

# Viewpoint Jobpac Connect™

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





### **Document Control Table**

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### **Change History**

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





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### Introduction

This document consists of two checklists:

- Setting up a Workid to use the WA Project Bank Account facility in Jobpac.
- Setting up a new Qualifying Project

For full details of each step, reference the document 'Technical Reference Checklist for PBA Setup in WA.

#### Setting up a Workid to use the WA PBA facility in Jobpac

- 1. Setup a Master Chart of Account no for the SC Retention Trust Account.
- 2. Setup a Master Chart of Account no for the Project Trust Accounts.
- 3. Setup GL account for SC Retention Trust Account. This is a single GL account for the whole workid.
- 4. Setup Parameters

PBASCR Position 1 Y Turns the whole function on.

Position 2 GL account for SC Retention Trust Account

PBASCW See Technical Reference

PBSSCA Position 1 Set to M

Position 2 Set to Zero

PBAREP Recommended NNNblankNYNNY

5. Setup Menu Items in appropriate place

Туре	Menu Item Description	Command
Р	PBA & SC Retn Trust Rec.	PBARECRPP
Р	Maintain Creditor PBA Opt-Ins	CRDPBAPRJP

6. If any projects are currently setup and will qualify, then they need to be setup as per instructions for setting up new projects.

#### Setting up a Project to use the WA PTA facility in Jobpac

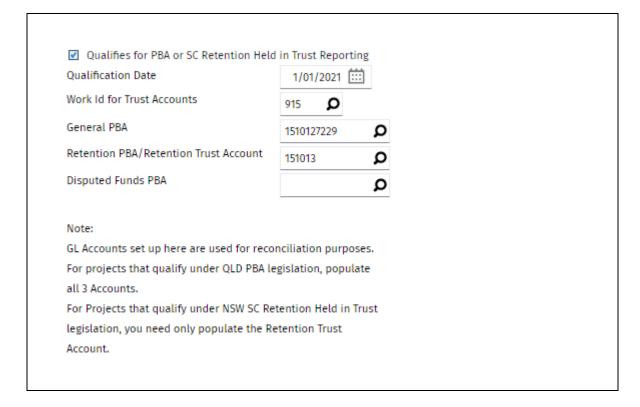
1. Setup a GL Bank Account for the project. Recommendation is to use the Master account and add job number.

e.g. If Master Chart number is 1012, then Project Trust account would be 1510127229, where 7229 was job number. You may not have a structure that facilitates this.





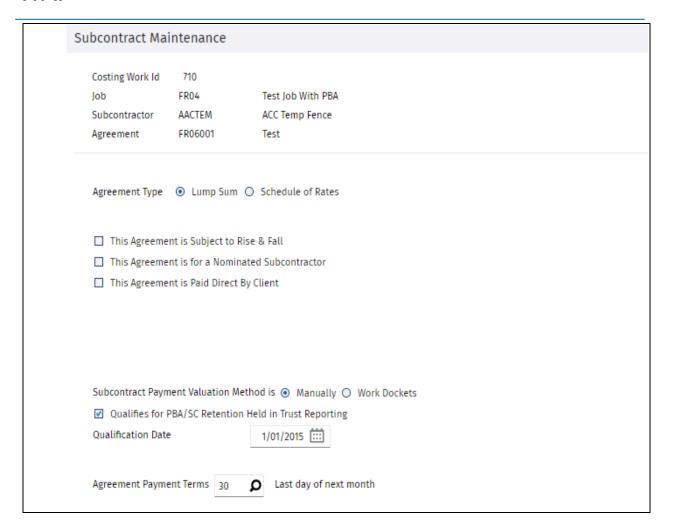
- 2. Set up a Cash Account in System Admin Menu. To do this use the Setup Cash Accounts option in the System Admin menu. If you are paying out of this account, then BSB and Account number must be setup. This is dome in Setup Cash Accounts.
- 3. Go to Job Maintenance 'Values Screen', and enter data as 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



- 4. New SC Agreement Setup for the project
  As each agreement is setup, the qualification options will automatically populate.
- 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.







- 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**

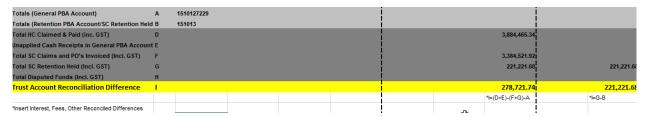
Run the Report **PBA Reconciliation / SC Retention Held in Trust Reconciliation** from the AP Menu.

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





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.



#### **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.

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)		1510127238	
Totals (Retention PBA Account/SC Retention Held	I B	151013	
Total HC Claimed & Paid (inc. GST)	D		!
Jnapplied Cash Receipts in General PBA Account	t E		i
Total SC Claims and PO's Invoiced (Incl. GST)	F		:
Total SC Retention Held (Incl. GST)	G		221,221.68
Trust Account Reconciliation Difference	T.		221,221.68
			*l=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

A at the bottom of the selection screen.

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





