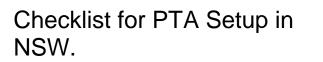


Viewpoint Jobpac Connect[™]

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





Document Control Table

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Approved or authorised by	
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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 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.



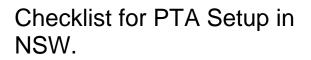
Setting up a Project to use the NSW PTA facility in Jobpac

- 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 D	_	
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 Job Subcontractor Agreement	710 FR04 AACTEM FR06001	Test Job With PBA ACC Temp Fence Test		
Agreement Type	● Lump Sum (○ Schedule of Rates		
This Agreeme	nt is Subject to Ri: nt is for a Nomina nt is Paid Direct B	ted Subcontractor		
	PBA/SC Retention	thod is Manually Wor Held in Trust Reporting 1/01/2015	rk Dockets	
Agreement Payme	ent Terms 30	D 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 Lev St. 1 206 Pho	N: 008 3 el 3 33 Leonar	struction 390 074 Herbert S ds 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 6/15/2021	@optusnet.com.au															
Statement Date		@optusnet.com.au 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 Claimed this claim (excl. GST)	2010/01/01	Authorised Claim (less		Retention Held / Released	Total Authorised Invoice	Paid	F35/077 - 54		nt 77541084 resentation I Date		Payment Instruction Amount to Retention Trust Account	
Statement Date Project	6/15/2021 RV0001	AVOCA BEACH BOWLIN Qualification	Current Approved Contract	Payment	Claimed this claim (excl.	Transcation	Authorised Claim (less Retention	Retention Held / Released	Retention Held / Released	Total Authorised Invoice	Paid Amount	Unpaid Paid Amount (incl. GST) if Partly		esentation		Instruction Amount to Retention Trust	Trust Bank Account
Statement Date Project	6/15/2021 RV0001	AVOCA BEACH BOWLIN Qualification Date	Current Approved Contract	Payment	Claimed this claim (excl.	Transcation	Authorised Claim (less Retention	Retention Held / Released	Retention Held / Released	Total Authorised Invoice	Paid Amount	Unpaid Paid Amount (incl. GST) if Partly		esentation		Instruction Amount to Retention Trust	Trust Bank Account
Statement Date Project SC Agreement : RV	6/15/2021 RV0001	AVOCA BEACH BOWLIN Qualification Date	Current Approved Contract Value	Payment	Claimed this claim (excl. GST)	Transcation	Authorised Claim (less Retention Held	Retention Held / Released (Excl. GST)	Retention Held / Released	Total Authorised Invoice (incl. GST)	Paid Amount	Unpaid Paid Amount (incl. GST) if Partly	Date Pr	esentation	EFT Ref	Instruction Amount to Retention Trust Account	Trust Bank Account Balance
Project	6/15/2021 RV0001	AVOCA BEACH BOWLIN Qualification Date	Current Approved Contract Value	Payment Claim	Claimed this claim (excl. GST) 5 9,500.00	Transcation Date	Authorised Claim (less Retention Held 9,025.00	Retention Heid / Released (Excl. GST) 475.00	Retention Held / Released (Incl. GST)	Total Authorised Invoice (incl. GST) 9,927.50	Paid Amount (Incl. GST)	Unpaid Paid Amount (incl. GST) if Partly Paid	Date Pr	resentation I Date	300908	Instruction Amount to Retention Trust Account	Trust Bank Account Balance 522.50

