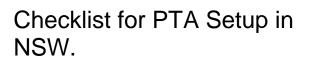


# Viewpoint Jobpac Connect<sup>™</sup>

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





#### **Document Control Table**

| Prepared by               | Damien Bourke            |
|---------------------------|--------------------------|
| Approved or authorised by |                          |
| Release date              | 31/01/2022               |
| Version                   | 1.0                      |
|                           | Commercial in Confidence |

#### **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 NSW Project Trust Account facility in Jobpac.
- Setting up a new Qualifying Project

Followed by discussion on the Report used for Reconciliation of Accounts

For full details of each step, reference the document '**Technical Reference Checklist for PTA Setup in NSW.** 

#### Setting up a Workid to use the NSW PTA facility in Jobpac

- 1. Setup a Master Chart of Account no for the SC Retention Trust Account.
- 2. Setup GL account for SC Retention Trust Account. This is a single GL account for the whole workid.
- 3. Set up a Cash Account in System Admin Menu for the SC Retention Trust Account. 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.
- 4. Setup Parameters

| PBASCR | Position 1     | Y Turns the whole function on.            |
|--------|----------------|---|
|        | Position 2     | GL account for SC Retention Trust Account |
| PBASCW | See Technica   | I Reference.                              |
|        | Position 4 sho | ould be set to \$20,000.000               |
| PBSSCA | Position 1     | Set to M                                  |
|        | Position 2     | Set to Zero                               |
| PBAREP | Recommende     | ed YNNblankNYNNY                          |

5. Setup Menu Items in appropriate place

| Туре | Menu Item Description         | Command    |
|------|-------------------------------|------------|
| Р    | PTA & SC Retn Trust Rec.      | PBARECRPP  |
| Р    | Maintain Creditor PTA 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.



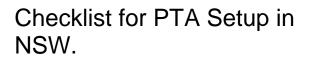
#### Setting up a Project to use the NSW PTA facility in Jobpac

- 1. 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 should be left blank.
  - The Retention Trust Account will be automatically populate with the WKID SC Retention trust account nominated in the parameter PBASCR.
  - Leave Disputed Funds blank

| Qualification Date                         | 1/01/2015 🛄        |     |  |
|--|--------------------|-----|--|
| Work Id for Trust Accounts                 | 915 <b>D</b>       | _   |  |
| General PBA                                |                    | Q   |  |
| Retention PBA/Retention Trust Account      | 151013             | Q   |  |
| Disputed Funds PBA                         |                    | Q   |  |
| Note:                                      |                    |     |  |
| GL Accounts set up here are used for reco  | nciliation nurnos  | e.  |  |
| For projects that qualify under QLD PBA le |                    |     |  |
| all 3 Accounts.                            | .g, popula         | -   |  |
| For Projects that qualify under NSW SC Re  | tention Held in Tr | ist |  |
| legislation, you need only populate the R  |                    |     |  |
| Account.                                   |                    |     |  |

- 2. New SC Agreement Setup for the project As each agreement is setup, the qualification options will automatically populate.
- 3. 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. If there is a lot of these, ask you Jobpac consultant for assistance.





| Subcontract Ma                                       | intenance   |  |            |  |
|--|---|--|------------|--|
| Costing Work Id<br>Job<br>Subcontractor<br>Agreement | 710<br>FR04<br>AACTEM<br>FR06001                                  | Test Job With PBA<br>ACC Temp Fence<br>Test                    |            |  |
| Agreement Type                                       | ● Lump Sum (  | ○ Schedule of Rates  |            |  |
| This Agreeme   | nt is Subject to Ri:<br>nt is for a Nomina<br>nt is Paid Direct B | ted Subcontractor  |            |  |
|  | PBA/SC Retention  | thod is  Manually  Wor<br>Held in Trust Reporting<br>1/01/2015 | rk Dockets |  |
| Agreement Payme                                      | ent Terms 30  | <b>D</b> Last day of next month                                | 1          |  |

#### **Reporting Status of PTAs**

At any time a report can be run to identify the correct balance of the SC Retention Trust Account.

#### SC Retention Trust Account

Run the 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)                   | Α    | 1510127238 |            |
|--|------|------------|------------|
| Totals (Retention PBA Account/SC Retention Hel | d B  | 151013     |            |
| Total HC Claimed & Paid (inc. GST)             | D    |            | 1          |
| Jnapplied Cash Receipts in General PBA Accour  | nt E |            | 1          |
| Total SC Claims and PO's Invoiced (Incl. GST)  | F    |            |            |
| Total SC Retention Held (Incl. GST)            | G    |            | 221,221.68 |
| Trust Account Reconciliation Difference        | 1    |            | 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

Ν

This time tick the option selection screen.

at the bottom of the

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

|  |                         | pac   | •  |                  |  |                     |   |  | -  |   |                               | ABN<br>Lev<br>St. 1<br>206<br>Pho                            | N: 008 3<br>el 3 33<br>Leonar | struction<br>390 074<br>Herbert S<br>ds<br>2)9351-00 | Street  | 1  |  |
|--|-------------------------|---|--|------------------|--|---------------------|---|--|--|---|-------------------------------|--|-------------------------------|--|---------|--|--|
|  |                         |   | Subc                                     | ontra            | actor R  | etent               | ION H   |  | Trus   | st Sta  | teme                          | nt   |                               |  |         |  |  |
| Subcontractor                                  | GOLGAT                  | Golden Gate Construction                    | Group                                    |                  |  | ABN 24              | 109 297 34  | 44   |  |   |                               |  |                               |  |         |  |  |
| Bank   | WBC                     |   |  |                  |  |                     |   |  |  |   |                               |  |                               |  |         |  |  |
| BSB  | 123456                  |   |  |                  |  |                     |   |  |  |   |                               |  |                               |  |         |  |  |
| Account No                                     | 7891011                 |   |  |                  |  |                     |   |  |  |   |                               |  |                               |  |         |  |  |
|  |                         |   |  |                  |  |                     |   |  |  |   |                               |  |                               |  |         |  |  |
| Email  | goldengate              | @optusnet.com.au                            |  |                  |  |                     |   |  |  |   |                               |  |                               |  |         |  |  |
|  | goldengate<br>6/15/2021 | @optusnet.com.au                            |  |                  |  |                     |   |  |  |   |                               |  |                               |  |         |  |  |
| Statement Date                                 |                         | @optusnet.com.au<br>AVOCA BEACH BOWLIN      | G CLUB                                   |                  |  | Retention           | Trust Acc   | count Deta   | ils : Bar                                      | nk ANZ  | BSB 0                         | 14002  | Accoun                        | nt 77541084  | 49      |  |  |
| Statement Date                                 | 6/15/2021               |   | Current                                  | Payment          | SC Amount<br>Claimed this<br>claim (excl.<br>GST)  | 2010/01/01          | Authorised<br>Claim<br>(less                                  |  | Retention<br>Held /<br>Released                | Total<br>Authorised<br>Invoice                            | Paid                          | F35/077 - 54   |                               | nt 77541084<br>resentation I<br>Date                 |         | Payment<br>Instruction<br>Amount to<br>Retention<br>Trust<br>Account |  |
| Statement Date<br>Project                      | 6/15/2021<br>RV0001     | AVOCA BEACH BOWLIN<br>Qualification         | Current<br>Approved<br>Contract          | Payment          | Claimed this<br>claim (excl.                       | Transcation         | Authorised<br>Claim<br>(less<br>Retention                     | Retention<br>Held /<br>Released                          | Retention<br>Held /<br>Released                | Total<br>Authorised<br>Invoice                            | Paid<br>Amount                | Unpaid Paid<br>Amount<br>(incl.<br>GST) if<br>Partly         |                               | esentation   |         | Instruction<br>Amount to<br>Retention<br>Trust                       | Trust Bank<br>Account                      |
| Statement Date<br>Project                      | 6/15/2021<br>RV0001     | AVOCA BEACH BOWLIN<br>Qualification<br>Date | Current<br>Approved<br>Contract          | Payment          | Claimed this<br>claim (excl.                       | Transcation         | Authorised<br>Claim<br>(less<br>Retention                     | Retention<br>Held /<br>Released                          | Retention<br>Held /<br>Released                | Total<br>Authorised<br>Invoice                            | Paid<br>Amount                | Unpaid Paid<br>Amount<br>(incl.<br>GST) if<br>Partly         |                               | esentation   |         | Instruction<br>Amount to<br>Retention<br>Trust                       | Trust Bank<br>Account                      |
| Statement Date<br>Project<br>SC Agreement : RV | 6/15/2021<br>RV0001     | AVOCA BEACH BOWLIN<br>Qualification<br>Date | Current<br>Approved<br>Contract<br>Value | Payment          | Claimed this<br>claim (excl.<br>GST)               | Transcation         | Authorised<br>Claim<br>(less<br>Retention<br>Held             | Retention<br>Held /<br>Released<br>(Excl. GST)           | Retention<br>Held /<br>Released                | Total<br>Authorised<br>Invoice<br>(incl. GST)             | Paid<br>Amount                | Unpaid Paid<br>Amount<br>(incl.<br>GST) if<br>Partly         | Date Pr                       | esentation   | EFT Ref | Instruction<br>Amount to<br>Retention<br>Trust<br>Account            | Trust Bank<br>Account<br>Balance           |
| Project  | 6/15/2021<br>RV0001     | AVOCA BEACH BOWLIN<br>Qualification<br>Date | Current<br>Approved<br>Contract<br>Value | Payment<br>Claim | Claimed this<br>claim (excl.<br>GST)<br>5 9,500.00 | Transcation<br>Date | Authorised<br>Claim<br>(less<br>Retention<br>Held<br>9,025.00 | Retention<br>Heid /<br>Released<br>(Excl. GST)<br>475.00 | Retention<br>Held /<br>Released<br>(Incl. GST) | Total<br>Authorised<br>Invoice<br>(incl. GST)<br>9,927.50 | Paid<br>Amount<br>(Incl. GST) | Unpaid Paid<br>Amount<br>(incl.<br>GST) if<br>Partly<br>Paid | Date Pr                       | resentation I<br>Date                                | 300908  | Instruction<br>Amount to<br>Retention<br>Trust<br>Account            | Trust Bank<br>Account<br>Balance<br>522.50 |

