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

Using the Download/Upload Facility for a  
SC Payment  
Function Guide  
Version: 1.0

## Document Control Table

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## Change History

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

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## Processing a SC Payment

### Starting the SC Payment

1. Go into the SC Payment process in the standard way

Subcontract Payment Authorisation

Job: NPC01  
 Subcontractor: AA004  
 Agreement: DMB00103

2. Select Ok, and Select the registered SC Claim. This takes you to the SC payment Summary Screen.

Subcontract Payment Authorisation

Job: NPC01 STRATHFIELD APARTMENTS RCTI Y  
 Subcontractor: AA004 AARON CONTRACTING PTY.LTD.  
 Agreement Nun: DMB00103 Test Schedule of Rates Retention Cash

Authority Number: 3 For Period Ending: 30/11/2011 This S/C Invoice Value: 10,000.00  
 S/C Invoice Number: SC-03 S/C Invoice Date: 30/11/2011 Total S/C Invoices to Date: 80,000.00  
 Received On: 30/11/2011

	Current Contract	Current Valuation	Previous Authorised	Total Authorised	Nett Value
Net Contract Sum	85,000.00	85,000.00	68,000.00	68,000.00	
Variations - Approved	4,000.00	2,000.00	2,000.00	2,000.00	
- Unapproved					
Rise and Fall					
Materials on Site					
	89,000.00	87,000.00	70,000.00	70,000.00	

GST Code: A1 GST Tax Invoice Held

Expiry Dates: Payment Due: 31/12/2011 S/C Valuation Update:  Required  Not required  Final

Workers Compensation:  Agreement Returned  Print Release Form  
 Public Liability: 20/04/2009  Statutory Declaration Received  Print all Variations  
 C.M.D. Insurance:  Print all SC Items  
 Professional Indemnity:  Method of payment:  Cheque  E.F.T.  Ready to Post

Payment in Taxable Payments Reporting

### Download SC Payment Current Status

3. Select 'Download' from the **Actions** menu.
4. This will download the current state of the SC payment, including SC Claimed QTY and Amount, and SC Authorised QTY and amount. The download spreadsheet has columns

marked in green. These are the columns that can be updated. The other columns are for information only, and should not be changed.

5. This spreadsheet can be updated with details of the SC Claim QTY and amount, Authorised QTY and Amount, and any reasons for difference.

It is not necessary to update all columns, there is a specific order in which they are used to calculate other values.

#### SC Claim Values

- If Claimed QTY this claim is not = zero, then this QTY is used to calculate all other claimed quantities and amounts.
- If Claimed QTY this claim = zero, and Claimed Amount this claim is not = zero, then this Amount is used to calculate all other claimed quantities and amounts.
- If Claimed QTY this claim = zero, and Claimed Amount this claim = zero, and Claimed to Date QTY is not = Previous Claimed to Date QTY, then this QTY is used to calculate all other claimed quantities and amounts.
- If Claimed QTY this claim = zero, and Claimed Amount this claim = zero, and Claimed to Date QTY is = Previous Claimed to Date QTY and Claimed Amount to Date is not = Previous Claimed to Date, then this Amount is used to calculate all other claimed quantities and amounts.

#### SC Authorised Values (the same logic applies as for Claimed Values)

- If Authorised QTY this claim is not = zero, then this QTY is used to calculate all other claimed quantities and amounts.
- If Authorised QTY this claim = zero, and Authorised Amount this claim is not = zero, then this Amount is used to calculate all other claimed quantities and amounts.
- If Authorised QTY this claim = zero, and Authorised Amount this claim = zero, and Authorised to Date QTY is not = Previous Authorised to Date QTY, then this QTY is used to calculate all other claimed quantities and amounts.
- If Authorised QTY this claim = zero, and Authorised Amount this claim = zero, and Authorised to Date QTY is = Previous Authorised to Date QTY and Authorised Amount to Date is not = Previous Authorised to Date, then this Amount is used to calculate all other claimed quantities and amounts.

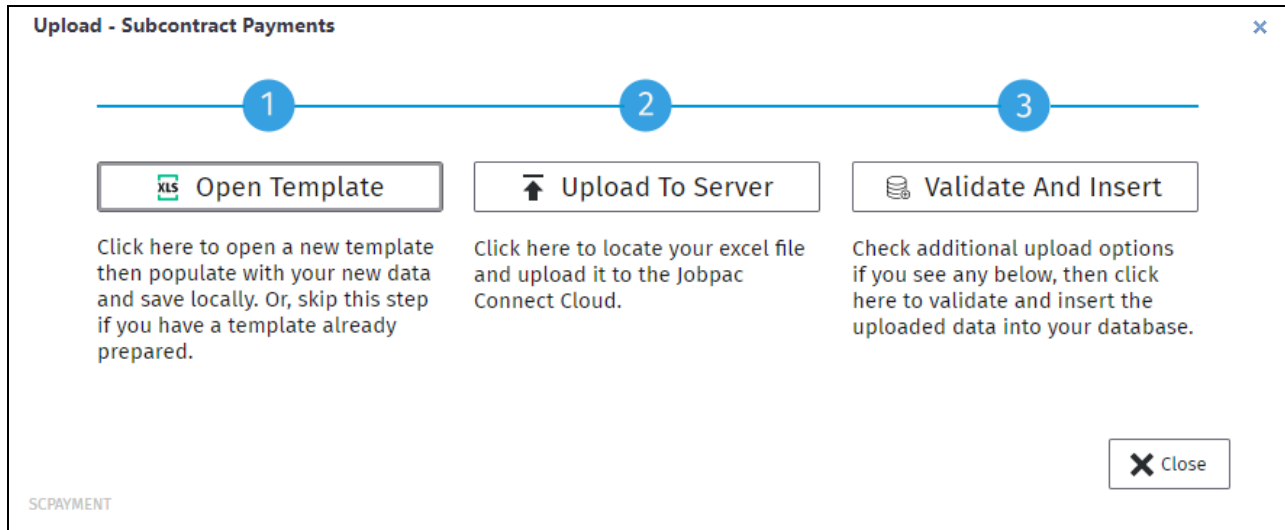
6. To set back to original values make

Claimed QTY this claim	= Zero
Claimed Amount this claim	= Zero
Claimed QTY to date	= Previous Claimed QTY to Date
Claimed Amount to date	= Previous Claimed Amount to Date

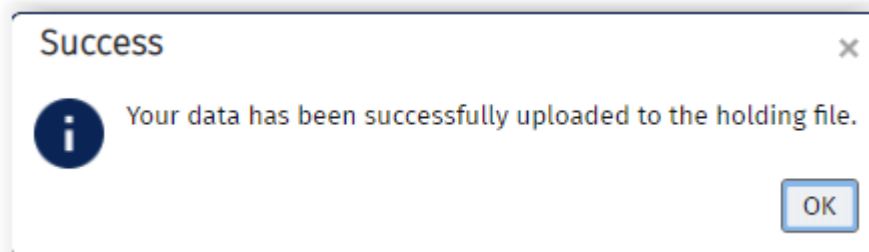
7. Save these changes to your desktop.

## Upload the SC Payment Details

8. In the same SC Summary Screen, select 'Upload' from the Actions menu. The following screen is displayed.



9. Select 'Upload to Server' and select the upload spreadsheet. You get a message



10. Then select Validate and Insert. This will upload the spreadsheet and update the SC payment details. Any errors are displayed in an error spreadsheet. This spreadsheet will be blank if no errors.
11. Select Close on the Upload screen, and the total effect of the upload will be displayed on the Summary Screen.
12. The upload can be done again, or data can be changed manually directly in the screens.
13. If all looks correct, select OK at the top of the screen (perhaps twice), this will present the retention screen, then a further OK, to complete the cycle.
14. The SC Summary and Detailed Schedules can be printed from the Action Button, and the SC Payment can be sent for Approval.

# Using the Download/Upload Facility for a SC Payment

## Adding new SC Items to the Upload

**NB. This is only available for Schedule of Rates Subcontracts.**

If the Subcontractor claims more schedule items than is already in the schedule, you can elect to add them to the upload.

Once the Starting position is downloaded you can add new SC Item. An example download is displayed below.

To add a new SC Item, copy the last row that is an item (Type = I) into the row at the bottom. Leave the SC Item no blank, and the VO Item no Blank, change the description to whatever you want. Fill in the QTY, UOM, Rate and Cost centre. See Yellow line.

Viewpoint Training Pty Ltd Subcontract Payment Authority Download																	
Job No.	SC Id.	Agreement	Authority No.	SC Invoice No.	Type	Variation No.	SC Item No.	VO Item No.	Description	VO Status	SC Reference	Quantity	UOM	Rate	SC Amount	Cost Code	Cost Type
6 A	8 A	8 A	5.0 N	10 A	1 A	6.0 N	5.0 N	5.0 N	150 A	1 A	30 A	15.4 N	5 A	15.4 N	15.2 N	8 A	2 A
NPC01	AA004	DMB00103		3 SC-03	I			1	Test			1,000.0000	EA	50.0000	50,000.00	10560	ST
NPC01	AA004	DMB00103		3 SC-03	I			2	New line			500.0000	EA	70.0000	35,000.00	10560	ST
NPC01	AA004	DMB00103		3 SC-03	V	10004		1	1 Test	A		100.0000	EA	20.0000	2,000.00	10560	ST
NPC01	AA004	DMB00103		3 SC-03	V	10005		1	1 Test	A		50.0000	EA	60.0000	3,000.00	10560	ST
NPC01	AA004	DMB00103		3 SC-03	V	10005		3	2 VI-Registered Surveyor	A		100.0000	EA	40.0000	4,000.00	10560	ST
NPC01	AA004	DMB00103		3 SC-03	V	10014		3	1 Negative Variation	A		-5.0000	EACH	1,000.0000	-5,000.00	10560	ST
NPC01	AA004	DMB00103		3 SC-03	I				NEW ITEM			150.0000	M	100.0000		10560	ST

You can then complete QTY and Rate Claimed, and QTY and Rate Authorised.

## Adding new SC Variations to the Upload

**NB. This is only available for Schedule of Rates Subcontracts.**

If the Subcontractor claims more Variations than is already in the SC Agreement, you can elect to add them to the upload.

Once the Starting position is downloaded you can add new SC Variations. An example download is displayed below.

To add a new SC Variation, copy the last row that is a Variation (Type = V) into the row at the bottom. Leave the VO Number and the VO Item no Blank, and change the description to whatever you want. Enter a SC Item no, so the variation will pick up the Cost centre from that SC Item No. Enter A Variation Status, either R or A. Fill in the QTY, UOM, and Rate. See the Green Line

Viewpoint Training Pty Ltd Subcontract Payment Authority Download																	
Job No.	SC Id.	Agreement	Authority No.	SC Invoice No.	Type	Variation No.	SC Item No.	VO Item No.	Description	VO Status	SC Reference	Quantity	UOM	Rate	SC Amount	Cost Code	Cost Type
6 A	8 A	8 A	5.0 N	10 A	1 A	6.0 N	5.0 N	5.0 N	150 A	1 A	30 A	15.4 N	5 A	15.4 N	15.2 N	8 A	2 A
NPC01	AA004	DMB00103		3 SC-03	I			1	Test			1,000.0000	EA	50.0000	50,000.00	10560	ST
NPC01	AA004	DMB00103		3 SC-03	I			2	New line			500.0000	EA	70.0000	35,000.00	10560	ST
NPC01	AA004	DMB00103		3 SC-03	V	10004		1	1 Test	A		100.0000	EA	20.0000	2,000.00	10560	ST
NPC01	AA004	DMB00103		3 SC-03	V	10005		1	1 Test	A		50.0000	EA	60.0000	3,000.00	10560	ST
NPC01	AA004	DMB00103		3 SC-03	V	10005		3	2 VI-Registered Surveyor	A		100.0000	EA	40.0000	4,000.00	10560	ST
NPC01	AA004	DMB00103		3 SC-03	V	10014		3	1 Negative Variation	A		-5.0000	EACH	1,000.0000	-5,000.00	10560	ST
NPC01	AA004	DMB00103		3 SC-03	I				NEW ITEM			150.0000	M	100.0000		10560	ST
NPC01	AA004	DMB00103		3 SC-03	V			1	NEW VARIATION	A		75.0000	M2	50.0000			

You can then complete QTY and Rate Claimed, and QTY and Rate Authorised.