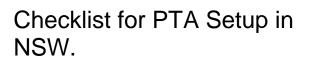# Viewpoint Jobpac Connect™

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

Table of Contents

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 Technical Reference.

                    Position 4 should be set to $20,000.000

   PBSSCA   Position 1   Set to M

                    Position 2   Set to Zero

   PBAREP   Recommended   YNNblankNYNNY

5. Setup Menu Items in appropriate place

Type	Menu Item Description	Command
P	PTA & SC Retn Trust Rec.	PBARECRPP
P	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.
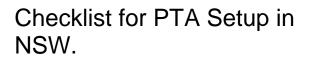
Setting up a Project to use the NSW PTA facility in Jobpac

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

☑ Qualifies for PBA or SC Retention Held in Trust Reporting
Qualification Date   1/01/2015 📅
Work Id for Trust Accounts   915 🔍
General PBA   🔍
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.

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.

![Trimble Construction]

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.　☑ 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	151013		
Total HC Claimed & Paid (inc. GST)	D			
Unapplied Cash Receipts in General PBA Account	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   at the bottom of the selection screen.

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