**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

<b>Subcontractor</b>	GOLGAT	Golden Gate Construction Group	<b>ABN</b>	24 109 297 344												
<b>Bank</b>	WBC															
<b>BSB</b>	123456															
<b>Account No</b>	7891011															
<b>Email</b>	goldengate@optusnet.com.au															
<b>Statement Date</b>	6/15/2021															
<b>Project</b>	RV0001	AVOCA BEACH BOWLING CLUB	<b>Retention Trust Account Details :</b>	<b>Bank ANZ</b> <b>BSB</b> 014002 <b>Account</b> 775410849												
	<b>Qualification Date</b>	<b>Current Approved Contract Value</b>	<b>Date of Payment Claim</b>	<b>SC Amount Claimed this claim (excl. GST)</b>	<b>Transaction Date</b>	<b>Authorised Claim (less Retention Held)</b>	<b>Retention Held / Released (Excl. GST)</b>	<b>Retention Held / Released (Incl. GST)</b>	<b>Total Authorised Invoice (incl. GST)</b>	<b>Paid Amount (Incl. GST)</b>	<b>Unpaid Amount (incl. GST) if Partly Paid</b>	<b>Paid Date</b>	<b>Presentation Date</b>	<b>EFT Ref</b>	<b>Payment Instruction Amount to Retention Trust Account</b>	<b>Retention Trust Bank Account Balance</b>
<b>SC Agreement : RV01S001 STRUCTURAL STEELWORK</b>																
	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
<b>Totals (Agreement)</b>						27,650.00	2,350.00	2,585.00	30,415.00	30,415.00	0.00				2,585.00	2,585.00