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

Subcontracts  
User Guide  
Version: 1.0

## Document Control Table

<b>Prepared by</b>	Damien Bourke
<b>Approved or authorised by</b>	
<b>Release date</b>	31/1/2022
<b>Version</b>	1.0
<b>Commercial in Confidence</b>	

## Change History

Version	Date	Author	Description of Changes
1.0	31/1/2022	DMB	Initial Release

# Table of Contents

- Overview of Subcontracts..... 5**
  - Impact of Raising Subcontracts..... 5
  - Parameters Available for SC Agreements ..... 5
- Subcontract Maintenance..... 7**
  - Creating a Subcontract Agreement..... 7
  - Bank Guarantees ..... 10
  - Insurance..... 10
  - Subcontract Schedule Items – Lump Sum..... 11
    - Creating SC Schedule Items ..... 12
    - Deleting an Existing Item ..... 14
  - Subcontract Schedule Items – Schedule of Rates..... 14
    - Entering an Extended Description for an Existing Item..... 15
  - Downloading/Uploading the Subcontract Items ..... 15
  - Other Subcontract Functions ..... 16
  - Committing a Subcontract Agreement ..... 16
  - Changing an Existing Subcontractor ..... 17
  - Modifying a Subcontract Agreement..... 17
  - Deleting a Subcontract Agreement or SC Items ..... 17
  - Changing the Status of a Subcontract Agreement..... 17
- Prepare Subcontract Payment ..... 19**
  - System Parameters for SC Payment Processing ..... 19
  - Creating and Authorising Subcontract payments..... 20
    - Selection of Pending Invoices ..... 20
  - Subcontract Payment Authorisation (Summary Screen) ..... 22
  - Standard Process Summary ..... 24
  - SC Claim..... 24
  - Original Works (Lump Sum Agreement) ..... 27
  - Original Works (Schedule of Rates) ..... 28
  - Original Works Functions ..... 29
  - Variations ..... 29

# Subcontracts

Materials On/Off Site .....	30
Rise & Fall.....	30
Completing the Claim Process .....	30
Print Subcontract Payment Schedule .....	31
<b>Subcontract Valuation .....</b>	<b>35</b>
Request Release Subcontractor Payments .....	35
Posting Subcontractor Payments.....	35
<b>Subcontract Enquiry .....</b>	<b>37</b>
<b>Subcontract Reports .....</b>	<b>38</b>
Status by Job Report .....	38
Claim History Report .....	38
Forecast Commitment Report .....	38
Forecast Commitment Report by Cost Centre.....	38
Subcontract Status Advice Report .....	39
Reprint Authority/Advice .....	39
Payments > S/C Sum .....	39
Subcontract Admin Details .....	39
Print Final Account Agreement/Deed of Release .....	39
Print Subcontract Cover Sheet.....	39
Status by Job by Accounting Period .....	39
Projects by Subcontractor.....	39

## Overview of Subcontracts

Subcontracts in Jobpac can be either Lump Sum or Schedule of Rates. They can automatically calculate cash retention or record bank guarantees and Bonds. Administrative items such as compliance dates, use of Payment Schedules, recipient created tax invoices (RCTI) and insurances can also be recorded against each agreement.

Mixed GST subcontracts can be managed.

Lump Sum contracts are raised for a nominated value. Claims cannot be processed that exceed this value, unless subcontract variations or and/or rise and fall adjustments are processed to amend the contract sum.

Schedule of Rates contracts are raised for an agreed rate for each specific unit of measure and allow the contract sum to be amended should the quantities change. New SC schedule items can be added at any time. Costing allocations can be entered using a quantity-unit-rate calculation or a single value. Subcontract variations and rise and fall can also be processed to amend the contract sum.

## Impact of Raising Subcontracts

Subcontract agreements may only be raised for suppliers that have been marked as a Subcontractor by the Finance Department (in the Creditor Master File). Agreement Numbers can be entered by the user or Jobpac can be configured to generate an agreement number. Generally, the Job Number is used as the prefix to the Subcontract Agreement number. i.e. Agreement no P1460001 is for project P146.

Committing a Subcontract sum results in updates to the committed cost, FCC and the FFC for the relevant Cost Centres.

**For Lump Sum agreements**, once committed, the original financial details of a contract cannot be amended. A Subcontract value can be “uncommitted” if no progress claims or Variations have been processed against the Subcontract. Once a Subcontract is uncommitted, any required changes can be made. Subcontract Items can be created with zero values after committing the subcontract.

**For Schedule of Rates agreements**, new Subcontract Items with rates/amounts can be added after the costs have been committed, and quantities of existing SC Items can be changed.

## Parameters Available for SC Agreements

Parameter	Description
SBC01	This is used to set defaults for many of the entry options in SC Maintenance
SAGMNT	Can set various functions for SC Management
SAPOST	Manages changing the Due Date within the SC Payment process.
CHGSUP	Disallow change of Subcontractor Id
SECPAY	Turns on Security of Payments processing. Recommend Y
SECPDF	Sets default to Y for Security of payments. Recommend Y.
SCJORD	Sets default SC Agreement numbering by Job. Recommend Y.
SCMGST	Allows GST codes to be set at SC Item Level. Recommend Y.

---

Parameter	Description
AGRDMN	SC Agreement – Returned Date is mandatory for payments.
SECRETD	Used to set Retention defaults
SCTERM	Allows specific payment terms to be set for each SC Agreement
TEXACT	Used to indicate an external system is used for SC Payments
USESCC	Used to replace standard SC insurance function with a user defined function. See Subcontract Compliance Function – User Guide.
SCNAMT	Allows negative values for SC Items.
RCTIDF	Sets default values for RCTI, if used.

---

If the project is using Project Bank Accounts, including Retention Trust accounts, then check the series of **PBAxxx** system parameters. See PBA User Guide.

## Subcontract Maintenance

### Creating a Subcontract Agreement

Select **Projects > Subcontracts > Maintain S/C Agreement**, enter a Job number, and select a Subcontractor.

If the Workid is configured to automatically create the SC Agreement no, then leave blank, else enter your agreement no. Parameter for this is SCJORD.

If an existing SC Agreement is to be changed, then enter the Job number, and lookup the SC agreement no.

Subcontract Maintenance

⌵ ACTIONS
✅ OK
⏪ BACK

---

Costing Work Id 020

Job 1751 SC Agreement Project

Subcontractor 1241 General Contractors

Agreement 17519002 Landscaping

---

Agreement Type  Lump Sum  Schedule of Rates  If Schedule of Rates hide Contract Values

Agreement Payment Terms   Last day of next month

Payments for this subcontract agreement to be included in Taxable Payments Reporting

---

Subcontract Payment Valuation Method is  Manually  Work Dockets

This Agreement is for a Nominated Subcontractor

This Agreement is Subject to Rise & Fall

This Agreement is Paid Direct By Client

Field Name	Description
<b>Agreement Type</b>	Select the type of agreement either Lump Sum or Schedule of Rates. The default agreement type can be set up in the system parameters for subcontracting entry parameters. (SBC01).
<b>If Schedule of Rates hide Contract Values</b>	Selecting this option will decide whether to print the contract values on the forms/documents sent to subcontractor (such as Payment Advice, Payment Schedule) for Schedule of rates subcontracts. This only appears if parameter SCPFMT is set.
<b>This Agreement is Subject to Rise &amp; Fall</b>	Enables Rise & Fall to be attributed to the agreement. Rise and Fall module needs to be used.
<b>This Agreement is for a Nominated Subcontractor</b>	No longer used
<b>This Agreement is Paid Direct by Client</b>	No longer used
<b>Subcontractor Payment Valuation Method is</b>	If Manually is selected you are required to enter the valuation manually.
<b>Authorise payment at Work Docket Level</b>	No longer used

Field Name	Description
<b>Agreement Payment Terms</b>	Type in the terms required. If this field is not input capable the agreement will use the Subcontractor default as set up in Creditor Maintenance. Only appears if SCTERM parameter is set.

Click **OK** to go to the next screen.

Subcontract Maintenance
ACTIONS  OK  BACK

---

Costing Work Id 020

Job 1751 SC Agreement Project Lump Sum

Subcontractor 1241 General Contractors

Agreement 17519002

---

Contract Status  Active  Complete  Financially Complete

Type of Contract  Trade  Package Code

---

**Commencement**

Acceptance Date

Agreement Sent

Returned

Commencement

**Completion**

Original Completion

Approved Extensions of Time  Days

Waiting Approved Extensions of Time  Days

Extension Completion

**Release**

Defects Period

Expires

Release Sent

Release Received

---

**Retention**

Retention  Cash  Bank Guarantees / Bonds  Both Current%  Max%  OR Max \$

Max Retention Calculation Method Based on  Original Agreement Value  Orig + App Varns  Orig + App Varns + Unapp Varns  Calc Retn AND Max on Varns

Retention Half Release Date  Retention Full Release Date

---

**Communications**

Contact

Use Payment Schedule instead of Payment Authority

Agreement uses Recipient Created Tax Invoice (RCTI)

Fax/Email SPA/RCTI  Fax  Email  None RCTI Email

---

**Other**

Default valuation amount equal to authorised amount

Field Name	Description
<b>Description</b>	This 30 character description will be used on all reports and enquiries. It should (in brief) describe the work that the contract covers.
<b>Trade</b>	Select or type in the Trade Code. This is the trade classification relevant to the Subcontractor. This field is optional. Can be mandatory by use of parameter TRDMAN. Trades can be setup in menu option <b>Maintain Trade Codes</b>
<b>Type of Contract</b>	This field is optional. Only used by specific client option.
<b>Contract Status</b>	The status of the new contract defaults to A = Active. Other options available are (C)omplete and (F)inancially Complete. Both these options will stop processing against the subcontract.
<b>Contact</b>	The name of the Subcontract's primary contact.
<b>Use Payment Schedule instead of Payment Authority</b>	Check this option to use payment schedules instead of payment authorities. <b>This should be checked to enable compliance with Security of Payments legislation.</b> Default set in SECPDF.



Field Name	Description
<b>Acceptance Date</b>	The date that the Subcontractor was advised that their tender was successful.
<b>Agreement Sent Returned</b>	Date that the contract was sent to the Subcontractor. The date that the signed agreement was returned. This field can be mandatory to be completed before any payments can be made to the Subcontractor. SPARDT.
<b>Commencement Date</b>	Date on which the contract commences (from contract agreement).
<b>Original Completion Date</b>	Original Date on which the contract will be completed (from contract agreement).
<b>Extension of Time (Approved)</b>	Number of days currently approved to extend the time to complete the contract. Updated as the agreement progresses.
<b>Extension of Time (Waiting Approval)</b>	Number of days currently awaiting approval to extend the time to complete the contract. If the extension is approved it will be necessary to manually update this field as the agreement progresses.
<b>Extended Completion</b>	Current date of completion (i.e. original date plus approved extension days.)
<b>Defects Period</b>	The defects period for the Subcontract, i.e.: 12 months
<b>Date of Expiry</b>	Date the Defects period expires.
<b>Release Sent</b>	Date the Final Release document was sent to the Subcontractor.
<b>Release Received</b>	Date the signed Final Release was received.
<b>Default valuation amount equal to authorised amount</b>	Check this field to default all valuation amounts to the authorised amount when processing payments. Recommended setting is ticked.
<b>Recipient Created Tax Invoice (RCTI)</b>	Check if the Subcontractor is submitting progress claims and you are preparing tax invoices on their behalf.
<b>Fax/Email SPA/RCTI</b>	SPA/RCTI Delivery types: Email, or None. The creditor's RCTI email address that are setup in the Creditor Maintenance are used here. Fax no longer supported.
<b>RCTI Address</b>	Use this if the email address for the RCTI for this agreement is different to that nominated for the creditor. Parameter RCTIDF can be used to hide this email address.
<b>Retention</b>	Select retention or guarantee details for the type of surety held. Valid Retention types are: C = Cash Retention G = Bank Guarantee/Insurance Bond B = Both Cash Retention and Bank Guarantee/Insurance Bond
<b>Current %</b>	If Cash Retentions are being held, enter the current Retention percentage (%) being held.
<b>Max %</b>	If cash Retentions are being held, enter the maximum percentage for Retention <b>OR</b>
<b>Max \$</b>	If cash Retentions are expressed as currency, enter in the Retention dollar value instead of maximum percentage
<b>Retention Dates – Half Release</b>	Retention release date upon practical completion of the contract
<b>Retention Dates –</b>	Full Retention release date upon completion of the defects liability period.

Field Name	Description
<b>Full Release</b>	
<b>Maximum Retention Calculation Method</b>	<p>Select the required Retention percent calculation method: The default retention calculation method can be set up in the system parameter for subcontracting entry.</p> <ul style="list-style-type: none"> <li>• Original Agreement Value</li> <li>• Original Value + Approved Variations</li> <li>• Original Value + Approved Variations + Unapproved Variations.</li> </ul>

*NOTE: When flagging a subcontract as Complete or Financially Complete will not automatically adjust any outstanding forecast values on Job. A variation may be required to adjust the subcontract value to equal the claimed amount processed.*

## Bank Guarantees

Optionally, if Bank Guarantee has been selected as shown in the previous screen you are now presented with the **Subcontract Maintenance Bank Guarantee** screen.

*NOTE: You may need to click ► Modify from the Action button menu to allow the fields to be changed. The parameter SAGBG can be used to mandate at least one entry.*

Subcontract Maintenance										ACTIONS	OK	BACK
Job	1751	SC Agreement Project		Lump Sum								
Subcontractor	1241	Capital Landscape Contractors										
Agreement	17519002	Landscaping		Trade								
<b>Bank Guarantees</b>												
Value	Lodged Date	Half Release Date	Full Release Date	Actual Rel Date	BG No.	Issuing Bank	Expiry Date	Reference Nbr				
50,000.00	21/08/2021	31/01/2022	30/07/2022		1	ANZ	30/07/2022	BG-00321				

## Insurance

Various insurance and superannuation details display in relation to the Subcontractor. These may be completed or amended as required.

Subcontract Maintenance
ACTIONS OK BACK

Job	1751	SC Agreement Project	Lump Sum
Subcontractor	1241	General Contractors	
Agreement	17519002	Landscaping	Trade

Insurance/Scheme Type	Insurance Company/Scheme Name	Registration/Policy Number	Expiry Date	AUD Value	AUD Excess	Sighted	Sighted Date	Mandatory
Long Service Leave Scheme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By	<input type="text"/>	at Project	<input type="text"/>					
Super / BUS Scheme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By	<input type="text"/>	at Project	<input type="text"/>					
Redundancy Scheme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By	<input type="text"/>	at Project	<input type="text"/>					
Workers Compensation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By	<input type="text"/>	at Project	<input type="text"/>					
Public Liability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By	<input type="text"/>	at Project	<input type="text"/>					
Professional Indemnity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By	<input type="text"/>	at Project	<input type="text"/>					
C.M.D. Insurance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By	<input type="text"/>	at Project	<input type="text"/>					
Asbestos Liability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>	<input type="checkbox"/> Yes
By	<input type="text"/>	at Project	<input type="text"/>					

You may nominate insurance schemes as mandatory within Creditor Maintenance, this can allow you to control the payment to the subcontractor. There are a number of different configuration options available in the system to manage insurances in conjunction with withholding payments to the subcontractor. Please discuss with your Jobpac consultant to find most suitable configuration applicable to you.

As these details are held on the Creditor Master File, it is not necessary to update them for each job. Details of where the current information has been collected are specified using the **By** (name of person sighting policy) and **at Project** fields relative to each type of insurance (project number of where insurance was confirmed). If the information you have is more up to date than those displayed, then you should enter the newer information.

These Insurance/Scheme Types can be renamed by setting the system parameters (**INSNM1 – 9**) for the Insurance Names.

You can configure Jobpac to not be able to pay a subcontractor with an expired mandatory insurance type.

There is an alternate to these standard insurances, which can be replaced by using the SC Compliance function. See the Function Guide for this.

## Subcontract Schedule Items – Lump Sum

Lump Sum Agreements are raised for definable portions of work to be completed by a subcontractor for a fixed price. Lump Sum contracts are raised for a nominated fixed value. Claims cannot be processed that exceed this value unless Subcontract Variations are approved to amend the contract sum.

Subcontract Maintenance

📄 ➤ ⏴ ACTIONS ✅ OK ⏪ BACK

Costing Work Id	020	Costs Committed No		Accepted Contract Sum	100,000.00
Job	1751	SC Agreement Project		Less Contingency Sums	
Agreement	17519002	Landscaping		PC & Prov Sums	
Agreement Type	Lump Sum	Subcontract Status	Active	Nett Contract Sum	100,000.00
Trade				Item Total	100,000.00
App Sts :	Not Yet Requested				
Subcontractor	1241	Capital Landscape Contractors			

The Nett Contract Sum is the value of the SC Agreement. The Item Total is the sum of the SC Schedule items that will be entered.

Field Name	Description
<b>Accepted Contract Sum</b>	Type in the amount of the accepted Contract Sum.
<b>Less Contingencies Sums</b>	Enter any Contingencies Sums to be excluded. Generally, this field is left blank.
<b>Less PC &amp; Prov Sums</b>	Enter any PC & Provisional Sums to be excluded. Generally, this field is left blank.

The Approval Status is displayed if SC Agreement Approvals are configured. See Advanced Approvals User Guide.

### Creating SC Schedule Items

These can be added manually by using the ‘**Add Item**’ option from the **Actions** menu.

These SC Item Values must add to the Nett Contract Sum. You cannot leave this screen until the two are the same.

**Subcontract Maintenance** ✕

Item:

Description:  🔍

Tax Code:  🔍 GST Tax Invoice Held

Cost Centre:   🔍

Account: 20008004

Quantity:

UOM:

Rate:

Amount:

Committed Budget:

Budget %:

Need by Date:  📅

Review by Date:  📅

SACMNTMGG

Field Name	Description
<b>Item</b>	The sequential number allocated to each cost line. Up to 999 items can be defined for each Subcontract. This is the maximum. Leave blank to have the next available item number allocated.
<b>Description</b>	The description that appears on reports. It defaults to the Agreement description entered. If a different description is required, simply type over the text.
<b>Tax Code</b>	SC Items can have different GST treatments. If left blank it defaults to the Subcontractor default for Creditor Maintenance.
<b>Cost Centre</b>	The Cost Centre (Cost Code and Cost Type) against which the item is being allocated.
<b>Account No</b>	The account number is automatically populated.
<b>Quantity</b>	Type in the item quantity.
<b>UOM</b>	Type in the item unit of measure.
<b>Rate</b>	Type in the rate of the item.
<b>Amount</b>	Type in the value of the item or the system will calculate the amount based upon quantity multiplied by UOM. The total of all line item costs allocated must equal the agreement contract value.

Field Name	Description
<b>Committed Budget or Budget %</b>	If the scope of work of the Subcontract is the full scope of work for the Cost Centre then enter 100% or the cost centre budget. If not entered, system will use the available uncommitted budget up to the item value.

The result is this screen:

Subcontract Maintenance

Costing Work Id	020	Costs Committed No		Accepted Contract Sum	100,000.00
Job	1751	SC Agreement Project		Less Contingency Sums	
Agreement	17519002	Landscaping		PC & Prov Sums	
Agreement Type	Lump Sum	Subcontract Status	Active	Nett Contract Sum	100,000.00
Trade				Item Total	100,000.00
App Sts :	Not Yet Requested				
Subcontractor	1241	Capital Landscape Contractors			

COMMITTED BUDGET
HEAD CONTRACT ITEMS
DESCRIPTION
RATES

Hide Apply

From	Contains	From		From	Contains	From	From	From
To		To		To		To	To	To

Item	Description	Cost Code	CT	Cost Centre Description	Amount	Committed Budget	Budget
1	Landscaping	221	SC	Subbie - Planting	100,000.00		

## Deleting an Existing Item

Subcontract items can only be deleted if there are no subcontract payment authorities processed against the item and the agreement has not been committed.

## Subcontract Schedule Items – Schedule of Rates

Schedule of Rates contracts are raised for an agreed rate for each specific unit of measure and allow the contract sum to be amended should the quantities change. Costing allocations must be entered using a quantity-unit-rate calculation

**For a Schedule of Rates Agreement**, a different screen displays. The entry of SC Schedule Items builds up the Nett Contract Sum.

Subcontract Maintenance

Costing Work Id 020  
 Job 1751 SC Agreement Project  
 Subcontractor 1241 Capital Landscape Contractors  
 Agreement 17519003 Landscaping  
 Agreement Type Sched Rates Subcontract Status Active  
 Trade

Nett Contract Sum 100,000.00  
 0.00  
 Costs Committed No App Sts : Not Yet Requested

---

**RATES** HEAD CONTRACT ITEMS DESCRIPTION

Hide Apply

From	Contains	From	From	From	From	From	From	From	From
To		To	To	To	To	To	To	To	To
Item	Description	Cost Code	CT	Quantity	UOM	Rate	Amount	Committed Budget	Budget %
1	Paths	221	SC	50.0000	M	200.0000	10,000.00		
2	Retaining wall	221	SC	1.0000	ITEM	35,000.0000	35,000.00		
3	Soil	221	SC	200.0000	M3	150.0000	30,000.00		
4	Plants	221	SC	1.0000	ITEM	25,000.0000	25,000.00		

*NOTE: The Quantity, Unit and Rate fields are used to build up the Net Contract Sum. Once all items have been completed, the Subcontract must be committed to reflect the Subcontract values against the project. Once a Schedule of Rates Subcontract is committed, the rates are locked in, but the quantities may be changed at any time. You may set up the Subcontract items with only the agreed rates with or without quantities, i.e. you can set up a schedule item with a rate and a zero quantity, and then type in the quantity at a later date.*

## Entering an Extended Description for an Existing Item

To enter or modify the extended description for an item, select the required row, right-click and choose **Extended Descriptions**. You can enter an unlimited description.

## Downloading/Uploading the Subcontract Items

To download the items into a spreadsheet, click on the **Download** icon. To upload you need to use the template from the Upload function.

Upload - SC Item Upload

- Open Template**  
 Click here to open a new template then populate with your new data and save locally. Or, skip this step if you have a template already prepared.
- Upload To Server**  
 Click here to locate your excel file and upload it to the Jobpac Connect Cloud.
- Validate And Insert**  
 Check additional upload options if you see any below, then click here to validate and insert the uploaded data into your database.

Close

# Subcontracts

Template looks like this

Jobpac - Subcontract Items Upload																	
Work Id	Agreement	S/C Item Number	Description	Cost Code	Cost Type	Original Budget Qty	UOM	Rate	Original Contract Value	Need by Date	Review by Date	Sequence Nbr	Section Code	Parent Item	Property Code	Committed Budget	Tax Code
3.0 N	8 A	5.0 N	540 A	8 A	2 A	15.4 N	5 A	15.4 N	15.2 N	YYYY-MM-DD	YYYY-MM-DD	6.0 N	4 A	12 A	8 A	15.2 N	2 A

Columns **K** through **R** are optional.

## Other Subcontract Functions

Other options in the **Action** Button menu of various SC Maintenance screens are:

Option	Description
<b>Expand/Contract</b>	Occurs on the screen with SC Items. Expand displays the full description of each SC Item.
<b>Contact Details</b>	Details of SC Contacts
<b>Modify</b>	Used to change an existing SC Agreement.
<b>Subcontractor Details</b>	Details from Creditor maintenance
<b>Labour estimates</b>	No longer Used
<b>User defined fields</b>	UDFs can be entered. The parameters SCUDF1 and SCUDF2 can be used to give a name to the first two UDFs. Can be reported on within BI module.
<b>Heading text</b>	Can be used to define Text to appear at the top of the SC Summary payment Schedule
<b>Footer text</b>	Can be used to define Text to appear at the Bottom of the SC Summary payment Schedule
<b>Print Front Sheet</b>	This prints a Form similar to a Purchase order, summarising the SC Agreement. The layout can be modified via you Jobpac consultant.
<b>Special Instructions</b>	This displays a screen where any text can be recorded and will print on the Front Sheet.
<b>Approval Options</b>	Options for sending the SC Agreement for electronic approval. See Electronic Approvals User Guide.

*NOTE: When extended description exists for a subcontract item, the description column is displayed in blue.*

## Committing a Subcontract Agreement

Payment authorisations, incurring of costs or variations cannot be raised against the Subcontract until such time as Subcontract has been committed. A Subcontract can be uncommitted, alterations made and then recommitted as often as required prior to the first payment authorisation or a variation to the Subcontract being processed.

SC Agreement commitment can occur in two ways.



## Subcontracts

**When Electronic Approvals is not being used**, an option called ‘Commit Subcontract’ is available in the **Action** Button menu. Selecting this option will commitment the subcontract. This updates the Committed Cost and Forecast Cost to Complete for the Cost Centre. For Lump Sum agreements, contracts cannot be committed until the Item Total equals the Net Contract Sum. Costs Committed as displayed on the screen will change to “Yes” once the agreement is committed.

When Electronic Approvals ARE being used, two menu options in the **Actions** button are available. The user can use ‘**Approval Text**’ to enter some message text for an approver, and then use **Email Approvers** to send the SC Agreement for approval. When fully approved, the costs are committed on the cost centres associated with the SC Items.

### Changing an Existing Subcontractor

Use this procedure to change an existing Subcontractor who will provide the work. For example – if “Bill’s Electrical” has been awarded the Subcontract, and then it becomes clear that “Bills Electrical” cannot provide the service, the Subcontract can now be awarded to “Fred’s Electrical” by simply changing the Subcontractor Code. This can only be done prior to any claims or variations for the Subcontract.

Changing the Subcontractor on a SC Agreement can be done using the Change Subcontractor option.

The screenshot shows the 'Subcontract Maintenance' form. On the left, there are input fields for 'Job' (1751), 'Subcontractor' (1241), and 'Agreement' (17519003). On the right, there is an 'ACTIONS' menu with a dropdown arrow, and 'OK' and 'BACK' buttons. A 'Change Subcontractor' button is highlighted within the ACTIONS menu.

### Modifying a Subcontract Agreement

General data associated with an existing SC Agreement can be changed in SC Maintenance by selecting the **Modify** option in each screen.

### Deleting a Subcontract Agreement or SC Items

Subcontract agreements can only be deleted if there is no cost (actual or committed) against any of the items and the agreement has not been committed.

Select **Projects > Subcontracts > Delete Subcontract** from the Jobpac main menu.

### Changing the Status of a Subcontract Agreement

The status can be changed at any time.

The screenshot shows the 'Subcontract Maintenance' form with more details. It includes 'Costing Work Id' (020), 'Job' (1751), 'Subcontractor' (1241), and 'Agreement' (17519002). The 'SC Agreement Project' is 'Lump Sum' and the 'General Contractors' are 'Landscaping'. At the bottom, there are radio buttons for 'Contract Status' with 'Active' selected, and input fields for 'Type of Contract', 'Trade', and 'Package Code'.

## Subcontracts

---

Setting to 'Complete' will prevent any further processing on the subcontract.

Setting to 'Financially Complete' is usually done only after all retention has been released, and the Subcontract Sum = Total amount authorised.

## Prepare Subcontract Payment

As the Subcontractor claims for the work completed on the project, the project team must process these claims and authorise the amount of work that has been completed. The amount of work completed must be ultimately agreed with the subcontractor and they will then need to be paid for this agreed amount. There are also in some legislation requirements to comply with when making this payment. Use this section to authorise a Subcontract Payment.

The example below represents standard use of the SC Payment process and follows Security of Payment processes. i.e. a SC Claim is registered in the system, and then this is linked to the SC Payment.

The example below is for a Lump Sum project, but Schedule of Rates Subcontracts follow the same process, with some differences in screens to cater for quantities. These differences are noted in the section following this.

In this example the option to default the Valuation Amount to the Authorised amount is used. If this is not turned on, then a Valuation amount or QTY will need to be entered as well as an Authorised Amount.

### System Parameters for SC Payment Processing

There are parameters that can affect the SC Payment Process. Key one are:

Parameter	Description
<b>SAGPAY</b>	SPA defaults, hides some messages, introduces checks
<b>SAGPVR</b>	Allows authorisation against notified Variations
<b>SCAPP</b>	Turns on electronic Approvals
<b>SCPAUT</b>	Introduces checks in SC Payment
<b>SCDUPI</b>	Provides checks for duplicate SC Claims Invoice Numbers
<b>SCINTL</b>	Controls printing of Text on SC Payment Advices.
<b>SCPARM</b>	Sets up expired insurance checks
<b>MANHLD</b>	Sets up expired insurance checks
<b>SCPFMT</b>	Defaults for SC Payment Advice and determines which Forms print when posting occurs
<b>SCPINV</b>	Controls use of pending SC Claims and linking to SC Payment
<b>SCPRET</b>	Controls printing of Retention in SC Payment Schedule
<b>SCPSDT</b>	Sets alternate format for SC Detailed Schedule (Type 1)
<b>SCPSSM</b>	Sets alternate format for SC Summary Schedule (Type 1)
<b>SCRELF</b>	Relates to SC Deed of Release
<b>SCUVPA</b>	Turns on Electronic approvals for Payments to Unapproved Variations
<b>SCVAPP</b>	Turns on Electronic approvals for SC Variations
<b>SECPAY</b>	Turns on Security of Payment processing
<b>SECPDF</b>	Sets defaults for Security of Payments processing
<b>SPADVP</b>	Options For SC Payment Advice
<b>SPAOPT</b>	Disables SC Retention claim option

Parameter	Description
<b>SPASTS</b>	Controls some updates to SC Payment approval Audit file
<b>SPAUTP</b>	Layout option for SC Payment Schedules
<b>SPAYBN</b>	Controls defaults for reprints of SC Payment Schedules
<b>STADDEC</b>	Controls printing of Stat Dec flag on SC Payment Summary

*NOTE: Current Subcontractor claim must be authorised and posted before beginning a new claim.*

## Creating and Authorising Subcontract payments

Select menu option **Projects > Subcontracts > Prepare S/C Payment**. You can enter a job and lookup the Agreement, or enter a subcontractor and lookup an agreement, or enter the agreement directly.

Subcontract Payment Authorisation

Job	5046	SC Payment Project	RCTI	Y
Subcontractor	5023	Electrical Pty Ltd		
Agreement	50469007	Electrical Works	Lump Sum	Retention Cash

Select the type of authorisation:
  Progress Claim that can also Release Retention
  Retention Release

Select the authorisation type for this payment. Jobpac recognises two types of claims:

- Progress Claims that can also Release Retention
  - Retention Release.
- The retention claim option can be disabled allowing only the first option to be used. The parameter SPAOPT can be used for this.

*NOTE:*

*It is highly recommended that you only use Progress Claims that can also Release Retention during the course of the subcontract agreement. If towards the end of the subcontract agreement when it is likely that the only further payments to be made will be for retention, only Retention is to be released, select Retention Release authorisation type.*

*Retention release authorisation types are denoted with a retention sequence number. For example, retention 1 for agreement AB001017 will appear in the Accounts Payable transactions after posting as AB001017R1.*

Click **OK** to save your data and move to the next screen.

### Selection of Pending Invoices



## Subcontract Payment Authorisation (Summary Screen)

Subcontract Payment Authorisation

Job	5046	SC Payment Project	RCTI	Y
Subcontractor	5023	Electrical Pty Ltd		
Agreement Nun	50469007	Electrical Works	Lump Sum	Retention Cash

Authority Number	7	For Period Ending	28/02/2020	This S/C Invoice Value	64,000.00
S/C Invoice Number	SC-007	S/C Invoice Date	12/02/2022	Total S/C Invoices to Date	579,992.40
		Received On	12/02/2022		

	Current Contract	Current Valuation	Previous Authorised	Total Authorised	Nett Value
Net Contract Sum	629,750.00	530,308.80	530,308.80	530,308.80	
Variations - Approved	84,816.00	35,683.60	35,683.60	35,683.60	
- Unapproved					
Rise and Fall					
Materials on Site			10,000.00		
	714,566.00	565,992.40	575,992.40	565,992.40	10,000.00-

Expiry Dates :	Payment Due	31/03/2022	S/C Valuation Update	<input type="radio"/> Required <input checked="" type="radio"/> Not required <input type="radio"/> Final
Workers Compensation	Agreement Returned	11/01/2019		<input type="checkbox"/> Print Release Form
Public Liability	<input type="checkbox"/> Statutory Declaration Received			<input checked="" type="checkbox"/> Print all Variations
C.M.D. Insurance				<input checked="" type="checkbox"/> Print all SC Items
Professional Indemnity	Method of payment	<input type="radio"/> Cheque	<input checked="" type="radio"/> E.F.T.	<input type="checkbox"/> Ready to Post

Payment in Taxable Payments Reporting

*NOTE: The summary values on this screen are calculated from separate screens for Net Contract Sum, Variations, Rise and Fall, and Materials on Site. Values should not be entered directly into the Current Valuation and Total Authorised columns.*

Tab through the fields in the Subcontract Payment Authorisation screen and complete as required.

These fields are usually completed after each of the Details screens for the SC Payment are finished.

Field Name	Description
<b>Authority Number</b>	The number of the current claim (automatically the next number).
<b>For Period Ending</b>	Mandatory. The last date of the period to which the claim applies.
<b>This S/C Invoice Value</b>	Mandatory. The Net value of the claim made by the Subcontractor. It is added to the value of previous claims and shown in the Total Claim value immediately below. This is automatically populated from the SC claim attached in the first screen.
<b>S/C Invoice Number</b>	Mandatory. The claim or invoice number that was issued by the Subcontractor. This is automatically populated from the SC claim attached in the first screen if only one SC Claim document was linked. If more than one was linked, this will show MULTIPLE.
<b>S/C Invoice Date</b>	Mandatory. The date of the claim or invoice issued by the Subcontractor. This is automatically populated from the first SC claim attached in the first screen.

Field Name	Description
<b>Received on</b>	The date when the claim or invoice was received from the Subcontractor. This is automatically populated from the first SC claim attached in the first screen.
<b>Current Valuation</b>	The total of the valuation of work completed as assessed by the contract administrator. Normally this will default to the Authorised amount.
<b>Total Authorised</b>	The total value authorised of the work completed. This value is populated from the <b>Original Works, Variations, Rise &amp; Fall</b> and <b>Materials On Site</b> screens.
<b>Expiry Dates</b>	Expiry dates relative to the listed insurance types with appropriate colour coding: Red = Mandatory insurances that are expired Yellow = Non mandatory insurances that are expired White = Current up-to-date insurances. Select <b>Insurance Details</b> from the <b>Action</b> options to display the details of the associated insurance policies. Configurations can be made to control the payment if insurances are expired.
<b>Payment Due</b>	The date the payment is due. This set as defined by the payment terms for the SC Agreement.
<b>S/C Valuation Update Agreement Returned</b>	No longer Used. Leave at 'Not Required'
<b>Print Release Form</b>	Check this option when authorising the final claim for the Subcontract agreement to print the final release form or Deed of Release. The form can be sent to the Subcontractor for signature and return prior to the final payment being made. This can also be printed from a separate menu item.
<b>Statutory Declaration Received.</b>	Check if the Statutory Declaration has been received.
<b>Print all Variations</b>	Check this option to print all Variations with the Subcontract Payment Authority and the Payment Advice forms. If this option is not selected, only those Variations that have had claims made against them will be listed. Default from parameter SAGPAY
<b>Print all S/C Items</b>	Check to print all Subcontract items. If this option is not selected, only those S/C items that have had authorisations to claims made against them will be listed. Default from SAGPAY.
<b>Method of Payment</b>	This will default from the creditor master and generally should not be changed:
<b>Ready to Post</b>	Select if claim is to be posted. Only available if Electronic Approvals NOT in place.
<b>Payment in Taxable Payment Reporting</b>	This will default from the Subcontractor. Your internal processes will determine this status.

**Payment Advice Text** option is available from the Actions options

Use this option to enter or modify text that will appear on the Summary SC Payment Schedule this is sent to the subcontractor. Standard text can be setup and accessed via **Copy Standard**

# Subcontracts

**Text.** This standard test can be setup in the System Administration menu option ‘Standard Text Maintenance’

Subcontract Payment Authorisation - Text				ACTIONS	OK	BACK
Job	5046	SC Payment Project	Authority No.	P	7	
Subcontractor	5023	Electrical Pty Ltd	SC Invoice No.	5023		
Agreement	50469007	Electrical Works	Nett Amount	64,000.00		

This will only be paid when all required documentation has been provided.

## Standard Process Summary

Subcontract Payment Authorisation				ACTIONS	OK	BACK
Job	5046	SC Payment Project	RCTI	Y		
Subcontractor	5023	Electrical Pty Ltd				
Agreement Nun	50469007	Electrical Works	Lump Sum	Retention	Ca	
Authority Number	7	For Period Ending	28/02/2020	This S/C Invoice Value	64,000.00	
S/C Invoice Number	SC-007	S/C Invoice Date	12/02/2022	Total S/C Invoices to Date	643,992.4	

SC Claim  
 Original Works  
 Variations  
 MOS  
 Payment Advice Text

Once on the Summary screen, there is a standard processing order for supporting information. These are accessed from the Actions menu. These display are series of entry screens.

- **SC Claim.** Enter the SC Claimed amounts against each Item in the Schedule, and for each Variation
- **Original Works.** Enter the amount authorised against each SC Item in the Schedule
- **Variations.** Enter the amount authorised against each Variation
- **MOS.** Enter any authorised amounts for Materials on/off site that were claimed.
- **Payment Advice Text.** Enter any required text.

## SC Claim

This option only appears if the system has been configured to use SC Payment schedule as per the Security of Payments Act legislation. Parameter SECPAY.

### Example SC Claim



## Subcontractor Claim No 7

**From:** Electrical Pty Ltd

**Contract**

Item	Description	Previously Claimed	This Claim	Claim to Date
1	Electrical Works	\$534,308.80	\$ 50,000.00	\$584,308.80

**Variations**

010001	Comms	\$19,782.00	\$10,000.00	\$29,782.00
010002	Pier Depth	\$8,901.60		\$8,901.60
010003	Add Pole	\$4,000.00		\$4,000.00
010004	Footing Changes	\$3,000.00		\$3,000.00

**Materials on Site**

Cable	\$10,000.00		
Switches		\$4,000.00	\$4,000.00
<b>TOTAL</b>	<b>\$579,992.40</b>	<b>\$64,000.00</b>	<b>\$643,992.40</b>

The Subcontractor Claimed screen shows all the Subcontract Items, Variations, Rise and Fall and MOS relative to the Subcontract Agreement. Enter the subcontractor's claimed amounts or quantities for each item affected by the claim. Enter either Claimed to date or Claimed this Claim.

Subcontract Payment Authority - Subcontractor Claimed 
[ACTIONS](#) [OK](#) [BACK](#)

Job 5046 SC Payment Project  
 Agreement 50469007 Electrical Works Authority No. P 7 S/C Inv. No. SC-007  
 Subcontractor 5023 Electrical Pty Ltd

VALUES COST CENTRE QTY TO DATE QTY THIS CLAIM SC REFERENCE

Hide  Apply [XLS](#) < > ...

From	From	Contains	From	From	From	From	From	From
To	To		To	To	To	To	To	To
Tp	Varn#	Item	Description	Sts	Contract Val/ Price	Amt Claimed To Date	Amt Prv Claim	Amt This Claim
I		1	Electrical Works		629,750.00	584,308.80	534,308.80	50,000.00
M	1	6	Cable	A		10,000.00	10,000.00	
M	2	7	Switches	A				
V	10001	1	Elect: Comms, conduits and	A	48,910.00	29,782.00	19,782.00	10,000.00
V	10002	1	Elect: Extra pier depth (51)	A	19,508.00	8,901.60	8,901.60	
V	10003	1	Elect: LED refund & Add Poles	A	10,676.00	4,000.00	4,000.00	
V	10004	1	Elect: Footing Changes Extra	A	5,722.00	3,000.00	3,000.00	

# Subcontracts

All existing SC Items and Variations will be listed in the SC Claim screen.

If the subcontractor claims a variation that is not in the system, use the **Variation Register** option in the **Actions** menu, and add that variation. It will then appear on this screen.

**As claim amounts are entered, the Distributed and Undistributed amounts at the bottom will change.** In the example above, \$4,000 remains undistributed. This is the Materials on/off Site that the subcontractor claimed. An entry must be created against which to record this claim amount.

Select **Add MOS** from the Actions options, and this will ask which cost centre the MOS is to be recorded against. This will default to the cost centre of the first SC Item.

**SAGPAYMOS01** ✕

Cost Centre:  SC

MOS Description:

JP530PGM\_SAGPAYMOS\_SCREEN01\_AW006578

Select a cost centre if you want to change it, and enter the description of the MOS. When Ok is selected, a new SC Item, will be created (can be seen in SC Maintenance), and an entry, Type M, will appear on the SC Claimed screen. Enter the SC claimed amount (\$10,000) for the MOS.

Subcontract Payment Authority - Subcontractor Claimed										ACTIONS	OK	BACK
Job	5046	SC Payment Project		Authority No.		P	7	S/C Inv. No.		SC-007		
Agreement	50469007	Electrical Works										
Subcontractor	5023	Electrical Pty Ltd										
VALUES COST CENTRE QTY TO DATE QTY THIS CLAIM SC REFERENCE												
Hide Apply										XLS < > ...		
=												
	From	From	Contains	From	From	From	From	From	From			
	To	To		To	To	To	To	To	To			
TP	Varn#	Item	Description	Sts	Contract Val/Price	Amt Claimed To Date	Amt Prv Claim	Amt This Claim				
I		1	Electrical Works		629,750.00	584,308.80	534,308.80	50,000.00				
M	1	6	Cable	A		10,000.00	10,000.00					
M	2	7	Switches	A		4,000.00		4,000.00				
V	10001	1	Elect: Comms, conduits and	A	48,910.00	29,782.00	19,782.00	10,000.00				
V	10002	1	Elect: Extra pier depth (51)	A	19,508.00	8,901.60	8,901.60					
V	10003	1	Elect: LED refund & Add Poles	A	10,676.00	4,000.00	4,000.00					
V	10004	1	Elect: Footing Changes Extra	A	5,722.00	3,000.00	3,000.00					
						Total S/C Claim		643,992.40	64,000.00			
						Distributed S/C Claim		643,992.40	64,000.00			
						Undistributed S/C Claim		0.00	0.00			

The Undistributed S/C Claim is now zero.

# Subcontracts

## Undistributed amounts.

The parameter SAGPAY position 28 can be used to ensure the Un-distributed amount to date is zero before proceeding with the claim.

Sometimes a Subcontractor Claims items more than once, and this can result in an undistributed value.

## Original Works (Lump Sum Agreement)

The Original Works screen shows all the Original Contracted Works Items related to the Subcontract Agreement.

Subcontract Payment Authorisation - Original Works ACTIONS OK BACK

Job 5046 SC Payment Project RCTI Y SOP Y  
 Subcontractor 5023 Electrical Pty Ltd  
 Agreement 50469007 Electrical Works Claim Number 7 Lump Sum Retention Cash

Original Works	Current Contract	Current Valuation	Total Authorised	Net Authorised
Totals	629,750.00	530,308.80	530,308.80	
Item totals		530,308.80	530,308.80	

AMOUNT ENTRY % ENTRY COST CENTRE HEAD CONTRACT ITEMS SC CLAIMED QTY ENTRY

Hide Apply XLS < > ...

Show Only Items Requiring Reasons

From	Contains	=	From	From	From	From	From	From
To			To	To	To	To	To	To

Item	Item Description	Tax Code	Cost Code	CT	Amount	SC Claimed Amt	Valuation	Authorise
1	Electrical Works	A1	208	SC	629,750.00	584,308.80	530,308.80	530,308.80

Any Item where the Authorised amount is different to the SC Claimed amount will show in green.

Enter the amounts that you want to authorise for payment. If the amount authorised is different to the SC Claimed amount, then a reason for this difference must be entered.

Subcontract Payment Authorisation - Original Works ACTIONS OK BACK

Job 5046 SC Payment Project RCTI Y SOP Y  
 Subcontractor 5023 Electrical Pty Ltd  
 Agreement 50469007 Electrical Works Claim Number 7 Lump Sum Retention Cash

Original Works	Current Contract	Current Valuation	Total Authorised	Net Authorised
Totals	629,750.00	530,308.80	530,308.80	
Item totals		530,308.80	530,308.80	

AMOUNT ENTRY % ENTRY COST CENTRE HEAD CONTRACT ITEMS SC CLAIMED QTY ENTRY

Hide Apply XLS < > ...

Show Only Items Requiring Reasons

From	Contains	=	From	From	From	From	From	From
To			To	To	To	To	To	To

Item	Item Description	Tax Code	Cost Code	CT	Amount	SC Claimed Amt	Valuation	Authorise
1	Electrical Works	A1	208	SC	629,750.00	584,308.80	530,308.80	580,308.80

Reason Description  
 Display Previous Claim Reason  
 Copy Previous Claim Reason  
 Extended Description

Select Reason Description, and enter a reason

Subcontract Payment Authorisation - Original Works

Job: 5046 SC Payment Project RCTI: Y SOP: Y  
 Subcontractor: 5023 Electrical Pty Ltd  
 Agreement: 50469007 Electrical Works Claim Number: 7 Lump Sum Retention: Cash

Original Works	Current Contract	Current Valuation	Total Authorised	Net Authorised
Totals	629,750.00	530,308.80	530,308.80	

**Subcontract Standard Reasons Maintenance**

Job: 5046 SC Payment Project Subcontractor: 5023 Electrical Pty Ltd  
 Agreement: 50469007 Electrical Works Authority No.: P 7 S/C Inv. No.:

Item	Quantity	Unit	Rate	Amount
SC Item 1 Electrical Works	1.0000	ITEM	629,750.0000	629,750.00
Authorised	0.9215	ITEM	629,750.0000	580,308.80
SC Claimed	0.9278	ITEM	629,750.0000	584,308.80
Difference	0.0063			4,000.00

Not all of the claimed work has been certified.

Note: Use Shift+Enter to add a new line

Buttons: Copy, Save, Close

There is also a **Copy** option in this screen where standard reasons can be selected. These can be set up in System Administration>Configure Modules>Purchasing Menu.

After entering a Reason the SC Item line will turn Pink.

## Original Works (Schedule of Rates)

The Original Works Screen looks different for SOR Subcontracts. However the process is the same.

The user can enter either an authorised QTY or an authorised amount.

Subcontract Payment Authorisation - Original Works

Job: 1190 Documentation Project RCTI: N  
 Subcontractor: 5133 Concrete Company  
 Agreement: 11909001 FRP Concrete Works Claim: 5 Schedule of Rates Retention: Cash

Original Works	Current Contract	Current Valuation	Total Authorised	Net Authorised
Totals	66,240.00	63,680.00	63,680.00	
Item totals		63,680.00	63,680.00	

AUTHORISED | **SC CLAIMED** | HEAD CONTRACT ITEMS | COST CENTRE

Hide Apply Clear

Show Only Items Requiring Reasons

Item	Description	Tax Code	Unit	S/C Clm Qty	Valuation Qty	Authorised Qty	S/C Claimed Amt	Authorised Amt
1	FRP PV01 Ground Floor	A1	M2	569.0000	569.0000	569.0000	22,760.00	22,760.00
2	FRP PV02 Ground Floor	A1	M2	451.0000	451.0000	451.0000	18,040.00	18,040.00
3	FRP PV01 Ground Floor	A1	M2	572.0000	572.0000	572.0000	22,880.00	22,880.00

# Subcontracts

## Original Works Functions

Other functions available in the **Actions** Menu are:

Option	Description
<b>Update Contract with Authorised QTY</b>	Only available with SOR SC Agreements. This enables the user to keep the contract QTYS consistent with the authorised QTYS.
<b>Expand/Contract</b>	Expands and contracts the full description of the SC Items. The description appears in blue if it occupies more than one line.
<b>Copy all Previous Reasons</b>	This can be used to copy the Reasons for difference from the previous claim to the current claim
<b>SC Claim to Authorised</b>	This is useful if the SC Claim is going to be paid in full. Saves entering the authorised values.

## Variations

The Variations screen shows all internal and external variations relative to the subcontract agreement.

Authorised amounts are entered. Reasons are added if different to SC Claimed amount.

Subcontract Payment Authorisation - Variations 
[ACTIONS](#) [OK](#) [BACK](#)

Job 5046 SC Payment Project  
 Subcontractor 5023 Electrical Pty Ltd  
 Agreement 50469007 Electrical Works

Lump Sum      Retention    Cash      RCTI    Y

Variations -	Current Contract	Current Valuation	Total Authorised	Net Authorised
Approved Totals	84,816.00	45,683.60	45,683.60	10,000.00
Unapproved Totals				

**SUMMARY**    AUTHORIZED    SC CLAIMED    COST CENTRE    DESCRIPTION    AUTH THIS CLAIM    AUTH THIS CLAIM QTY    CLAIM VALUES

Hide     Apply     Clear    
[XLS](#)    <    >    ...

Show Only Items Requiring Reasons

From	Contains	Contains	=	From	From	=	From	From	From	=
To				To	To		To	To	To	
Varn#	Description	SC Reference	Sts	Assd/Approvd Price	SC Claimed Amount	FA	Valuation Amount	Auth %	Authorised Amount	E
010001	Elect: Comms, conduits and		A	48,910.00	29,782.00	N	29,782.00	60.89	29,782.00	N
010002	Elect: Extra pier depth (51)		A	19,508.00	8,901.60	N	8,901.60	45.63	8,901.60	N
010003	Elect: LED refund & Add Pole		A	10,676.00	4,000.00	N	4,000.00	37.47	4,000.00	N
010004	Elect: Footing Changes Extra		A	5,722.00	3,000.00	N	3,000.00	52.43	3,000.00	N

Some of the options are:

Field Name	Description
<b>Sort by</b>	Select the sort sequence of the variations displayed by Variation, SC Reference, Status, FA Done and % Authorised
<b>S/C Reference</b>	Type in the reference number (if any) associated with the variation
<b>FA</b>	Stands for Formal Assessment. Can be set to Y for unapproved variations to indicate that the variation value has been assessed and is not just the default of the SC Price.

Field Name	Description
E	Stands for Exclude. Some Variations may not be subject to Security of Payments and can be excluded from having to have a reason for difference. Rarely used.

## Materials On/Off Site

The Materials On/Off Site allows you to authorise the payment to a subcontractor for any supplied materials on/off site. Enter the authorised amounts. If this is different to the SC Claimed amount a reason for the difference can be added.

Subcontract Payment Authorisation - Materials on Site
ACTIONS OK BACK

Job	5046	SC Payment Project	RCTI	Y
Subcontractor	5023	Electrical Pty Ltd		
Agreement	50469007	Electrical Works	Claim Number	7 Lump Sum Retention Cash

Materials On Site	Current Valuation	Total Authorised	Net Authorised
Totals	4,000.00	4,000.00	4,000.00
Item totals	4,000.00	4,000.00	4,000.00

Hide Apply
< > ...

Show Only Items Requiring Reasons

Item	Description	Cost Code	CT	SC Claimed Amount	Previous Authorised	Valuation	Authoris
6	Cable	208	SC	10000.00	10000.00		
7	Switches	208	SC	4000.00		4,000.00	4,000.00

## Rise & Fall

The Rise & Fall screen shows the Rise and Fall for the agreement as defined in the Rise & Fall Distribution module (See Rise and Fall User Guide). This function is rarely used.

## Completing the Claim Process

Once all Original Contract Works and variations and MOS have been authorised, return to the **Payment Authorisation Summary screen**.

Check the entries on this screen select OK. Some warning or other messages may display. Act on the messages.

Selecting OK displays the retention screen (if retention is part of the SC Agreement).

Subcontract Payment Authorisation

⌵ ACTIONS
✔ OK
⬅ BACK

Job	5046	SC Payment Project			
Subcontractor	5023	Electrical Pty Ltd			
Agreement	50469007	Electrical Works	Lump Sum	Retention	Cash

---

Retention

Maximum Retention	35,728.30	(Based on Original + Appr.Variations.)
Retention Previously Held	6,400.00	
Calculated This Claim	2,700.00	
<b>Total</b>	<b>9,100.00</b>	
Amount to be Retained	<input style="width: 80px;" type="text" value="9,100.00"/>	

---

Transaction Date

Half Release Date

Full Release Date

Payment Due Date

*NOTE: This screen allows you to hold or release Retention. You cannot specify more than the maximum Retention value, but you can hold more or less than the value calculated by the program. To hold additional Retention, the value specified must be more than the value previously held.*

Field Name	Description
<b>Amount to be Retained</b>	The system calculates Retention as per the agreement but you can change the calculated amount.
<b>Transaction Date</b>	Update the half and full release dates of the Retention accordingly

Click **OK** to complete the claim.

*NOTE: It is only at this stage that the data entered in previous screens is saved. If you return to the first screen without completing this cycle, any data entered is lost.*

## Print Subcontract Payment Schedule

Once the Cycle is finished, The Summary SC Payment Schedule and the Detail SC Payment Schedule can be displayed.

Subcontract Payment Authorisation

⌵ ACTIONS
✔ OK
⬅ BACK

Job	5046				
Subcontractor	5023				
Agreement	50469007				

Display SC Schedule  
Send for Approval  
Comments to/from Approver

Below is a sample of the Detailed Subcontract Payment Schedule:

**Bourke Enterprises**  
 ABN: 99 999 999 999  
 Unit 1, 7-9 Big Road  
 Raven NSW 2066  
 Phone: 02 9492 4899

## SUBCONTRACT PAYMENT SCHEDULE DETAILS

<b>Subcontractor</b> 5023	Electrical Pty Ltd	<b>S/C Claim Reference</b> SC-007	<b>S/C Fax Number</b>
<b>Job</b> 5046	SC Payment Project	<b>S/C Claim Date</b> 12/02/22	<b>Payment Due</b> 31/03/22
<b>Agreement</b> 50469007	Electrical Works	<b>Received On</b> 12/02/22	RCTI will be used for this subcontract
<b>Authority No</b> 7		<b>For Period Ending</b> 28/02/20	

### Original Subcontract Sum

ITEM	SECT	SCHEDULE ITEM	DESCRIPTION	CONTRACT VALUE	CLAIMED BY S/C	PREVIOUSLY AUTHORISED	CURRENT AUTHORISED	THIS CLAIM	REASON FOR DIFFERENCE
1			Electrical Works	629,750.00	584,308.80	530,308.80	580,308.80	50,000.00	Not alp pf the claimed work has been certified.
<b>Total</b>				629,750.00	584,308.80	530,308.80	580,308.80	50,000.00	

VAR NO	S / C Ref	DESCRIPTION	CONTRACT VALUE	CLAIMED BY S/C	PREVIOUSLY AUTHORISED	CURRENT AUTHORISED	THIS CLAIM	REASON FOR DIFFERENCE
--------	-----------	-------------	----------------	----------------	-----------------------	--------------------	------------	-----------------------

### Approved Variations

10001		Elect: Comms, conduits and	48,910.00	29,782.00	19,782.00	29,782.00	10,000.00	
10002		Elect: Extra pier depth (51)	19,508.00	8,901.60	8,901.60	8,901.60	0.00	
10003		Elect: LED refund & Add Poles	10,676.00	4,000.00	4,000.00	4,000.00	0.00	
10004		Elect: Footing Changes Extra	5,722.00	3,000.00	3,000.00	3,000.00	0.00	
<b>Variation Total</b>			84,816.00	45,683.60	35,683.60	45,683.60	10,000.00	

### Materials On / Off Site

ITEM	DESCRIPTION	CLAIMED BY S/C	PREVIOUSLY AUTHORISED	CURRENT AUTHORISED	THIS CLAIM	REASON FOR DIFFERENCE
6	Cable	0.00	10,000.00	10,000.00	0.00	-10,000.00
7	Switches	0.00	4,000.00	0.00	4,000.00	4,000.00
<b>Distributed S/C Claim</b>			643,992.40			
<b>Undistributed S/C Claim</b>			0.00			
<b>Grand Total</b>		714,566.00	643,992.40	575,992.40	629,992.40	54,000.00

This will only be paid when all required documentation has been provided.



Below is a sample of the Summary Subcontract Payment Schedule:

**Bourke Enterprises**  
 ABN: 99 999 999 999  
 Unit 1, 7-9 Big Road  
 Raven NSW 2066  
 Phone: 02 9492 4899

### SUMMARY SUBCONTRACT PAYMENT SCHEDULE

---

<b>Subcontractor</b> : 5023	Electrical Pty Ltd	<b>As at</b> :	12/02/22
<b>Job</b> : 5046	SC Payment Project	<b>Due Date</b> :	31/03/22
<b>Agreement</b> : 50469007	Electrical Works		
<b>Authority No</b> : 7			

---

RCTI will be used for this Subcontract  
 This is a payment claim made under the Building and Construction Industry Security of Payment Act 1999

**Gross Claims by Subcontractor**

Previous claims to	21/08/21		579,992.40
This claim to	12/02/22	(Including Retention)	64,000.00
S/C Claim Reference SC-007			
<b>Total Claimed</b>			<b>643,992.40</b>

**Payment Calculation**

	<b>Authorised</b>
Original Subcontract	580,308.80
Variations Approved	45,683.60
Variations Unapproved	0.00
Materials on / off Site	4,000.00
Rise and Fall	0.00
Gross Payment Authorised	629,992.40
Less Retention	9,100.00
Net Payable	620,892.40
Less Previous Payment	569,592.40
<b>This Payment Authorised</b>	<b>51,300.00</b>
Plus GST	6,130.00
<b>Payment Amount</b>	<b>57,430.00</b>

Payment Due Date:	31/03/22	Payment Method :	EFT
Prepared By:	_____	Date :	_____
Authorised for Payment By:	_____	Date :	_____

RCTI will be used for this Subcontract

INVOICE No	DESCRIPTION	DATE	AMOUNT
SC-007	SC Claim No 7	12/02/22	70,400.00

If the agreement is flagged to use a Recipient Created Tax Invoice (RCTI), when a payment is posted by the Finance Department, a Subcontract Payment Advice (with heading Recipient Created Tax Invoice) is automatically produced. This can be forwarded to the Subcontractor.

---

Both the Subcontract Payment Authority and the Subcontract Payment Advice can be reprinted using the **Reprint Authority/Advice** option on the **Subcontract Reports** menu.

## Subcontracts

### Subcontract Valuation

If the option to default SC Valuation amounts to Authorised values is NOT taken in SC Maintenance, then this function can be used to change Valuation figures only. It performs just like the SC Payment screens but only the valuation fields can be changed.

A subcontract agreement can be valued without the need to raise a claim for payment.

*NOTE: Resultant incurred cost can be included in contract valuation in a timely manner without the need to input claim and authorisation details via Subcontract Valuation.*

Subcontract valuation allows entry of valuation amounts without requiring entry of data associated with authorisation and claim payment.

It is useful to use to clear incurred costs on a posted subcontract payment.

### Request Release Subcontractor Payments

This function can be used by project personnel to access held subcontract payment authorities as a distinct operational menu option without providing access to accounts payable to release a held transaction. Once released, the subcontract transaction can then be processed via the Accounts Payable process.

## To be completed

### Posting Subcontractor Payments

If SC Payments are not subject to electronic approvals, the box 'Ready to Post' will be active and should be ticked. This will allow the SC Payment to be posted.

If the SC payment is subject to electronic approval, then the final approval will automatically tick this box. This will allow the SC Payment to be posted.

Payment Due	<input type="text" value="31/03/2022"/>	S/C Valuation Update	<input type="radio"/> Required	<input checked="" type="radio"/> Not required	<input type="radio"/> Final
Agreement Returned	<input type="text" value="11/01/2019"/>		<input type="checkbox"/> Print Release Form		
<input type="checkbox"/> Statutory Declaration Received			<input checked="" type="checkbox"/> Print all Variations		
Method of payment	<input type="radio"/> Cheque	<input checked="" type="radio"/> E.F.T.	<input checked="" type="checkbox"/> Print all SC Items		
			<input type="checkbox"/> Ready to Post		

# Subcontracts

Posting Subcontract Authorities is normally a function of the Accounts Department. However the Electronic Approval module can be configured to automatically post SC Payments on final approval.

If they are not automatically posted, they display in the 'Post Authority' screen available in the Finance Menus. The 'Pst' must be Y before it can be posted.

Subcontract Authorisation Posting

Batch # A1906

AUTHORISED AMOUNT JOB NAME JOB GROUP / REPORTING UNIT

Hide Apply

Show 0 Value Authorisations Show Selected Only Unselected Only All

Job	S/C	S/C Name	H	Agreement Number	Clm Typ	Clm No.	Transaction Number	Net Authorised	Tax Code	Tax Amount	S/C Invoice Number	Pst
5046	5023	Electrical Pty Ltd		50469007	PRO	7	5046900707	51,300.00	A1	6,130.00	SC-007	N

Several options are available here.

Subcontract Authorisation Posting

Batch # A1906

AUTHORISED AMOUNT JOB NAME JOB GROUP / REPORTING UNIT

Hide Apply

Show 0 Value Authorisations Show Selected Only Unselected Only All

Job	S/C	S/C Name	H	Agreement Number	Clm Typ	Clm No.	Transaction Number	Net Authorised	Tax Code	Tax Amount	S/C Invoice Number	Pst
5046	5023	Electrical Pty Ltd		50469007	PRO	7	5046900707	51,300.00	A1	6,130.00	SC-007	N

- Select
- Unselect
- SPA or SOP
- Delete
- Detail
- Payment Advice Text

Option	Description
<b>Select</b>	Use this to select the SC Payments to be posted. The Post option is in the Actions menu.
<b>Unselect</b>	Use this to deselect the SC Payments to be posted.
<b>SPA or SOP</b>	Can use this to print the Summary SC Payment Schedule
<b>Delete</b>	This only works if the SC Payment is zero. To use this go back to the SC Payment screens and reduce the SC Payment to zero. Then it can be deleted for this screen
<b>Detail</b>	This will display the SC Payment Summary Screen. Any new documents can be attached to the payment here.
<b>Payment Advice Text</b>	The Payment Advice Text can be viewed and amended here.
<b>Show 0 Value Authorisations</b>	This is at the bottom of the screen. Ticking this will add zero Value authorisations to the screen.

# Subcontracts

## Subcontract Enquiry

An extensive SC enquiry is available. It is available via **Projects > Subcontracts > S/C Enquiry** from the Jobpac main menu.

Subcontract Enquiry ACTIONS OK BACK

BUDGET VARIANCE CLAIM DETAILS **ITEM DETAILS** SUBCONTRACTOR

Hide Apply Clear XLS < > ...

Job	Cost Code	CT	Agrmt/Item	Item	Item Description	Subctr	Current Sum	Authorised	RM
5046	208	SC	50469007	1	Electrical Works	5023	629,750.00	580,308.80	
5046	208	SC	50469007	2	VI:Subbie - Electrical	5023	48,910.00	29,782.00	
5046	208	SC	50469007	3	VI:Subbie - Electrical	5023	19,508.00	8,901.60	
5046	208	SC	50469007	4	VI:Subbie - Electrical	5023	10,676.00	4,000.00	
5046	208	SC	50469007	5	VI:Subbie - Electrical	5023	5,722.00	3,000.00	
5046	208	SC	50469007	6	Cable	5023			
5046	208	SC	50469007	7	Switches	5023		4,000.00	

This is the only enquiry where a user can view detail of each SC Payment. To get to this screen:

- Select any SC Item for the Agreement to be enquired on.
- Select Claims from the Actions Menu
- A list of claims is displayed, and each can be viewed in detail. The pink indicates an unposted SC Payment.

Subcontract Item Enquiry ACTIONS OK BACK

Contractor	5023	Electrical Pty Ltd	Acceptance Date	8/01/2019
Agreement	50469007	Electrical Works	Commence Date	21/01/2019
Type		Contact	Completion Date	

Item Number	1	Electrical Works	Item Type	Lump Sum	
Original Value		629,750.00	1.0000	ITEM	@ 629,750.0000
Variations Approved		0.00			
Variations Unapproved		0.00			
Rise & Fall		0.00			
Item Value		629,750.00	Committed Budget	%	629,750.00
			Gain/Loss		0.00

Claims  
Variations  
Agreement  
Docket Enquiry  
CWIP Enquiry

---

Subcontract Claim Enquiry ACTIONS OK BACK

Contractor	5023	Electrical Pty Ltd	Acceptance Date	8/01/2019
Agreement	50469007	Electrical Works	Commence Date	21/01/2019
Type		Contact	Completion Date	

CLAIMS PAID INVOICES LAST UPDATED UNAPPROVED VARIATIONS

Claim	Inv Date	Type	Claimed	Valuation	Authorised	Retention	Tax	Claim To	RM
1	22/02/2019	PRG						8/03/2019	
1	12/11/2020	RET				11,199.81-	1,119.98	28/02/2020	
2	25/03/2019	PRG	75,351.30	75,351.30	75,351.30	3,767.56	7,158.37	29/03/2019	
3	24/04/2019	PRG	48,973.50	48,973.50	48,973.50	2,448.67		30/05/2019	
4	23/05/2019	PRG	323,667.60	323,667.60	323,667.60	16,183.38	30,748.42	30/05/2019	
5	8/10/2019	PRG				11,199.80-	1,119.98	28/02/2020	
6	21/08/2021	PRG	132,000.00	128,000.00	128,000.00	6,400.00	12,160.00	28/02/2020	
7	12/02/2022	PRG	64,000.00	54,000.00	54,000.00	2,700.00	5,130.00	28/02/2020	

## Subcontract Reports

There are several reports available to assist in analysis and control of the subcontract agreement. Select **Projects > Subcontracts > S/C Reports** from the Jobpac main menu.

Most customers have particular use for the following:

- **Status by Job** - lists all Subcontracts for a project
- **Claim History**- lists all payments for a Subcontract
- **Forecast Commitment** - shows a summary of the complete Subcontract
- **Reprint Authority/Advice**

### Status by Job Report

This report displays a listing of all subcontract agreements on a project with details of revised contract sum, amount authorised and valued, and retentions held and amounts paid/unpaid.

Columns on this report are generally self-explanatory, however the “Held in Trust” column requires some explanation.

“Held in Trust” is simply the difference between the valuation amount for the whole subcontract and the total amount authorised for the whole subcontract. It is simply a guide to indicate if the value of work done exceeds the amount authorised for the subcontract. It does not equal the incurred cost for the agreement.

The ‘Posted Transactions Only’ should be used if wanting to reconcile retention to other reports. Then only retention that is posted will be displayed.

### Claim History Report

This report displays for a subcontract agreement the details of each claim processed with details of the original contract, approved and unapproved variation, authorised, invoiced, and paid plus retentions.

You can also select viewing preferences for the report. Select the required report option: Spool file or PDF. Click *OK* and you are prompted ‘Do you wish to proceed?’ Click *Yes* to proceed or *No* to cancel and the report displays

The ‘Posting Status’ should be ‘Posted’ if wanting to reconcile authorised and retention to other reports. Then only SC Payments that are posted will be displayed.

### Forecast Commitment Report

This report displays by subcontractor agreement by job, the committed amount followed by the authorised amount for each line item of the subcontract agreement. It also shows each Variation and its status.

### Forecast Commitment Report by Cost Centre

This report displays by subcontractor agreement by job, the committed amount followed by the authorised amount for each line item of the subcontract agreement. It also shows each Variation and its status. The difference is that is separated for each cost centre.

# Subcontracts

## Subcontract Status Advice Report

This report displays by subcontractor agreement details by job. It is designed to send to the Subcontractor.

## Reprint Authority/Advice

This allows you to reprint any Payment Authority /Payment Schedule or Payment Advice that has been previously created.

## Payments > S/C Sum

This report shows you any subcontract payments that exceed the subcontract sum. This is handy for cleaning up SC Agreements when they are completed.

## Subcontract Admin Details

This report allows you to run a group of administrative reports relating to subcontracts.

- Administrative Status
- Release Status
- Extension of Time Status
- Insurance Status
- Retention Status

## Print Final Account Agreement/Deed of Release


This option generates a document for the subcontractor to sign and acknowledge full and final settlement of the works completed under the subcontract agreement.

## Print Subcontract Cover Sheet

This option generates a document (similar to a Purchase Order) for the subcontractor stating all relevant details of the subcontract agreement such as dates, items, values and retentions. This is a Jobpac Output Manager form and can be modified for individual clients.

## Status by Job by Accounting Period

This report displays a listing of all subcontract agreements on a project by accounting period with details of revised contract sum, amount authorised and valued and retentions held and amounts paid/unpaid.

 *NOTE: This is the best report for reconciling SC Retention with the AP Trial Balance and the General Ledger Retention Account.*

## Projects by Subcontractor

This report generates a listing of all projects on which a subcontractor has worked.