TimeSuite Toolbox



User Guide

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Contractor Concepts

One major fundamental concept is for a costing system to support the estimating process. Feedback on the accuracy of estimates is a crucial component to adequate management information.

A well-done process that marries accounting concepts to estimating concepts can minimize the risk an organization bears.

Types of Costs

There are three types of costs a project oriented entity will incur. The three types of costs are:

Direct Costs

Labor, labor burden, Materials, Subs, Equipment and other costs that can be directly applied to jobs as incurred.

Indirect Costs

By definition, indirect job costs are costs relating to jobs that are difficult or Impractical. Examples are:

- Field equipment/vehicle depreciation
- Field equipment/vehicle repairs and maintenance
- Field vehicle expenses
- Small tools and supplies
- Equipment and vehicle insurance
- Employee health insurance

General and Administrative Expenses (Sales G&A) (Operating)

G&A expenditures are such things as advertising, office supplies, rent, utilities, office staff wages, etc.

Calculating and Applying Indirect Costs to Jobs

Indirect costs should be pooled into a separate section of your income statement. This pool is typically called your indirect costs section. Toolbox provides for users to apply an indirect cost burden onto your jobs. This burden is in addition to payroll burdens. When the jobs are labor intensive, users will generally apply indirect costs based on field labor.

You are able to burden all jobs with a set percentage burden by using the burden entry screen under Utilities | Preferences | Burden.

You are able to burden specific employee's hours and/or gross labor amounts under the "Rates" tab of the employee notebook.

You are able to burden in a much expanded method by utilizing the Toolbox Burden Utility. To utilize this utility, retrieve the write up labeled: "Utilization of Burdening Utilities".

In order to perfectly allocate your indirect costs, you can retro-actively apply your indirect costs to your jobs at your year end or other interval. In order to retroactively apply your indirect costs, use our burden adjustment utility. For instruction on how to utilize this utility, see the last section of the "Monthly Procedures" document that can be found in your help screens.

Note: The total of indirect costs burden you apply to your jobs will automatically show up on your income statements at the bottom of your direct costs section (as a positive number), and at the bottom of your indirect costs section (as a negative number). The following is an example of how the concepts apply to your income statements:

Direct Costs
- Labor
- Material
- Subs
- Other
- **Indirect Costs Applied**

Total Costs Applied to Jobs

Indirect Costs
- Depreciation
- Field Health Insurance
- Repairs and Maintenance
- Field Vehicle Expenses
- **Less: Indirect Costs Applied**

(Over) Under Allocated Indirect Costs

Total Costs of Projects

Unit Based Bidding and Costing

A costing system need to produce the results of a job's actual unit costs. The estimating process is unsupported without an adequate process.

Field Units vs. Material/Labor Units

An accountant cans sometime struggle with the distinction between units of material purchased and the units produced in the field. The unit of material purchased can come from an AP invoice. However, the units in the field produced must come from a field report or other information coming from the job site. An example would be the material purchase for storm, sewer and water pipe installation. The units purchased can be different than the field production. If unit costs are to measure throughout the production of the job, consideration needs to be made for applying the correct units of material purchased to the units produced in the field. For example, if 10,000 lineal feet of material is purchased on day one, and by day 10 2000 lineal feet have been put in place, the unit cost of material will be inaccurate since the costs of all 10,000 lineal feet have been incurred. Accounting processes can be put into place to only expense the lineal feet of material that are produced. For the labor and equipment, the process is more straight forward since labor and equipment costs are incurred daily.

The costs of material, labor, equipment, subs, and other costs are accumulated for the task and simply divided by the units produced. Useful information can include the individual component unit costs. For example:

	Costs	Units Produced	Unit Cost
Labor	1,000	1,000	1.00
Equipment	2,000	1,000	2.00
Material	1,500	1,000	1.50
	4,500	1,000	4.50

It is crucial to provided unit cost feedback to the estimating process. It is also crucial to adequately consider equipment costs when providing the information.

Toolbox Reports:

Job Cost | Unit Production Reports |

Other Noteworthy Concepts

Labor burden should be considered a direct cost for costs that are based on a percent of gross labor or dollar per hour. Examples are workers compensation insurance, general liability insurance, payroll taxes (FICA, CPP, unemployment insurance), deferred compensation (401K, SEP…), and union expenses.

A good cost accounting system will place job related burdens into the direct costs section of your chart of accounts.

Job costing should be based on the work date from the employee timecard. All general ledger posted labor as of the check date. The difference in the dates can result in different totals when trying to tie the financial reports (income statement) into the job cost reports.

In order to facilitate this process, a good cost accounting system will automate the accrued wages process.

Toolbox Automated Process:
Utilities | Accrue Labor

Toolbox Reports:
G/L | 7. Print Analysis Reports | 3. Payroll Accrual

Standardized Chart of Accounts Numbering Scheme

The following is a typical project oriented entity chart of accounts:

Balance Sheet:	Income Statement:
1000's Assets	4000's Job Related Revenue
2000's Liabilities	5000's Direct Job Costs
3000's Equity	6000's Indirect Job Costs
	7000's G&A Expenses
	9000's Other Income & Expenses

Heavy Equipment Contractor Concepts

One major fundamental concept is for a costing system to support the estimating process. Feedback on the accuracy of estimates is a crucial component to adequate management information.

A well-done process that marries accounting concepts to estimating concepts can minimize the risk a construction organization bears.

Types of Costs

There are three types of costs a project oriented entity will incur. The three types of costs are:

Direct Costs

Labor, labor burden, Materials, Subs, Equipment and other costs that can be directly applied to jobs as incurred.

Indirect Costs

By definition, indirect job costs are costs relating to jobs that are difficult or impractical. Examples are:

- Field equipment/vehicle depreciation
- Field equipment/vehicle repairs and maintenance
- Field vehicle expenses
- Small tools and supplies
- Equipment and vehicle insurance
- Employee health insurance

General and Administrative Expenses (Sales G&A) (Operating)

G&A expenditures are such things as advertising, office supplies, rent, utilities, office staff wages, etc.

Indirect Equipment Costs Concepts

Capturing the costs

The majority of costs incurred on equipment that are difficult to apply directly to jobs when they are incurred. Examples are:

Depreciation
Repairs and Maintenance
Mechanic Labor
Insurance
Fuel (if not directly applied to the job)

Indirect equipment costs should be pooled into a section of your income statement. This pool should be in your indirect costs section.

Toolbox provides for users to apply an "Equipment" expense association to indirect cost accounts. When this is done, Toolbox requires that the association of a piece of equipment before the transaction can be saved. By putting this control in place, equipment costs are captured in a similar manor to direct job costs.

Depreciation expense needs to be automated. Depreciation on each piece of equipment should be applied on a monthly basis.

Toolbox Automated Process:
Utilities | Accrue Depreciation

Toolbox Reports:
Fixed Assets | Print Depreciation Schedule

Applying Equipment Costs to Jobs:

The most widely used method of applying equipment costs is based on an estimated hourly cost. An hourly cost is applied to the job using the hours the operators' turns in on his timecard.

Equipment Costs Analysis

Adequate equipment costing reports can be generated when the following have been accounted for:

All Costs incurred relating to a piece of equipment
Costs applied to jobs
Hours utilized on jobs

From the above information, the utilization of the piece of equipment can be evaluated. The hourly cost can be calculated, and compared to the hourly cost rate that is being applied to the job. The difference between the costs incurred, and the costs applied to the jobs are considered the "over/under allocated equipment costs."

Toolbox Reports:

Fixed Assets | Equipment Costs Analysis

G/L | 7. Print Analysis Reports | 3. GL Direct Costs and Burdens Analysis

Unit Based Bidding and Costing

A costing system need to produce the results of a job's actual unit costs. The estimating process is unsupported without an adequate process.

Field Units vs. Material/Labor Units:

An accountant cans sometime struggle with the distinction between units of material purchased and the units produced in the field. The unit of material purchased can come from an AP invoice. However, the units in the field produced must come from a field report or other information coming from the job site. An example would be the material purchase for storm, sewer and water pipe installation. The units purchased can be different than the field production. If unit costs are to be measured throughout the production of the job, consideration needs to be made for applying the correct units of material purchased to the units produced in the field. For example, if 10,000 lineal feet of material is purchased on day one, and by day 10 2000 lineal feet have been put in place, the unit cost of material will be inaccurate since the costs of all 10,000 lineal feet have been incurred. Accounting processes can be put into place to only expense the lineal feet of material that are produced. For the labor and equipment, the process is more straight forward since labor and equipment costs are incurred daily.

The costs of material, labor, equipment, subs, and other costs are accumulated for the task and simply divided by the units produced. Useful information can include the individual component unit costs. For example:

	Costs	Units Produced	Unit Cost
Labor	1,000	1,000	1.00
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It is crucial to provided unit cost feedback to the estimating process. It is also crucial to adequately consider equipment costs when providing the information.

Toolbox Reports:
Job Cost | Unit Production Reports |

Other Noteworthy Concepts

Labor burden should be considered a direct cost for costs that are based on a percent of gross labor or dollar per hour. Examples are workers compensation insurance, general liability insurance, payroll taxes (FICA, CPP, unemployment insurance), deferred compensation (401K, SEP…), and union expenses.

A good cost accounting system will place job related burdens into the direct costs section of your chart of accounts.

Job costing should be based on the work date from the employee timecard. All general ledger posted labor as of the check date. The difference in the dates can result in different totals when trying to tie the financial reports (income statement) into the job cost reports.

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Toolbox Automated Process:
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Toolbox Reports:
G/L | 7. Print Analysis Reports | 3. Payroll Accrual

Standardized Chart of Accounts Numbering Scheme

The construction industry standard for a chart of accounts scheme is as follows:

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Calculating and Applying Other Indirect Costs to Jobs

Other Indirect costs (not related to heavy equipment) should be pooled into a separate section of indirect costs section of your income statement.

Toolbox provides for users to apply an indirect cost burden onto your jobs. This burden is in addition to payroll burdens and equipment hourly/periodic costs.

When the jobs are labor intensive, users will generally apply other indirect costs based on field labor.

You are able to burden all jobs with a set percentage burden by using the burden entry screen under Utilities | Preferences | Burden.

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(Over) Under Allocated Indirect Costs

Total Costs of Construction

Project Oriented Entity Concepts

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- Field Health Insurance
- Repairs and Maintenance
- Field Vehicle Expenses
- **Less: Indirect Costs Applied**

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Total Costs of Projects

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In order to facilitate this process, a good cost accounting system will automate the accrued wages process.

Toolbox Automated Process:
Utilities | Accrue Labor

Toolbox Reports:
G/L | 7. Print Analysis Reports | 3. Payroll Accrual

Standardized Chart of Accounts Numbering Scheme:

The following is a typical project oriented entity chart of accounts:

Balance Sheet:

1000's Assets
2000's Liabilities
3000's Equity

Income Statement:

4000's Job Related Revenue
5000's Direct Job Costs
6000's Indirect Job Costs
7000's G&A Expenses
9000's Other Income & Expenses

Toolbox Software Year End Reconciliation Processes

Are you getting ready to prepare for your year-end? A novel concept that seems like everyone should know how to do. Too often the internal accountant is not familiar with what needs to tie where. And too often, the CPA firm assumes the internal accountant has taken care of making sure the books are thoroughly done.

What is the "Tests of Balances" Concept?

Tests of Balances: This is a process that includes a CPA firm or the Company Accountant going through your balance sheet accounts, and substantiating the balances. Examples include:

- Producing a bank reconciliations that support the bank balances on the trial balance
- Verifying that your AR Aging ties to your trial balance.
- Verifying that your AP Aging ties to your trial balance.
- Verifying that your Retained Earnings ties to your Prior Year End Audited, Reviewed or Compiled Financial Statements.

In reality, a thorough test of balances process should include tests of balances for all balance sheet accounts at year-end. The company is going to pay taxes and/or report its financial position and performance to banks/bonding companies based on the thoroughness of the books. Therefore, a thorough process of making sure the books are accurate is necessary.

This write-up covers some of the more significant tests of balances concepts:

- Bank Reconciliations support cash balances on your trial balance.
- AR Aging ties to the trial balance as of year end.
- AP Aging ties to the trial balance as of year end.
- Retained Earnings tie to your prior year financial statements.
- You have accrued wages through Toolbox (Utilities | Accrued Wages)
- Job Costs Tie to the Income Statement
- Verify your General Ledger Balances. (If your computer locked up during a transaction update anytime in the last year, you could have an out of balance transaction.)

When your CPA firm pulls your trial balance, make sure you set your valid entry date range to begin at 1/1/2012. You can reset it to 12/31/11 to post the CPA's year-end journal entries.

Provide your CPA with the attached "Sample Year End Tie Out" work-papers to make sure he/she is familiar with what Toolbox is capable of providing.

The following is a narrative on the importance of each of the above concepts:

Retained Earnings Tie Out to Prior Year End Financial Statements

The Retained Earnings account is used to capture the net income at the end of each year. If your Retained Earnings does not tie to your prior year end, it is likely that your current year's net income is misstated. Thus, it is very important that the unadjusted Retained Earnings agrees to the prior year end Adjusted Retained Earnings.

Aging to GL Reconciliation Report

The following reports can help in your tie out process:

A/R | 5. Print A/R Aging | Aging to GL Reconciliation
A/P | 6. Print A/P Aging | Aging to GL Reconciliation

It is important that your Trial Balance ties to the AR Aging as well as the AP Aging as of the end of the year.

Equally important is that validity of each of the items on your AR Aging and AP Aging. If an item is inaccurate, it needs to be removed in a way that does not goof up your books.

Valid Entry Date Range Concepts

The "Valid Entry Date Range" can be adjusted under: Utilities | Preferences | G/L.

The books should be closed after a trial balance is provided to your CPA firm. You should reopen your books to enter the CPAs' year-end Adjusting Journal Entries (AJEs), and promptly close the books after the AJEs are entered. This will ensure that you will tie to your prior year end financial statements.

Note: After posting your AJEs, verify that your Retained Earnings tie to the year's end financial statements.

If the Retained Earnings does not tie out, you can run a Toolbox report to see what entries where adjusted or entered after the trail balance was pulled for your CPAs. The "Changed Report Audit" report lists transactions modified or entered with transaction

dates up through your years end that have system date and time stamps dated on or after the system report date printed at the top of the trial balance you printed for your CPA firm.

If necessary: Print the Changed Report Audit report:
Utilities | Exceptions Results | 3. Print Changed Report Audit

Automated Accrued Wages Process

Why do you need to accrue wages utilizing Toolbox's automated accrued wages process? The reason is because job cost reports are based on work dates, and the general ledger reports are based on transaction dates. For example, payroll check with a work date of 12/28/2011 that is paid on 1/3/2012 will reflect on job cost reports in December 2011 and on the general ledger in January 2012. By accruing wages on the General Ledger, the General Ledger will reflect the labor costs in December. Therefore, Job Cost can tie to the General Ledger.

Accruing wages can be complicated if you want to do it perfectly. The only way the Job cost will perfectly tie out to your General Ledger is for you to post your accrued wages perfectly. With all the different payroll taxes, deferred compensation plans, workman comp, etc, it becomes difficult to capture burdens perfectly when calculating accrued wages manually. Thus, Toolbox provides a utility that accrues wages bases on work dates up through your year's end that were paid after the year end.

In addition, accrued wages are reversing type entries. Toolbox's Automated Accrued Wages Process also posts your reversing entry as of the day after the accrual.

Accrue Wages as of 12/31/2011:
Utilities | Accrue Wages
Print the Accrued Payroll Report:
G/L | 7. Print Analysis Reports | Payroll Accrual

Tie Out Between the Summary of Contracts and the Income Statement

If Toolbox's Job Cost does not tie to GL, it is likely that you either did not accrue wages as of the end of your prior fiscal year, or the end of your current fiscal year.

The only other way Job Cost can be off from the GL is by users posting to "Direct Non-Job" type GL accounts. These accounts should only be used by the Toolbox Payroll processes. Toolbox utilizes these accounts to reflect the burden placed on direct cost transactions. By carrying these type accounts, Toolbox can perfectly burden your direct costs without generating a massive number of entries for each timecard row.

Direct Non-Job Exceptions report:

Toolbox's direct-non-job type GL accounts (usually 5900 series accounts) are meant to only be used by Toolbox payroll processes. If a user uses one of these accounts for any other reason, job cost may be out of sync with the GL. To determine if the user has posted to these accounts in a way that the accounts were not designed to be used, run the following report:

Job Cost | 9. Summary of Contracts Reports | 4. Print Direct Non-Job Exceptions

Format for reconciling Job Cost to GL

	Gross Labor Total	PR Brdn	Pct Brdn
GL to Job Cost difference			
Direct Non-Job Exceptions			
12/31/11 Accrued Wages			
Unexplained Diff			

Verify the Trial Balance Balances

If any of your computers locked up or while a transaction was being posted during the last fiscal year, you may have transactions only partially posted, and thus transactions out of balance.

If the Trial Balance does not balance, you can run the following report to identify any out of balance transactions:

> Utilities | Exception Results | 4. Print Database Exceptions | 1. Database Transaction Exceptions.

Applying Over/Under Allocated indirect Costs

With any projected oriented accounting process, you will have two types of job related costs.

Direct Job Costs are costs that can be directly identified to specific jobs. Examples are labor costs, material costs, subcontractor costs etc.

Indirect costs are costs that relate to jobs that are difficult or impracticable to apply. Examples are field vehicle expenses, health insurance, depreciation on field equipment and field vehicles etc.

Indirect costs are typically applied to jobs in some logical manner. Labor related indirect costs are predominantly applied based on direct labor. Other methods of applying labor are used in practice, but less common.

The most common way of applying labor related costs in Toolbox is by using the system wide labor burden capabilities found under Utilities | Preferences | Burden

To analysis your indirect costs:

G/L | 7. Print Analysis Reports | 2. GL Direct Costs and Burdens

Reallocating Indirect Costs After the Fact:

Users can reallocate these indirect costs by using the "Allocate Over/Under Allocated Indirect Costs" procedure explained at the end of the monthly procedures checklist (in the help menu).

Reports for the Accountant at Year End

Job Cost | 2. Job Cost Reports | 1. Direct Costs and Burdens | Summary
(Choose a date range from the 1st day through then last day of your fiscal year)

Job Cost | 9. Summary of Contracts Reports | 2. Print SOC Worksheet.
Date the report as of the last day of your year end.
Download this report to Excel, and give it to your accountant. This will save your accountant the trouble of manually typing all or a portion of your year end job schedules that need to be included with your year end financial statements.

G/L | 7. Print Analysis Reports | 3. Payroll Accrual
Date this report as of the last day of your fiscal year.

G/L | 1. Print Trial Balance
Date this report as of the last day of your fiscal year.

A/R | 5. Print AR Aging | Aging to GL Reconciliation
Report Type: 'AR'
Set the first cut-off date as of the last day of your prior fiscal year end. (12/31/2011)

Set the second cut-off date as of the last day of your current fiscal year end. (12/31/2012)

A/R | 5. Print AR Aging | Aging – Customizable
Date this report as of the last day of your fiscal year.

A/R | 6. Print AP Aging | Aging to GL Reconciliation
Report Type: 'AR'
Set the first cut-off date as of the last day of your prior fiscal year end.
Set the second cut-off date as of the last day of your current fiscal year end.

A/P | 6. Print AR Aging | Aging – Customizable
Date this report as of the last day of your fiscal year.

Note: if there are any unexplained differences in either of the Aging to GL Reconciliations, rebuild your GL and Customer/Vendor balances, and run the report again. Obviously, you will generate more reports than what is listed. In addition to the basics, the list is meant to help you produce some of the reports that your accountant might not know to request.

Tie your Month End Summary of Contracts to your Income Statement

The year to date "Total Direct Costs" on your Income Statement should tie to your Total Costs to Date on your Summary of Contracts.

The year to date "Total Revenue" on your Income Statement should tie to your Total Costs Plus Gross Profit on your Summary of Contracts.

Summary of Contracts Tie Out Issues

The processes will help you identify your discrepancies. Implementing the proper solution will depend on the situation. The scope of this document does not address the considerations that need to be addressed if the issue existed at the end of your prior fiscal year end.

I. Print or obtain the following reports:

1. Obtain a copy of your year end CPA prepared summary of contracts. (sometimes referred to as Work in Process, or Over/Under Billings)
2. Summary of Contracts as of your cut-off date.
   Job Cost | 9. Summary of Contract Reports | 1. Summary of Contracts
3. Direct Costs and Burdens Report from the prior year's end through the cut-off date.
   Job Cost | 2. Job Cost Reports | 1. Print Direct Costs and Burdens.
4. Payroll Accrual Report as of the end of your prior fiscal year's end and also as of your cut-off date.
   G/L | 7. Print Analysis Reports | 3. Print Payroll Accrual
5. Print Direct Non-Job Exceptions from the end of your prior fiscal year's end and also as of your cut-off date.
6. Print SOC Prior Year Amounts as of the cut-off date.
   Job Cost | 9. Summary of Contract Reports | 3. SOC Prior Year Amounts

II. Verify that you have properly identified your carry-over jobs and prior year gross profit recognized on your Summary of Contracts.

You must use your finalized year-end Summary of Contracts to specifically identify which jobs are going to be treated as carry-over jobs, and the gross profit that will be recognized on each carry over job as of your year-end. If you do not have a job schedule provided as supplemental financial information in the back of your financial statements, you must obtain the specific schedule that was used to post your years end over/under billings.

Identifying a Job as a Carry-Over Job:

The "Entry 1" tab of the job notebook contains a field that provides for users to identify carry-over jobs.

Under: Job Cost | Job List, double click on a job that will be treated as a carry-over jobs, and populate the "Prior Year End" date field with the date of the fiscal year end. By placing a fiscal year end date in this field, Toolbox knows that you want to treat the job as a carry-over job. Note: Toolbox will place a date equal to the date the job is created when a job is created. Toolbox will ignore this date unless it equals the prior fiscal year end date. Toolbox knows what your fiscal year end is because you identify it under Utilities | Preferences | G/L | Year Ends Last Day of.

Identifying the Gross Profit on Carry-Over Jobs:

The "Entry 1" tab of the job notebook contains a field that provides for users to identify the gross profit recognized on a job through the prior fiscal year end.

Under: Job Cost | Job List, double click on a job that will be treated as a carryover jobs, and populate the "Gross Profit Recognized" field with the gross profit recognized through the end fiscal year.

Tie your "Less Prior Year Amounts" at the bottom of the summary of contracts to your prior year's end summary of contacts.

The "Uncompleted Jobs" totals on the prior year's end summary of contacts should agree to the "Less Prior Year Amounts" at the bottom of the month end summary of contracts.

	Total Prior Year End Uncompleted Jobs	Current Month End Less Prior Year Amount	Difference
Costs to Date	_____	_____	
Gross Profit Recognized	_____	_____	
Costs Plus Gross Profit	_____	_____	
Billings to Date	_____	_____	

If there is a difference above, use the "SOC Prior Year Amounts" report to compare prior year amounts with the amounts on your prior year's summary of contracts.

III. Verify no paychecks modified subsequent to the last time you posted accrued wages.

Review the two accrued wages reports that you printed.
Accrued wages are wages with timecard work dates up through your cut-off date that were paid subsequent to your cut-off date. (i.e. the work date on the timecard is 1/31, and the paycheck is dated 2/2.) The Payroll Accrual Report will itemize the payroll should have been accrued, and it will print the journal entry that was posted through Toolbox's automated "Accrue Wages" process.

Utilities | Accrue Wages

Compare the recap of what should have been accrued with what was actually accrued. If any payroll accrual related paychecks were modified subsequent to accruing payroll, you will have a difference. If your accrued wages report as of cut-off date does not agree to the recap of the payroll accrual journal entry, then re-accrue wages as of your cut-off date.

Do the same process for the accrued wages at the end of the prior fiscal year end, as well as the accrued wages at the end of your cut-off period.

If your accrued wages report as of your prior fiscal year end does not agree to the recap of the payroll accrual journal entry, you will probably need to come up with a solution other than re-accruing wages as of your prior fiscal year end. If you are unsure as to the correct solution, consult your CPA.

IV. Direct Non-Job Exception

This report identifies entries posted to the "Direct Non-Job" type GL accounts. Toolbox is designed to use these accounts for direct payroll burden. If a user posts entries to these accounts outside of the automated processes provided within toolbox, you will effectively take your job costs out of balance with your general ledger.

Print this report, and move or modify then entries that show up on the report so that the entries are posted into an account type other than a "Direct Non-Job" general ledger account.

V. Gross Profit Recognized Options

On a job by job basis, users are able to manipulate the gross profit for jobs. Toolbox provides for several methods.

On the entry one tab of the job notebook, users are able to check the checkbox labeled "Override SOC Computations." After checking this box, users can force a gross margin (percentage of revenue). Alternatively, users can click the diamond next to "Calc Contract Amount to Cost Plus Markup."

If users maintain their Job Status grids for jobs, users can use the projections from these grids to determine the profitability on a job. Simple select "Status" under the budget method selection when printing the Summary of Contract and/or accruing over/under billings.

If uses do not use the Job Status grids, the system will use the higher of the job's budget or the total costs that has been put into the system ("Recalculate" budget method) for the total estimate cost. The system will use the total of the job's schedule of values or the total billings that have been put into the system for the contract amount.

Note: If you choose to "Override SOC Computations" for a given job, the system will ignore the budget and the job status grid for that job.

Also note: If the job has been closed with a close date subsequent to the cutoff date of your report, the system will use the total costs in the system for the total estimated costs and the total billings in the system for the total billings.

Month End Checklist

TIMESUITE TOOLBOX
CURRENT ANALYSIS FILE
MONTHLY IN-HOUSE FINANCIAL STATEMENTS

COMPANY NAME _____

MONTH ENDED _____

PREPARD BY _____

Circle index number of work papers included in this binder

(1.) Trial balance
2. Adjusting Entries
3. To Do Lists
4. Research

(B) Cash
C. Marketable Securities
D. Due to/from Stockholders/Affiliates
(E.) Receivable
F. Inventories
(G.) Prepaid Expenses and Deposits
H. Other Current Assets
(I.) Fixed Assets and Depreciation
J. Life Insurance
K. Other Non-current Assets
L. Investments and Notes Receivable
(M.) Notes Payable and Long-term Debt
(N.) Accounts Payable
(O.) Accrued Liabilities
P. Income Taxes (Including owner's tax planning)
Q. Other Liabilities
R. Pension and Profit Sharing Plan
S. Other Non-current Liabilities
T. Stockholders Equity
U. _____
V. _____
(W.) Income and Costs
X. Expense and Other Income Analysis
Z. General Ledger and Journal Entries

(PF.) Permanent File Archive for the following:
PF-1 Book Basis Depreciation Schedules
PF-1 Fixed Assets Additions & Deletions (Standard Work paper)
PF-2 Notes Receivable
PF-3 Other Long-term Assets
PF-4 Notes Payable Amortization Schedules
PF-5 Other Long-term Liabilities
PF-6 Operating Leases

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INFORMAL WORKPAPER SUB-INDEX

1-1 Trial Balance
2-1 Adjusting Entries
3-1 To Do List
4-1 Research

B-1 Bank Account #1
B-2 Bank Account #2

D-1 Stockholders Receivable /Payable Notes Receivable/Payable

E-1 A/R - Trade and A/R - Retention

G-1 General Liability Ins. & Misc. Bus. Ins. Liability & Expense Analysis
G-2 Workers Comp. Insurance Liability & Expense
G-3 Deposits

I-1 Detail General Ledger of Accounts (GL# 1500 - 1600)
- ____ Equipment
- ____ Vehicles
- ____ Office Equip. & Furniture
- ____ Leasehold Improvements
- ____ Accumulated Depreciation

M-1 Notes Payable Amortization

N-1 Accounts Payable Aging

O-1 Accrued Wages
O-2 941 Liabilities
O-3 State Withholding Liability
O-4 SUTA Liabilities
O-5 FUTA Liability
O-6 Head Tax Liabilities
O-7 Garnishments Payable
O-8 Employee Health Insurance Payable

W-1 Costs Allocations (Burden Analysis)
W-2 Summary of Contracts
W-3 Contract Analysis

PF-1 Book Basis Depreciation Schedules
PF-1 Fixed Assets Additions & Deletions (Standard Workpaper)
PF-2 Notes Receivable
PF-3 Other Long-term Assets
PF-4 Notes Payable Amortization Schedules
PF-5 Other Long-term Liabilities
PF-6 Operating Leases

TOOLBOX SOFTWARE
MONTHLY ACCOUNTING PROCEDURES

Month Ended _____ Prepared By _____

PRINT THE FOLLOWING REPORTS

___**Trial Balance as of month end**
G/L | 1. Print Trial Balance
___**Check Register for the month**
G/L | 5. Print Registers & Journals | 1. Print Check Register
___**Cash Receipts Journal for the month**
G/L | 5. Print Registers & Journals | 4. Print AR & Manual Receipts Journal
___**Cash Disbursements Journal for the month**
G/L | 5. Print Registers & Journals | 5. Print AP & Manual Disbursement Journal

___**Sales Journal for the month**
A/R | 3. Print Sales Journal
___ **Accounts Receivable Aging for the month end**
A/R | 5. Print A/R Aging | Aging
___ **Accounts Receivable Aging to GL Reconciliation**
A/R | 5. Print A/R Aging | Aging to GL Reconciliation

___**Accounts Payable Purchase Journal for the month**
A/P | 2. Print Purchase Journal
___**Accounts Payable Aging as of the month end**
A/P | 6. Print A/P Aging | Aging
___**Accounts Payable Aging to GL Reconciliation**
A/P | 6. Print A/P Aging | Aging to GL Reconciliation

___**941 Federal Withholding Tax worksheet for the quarter**
Payroll | 2. Print Tax Reports | 1. Print 941 Worksheet
___**940 Worksheet - FUTA**
Payroll | 2. Print Tax Reports | 2. Print 940 Worksheet
___**State Unemployment Compensation Report – SUTA**
Payroll | 2. Print Tax Reports | 4. Print State Unemployment

___**Cost and Burdens Report (For the Year to Date)**
Job Cost | 2. Job Cost Reports | 1. Print Costs and Burdens
___**Summary of Contracts for the month end**
Job Cost | 9. Summary of Contracts Reports | 1. Print Summary of Contracts

(B-1) CASH ACCOUNTS
BANK RECONCILIATIONS

___Review the Cash Receipts Journal for proper posting to account, customer, and job.
___Review the Cash Register to be sure all checks are entered.
___Review the Cash Disbursements Journal for proper posting to account, vendor, and job.
___Enter in Bank Charges from bank statement as MANUAL CASH DISBURSEMENT.
___Enter in Interest Earned from bank statement as MANUAL CASH RECEIPT.
___Post all deposit slips for the month.
___Bank Reconciliation - Make sure that there are **NO DIFFERENCES** and that you print the reconcile page.

(E-1) ACCOUNTS RECEIVABLE

___Review the A/R Sales Journal for proper G/L posting to account, customer, and job.
___Review the A/R Aging for Trade and Retention for accuracy. Fix any item that is not 100%.
___Verify that your A/R Aging totals for Trade and Retention agree to your G/L for those accounts.

(I-1) DEPRECIATION

____Record your monthly depreciation journal entry. (This number comes from your accountant.)

Journal Entry #_____

(G-1) WORKERS COMPENSATION

___Print the General Ledger for the **Insurance Payable - W/C account**.
___Verify that all payments are going into the payable account
___ print the Workers **Compensation report** for the month.

Test of Balances for current month:

GL Balance Forward	$	
Worker's Compensation Summary Report:		
WK Comp Premium amount	$	
Subtract payments made in current month	$	( )

Current month balance		_____

Take balance forward amount add it to current months Worker's Compensation amount, and subtract any Debit payments made to get balance.

(M-1) NOTES PAYABLE/CAPITAL LEASES PAYABLE

___Verify that each payment listed on the A/P Journal for each note/capital lease has been properly split between interest, and principle per the respective note/capital lease amortization schedule.

___Verify that the respective amortization schedule agrees to the G/L amount on the Trial balance.

___If the amortization schedule does not agree to the G/L amount, make a journal entry for the interest expense or fix the AP invoice.

Notes Payable Amortization Schedules

Review the monthly interest expense for the following general ledger accounts G/L #2500, G/L #2540, G/L #2560, and G/L #2580

(N-1) ACCOUNTS PAYABLE

___Review the A/P Journal for proper G/L postings to account, vendor, and job.

___Review the A/P Aging for accuracy. Fix any item that is not 100%.

___Verify that your A/P Aging total agrees to your G/L for those accounts.

(O-1a) ACCRUED WAGES

____Record your monthly accrued wages journal entry.

Utilities | Accrue Wages

1.) ____ Input the last day of the month.
2.) ____ Press the Post Button
3.) ____ Print Accrued Wages Report
G/L | 7. Print Analysis Reports | 4. Payroll Accrual

Note:
Toolbox will make a journal entry for you on the last day of the month, and a revering journal entry on the first day of next month. You can do this procedure as many times as you need to.

(O-2a) FEDERAL WITHHOLDING (941)

___Your liability on the 941 report for each month should equal your G/L FICA & F.W.T. Payable account.

___Print the Vendor Ledger for the vendor (to whom the payments are going to)

___Verify that all payments are going into the payable account **(FICA & F.W.T. Payable account)**

___To test the amounts being calculated from each payroll date, print the 941 report for the quarter. Print the Vendor Ledger for the vendor (to whom the payments are going to). Match the payments to the 941 report. They should match.

GL Balance Forward	$
Unpaid 941 amounts from the 941 report	$
Subtract Payments made	$ ( )
(FICA & F.W.T. Payable account)	----------
	_____ = 0.00 DIFFERENCE

(O-3a) STATE WITHHOLDING

___ Review the State Liability Worksheet report, along with the State Withholding liability account.

CURRENT MONTH AMOUNT ONLY

(Print your State liability Worksheet Report) $
LESS: Payments ($)

_____State Withholding Payable Acct # _____ = STATE WITHHOLDING LIBILITY

(O-4a) SUTA

___Review the SUTA report, along with the SUTA liability account.

QUARTER SUTA REPORT
LESS: Payments $( )

_____SUTA Payable Acct # _____ = SUTA LIBILITY

(O-5a) FUTA (940)

___ Review the FUTA report, along with the FUTA liability account.

YTD FUTA (From your 940 report) $
LESS: Payments $( )

_____FUTA Payable Acct # _____ = FUTA LIBILITY

(W-1) COST AND BURDENS REPORT (For the Year to Date)

___Print Report for all Jobs
___Tie out the Cost and Burdens total for Gross Labor to the Trial Balance Gross Labor Account
___Tie out the Cost and Burdens total for Material to the Trial Balance Materials Account
___Tie out the Cost and Burdens total for Subs to the Trial Balance Subcontractor Account
___Tie out the Cost and Burdens total for Equipment to the Trial Balance Equipment Accounts
___Tie out the Cost and Burdens total for Other to the Trial Balance Other Accounts

___Tie out the Cost and Burdens total for Payroll Burden to the Trial Balance Payroll Taxes - Direct Labor, Insurance - Direct Labor W/C, Union Expense, and Payroll Adjustment Accounts

___Tie out the Cost and Burdens total for PCT Burdens to the Income Statement Percent Burden Allocated to Jobs Account

___Tie out the Cost and Burdens total to the Income Statement Total Direct Cost Account

(W-2) SUMMARY OF CONTRACTS (Over/Under Billings)

___All Jobs
- ___Review all numbers and percentages for accuracy.
- ___Make sure the contract amount in the system is correct.
- ___All change orders should be included in the contract and budget amounts.
- ___Billings should not be higher than your contract amount.
- ___Costs to Completion should not be a negative number, if so adjust the budget.
- ___Post all your current billings if not already done.

___Completed Jobs (Are you certain you are done billing and do not have any more invoices coming in?)
- ___Update the contract amount to agree to the final billings on the jobs.
- ___In the job entry 1 screen, mark on the completed bubble (.), and enter the date of completion.

___Print new Summary of Contracts (SOC).

___Accrue Over/Under Billings Journal Entry (Make sure all adjustments have been made).

Setup:

Utilities | System Preferences | J/C

Toolbox will make a Journal Entry to the accounts that are setup in the J/C tab under System Preferences.
For Example:

Over Billings
2300 Billings in Excess

Under Billings
1200 Costs Plus Earnings In Excess

Over/Under Revenue
4050 Over/Under Billings Adjustment

Accrue Over/Under Billings:

Utilities | Accrue Over/Under Billings

1.) ____Input the last day of the month.
2.) ____Press the Calculate Button
3.) ____Press the Post Button

Toolbox will make a journal entry for you as of the last day of the month, and a revering journal entry at the 1st day of the following month.

For Example: **Over/Under Billings Review**

Over/Under Billings Journal Entry
Posted on 1/31/2012
Reversing entry posted on 2/1/2012

Over/Under Billings journal entry posted on 1/31/2012.

G/L #				
1200	Costs Plus Earnings In Excess	Debit		
2300	Billings in Excess			Credit
4050	Over/Under Billings Adjustment	Debit	or	Credit
		(Balances out your Journal Entry)		

Reversing entry posted on 2/1/2012

G/L #				
1200	Costs Plus Earnings In Excess	Debit		
2300	Billings in Excess			Credit
4050	Over/Under Billings Adjustment	Debit	or	Credit
		(Balances out your Journal Entry)		

Note: You can do this procedure as many times as you need to. Toolbox will modify the original Journal Entries to the current amounts of the Over/Under Billings.

___Print new Financial Reports (make sure all your monthly journal entries are in).
___YTD TOTAL REVENUE on the Income Statement should equal
TOTAL COST PLUS GROSS PROFIT on your Summary of Contracts.
___YTD TOTAL DIRECT JOB COSTS on the Income Statement should equal
AMOUNTS APPLICABLE TO THE PERIOD on your Summary of Contracts.

PRINT THE FOLLOWING REPORTS (Print any other report that has changed.)
___Trail Balance
___Summary of Contracts
___Burden Analysis Report
___Financial Statements
___Balance Sheet
___Income Statement

CLOSE THE MONTH
___Change the date in the valid entry date range field under the Utilities | Preferences | General Ledger.
Close the month, so no transactions can be entered by mistake.

Understanding the Summary of Contracts

The Percentage-of-Completion method of accounting requires that each uncompleted job at year end (or month end) be evaluated in order to determine how much money the Company has made on each of these jobs.

Since this process requires recognizing profit on jobs not yet completed, estimates must be used as to the eventual profitability of the job.

Since estimates are involved relating to the job site/project management/estimating performance, help from those very familiar with the respective jobs is very important.

Also very important is the accuracy of those estimates, since overstating or understating the projected gross profit on these projects has a direct impact on the Company's bottom line.

These jobs can be reported to the bonding company several times. If care is not taken in generating these estimates, the fluctuation of the margins on these projects can reflect poorly on the Company's ability to generate quality financial information.

Obviously, every pitfall or opportunity for a project cannot be foreseen prior to its completion. It is important to be able to explain fluctuations in the estimated margins as the job progresses.

Consider the example on the next page.

Job 1

..... Contract Amount	Prior Costs Mis-to Date Stmt	Est Costs to Compl	Total. Est Costs	Tot Est. Gross Profit	Percent Compl	Recog. Gross Profit	Costs Plus Gross Profit.	Billings To Date	(Over). Under. Billings	Percent Gross Profit	Prior Est. Percent Gross Profit.
At December 31, 2007											
120,000	60,000 N/A	40,000	100,000	20,000	60%	12,000	72,000	70,000	2,000	17%	N/A
Upon Completion at March 20, 2008											
120,000	115,000 ($9,391)	0	115,000	5,000	100%	5,000	120,000	120,000	0	4%	17%
Correct December 31, 2007											
120,000	60,000	55,000 N/A	115,000	5,000	52%	2,609	62,609	70,000	(7,391)	5%	N/A

In this example, the Company's net income was overstated at December 31, 2007 by $9,391.

Measuring the Extent of Progress Towards Completion

Various methods can be used to determine the extent of progress towards completion, such as the cost-to-cost method, the efforts-expended method, and the units-of-work-performed method. The objective of all of the methods used in practice is to measure the extent of progress in terms of costs, units produced, contract milestones, or value added; however a particular method may or may not achieve that result, depending on the circumstances of use and the manner in which it is applied.

In practice however, the cost-to-cost method is used a majority of the time.

Cost Adjustments for Back Charges

Back charges are billings for work performed or costs incurred by one party that should have been performed or incurred by another. For example, owners bill back charges to general contractors, and general contractors bill back charges to subcontractors.

Back charges to others should be recorded as receivables and, to the extent considered collectible, should be applied to reduce contract costs. However, if the billed party disputes the propriety or amount of the charge, the back charge is in effect a claim, and the criteria for recording claims apply.

Back charges from others should be recorded as payables and as additional contract costs to the extent that it is probable that the amounts will be paid.

Change Orders

Some change orders generate no additional revenues. For example, when the initial contract provides that specified changes may be made at no charge, and, therefore, requires no consideration in estimating contract revenues. However, others do generate additional revenues and require consideration in the estimate.

Including the price of a change order in estimated contract revenues depends on whether it has been priced and whether the price and scope have been approved. For example:

> If a change order is priced and both the scope and price have been approved by both parties, estimated contract revenues would include the price of the change order.
>
> If a change order is unpriced but the scope has been approved by both parties, treatment varies as follows:
>
> > If it is probable that the costs of the change order will be recovered by a change in the contract price, the costs should be charged to contracts-in--process, and either of the following is acceptable:
> >
> > > Recognize none of the costs in the income statement until pricing has been approved.
> > >
> > > Recognize costs incurred and equal amounts of revenue in the income statement. If it is probable that additional gross profit will be generated by the change order, it should only be recognized prior to pricing if realization is assured beyond a reasonable doubt (this will be rare).

An evaluation should be made as to the nature of reasonableness of claimed damages that are attributable to customer-caused delays, errors in specifications that caused incorrect bids, or various other reasons. In connection with such an evaluation, consider the quality and extent of the documentary evidence supporting the claim and the extent to which management has pursued the claim.

A claim may be properly supported, but nevertheless may be uncollectible. Many factors influence collectability, including the relationship between the contractor and the customer. For example, a contractor may be less likely to press for collection of a claim from a major customer.

Consideration should be made with respect to the contractor's past experience in settling similar claims.

Claims

Claims are amounts in excess of the agreed contract price that a contractor seeks to collect from customers or others for customer-caused delays, errors in specifications and designs, contract terminations, change orders in dispute or unapproved as to both scope and price, or other causes of unanticipated additional costs. **Recognition of amounts of additional contract revenue relating to claims is appropriate only if it is probable that the claim will result in additional contract revenue and if the amount can be reliably estimated**. Those two requirements are satisfied by the existence of all the following conditions:

> The contract or other evidence provides a legal basis for the claim; or a legal opinion has been obtained, stating that under the circumstances there is a reasonable basis to support the claim.
>
> Additional costs are caused by circumstances that were unforeseen at the contract date and are not the result of deficiencies in the contractor's performance.
>
> Costs associated with the claim are identified or otherwise determinable and are reasonable in view of the work performed.
>
> The evidence supporting the claim is objective and verifiable, not based on management's "feel" for the situation or on unsupported representations.

If the foregoing requirements are met, **revenue from a claim should be recorded only to the extent that contract costs relating to the claim have been incurred**. The amounts recorded, if material, should be disclosed in the notes to the financial statements. Costs attributable to claims should be treated as costs of contract performance as incurred.

Recognizing Anticipated Losses on Contracts

When it becomes evident that the Company is going to lose money on a contract, the entire estimated loss on the contract should be accrued regardless of the method of accounting for the contract.

Problems with Work In Process Schedules

If your work in process schedule is not closely tied to your accounting system, the work in process schedule may not reflect the same costs or revenues that are included in your financial statements.
Consider the following example:

Work in Process

Contract Amount	Costs to Date	Est Costs to Compl	Total Est Costs	Tot Est Gross Profit	Recog Percent Compl	Plus Gross Profit	Costs Gross Profit	Billings To Date	(Over) Under Billings	Percent Gross Profit
120,000	80,000	20,000	100,000	20,000		80%	16,000		96,000	
	70,000	26,000	17%							

Costs do not match Above (person preparing work in process was not thorough with respect to determining which A/P invoices had been entered into the computer)

Correct Work in Process

120,000		60,000	40,000		100,000		20,000		60%	
12,000	72,000		70,000		2,000	17%				

Income Statement

	Incorrect	Actual	Difference
Revenues	96,000	72,000	24,000
Costs (A/P Invoices)	60,000	60,000	0
Gross Profit	36,000	12,000	24,000

In this example, the Company's net income was overstated by $24,000.

The above problems are difficult to completely avoid unless the company has a system in place that provides integrity to the preparation of the work in process schedule.

Note that if a complete summary of contracts is presented, having the costs or billings incorrectly stated on your uncompleted jobs should prevent you from tying your summary of contracts out to your income statement.

Completed Contract Method

The completed contract method provides for the gross profits on uncompleted jobs at the end of each year to be deferred.

Consider the following example year end uncompleted jobs schedule:

	Revenues	Costs	Gross Profit
Uncompl. Job 1	100,000	80,000	20,000
Uncompl. Job 2	250,000	225,000	25,000
Uncompl. Job 3	150,000	135,000	15,000
Total Gross Profit on Uncompleted Jobs			60,000

Above, the deferred income at year end is $60,000. If Job 1 were completed, your deferred income would be $40,000.

Break Even Analysis

The importance of proper classification between direct, indirect and general and administrative expenses becomes very evident when it comes to the break even analysis.

The understanding of a company's break-even point serves as an integral part of an owners understanding of how the mechanics of how the financial statements tie into the profitability of the company.

With a proper break-even analysis, projected financial statements, long-term projected cash flow becomes possible.

Future profitability can be projected when varying the following:

- Projected Revenues
- Projected Gross Profit Percent
- Projected General & Administrative Expenses

The three factors to adjust when trying to figure out how to use your financial statements to make decisions are:

- Increase volume,
- Increase profitability
- Decrease overhead

Increasing volume can have a negative effect on your gross profit percent.

What can happen if you increase your gross revenue, and hold your gross profit margin?

Consider the following examples:

Construction Revenues	**500,000**	**750,000**	**1,000,000**	**1,250,000**
Costs of Construction	400,000	600,000	800,000	1,000,000
Gross Profit	100,000	150,000	200,000	250,000
Gross Profit %	20%	20%	20%	20%
General & Admin. Expenses	125,000.	125,000.	125,000.	125,000
Income before Income Taxes	(25,000)	25,000.	75,000.	125,000

Break Even Point 625,000
(125,000 / 20%)

What can happen if you increase your gross profit percent, and keep your revenue level constant. Consider the following examples:

Construction Revenues	750,000	750,000	750,000	750,000
Costs of Construction	637,000	600,000	562,500	525,000
Gross Profit	113,000	150,000	187,500	225,000
Gross Profit %	**15%**	**20%**	**25%**	**30%**
General & Admin. Expenses	125,000	125,000	125,000	125,000
Income before Income Taxes	(12,000.)	25,000	62,500	100,000
Break Even Point	**833,333**	**625,000**	**500,000**	**333,000**
	(125,000 / 15%)	**(125,000 / 20%)**	**(125,000 / 25%)**	**(125,000 / 30%)**

What can happen if you decrease your general and administrative expenses?

Construction Revenues	750,000	750,000	750,000	750,000
Costs of Construction	650,000	650,000	650,000	650,000
Gross Profit	100,000	100,000	100,000	100,000
Gross Profit %	**13%**	**13%**	**13%**	**13%**
General & Admin. Expenses	125,000	100,000	75,000	50,000
Income before Income Taxes	(25,000)	0	25,000	50,000
Break Even Point	**961,000**	**769,230**	**576,923**	**384,615**
	(125,000 /13%)	**(100,000 /13%)**	**(75,000 /13%)**	**(50,000/13%)**

SUMMARY OF CONTRACTS - FOR THE YEAR ENDED DECEMBER 31, 2007

Job #	Completed Contracts	Contract Amount	Costs to Date	Estimated Cost to Complete	Total Estimated Job Cost	Estimated Gross Profit	Percent Complete	Gross Profit Recognized Prior Year	Gross Profit Recognized Current Year	Costs Plus Gross Profit	Billings to Date	Cost & Earnings in Excess of Billings	Billings in Excess of Cost & Earnings	Percent Gross Profit	12/31/2006 Est. Percent Gross Profit
9613	DENVER	$654,063	$587,205				(E)	$62,069	$4,789	$654,063				10.2%	10.8%
9617	COLORADO SPRINGS	325,503	297,724					15,183	12,596	325,503				8.5%	5.7%
9619	CASTLEROCK	423,300	373,827					27,342	17,131	423,300				10.5%	12.2%
9620	EVERGREEN	410,763	373,078					33,904	3,781	410,763				9.2%	10.1%
9701	GRAND JUNCTION	839,944	792,700						47,244	839,944				5.6%	(D)
9711	AURORA	442,962	395,595						47,367	442,962				10.7%	
	MISC. SMALL JOBS	284,187	256,127						28,060	284,187				9.9%	
Total Completed Contracts		3,380,722	3,081,256					138,498	160,968	3,380,722				8.9%	
	Uncompleted Contracts														
9715	ENGLEWOOD	112,593	97,763	$4,300	$102,063	$10,530	95.8%		10,088	107,851	$103,510	$4,341		9.4%	
9718	NORTHGLENN	648,557	570,703	22,700	593,403	55,154	96.2%		53,058	623,761	585,703	38,058		8.5%	
9719	GOLDEN	14,235	5,764	6,700	12,464	1,771	46.2%		818	6,582	7,300		$718	12.4%	
9721	MORRISON	265,574	157,738	83,200	240,938	24,636	65.5%		16,137	173,875	180,525		6,650	9.3%	
9722	GREELEY	418,873	327,800	53,088	380,888	37,985	86.1%		32,705	360,505	343,800	16,705		9.1%	
9723	GLENWOOD SPRINGS	525,261	204,893	273,500	478,393	46,868	42.8%		20,060	224,953	251,500		26,547	8.9%	
9724	LITTLETON	33,747	26,451	4,100	30,551	3,196	86.6%		2,768	29,219	27,850	1,369		9.5%	
Total Uncompl. Contracts		2,018,840	1,391,112	$447,588	$1,838,700	$180,140			135,634	1,526,746	$1,500,188	$60,473 (1)	$33,915 (2)	8.9%	
Total Contracts		$5,399,562	4,472,368					138,498	296,602	4,907,468				6.0%	
Less: Amounts Recognized in Prior Years			(1,265,833) (B)				(C)	(138,498)		(1,404,331) (A)				8.6%	
Amounts Applicable to the Year Ended 12/31/97			$3,206,535 (4)						5 $296,602	$3,503,137 (3)				8.5%	(L)

SUMMARY OF CONTRACTS - FOR THE YEAR ENDED DECEMBER 31, 2006

Job #	Completed Contracts	Contract Amount	Costs to Date	Estimated Cost to Complete	Total Estimated Job Cost	Estimated Gross Profit	Percent Complete	Gross Profit Recognized Prior Year	Gross Profit Recognized Current Year	Costs Plus Gross Profit	Billings to Date	Cost & Earnings in Excess of Billings	Billings in Excess of Cost & Earnings	Percent Gross Profit	12/31/2007 Est. Percent Gross Profit
9513	ARAPAHOE COUNTY	$559,056	$504,205					$16,893	$37,958	$559,056				9.8%	9.5%
9517	DOUGLAS COUNTY	356,823	329,724					15,183	11,916	356,823				7.6%	7.7%
9519	LITTLETON	101,576	92,512					7,342	1,722	101,576				8.9%	8.1%
9520	EVERGREEN	310,763	273,078					33,904	3,781	310,763				12.1%	11.5%
9601	ARVADA	656,981	601,639						55,342	656,981				8.4%	
9611	ASPEN	183,700	165,000						18,700	183,700				10.2%	
	MISC. SMALL JOBS	249,470	226,127						23,343	249,470				9.4%	
Total Completed Contracts		2,418,369	2,192,285					73,322	152,762	2,418,369				9.3%	
	Uncompleted Contracts								(E)						
9613	DENVER	643,580	513,012	$61,140	$574,152	$69,428	89.4%		62,069	575,081	$556,780	$18,301		10.8%	
9617	COLORADO SPRINGS	320,280	252,140	49,957	302,097	18,183	83.5%		15,183	267,323	207,502	59,821		5.7%	
9619	CASTLEROCK	410,899	197,523	163,390	360,913	49,986	54.7%		27,342	224,865	240,963		$16,098	12.2%	
9620	EVERGREEN	395,563	303,158	52,612	355,770	39,793	85.2%		33,904	337,062	343,282		6,220	10.1%	(D)
Total Uncompl. Contracts		1,770,322	1,265,833 (B)	$327,099	$1,592,932	$177,390			138,498 (C)	1,404,331 (A)	$1,348,527	$78,122	$22,318	9.9%	
Total Contracts		$4,188,691	3,458,118					73,322	291,260	3,822,700				9.5%	
Less: Amounts Recognized in Prior Years			(350,950)					(73,322)	-	(424,272)				8.3%	
Amounts Applicable to the Year Ended 12/31/96			$3,107,168						$291,260	$3,398,428				8.6%	

TOOLBOX SOFTWARE
CURRENT ANALYSIS FILE
MONTHLY IN-HOUSE FINANCIAL STATEMENTS

COMPANY NAME Demo Company, Inc.

MONTH ENDED January 31, 2008

PREPARD BY Controller

Circle index number of work papers included in this binder

1. **Trail Balance**
2. **Financial Statements**
3. To Do Lists
4. Research

B **Cash**
C. Marketable Securities
D. Due to/from Stockholders/Affiliates
E. **Receivable**
F. Inventories
G. **Prepaid Expenses and Deposits**
H. Other Current Assets
I. **Fixed Assets and Depreciation**
J . Life Insurance
K. Other Non-current Assets
L. Investments and Notes Receivable
M. **Notes Payable and Long-term Debt**
N. **Accounts Payable**
O. **Accrued Liabilities**
P. Income Taxes (Including owner's tax planning)
Q. Other Liabilities
R. Pension and Profit Sharing Plan
S. Other Non-current Liabilities
T. Stockholders Equity
U. _____
V. _____
W **Income and Costs**
X. Expense and Other Income Analysis
Z. General Ledger and Journal Entries

PF. Permanent File Archive for the following:

PF-1 Book Basis Depreciation Schedules
PF-1 Fixed Assets Additions & Deletions (Standard Work paper)
PF-2 Notes Receivable
PF-3 Other Long-term Assets
PF-4 Notes Payable Amortization Schedules
PF-5 Other Long-term Liabilities
PF-6 Operating Leases

SAMPLE "C" CONSTRUCTION COMPANY, INC.

BALANCE SHEET
DECEMBER 31, 2007 AND 2006

ASSETS		
Current Assets		
Cash		$31,703
Accounts Receivable		
Trade	$119,000	
Retention	12,517	
		131,517
Costs & Estimated Earnings		
Earnings in Excess of Billings (1)		60,473
Prepaid Insurance		1,700
Inventory		4,000
Total Current Assets		229,393
Property & Equipment		
Net of Accumulated Depreciation		382,402
Other Assets		
Deposits		1,700
Total Assets		$613,495
LIABILITIES AND STOCKHOLDERS' EQUITY		
Current Liabilities		
Accounts Payable	$27,243	
Accrued Wages	3,715	
Payroll Taxes Payable	1,071	
Billings in Excess of Costs & Estimated Earning (2)	33,915	
Other Accrued Liabilities	2,184	
Income Taxes Payable	6,371	
Deferred Income Taxes	44,549	
Notes Payable - Current	56,513	
Total Current Liabilities		$175,561
Long-Term Liabilities		
Notes Payable - Long Term	133,873	
Deferred Income Taxes	31,478	
Total Long-Term Liabilites		165,351
Total Liabilities		340,912
Stockholders' Equity		
Common Stock	23,713	
Retained Earnings	248,870	
Total Stockholders' Equity		272,583
Total Liabilities & Stockholders' Equity		$613,495

SAMPLE "C" CONSTRUCTION COMPANY, INC.

STATEMENT OF INCOME
FOR THE YEARS ENDED DECEMBER 31, 2007 AND 2006

Construction Revenues			(3) $3,503,137	100.0%
Costs of Construction				
Direct Costs				
Materials	$911,707			
Labor	737,839			
Subcontractors	1,126,893			
Other Direct Costs	146,185			
Insurance	45,177			
Payroll Taxes	81,162			
Total Direct Costs		$3,048,963		87.0%
Indirect Costs				
Depreciation	60,956			
Indirect Labor	21,102			
Insurance	23,567			
Payroll Taxes	2,321			
Repairs & Maintenance	19,098			
Vehicle Expenses	7,280			
Other Indirect Costs	23,247			
Total Indirect Costs		157,571		4.5%
Total Costs of Construction			(4) 3,206,535	91.5%
Gross Profit			(5) 296,602	8.5% (6)
General & Admin. Expenses				
Advertising		1,818		
Depreciation		4,327		
Donations		1,100		
Dues & Subscriptons		1,807		
Entertainment		1,218		
Insurance		8,305		
Legal & Accounting		2,915		
Licenses, Taxes & Permits		5,217		
Office Supplies & Exp.		6,260		
Officers Compensation		62,080		
Other Salaries		93,772		
Payroll Taxes Payable		13,247		
Rent		18,000		
Telephone & Utilities		5,195		
Travel & Lodging		1,707		
Total General & Admin.			226,968	6.5%
Income From Operations			69,634	2.0%
(Provision) for Income Taxes			(15,080)	-0.4%
Net Income			$54,554	1.6%

Aging to General Ledger Difference

Issues

1. The AR or AP Aging does not tie to your trial balance as of the conversion date.
2. The AR or AP Aging does not tie to your trial balance subsequent to your conversion date.

Solution

Step 1. Print your Toolbox "Aging to GL Reconciliation" report. Use 01/01/2000 as your first cut off date, and user your conversion date as your second cut off date.
Note: you can drill down on the trial balance and aging.
Step 2. Print your Aging from your old system as of your conversion date.
Step 3. Print your Trial Balance from your old system as of your conversion date.

Compare the two Agings.

If there is a difference, you will need to enter or remove conversion invoices to/from Toolbox until your Toolbox aging matches your aging from your old system.

Compare the two trial balances. If there is a difference, consider the following:

- You may have invoices with the distribution posted to an account other than your control account(s)
- Verify that your opening trial balance journal entry matches your old system aging. They must match.
- Verify that your old system trial balance matches the opening trail balance journal entry into Toolbox. They must match.
- Verify that Toolbox's conversion date ending balance matches the old system trial balance. They much match.

Expecting Accurate Financial Information

Contractors should demand that their internal information include a monthly financial statement that adheres to Generally Acceptable Accounting Principles (GAAP) for the Construction Industry. SOP81-1 clearly provides guidelines for providing consistent accurate financial information.

At a minimum, a Contractor should review GAAP prepared monthly financial statements. They should include over/under billings, indirect costs allocations, and a full summary of contracts. This basic financial information process can take many hours, and require an accounting professional with industry experience. Or, the process can be automated with the right construction accounting software. Basic requirements for your software:

- Full Summary of Contracts that tie into the Income Statement.
- Automated Over/Under Billings entries.
- Automated Accrued Wages entries.
- Indirect costs applied to jobs should reflect automatically in the income statement.

Most construction specific software applications are weak when it comes to automating the construction accounting processes. Many contractors fight to have this type of information generated because of manual processes that are required with these systems. Many other contractors stay with products like QuickBooks indirectly costing them valuable financial information. The root of the problem is that many CPAs don't educate or push their clients to acquire internal processes that facilitate consistent accurate GAAP financial information.

Toolbox is the only accounting system on the market that automates SOP81-1. Tie out your books in a couple minutes. Accounting professionals should spend their time review the accuracy of the books. With the inadequacy of most Construction accounting application, Contractors waste much effort and money paying for these professionals to do bookkeeping. Even worse, they forgo expecting information. With the right SOP81-1 automated processes, Contractors can spend their money on the expertise accounting professionals can provide rather than paying them to be bookkeepers.

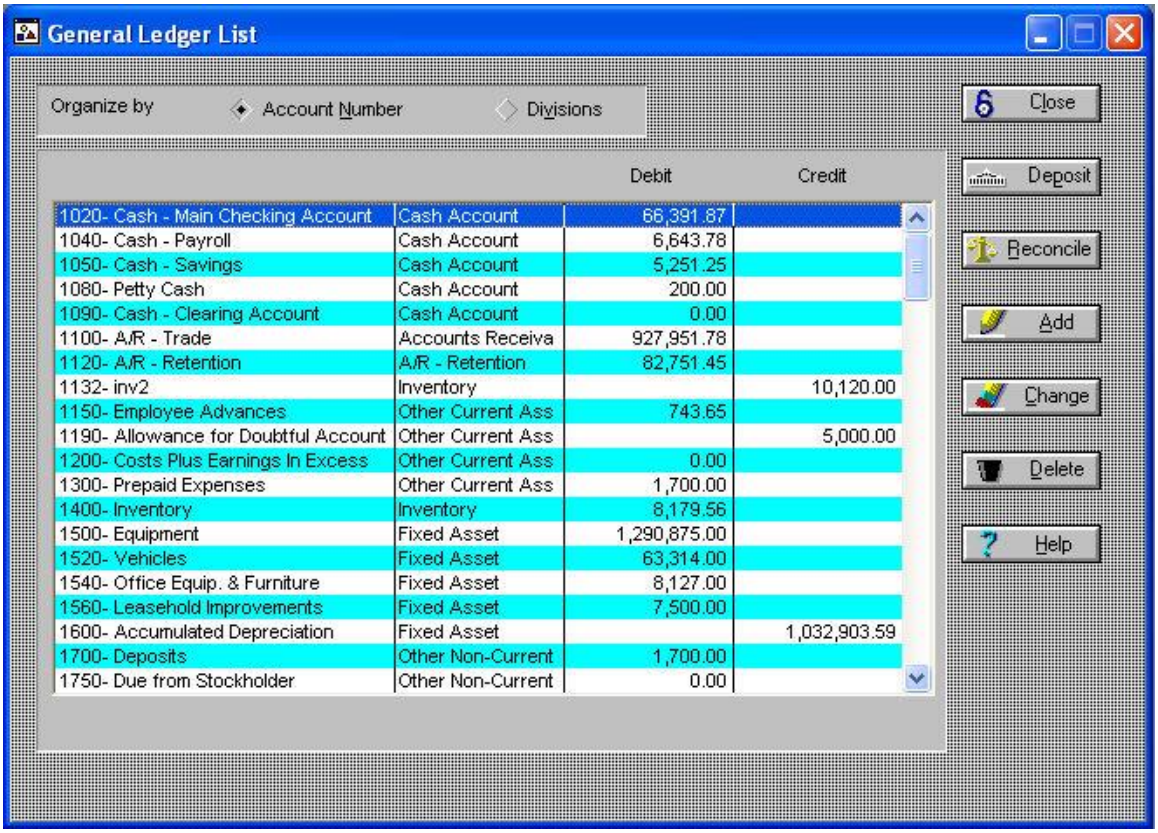
Construction industry business owners and CPA professionals who specialize in the industry need to take note. While there are many factors that lead to success, expecting consistent accurate financial information is a big one.

Expect that best accounting system when you decide to change systems. Too often decisions are based on scheduling, estimating, or document control. Decisions need to be made on based on Construction Accounting, Project Costing and Control, matching an ability to account for your projects in a manner consistent with your biding processes.

Smoke and mirrors: Do not purchase accounting based software unless the vendor is willing to put a copy of it on your computer. Many systems require extensive training to take advantage of features that are time consuming. You should be willing to project the expected human resources costs of forging through features for many years. Set up a job and bill that job. Enter and AP Invoice, and try to pay it. Enter a PO or Subcontract and try to use it to generate an AP Invoice. Try to modify the Billing, AP Invoice, AP Payment and PO/Subcontract. Enter a change order. These are seemingly simple steps that will significantly impact your decision. Your purchase decision should have more to do with the quality of the software than the talent level of the salesman.

Eric

Understanding the General Ledger List



The General Ledger List, aka chart of accounts, provides a list of all the general ledger accounts. The current balance for each account is shown as either a Debit or Credit. Double clicking on an account will open that account for added detail.

It is also used to add, change, and delete the general ledger accounts. In addition, it provides access to the deposit and bank reconciliation functions for cash accounts.

Creating G/L Accounts

To setup an account in your general ledger, go to G/L | General Ledger List and click 

. In the next screen, choose the account type by clicking on the account type from the list and clicking 

or double clicking the account type name.

Setup Tab

Type in the name and number for this account you want to appear in your general ledger list in the "Description" and "Number" fields.

Note: Toolbox uses a standard chart of accounts numbering scheme for the general ledger. To be consistent with the current numbering scheme, number your accounts according to the following guidelines:

100 or 1000 series Assets (Cash, Accounts Receivable, Inventory, etc.)
200 or 2000 series Liabilities (Accounts Payable, Accrued Wages, etc.)
300 or 3000 series Equity (Common Stock, Retained Earnings, etc.)
400 or 4000 series Job-Related Revenue (Revenue, Over/Under Billings)
500 or 5000 series Direct Job and Non-Job Costs (Direct Labor, Pension)
600 or 6000 series Indirect Job Costs (Equipment Depreciation, Repairs)
700 or 7000 series G/A Expenses (Advertising, Office Salary, Bank Fees)
900 or 9000 series Other Income and Expenses (Interest, Discounts)

You may enter any notes for your reference in the "Notes" section below the "Description" field.

Note: The "Notes" field on this tab is different than the "Notes" tab.

Above the "Description" field, you can designate this account as active or inactive. For example, you would list a bank account as inactive if you have recently switched banks or if you are closing an owner equity account after a partner has left your company.

Below the "Notes" field, Toolbox allows you to designate if this account is a sub-account of another account, as well as allow you to list a sub-type. Click to check the box titled "Sub-Acct Of" and select the parent account. If applicable, select the sub-type for this sub-account. This is an optional field and does not need to be completed.

To the right of the Active/Inactive radio buttons, you may see a field for more information, depending on the account type. In Cash-type accounts, you will see two fields asking for the "Bank Name" and "Electronic Transfer DFI". The DFI number is the routing number, always 9 numbers long, and your checking account number, listed together without a space between the two. For Indirect Expense accounts, you will need to enter an "Expense Type" and "Expense Association". In Direct Job Cost accounts, you need to enter an expense type, as well.

Budget Tab

In this area, you can determine the budget amounts for this account by month for the given year. You can set budgets for previous years, the current year, and future years. This is an optional tab.

Note: Toolbox can warn you if your actual totals exceed your budget for certain items. To turn this feature on, go to Utilities | Preferences. On the A/P tab, click to check "Warning when actuals exceed budget" and "Warning when cmtd exceeds budget". On the P/R tab, click to check "Warn When Budget Is Exceeded".

Custom Tab

The fields on this page are determined by you and can include any additional information for which Toolbox does not include a field. For example, you may list contact information or account open dates for your bank accounts, or list balance amounts for accounts prior to implementing Toolbox. All dates must be in the format MM/DD/YYYY.

A new entry line will be added once you have entered information into a blank line and clicked out of the field or hit the Tab key.

These are optional fields.

Attach Tab

You can associate computer files to an account on this tab. There is no limitation as to the type of file that can be listed here. This area is for referencing files on your computer or network without needing to search for these files when needed. For example, you can list recent financial statements, pictures of equipment or inventory, or notes payable.

To select a file to attach to the account, click the button titled 

. This will open a window that will allow you to browse your computer or network for the appropriate file. Once you have found the correct file, either double click on the file or single left click on the file and click 

. This will store the file location in Toolbox. Type a description to the left of the file location field. To open the file, click on the file you wish to see and click 

.

If your office is equipped with a scanner, you can scan files into Toolbox directly from this tab. Place the document into the scanner as normal and click the 

button in Toolbox. A box will open telling you the Scan function is ready and to place the original document on the scanner. Press the scan button on your scanner or click in Toolbox. Once your scanner has finished, the file will appear automatically in the list. The default file path will be C:\Toolbox\win32\docs. You can move this file to a different location on your computer or network and update the file path as needed. A default name will have been entered in the "Description". Update the file description as needed.

Notes Tab

This is an optional tab that allows you to list any other information about this account. This could include clarification for certain transactions, notes on transaction approvals by certain people, or notes of conversations pertaining to the account. Click the Stamp button before entering any text. Today's date, the current time, and the user name of the person creating the entry will appear.

Note: If you have entered text before clicking Stamp and the text is less than one line, the time, date, and user name will appear directly after your notes. If this text consists of more than one line, the Stamp feature will work as normal.

Your company should decide whether or not to set a company policy on editing previously created notes, as well as whether or not to use the Time/Date/User Stamp function. Many legal jurisdictions may consider the information listed on this tab to be legal documentation. Consult a legal professional for more information.

Modifying G/L Accounts

To change the settings for an account in your G/L list, double click on the account you wish to modify or single left click on the account and click Change .

Transactions Tab

There are no settings to change on this tab. For more information on transaction processing, see Procedures.

Deposits Tab (Cash Accounts Only)

There are no settings to change on this tab. For more information on bank reconciliation, see Procedures.

Setup Tab

To change the account type, i.e. from notes payable to accounts payable, click Change . Select the new account type by double clicking or single left clicking on the new account type and clicking OK . If the account type changes significantly, i.e. from an asset to a liability, make sure to update the account number accordingly.

This type of change should not occur except in very unique situations or when correcting account type errors.

Note: You cannot change a Direct Job Expense or Direct Non-Job Expense account to another account type. Changing the account type for these accounts leads to inaccurate monthly tie outs and is not recommended.

To change the name or account number for an account, simply type the new name or number in the "Description" or "Name" fields, respectively.

To set an active or open account as inactive or closed, click the radio button next to "Inactive". To set an inactive or closed account as active or open, click the radio button next to "Active".

You can set an account as a sub-account of another existing account. Click to check the box titled "Sub-Acct Of" and select the parent account. If applicable, select the sub-type for this sub-account.

Note: You will only be able to select a parent account with the same account type as the account you are modifying. If you have changed account types, you will need to click and select the account again to refresh the list of accounts available for the parent account.

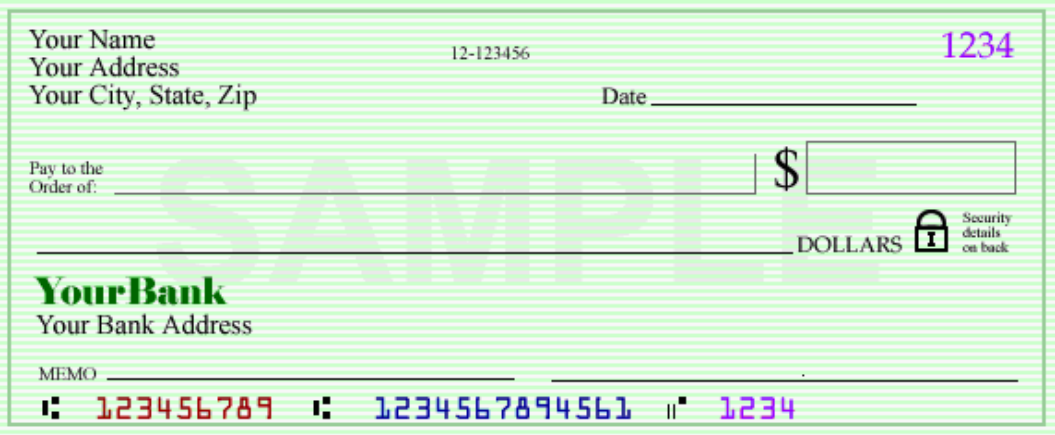
If your company uses Divisions, Departments, or Companies, you can select the entities to which this account belongs by clicking to check the box next to "Member of Div", "Departments", or "Companies" and selecting the corresponding entity. For more information on setting up Divisions, Departments, and Companies, see Setting Up Other Entities.

Bank Name and Electronic Transfer DFI (Cash Accounts)

Updating your bank name in the "Bank Name" field will not change the account name that appears on the G/L list. This field is optional and for your reference.

The "Electronic Transfer DFI" field is where you can list your bank account transit/routing number and account number. These numbers should be listed together without spaces or other characters. The transit/routing number is always nine (9) digits long. The account number should be the number listed second on the bottom of the check or deposit slip. Include all leading zeroes shown on the check or deposit slip.

Note: DFI stands for Department (or Division) of Financial Institutions. For our purposes, DFI refers to a standard format for listing routing and account numbers for electronic transfer activities.



Expense Types (Direct Expense Accounts)

Direct Expense accounts need to be associated to an expense type. These types can be modified by going to Job Cost | Direct Cost Type List.

Adjustment Associations (Direct/Indirect Expense Accounts)

If any Payroll Adjustments affect the account you are modifying, a list of accounts and adjustments will appear here. You may change the associated account for each adjustment in this area or in the adjustment screens for each payroll adjustment. Payroll adjustments are set up by going to the Payroll menu and selecting one of the various payroll adjustment areas from Payroll Adjustments through Workers Compensation.

Payroll Adjustments for this G/L Account (Direct/ Indirect Expense Accounts)

This area is used for conditional situations where payroll adjustments need to be made. In Payroll | Payroll Adjustments, if any of your listed adjustments have the box checked next to "Conditional: must be present on Employee and *either* Job or G/L Acct", and this adjustment needs to be tied to a G/L account, you will see and be able to change the payroll adjustment in the G/L account notebook and the Payroll Adjustments area.

Budget Tab

Under the Budget Tab, make sure the year for modification in the "Budget Year" is correct. Type the new budget numbers per month in the appropriate fields.

Custom Tab

Modify fields as needed. A new entry line will be added once you have entered information into a blank line and clicked out of the field or hit the Tab key. All dates must be in the format MM/DD/YYYY.

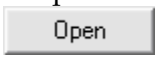
Attach Tab

To add files to this tab, click 

. Browse your computer or network for the file to add, single left click on the file, and click 

. Type a description for the file.

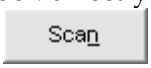
To change the file location for a specific file listed, single left click on the file line to be changed and click 

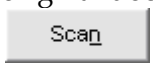
. Browse your computer or network for the new file location, single left click on the file, and click 

.

To remove a file from this list, click 

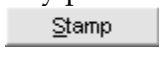
. Removing the file from this list will not delete the file from the computer or network location, nor will it remove this file from any other account in which the file is listed. This function only removes the file from this list for this account.

If your office is equipped with a scanner, you can scan files into Toolbox directly from this tab. Place the document into the scanner as normal and click the 

button in Toolbox. A box will open telling you the Scan function is ready and to place the original document on the scanner. Press the scan button on your scanner or click 

in Toolbox. Once your scanner has finished, the file will appear automatically in the list. The default file path will be C:\Toolbox\win32\docs. You can move this file to a different location on your computer or network and update the file path as needed. A default name will have been entered in the "Description". Update the file description as needed.

Notes Tab

Any previously created note can be edited, if necessary. To make a new entry, click 

and enter the text between the current time/date/user stamp and the row

of dashes indicating the end of the current entry. If no previous entries have been made, the line of dashes will not appear.

If the text listed in the Notes area needs to be printed, click 

.

Your company should decide whether or not to set a company policy on editing previously created notes, as well as whether or not to use the Stamp function. Many legal jurisdictions may consider the information listed on this tab to be legal documentation. Consult a legal professional for more information.

Deleting G/L Accounts

Deleting G/L accounts can only be performed if no transactions have been posted to the account. To delete a G/L account, single left click on the account and click 

. A window will open asking if you are sure you want to delete this account. Click "OK" to delete the account.

Note: Accounts can be renamed, renumbered, and reclassified as another account type. If you are deleting one account to add another, consider merely changing the account characteristics under the "Setup" tab in the account notebook.

Working with Departments, Divisions and Companies

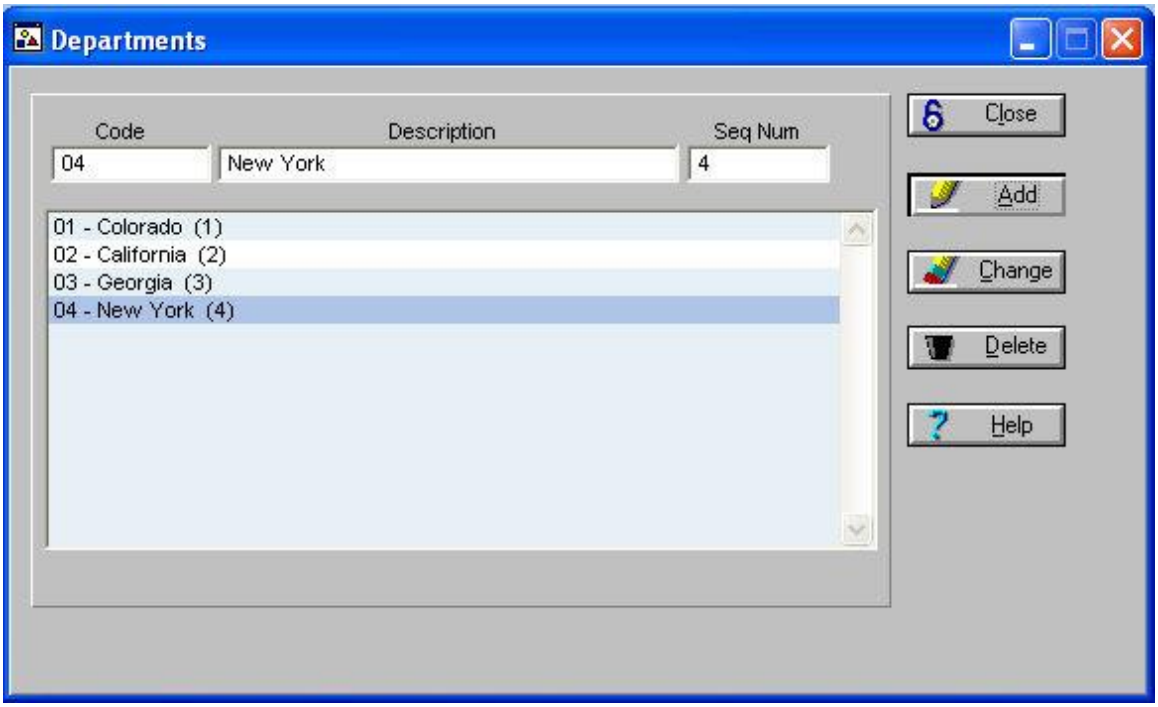
Toolbox offers three additional ways to break down your financial statements and entities.

Department, Division and Company digit lengths are set under Utilities | Preferences | GL

Departments and Companies are dynamic with respect to GL accounts, and thus do not expand your GL. Divisions on the other hand require a new GL account each time you want to associate a GL account to a division.

Departments are set up under G/L | Departments.
Companies are set up under G/L | Companies.
Divisions are set up under G/L | Divisions.

Departments

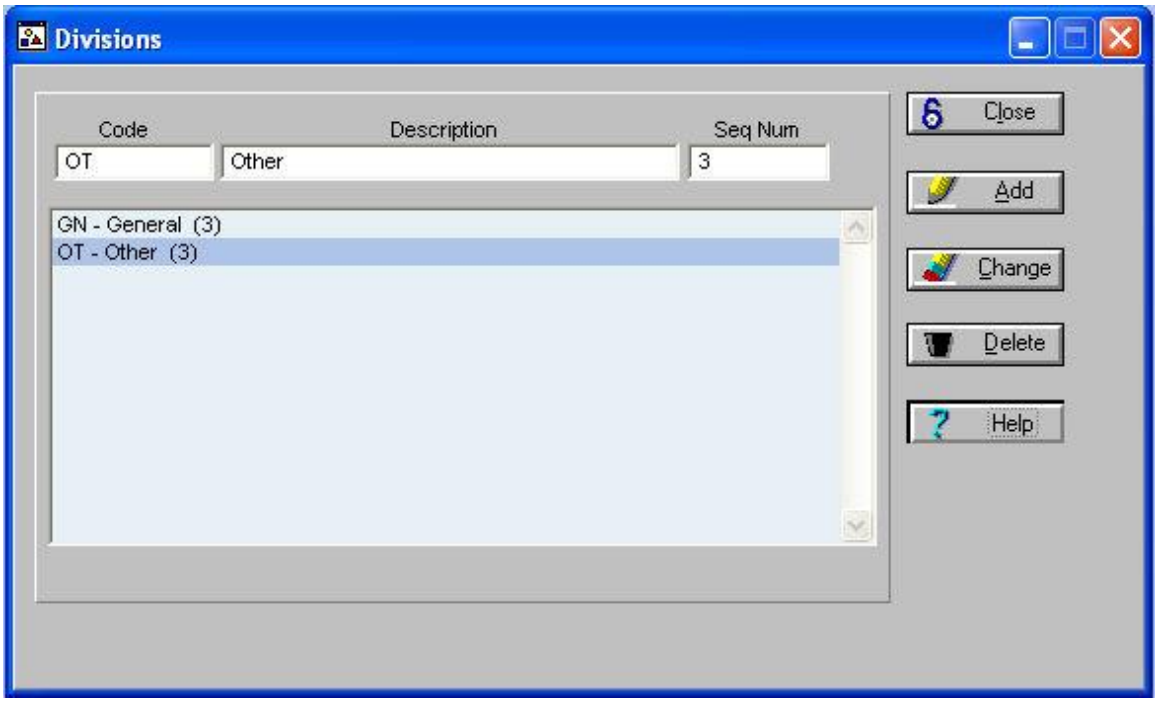


Departments can be used to differentiate General Ledger Accounts. Department Numbers may be up to five alpha-numeric characters as defined in the General Ledger System Preferences.

Note: *The department length must be set up before department can be added.*

Departments are associated to each GL Account in the Setup tab of the GL Account notebook. When you assign 1 or more digits to the length of Departments, a Departments Grid appears in the Setup tab of the GL Accounts. For each department you want to associate to a particular GL account, check the box to the left of the department in the Departments grid in the Setup tab. You will need to repeat this process for each GL Account you want to associate to the department(s).

Divisions



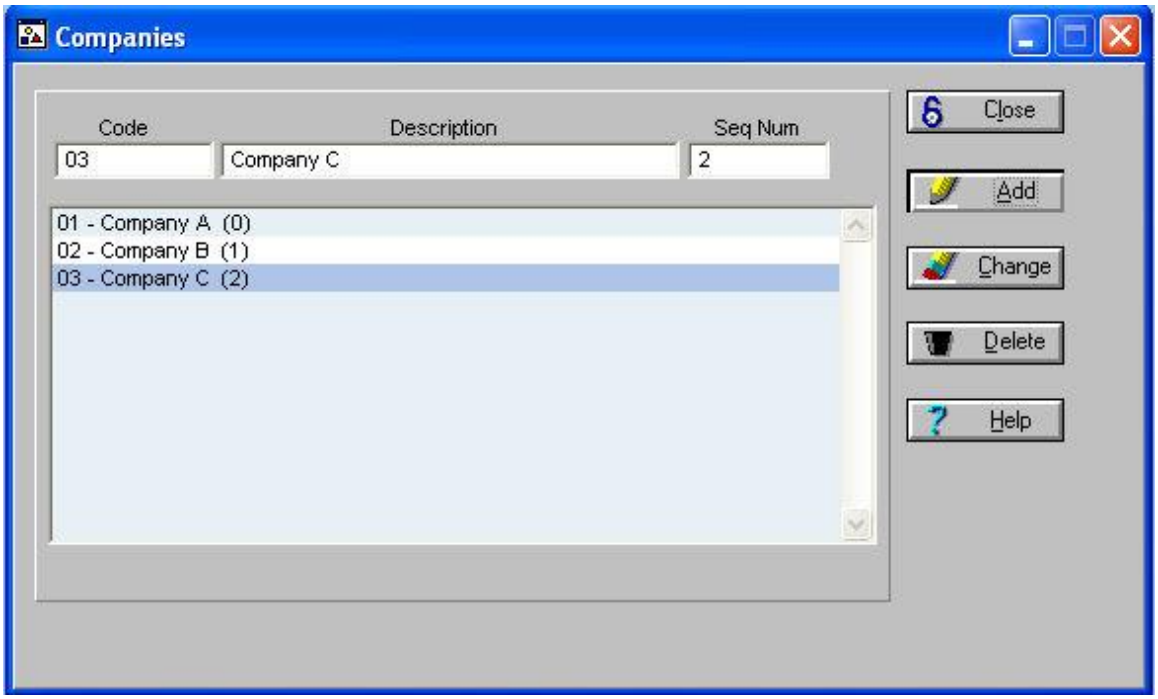
Divisions can be used to group General Ledger Accounts. Division Numbers may be up to five alpha-numeric characters as defined in the General Ledger System Preferences. Note: The division length must be set up before divisions can be added.

Divisions are assigned to a particular GL Account in the Setup tab of the GL Account notebook. Unlike Departments and Companies, only one division can be assigned to a G/L Account. You must set up additional G/L Accounts if you choose to associate multiple divisions to a G/L Account Number.

Companies

Toolbox facilitates two types of Multi-Company setup. You can set-up multiple companies within the same database or you can set up new companies using different databases.

Multi-Company in the same Database:



Companies can be used to differentiate General Ledger Accounts. Company Numbers may be up to five alpha-numeric characters as defined in the General Ledger System Preferences.

Note: The department length must be set up before divisions can be added.

Companies are associated to each GL Account in the Setup tab of the GL Account notebook. When you assign 1 or more digits to the length of Companies, a Companies Grid appears in the Setup tab of the GL Accounts. For each Company you want to associate to a particular GL account, check the box to the left of the Company in the Companies grid in the Setup tab. You will need to repeat this process for each GL Account you want to associate to the Company(s).

Multi-Company in Separate Databases:

You will set-up multiple ODBC drivers for each database in your installation process. This will allow you to select the particular database you want to work on when logging into Toolbox.

Financial Reporting using a Single Database:

You can choose the Department, Division, and/or Company to filter for when generating financial statements.

Financial Reporting using Multiple Databases:

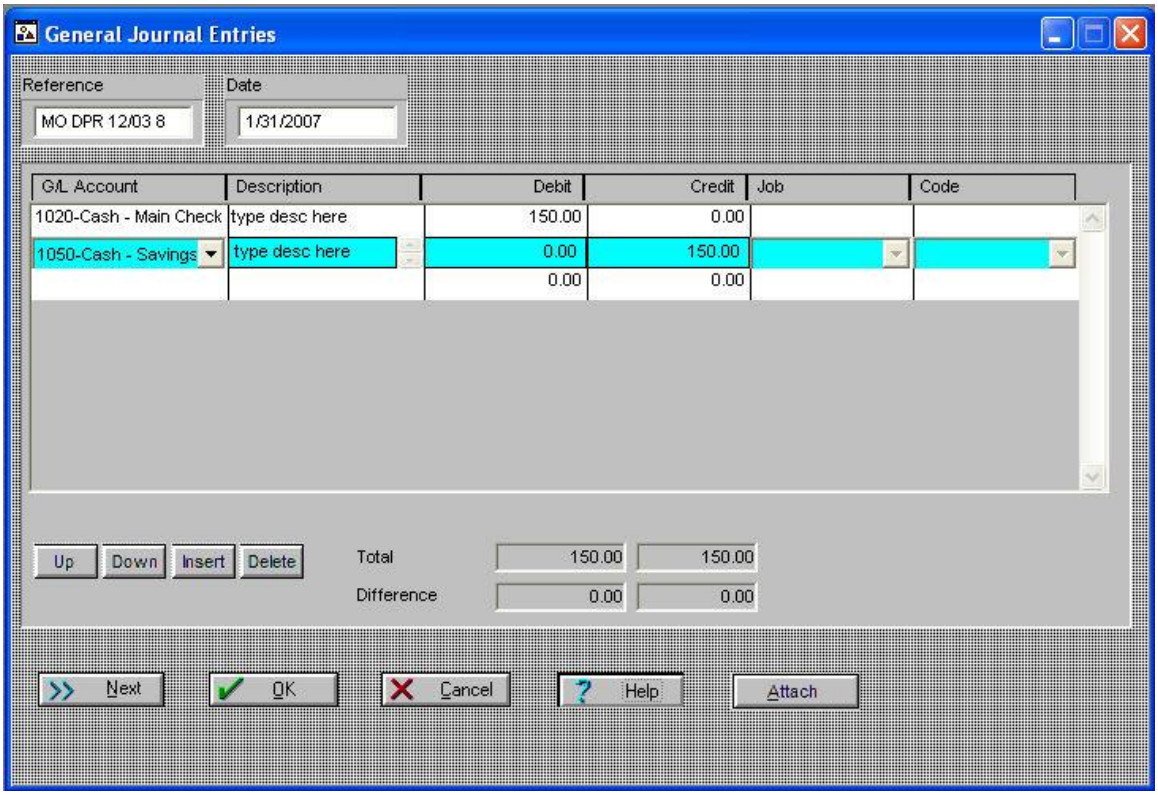
If you set up separate databases for multiple companies, you can run consolidated financial statements under G/L | 8. Print Consolidated Financials. Note: This report requires additional set-up that requires that you identify which companies you want to include.

Contact support if you need help associating the Companies to your Consolidated Financial Statements report.

Note about length of digits assigned to Departments, Divisions and Companies: Be careful not to assign more digits than necessary. If you do, the software will not allow you to reduce the length. If you need to reduce the length, we will need to do it for you with a support call. You can assign additional digits at any time. The reason we do not allow you to automatically reduce the length is because we have a business rule disallowing duplicates. Reducing the length may cause duplicates.

General Ledger Transactions

Journal Entries



Purpose:

To make a journal entry for a single transaction.

Access By:

Selecting **G/L | Journal Entry** from the main menu bar.

Field Descriptions:

Reference: This field auto-populates with the next available reference number, or enter another alphanumeric number.

Date: This field auto-populates with today's date.

Account: The GL Account Number for the selected line

Description: The description for the selected line of the journal entry.

Debit: The amount to debit.

Note: Each journal entry requires a debit amount and a credit amount. The debit amount is usually entered first. On a compound entry, the debit is always entered first.

Credit: The amount to credit.

Note: The amount entered in the debit field will auto-populate to the credit field. It can be altered to allow for compound entries.

Job: The job number, if applicable.

Note: A job number is required for any job specific General Ledger accounts.

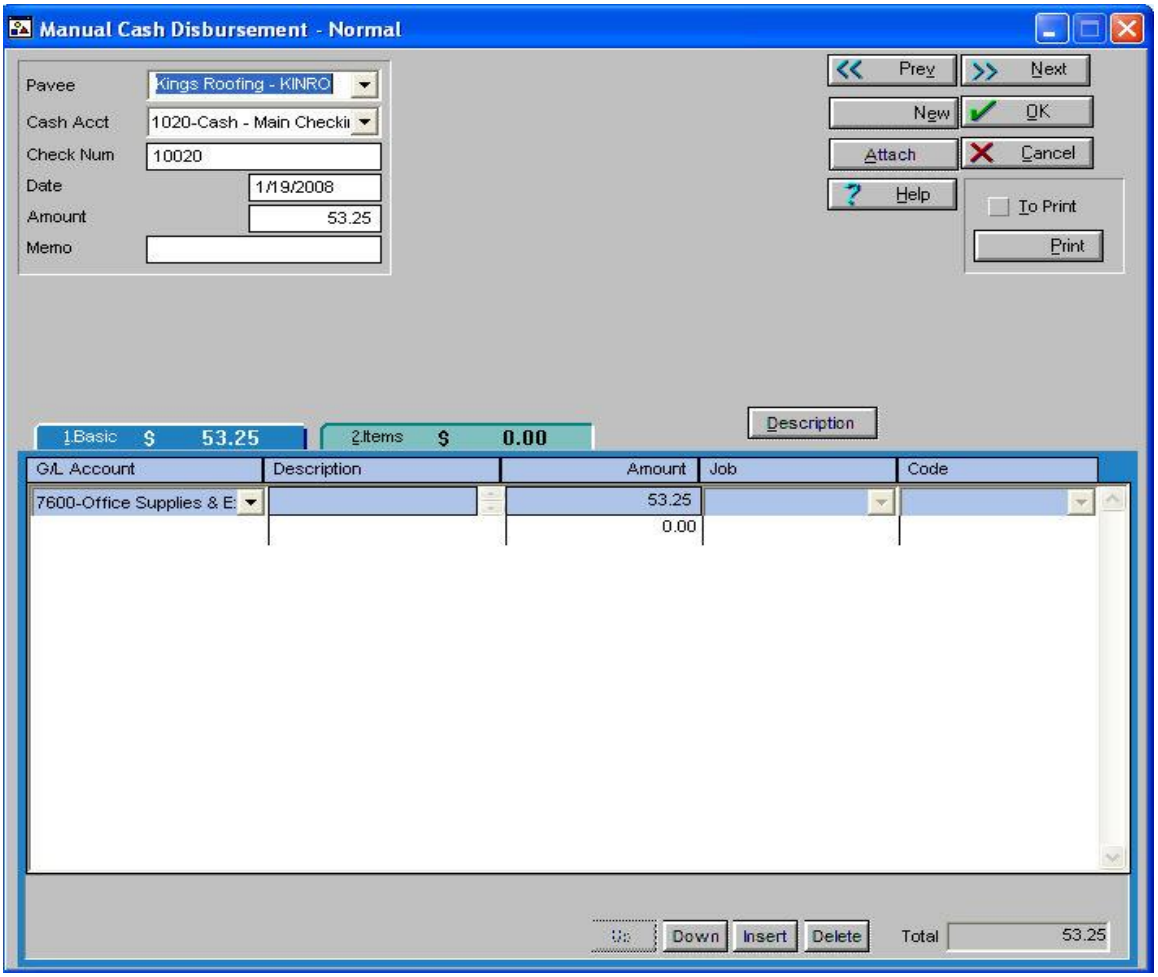
Cost Code: The cost code, if applicable.

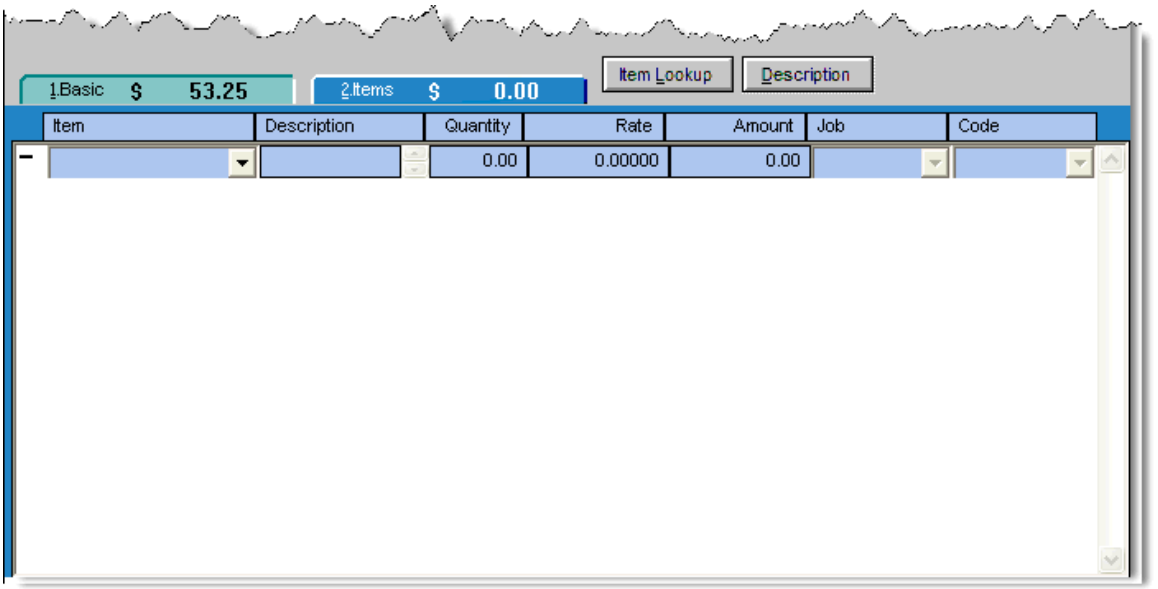
Note: A cost code is required for any job specific General Ledger accounts.

Total: This field auto-populates with the amounts entered in the debit and credit columns.

Difference: This field auto-populates with any amounts that have not been applied, both on the credit and/or debit sides. This amount **must be zero** before the journal entry can be posted.

Manual Cash Disbursements





Purpose:

To enter and track manual cash disbursements that do not effect accounts payable.

Access By:

Selecting **G/L | Manual Cash Disbursement** from the main menu bar.

Customize Screen:

The fields that appear on the screen can be customized through Utilities | Customize | Man. Cash Disbursement.

Field Descriptions:

Payee: Enter the name of the business or person to which the check/ disbursement will be made. The payees that can be listed are A/P Vendors, Subcontractors and Misc. Vendors. The Vendors are set up under A/P | Vendor List. The types of payees that are displayed can be set up under Utilities | Preferences | A/P.

Cash Account: Enter the General Ledger cash account number to use. This field defaults to the default cash account set up under Utilities | Preferences | A/P.

Check Number: This field auto-populates with the next check number that will be used. It can be manually overridden.

Date: Enter the date of the check/disbursement. The date auto-populates with transaction date of the last cash disbursement entered.

Amount: Enter the total amount of the check/disbursement.

Memo: Enter a memo for the transaction for in-house use (not required).

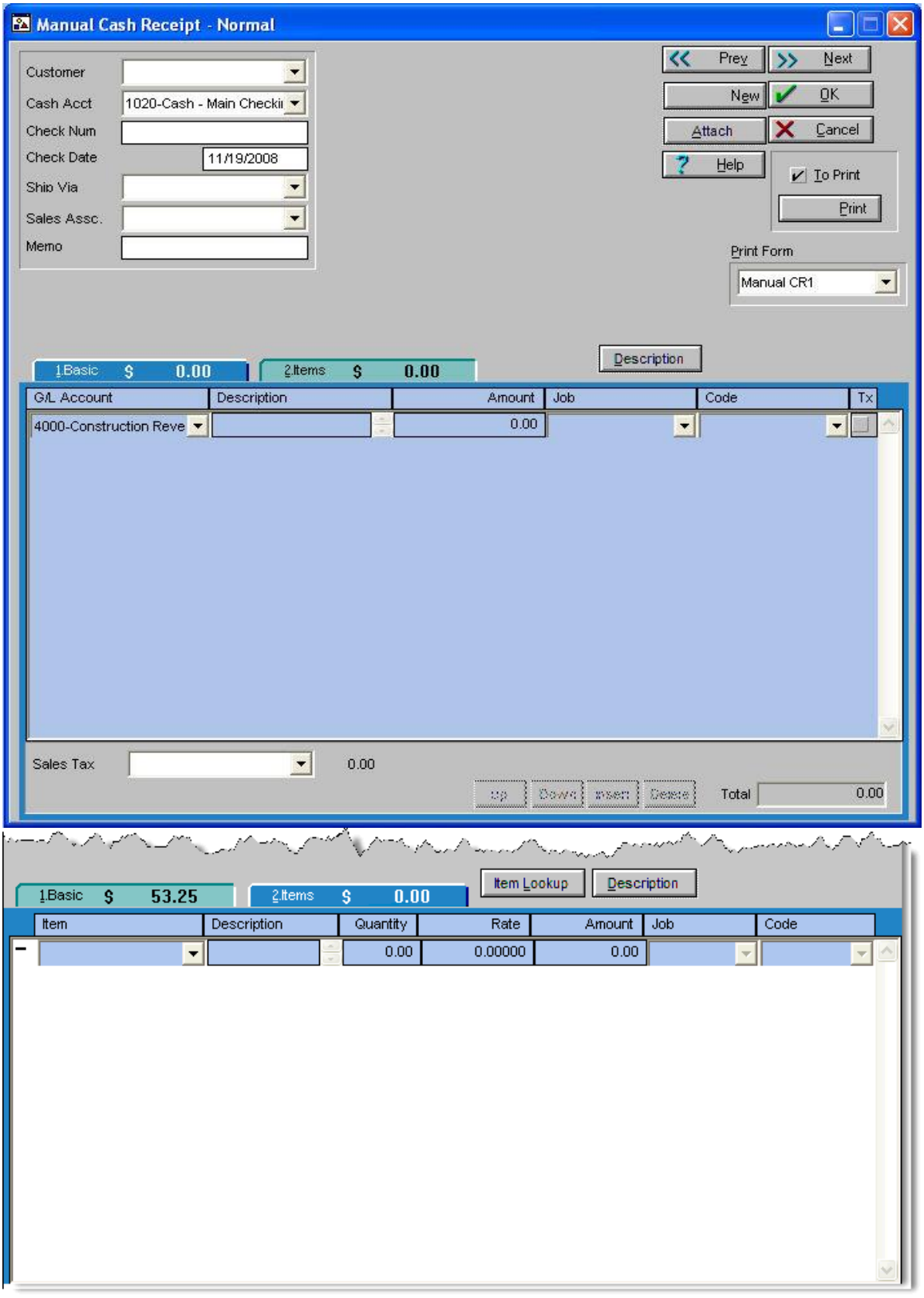
Basic Folder Tab: The Basic tab is used to manually fill in items or services.

Items Folder Tab: The Items tab is used for items or services that are purchased on an on-going basis.

Total Footer: This footer is utilized by both the 1Basic and 2Items folder tabs.

Total: This amount is auto-populated with the amount that is entered from the Amount field, or the amounts that are entered for all items from tab 1Basic and tab 2Items.

Manual Cash Receipts



Purpose:

To enter and track manual cash receipts that do not effect accounts receivable.

Access By:

Selecting G/L | Manual Cash Receipt from the Main Menu Bar.

Field Descriptions:

For items or services used continuously, set the item up in the A/R or A/P | Items List to save data entry time. **Note:** When amounts are entered in the Basic or Item tabs, the total amount entered will appear at the top of each respective tab.

General Ledger Account: Enter the appropriate General Ledger account number by selecting one from the drop-down menu.

Description: Enter the description of the item that is being sold.

Quantity: Enter the quantity of items being sold.

Rate: Enter the rate for one item.

Amount: This field auto-populates with the total quantity multiplied by the rate of one item.

Job: A job number must be associated with the line item if a job specific General Ledger account number has been chosen. If a job specific General Ledger account number has not been chosen, and then this field will be disabled.

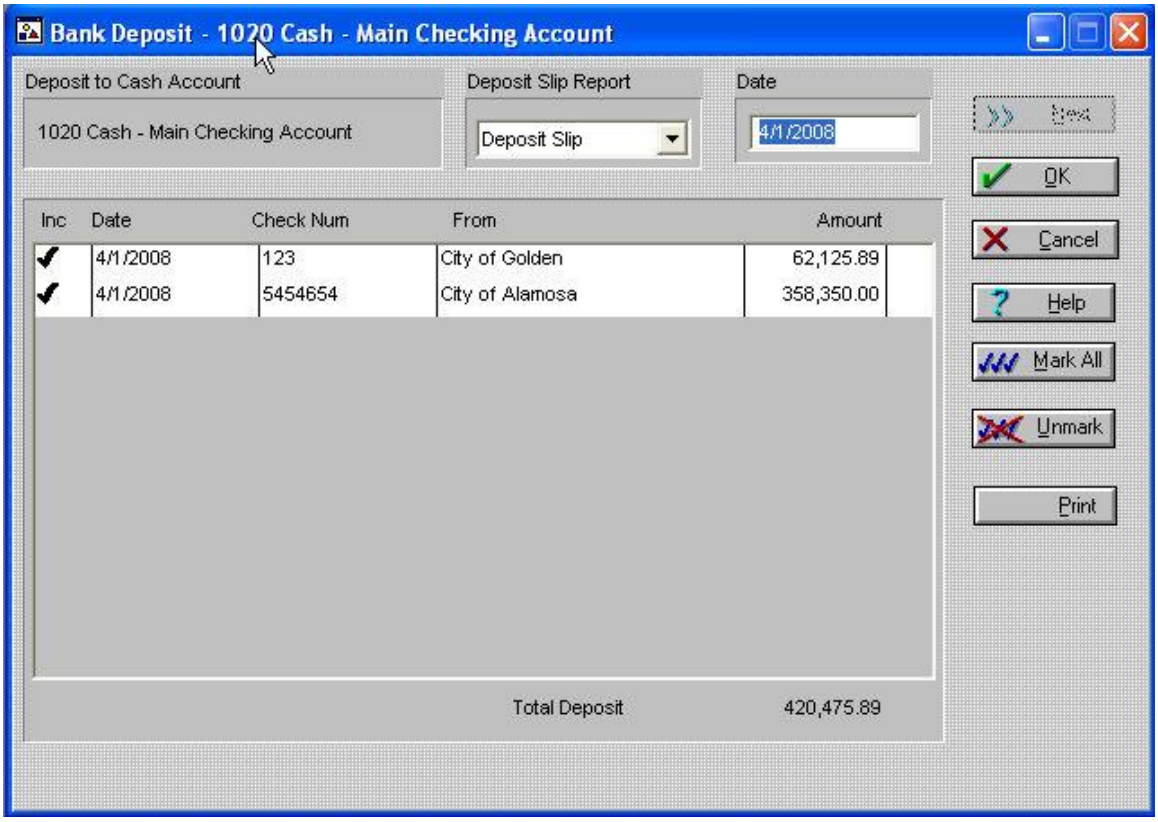
Billing Code: Used for Cash Sales only. A billing code must be associated with the line item if a job specific General Ledger account number has been chosen. If a job specific General Ledger account number has not been chosen, and then this field will be disabled. On all transaction screens this list is filled based on the General Ledger Account. If it is a Job Revenue, the Billing Codes are shown. If it is a Direct Expense, it will have the Cost Code Library or the jobs Budget based on system preference.

Tax: Used for Cash Sales only. Click on this box if tax is to be included for the cost of this item.

Cost Code: Used for Cash Purchases only. Enter the cost code associated with the item purchased.

Note: In the A/P | Vendor List vendor tab, a default Cost Code may be entered. The cost code will auto-populate when choosing the vendor.

Bank Deposits



Purpose:

To group Cash Receipts to match bank statement deposits during Bank Reconciliation.

Access By:

Selecting **G/L | General Ledger** List from the Main Menu Bar, and then select the cash account, and finally select the Deposit button.

Field Descriptions:

Deposit to Cash Account: *The account selected appears in this field. It cannot be altered in this screen. To select another account, cancel and repeat above steps.*

Date: *The current date defaults to this field. It can be altered to any valid date. For your deposit to register, this date must be the same as the date listed when you "INC" a deposit.*

Incorporate: *Click in this box to include the line item in the deposit.* **Note:** *by clicking on this box again, it will de-select the line item.*

Note: The following items are auto-populated with the information generated from A/R | Receive Payment or from G/L | Manual Cash Receipts. This information cannot be altered in this screen.

Date: *This date represents the day the check was received.*

Check Number: *Enter the number of the check that was received.*

From: *Enter the vendor or payer the check was received from.*

Amount: *Enter the amount of the check.*

Total Deposit: *This field auto-populates with the amounts that are included in the deposit, either by selecting each individual check via the include button or selecting the mark all option.*

Mark All/Unmark: *Select the Mark All button to include all line items in the deposit. Conversely, by selecting the Unmark button, all line items will be unselected.* **Note:** *If most of the line items need to be included, select the Mark All button, and then de-select the individual line items that will not be included in this bank deposit.*

Creating Deposit Slips

When an A/R payment is received, Toolbox will automatically create a deposit slip and list the transaction in the cash account into which the payment was made. You can prevent Toolbox from automatically creating a deposit slip by going into Utilities | Preferences | G/L and uncheck "Auto-create bank deposits". If you do not want Toolbox to create these slips, once a payment is received, they will be waiting at the deposit slip area. You will find this area when you single click in the G/L on the cash account where the deposit was made and click 

on the right side.

After entering the A/R payment into Toolbox, the payment can be seen in the cash account under the Deposits tab. Click on the  icon or go to G/L | General Ledger List. Double click on the cash account that received the deposit and click on the Deposits tab. The payment amount may include payments from the same customer made for different invoices. For example, if one payment was made to payoff multiple invoices, only one deposit will show for that customer and date. If you need to split a single payment receipt for the same customer to match separate invoices, you must make a separate A/R Receipt for each invoice.

If more than one deposit were entered for the same date, Toolbox will list these deposits under the same date. Double click on the cash account where the payment was made and click on the Deposits tab. All deposits made in the date range given at the top of this tab are listed. The dates when deposits were made are listed in the first column, followed by the number of deposits made on that date and the total amount of all deposits made on that date. To see all deposits for a single date, double click on the line

you wish to view. This screen will show the Receipt Date for the payments (as listed on the A/R Payment), the Check Number, who made the payment, and the amounts for each payment. If Toolbox is set to auto-create deposit slips, the payment receipt date and deposit date will be the same.

To list deposits made on the same date on different deposit slips, double click on the G/L account and go to the Deposits tab. Double click the date you wish to change, uncheck the box in the "Inc" column next to the deposit you wish to list separately and click 

twice. On the General Ledger, click once on the cash account where the payment was made and click 

. This list will show all of the transactions that were just removed from the Deposit tab. Click to check the box in the "Inc" column for all deposits you wish to include on the new deposit slip and click 

. Now, when you go back to the cash account, on the Deposit tab you will see the separate line for the separate deposit.

Reversing an A/R Receipt

If an A/R receipt needs to be reversed, find the deposit in the cash account ledger and double click to open it. Click Utilities | Reverse AR Receipt. You should see two boxes pop up confirming that you do want to reverse this receipt. Click 

to both boxes.

Note: After reversing the receipt or after modifying an A/R invoice for which a payment has been received, Toolbox may not update the deposit slip associated with the receipt. You will need to go back to the cash account in the G/L, double click the account (or single click on the account and click 

), go to the Deposits tab, double click on the affected deposit, and delete the reversed payment in the deposit slip.

If the reversed receipt does not show in the Deposits tab, you do not need to do anything. The receipt should have been removed by Toolbox.

If you need to re-enter the A/R receipt, follow the normal A/R Receipt procedure.

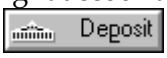
Bank Reconciliation

Bank reconciliation in Toolbox is available for all cash accounts. From the G/L, single click on the cash account to reconcile and click 

. On the Define tab, put the bank statement start date and end dates in the top fields. Input the starting and ending statement balances in the upper-right side of this tab.

In the middle of the Define tab, you will see an area where entries can be made. This area is where you can put any service charges, earned interest, or other bank-related items that have been incurred in the statement period.

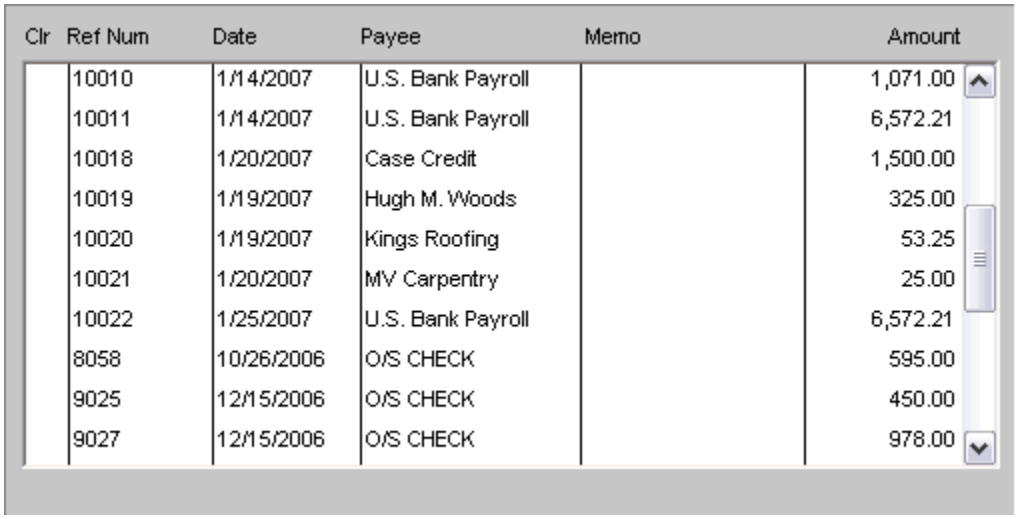
On the Deposits tab, you will see a list of all checks that have not cleared your bank up to the ending date on the Define tab. You can also see how many items were on the deposit slip and the total for the slip. In the "Clr" column, mark all deposits that show in your bank statement. You will notice the numbers change at the bottom of the window as you mark your recorded deposits.

Note: If you do not see a deposit here that shows on your bank statement, check to make sure the A/R receipt was recorded in the right account and for the correct date. Next, check the Deposit Slip area by clicking on 

from the G/L.

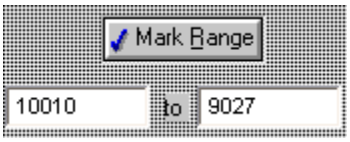
On the Checks tab, you will see a list of A/P invoices for which payments have been sent. Again, this is a complete list of outstanding checks up to the Ending Date on the Define tab. The checks will be sorted according to the reference or check number. In the "Clr" column, mark all of the checks that appear on your bank statement. To mark a range of checks, under the 

button, list the first reference number as listed in the "Ref Num" column in the left box and the last reference number in the right box. If a lower number on the list is put into the left box and a higher number in the right box, no boxes will be checked. For example, consider the following list of checks:

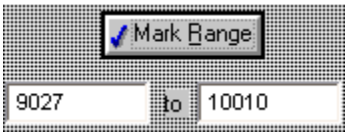


Clr	Ref Num	Date	Payee	Memo	Amount
	10010	1/14/2007	U.S. Bank Payroll		1,071.00
	10011	1/14/2007	U.S. Bank Payroll		6,572.21
	10018	1/20/2007	Case Credit		1,500.00
	10019	1/19/2007	Hugh M. Woods		325.00
	10020	1/19/2007	Kings Roofing		53.25
	10021	1/20/2007	MV Carpentry		25.00
	10022	1/25/2007	U.S. Bank Payroll		6,572.21
	8058	10/26/2006	O/S CHECK		595.00
	9025	12/15/2006	O/S CHECK		450.00
	9027	12/15/2006	O/S CHECK		978.00

To mark all of these checks, you need to input the range like this



and not like this

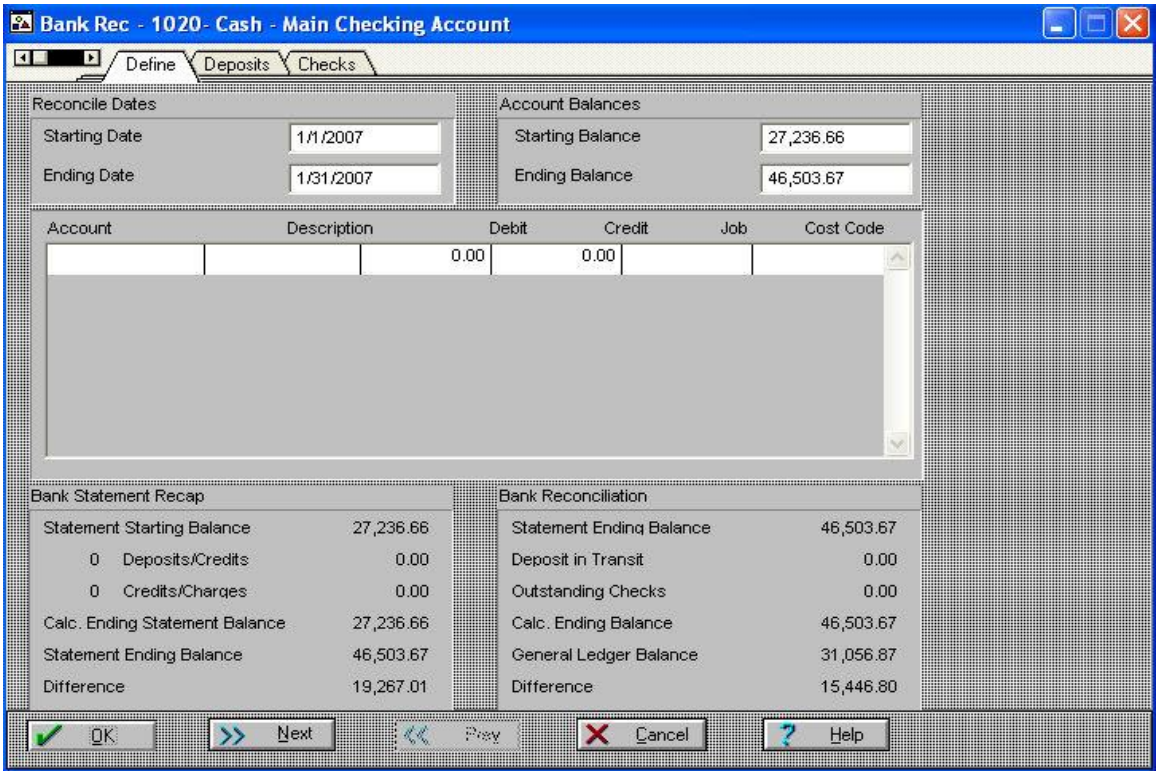


Since the reference number "10010" is listed higher vertically on the list than "9027", "10010" must be placed in the left box. This search field is not concerned specifically with numeric value and will work for alphabetic and alphanumeric reference numbers, as well.

On the bottom of all tabs, you will see two boxes. The left box tracks the differences in the deposits and checks written against the account and the totals on the statement. The right box compares the statement ending balance, taken with the deposits in transit and outstanding checks, to the general ledger balance for this cash account as of the Ending Date on the Define tab. The figures and totals change depending on the information entered during reconciliation. These boxes cannot be directly altered. When you are finished with your bank reconciliation, click 

If the Difference fields on the bottom of both boxes do not equal "0", a window will pop up stating your reconciliation is not balanced. You can proceed without balancing to "0" or go back and change the information in the reconciliation.

Bank Rec: Define Tab



Purpose:

This tab is used to select the parameters for the reconciliation information.

Access By:

Selecting **G/L | General Ledger** List from the Main Menu Bar, and then select the cash account to reconcile, select the Reconcile button.

Field Descriptions:

Reconcile Starting Date: This field auto-populates with the date that is one month prior to the current date. Or enter the date the bank statement was generated.

Reconcile Ending Date: This field auto-populates with the current date. Or enter the ending date from the bank statement.

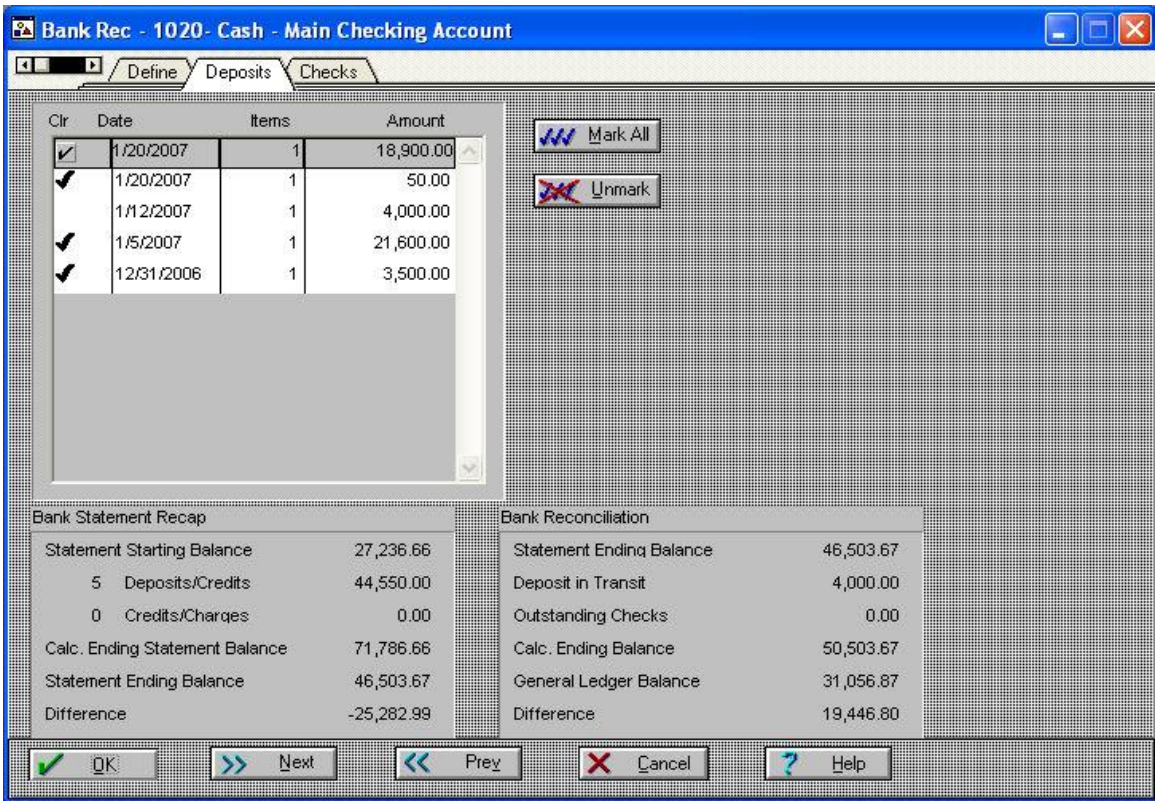
Account Starting Balance: Enter the beginning balance from the last reconciliation.

Account Ending Balance: Enter the ending balance from the bank statement.

Account: To include service charges or interest received, select the appropriate General Ledger account from the pull down menu, or type in the first few numbers or letters of the account name.

Description: Enter a description of the transaction. **For example:** service charge, NSF check, or interest received.

Bank Rec: Deposit Tab



Purpose:

This tab is used to reconcile deposits.

Access By:

Selecting **G/L | General Ledger** List from the Main Menu Bar, and then select the cash account to reconcile, select the Reconcile button, and finally select the Deposits tab. All deposits that were included in the "DEPOSIT TO CASH ACCOUNT" will appear here.

Field Descriptions:

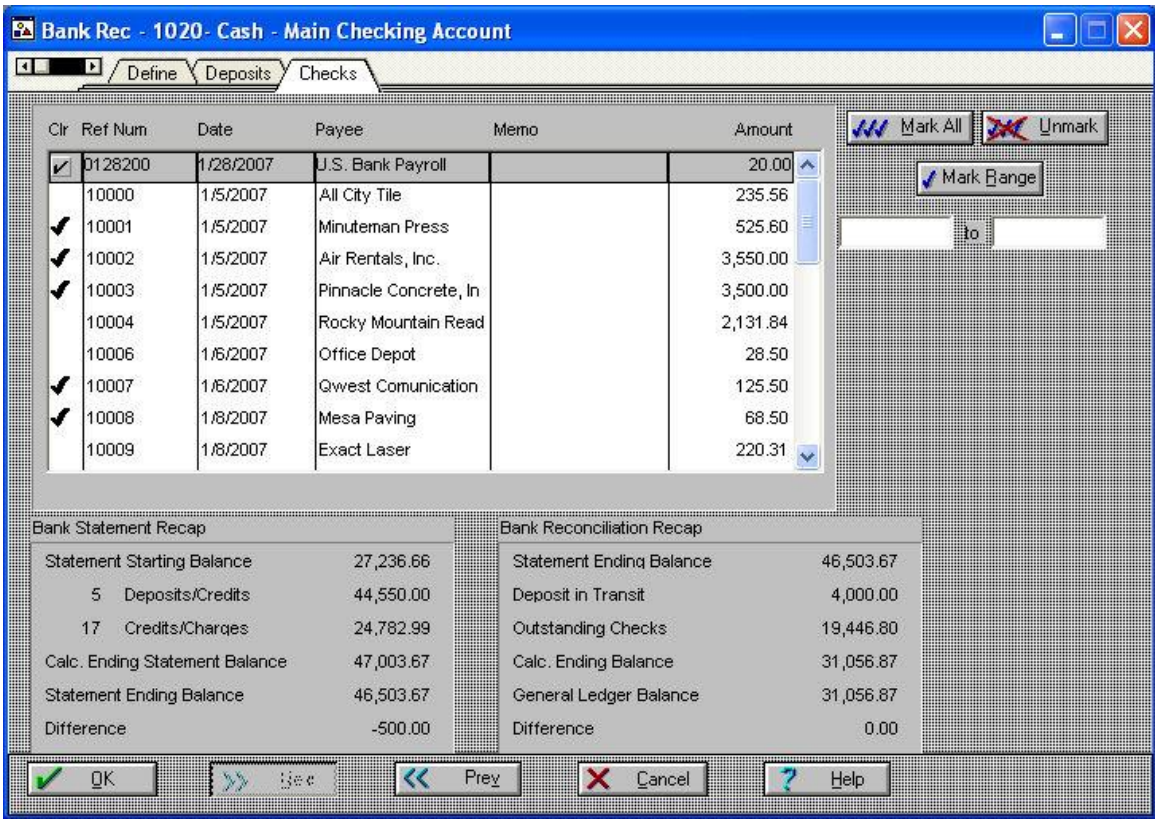
Cleared: Select this box to indicate that the deposit has cleared the bank.

Date: This field auto-populates with the date the deposit was received.

Items: This field auto-populates with the number of checks that were included in the deposit.

Amount: This field auto-populates with the total amount of the deposit.

Bank Rec: Checks Tab



Purpose:

This tab is used to reconcile payments made.

Access By:

Selecting **G/L | General Ledger** List from the Main Menu Bar, and then select the cash account to reconcile, select the Reconcile button, and finally select the Checks tab.

Field Descriptions:

Cleared: Select this box to indicate that the check has cleared the bank.

Reference Number: This field auto-populates with the check number.

Date: This field auto-populates with the date the check was written.

Payee: This field auto-populates with the name of the payee.

Memo: This field auto-populates with a notation regarding the payment. This information is obtained from the "memo" field when a check is generated.

Amount: This field auto-populates with the amount of the check.

Bank Statement Recap: These fields are common to the Define, Deposits and Checks tabs. They cannot be altered directly by the user.

Statement Balance: This field auto-populates with the amount entered in the Starting Balance field.

Deposits/Credits: This field auto-populates when an item is selected from the Deposits tab.

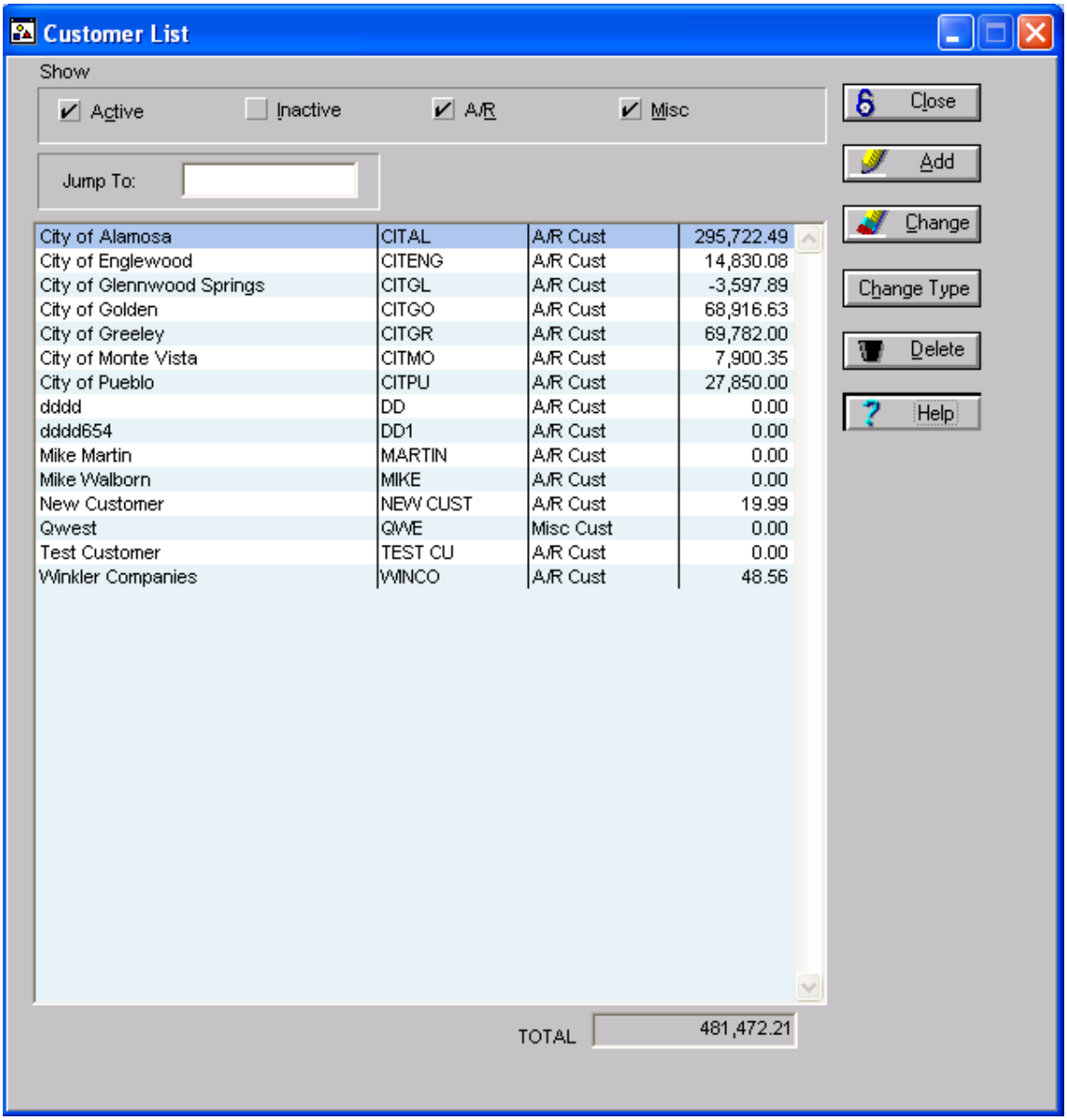
Credits/Charges: This field auto-populates with the total credits or when an item is selected from the Checks tab.

Calc Ending Statement Balance: This field auto-populates with the amounts from the checks that have been chosen to be cleared from reconciliation.

Statement Balance: This field auto-populates with the amount entered in the Ending Balance field.

Difference: This field auto-populates with the difference in amounts from the statement balance and cleared balance. If there is an amount in this field, the system will show an 'Out of Balance' screen. At this point, the system will allow an update of information; however, it is suggested that the account balance before updating occurs.

Understanding the Customer List



Purpose:

To facilitate customer maintenance.

Access By:

Selecting **A/R | Customer List** from the Main Menu Bar.

Field Descriptions:

Show Active: Select this button to show all active customers.

Show Inactive: Select this button to include inactive customers.

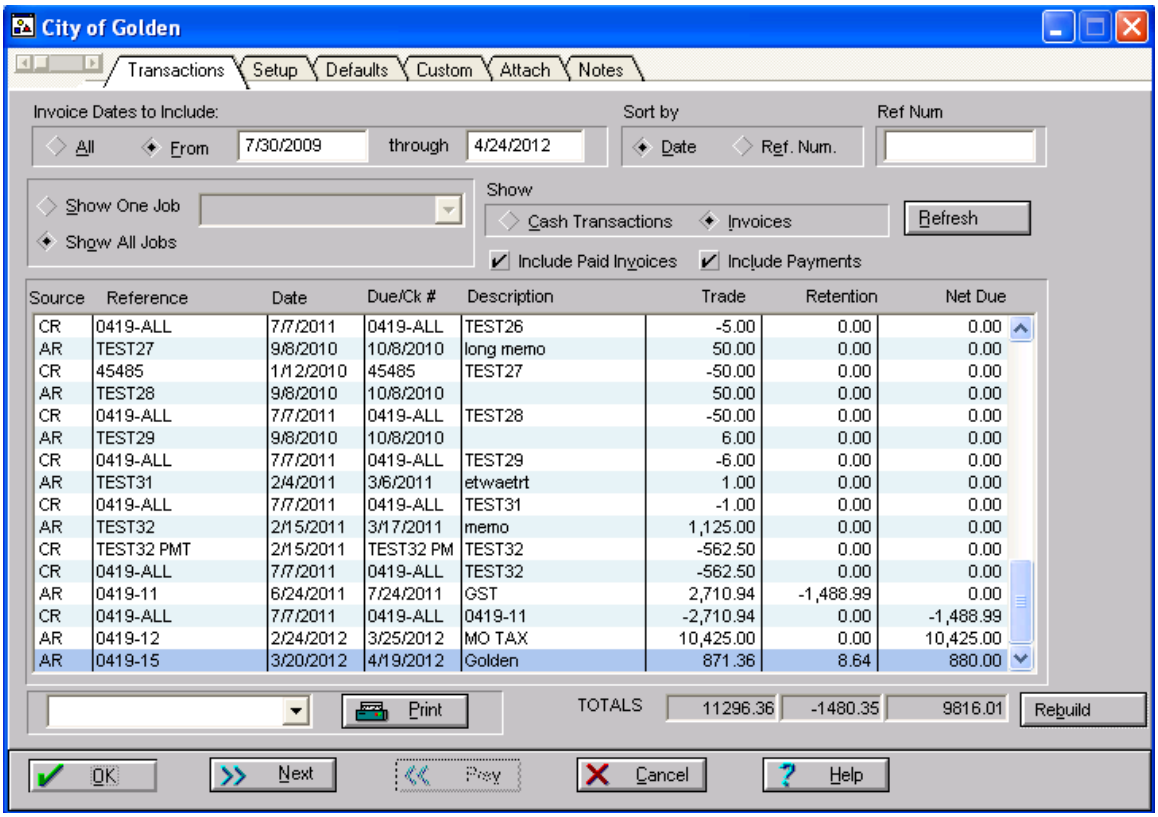
Usage:

To add an account, use the Add button. It will allow you to add a new customer account.

To change an account, double-click on the desired account or select it in the list and use the Change button.

To delete an account, select it in the list and use the Delete button. In order to delete a customer account, there cannot be any associated entries.

Customer Notebook



Purpose:

To enter or modify a customer's default information.

Access By:

Selecting A/R | **Customer List** from the Main Menu Bar, and then select the Add or Change buttons.

Field Descriptions:

There are two tabs to complete:
Setup: This tab is used to set up an account for a new customer. Information includes customer account number, address, phone, contact, and other pertinent information.

Default: This tab is used to set up default information pertaining to accounts, rates, and job information to allow quick data entry on invoices and other items.

While on the Default Tab:
Default Invoice Revenue Account: Select the General Ledger invoice revenue account that customer sales will be applied to. **Note:** The invoice account can be changed at the invoice level.

Default Job: Select the default job number/name by typing the first few numbers or letters of the job name, or by utilizing the pull-down menu to choose the job name.

Collect Sales Tax: The radio box defaults with a check mark in it. If taxes are not to be collected on this customer, select the radio box to turn off. Select a default tax rate from the drop-down menu to associate with the customer. This can be over-ridden on the invoice.

Default Sales Associate: Select the name of the sales associate by typing the first few letters of the name, or by utilizing the pull-down menu to choose the sales associate name. Additional sales associate names can be added by typing in the name and selecting yes to the question: "Sales Associate is not on file. Add it?"

Default Job Address: Enter the address of the job.

Employee Rate Scale: Select the default rate from the drop-down menu to be charged to the customer for employee work.

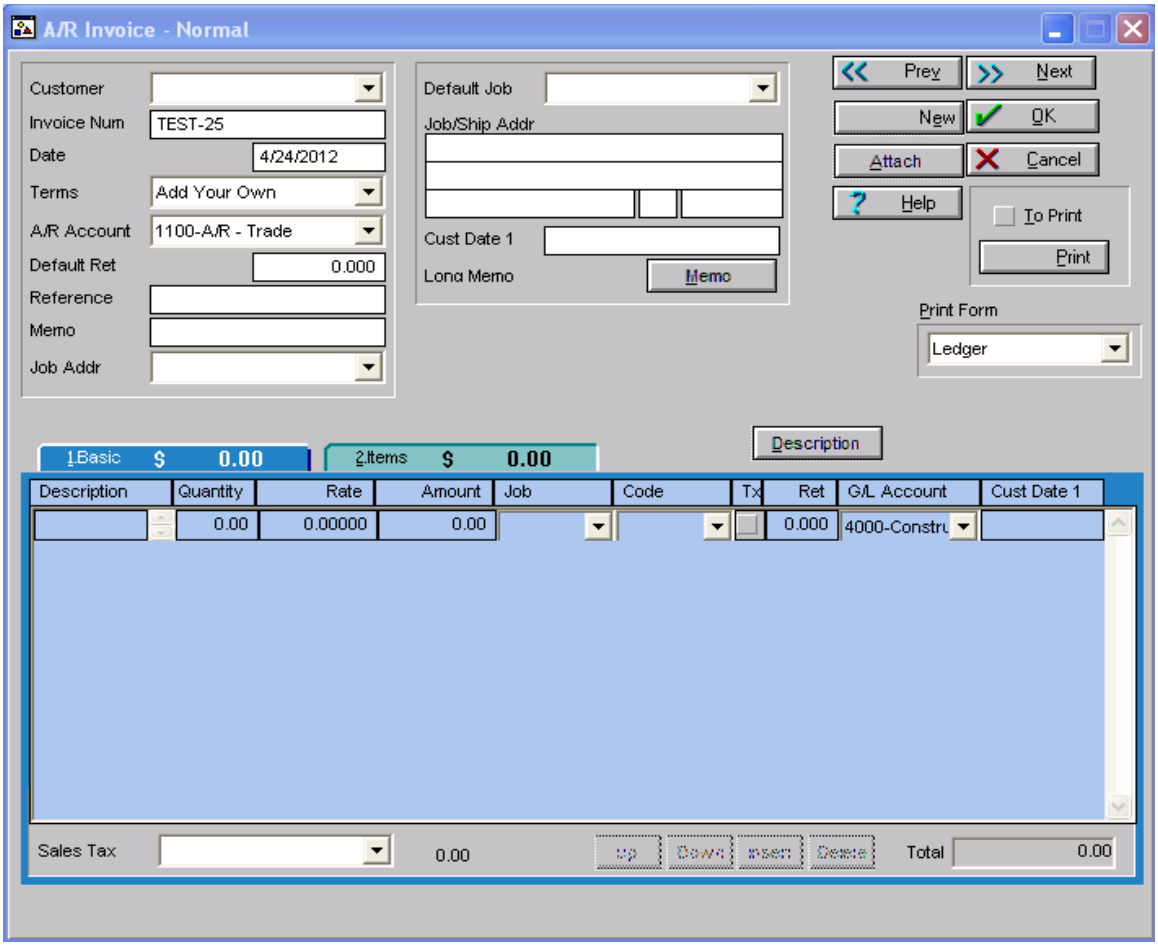
Equipment Rate Scale: Select the default rate from the drop-down menu to be charged to the customer for equipment.

Inventory Items Billing Scale: Select the default rate from the drop-down menu to be charged to the customer for items.

Creating AR Invoices

Creating Standard A/R Invoices

Select the appropriate customer from the drop-down list.
The invoice number will auto-populate with the next available number.
Select the appropriate account number from the drop-down list.
Select the appropriate General ledger account number from the drop-down list.
Enter an appropriate description.
Enter the appropriate amount for the invoice.
Select the job number from the drop-down list.
Select the appropriate code from the drop-down list.
Click on Print to print the invoice.



Purpose:

To generate an invoice billing to a customer.

Access By:

Selecting **A/R | A/R Invoice** from the Main Menu Bar.

Customize Screen:

The fields that appear on the screen can be customized through Utilities | Customize | A/R Invoice.

Field Descriptions:

Customer: Select the name of the customer from the drop-down menu, or by entering the first few letters of the customer account

Invoice Number: This field auto-populates with the next available invoice number.

Date: This field auto-populates with today's date.

Terms: The terms will auto-populate with the default terms set up in the Customer List. Or, select different credit terms from the drop-down menu, or by entering the first letter of the credit term.

Retention: This field auto-populates with the default retention amount. Or, enter the percent of retention to be held. Default retention rates are maintained through Job Cost | Billing Code Library.

Accounts Receivable Account: This field auto-populates with the default General Ledger account number set up in System Preferences. Or, enter a new General Ledger account number to be associated with this sale.

Ship Via: **Enter the method of shipment. This field is maintained in the** A/R | Text Lists**. Additional methods of shipping can be added by typing in the name and selecting yes to the question: "Shipment method is not on file. Add it?"**

Sales Associate: **This field auto-populates with the default Sales Associate's name which is set up in** A/R | Customer List | Defaults**, and is maintained in the** A/R | Text Lists**. Enter the name of the sales associate, or select a name from the drop-down menu. Additional names can be added by typing in the name and selecting yes to the question: "Sales Associate is not on file. Add it?"**

Job Number: This field auto-populates with the default Job Number for the customer which is set up in A/R | Customer List | Defaults. Job Numbers are maintained through Job Cost | Job List. The job number can be altered at this point.

BASIC FOLDER TAB: The Basic tab is used to manually fill in items or services. For items or services used continuously, set the item up in the A/R | Items List to save data entry time.

> **Note:** When amounts are entered in the Basic or Item tab folders, the total amount entered will appear at the top of each respective tab.

General Ledger Account: This field defaults with the General Ledger account set up in Customer List. You can also manually select another General Ledger account by selecting one from the drop-down menu.

Description: Enter the description of the item that is being sold.

Quantity: Enter the quantity of items being sold.

Rate: Enter the rate for one item.

Amount: This field auto-populates with the total quantity multiplied by the rate of one item.

Job: This field auto-populates with the default job number set up in Customer List. A job number must be associated with the line item if a job specific General Ledger account number has been chosen. If a job specific General Ledger account number has not been chosen, then this field will be disabled.

Billing Code: A billing code for the job must be associated with the line item if a job specific General Ledger Revenue account number has been chosen. If a job specific General Ledger account number has not been chosen, then this field will be disabled.

Tax: Select this box if taxes are to be charged on this line item.

Retention: Enter the percent of retention to be held, if applicable.

ITEMS FOLDER TAB: The Items tab is used for items or services that are used on an on-going basis. The items are set up in A/R | Items List.

Item: Choose an item from the drop-down menu, or enter the first few letters of an item.

Description: The description field auto-populates with the description that is set up in the A/R | Items List. The description can be modified at this point, if necessary.

Quantity: Enter the quantity of items being sold.

Rate: Enter the rate for one item.

Amount: This field auto-populates with the total quantity multiplied by the rate of one item.

Job: A job number can be associated with the line item.

Billing Code: A cost code can be associated with the line item.

Tax: Select this box if taxes are to be charged on this line item.

Retention: Enter the percent of retention to be held, if applicable.

TOTAL FOOTER: This footer is utilized by both the Basic and Items folder tabs.

Sales Tax: Select the taxing authority to be associated with this sale. This information is maintained through A/R | Items List, add Sales Tax Item.

Tax: This amount is auto-populated with the total tax amount from the items that have been selected as taxable on both tab 1Basic and tab 2Items**.**

Total: This amount is auto-populated with the item amounts that are entered for all items from tab 1Basic and tab 2Items**.**

Note: Some of the above fields may not appear on your screen. However, they can be added or moved through Utilities | Customize A/R Invoice (print or screen).

Billing Retention through an A/R Invoice

On the AR Invoice Distribution:

Enter a negative amount on the first row for the retention you want to bill.
Enter zero in the retention column.

Enter the amount of retention you want to bill in the second column.
Enter 100 in the retention column.

> Note: Your form may by need to be modified to facilitate the retention billing. (Hide the detail section, and remove the subtotal section for the gross billing)

Creating an A/R Invoice from the Schedule of Values

Select Job Cost | Job List
Double-click on the appropriate job - Click on the “SCHED. VAL." tab - Double on the appropriate line item "BILLING CODE"

Change the scheduled value to the correct amount
Change the "WORK IN PLACE - THIS APPLICATION" to the appropriate amount
Click "OK"

Click "PAYMENT APP" review the "APPLICATION NO", "INVOICE NO" and "INVOICE DATE" for correctness
Click "OK"

Click the printer icon, and select the forms you want printed, Click "OK" - Click "POST"

Enter the appropriate reference number (usually the A/R number) - Click "OK"

For more detail, refer to the write-up on The Schedule of Values Grid

Entering a Cost Plus Accounts Receivable Invoice

Select Job Cost | Job List
Drill down on the appropriate job and double-click it
Click on the Cost Plus tab and then the Cost Plus Button

Select App 0
Click the Select All Button
Click the Mark All button.

(*Note that you use the "ADDITIONAL MARK UP/DOWN" column to adjust what you're billing for the item. You can also adjust your billing scales under the Scales tab, and use the Recalc WIP button. You can enter an amount into the "Invoice Total" field and click Apply to have the system adjust your overall "ADDITIONAL MARK UP/DOWN".*)

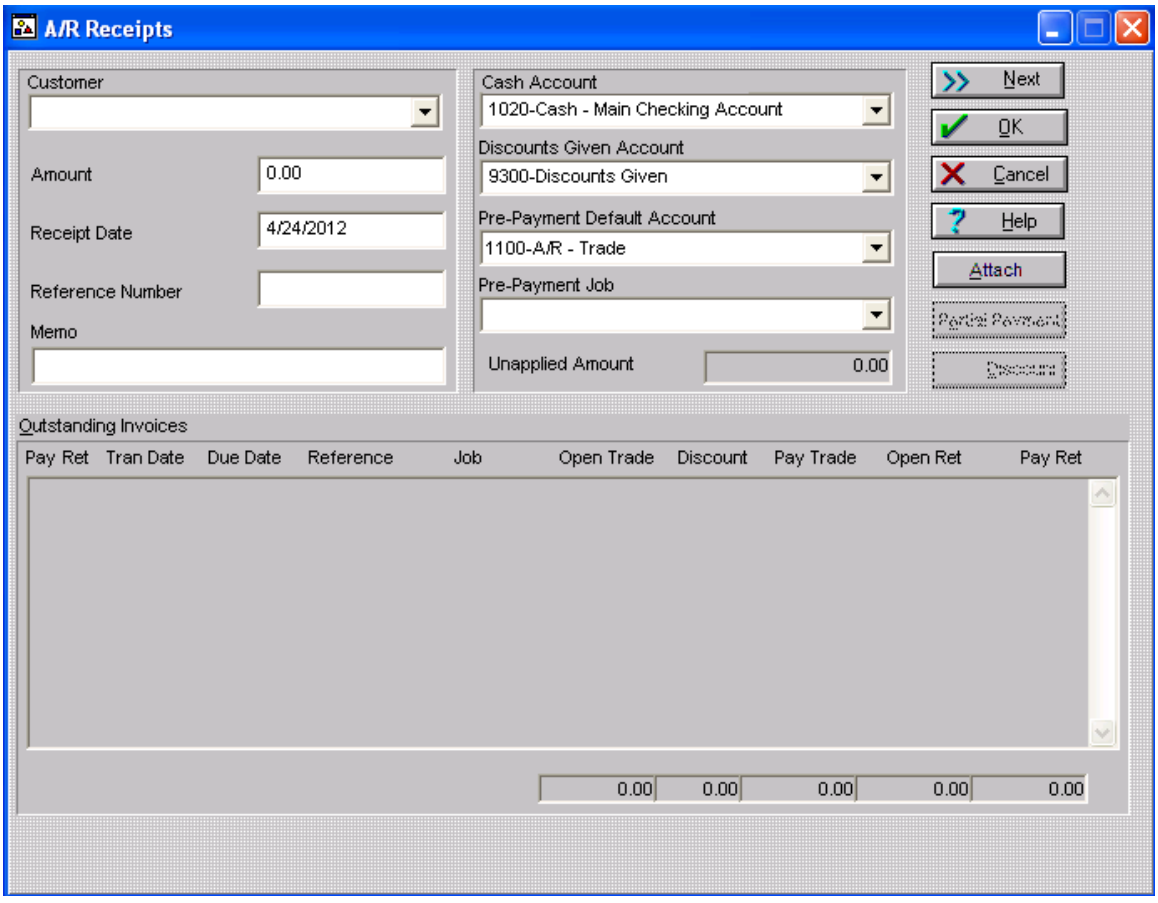
Click the Bill Job icon
Click OK
Click the A/R Transactions icon to print the invoice. (*Note that there are multiple templates for the invoices to select from under Utilities | Preferences | J/C | Cost Plus Billing Format.*)

For more detail, refer to the write-up on The Cost Plus Grid.

Receiving AR Payments

Select A/R | Receive Payment
Select your appropriate customer

Enter the amount of the check received
The receipt date will default to today's date or it can be changed.
Enter the check number as the reference number
Enter any in-house comments in the "MEMO" section
Click the "PAY" box for the invoices the check is paying
Click "OK"



Purpose:

To track payments from customers.

Access By:

Selecting **A/R | Receive Payment** from the Main Menu Bar.

Field Descriptions:

Customer: Select the name of the customer from the drop-down menu, or by entering the first few letters of the customer account code.

Note: If the customer has a credit balance, an Existing Credit screen will appear after the name of the customer is entered.

Amount: Enter the amount received.

Receipt Date: This field auto-populates with the current date, or the last transaction date that was used. It can be changed to any valid date.

Reference Number: Enter a reference number; this is usually the check number that is received.

Memo: Enter a memo if applicable.

Cash Account: This field auto-populates with the first General Ledger Cash account number. Select any General Ledger cash account by utilizing the drop-down menu.

Discounts Given Account: This field auto-populates with the first General Ledger Other Expense account number. Select any General Ledger cash account by utilizing the drop-down menu.

Receipting a Partial Payment

Select A/R | Receive Payment
Select your appropriate customer

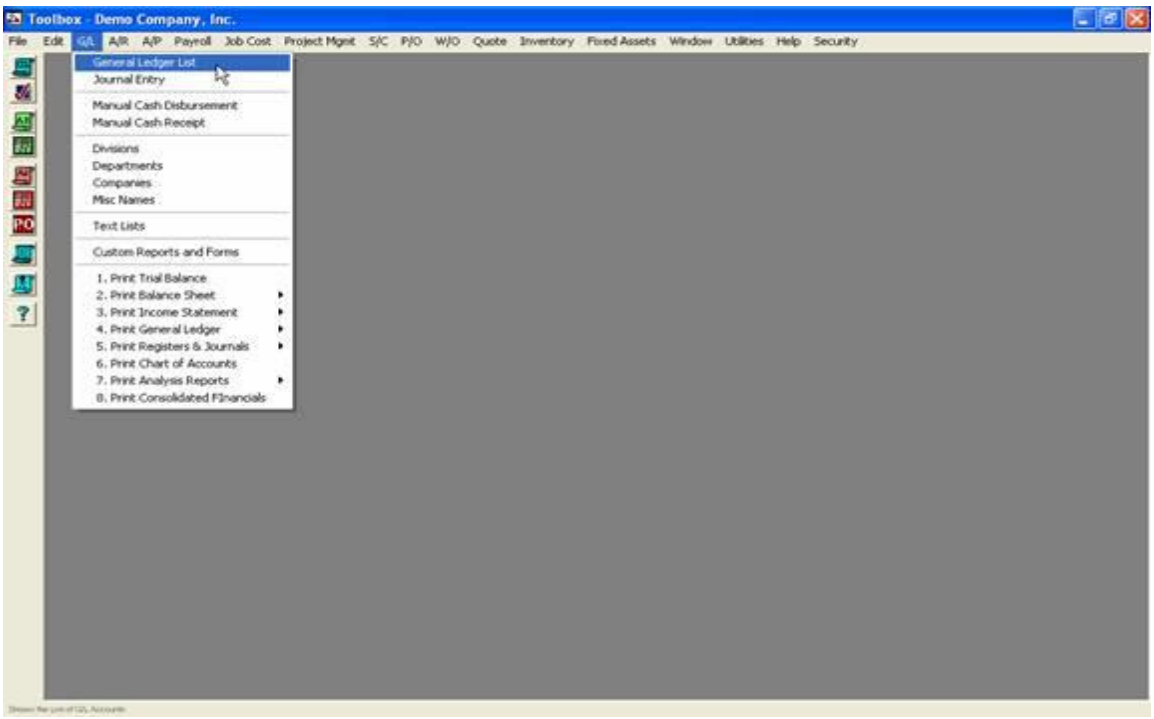
Enter the amount of the check received
The receipt date will default to today's date or it can be changed
Enter the check number as the reference number
Enter any in-house comments in the Memo section

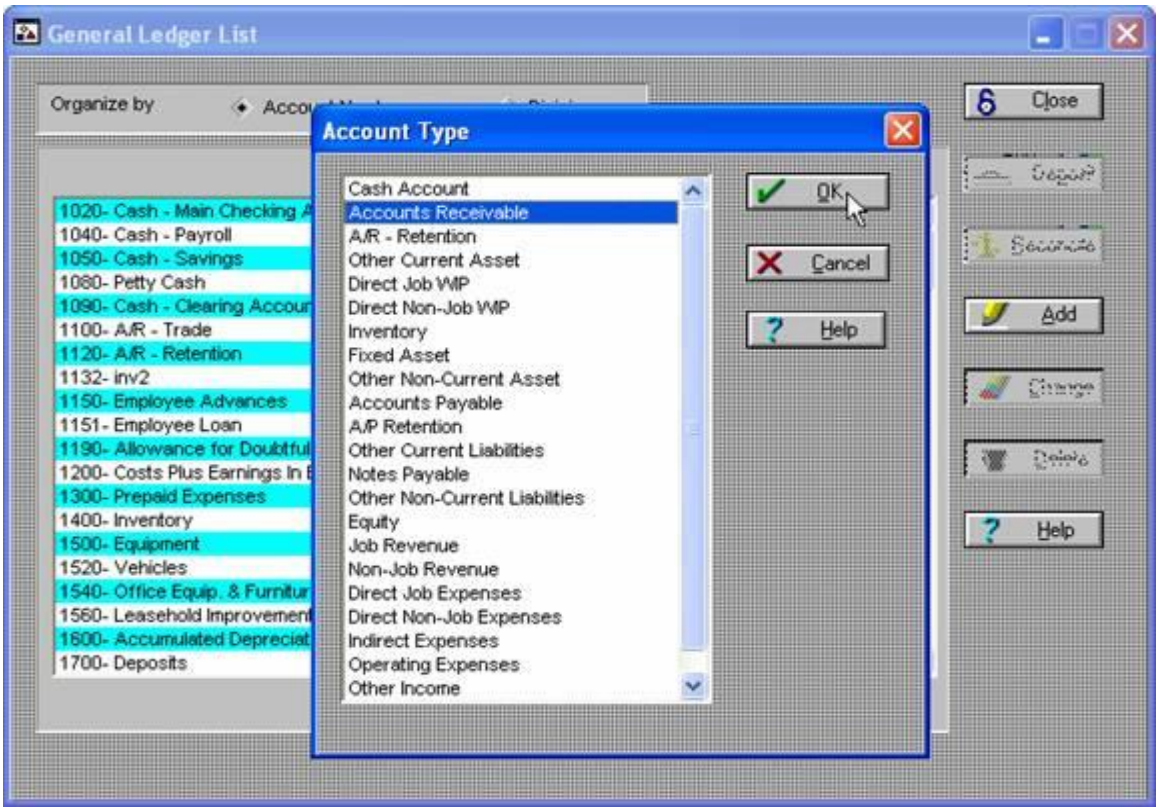
Click the Pay box for the invoices the check is paying
Click the Partial Payment button
Place the partial payment amount in the upper left hand corner
Place the partial payment amount in the Paid Trade column

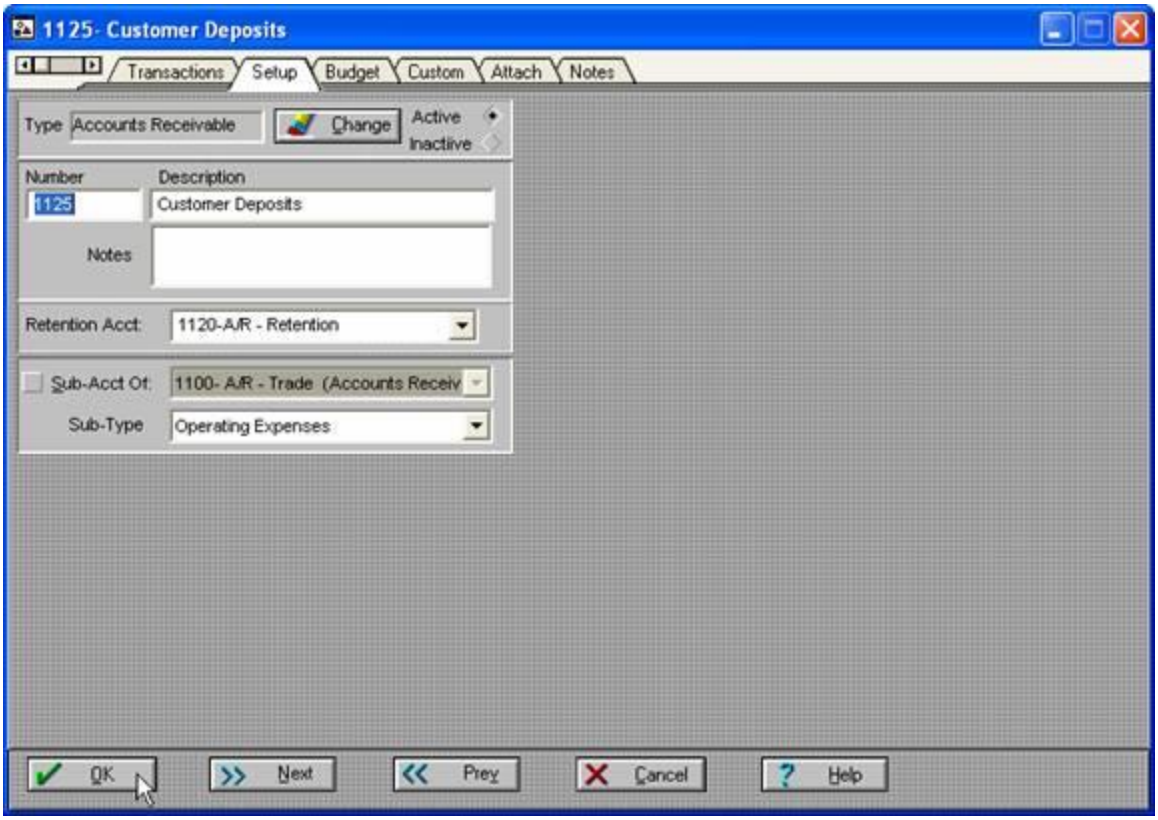
Click OK twice

Customer Pre Payments

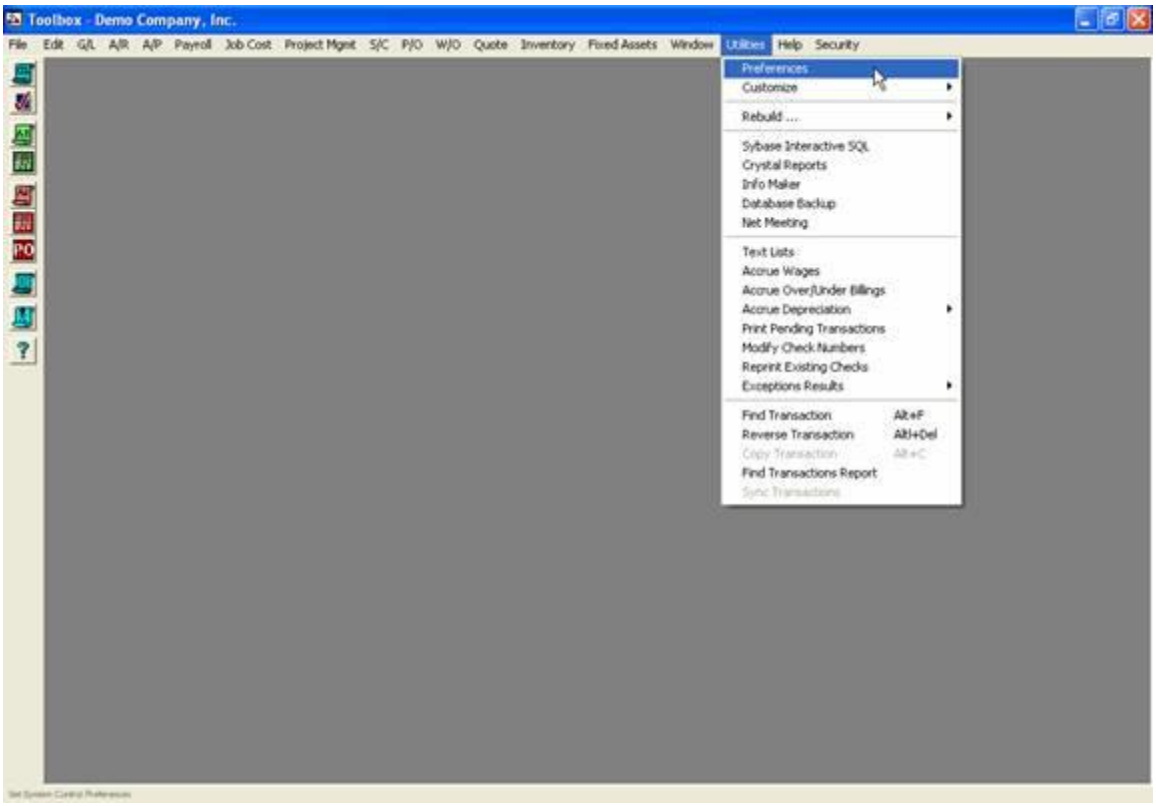
Create an Accounts Receivable Account. For Example: 1125 – Customer Deposits

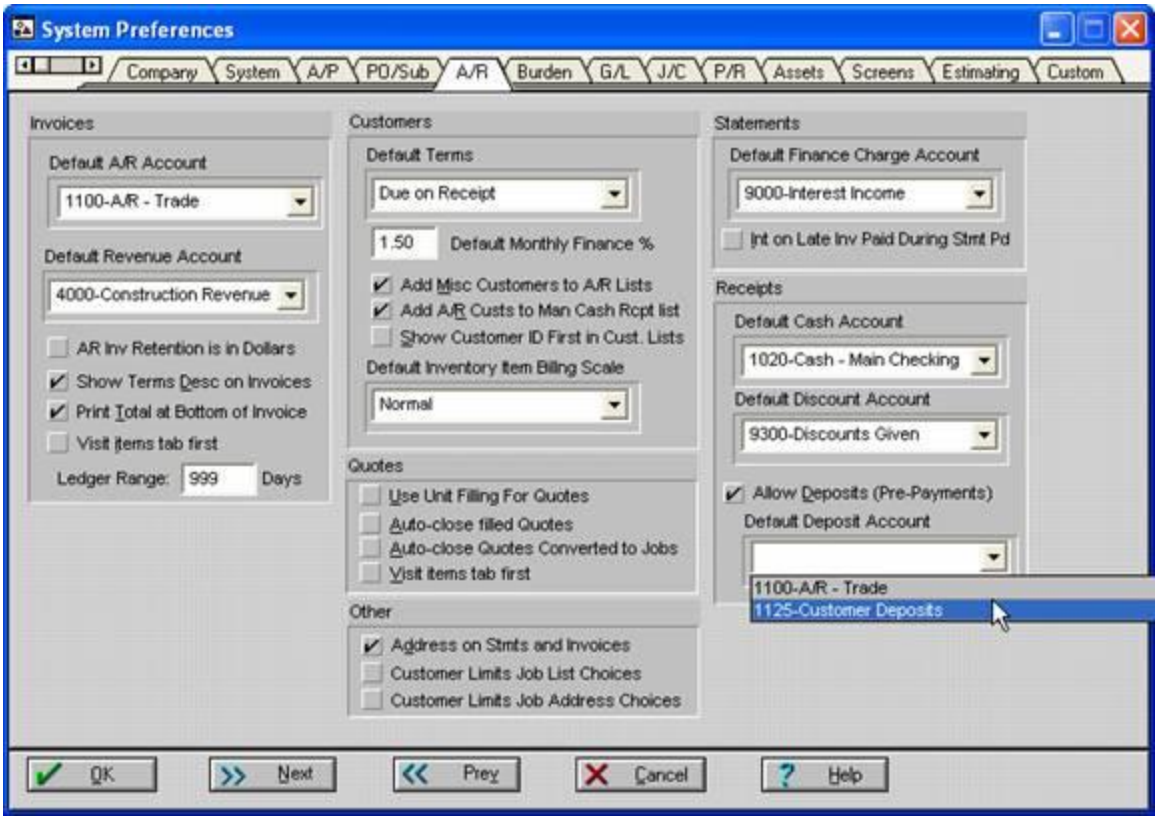




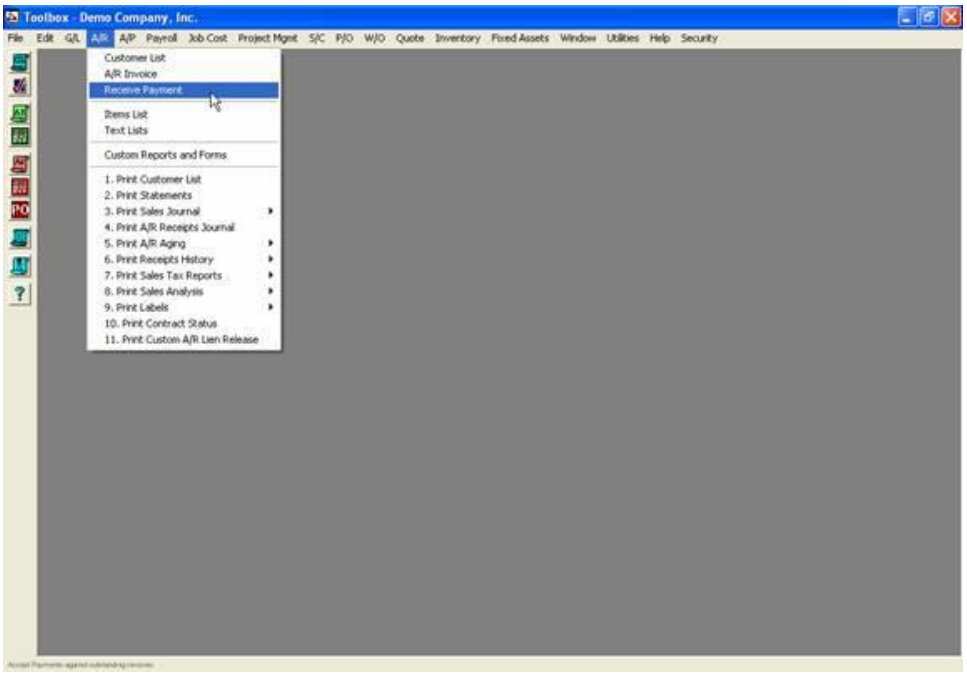


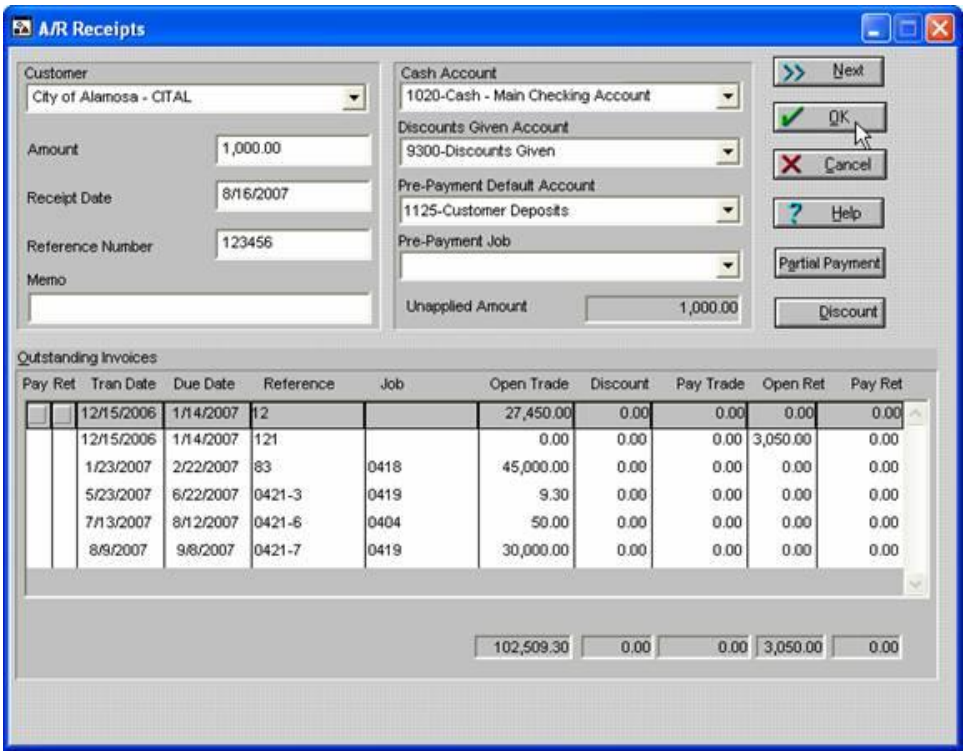
Go to Utilities | AR Tab
Click the Allow Deposits (Pre Payments)
Select the new Accounts 1125 Customer Deposits
Click the OK Button to save.


Toolbox - Demo Company, Inc.
File Edit G/L A/R A/P Payroll Job Cost Project Mgmt S/C P/O W/O Quote Inventory Fixed Assets Window Utilities Help Security
Preferences
Customize
Rebuild ...
Sybase Interactive SQL
Crystal Reports
Info Maker
Database Backup
Net Meeting
Text Lists
Accrue Wages
Accrue Over/Under Billings
Accrue Depreciation
Print Pending Transactions
Modify Check Numbers
Reprint Existing Checks
Exceptions Results
Find Transaction Alt+F
Reverse Transaction Alt+Del
Copy Transaction Alt+C
Find Transactions Report
Sync Transactions

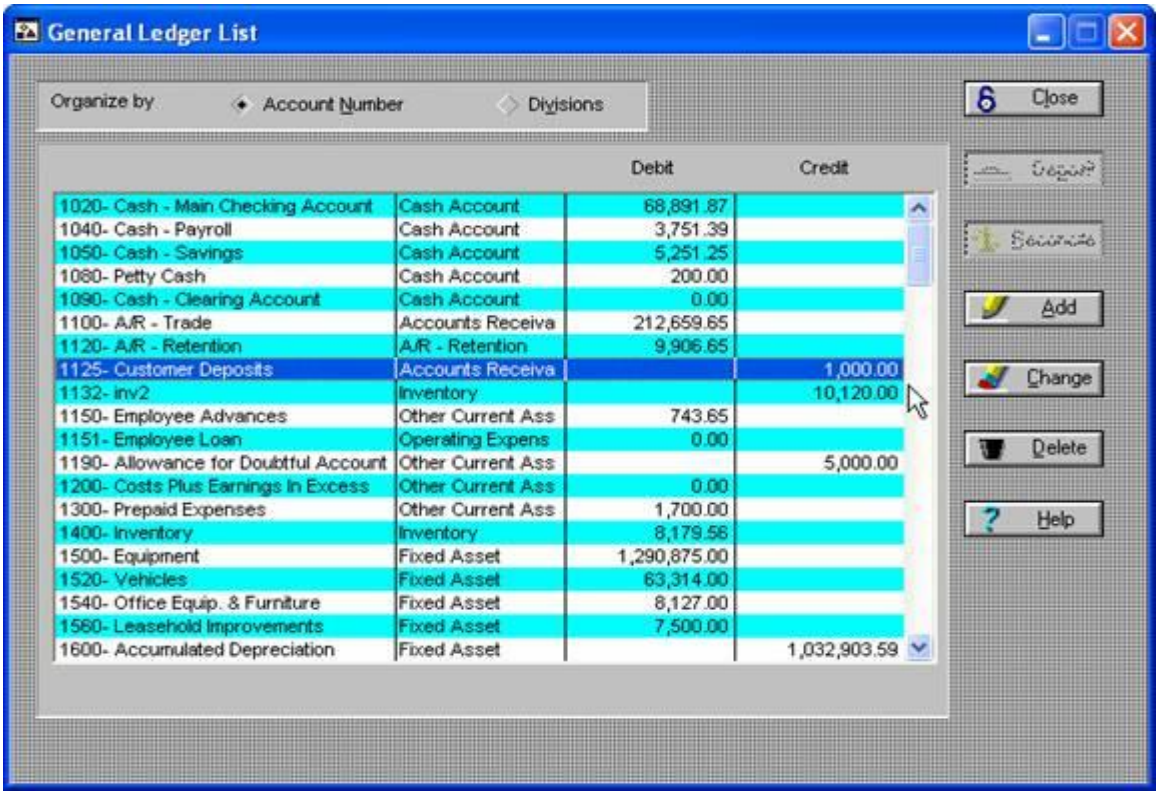

System Preferences
Company System A/P PO/Sub A/R Burden G/L J/C P/R Assets Screens Estimating Custom
Invoices
Default A/R Account
1100-A/R - Trade
Default Revenue Account
4000-Construction Revenue
AR Inv Retention is in Dollars
Show Terms Desc on Invoices
Print Total at Bottom of Invoice
Visit items tab first
Ledger Range: 999 Days
Customers
Default Terms
Due on Receipt
1.50 Default Monthly Finance %
Add Misc Customers to A/R Lists
Add A/R Custs to Man Cash Rcpt list
Show Customer ID First in Cust. Lists
Default Inventory Item Billing Scale
Normal
Quotes
Use Unit Filling For Quotes
Auto-close filled Quotes
Auto-close Quotes Converted to Jobs
Visit items tab first
Other
Address on Stmts and Invoices
Customer Limits Job List Choices
Customer Limits Job Address Choices
Statements
Default Finance Charge Account
9000-Interest Income
Int on Late Inv Paid During Stmt Pd
Receipts
Default Cash Account
1020-Cash - Main Checking
Default Discount Account
9300-Discounts Given
Allow Deposits (Pre-Payments)
Default Deposit Account
1100-A/R - Trade
1125-Customer Deposits
OK Next Prev Cancel Help

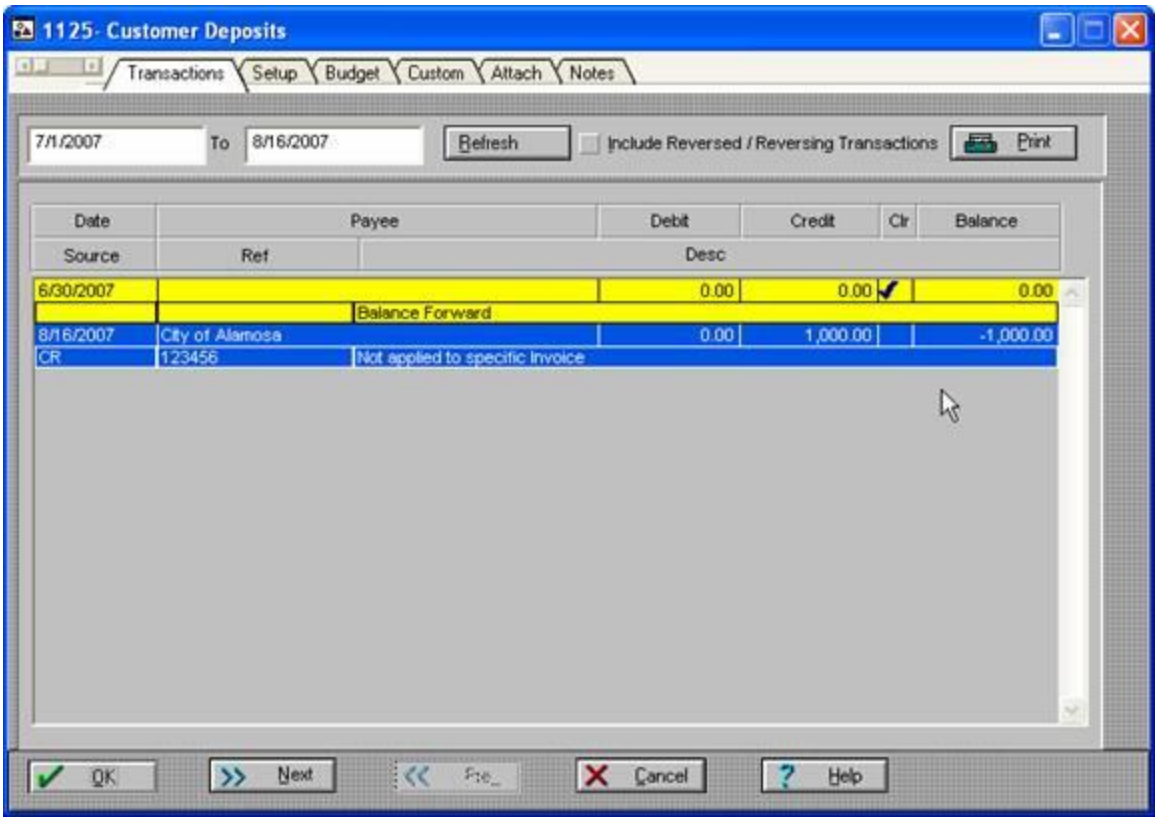
Create Customer Deposit (Pre Payment) for $1,000.00 dated today
Click AR Module
Click Receive Payment
Select Customer
Input amount, date, and reference (customer check #)
Click the OK Button to save



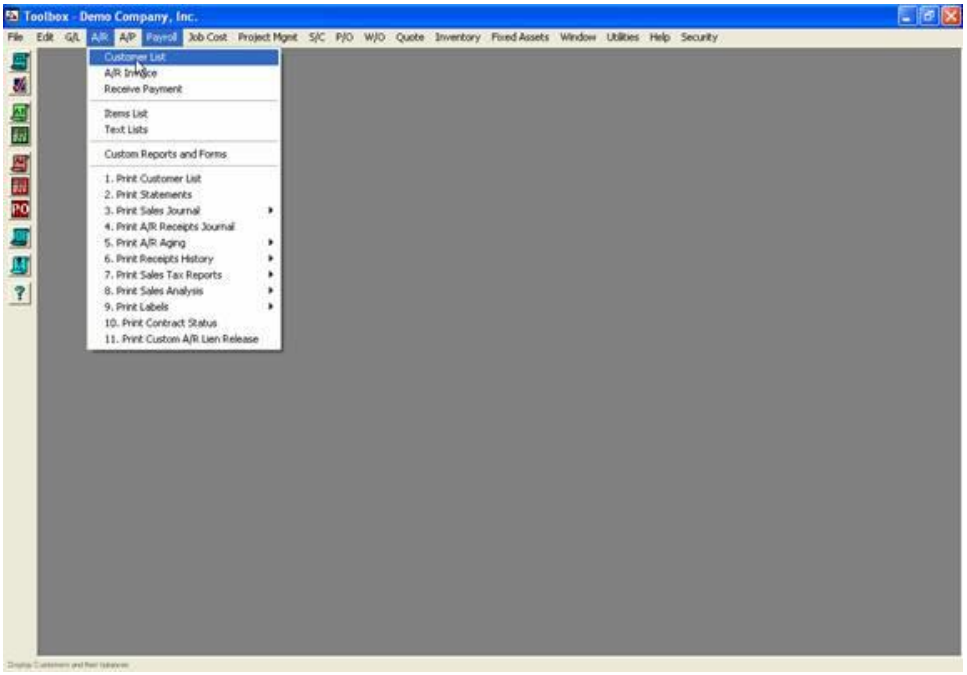


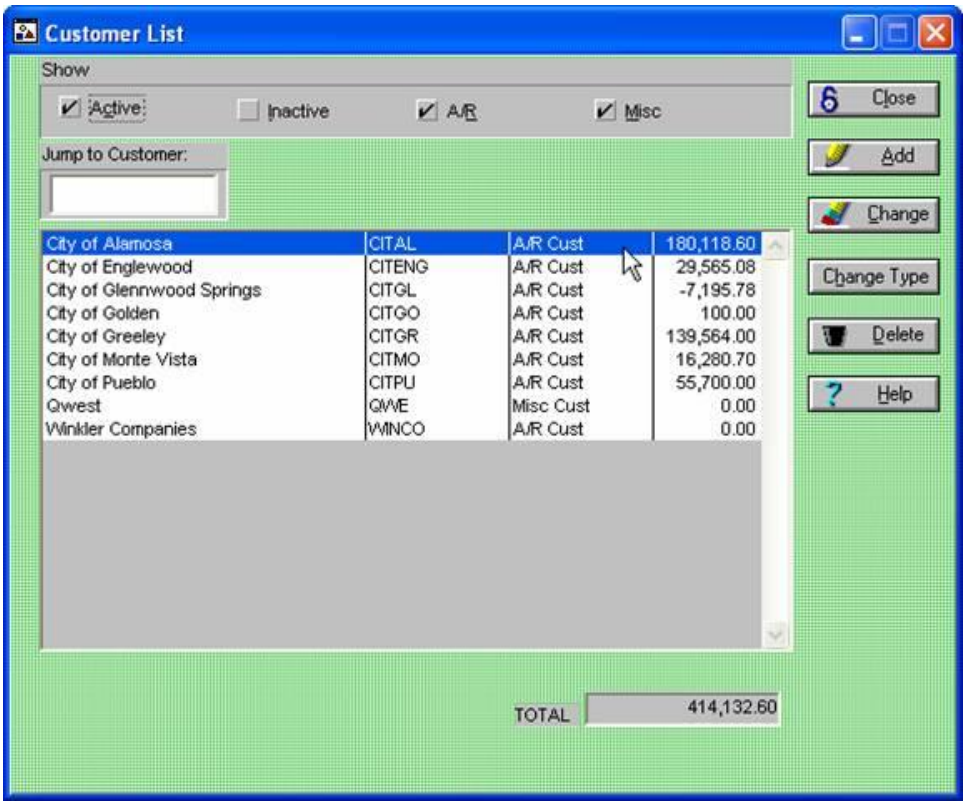
Go back to GL List and review GL # 1125 Customer Deposits. Notice the $1,000.00 is a credit (Liability) to GL # 1125 Customer Deposits

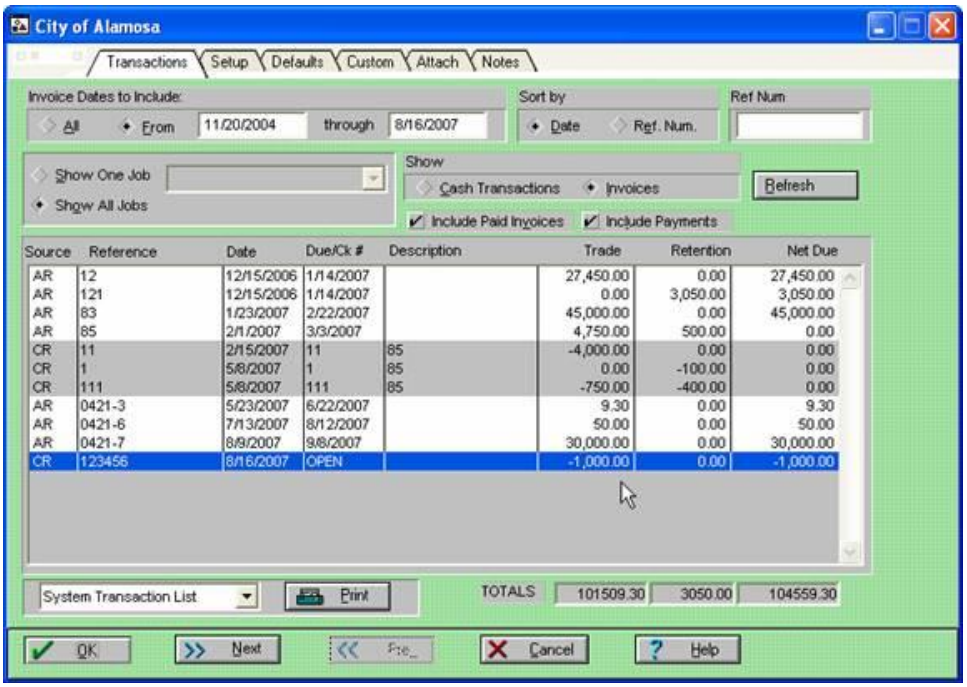


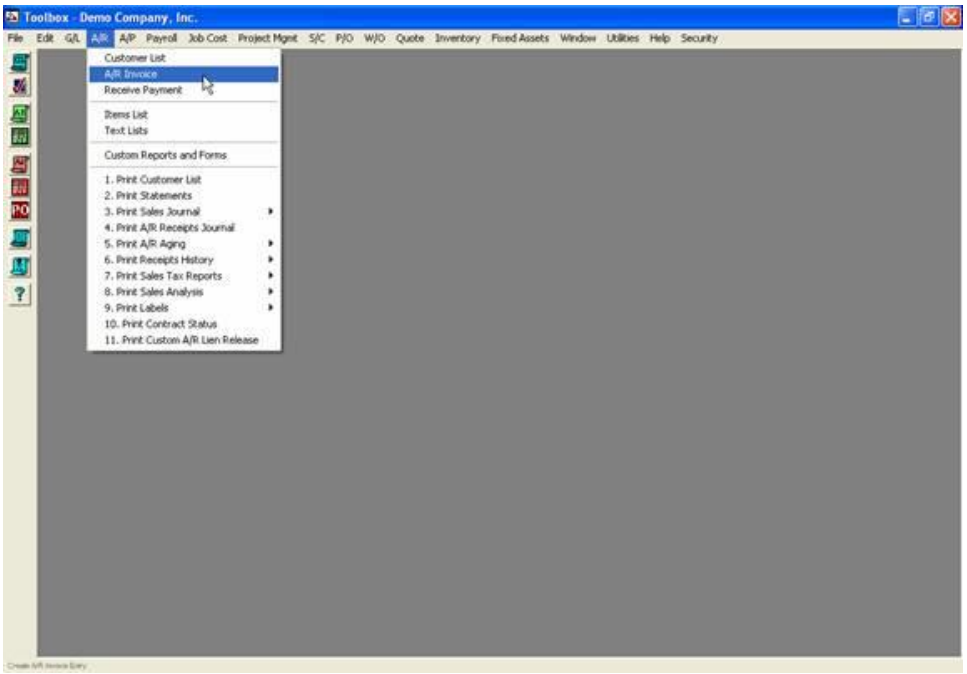


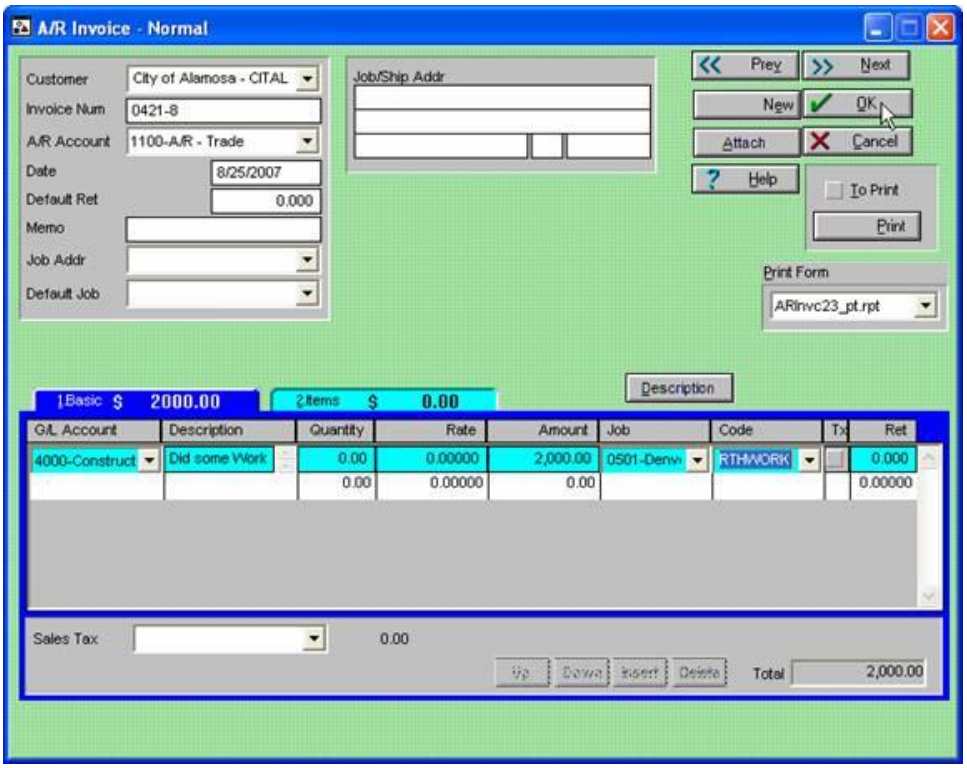
Create AR Invoice for $2,000.00 on 05/20/2012
Select customer
Input invoice #
Input amount
Select revenue account, job # and billing code
Click OK to save


Toolbox - Demo Company, Inc.
File Edit G/L A/R A/P Payroll Job Cost Project Mgmt S/C P/O W/O Quote Inventory Fixed Assets Window Utilities Help Security
Customer List
A/R Invoice
Receive Payment
Items List
Text Lists
Custom Reports and Forms
1. Print Customer List
2. Print Statements
3. Print Sales Journal
4. Print A/R Receipts Journal
5. Print A/R Aging
6. Print Receipts History
7. Print Sales Tax Reports
8. Print Sales Analysis
9. Print Labels
10. Print Contract Status
11. Print Custom A/R Lien Release


Customer List
Show
Active
Inactive
A/R
Misc
Jump to Customer:
Close
Add
Change
Change Type
Delete
Help
City of Alamosa CITAL A/R Cust 180,118.60
City of Englewood CITENG A/R Cust 29,565.08
City of Glennwood Springs CITGL A/R Cust -7,195.78
City of Golden CITGO A/R Cust 100.00
City of Greeley CITGR A/R Cust 139,564.00
City of Monte Vista CITMO A/R Cust 16,280.70
City of Pueblo CITPU A/R Cust 55,700.00
Qwest QWE Misc Cust 0.00
Winkler Companies WINCO A/R Cust 0.00
TOTAL 414,132.60

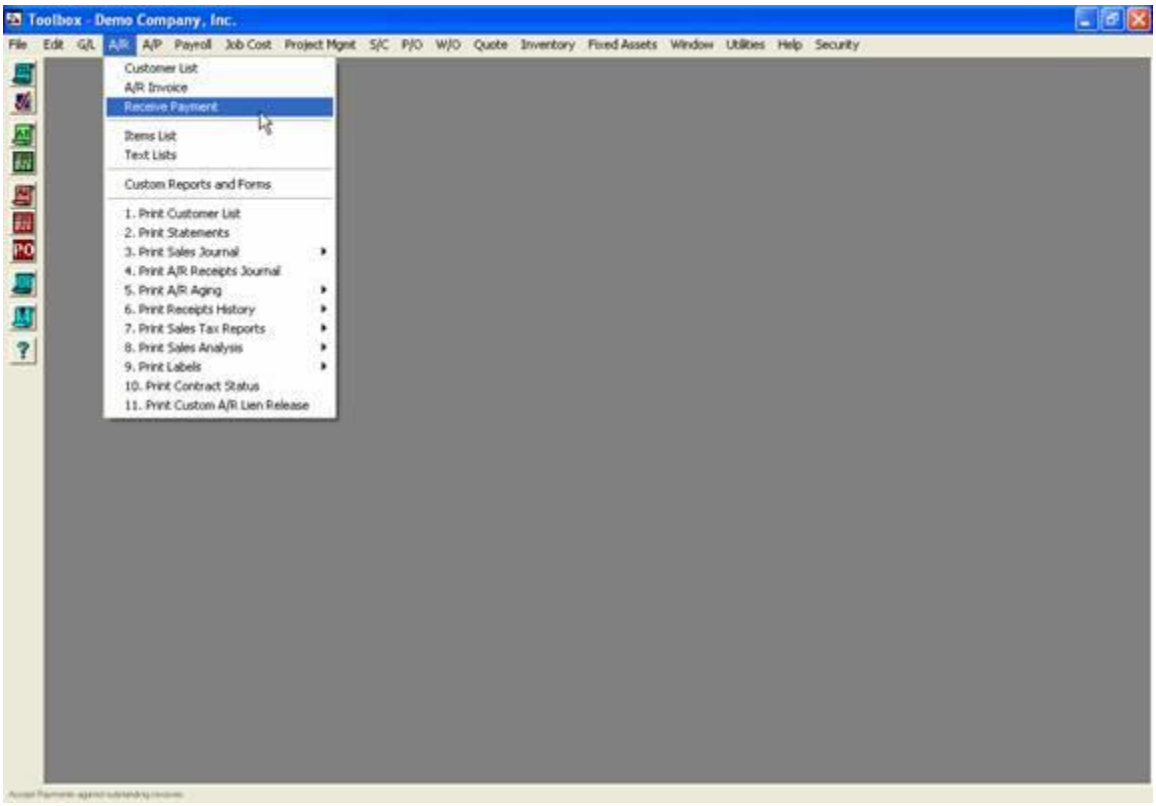

City of Alamosa
Transactions
Setup
Defaults
Custom
Attach
Notes
Invoice Dates to Include:
All
From
11/20/2004
through
8/16/2007
Sort by
Date
Ref. Num.
Ref Num
Show One Job
Show All Jobs
Show
Cash Transactions
Invoices
Refresh
Include Paid Invoices
Include Payments
Source
Reference
Date
Due/Ck #
Description
Trade
Retention
Net Due
AR 12 12/15/2006 1/14/2007 27,450.00 0.00 27,450.00
AR 121 12/15/2006 1/14/2007 0.00 3,050.00 3,050.00
AR 83 1/23/2007 2/22/2007 45,000.00 0.00 45,000.00
AR 85 2/1/2007 3/3/2007 4,750.00 500.00 0.00
CR 11 2/15/2007 11 85 -4,000.00 0.00 0.00
CR 1 5/8/2007 1 85 0.00 -100.00 0.00
CR 111 5/8/2007 111 85 -750.00 -400.00 0.00
AR 0421-3 5/23/2007 6/22/2007 9.30 0.00 9.30
AR 0421-6 7/13/2007 8/12/2007 50.00 0.00 50.00
AR 0421-7 8/9/2007 9/8/2007 30,000.00 0.00 30,000.00
CR 123456 8/16/2007 OPEN -1,000.00 0.00 -1,000.00
System Transaction List
Print
TOTALS
101509.30
3050.00
104559.30
OK
Next
Cancel
Help

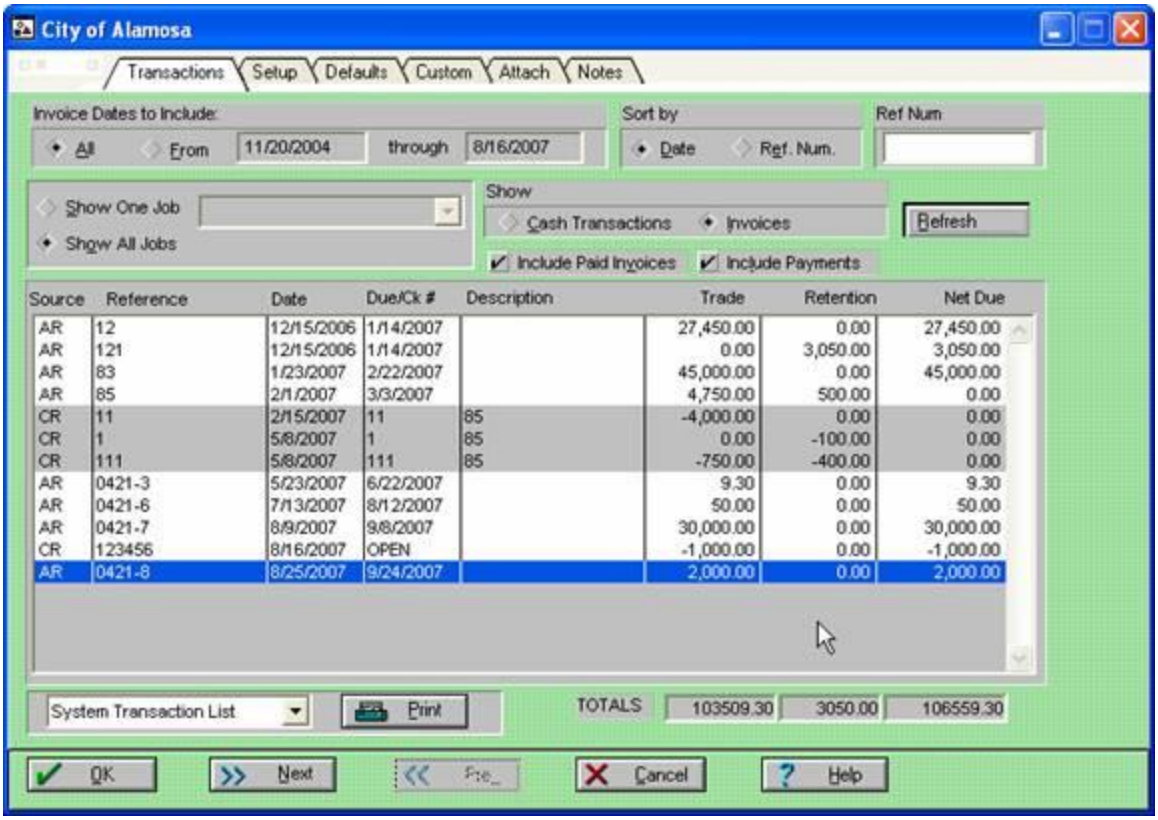

Toolbox - Demo Company, Inc.
File Edit G/L A/R A/P Payroll Job Cost Project Mgmt S/C P/O W/O Quote Inventory Fixed Assets Window Utilities Help Security
Customer List
A/R Invoice
Receive Payment
Items List
Text Lists
Custom Reports and Forms
1. Print Customer List
2. Print Statements
3. Print Sales Journal
4. Print A/R Receipts Journal
5. Print A/R Aging
6. Print Receipts History
7. Print Sales Tax Reports
8. Print Sales Analysis
9. Print Labels
10. Print Contract Status
11. Print Custom A/R Lien Release

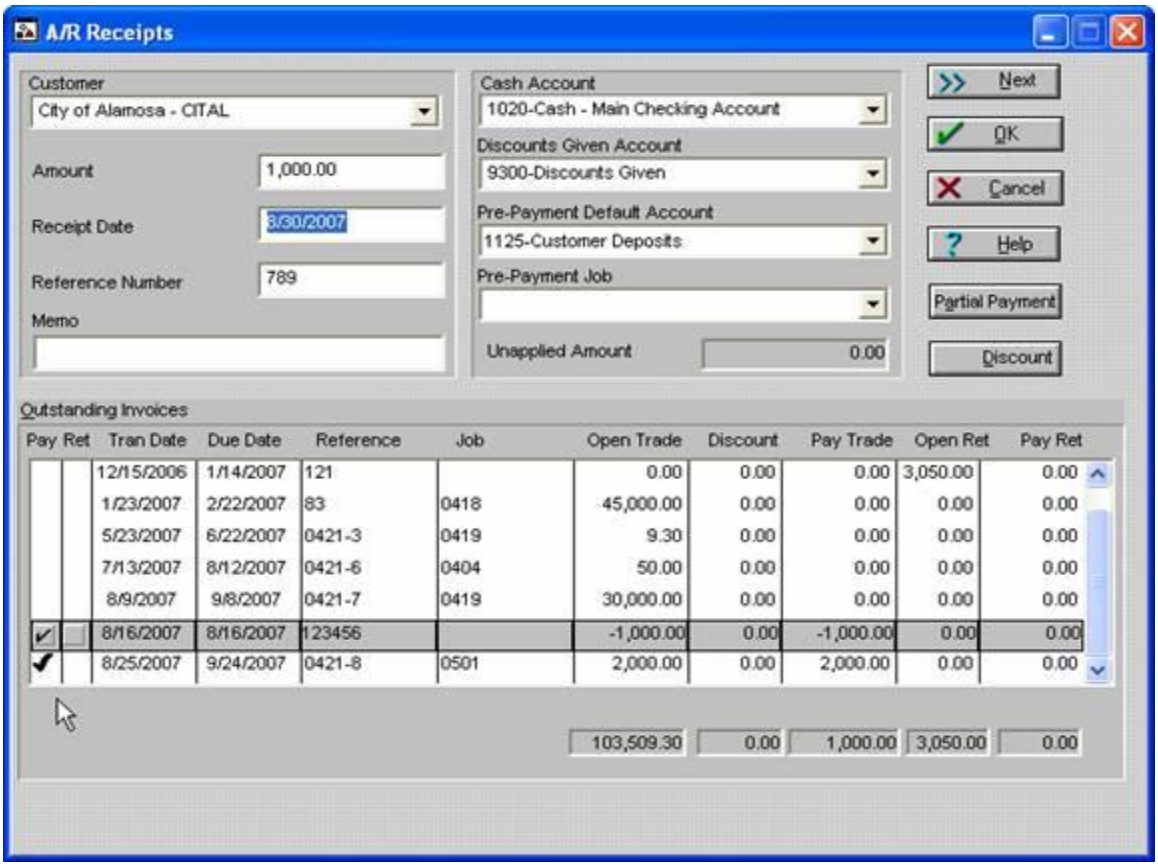


Receive the balance of the $2,000.00 which is ($1,000.00) on 05/30/2012

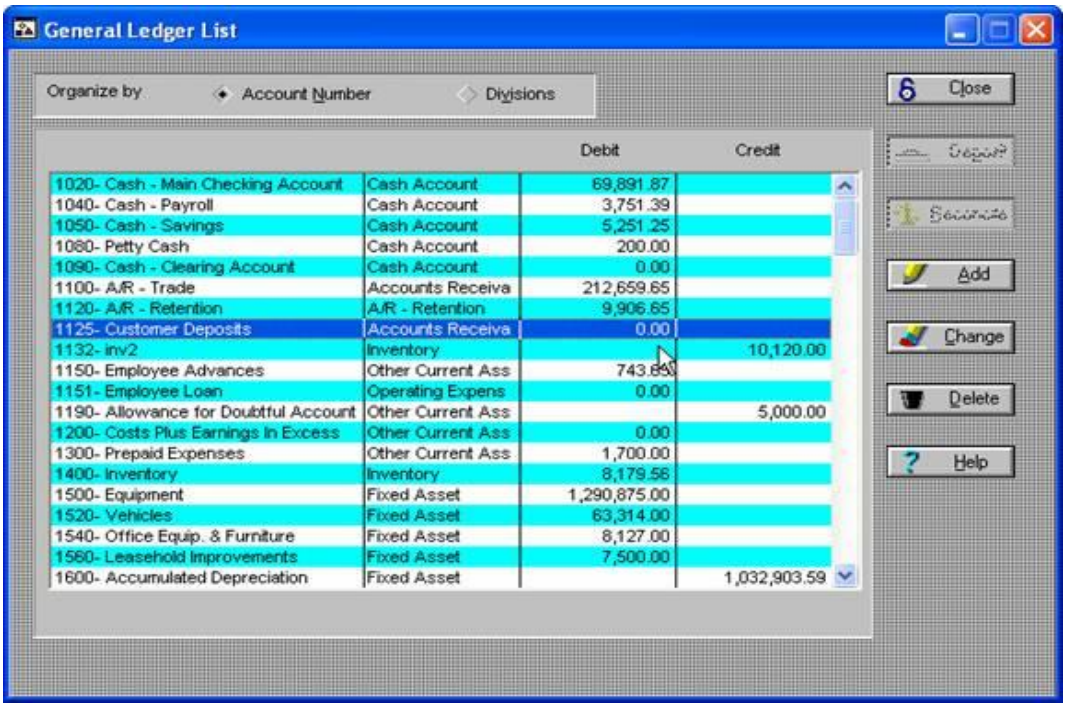
1. Click AR Module
2. Click Receive Payment
3. Select Customer
4. Input amount of $1,000.00
5. Input date of 8/30/2012
6. Tag both amounts $ -1000.00 for the deposit and the $2,000.00 Invoice for the full amount.
7. Click the OK Button to save


Toolbox - Demo Company, Inc.
File Edit G/L A/R A/P Payroll Job Cost Project Mgmt S/C P/O W/O Quote Inventory Fixed Assets Window Utilities Help Security
Customer List
A/R Invoice
Receive Payment
Items List
Text Lists
Custom Reports and Forms
1. Print Customer List
2. Print Statements
3. Print Sales Journal
4. Print A/R Receipts Journal
5. Print A/R Aging
6. Print Receipts History
7. Print Sales Tax Reports
8. Print Sales Analysis
9. Print Labels
10. Print Contract Status
11. Print Custom A/R Lien Release


City of Alamosa
Transactions Setup Defaults Custom Attach Notes
Invoice Dates to Include:
All From 11/20/2004 through 8/16/2007
Sort by
Date Ref. Num.
Ref Num
Show One Job
Show All Jobs
Show
Cash Transactions Invoices
Refresh
Include Paid Invoices Include Payments
Source Reference Date Due/Ck # Description Trade Retention Net Due
AR 12 12/15/2006 1/14/2007 27,450.00 0.00 27,450.00
AR 121 12/15/2006 1/14/2007 0.00 3,050.00 3,050.00
AR 83 1/23/2007 2/22/2007 45,000.00 0.00 45,000.00
AR 85 2/1/2007 3/3/2007 4,750.00 500.00 0.00
CR 11 2/15/2007 11 85 -4,000.00 0.00 0.00
CR 1 5/8/2007 1 85 0.00 -100.00 0.00
CR 111 5/8/2007 111 85 -750.00 -400.00 0.00
AR 0421-3 5/23/2007 6/22/2007 9.30 0.00 9.30
AR 0421-6 7/13/2007 8/12/2007 50.00 0.00 50.00
AR 0421-7 8/9/2007 9/8/2007 30,000.00 0.00 30,000.00
CR 123456 8/16/2007 OPEN -1,000.00 0.00 -1,000.00
AR 0421-8 8/25/2007 9/24/2007 2,000.00 0.00 2,000.00
System Transaction List
Print
TOTALS 103509.30 3050.00 106559.30
OK
Next
Cancel
Help



Go back to GL List and review GL # 1125 Customer Deposits. Notice the account is net out to zero.



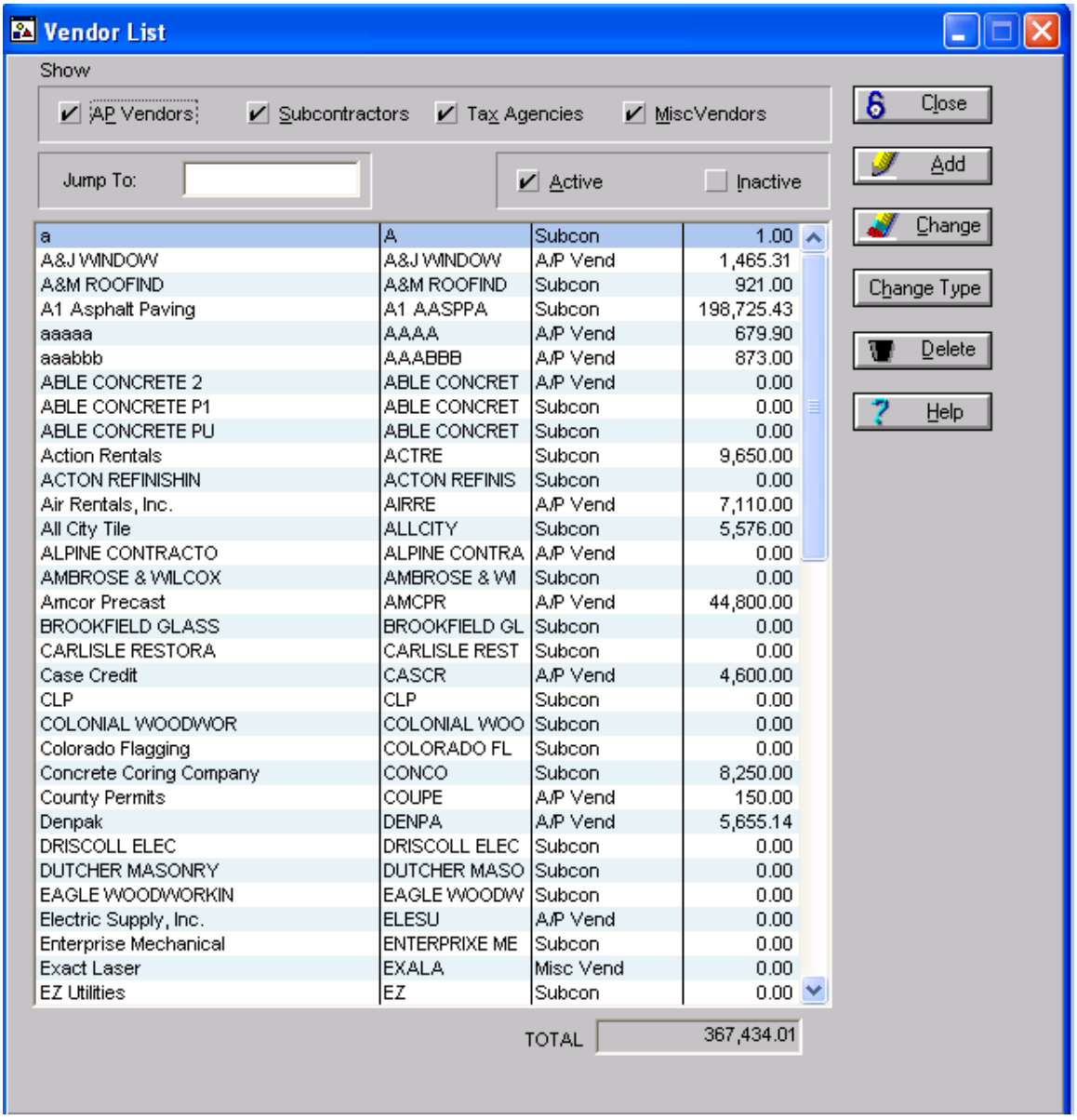
Writing Off Bad Debt

To write off a Bad Debt make a negative invoice for the customer and the amount you wish to write off. In AR "Receive Payment" select the negative invoice and the invoices you wish to write off so the Amount of cash received is zero.

You may wish to use one of the same original invoice numbers and add a letter to the end, like "w" or "b". This will add some intuitiveness when the invoice numbers are viewed in the Transaction Tab of Customer Record or other areas. Example invoice # "14123w".

To make the amount of an invoice negative make either the Quantity or Rate negative.

Understanding the Vendor List



Purpose:

To set up a Vendor account type.

Access By:

Selecting **A/P | Vendor List** from the Main Menu Bar. Select the Add button, and then select Vendor in the "Select AP Account Type" combo box.

AP Vendors vs. Subcontractors vs. Misc Vendors

The only differences between these three types are the available fields within the notebook, and a Subcontractor Type allows you to send a 1099. No other AP types allow you to send a 1099 form.

AP Vendor Field Descriptions

Setup Tab: Used to add or change vendor information.

Vendor ID: This unique code enables the system to look up the vendor name. It is used for quick entry in several fields throughout the system by entering the first few letters of the account look up code.

Vendor Name: Enter the name of the vendor.

Account Number: Enter the account number the vendor has assigned to your account.

Physical Address: The first two lines are used to identify the physical address; street and suite number. The last line is for the City, State abbreviation, and the ZIP+FOUR Zip Code. Note: **There are two address sections for flexibility when mailing a payment to a PO Box or shipping merchandise to the physical address.**

Mailing Address: The first two lines are used to identify the Post Office Box or other mailing address if different from above. The last line is for the City, State abbreviation, and the ZIP+FOUR Zip Code.

Primary Contact: Enter the name of a primary contact person if known.

Credit Limit: Enter the credit limit the vendor has assigned.

Normal Terms: Enter your normal terms with the vendor. Access by utilizing the drop-down menu, or entering the first letter of the credit term. Note: **Terms must be set up in A/P |** Payment Terms **prior to entry in this field.**

Company Type Combo Box: Click on the appropriate box to apply the following selections: Union Company, Woman Owned, Minority Owned, and Disadvantaged. This information is used for Government tracking purposes only.

Default Expense Account: Enter the General Ledger expense account that purchases from the selected vendor will apply to. Note: **The expense account can be over-ridden at the Invoice level.**

Default Cost Code: Enter the Job Cost - Cost Code that purchases from the selected vendor will apply to if applicable. Note: **The cost code can be over-ridden at the Invoice level.**

Phone Numbers: Enter the phone number for the Main Line and the Fax Line. Additional phone numbers may be entered as needed.

AP Vendor Field Descriptions (in addition to AP Vendors)

Subcontractor Tab: Displays the fields as listed below.

Workers' Compensation Expiration: Enter the date that Worker's Compensation insurance expires for the sub-contractor.

Liability Insurance Expiration: Enter the date that the Liability insurance expires for the sub-contractor.

License Number: Enter the sub-contractor's license number.

License Expiration Date: Enter the date that the License expires.

Federal ID.: Enter the Federal Identification number of the sub-contractor.

1099 Required: Check this box if the sub-contractor requires a 1099 form. If this box is selected, then the following two fields are available.

Form: Enter the type of form that is to be sent to the sub-contractor.

Pay Type: Enter the type of pay that will be reported on the 1099.

Tax Agencies

Field Descriptions:

Tax Agency Tab: Used to set up default payment schedule and liabilities.

Payment Schedule: Select which time frame the tax payments are to be made. Selections are Monthly, Quarterly, or Yearly.

Liability On: Select Invoice Date or Payment Receipt to indicate when the payment liability will occur.

Liability Account: Select the default General Ledger Liability Account to associate with the tax agency.

Adding, Changing and Deleting Vendors, Subcontractors and Tax Agencies

Vendors are people, businesses or other entities to which your company makes a payment, either through manual cash disbursements or through Accounts Payable invoices. The four types of vendors Toolbox tracks are Subcontractors, Tax Agencies, general Vendors, and Miscellaneous Vendors.

Before setting up or changing a vendor, you may want to review the current settings for vendors and Accounts Payable transactions in the A/P System Preferences.

Adding

Go to A/P | Vendor List or click  . Click 

. Select the vendor type. The type of vendor you need to setup will determine which screens you will be prompted to enter.

Vendors and Miscellaneous Vendors

Setup or Misc Vendor Tab

Enter a vendor ID in the "ID" field. This is an abbreviation or other identifier for this vendor that will appear in the vendor list, in A/P invoice lists, certain reports, as well as other areas where a vendor is needed. Next to the "ID" field, enter the name of this vendor in the "Name" field. The name can be up to 41 characters long.

Note: Do not include any single quotes or apostrophes in any fields. Since Toolbox is based on the SQL programming language, you may receive errors like the ones listed below if you use a these characters in any field since SQL uses the single quote to determine certain variables and parameters.





If you have established a line of credit with this vendor, you may enter the credit limit and account number in the fields to the right of the "Name" field.

Enter vendor website and email address, if available, in the fields below the name. The website should not include "http://" at the beginning of the address. When you click the "Go" button next to the "Website" field, an internet browser window will open and you will be taken to the website entered. The "http://" will be prefilled in the website address.

Below the website/email entry area, you can enter the physical and mailing addresses for this vendor. The "Mailing Address" fields will be the more important of the two addresses, as these will be the fields used on A/P checks.

The "Electronic Transfer DFI" field is used to enter the ABA transit/routing and account numbers for this vendor. This number will be used if you are setting up any direct deposits through your bank to this vendor for payments. The DFI number starts with the nine-digit ABA transit/routing number, followed by the account number as it would appear on a check or deposit slip. These numbers should not include any spaces or other characters between them.

To the right of this tab, you have the option of entering any defaults associated with this vendor. You can enter default payment terms (Terms), expense account (Exp Acct), cost code (Cost Code), shipping method (Ship Via), freight on board terms (FOB), sales tax item (Sales Tax), and Retention and Discount percentages. Below this area, you may enter any phone or fax numbers you may have. A primary contact name can be added in the field below the mailing address.

Purchase Order/Subcontractor (PO/SC) Tab

This tab does not need to be changed at this time. This area is used after purchase orders and subcontracts have been created.

Liens Tab

This tab does not need to be changed at this time. This area is used after liens have been created.

Custom Tab

The Custom tab is used for any information relating to this vendor that is not included in any other fields.

The "Date" field will keep track of any dates pertaining to the vendor, such as an account open date or certain deadlines.

The "Numbers" field stores important numbers, besides phone numbers, which are stored on the "Setup" tab.
The "Text" field can store custom text information.

You have an unlimited amount of fields available for these three areas.

Attach Tab

You can associate computer files to an account on this tab. There is no limitation as to the type of file that can be listed here. This area is for referencing files on your computer or network without needing to search for these files when needed. For example, you can list recent financial statements, pictures of equipment or inventory, or notes payable.

To select a file to attach to the account, click the button titled 

. This will open a window that will allow you to browse your computer or network for the appropriate file. Once you have found the correct file, either double click on the file or single left click on the file and click 

. This will store the file location in Toolbox. Type a description to the left of the file location field. To open the file, click on the file you wish to see and click 

.

If your office is equipped with a scanner, you can scan files into Toolbox directly from this tab. Place the document into the scanner as normal and click the 

button in Toolbox. A box will open telling you the Scan function is ready and to place the original document on the scanner. Press the scan button on your scanner or click 

in Toolbox. Once your scanner has finished, the file will appear automatically in the list. The default file path will be C:\Toolbox\win32\docs. You can move this file to a different location on your computer or network and update the file path as needed. A default name will have been entered in the "Description". Update the file description as needed.

Notes Tab

Go to the "Notes" tab. This is an optional tab that allows you to list any other information about this account. This could include clarification for certain transactions, notes on transaction approvals by certain people, or notes of conversations pertaining to the account. Click the 

button before entering any text. Today's date, the current time, and the user name of the person creating the entry will appear.

Note: If you have entered text before clicking 

and the text is less than one line, the time, date, and user name will appear directly after your notes. If this text consists of more than one line, the Stamp feature will work as normal.

Your company should decide whether or not to set a company policy on editing previously created notes, as well as whether or not to use the Time/Date/User Stamp function. Many legal jurisdictions may consider the information listed on this tab to be legal documentation. Consult a legal professional for more information.

When have completed entering the vendor information, click 

.

Subcontractor

Subcontractor Tab

If you would like to track Worker's Compensation insurance and license information for your subcontractors, you may enter the expiration dates, license numbers, and federal IDs in the appropriate fields.

Note: You can have Toolbox notify you when a subcontractor Worker's Compensation, liability insurance, or license expires. To set these alerts, go to Utilities | Preferences | A/P.

You can also designate if this subcontractor needs a Form 1099 filed for taxes. If so, check the

All other tabs are identical to the Vendor tabs.

Tax Agency

Tax Agency Tab

Under "Payment Schedule", select the payment frequency for this tax agency.
Select the liability account for this tax agency from the menu under "Liability Account".
All other tabs are identical to the Vendor tabs.

Changing

Open your vendor list by clicking A/P | Vendor List or click  . Double-click on the vendor or single click on the vendor to change and click 

. Go to the appropriate area(s) and make any necessary changes.
Note: If you need to change the vendor ID or name, keep in mind the naming constraints mentioned while adding a vendor.

When you are finished making changes, click 

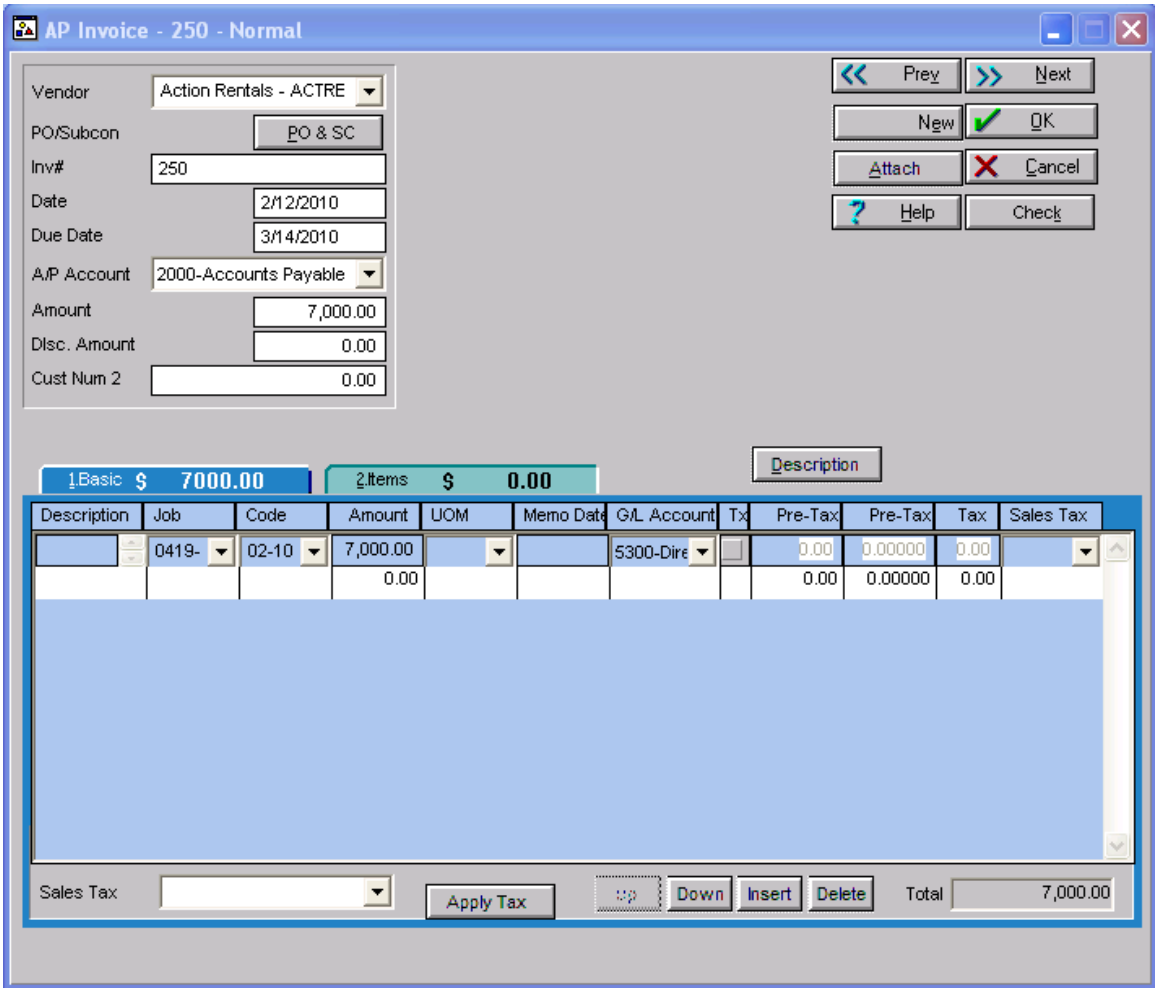
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Deleting

Deleting a vendor should not be a common transaction. Vendors can only be deleted if transactions have not been keyed against the vendor. Even if all invoices have been reversed, you would not be able to delete the vendor. You will need to list the vendor as inactive to remove the name from the active vendors list if transactions have been entered.

Accounts Payable Transactions

Creating A/P Invoices



Purpose:

To enter an invoice received from a vendor for payment.

Access By:

Selecting **A/P | A/P Invoice** from the Main Menu Bar.

Customize Screen:

The fields that appear on the screen can be customized through Utilities | Customize | A/P Invoice.

Field Descriptions:

Vendor: Select the name of the vendor from the drop-down menu, or by entering the first few letters of the vendor ID.

Invoice Number: Enter the Invoice Number from the vendor invoice.

PO Number: By selecting this button, the **purchase order select** screen will appear. Choose the corresponding Purchase Order for the invoice. By doing this, the 1Basic and 2Item tabs will auto-populate with the information contained in the Purchase Order.

Date: This field auto-populates with the current date. You should enter the invoice date from your accounts payable invoice.

Amount: Enter the total amount of the invoice.

Due Date: Enter the date the invoice is due.

Retention: Enter the percent of retention to be held, if applicable. This amount defaults into each line item.

Terms: Select the credit terms from the drop-down menu, or by entering the first letter of the credit term.

> Note: The terms will auto-populate with the default terms set up in the Vendor List. In order to qualify for a discount, enter the date to pay by to earn the discount. This is assuming the credit terms with the vendor allow a discount.

Use Tax: Enter the use tax from the drop-down menu, or by entering the first letter of the use tax name.

Ship Via: Enter the method of shipment. This field is maintained in the A/R | Text Lists. Additional methods of shipping can be added by typing in the name and selecting yes to the question: "Shipment method is not on file. Add it?"

Sales Associate: Enter the name of the sales associate, or select a name from the drop-down menu. Additional names can be added by typing in the name and selecting yes to the question: "Sales Associate is not on file. Add it?"

1099 Form: and 1099 Type are used for sub-contractors that require a 1099 form. This field will appear when a vendor who has been set up in the A/P | Vendor List as a sub-contractor and the 1099 Required box has been checked in the Sub-Contractor tab.

Discount: Enter the date of the discount.

Discount Amount: Enter the dollar amount of the discount.

A/P Account: Enter the General Ledger account number associated with this purchase.

Amount: Enter the amount of the invoice.

Description: Enter the description as stated on the invoice.

Job: If applicable, enter the job name or number to which the invoice is associated.

Code: If applicable enter the Job Cost - cost code to which the invoice is associated.

BASIC FOLDER TAB: The Basic tab is used to manually fill in items or services. For items or services used continuously, set the item up in the A/P | Items List to save data entry time.

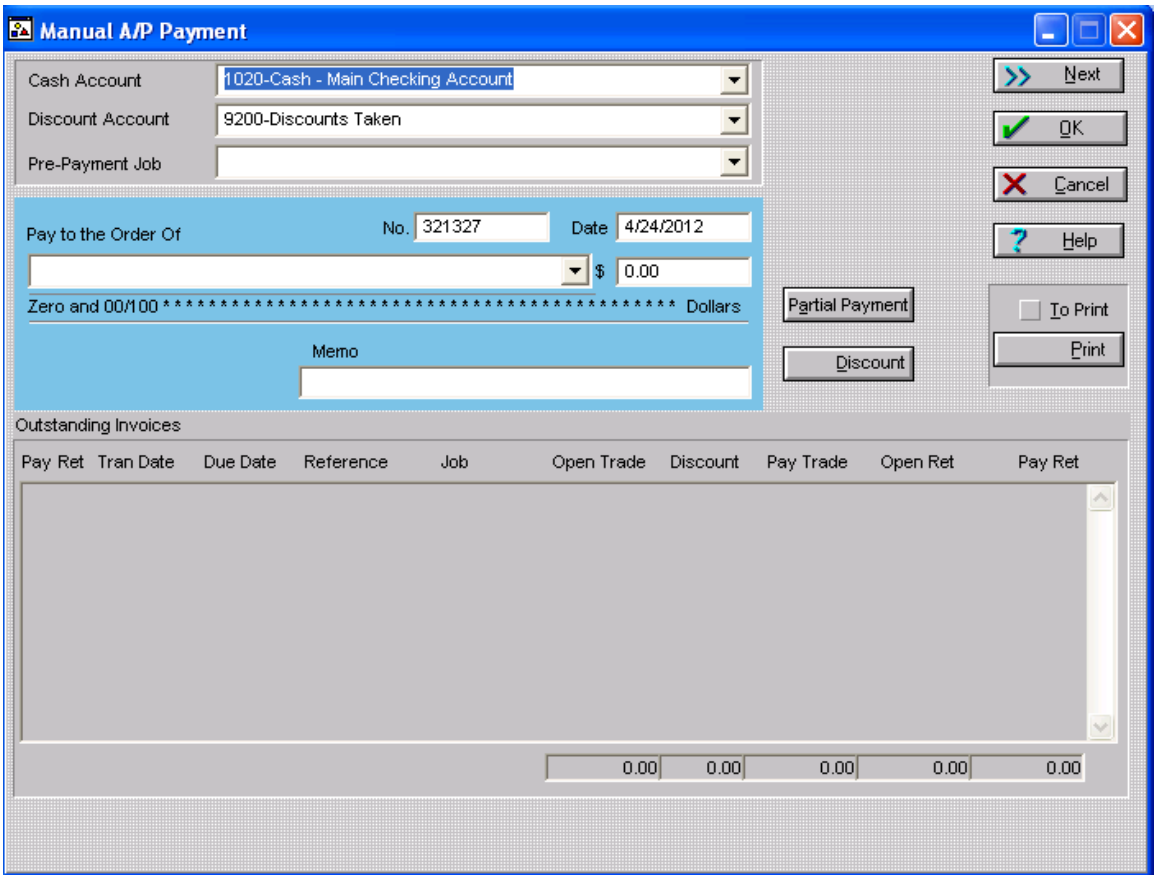
ITEMS FOLDER TAB**:** The Items tab is used for items or services that are used on an on-going basis. These items are set up in A/P | Items List.

TOTAL FOOTER: This footer is utilized by both the Basic and Items folder tabs.

Total: This amount is auto-populated with the item amounts that are entered for all items from the Basic and Item tabs.

Manual A/P Payments (Single Vendor)

Select **A/P | Manual AP Payment**
Select the appropriate cash and discount accounts from the drop-down list.
Enter the appropriate check number.
The date will default to today's date or can be manually changed.
Select the appropriate vendor from the drop-down list.
Enter the dollar amount you are paying.
Enter a memo you want to appear on the check.
Click the invoice you are paying and if appropriate click on the **Partial Payment** or **Discount** buttons.
Click **Print**
Click **OK**



Purpose:

To generate a single check for payment to one vendor.

Access By:

Selecting **A/P | Manual AP Payment** from the Main Menu Bar.

Field Descriptions:

Check Combo Box:
Cash Account: This field is auto-populated with the default General Ledger account number set up in Utilities | Preferences for the cash account.

Discount Account: This field is auto-populated with the default General Ledger account number set up in Utilities | **Preferences** for discounts taken.

Number: Enter the check number that was used for a prepaid invoice. **Note:** If a check number is entered here, the "To Print" option will not be available.

Date: This field auto-populates with the current date, or the date of the last transaction that was used.

Pay to the Order of: Enter the name of the **vendor** by utilizing the pull down menu, or by typing in the first few letters of the account code. The system will show open invoices in the Outstanding Invoices combo box. If there aren't any open invoices, the Outstanding Invoices combo box will remain blank.

$: Enter the amount to be paid. The amount line will be auto-populated with the amount entered in the box.

Memo: This field is used for information that will be printed on the face of the check.

Partial Payment: Select this button to make a partial payment against an outstanding invoice.

Discount Info: Select this button to take a discount on the invoice that is being paid.

To Print: Select this box to indicate that the check will be printed later in Batch mode.

Print: Select this box to print the check immediately.

Outstanding Invoices Combo Box: This information auto-populates with open invoices that are in the system**.**
Pay: By selecting this box, the open Trade Due portion will be paid. This box can also be selected after all discounts have been determined and applied to pay the invoice.

Retention: By selecting this box, the open Retention Due portion will be paid.

The following items are auto-populated with outstanding invoice information:

Due Date: The date invoice is due.

Invoice: The invoice number.

Trade Due: The total amount due to the vendor, before discounts or retention.

Discount Amount: The discount amount that will be taken if paid within terms. The discount amount is set up through Payment Terms, and then entering the appropriate payment terms during the set-up of vendor information through the Vendor List in normal terms. This amount can be adjusted by making a Partial Payment.

Pay Trade: This field will auto-populate with the amount to pay after the "Pay" check box has been checked. The system will calculate the discount amount. This amount can be adjusted by making a Partial Payment.

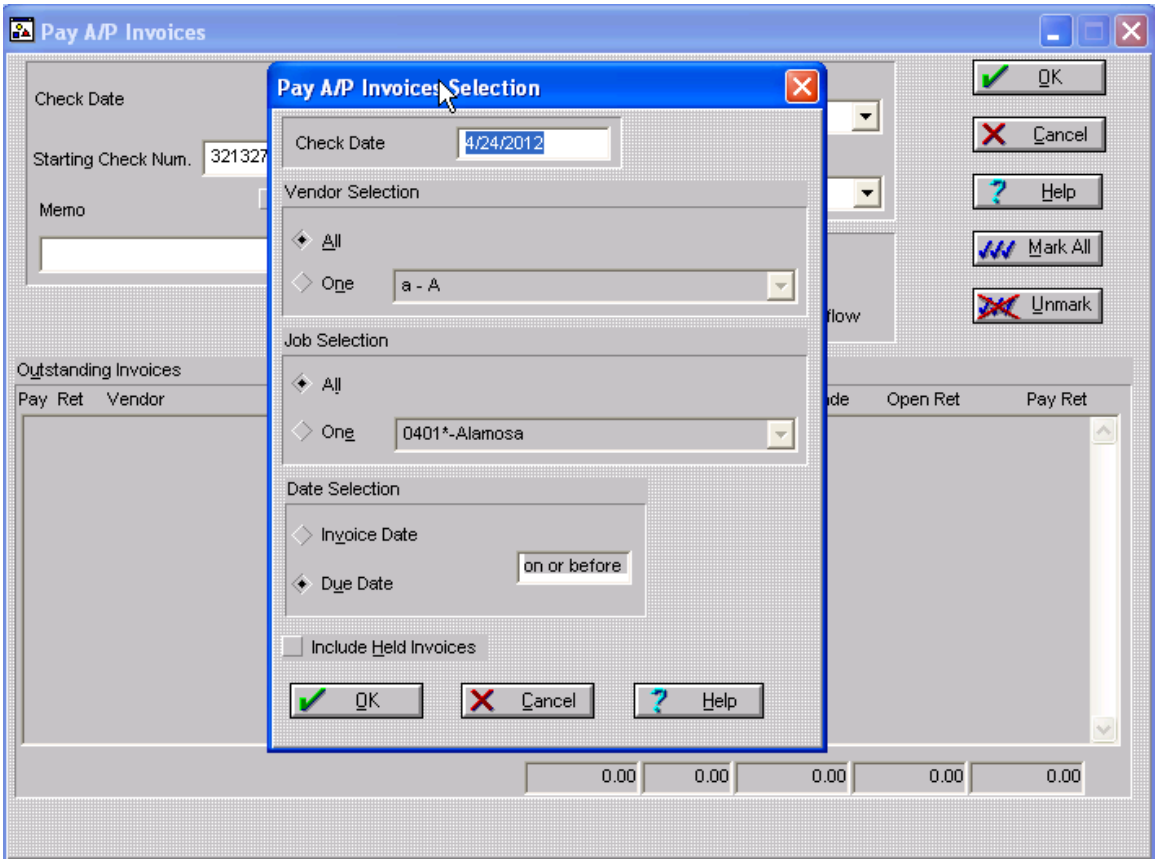
Retention Due: The retention amount due. The retention percentage is set up during invoice entry.

Pay Retention: The amount of retention to be paid. This field is populated when the "Ret." box is checked. This amount can be adjusted by making a Partial Payment.

Totals: The total amounts will auto-populate as each invoice is checked in the pay or retention box.

Pay A/P Invoices (Multiple Vendors)

Select A/P | Pay A/P Invoices
Today's date will auto-populate or it can be changed manually.
Select either All or One vendor.
Select either All or One job.
Select either Invoice Date or Due Date.
Click OK.
The next check available check number will auto-populate.
Click "PRINT LATER" if you do not want to print the checks immediately.
Enter a memo you want to appear on the check(s).
The "CASH ACCOUNT" and "DISCOUNTS TAKEN ACCOUNT" will auto-populate with the previously selected account numbers or they can be changed manually.
Select the Mark All button to pay all invoices, or you can check each invoice individually.
Only 12 invoices will show up on the check stub. The "PRE-PAY EDIT" and "CHECK STUB OVERFLOW" radio buttons should be checked if there are more than 12 invoices to be paid to a vendor. This will give you a hard copy of the invoices being paid.
Click OK to print the checks immediately.



Field Descriptions:

The **Pay A/P Invoices Selection** screen appears first. After inserting the appropriate information, the following screen information appears:

Check Date: This field is auto-populated with the current date**.**

Starting Check Number: This field is auto-populated with the next available check number.

Memo: This field is used for information that will be printed on the face of the check.

Cash Account: This field is auto-populated with the first General Ledger account number set up as cash. Select a General Ledger cash account by utilizing the drop down menu.

Discounts Taken Account: This field is auto-populated with the first General Ledger account number set up as a discount account. Select any discount General Ledger account by utilizing the drop-down menu.

Discount Info: Select this button to take a discount on the invoice that is being paid.

Partial Payment: Select this button to make a partial payment against an outstanding invoice.

Prepay Edit: By selecting this button, a report of the processed checks will print on regular paper for editing purposes.

Check Stub Overflow: This is to be checked in conjunction with the "Prepay Edit" radio button.

Outstanding Invoices Combo Box: This information auto-populates with open invoices that are in the system**.**
Pay: By selecting this box, the open Trade Due portion will be paid. This box can also be selected after all discounts have been determined and applied to pay the invoice.

Retention: By selecting this box, the open Retention Due portion will be paid.

The following items are auto-populated with outstanding invoice information:

Due Date: The date invoice is due.

Invoice: The invoice number.

Trade Due: The total amount due to the vendor, before discounts or retention.

Discount Amount: The discount amount that will be taken if paid within terms. The discount amount is set up through Payment Terms, and then entering the appropriate payment terms during the set-up of vendor information through the Vendor List in normal terms. This amount can be adjusted by making a Partial Payment.

Pay Trade: This field will auto-populate with the amount to pay after the "Pay" check box has been checked. The system will calculate the discount amount. This amount can be adjusted by making a Partial Payment.

Retention Due: The retention amount due. The retention percentage is set up during invoice entry.

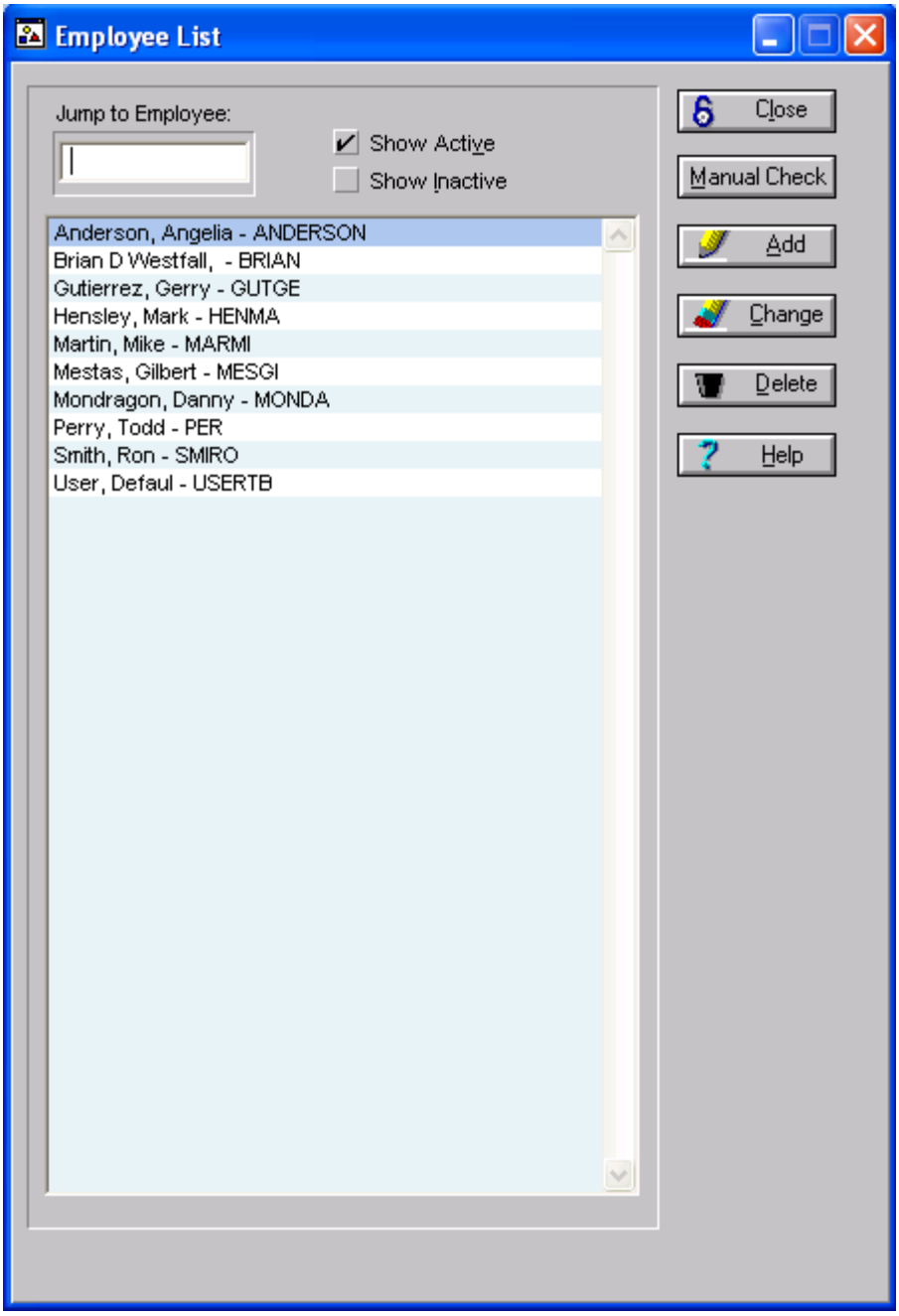
Pay Retention: The amount of retention to be paid. This field is populated when the "Ret." box is checked. This amount can be adjusted by making a Partial Payment.

Totals: The total amounts will auto-populate as each invoice is checked in the pay or retention box.

Clearing a Credit from AP when a vendor mails you a check for the credit.

Enter a manual cash receipt for the refund. (Toolbox will require that you create a misc. customer).
Post the receipt to misc income. (Or some other clearing account)
Enter a Positive invoice to misc income (negating the amount of the receipt posted in step 2)
Enter a zero cash disbursement to clear out the AP credit and positive invoice entered in step 3.

Understanding the Employee List



Purpose:

To enter, change or maintain personal information, rates, payroll adjustments and in-house notes about each employee, and to generate manual checks.

Access By:

Selecting **Payroll | Employee List** from the Main Menu Bar.

Field Descriptions:

Show Active: Select this box to show only the active employees.

Show Inactive: Select this box to show only the inactive employees.

Note: Both boxes can be activated at the same time to show all employees.

Usage:

To add an employee, use the ***Add*** button. To change employee information, double-click the line item in the list box or select the line in the list box and click on the ***Change*** button. To remove an employee, use the ***Delete*** button. An employee cannot be deleted if there are transactions posted to his/her account. ***Note:*** *Removing an employee should be done with discretion.*

To create a Manual Check, select the employee(s) and then the ***Manual Check*** button.

Setting Up Employees

Setting Defaults for Payroll

Before setting up any employees, you should setup the default settings for payroll. Go to Utilities | Preferences | P/R. Here you can select the default settings for your Cash, Workers Comp, and Accrual Liability accounts, as well as the default state which will appear for State Unemployment Insurance, Disability, and Withholding when setting up a new employee. This tab also allows you to set a minimum wage and determine how overtime and double time are determined.

On the right-hand side under "Time Card Entry", you will see a field labeled "Year for Non-Toolbox Payroll Adjustments in Employee Notebooks". This is the year your company converted to Toolbox, or the year you will use for W2 inclusions, such as mileage reimbursement.

Once you are finished making necessary changes, click 

.

Setting Up Employees

To setup a new employee, go to your Employee List. Go to Payroll | Employee List. Click 

.

Personal Tab

This is the employee notebook. Enter an employee ID in the "ID" field. This can be numbers, letters, or combinations of both that are assigned to each employee. For example, for the name "John Henry", you could use the ID "HENJO", using the first three letters of the last name and the first two letters of the first name. This ID can be up to 15 characters long. This is a required field.

> Note: Do not include any single quotes in any fields. Since Toolbox is based on the SQL programming language, you may receive errors like the ones listed below if you use a single quote in any field since SQL uses the single quote to determine certain variables and parameters.

Under "Federal Taxes" on the left side of the Personal tab, you must enter the "Filing Status". In this area, you can also mark if this employee is subject to Federal Withholding (FWH), Federal Unemployment Tax (FUTA), Social Security (SSec), and Medicare (MCare). This is a required field.

Under "State Taxes" on the right side of the Personal tab, the "Filing Status" will automatically default to the Federal filing status. You cannot change the state filing status to be different than the federal filing status, but the State Unemployment Insurance (SUI), Disability (SDI), and Withholding (SWH) can be changed as appropriate for the employee. By marking the "Override with Job State" box, the SUI, SDI, and SWH will automatically change to the state listed for the job on the timecard for the pay period.

Under "Dates", today's date will automatically populate the "Birthday", "Start Date", and "Curr Pay End Date" fields. Update this information as necessary. The "Reviewed" field allows you to enter the date this information was last updated or confirmed.

Under the "Address" tab, fill in the address and telephone number(s) for the employee. You may enter several phone numbers, if needed. After entering a second phone number, click the  button on the right side of the phone number fields and enter a new number in the next field. Emergency contact numbers can be listed here, as well. For example, use "Emerg" or "ICE" (In Case of Emergency) before listing a name in the "Phone Type/Location" column. Emergency contact information can also be listed on the "Notes" tab.

Under "Equal Opportunity Employer", enter any relevant information on gender, ethic group or trade class. These are optional fields.

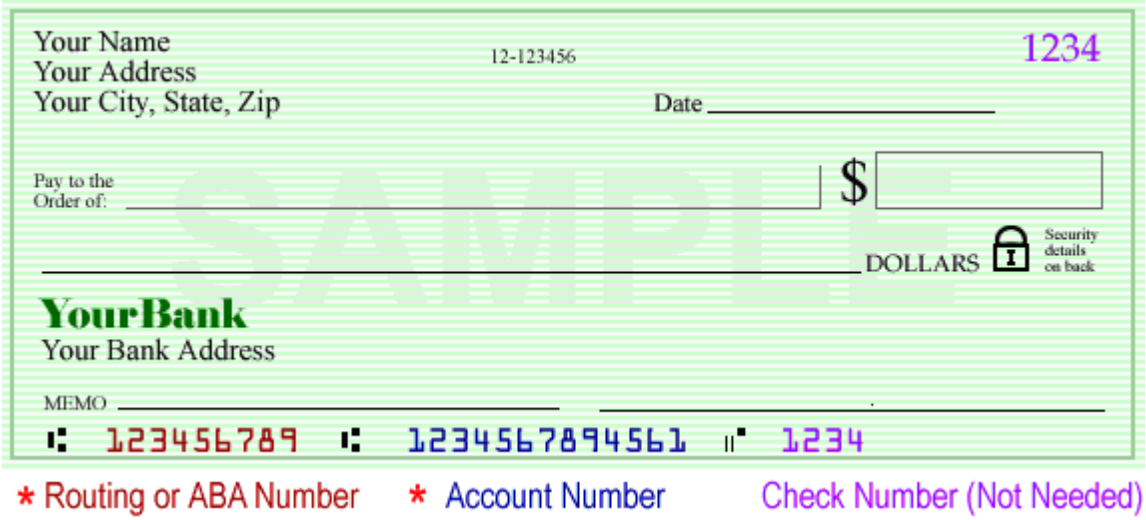
Rates Tab

Next, click the "Rates" tab. Here, you will enter the pay type (hourly or salary), pay rates, payroll period, union information (if applicable), direct deposit information, workers comp, general liability, and default labor accounts for this worker, as well as sick/vacation days available. It is mandatory that a General Liability, Workers Comp, and Default Labor account be setup before moving away from this page. If the correct account is not listed, you can add it by clicking the  icon or by going to G/L> General Ledger List and clicking 

without canceling out of the new employee setup.

Direct Deposit

To enter Direct Deposit information, enter the bank transit or routing number, which is always nine digits long, then list the account number as it would appear on a check or deposit slip. To check to see if a routing number is correct, visit the Federal Reserve Financial Services website.



There should be no space or any other characters between these numbers. A check number should not be listed.

See Also: Direct Deposit Instructions

Billing Scales Tab

On the "Billing Scales" tab, you can designate different billing rates to be applied for this employee. Go to A/R | Customer List, double-click on the customer, and go to the "Defaults" tab.

Payroll Adjustment Tab

On the "Payroll Adj" tab, you can enter any recurring adjustments that need to be made per paycheck. These can include employee or company 401k contributions, additional withholding, health or life insurance premiums, local taxes, and garnishments. To limit the amount taken out of or added to a paycheck, mark the box in the "Limit" column and enter the amount and period (i.e. monthly, per pay period) you want to limit. After timecards have been entered, you can come back to this tab and see the amount that has accumulated for the time allotted, as well as the amount remaining for allocation. To manage payroll adjustments, click Payroll | Payroll Adjustments.

See Also: Payroll Adjustments

Non-Toolbox Adjustments Tab

The "Non-TB Adj" tab allows you to make payroll adjustments that occurred in a period prior to implementing Toolbox TimeSuite for payroll. The year will be set to whatever year you have in the "Year for Non-Toolbox Payroll Adjustments in Employee Notebooks" field in your Utilities | Preferences.

Custom Tab

Under the “Custom” tab, you may enter additional text, date, or number fields, as needed.

Attach Tab

The “Attach” tab allows you to list any reference files on your computer or network that need to be attached to this employee. For example, you can scan W-4 or I-9 forms, a driver’s license or an employee picture and list these files in this area without needing to search for the file. Click "Select File” and browse your computer or network for the file you wish to add and click "Open”. When you need to view the file, you can come to this tab, single click on the file to open, and click "Open File”. By clicking “Remove File", you are only removing this document from the list. This will not delete the file from your computer or network.

To scan a document, turn on your scanner, place the document in the scanner appropriately, and click “Scan". The file should automatically appear in the list after your scanner has completed its process. If you have more than one scanner installed on your computer, make sure the scanner you are using is the default scanner in your Control Panel. You can check this by clicking Start menu | Settings | Control Panel and double click Scanners and Cameras, or Start menu | My Computer | Control Panel | Scanners and Cameras, depending on how your Start menu is set up.

Notes Tab

The “Notes” tab allows you to list any specific notes for this employee. For example, emergency contact instructions, allergies, specific job requirements or accommodations for disabilities, or conversation logs can be listed here. The 

button will record the note with the date and time of entry.

> Note: Clicking the "<<" and ">>" buttons at the bottom of the window will take you to the next and previous tabs.

When you are finished entering information into the employee notebook, click 

.

You should see the new employee in the Employee List now. To edit any information for an employee, double click on the employee name or single click on the employee name and click 

.

When you are finished with the Employee List, click 

.

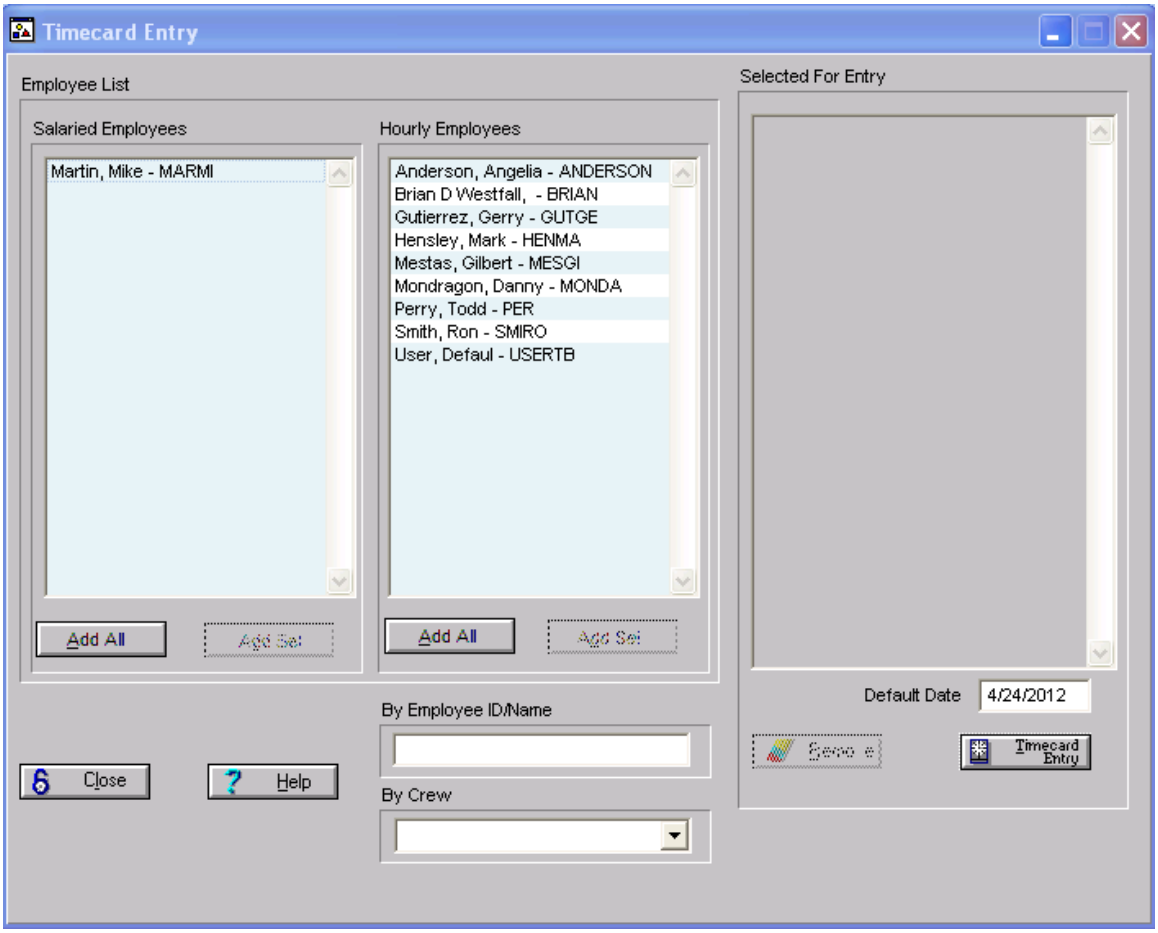
Time Card Entry

TimeSuite provides a variety of ways to enter time for employees, from both within the software and externally.

"Traditional" Time Card Entry

To use the "traditional" time card entry, first make sure that the "Use .Net Timecard Entry" option is **not** selected in the preferences panel. You can do this by selecting **Utilities | Preferences** from the Main Menu Bar and then selecting the **Screens**.

Employee Selection for Time Card Entry:



Purpose:

To add employees in order to enter hours worked.

Access By:

Selecting **Payroll | Time Card Entry** or ***Payroll | Process Payroll*** from the Main Menu Bar, and then select the ***Time Card Entry*** button after appropriate selections have been made and default date is set.

Or select **Payroll | Employee List**, select an employee, and then select the ***Manual Check*** button.

Field Descriptions:

Employee List: This combo-box auto-populates with active employees. Based on the way the employee was set up in Payroll Employee List, the name will appear in the Salaried Employees column or the Hourly Employees column. Multiple selections are allowed from this list.

Add All: Select this button to add all Salaried or all Hourly employees.

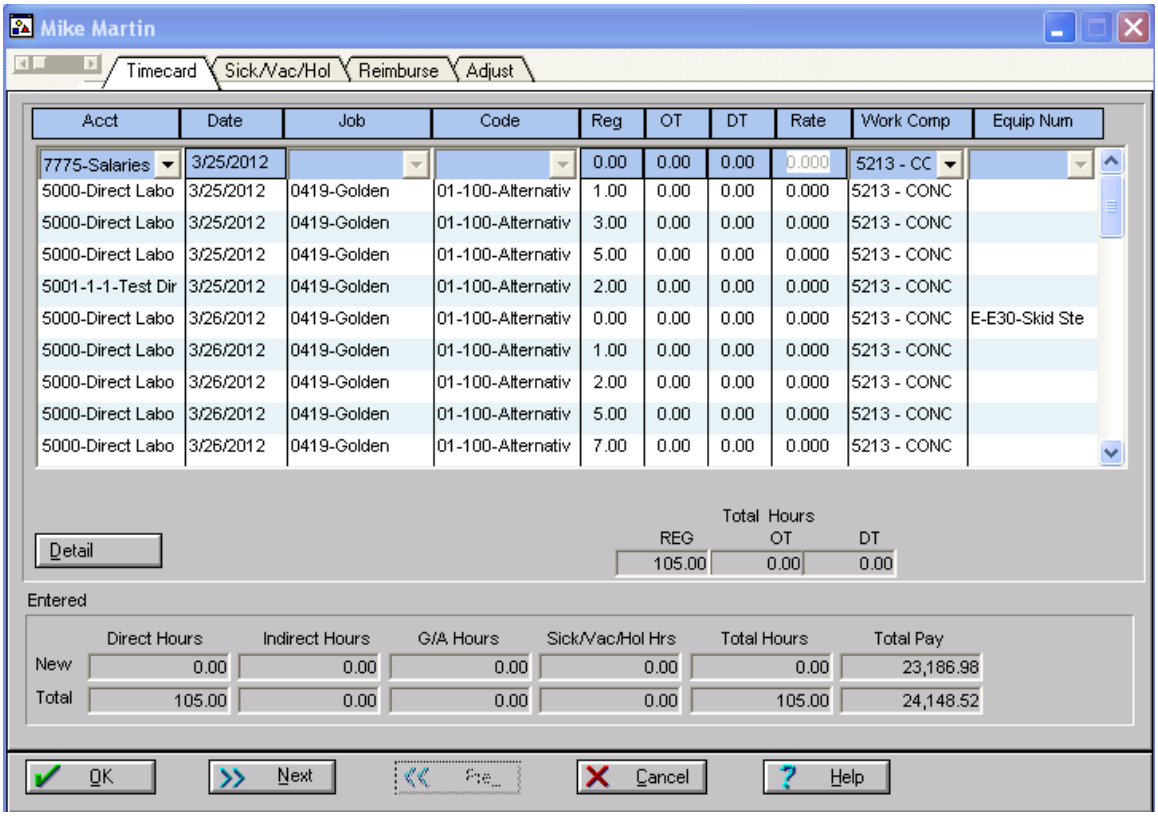
Add: Select individual employees for time card entry, or double-click on the employee's name to add it to the selected list.

Selected for Entry: This combo-box will display the employees that are selected for timecard entry.

Remove: Select this button to remove an employee from the Selected for Entry list. Multiple selections are allowed from this list.

Timecard Entry: Select this button to enter the selected employee's time card information.

Time Card Entry



Purpose:

To enter time worked by employees and associate the time to a specific job and cost code.

Access By:

Selecting **Payroll | Time Card Entry** or **Payroll | *Process Payroll*** from the Main Menu Bar, and then select the ***Time Card Entry*** button when appropriate selections have been made.

Or select **Payroll | Employee List**, select an employee, and then select the ***Manual Check*** button.

Field Descriptions:

Account: This field auto-populates with the General Ledger account that is defined in **Payroll | Employee List**. It can be altered at this point.

Date: This field auto-populates with the current date.

Job: Enter a job number, if applicable. Note: *A job number is required if a job specific General Ledger account number is used.*

Cost Code: Enter a cost code, if applicable. Note: *A cost code is required if a job specific General Ledger account number is used.*

Regular/Over Time/Double-Time: Enter the regular, overtime, or double-time hours worked in the respective fields.

Rate: This field will auto-populate with information entered while entering new employee information in the Employee list. Change the rate if needed.

Work Compensation: This field will auto-populate with information entered while entering new employee information in the Employee List.

Equipment Number: This field will auto-populate with information entered while entering new employee information in the Employee List.

Details: Select this box to make adjustments to the time card. All information is defaulted from the employee based on the job worked. The Detail screen allows defaults to be over-ridden on the line-by-line basis.

Entered: These fields display new hours and total hours for the following: Direct hours, Indirect hours, Garnishments or Additions, Sick or Vacation hours, and the total of all hours for the current pay period.

Excel Based Time Card Entry

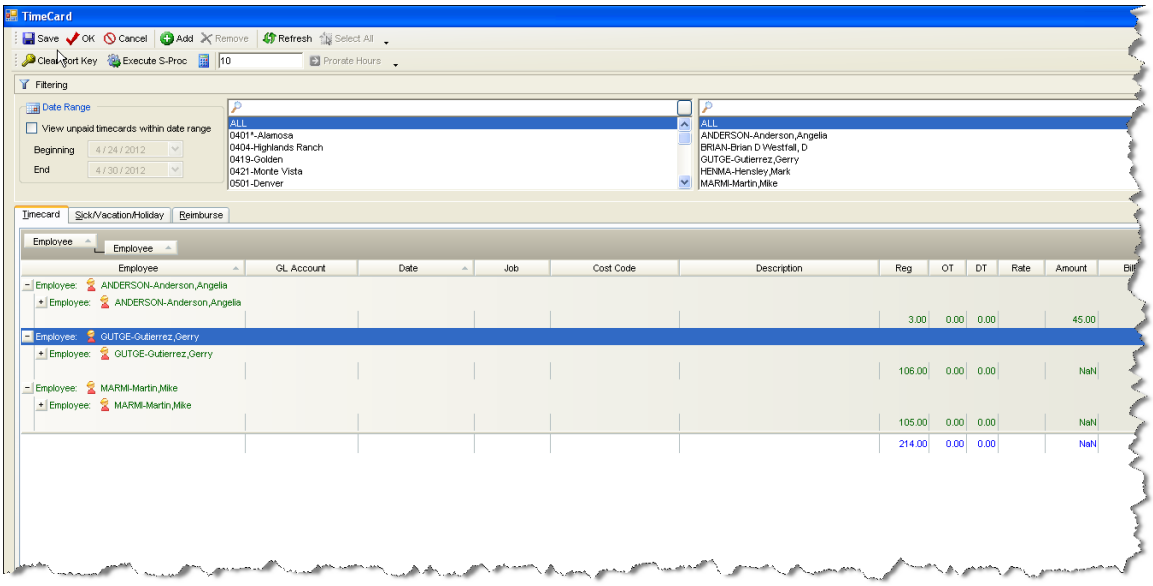
The Excel based Time Cards are designed for use by employees or managers in the field. There is a "stock" version available within the reports folder on your Toolbox drive. Currently, Excel 2007 and 32-bit Excel 2010 are capable of running these time cards.

The Time Card's columns are customizable, and the spreadsheet also allows for reimbursements, A/P transactions, and Production Unit uploads.

Fully customized versions are also available if your company desires them.

.Net Time Card Entry

To use the .Net time card entry, first make sure that the "Use .Net Timecard Entry" option **is** selected in the preferences panel. You can do this by selecting **Utilities | Preferences** from the Main Menu Bar and then selecting the **Screens**.



The advantage of the .Net version is that you can enter time for all of your employees at once, without leaving the screen.

Depending on the time card data needs of your company, you can add or remove various columns of the grid. To do this, right click and select "Customize Grid Columns".

There are also various grouping methods that you can achieve. To group by any column, simply click on a column header, and while holding the click, drag the column header into the grey shaded area. You can create as many groups as you need.

The grid will automatically add rows once you select a row, complete it, and hit the "Enter" key. To manually add a row, simply click the "Add" button.

If you make an error, simply highlight the desired row or rows and press the "Delete" icon.

Once you are finished entering time for the day or week, press the "Save" icon to save your work.

Note: At this time, time card specific payroll adjustments are not available in the .Net Time Card Entry screen.

Processing Payroll

(Multi state, certified payroll, union, work comp, direct deposit, auto accrued wages accrual, etc.)

Select **Payroll | Employee List**. Double-click on any employee. (*Note the following :*)

- The billing scale in the lower right allows unlimited billing rates.
- The subject to taxes can be modified for non-standard payroll requirements.
- Under the **Rates** tab, " SAL JC" pay type allows salaried personnel to be coded to the job with the system determining the hourly rate.
- The workers comp classification can be defaulted from the employee file or the cost code (see Job Cost).
- The Burden % allows for an additional burden to be placed on the jobs specific to the employee.
- The "Add/Ded" tab allows for reoccurring items for the employee.

For manual or after the fact payroll checks: Select **Payroll | Employee List | Manual Check.**

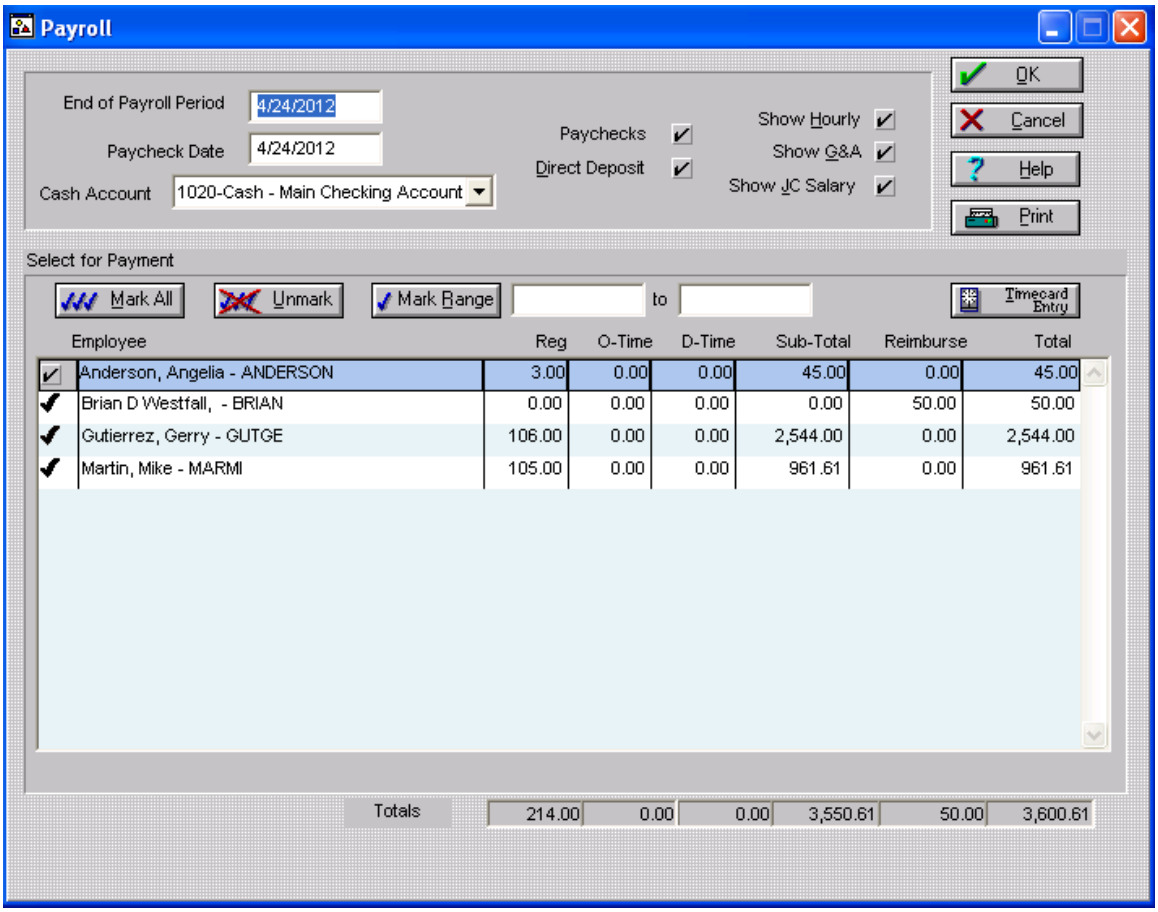
Select **Payroll | Payroll Adjustments** to set up 401K adjustments, cafeteria plan adjustments, additional withholdings, advance pay back, etc.

Select **Payroll | Certified Payroll** to set up certified payroll. (***Note:*** *If you have complex additions/contributions/deductions with certified payroll, the union area can be used to facilitate these items.*)

Select **Payroll | Federal State or State Taxes** to modify liability/expense account associations, or view/adjust payroll tax tables.

Select **Payroll | Union List** to set up union definitions or to set up complex certified payroll adjustments.

Select **Payroll | Workers Compensation** to set up your effective Workers Compensation rates.



Purpose:

To process all timecards in order to generate paychecks.

Access By:

Selecting **Payroll | Process Payroll** from the Main Menu Bar.

Field Descriptions:

End of Payroll Period: This field auto-populates with the current date. Or, enter the date of the last day of payroll.

Paycheck Date: This field auto-populates with the current date. Or, enter the date that will appear on the checks.

Cash Account: This field auto-populates with the G/L cash account that was defined as the default in Payroll Preferences.

Include Employees Combo Box: These fields default with check marks. To de-select, click on the box or use the space bar.

Limit by End of Period: When this box is selected, it will limit the payroll check processing to the date entered in the End of Payroll Period field. If it is de-selected, and then all time entered for each employee will be processed.

Select for Payment Combo Box: All employees with time to process will appear in this box. Each line item will display the employee name, regular, over-time and double-time hours earned for the pay period, the sub-total of earnings, any reimbursement amount included for this check, and the total of all hours and reimbursements to be paid. The 'Select' box defaults with a check mark.

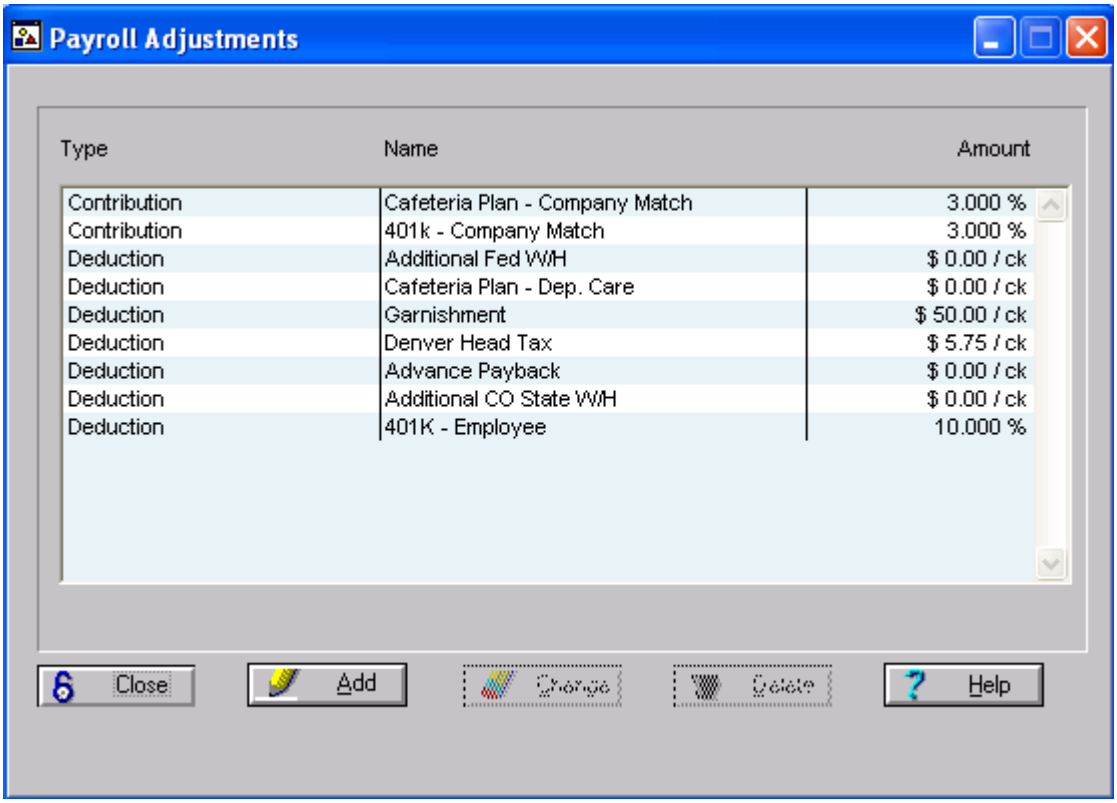
Timecard Entry: Select this button to enter time or to make adjustments to individual time cards.

Usage:

Mark All: Select this button to select all employees with time to process.

Unmark: Select this button to de-select (un-mark) all employees. Individual employees may be selected by clicking on the 'Select' box of each employee to process.

Payroll Adjustments



Purpose:

Used to include additions or deductions or contributions to the paycheck. These classifications are defined and maintained through **Payroll | Payroll Adjustments**

Access By:

Selecting **Payroll | Payroll Adjustments** from the main menu bar, and then select the Add or Change button.

Field Descriptions:

Name: Enter a description for the Addition, Deduction or Contribution being created.

What taxes is this adjustment subject to: Select all that apply.

W2 Classification: Select the appropriate entry from the drop-down menu.

Liability Account: Select the appropriate account from the drop-down menu.

This adjustment will . . .: Choose the appropriate adjustment, then enter the dollar or percentage amount. Next click the appropriate radio button for the amount and frequency of the addition, deduction or contribution.

Stop this adjustment when it accumulates to: Enter the dollar amount, and from the drop-down enter the specific time period.

Stop this adjustment when gross pay reaches: Enter the dollar amount, and from the drop-down enter the specific time period**.**

Setting up Adjustments

Payroll adjustments are contributions and deductions made to an employee's paycheck. Federal and state withholding deductions are already a part of Toolbox TimeSuite and can be setup under the employee by going to Payroll | Employee List , double clicking the employee, and click on the "Payroll Adj" tab. Additional federal and state withholding needs to be setup as a separate payroll adjustment.

Go to Payroll | Payroll Adjustments. This list shows the current adjustments available. To add an adjustment, click 

. Type a name for the adjustment in the "Name" field. Below the name, you have the ability to mark which other standard payroll adjustments, if any, will be affected by this new adjustment. If none will be affected, all boxes should be marked.

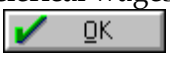
The next box down allows you to select the W-2 classification for this adjustment, if any apply. For more information on W-2 classifications, go to the IRS website, http://www.irs.gov.

Below the W-2 information, you will need to choose a liability account. This is a required field. Note: The Liability Account field will only be available when selecting a deduction or contribution.

The right side of this window is where you will determine the terms of the adjustment. Select what kind of adjustment this will be. Note: Certain fields will become available or unavailable depending on the adjustment type.

Enter the amount or percentage to be adjusted in the middle box. Next, mark the correct adjustment, i.e. dollars from each paycheck, percent of gross pay, etc.

If the adjustment is an addition or contribution, an additional area on the bottom of the window will appear to assign the proper expense account. For example, if you are setting up a contribution as a percentage of gross pay, you will need to setup the correct expense accounts for each type of labor. You will only be able to list an expense account in the same number series as the payroll account. This is to prevent an incorrect allocation of burden due to improper adjustment account setup. For example, a clerical pension contribution account will be listed in the 7000 series instead of the 5000 or 6000

series since the clerical wages/salary account is in the 7000 series with other G/A expenses. Click 

.

To apply an adjustment to an employee, go to Payroll | Employee List and double click on the employee name or single click on the employee name and click 

. Click on the "Payroll Adj" tab. Under the "Adj Name" column, find the correct adjustment, and fill in the rest of your information, if needed. The "Impact", "Amount", and "Type" columns will pre-fill with information contained in the "Payroll Adjustment" window. The "Amount" field can be changed from the default, if necessary.

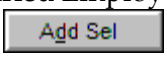
To apply a limit to a specific employee, mark the box in the "Limit" column and enter the information for the limit.

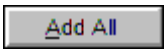
When you have finished with the adjustments, click 

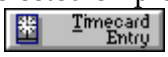
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Mileage Reimbursement

To reimburse an employee for mileage, you will need to setup a reimbursement for the employee when entering their time card.

Go to Payroll | Time Card Entry. Select the Employee from the "Salaried Employees" or "Hourly Employees" lists by clicking once on the name and clicking 

or by double clicking on the name. To select all employees in the column, click 

. The selected employees will be moved to the rightmost column, "Selected for Entry". Click 

. This will launch a new window for entering hours worked, sick/vacation/holiday hours, and adjustments for a time period.

> Note: Time Card Entry starts with the first name on the "Selected for Entry" list, regardless of which name is highlighted. Double-clicking on a name will remove the name from the "Selected for Entry" list. To advance to the next name on the list, you need to click 
>
> .

Go to the "Reimburse" tab. Enter the date for the mileage to be entered. Select the appropriate G/L account. (Normally, this would be in the 5000 series and labeled "Travel, Fuel & Accommodation" or "Subsistence – Travel/Lodge" or something similar.)

If no other adjustments need to be made, click 

.

Cafeteria Plans

Cafeteria health and group-term life insurance and flexible spending accounts, such as medical care or dependant care are setup through payroll adjustments. These

adjustments are not subject to Social Security, Medicare, Federal unemployment, and income tax withholding, which means the tax liability is decreased for both employer and employee under these plans. For more information, refer to your tax professional or refer to the IRS website on Fringe Benefits or Cafeteria Plans.

To setup this type of adjustment, go to Payroll | Payroll Adjustments and click "Add". Type a name for this adjustment. Since a cafeteria plan will change Social Security (FICA), Medicare (MCare), Federal withholding (FWH), and Federal unemployment insurance (FUTA), click to uncheck each of these boxes. Check with your local tax representative to determine your state's unemployment and disability insurance implications for cafeteria plans. Click here for help in finding your state's tax information page.

On the left side of the window, you will see an area to select the W2 classification for this adjustment. For example, in 2008, for the classification of the taxable cost of group life insurance above $50,000, you would choose "Box 12 C". Select the correct classification. Setup the rest of this deduction as described above.

Payroll - 3rd Party Sick Pay

When users utilize 3rd parties to pay sick pay, the following concepts apply:

The 3rd party sick pay will be disbursed by a 3rd party. Therefore, Toolbox will not initially have a transaction that shows the 3rd party.

Set up a Payroll Adjustment-Contribution for "3rd Party Sick Pay 941 Taxes"

- Check: "contribution"
- Check: "dollars from each paycheck."
- W2 Classification: select: "3rd Party Sick Pay 941 Taxes"
- Liability Account: select: "Salaries – Office"
- Expense Account: select: "Salaries – Office"

Set up a Payroll Adjustment-Deduction for "3rd Party Sick Pay Paid by a 3rd Party"

- Check: "deduction"
- Check: "dollars from each paycheck."
- Liability Account: select: "Salaries – Office"

A manual payroll check will need to be entered so Toolbox knows about the 3rd party disbursement.

- Payroll | Employee List
- Highlight the applicable Employee.
- Click "Manual Check"
- Make sure you do not have any entries in the Timecard Tab.
- Click on the "Sick/Vac/Hol" tab.
    - Enter your sick hours paid.
    - Enter "S" in the S/V/H column.
    - Click the "Detail" button.
        - Verify the rate is correct.
        - Verify the Workers Comp category (blank if not applicable)
        - Verify any Union or Gen Liab selections are correct.

- Click on the Check Tab.
    - Click Calculate
    - Override the FWT and SWT.
    - Click "Override default tax calculations"
    - Click Calculate again.
    - Note the Check, MCare/Emp, and SSec/Emp Amounts.
- Click on the "Add/Ded" Tab
    - Select 3rd Party Sick Pay 941 Taxes, and put the Sick Pay FWT & FICA taxes withheld.
    - Select 3rd Party Sick Pay Paid by a 3rd Party and put the Check Amount in the space provided.
- Click on the Check Tab.
    - Click Calculate again.
    - Verify your Check Amount equals zero.
    - Verify your check number is correct.
    - Click OK.

The 941 forms and W2 forms will now correctly reflect 3rd Party Sick Pay when handled with the above procedure.

Additional Information:

Reporting Sick Pay Payments Made by Third-Parties

These instructions apply when the third-party transfers liability for reporting to the employer and the employee is covered for Social Security and Medicare.

What the Employer Must Report?

Deposits

The third party must make deposits of withheld employee Social Security, Medicare and Federal Income Tax using their own name and EIN. The employer must make deposits of the employer portion of the Social security and Medicare taxes using their name and EIN. In applying the deposit rules, the employer's liability for these taxes begin when the third party's notice of sick pay payments is received.

Form 941

- On Line 2-include the total amount of sick pay the third party paid your employee(s).
- On Line 6a-include the total amount of sick pay the third party paid your employee(s) subject to social security.

- On Line 7-include the total amount of sick pay the third party paid your employee(s) subject to Medicare. After you make the calculations for lines 6a, 6b, and 7, enter the total on line 8.
- On Line 7b-enter the adjustment line 5a (column 2) for the employee share of social security and Medicare taxes that were withheld by your third-party sick pay payer.

Form W-2

The third-party, which has transferred the liability to the employer, must furnish the employer with a sick pay statement by January 15 of the year following the year in which sick pay was paid. The statement must reflect the following data about each employee who was paid sick pay:

a) the employee's name,
b) the employee's social security number,
c) the amount of sick pay disbursed,
d) any federal income tax withheld,
e) any social security tax withheld and
f) any Medicare tax withheld.

The employer must prepare a W-2 Form for the sick pay. Sick pay may be combined with other wages and reported on a single W-2 Form, or a separate W-2 Form may be used to report the sick pay only.
Employers who file more than 250 W-2 Forms are required to transmit those via magnetic media. An employer may, however, transmit any third-party sick pay W-2 Form on paper, if there are less than 250 sick pay W-2 Forms.

On either the regular or the separate W-2 Form in enter the following:

- Box 1-the amount the employee must include as income
- Box 2-the amount of income tax the third party withheld (if any)
- Box 3-the amount of sick pay that is subject to employee social security tax
- Box 4-the amount of social security tax the third party withheld
- Box 5-the amount of sick pay that is subject to employee Medicare tax
- Box 6-the amount of Medicare tax the third party withheld
- Box 12-Use Code "J" for any amount not included in income because the employee contributed to the plan.

Allocation Sick and Vacation Hours

Allocating Sick/Vacation Hours

Toolbox allows you to allocate vacation hours automatically based on the number of vacation hours per year, or by manually allocating vacation hours available.

Go to Payroll | Employee List.
Double-click on the employee or single click on the employee name and click 

.
Click on the "Rates" tab. Toward the bottom of this screen, you will see two separate areas: "Sick Days" and "Vacation Days".

In the "Hours/Year" field, you can designate the total number of hours to be given to each employee over the course of the year. The total number of hours given per paycheck will be determined by the Payroll Period, located in the middle column at the top of the "Rates" tab, and is automatically determined when you run payroll.

The amount of available sick or vacation hours for an employee will either be automatically entered into the "Available" field based on the "Hours/Year" information mentioned above, or can be adjusted manually for other situations. For example, if the number of available sick/vacation hours is allocated at the beginning of each quarter but the employee is paid bi-weekly, the available hours will need to be manually entered at the beginning of each quarter for each employee.

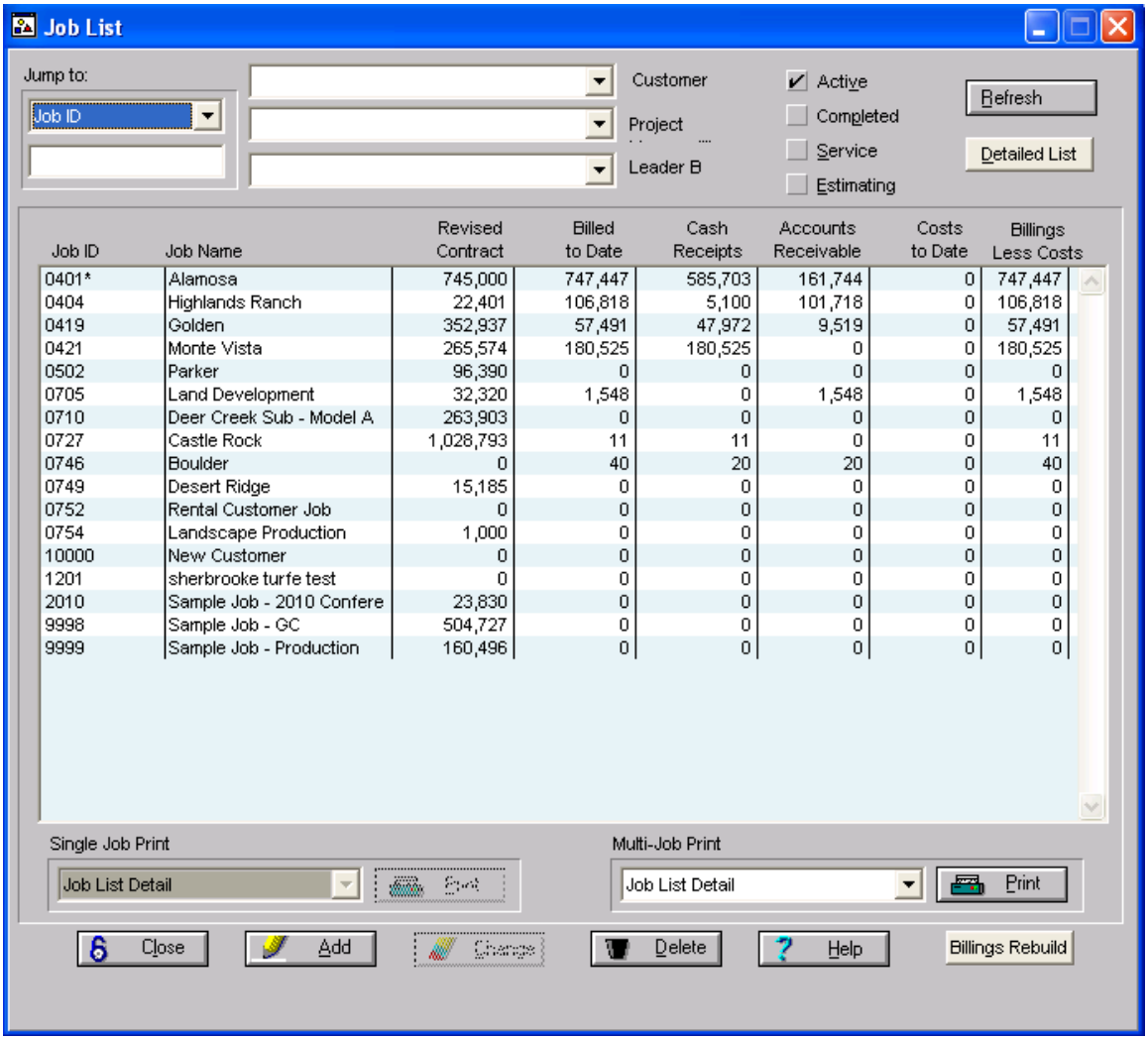
When you are finished with your changes, click 

.

Direct Deposit Instructions

1) Go to employee list (Payroll | Employee List)
2) Click on one of your direct deposit employees
3) lick the change button
4) Click the Rates Tab
5) Input routing and account number in the Direct Deposit Checking DFI. Note: The two numbers run together become the DFI number
6) Click the OK button to save
7) Process the regular checks first (Unmark the Direct Deposit box)
8) Process the direct deposit checks (Mark the Direct Deposit box)
9) Print Direct Deposit Report
    a) Payroll | 3. Print Payroll Reports | 9. Direct Deposit File
10) Change Date to the Check Date
11) Click Preview button to preview the report to screen
12) Export file to a Tab-Separated text file
    a) Click on envelope icon at the top in the middle
    b) Click on the drop down labeled Format and select Tab-Separated text
    c) Click on the drop down labeled Destination and select Disk File
    d) Save File in your Toolbox Folder
    e) Go to your windows explore and open file with your Notepad program
    f) Click the Edit Button select Replace
    g) Input a double quote in the “Find what” field and click the Replace All Button
    h) Save file as a .txt file format
13) Import into Banks Software
    a) From within the Banks Software click their import button and select this file

Understanding the Job List



Purpose:

To set up new jobs and provide an overview of current, completed and inactive job status. The individual jobs are added, removed and maintained through this list via Job List Maintenance.

Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar.

Field Descriptions:

Show Jobs: Select one or all of the check boxes for Active, Completed, or Service, and then click the Refresh button to access the selected account information on the screen.

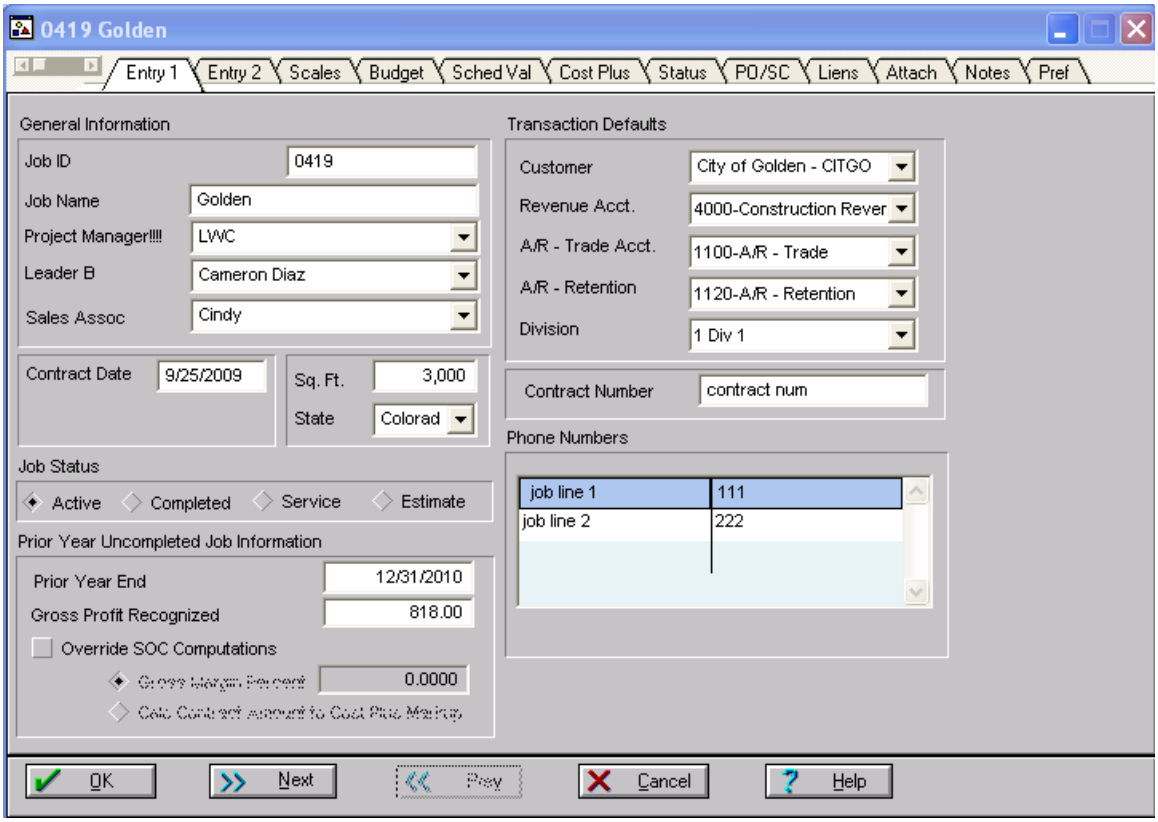
Blank Box: Type the number of the job in this box to select a job or for quick access to jobs that are below the scroll line of the current screen.

Usage:

To add a job, use the Add button. To change a job, double-click the line item in the list box or select the line in the list box and use the Change button. To remove a job, use the Delete button.

Understanding the Job Notebook

Entry 1 Tab:



Purpose:

Used to enter general information, job status, and default General Ledger account numbers.

Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar, select the job with which to work, then select the **Change** button or this screen will automatically appear when you create a new job.

Field Descriptions:

Job ID: This field auto-populates with the Job Number that was previously defined in the **Add** New Job screen.

Job Name: This field auto-populates with the Job Name that was previously defined in the **Add** New Job Screen.

Project Manager: Enter the name of the project manager from the drop-down list. If there is a new project manager, the name can be entered at this point, and then answer **Yes** to the question "Project Manager is not on file. Add it?".

Superintendent: Enter the name of the superintendent/supervisor from the drop-down list. If there is a new superintendent, the name can be entered at this point, and then answer **Yes** to the question "Superintendent is not on file. Add it?".

Contract Date: This field auto-populates with the current date. It can be over-written with any valid date.

Square Feet: Enter the square footage of the job if applicable. This information is useful in calculating various job cost reports.

State: Enter the appropriate state from the drop-down list.

Job Status: The job status default is Active. Choose Completed or Service as appropriate.

Prior Year End: This field is used by the summary of contracts report. If the job was open at your prior fiscal year-end, enter the prior year-end date.

Prior Year Costs: For jobs open at your prior fiscal year-end, enter the costs reflected on your prior year-end summary of contracts.

Gross Profits Recognized: For jobs open at your prior fiscal year-end, enter the gross profit recognized reflected on your prior year-end summary of contracts.

Customer: Enter the customer name from the drop-down list. This customer list is maintained in **A/R | Customer List.**

Revenue Account: This field auto-populates with default Revenue account that was set up in **System Preferences**. A new Revenue account may be entered.

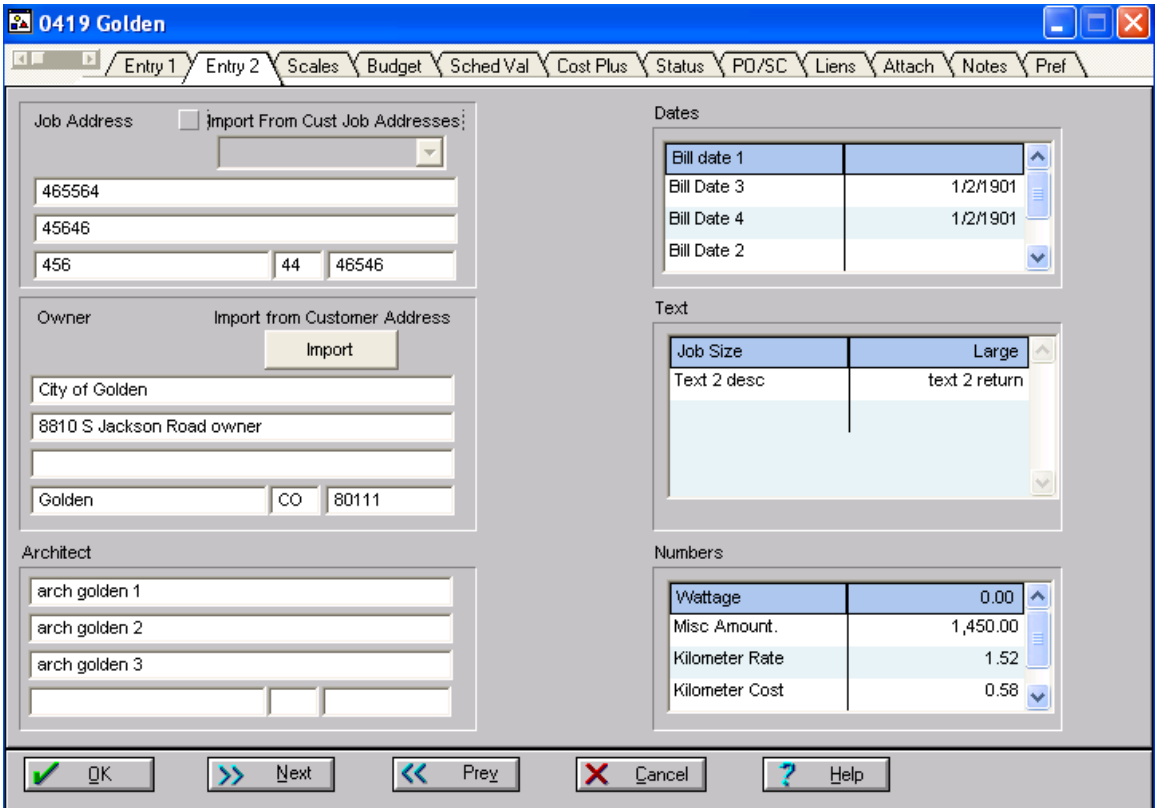
Accounts **Receivable Trade Account:** This field auto-populates with the default A/R Trade account that was set up in **System Preferences.** A new Accounts Receivable Trade account may be may be entered.

Accounts Receivable **Retention:** This field auto-populates with the default Accounts Receivable Retention account that was set up in **System Preferences.** A new Accounts Receivable Retention account may be entered.

Contract Number: If appropriate enter the contract number.

Phone Numbers: Enter the phone, fax and any other numbers for the job.

Entry 2 Tab:



Purpose:

Used for specific owner/architect information. This information will print on the AIA billings.

Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar, select the job with which to work, then select the ***Change*** button, or select the ***Add*** button to create a new job, and finally select the tab marked ***Entry 2***.

Field Descriptions:

Job Address: Enter the street, city state and zip code information for the job.

Owner: Enter the name, street, city, state and zip code information for the owner.

Architect: Enter the name, street, city, state and zip code information for the architect.

Dates: Enter a description of the event and the associated date. An unlimited number of event dates are available.

Usage:

The above information will show up on your AIA payment applications located in the **Sched. Val.** tab. If the information is not entered here, the application will appear blank.

Custom Fields:

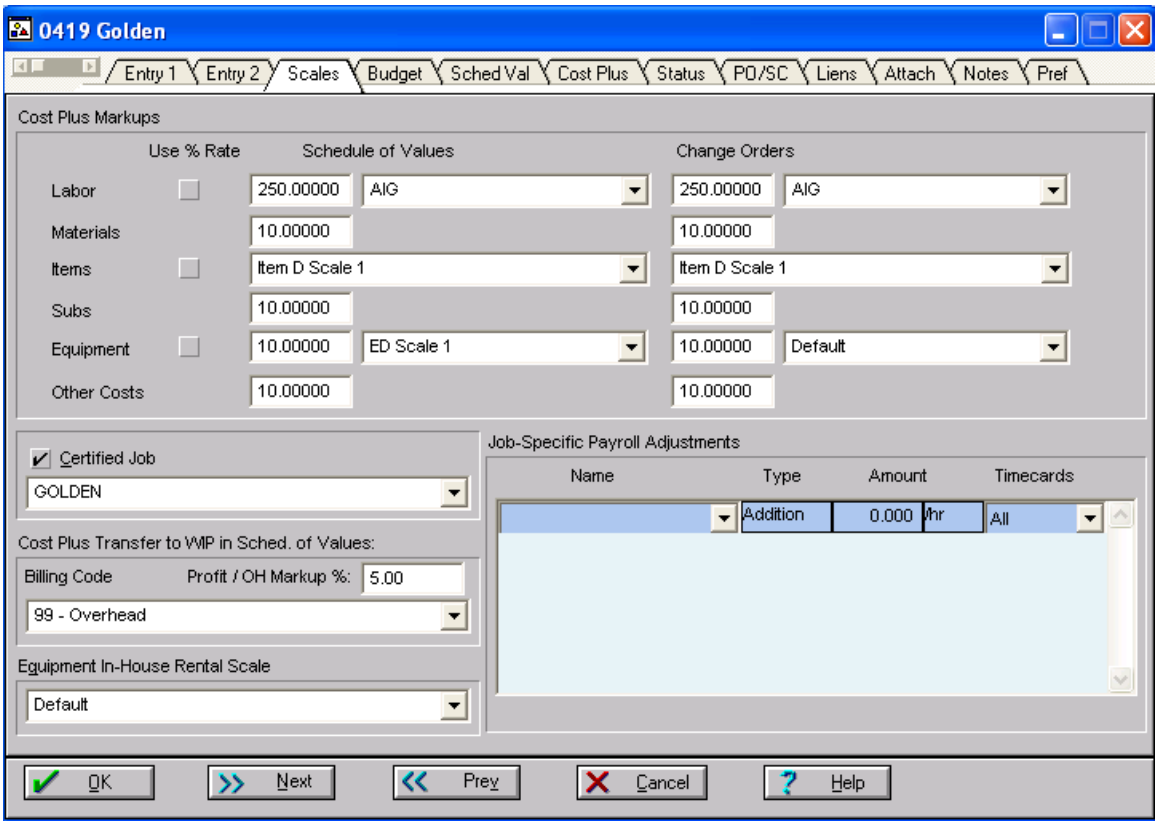
The far right side of the tab contains custom fields for you to store any information that TimeSuite doesn't allow for by default. **The left side of the custom field is for descriptions and the right side are for the custom data.**

Dates are stored in the top section.

Text (or any combination of text and numbers) is stored in the middle section.

Numbers are stored in the bottom section.

Scales Tab:



Purpose:

Used to set up Cost Plus billing scales, job specific additions and deductions, certified payroll, and equipment internal rental rates. The scales are used in Cost Plus Billings as well as the Bid Items Grid.

Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar, select the job with which to work, then select the Change button, or select the Add button to create a new job, and finally select the tab marked Scales.

Field Descriptions:

Cost Plus Mark-Ups Combo Box: Enter the rates for the following fields: Labor, Materials, Items, Subs, Equipment and Other Costs.

Use % Rate: Check this box if percentages are to be used.

Schedule of Values: Enter the number (whole or percentage) for the values to be associated with the original schedule of values.

Change Orders: Enter the number (whole or percentage) for the values to be associated with change order amounts.

Certified Job: Check this box to indicate the job is certified. This field determines the Certified scale used that is maintained in **Payroll | Certified Payroll**.

Equipment Internal Rental Rate Scale: Select an Internal Rental Rate Scale, if applicable. This field is maintained in **Fixed Assets | Fixed Asset List | Change** and ties amounts to Payroll.

Job-Specific Payroll Adjustments Combo Box: The additions or deductions are set up through the **Payroll | Payroll Adjustments**. Enter job specific additions and deductions in this area.

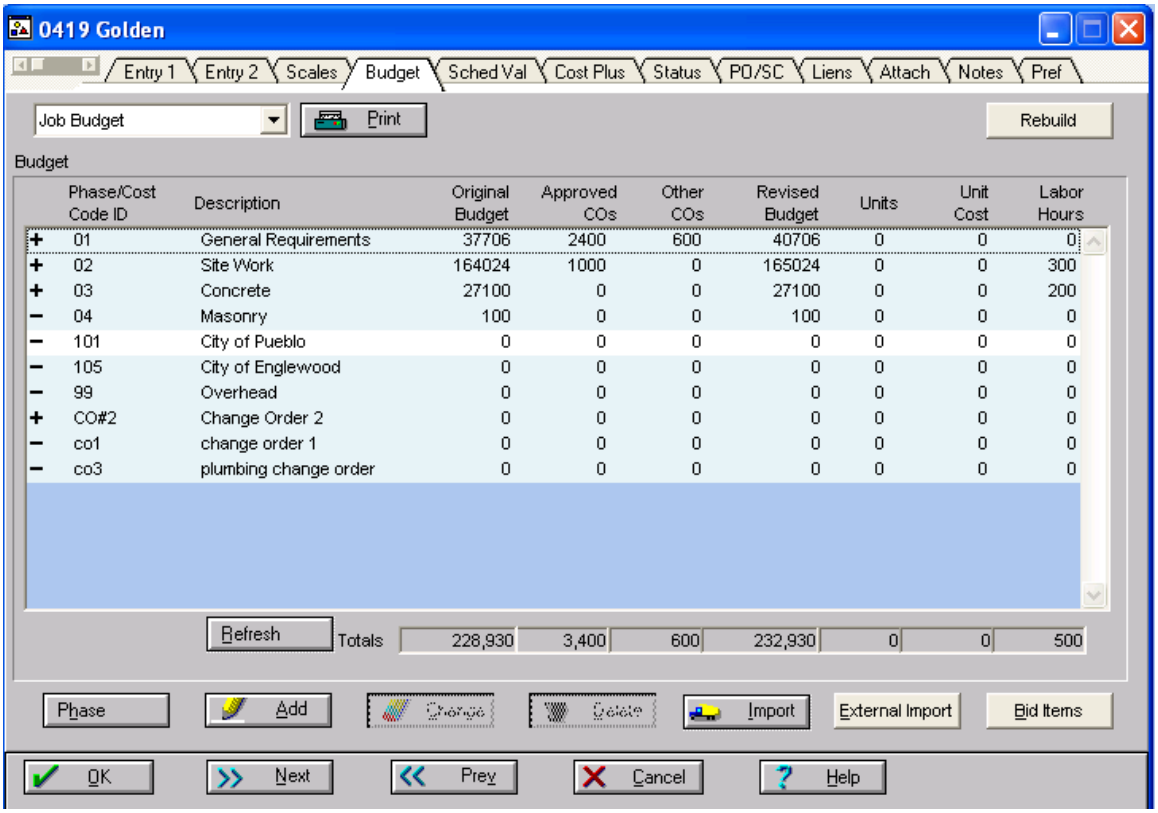
Name: Enter the name of the addition or deduction, or select from the drop-down list.

Type: This field auto-populates with the type of addition or deduction that is set up through the **Payroll | Payroll Adjustments**.

Amount: This field auto-populates with the amount of the addition or deduction that is set up through the **Payroll | Payroll Adjustments**.

Per: This field auto-populates with the frequency of the occurrence for the addition or deduction that is set up through the **Payroll | Payroll Adjustments**.

Budget Tab:



Purpose:

This allows entry of cost code identification, labor amounts, material amounts, sub-contractor amounts, equipment amounts and other amounts to the job budget.

Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar, and then select a specific job to add or change, and then select the **Budget** tab. Finally, select the **Add** or **Change** radio button.

Field Descriptions:

Parent: Select the appropriate phase from the drop-down menu. If there is no phase hierarchy then select "No Phase."

ID & Name: Enter the phase or ID number, and the billing code to associate with budget item. This will show up as a sub-phase if a parent was selected, or a stand-alone phase if no parent was selected.

Billing Level: This field is auto-populated with the same code as in "ID & Name" and will be shown on the schedule of values. Or you can change the code.

Allow Posting: This radio button is checked by default, and will allow posting of the sub-phase to an accounts payable invoice or accounts receivable billing.

Change Order: Click this radio button if a change order is applicable.

Defaults - Worker's Comp: Select the appropriate classification from the drop-down list.

Defaults - Units of Measure: Select the unit of measurement from the drop-down list.

Cost Type: Enter the amount of the budget for the following types: Labor, Material, Sub-Contract, Equipment and Other.

Units: Enter the number of units of measure.

Unit Costs: Enter the units of measure cost.

Amount: The amount auto-populate from the Cost Code Library definition.

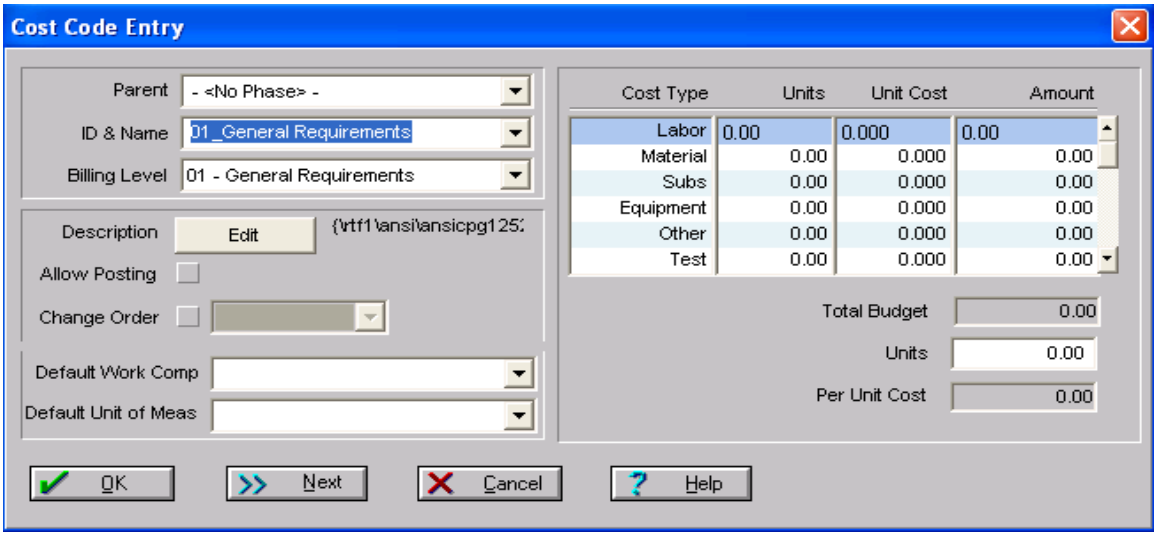
Budget: This field auto-populates with the total amounts entered in the Type/Amount fields.

Units: Enter the number of units listed.

Per Unit Cost: This number will auto-populate from the information entered above.

Creating / Editing Cost Codes:

To add a Bill Code, press the "Add" icon. To edit an existing Bill Code, double click it or highlight the desired code and press the "Change" button



Purpose:

This allows entry of cost code identification, labor amounts, material amounts, sub-contractor amounts, equipment amounts and other amounts to the job budget.

Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar, and then select a specific job to add or change, and then select the **Budget** tab. Finally, select the **Add** or **Change** radio button.

Field Descriptions:

Parent: Select the appropriate phase from the drop-down menu. If there is no phase hierarchy then select "No Phase."

ID & Name: Enter the phase or ID number, and the billing code to associate with budget item. This will show up as a sub-phase if a parent was selected, or a stand-alone phase if no parent was selected.

Billing Level: This field is auto-populated with the same code as in "ID & Name" and will be shown on the schedule of values. Or you can change the code.

Allow Posting: This radio button is checked by default, and will allow posting of the sub-phase to an accounts payable invoice or accounts receivable billing.

Change Order: Click this radio button if a change order is applicable.

Defaults - Worker's Comp: Select the appropriate classification from the drop-down list.

Defaults - Units of Measure: Select the unit of measurement from the drop-down list.

Cost Type: Enter the amount of the budget for the following types: Labor, Material, Sub-Contract, Equipment and Other.

Units: Enter the number of units of measure.

Unit Costs: Enter the units of measure cost.

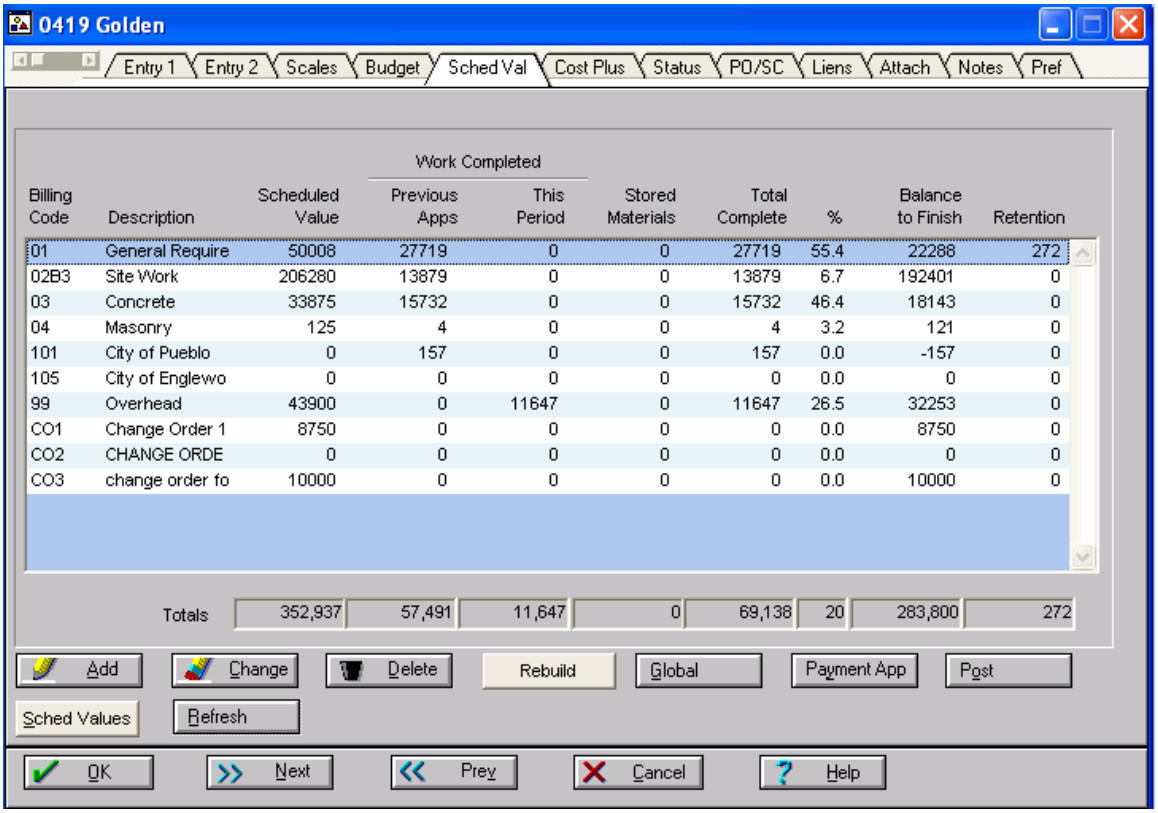
Amount: The amount auto-populate from the Cost Code Library definition.

Budget: This field auto-populates with the total amounts entered in the Amount fields.

Units: Enter the number of units listed.

Per Unit Cost: This number will auto-populate from the information entered above.

Schedule of Values (Sched Val) Tab:



Purpose:

This field allows entry of cost code identification, labor amounts, material amounts, sub-contractor amounts, equipment amounts and other amounts. Used to show the value of work completed and generate Percent Complete, and AIA Billings.

Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar, select the job with which to work, then select the *Change* button, or select the *Add* button to create a new job, and then select the **Sched. Val.** tab.

Field Descriptions:

The main box will appear with the amounts set up through the Schedule of Values Edit screen.

Schedule of Values Edit: Used to add or update the value of cost code items, as well as work in place and stored materials.

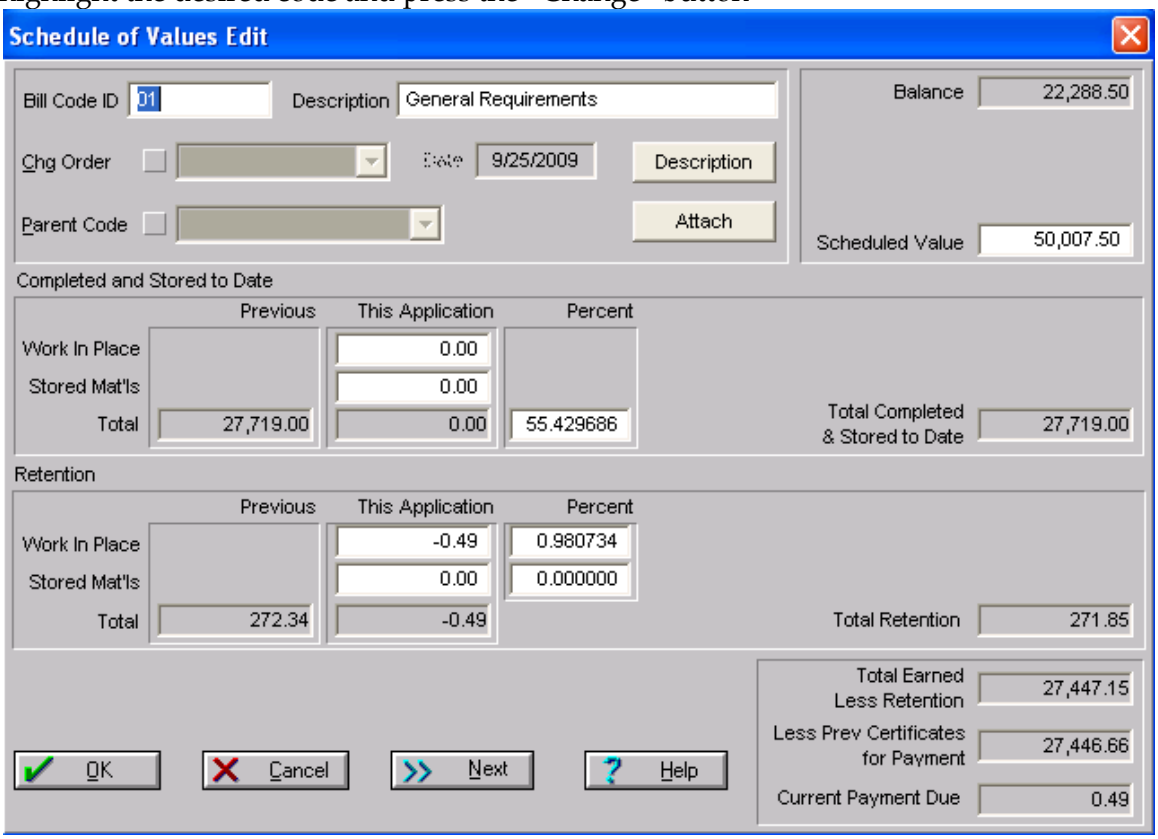
Global Update: Used to update all items in the Schedule of Values at once.

Payment Application: Used to print an AIA application for payment.

Post: Used to post the current application for payment to Accounts Receivable.

Editing/ Creating Bill Codes:

To add a Bill Code, press the "Add" icon. To edit an existing Bill Code, double click it or highlight the desired code and press the "Change" button



Purpose:

Used to add or update the value of billing code items, as well as work in place and stored materials.

Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar, select the job with which to work, then select the Change button, or select the Add button to create a new job. Select the tab marked Sched. Val., and then select a line item to alter, and finally select the Add or Change button.

Field Descriptions:

Billing Code: Enter a billing code for the item.

Description: Enter a description for the item.

Change Order: Check this box if this is a change order.

Date: This field is available when the Change Order box is checked. It defaults to the current date.

Note**:** Modification to one of the below fields will cause the other fields to recalculate. (Scheduled Value, Previous, Work In Place, Stored Materials, This Application, Total Completed and % of Total Completed.)

Scheduled Value: Enter the contract value of this item.

Previous: This field defaults with the amount previously billed.

Work In Place: Enter the dollar amount of current work in place.

Stored Materials: Enter the dollar amount of current stored materials.

This Application: This field defaults with the total amount of current Work in Place and Stored Materials.

Total Completed: This field auto-populates with the amount from Work in Place and Stored Materials.

% Of Total Completed: This field auto-populates with the percentage of Work in Place and Stored Materials, based on the Scheduled Value of the item.

Retention Group Box: There are two rows to record changes in retention amounts, these are Work in Place and Stored Materials. The row titled This Application shows the total current amounts for Work in Place and Stored Materials.

Previous: This field auto-populates with the amounts from previous applications.

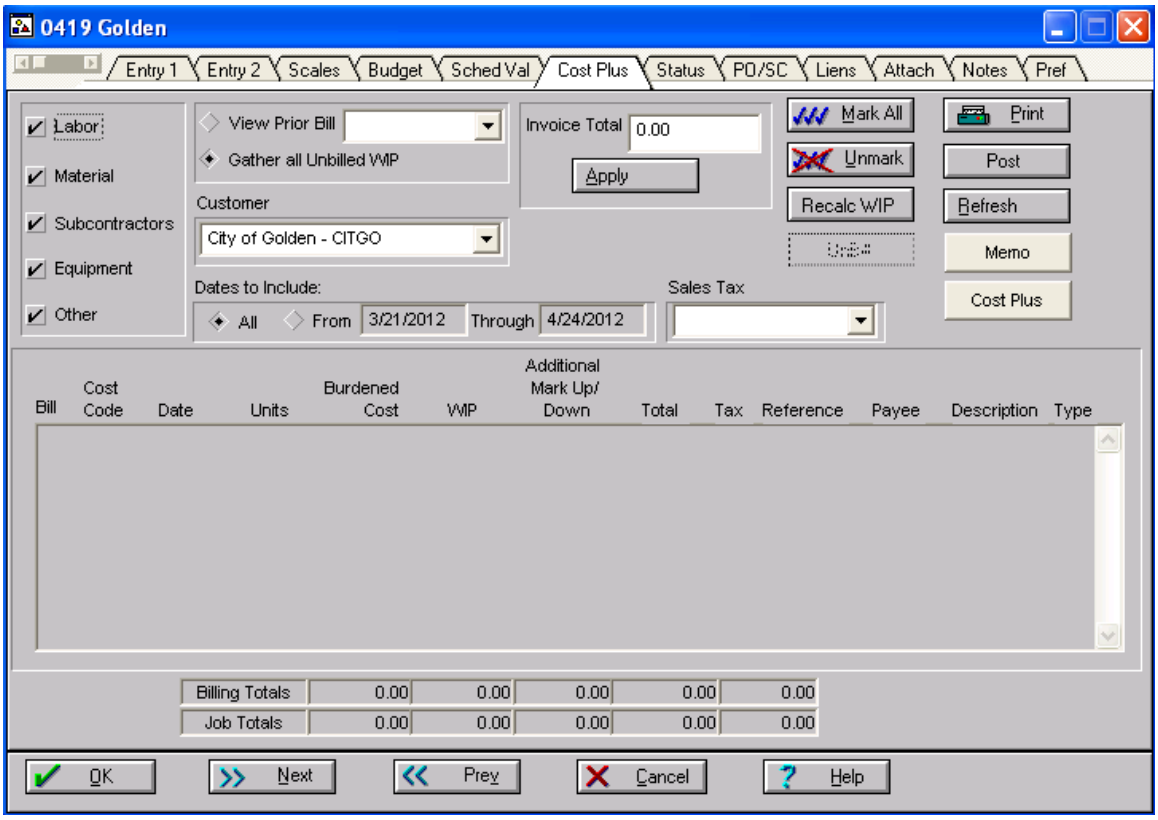
Note: Modification to one of the below fields will cause the other fields to recalculate. (This Application, Total, and Percent.)

This Application: Enter the dollar amount of applicable retention.

Total: This field will auto-populate based on the above entry.

Percent: This field will auto-populate based on the Total Completed field. Or enter the percentage and the previous two fields will auto-populate with the amount based on the dollar amount entered in the Scheduled Value combo-box.

Cost Plus Tab:



Purpose:

To prepare a billing for costs plus labor, material, subcontractor, equipment and other percentages added. You enter the cost plus markups under the Scales tab. (This tab has largely been replaced by the Cost Plus Grid.)

Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar. Select the job with which to work, then select the Change button, or select the Add button to create a new job, and finally select the **Cost Plus** tab.

Field Descriptions:

Labor: By default this box will be checked. If you do not want labor markup included, un-check the box.

Materials: By default this box is checked. If you do not want the material markup included, un-check the box.

Subcontractors: By default this box is checked. If you do not want the subcontractor markup included, un-check the box.

Equipment: By default this box is checked. If you do not want the equipment markup included, un-check the box.

Other: By default this box is checked. If you do not want the other markup included, un-check the box.

View Prior Bill: Check this radio button to view all previous billings. When this button is clicked, the "Unbill" button will be highlighted. At this point you may delete the previous bill, if there were errors or for any other reason.

Gather all unbilled WIP: By default this radio button is checked.

Customer: Choose the appropriate customer from the drop-down list.

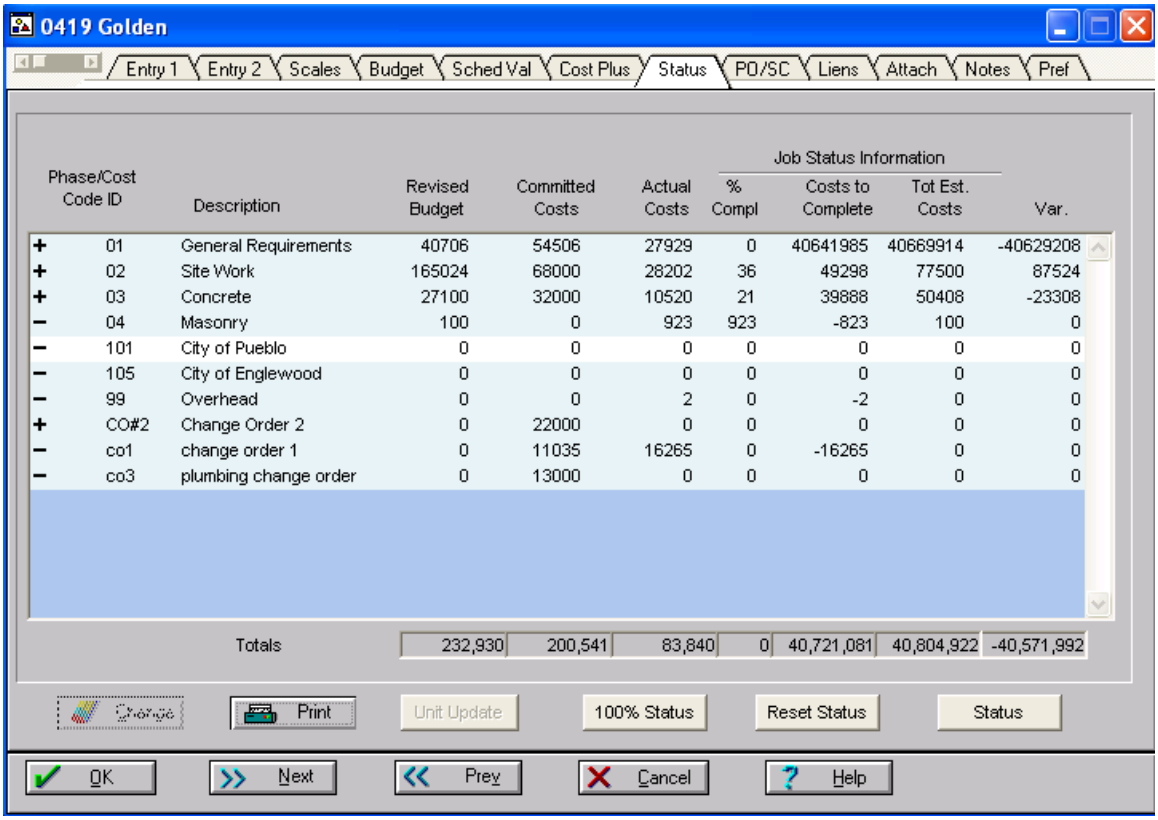
Dates to Include: By default the ALL button is checked. If you want to choose specific dates, click on the FROM button, and enter the specific dates.

Invoice Total: This will auto-calculate after clicking on the Refresh button.

Apply: By clicking on this button the invoice will be created.

Post: By clicking on this button the invoice will be posted to accounts receivable.

Status Tab:



Purpose:

Used to check budgeted costs against actual costs, such as percent complete, committed costs, variances, etc.

Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar. Select the job with which to work, then select the Change button, or select the Add button to create a new job, and finally select the tab marked Status.

Field Descriptions:

Phase/Cost Code ID: This field auto-populates with the cost code set up in the budget.

Description: **This field defaults with the description of the cost code**

Revised Budget: This field can be changed as required.

Committed Costs: This field reflects contracts with subs, purchase orders, hours keyed into the time sheet not yet processed as a payroll check.

Actual Costs: These are actual accounts payable invoices, payroll checks.

Note**:** Modification to one of the below fields will cause the other fields to recalculate. (Costs to Complete, % Complete, Estimated Total Costs.)

% Complete: This field auto-populates with the completed percentage of the item.

Costs to Complete: This field auto-populates with the amounts that are required to complete the item.

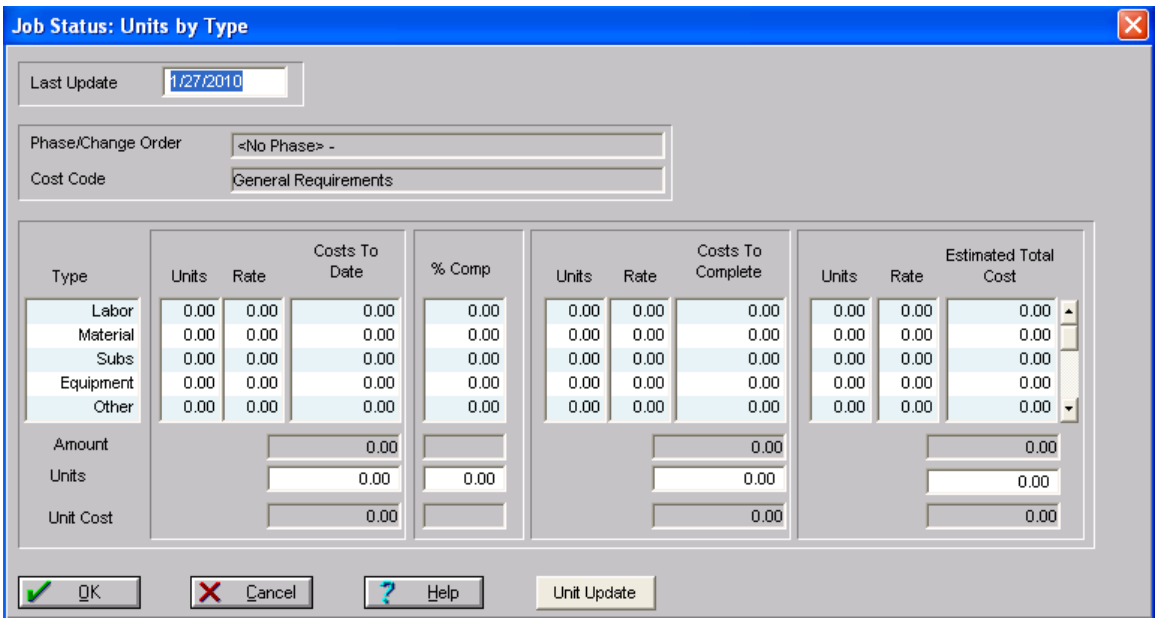
Total Estimated Costs: This field auto-populates with the total of the estimated costs.

Var: This field auto-populates with the difference between the costs to complete and the total estimated costs.

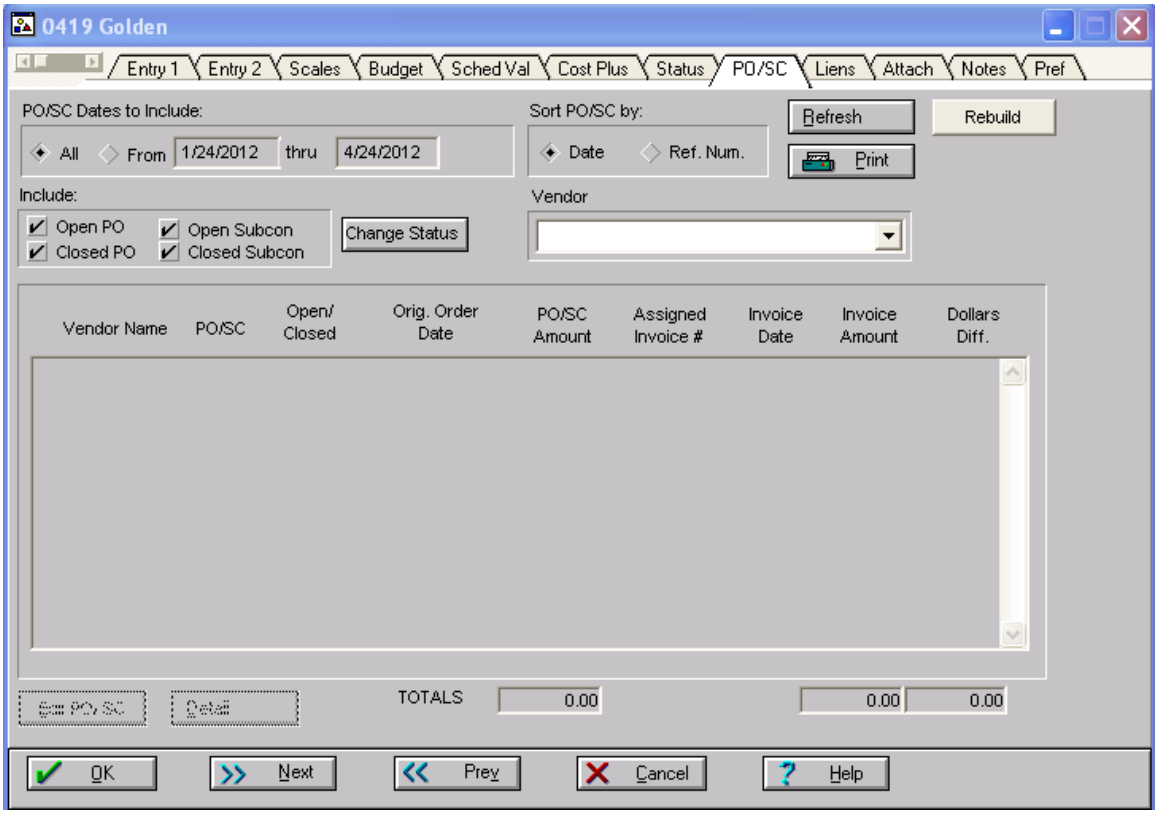
Usage:

The main screen contains information that was entered in the Budget tab along with the cost information. A plus or minus sign will appear in the far left column. If there is a plus sign, click on it to expand the Phase/Cost Code information. The plus sign will be replaced by a minus sign indicating that there is no more information available. By clicking on the lowest level minus sign of an expanded Phase/Cost Code, the detailed information will be hidden.

Select the line item to adjust and select the **Change** button.



PO/SC Tab:



Purpose:

Displays all of the commitments, their status, and amounts for a given job.

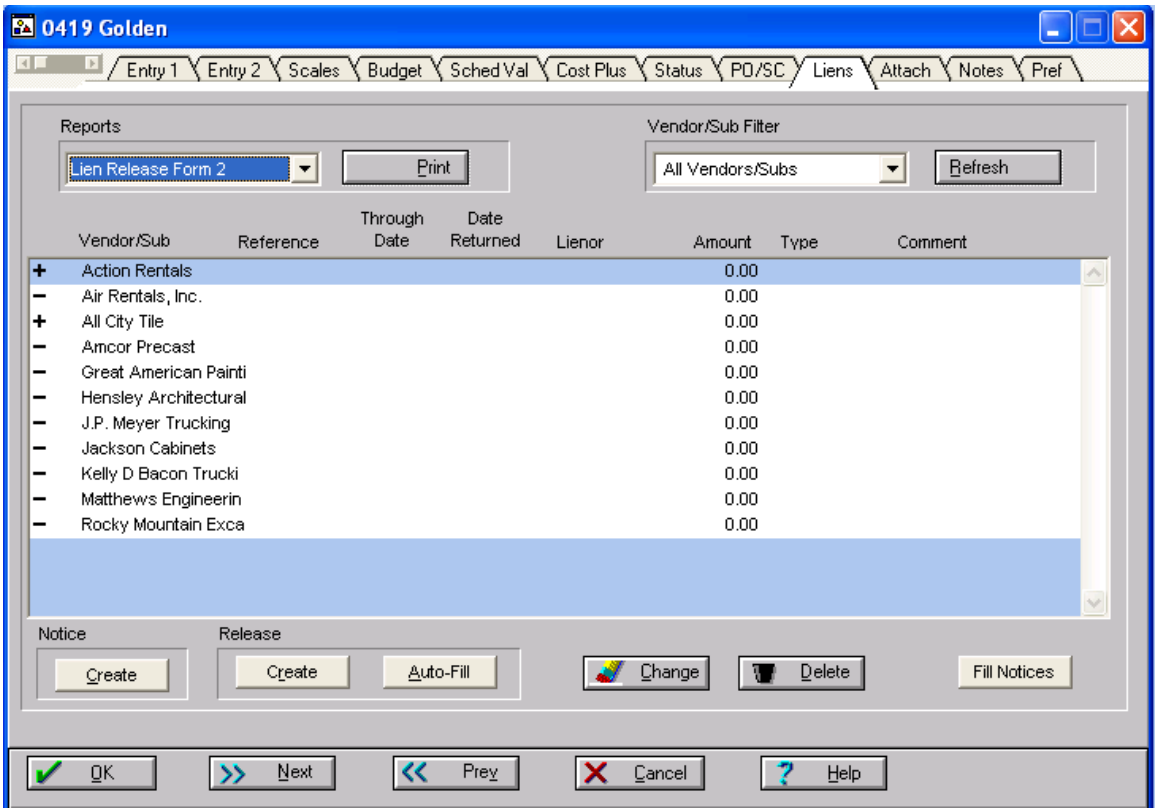
Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar. Select the job with which to work, then select the Change button, or select the Add button to create a new job, and finally select the tab marked PO/SC.

Usage:

The status of a commitment can be changed by highlighting a commitment and clicking the "Change Status" button.
Double-clicking on an individual commitment will open the transaction.

Liens Tab:



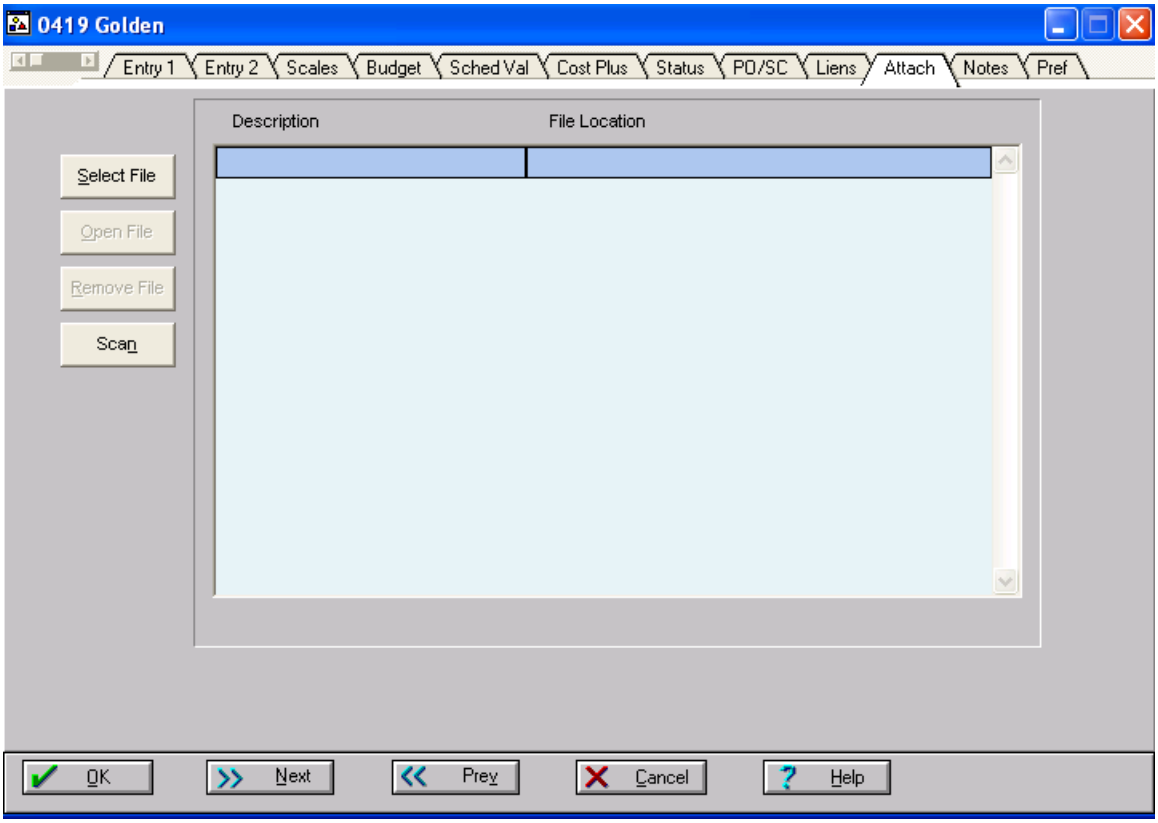
Purpose:

Displays all of the liens for a given job.

Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar. Select the job with which to work, then select the Change button, or select the Add button to create a new job, and finally select the tab marked Liens.

Attach Tab:



Purpose:

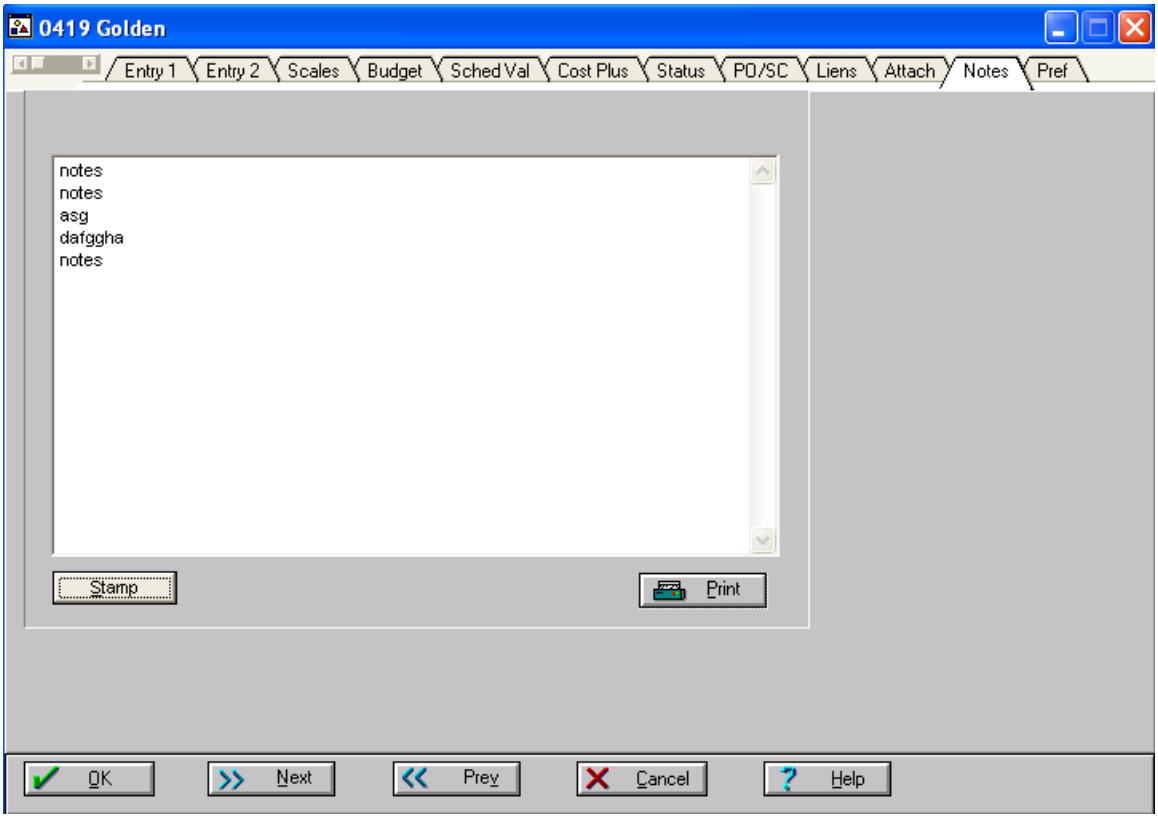
You can associate computer files to a job on this tab. There is no limitation as to the type of file that can be listed here. This area is for referencing files on your computer or network without needing to search for these files when needed.

Usage:

To select a file to attach to the account, click the button titled “Select File”. This will open a window that will allow you to browse your computer or network for the appropriate file. Once you have found the correct file, either double-click on the file or single left click on the file and click “Open”. This will store the file location in Toolbox. Type a description to the left of the file location field. To open the file, click on the file you wish to see and click “Open File”.

If your office is equipped with a scanner, you can scan files into Toolbox directly from this screen. Place the document into the scanner as normal and click the “Scan” button in Toolbox. Once your scanner has finished, the file will appear automatically in the list.

Notes Tab:



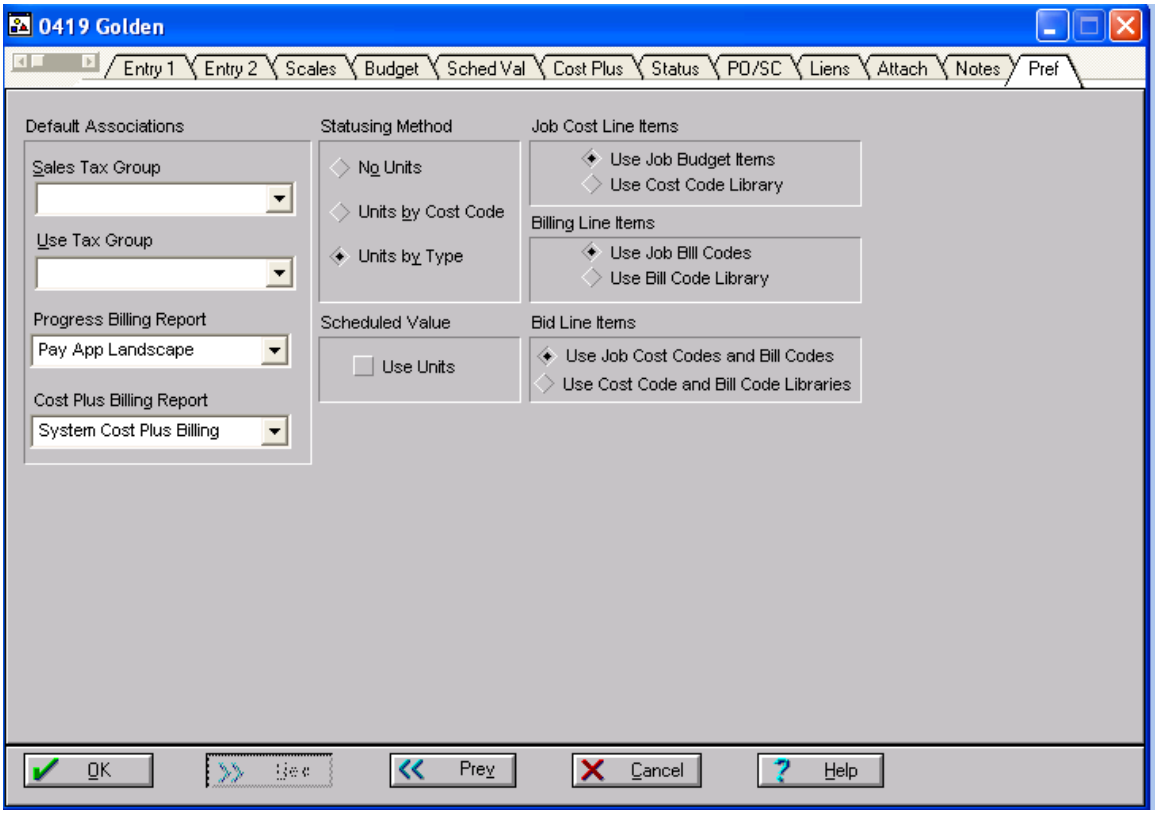
Purpose:

To enter in-house notes about the job.

Access:

Selecting **Job Cost | Job List** from the Main Menu Bar, and then select the job with which to work, then select the Change button, or select the Add button to create a new job, and then select the **Notes** tab.

Preferences (Pref) Tab:



Purpose:

Used to apply default Sales tax and Use tax groups.

Access By:

Selecting **Job Cost | Job List** from the Main Menu Bar, select the job with which to work, then select the Change button, or select the Add button to create a new job, and finally select the tab marked Pref.

Field Descriptions:

Sales Tax Group: Enter the Sales Tax Group to be used as the default sales tax.

Use Tax Group: Enter the Use Tax Group to be used as the default use tax.

Note: The tax items are defined in the A/P or Accounts Receivable Items List.

Progress Billing Report: Defines the selected report format for AIA Invoices
Cost Plus Billing Report: Defines the selected report format for Cost Plus Invoices

Statusing Method: Determines the method used on Job Status Reports

Schedule Value Use Units Selection Box: Shows units and rates on the Schedule of Values tab

Job Cost Line Items Selection Box: Determines which cost code library – the jobs or the master – to populate drop down boxes with.

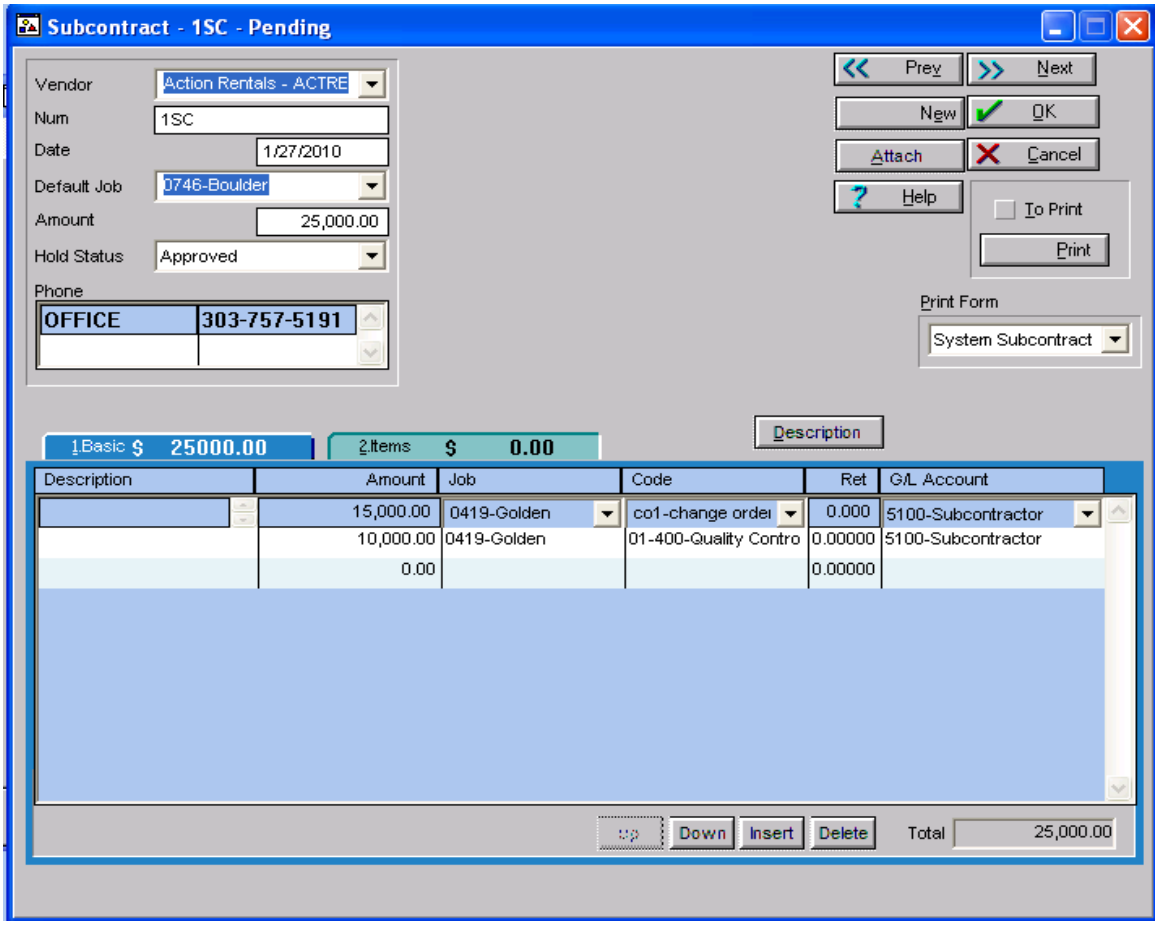
Billing Line Items Selection Box: Determines which bill code library – the jobs or the master – to populate drop down boxes with.

Bid Line Items Selection Box: Determines which code library – the jobs or the master – to populate drop down boxes with specific to the Bid Items Grid.

Creating Commitments

The are two type of commitments within TimeSuite: Purchase Orders and Subcontracts. Subcontracts consist of costs with a direct type group of subcontract while purchase orders can contain any of the other direct cost types.

Subcontracts



Purpose:

To enter subcontract information for each specific subcontractor on a job.

Access By:

Selecting **S/C | Subcontract** from the Main Menu Bar.

Customizable screens:

The fields that appear on the screen can be customized through **Utilities |Customize | Subcontract.**

Field Descriptions:

Vendor: Choose the sub-contractor from the drop-down list.

Number: This field auto-populates with the next available number.

Date: This field auto-populates with today's date.

Default Job: Choose the job number from the drop-down list.

Amount: Enter the amount of the subcontract as received from the sub-contractor.

General Ledger Account: Enter the appropriate General Ledger account number from the drop-down list.

Description: Enter the description of the subcontract as received from the sub-contractor.

Amount: This field auto-populates from the information entered above.

Job: Enter the job name from the drop-down Job Cost - Job List.

Code: Enter the Job Cost - Cost Code from the drop-down list.

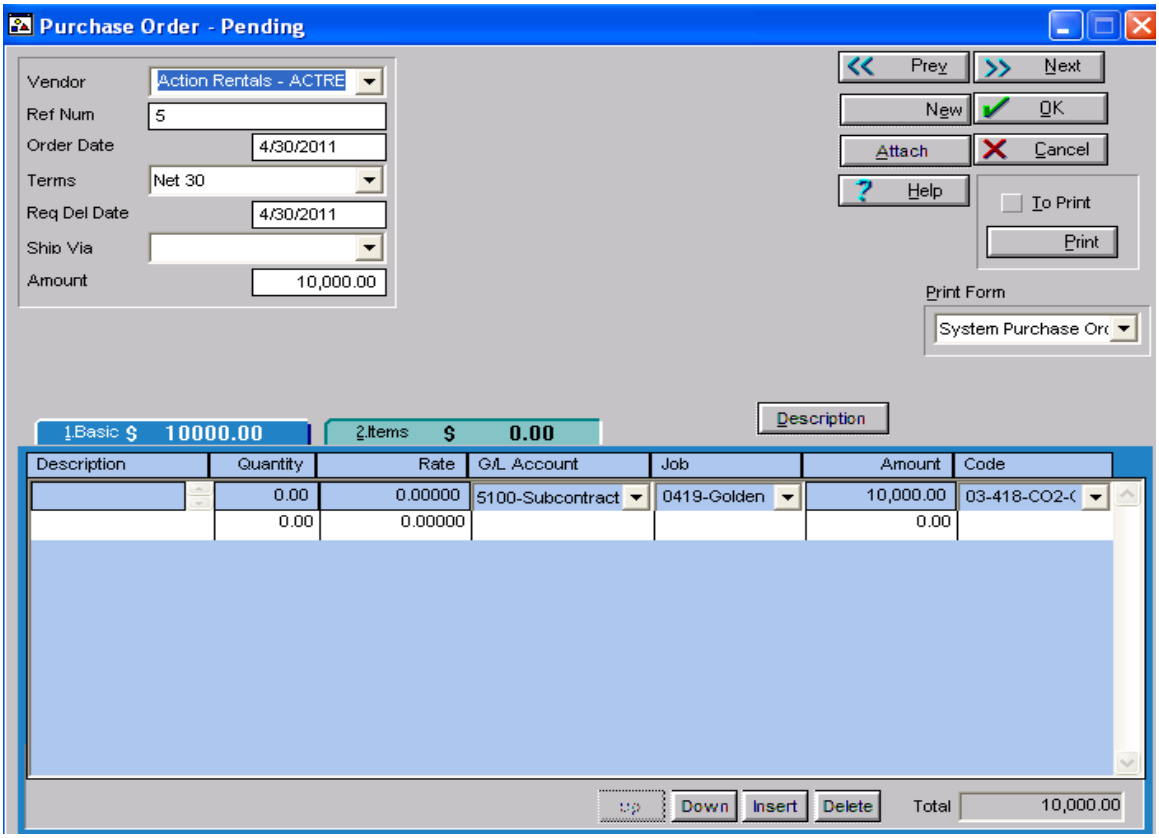
BASIC FOLDER TAB: The Basic tab is used to manually fill in items or services. For items or services used continuously, set the item up in the **A/P | Items List** to save data entry time.

ITEMS FOLDER TAB: The Items tab is used for items or services that are used on an on-going basis. The items are set up in **A/P | Items List**

TOTAL FOOTER: Both the Basic and Items folder tabs utilize this footer.

Total: This amount is auto-populated with the item amounts that are entered for all items from the 1Basic and 2Items tabs.

Purchase Orders



Purpose:

To create purchase orders for suppliers/subcontractors.

Access By:

Selecting P/O | Purchase Order from the Main Menu Bar.

Customizable screens:

The fields that appear on the screen can be customized through **Utilities |Customize | Purchase Order.**

Field Descriptions:

Vendor: Enter the name of the vendor.

Reference Number: This field defaults to next available purchase order number. It can be over-ridden.

Order Date: This field defaults to the current date. It can be over-ridden.

Terms: Select the credit terms from the drop-down menu, or by entering the first letter of the credit term. Note: **credit terms must be set up in A/P | Payment Terms prior to use.**

Required Delivery Date: The Required Delivery Date field auto-populates with the current date. However, it can be over-ridden with the delivery date required.

Ship Via: Enter the method of shipment. This field is maintained in the A/R | Text Lists. Additional methods of shipping can be added by typing in the name and selecting yes to the question: "Shipment method is not on file. Add it?"

FOB: Freight on board.

Ordered By: Enter the name of person ordering merchandise, or select a name from the drop-down menu. Typing in the name and selecting yes to the question can add additional names: "Sales Associate is not on file. Add it?"

Reference: Enter a reference for the Purchase Order.

Confirmed: Enter the name of person confirming the order. Typing in the name and selecting yes to the question can add additional names: "Confirmed by Name is not on file. Add it?" Note: **Sales Associate names are maintained through Sales Associate List, located in the drop-down of A/R | Text Lists.**

Amount: Enter the maximum amount for the purchase order.

Default Job: Select the appropriate job from the drop-down list.

Job/Shipping Address: Enter the address of the job where the materials are to be shipped.

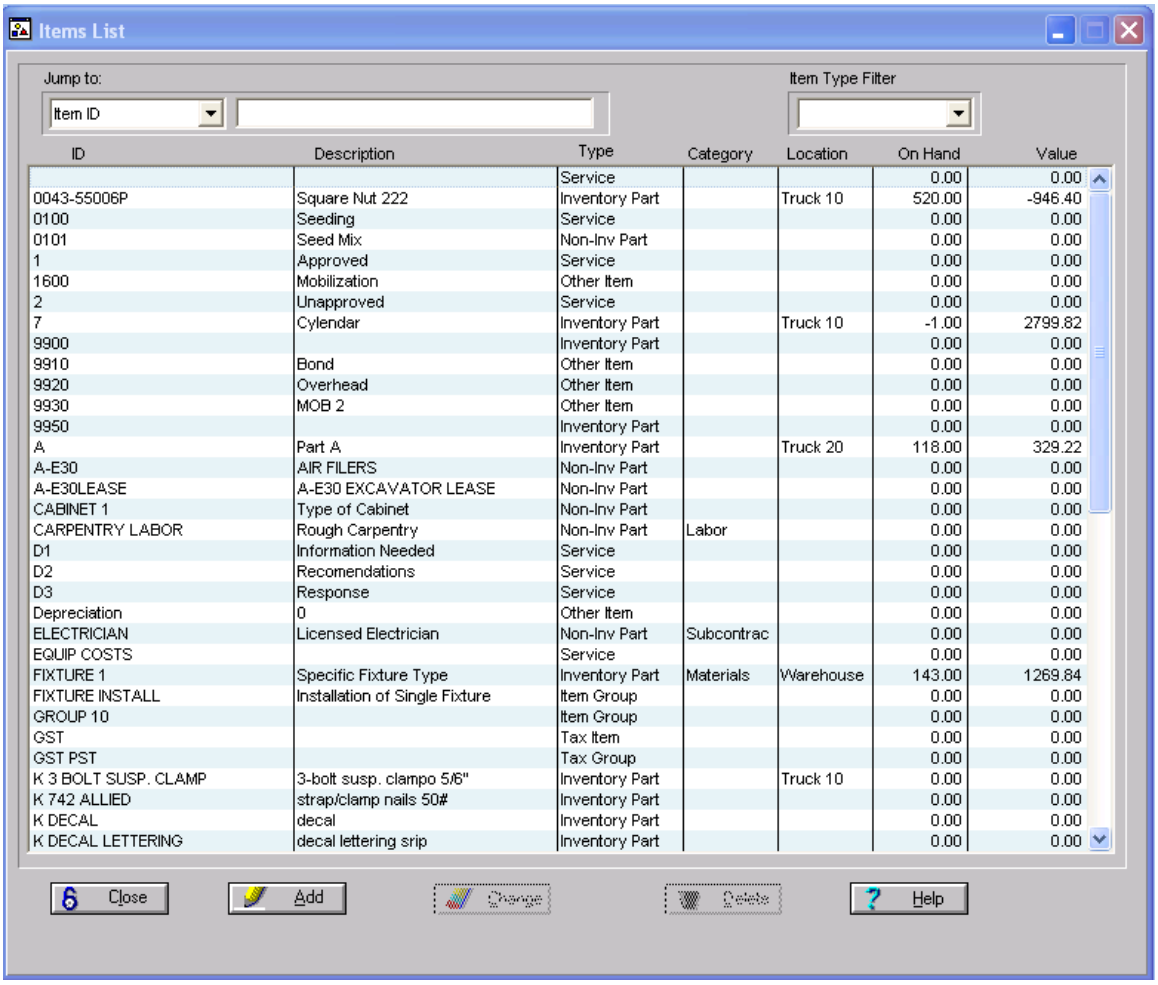
BASIC FOLDER TAB: The Basic tab is used to manually fill in items or services. For items or services used continuously, set the item up in the **A/P | Items List** to save data entry time.

ITEMS FOLDER TAB: The Items tab is used for items or services that are used on an on-going basis. The items are set up in **A/P | Items List**

TOTAL FOOTER: Both the Basic and Items folder tabs utilize this footer.

Total: This amount is auto-populated with the item amounts that are entered for all items from the 1Basic and 2Items tabs.

Understanding the Items List



ID	Description	Type	Category	Location	On Hand	Value
		Service			0.00	0.00
0043-55006P	Square Nut 222	Inventory Part		Truck 10	520.00	-946.40
0100	Seeding	Service			0.00	0.00
0101	Seed Mix	Non-Inv Part			0.00	0.00
1	Approved	Service			0.00	0.00
1600	Mobilization	Other Item			0.00	0.00
2	Unapproved	Service			0.00	0.00
7	Cylendar	Inventory Part		Truck 10	-1.00	2799.82
9900		Inventory Part			0.00	0.00
9910	Bond	Other Item			0.00	0.00
9920	Overhead	Other Item			0.00	0.00
9930	MOB 2	Other Item			0.00	0.00
9950		Inventory Part			0.00	0.00
A	Part A	Inventory Part		Truck 20	118.00	329.22
A-E30	AIR FILERS	Non-Inv Part			0.00	0.00
A-E30LEASE	A-E30 EXCAVATOR LEASE	Non-Inv Part			0.00	0.00
CABINET 1	Type of Cabinet	Non-Inv Part			0.00	0.00
CARPENTRY LABOR	Rough Carpentry	Non-Inv Part	Labor		0.00	0.00
D1	Information Needed	Service			0.00	0.00
D2	Recomendations	Service			0.00	0.00
D3	Response	Service			0.00	0.00
Depreciation	0	Other Item			0.00	0.00
ELECTRICIAN	Licensed Electrician	Non-Inv Part	Subcontrac		0.00	0.00
EQUIP COSTS		Service			0.00	0.00
FIXTURE 1	Specific Fixture Type	Inventory Part	Materials	Warehouse	143.00	1269.84
FIXTURE INSTALL	Installation of Single Fixture	Item Group			0.00	0.00
GROUP 10		Item Group			0.00	0.00
GST		Tax Item			0.00	0.00
GST PST		Tax Group			0.00	0.00
K 3 BOLT SUSP. CLAMP	3-bolt susp. clampo 5/6"	Inventory Part		Truck 10	0.00	0.00
K 742 ALLIED	strap/clamp nails 50#	Inventory Part			0.00	0.00
K DECAL	decal	Inventory Part			0.00	0.00
K DECAL LETTERING	decal lettering srip	Inventory Part			0.00	0.00

Purpose:

To set up services, non-inventory parts or other items, for purchase and sale.

Access by:

Selecting **Inventory | Items List** from the Main Menu Bar.

Usage:

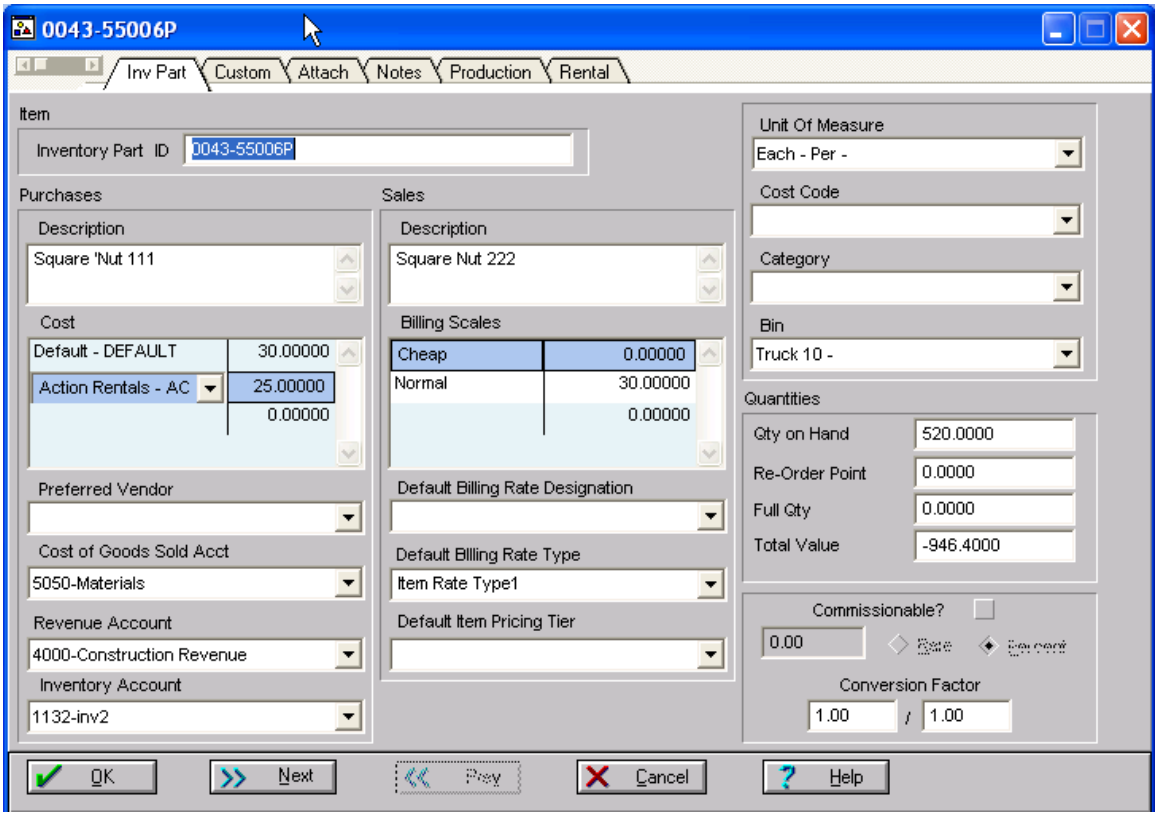
Select the Add button to add a new item. Select the Change button to modify the currently selected information, or double-click on the line that requires modification. Select the Delete button to delete the currently selected information.

Item Types:

TimeSuite allows for 5 different item types: Inventory, Non-Inventory, Service, Other, and Tax. Tax items are limited to sales and cost tax items. Inventory items have a quantity and value associated with them and affects the General Ledger Accounts. Non-Inventory, Service, and Other items are all treated the same.

Items may also be group together in Item Groups. Infinite items can be combined in infinite groups in order to make your life easier when needing to select multiple items that are often used together.

Working with Individual Items



Field Descriptions:

Non Inventory Part ID: Enter the name of the item to be purchased or sold.

Purchases Column:
Description: Enter a description of the item to be purchased. Note that there is a Purchase Description and a Sales Description. It is useful to enter different descriptions, one from the vendor (purchase side) and one for the customer invoice (sales side).

Cost: The first field in the cost combo-box is for the vendor name. Access by selecting a name from the drop-down list, or by typing in the first few letters of the vendor name. The second field is for the cost to your company. You can enter as many different vendors and corresponding costs that apply to an item.

Expense Account: Enter the account number from the chart of accounts to which the item should be coded.

Unit of Measure: Enter the correct measurement for each piece of inventory.

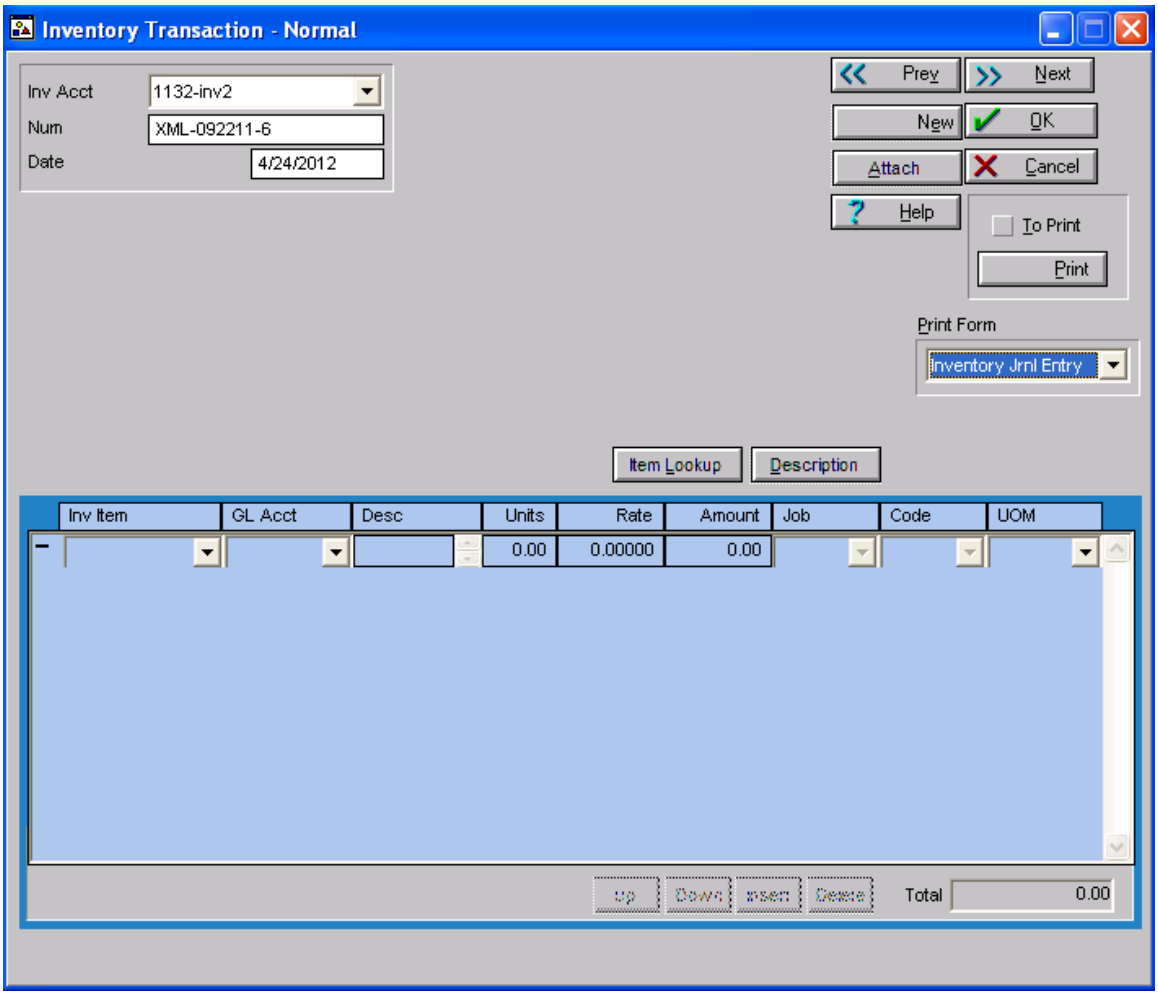
Cost Code: Enter the code from the Cost Code Library.

Sales Column:
Description: Enter a description of the item to be sold. Note that there is a Sales Description and a Purchase Description. This is useful to enter different descriptions, one for the customer invoice (sales side), and one from the vendor (purchase side).

Price: Enter the normal price the item will sell for. You can enter as many additional price levels as needed. Once a price level is set up, it will default to the other item types.
Note: In the A/R Customer Defaults tab, you can add a default Items Rate Scale for a customer with a price level that is predefined.

Revenue Account: Enter the default revenue account from the drop-down list.

Creating Inventory Transactions



Purpose:

A journal entry is used to track the use of inventory items.

Access By:

Selecting **Inventory | Inventory Transaction** from the Main Menu Bar.

Field Descriptions:

Inventory Account: Enter the account number from the G/L Chart of Accounts.

Number: This field is auto-populated with the next available number.

Date: This field is auto-populated with the current date.

Inventory Item: Choose the appropriate item from the drop-down list.

G/L Account: This field auto-populates with the correct account number.

Description: This field auto-populates with the description of the inventory.

Units: Enter the number of units sold.

Rate: This field auto-populates with the rate.

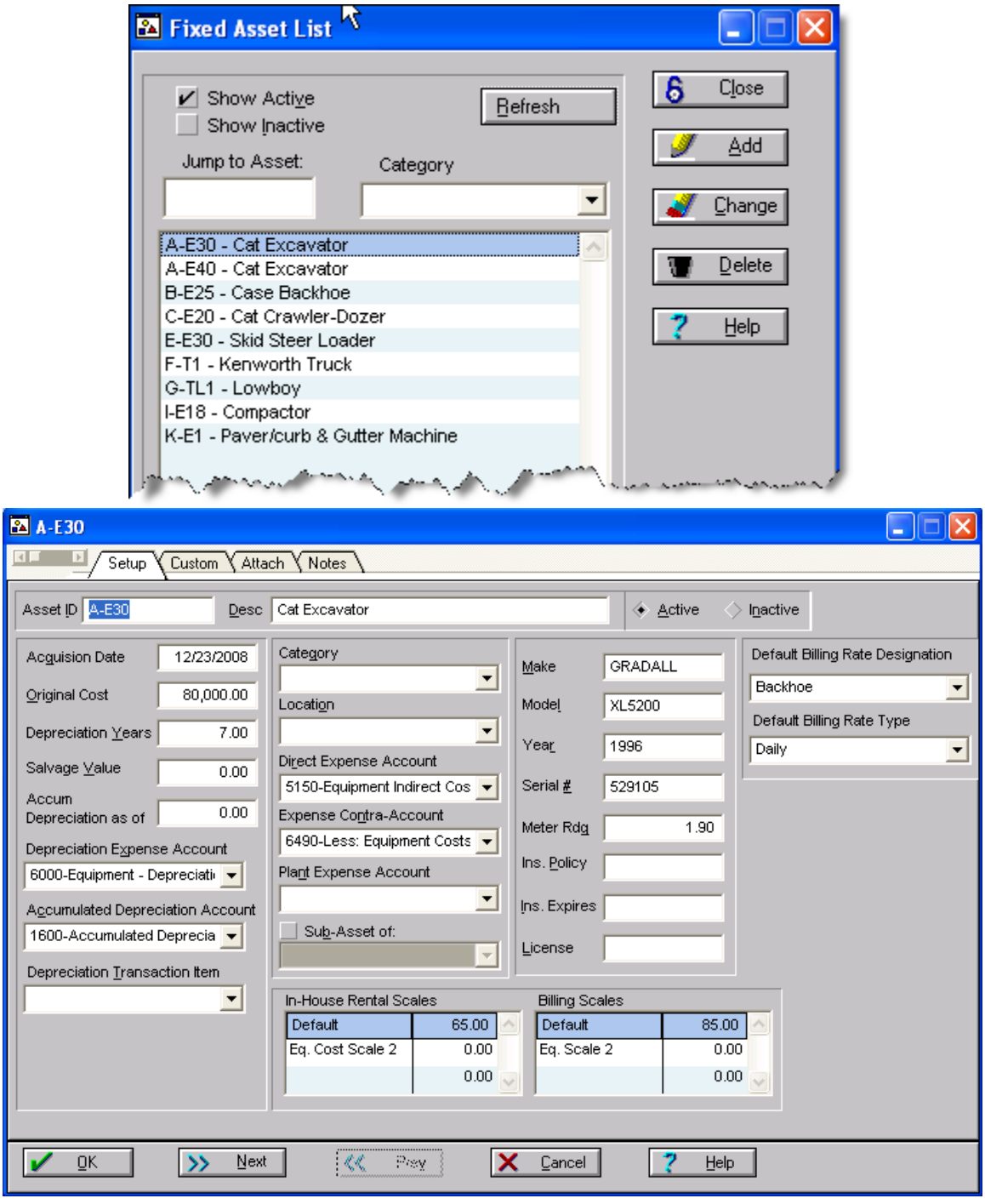
Amount: This field auto-calculates from the information entered above.

Job: Enter the job number from the drop-down job list.

Cost Code: Enter the cost code from the drop-down list.

UOM: Enter the unit of measure from the drop-down list.

Understanding the Fixed Assets List



Purpose:

To track equipment maintenance and set up default billing rates.

Access By:

Selecting **Fixed Assets | Fixed Asset List** from the Main Menu Bar.

Field Descriptions:

Status: Select Active or Inactive. The equipment list will indicate [A] for active and [NA] for not active.

ID: Enter a unique number for the piece of equipment.

Description: Enter a descriptive name for the piece of equipment.

Direct Expense Account: Enter a default expense account to associate with the equipment.

Expense Contra-Account: Enter the indirect Expense Contra-Account number associated with the rental of the equipment.

Plant Expense Account: Enter a default plant account where the equipment is located.

Identification:

Make: Enter the make of the equipment, if applicable.

Model: Enter the model number, if applicable.

Year: Enter the year the equipment was made.

Serial Number: Enter the serial number of the equipment.

Insurance Policy: Enter the insurance policy number.

Insurance Expires: Enter the date the policy expires.

License: Enter the license plate number, if applicable.

In-House Rental Scales: Enter as many different in-house rate names and amounts as necessary.

Billing Rates: Enter as many different billing rate names and amounts as necessary.

Location: Enter the location of the equipment

Meter Reading: Enter the odometer reading.

Acquisition Date: Enter the date the equipment was acquired.

Monthly Depreciation: Enter the monthly depreciation rate as stated on your Depreciation Schedule.

Depreciation Expense Account: Enter the General Ledger account number from the drop-down menu

Accumulated Depreciation: Enter the accumulated depreciation rate as stated on your Depreciation Schedule.

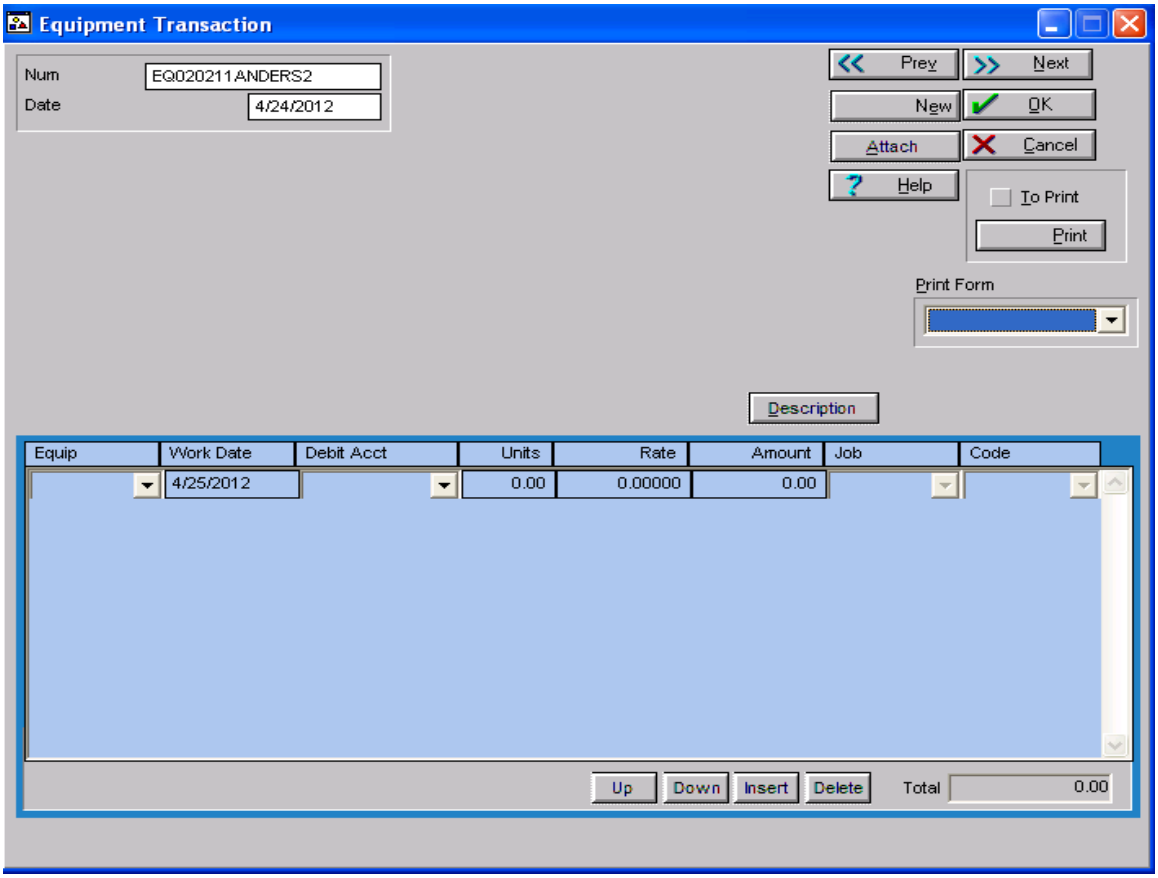
Depreciation Expense Account: Enter the G/L account number from the drop-down menu.

Accumulated Depreciation Amount: Enter the G/L account number from the drop down menu.

Usage:

Select the *Add* button to add a new equipment item. Select the *Change* button to modify the currently selected information, or double-click on the line that requires modification. Select the *Delete* button to delete the currently selected information.

Creating Equipment Transactions



Purpose:

To record an equipment transaction.

Access By:

Selecting **Fixed Assets | Equipment Transaction** from the Main Menu Bar.

Field Descriptions:

Number: This field will auto-populate with the next available.

Date: This field will auto-populate with today's date.

Equipment: Enter the appropriate piece of equipment from the drop-down menu.

Debit Account: Enter the appropriate General Ledger account for the transaction from the drop-down menu.

Amount: Enter the appropriate amount to be charged for the transaction.

Job: Enter the job number from the drop-down list.

Code: Enter the appropriate cost code from the drop-down list.

Work date: This field will auto-populate with today's date.

Reversing / Voiding Transactions

With the transaction displayed on your screen (via drill down or **Utilities |Find Transactions**). Select **Utilities | Reverse Transaction**. (***Note:*** *the system automatically marks the entry as reversed. With your reporting, you can choose to include or omit reversed and reversing transactions.*)

Customizing Screens

From: **Utilities | Customize | AP Invoice**. Note that there are 3 sections to this screen.

The first section on the left identifies the invoice specific fields that you can select to show up on the A/P invoices. You can choose to have the field show or not show up on the A/P Invoice entry screen. If you choose to have the field show, you have the option to have a tab stop or not have a tab stop for the field. Users turn off the tab stops for fields that are rarely used in order to reduce data entry key strokes. Note that some fields cannot be turned off, as they are required. You can also choose to drag the fields up and down in order to customize the sequence of the fields.

The second and third sections relate to the line entry level of an invoice.

In addition to being able to customize your A/P Invoice entry screen, you are also able to customize A/R Invoice entry, Manual Cash receipt entry , Manual Cash Disbursement entry, and Purchase Order entry screens. The payroll time card entry screen does have some customization that can be done from **Utilities | Preferences | Payroll**.

Custom Crystal Reports

Select the appropriate tab on the top menu of Toolbox. For example, if you want to insert an A/R report, click on "A/R", for payroll, select "Payroll". Then select "Custom Reports and Forms"

This will bring up the "Custom Reports and Forms" window.

Here we have some options as to where exactly we want the report to be located. Using the drop down box next to "Report List Selection" you can tell Toolbox where you want to be able access your custom report.

For example, if you want to add a Budget report in the "Job Cost" menu, then you would select "Budget" from the drop down box under the "Job Cost" main menu. Now when you open up a job from the job list and click the "Budget Tab", your custom report will be an option to print.

Now, to insert a report… For the example I am using I am going to insert a payroll report. I select "Payroll" form the main Toolbox screen and click on "Custom Reports and Forms".

My particular report will not have a specific location, so I will leave the drop down box as is (Custom Reports). Click under in the white area under "Description" and type in the name of the report you are adding. In this case it is "Payee Positive Pay".

Now click the "Select" button to bring up a selection box. Find your report and click open to insert your report.

This adds the report location to Toolbox. Now click "OK". This saves the file location into Toolbox.

Now that the report is saved, open the "Custom Reports and Forms" again, highlight the report that you want to run and click "Print". This is run your custom report.

System Preferences

From: Utilities | Preferences

Note: that there are several tabs in this note book. Several items in the tabs are easily understood. The following is an explanation of some (not all) of the preferences:

System Tab: You can choose to use the numeric pad **Enter** key as a tab stop. Note that suppressing the **Shift** key and hitting the **Tab** key is the opposite of hitting the Tab key.
When entering numbers, you can choose to have the system automatically place a decimal point before the cents digits.

A/P Tab: Subcontractor warnings facilitate tracking license, general liability insurance, and workmen's comp insurance expirations. The warnings are given when trying to save subcontractor invoices. Turn off the warnings if they are not applicable.

The **Show Vendor ID First in Vendor List** preference allows the user to either use the Vendor Name for look ups, or the Vendor ID for look ups.

A/R Tab: You can choose to place your company name and address on statements and invoices, or you can use your letterhead. No pre-printed order forms are necessary for invoices or statements.

Burden Tab: The system burdens jobs in a variety of ways. This area provides flat burdens on job costs by cost type. Burden is tacked onto each transaction for job costing purposes. The job cost type is set at the general ledger level. For example, Direct Labor is usually identified as a Labor type cost. These burdens can retroactively be changed by type and date ranges using the "BURDEN ADJUSTMENT SCRIPT". The totals of these burdens are automatically reflected in the income statement at the bottom of the direct costs section and at the bottom of the indirect costs section (as a negative). This allows the summary of contracts to tie to the income statement, and facilitates immediate identification of over/under allocated indirect costs using the income statement.

G/L Tab: A valid entry date range facilitates limiting entry to desired date ranges throughout the system. This area is updated when the user desires to limit entry into a month that has been closed. This area is only for limiting transaction posting; reporting is always available on transactions outside the valid entry date range.

J/C Tab: Check "REQUIRE JOB SPECIFIC COSTS CODES" in order to require job budgets to be set up prior to posting costs. Otherwise, the user selects from the standard cost code library, and is not required to set up budget items prior to posting costs to jobs.

P/R Tab: Set **Time Card Entry** list box preferences to show or not show W/C Category, equip and/or rate.

Set **Certified Payroll** Reports to include only employees with certified class, or choose to include all employees with time coded to the job.

PM Job List (Detailed Job List)

Purpose:

To facilitate managing projects, estimates, service jobs.

Renaming this Grid

From the Main Menu: Utilities | Grid Views

Access the Grid

From the Main Menu: Project Mgmt | PM Job List

Available Icons

Right clicking in the icon area | Customize
Then right click on any icon and modify the name.

To Add Icons: Drag Icons from the Commands Tab and onto the Icons area.
To Remove Icons: Drag Icons from the Grid to the Commands Tab.

The following icons are self explanatory:
Ok, Cancel, Save, Add, Delete, Copy, Paste

Refresh	Retrieves a new list from the database. If another user has modified or added entries, refresh will bring in the latest data from the database.
Customize Commands	Allows users to add and remove icons to and from the grid. Additionally, users can modify short-cut key and icon toolbars
View and View Drop-down	Displays the available views. A view represents a collection of columns
New View	Allows users to add views.
Delete View	Deletes the current view
Customize Grid Columns	Allows users to turn columns on and off, change column formats, move columns up and down, and rename columns
Clear Sort Keys	Reorders rows in the original order in which they were entered. Users can click any column to sort by the column. The Clear Sort Keys icon clears that sort. Note, if a column is placed into the subtotal area, the clear sort key cannot place the work order in their original order.
AR History	Pull up an Accounts Receivable invoice history. Users can print, e-mail, fax, download… Accounts Receivable invoices
PO History	Pull up a Purchase Order history. Users can print, e-mail, fax, download… Purchase Orders from this dialog.
SC History	Pull up a Subcontract history. Users can print, e-mail, fax, download…

	Subcontracts from this dialog
Execute	This Icon provides users and/or consultants with the ability to implement custom Icons that can initiate stored procedures that carry out desired functionality that otherwise would require a software enhancement. After created, these Icons can be added to the Icon area of the grid
Edit Commands	Brings up a dialog to manage the Executable Icons
Print Preview Grid	Print Previews grid contents using the current view
Schedule Values	Pulls up the Sched of Values Grid for the job that is highlighted
Cost Plus	Pulls up the Cost Plus Grid for the job that is highlighted.
Status	Pulls up the Job Status Grid for the job that is highlighted
Bid Items	Pulls up the Bid Item Grid for the job that is highlighted
Edit Notes	Brings up an unlimited text dialog of the job notes. Note: the notes pulled up in the dialog will be the same as the notes in the notes tab of the Job Notebook
Collapse Rows	When subtotaling by one of the columns, this icon collapses a row if you highlight the row header.
Expand Rows	When subtotaling by one of the columns, this icon expands a previously collapsed row
Work Order List	Opens the Work Order List
Export to Excel	Exports the grid data using the current view
Select All	Highlights all the shown rows in the grid
Single Job Print	Prints the report specified in the Single Job Print drop-down list for the highlighted job in the grid.
Single Job Print Report List Drop-down	Provides a list of reports that can be previewed/printed from the grid. The Report list is populated under Job Cost | Custom Reports and Forms | Job List Single Job Report
Multi-Job Print	Prints the report specified in the Multi-Job Print drop-down list for all jobs on the grid
Multi-Job Print Report List Drop-down	Provides a list of reports that can be previewed/printed from the grid. The Report list is populated under Job Cost | Custom Reports and Forms | Job List Multi-Job Report
Job Address List	This Icon provides access to the Job Address List.
Contacts List	Access the Contacts List
Customer Contacts	Accesses the Customer Contact List
Job Contacts	Accesses the Job Contact List
Job Address List	This Icon provides access to the Job Address List.

Grid Filters

Customer, Project Manager (Leader A), Superintendent (Leader B) are available. Also available are Active, Completed, Service and Estimate check boxes.

Just below the Leader B filter (Superintendent), users can type any part of the Job Number, Job Name, Customer or Contract Amount and click refresh to further filter displayed jobs.

Leader A (Project Manager) and Leader B (Superintendent) lists can be maintained under Job Cost | List Management. Centralized custom naming of the Leader A and Leader B fields is done under Utilities | Preferences | JC. (on the far right side).

Available Columns for Views

Columns in this grid can generally be renamed from this grid. If they can not be renamed from this grid they can be renamed in other places within the system.
For example, the Leader A (Project Manager) and Leader B (Superintendent) has a centralized customizable names under Utilities | Preferences | JC. Custom Job fields are renamed in any job notebook under the Entry 2 tab.

Job #	The Job Number
Job Name	The name of the job
Customer	The job's customer selected from a drop-down list of available customers
Leader A	Jobs leader A (or Project Manager) field selected from a drop-down list of leader A values.
Leader B	Jobs leader B (or Superintendent) field selected from a drop-down list of leader B values.
Contract Date	Job's contract date
Completed Date	Job's completion date
Status	Jobs status selected from a drop-down list that includes Active, Completed, Service and Estimate
Contract Amt	Total schedule of values
Billed	Job billings
WIP	Job to date costs plus markups (based on the scales tab of the job notebook).
Receipts	Cash Receipts on job billings
Cost	Job cost to date
Committed Cost	Total POs and Subcontracts on the job
Cash Paid	Total payments on the job
Budget Amount	Jobs Budget
Proj Cost Amt	Total projected costs of the project that has been projected using the Job Status grid
Revenue Acct	Default job revenue GL account
A/R Trade Acct	Default job AR Trade GL account.
Retention Acct:	Default AR Retention GL account
Sales Tax	Default sales tax entity
Use Tax	Default use tax entity
Certified	Certified check box
Certified Scale	Applicable Certified Scale
Eq Rental Scale	Equipment default cost rate scale
Labor Billing Scale:	Labor default billing scale.
Labor CO Bill Scale	Labor default billing scale for change orders
Eq Bill Scale	Equipment default billing scale
Eq CO Bill Scale	Equipment default billing scale for change orders.
Item Bill Scale	Item default billing scale
Item CO Bill Scale	Item default billing scale for change orders

Owner:	Owner for progress billing purposes
Architect	Architect for progress billing purposes
Last App Num	Last progress billing pay application number
Last App Date	Last progress billing date
SQ Feet	Total square feet of the project
Sales Assoc	leader A (or Project Manager) field selected from a drop-down list of leader A values Jobs
Prior Year End	Summary of Contracts prior year end. Only place the prior year end on this field if the job was treated as a carry-over job on the Company's year end summary of contracts
Prior Year Profit	Profit recognized on the job as reflected on your prior year end Summary of Contacts. (Generally, the amount recognized on your audited or reviewed year end financial statements.)
Override SOC Computations	Check box used by the Summary of Contracts process relating to the override Gross Profit Pct. Or the Cost Plus jobs option labeled "Calc. Contract Amt to Cost Plus Profit.
Gross Margin Pct	Override Gross Margin Pct. Used in the Summary of Contracts process. This margin is used if the Override SOC Computations Check box is checked
Calc Contract Amt to Cost Plus Profit	For cost plus/time and material jobs, the system can calculate the Contract amount equal to the cost plus profit (work in process)
Lock Bid	Check box used by the bid item grid to prevent changing of non-change order bid item burdened budget and bid before tax amounts
Billing Deduct Pct	Used in the progress billing process for insurance related reductions in the billing process
Billing Deduct GL Acct	: General Ledger account you want the reduced AR amount to be placed in

Views to Consider

- **Standard**
  Columns: Job#, Job Name, Status, Customer, Contract Amt, Billed, Receipts, Costs, Budget, Projected Cost

Customizing Grid Columns

- Either click on the "Customize Grid" icon. Turn on and off columns by checking the "Visible" check box to the left of the header description.
- Change the caption name to modify the name of the column.
- Change the displayed digits to the right of the decimal by modifying the N2.
  - I.e. N4 will result in the column displaying 4 digits to the right of the decimal.

Available Columns

Job #	The Job Number
Job Name	The name of the job
Customer	The job's customer selected from a drop-down list of available customers
Leader A	Jobs leader A (or Project Manager) field selected from a drop-down list of leader A values.
Leader B	Jobs leader B (or Superintendent) field selected from a drop-down list of leader B values.
Contract Date	Job's contract date
Completed Date	Job's completion date
Status	Jobs status selected from a drop-down list that includes Active, Completed, Service and Estimate
Contract Amt	Total schedule of values
Billed	Job billings
WIP	Job to date costs plus markups (based on the scales tab of the job notebook).
Receipts	Cash Receipts on job billings
Cost	Job cost to date
Committed Cost	Total POs and Subcontracts on the job
Cash Paid	Total payments on the job
Budget Amount	Jobs Budget
Proj Cost Amt	Total projected costs of the project that has been projected using the Job Status grid
Revenue Acct	Default job revenue GL account
A/R Trade Acct	Default job AR Trade GL account.
Retention Acct:	Default AR Retention GL account
Sales Tax	Default sales tax entity
Use Tax	Default use tax entity
Certified	Certified check box
Certified Scale	Applicable Certified Scale
Eq Rental Scale	Equipment default cost rate scale
Labor Billing Scale:	Labor default billing scale.
Labor CO Bill Scale	Labor default billing scale for change orders
Eq Bill Scale	Equipment default billing scale
Eq CO Bill Scale	Equipment default billing scale for change orders.
Item Bill Scale	Item default billing scale
Item CO Bill Scale	Item default billing scale for change orders
Owner:	Owner for progress billing purposes
Architect	Architect for progress billing purposes
Last App Num	Last progress billing pay application number
Last App Date	Last progress billing date
SQ Feet	Total square feet of the project
Sales Assoc	leader A (or Project Manager) field selected from a drop-down list of leader A values Jobs
Prior Year End	Summary of Contracts prior year end. Only place the prior year end on this field if the job was treated as a carry-over job on the Company's year end summary of contracts
Prior Year Profit	Profit recognized on the job as reflected on your prior year end Summary of Contacts. (Generally, the amount recognized on your audited or reviewed

	year end financial statements.)
Override SOC Computations	Check box used by the Summary of Contracts process relating to the override Gross Profit Pct. Or the Cost Plus jobs option labeled "Calc. Contract Amt to Cost Plus Profit.
Gross Margin Pct	Override Gross Margin Pct. Used in the Summary of Contracts process. This margin is used if the Override SOC Computations Check box is checked
Calc Contract Amt to Cost Plus Profit	For cost plus/time and material jobs, the system can calculate the Contract amount equal to the cost plus profit (work in process)
Lock Bid	Check box used by the bid item grid to prevent changing of non-change order bid item burdened budget and bid before tax amounts
Billing Deduct Pct	Used in the progress billing process for insurance related reductions in the billing process
Billing Deduct GL Acct	: General Ledger account you want the reduced AR amount to be placed in
AR	Accounts Receivable for the Job
Billings-Cost	The jobs job to date billings less job to date costs.
Contract-Receipts	Contract Amount less job to date receipts on the job.
Balance to Bill	Contract amount less billings to date.
Billing Address	Default billing address. Utilize the Job Address List Icon to maintain job site addresses.
Primary Contact	22
Billing Contact	Identify the default billing contact. Maintain the customer contacts by clicking on the Customer Contacts Icon.
Job Site Address	This column is used to identify the Job Site Address for the job. Maintain the job site addresses for a given customer by clicking on the Job Address List icon.
Markup Pct	Default markup percent to be used in the bid item grid. If no other markups or scales or placed on the job, the markup pct will be used when creating estimates.
Margin Pct	Default margin percent to be used in the bid item grid. If no other markups or scales or placed on the job, the margin pct will be used when creating estimates.
Seven Custom Dropdown Columns	Seven custom dropdown columns have been added that can be populated on the fly. Each dropdown can be used for a different concept.

Modifying Icons and Keyboard Shortcuts

- Right Click in the Icon area, and click Customize.
- Click Keyboard to change your keyboard shortcuts
- Click Commands
    - Drag an icon to the middle of any two icons in the icon tray at the top.
    - Drag the same icon back to the commands tab to remove the icon.

Editing a Job Notebook

Double click on the job you want to edit.

Job Lookup

Type the job number or portion of the job number. Alternatively, you can type a portion of the job name, or portion of the job name.

Adding a Job

Click the Add icon at the top.

Deleting a Job

Single click the job you want to delete, and click the Delete icon at the top.

Note: You will not be allowed to delete jobs with transactions associated with them.
"Reversed: and "Reversing" are considered transactions in the system even though they negate themselves in your audit trail.

Single Job Print

To print reports for selected jobs in the list, select one or more jobs, and then click the printer icon next to "Single Job Print." To select multiple jobs, use your "shift" and/or "Ctrl" keys in conjunction with your mouse.

Multi-Job Print

To print a report that includes all jobs in the list, click the printer icon next to "Multi-Job Print."

Opening Other Grids from the Job List Grid

Open other grids from the Job List grid by single clicking one of the jobs, and clicking the appropriate icon at the top.

- Schedule of Values Grid
- Cost Plus Grid
- Status Grid
- Bid Items Grid

Print Preview

Click this icon if you want to preview the job list as it appears on your screen.

Ledgers

Transaction Ledgers can be viewed, and transactions can be printed from the Job list Grid. Single click one of the jobs, and click the appropriate icon at the top.

- AR History
- PO History
- SC History (Subcontracts)

Sorting Columns

Click on the column name.
If you want to sort in the opposite direction, click on it a second time.

Sub-totaling Columns

Drag one of the column headers into the grey area located just above the column headers.
Drag a second column header into the grey area to do a secondary sub-total.

Creating Views

To create optional views, click the down arrow dropdown on the “View” icon. Click New View, and name your new view. After creating the view, you can begin to customize the view. Note: To toggle between views, click the dropdown box to the right of your “view names” icon.

Lexicon (Conditional Selection Command Area)

Operator	Description
!=	Not Equal
>=	Greater Than Or Equal
<=	Less Than Or Equal
<	Less Than
>	Greater Than

=	Equals
?	Contains (for strings only)
^	Begins With (for string only)
*	Ends With (for strings only)
AND	Logical AND
OR	Logical OR
(	Left parenthesis
)	Right parenthesis

EXAMPLES:

- Bid Amount = 200 (numbers are specified without quotes)
- Task Id = 'ABC' (strings are specified with single quotes)
- Start Date = '2007-05-24' (date are specified w/ quotes in the YYYY-MM-DD format otherwise it is considered a string)
- (Bid Amount >= 1000 OR Mark Up < 50.5) AND payee ^ 'ACME'

NOTES:
Columns names contain only letters, digits, or underscores to be considered operands of an expression. A set of characters must be reserved by any lexicon.

Custom drop-down columns

Customize column names are set under Utilities | Preferences | Job Cost
Job Leader Titles (on the far right in the middle)

Refresh

Clicking refresh to re-populate your drop-down lists.

Adding SQL Icons

To define a custom button, click the drop-down arrow on the right side of the “Execute” button.

To add a custom button into one of the icon trays.

Right click anywhere in the icon area.
Customize | Commands
Scroll to locate the custom icon.
Drag the custom icon to any of the icon trays.

Job Address List

Purpose:

To enter and maintain possible job address locations for customers and/or owners.

Renaming this Grid

From the Main Menu: Utilities | Grid Views

Access the Grid

Clicking the Job Address List Icon located on the following grids:

- Bid Item Grid
- Work Order List
- Work Order Entry
- PM Job List

Customizing Icon names. Adding Icons, Removing Icons:

Right clicking in the icon area | Customize
Then right click on any icon and modify the name.
To Add Icons: Drag Icons from the Commands Tab and onto the Icons area.
To Remove Icons: Drag Icons from the Grid to the Commands Tab.
The following icons are self explanatory: Ok, Cancel, Save, Add, Remove, Copy, Paste
Work Order List: Brings the Work Order List to the forefront of your screen.
Customize Commands: Allows users to add and remove icons to and from the grid. Additionally, users can modify short-cut key and icon toolbars.
View and View Drop-down: Displays the available views. A view represents a collection of columns.
New View: Allows users to add views. Note: the view the users is currently on is copied to an added view.
Delete View: Deletes the current view.
Customize Grid Columns: Allows users to turn on columns, turn off columns, change column formats, move columns up and down, and rename columns.
Clear Sort Keys: Reorders rows in the original order in which they were entered. Users can click any column to sort by the column. The Clear Sort Keys icon clears that sort. Note, if a column is placed into the subtotal area, the clear sort key cannot place the work order in their original order.
Print Grid:
Export to Excel: Export the view and contents to excel.
Select All: Highlights all the shown rows in the grid.
Refresh: Retrieves a new list from the database. If another user has modified or added entries, refresh will bring in the latest data from the database.

Collapse Rows: When subtotaling by one of the columns, this icon collapses a row if you highlight the row header.
Expand Rows: When subtotaling by one of the columns, this icon expands a previously collapsed row.

Grid Lexicon

Use the column names and the grid lexicon located just below the icons to filter job addresses. For example: Customer ^ "Ala" will show all job addresses where the customer starts with 'Ala'.
Valid logical operators are:

!=	Not Equal to
>=	Greater than or Equal to
<=	Less than or Equal to
<	Less than
>	Greater Than
?	Contains
^	Starts with
*	Ends with
AND	Logical AND
OR	Logical OR

Available Columns for Views

Any of the columns in this grid can be renamed.
ID: The job address identifying name.
Customer: Select the customer from a drop-down list.
Owner: Select the owner from a drop-down list. Note: the owner drop-down list is also the same list as the customers. The concept is that an owner will be the owner of the property while the customer will be the contracted company that will be billed for the work performed.
Line1: Address line 1 text field.
Line2: Address line 2 text field.
Self explanatory columns are:
City, State, Address Zip. Customer Phone1, Customer Phone2, Customer Phone2, Email1, Email2, Email3, Text1, Text2, Text3, Text4, Text5, Text6, Text7, Text8, Text9, Text10, Date1, Date2, Date3, Date4, Date5, Amount1, Amount2, Amount3, Amount5.

Bid Items Grid

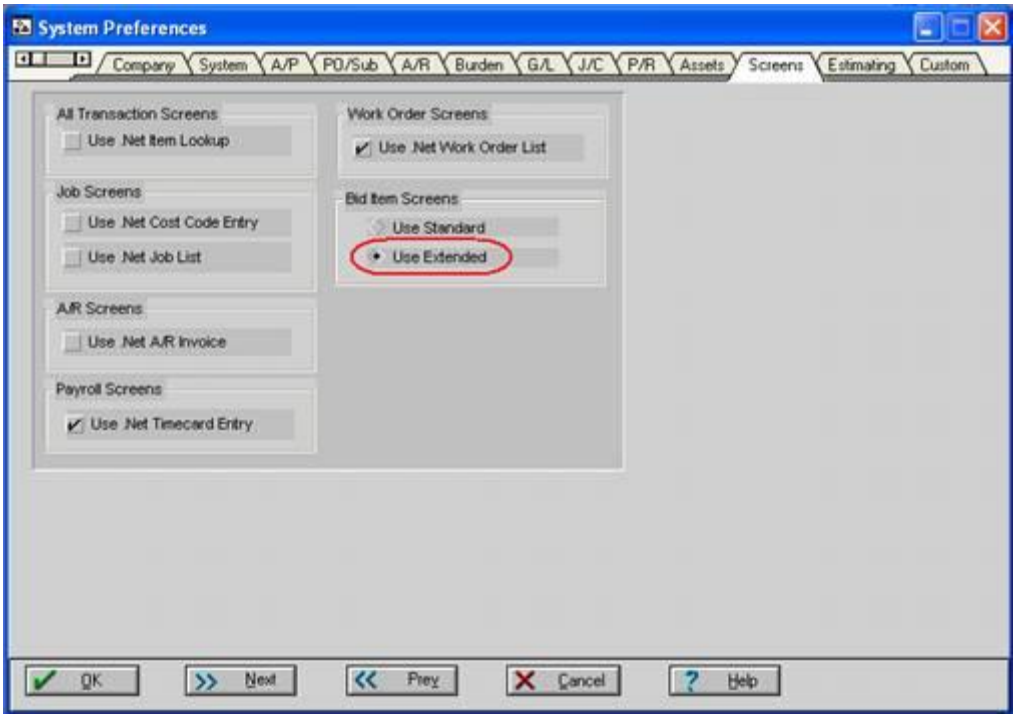
Purpose:

The Bid Item Grid (or estimating grid) can be used to populate both the Budget tab and the Schedule of Values tab of the job notebook at the same time. This eliminates the user from having to create each budget item (cost code), populating a value for each cost type, calculating scheduled value after the markup, create each billing item, and so on…

The bid items grid will also allow the user to create Change Orders, Commitments and A/R Invoices based upon the line items included.

Getting to the Grid:

Before we start using the bid items grid, we need to make sure the preferences are set up correctly. Navigate to UTILITIES | PREFERENCES | SCREENS and make sure that the "Use Extended" radio button is marked.



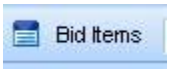
There are currently three ways to get to the bid items grid:

1. You can get to the Bid Items grid through PROJECT MANAGEMENT | BID ITEMS. The grid will open in a new window. Click 

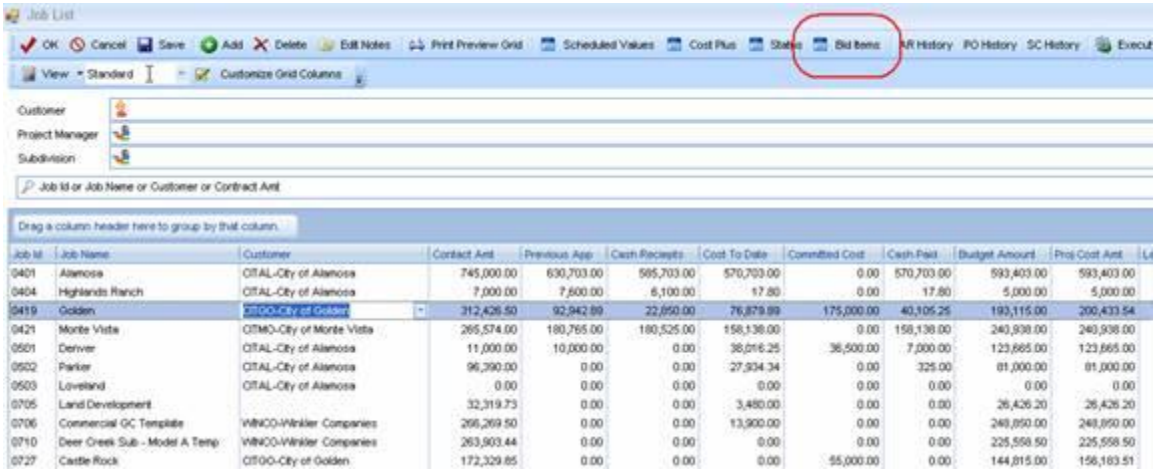
and select the job that you want to work with from the new dialog window.

2. Navigate to the Budget Tab of your desired job and click on the 

button at the lower right portion of the screen.

3. From the Detailed Job List, highlight the desired job and click the 

button at the top of the window.



Customizing the Grid

Like everything else in TimeSuite, we allow for a good deal of customization of the Bid Items Grid. You can change button locations, column names, keyboard shortcut keys…

Modifying Icons and Keyboard Shortcuts

To modify the Icon area of the Bid Items Grid, right click in the Icon area, and click Customize.

- On the "Toolbars" tab you can select which of the toolbars appear. By default, all four toolbars are shown.
- On the "Commands" tab you can chose which shortcut Icons appear and their order.
    - To add an icon to the toolbar, drag an icon from the "command" area and place it between any two icons in the icon tray at the top.
    - You can remove icons from the toolbar by dragging the icon back into the pop-up window.
    - You can change the keyboard short cut keys by clicking on the "Keyboard…" icon, selecting the desired command and defining your shortcut keys.

- The “Options” tab allows you to change the sizes, fonts, animations, etc.

Icons and their functions

OK	Accepts the current changes and exits the grid
CANCEL	Rejects the current changes and exits the grid
SAVE	Accepts the current changes
SAVE ALL	Sub Menu of "SAVE", Saves the current changes on all open tabs/jobs
SAVE CURRENT	Sub menu of "SAVE", saves the current changes on only the open tab/job
NEW TAB	Opens a dialog box to open a new job. Each tab represents a different job
ADD	Adds a new row/budget item to the grid
ADD BID ITEM	Sub menu of "ADD", adds a new row/budget item to the grid
ADD SUB-BID ITEM	Sub menu of "ADD", adds a sub row to the highlighted row. The sub row's information and parent row's information are linked together.
REMOVE	Removes the highlighted row(s) form the grid
PRINT PREVIEW GRID	Opens the grid in a print preview window, allowing you to print the grid
PRINT REPORT	Select the desired report from the drop-down list to the left of the icon to print that desired report This report list is populated by accessing the Job Cost | Custom Reports and Forms | Budget Reports men from the main Toolbox screen
AR HISTORY	Opens a new window showing all of the AR Invoices linked to the current job, allowing you to reprint various invoices
PO HISTORY	Opens a new window showing all of the Purchase Orders linked to the current job, allowing you to reprint various POs
SC HISTORY	Opens a new window showing all of the Subcontracts linked to the current job, allowing you to reprint various Subcontracts
COLLAPSE ROWS	If the highlighted row has and sub rows, a small "+" or "-" appears on the far left column. Clicking this icon hides any sub-rows (Collapsing the view tree)
EXPAND ROWS	If the highlighted row has and sub rows, a small "+" appears on the far left column. Clicking this icon expands the tree down to view any sub-rows

UP ARROW (Move/Index Up)	Moves the row's location on the bid item grid up
DOWN ARROW (Move /Index Down)	Moves the row's location the bid item grid down
CLEAR SORT KEYS	Removes any sorting of the bid items rows
COPY	Copies the highlighted row(s)
PASTE	Pastes the rows in the grid. Note: you can copy and paste between jobs
PAST INTO	Pastes any copied rows into a row, thus creating sub-rows from the copied rows. The rows will be pasted into the highlighted row
REFRESH	Refreshes the data, menus and drop down lists of the bid items grid. Note: you will be prompted to save any changes if needed
SELECT ALL	Selects (highlights) all rows in the grid. Note: this function will not work if the grid is grouped by any column header
MARK ALL	Marks the "INCLUDE" column check-box for all highlighted rows
UN-MARK ALL	Un-marks the "INCLUDE" column check-box for all highlighted rows
EXECUTE	Executes the various procedures selected from the drop-down on the right side of the icon
BILL 100%	Marks all rows with the INCLUDE box checked to be billed at 100% of Bid capacity
GET ITEM DEFAULT VENDORS	Repopulates the Vendor/Payee column of any rows that have items selected with that item's default vendor (as setup in the Items module)
IMPORT FROM BUDGET	Refreshes the bid items grid data with the data on the job's budget tab. Note: this will remove and replace all the rows in the grid with the current budget data!
INVENTORY REQUISITION	See Eric
UPDATE CONTROL AMOUNTS	"Locks" the budget in place
UPDATE	Executes the various procedures selected from the drop-down on the right side of the icon with the value in the text input box
UPDATE MARGIN	Applies the desired margin percentage to all selected (highlighted) rows
UPDATE MARKUP	Applies the desired markup percentage to all selected (highlighted) rows
DISTRIBUTE BID BY BU	Updates each budget item's bid amount by that row's budget proportion of the job's overall budget

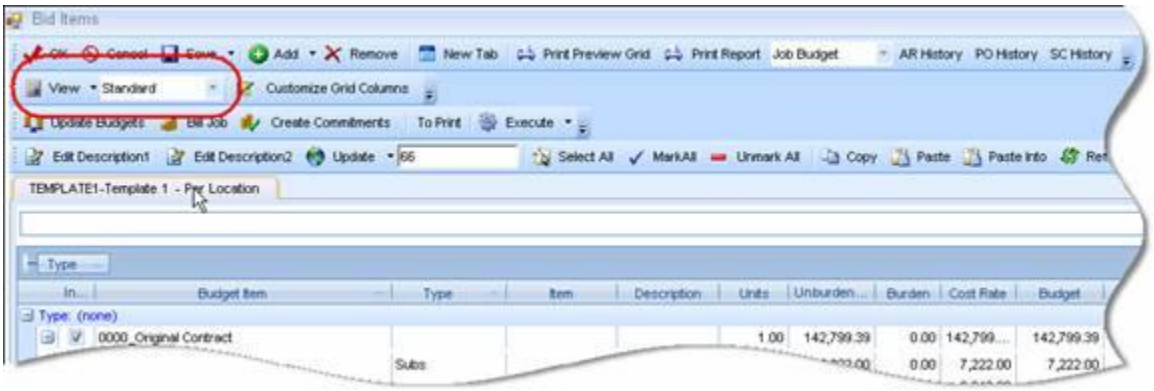
DISTRIBUTE BID BY MA	Updates each budget item's bid amount by that row's mark up proportion of the job's overall markup
APPLY BURDEN	Allows you to apply a burden percentage by cost type to the highlighted rows
BILL JOB	Creates an AR Invoice based on the Marked rows (Include box marked) and each row's current billing amount
CREATE COMMITMENTS	Creates POs and SCs based on the Marked Rows (Include box marked) to the vendor/payee selected on each row. Note: if no payee is selected, that row will not have a commitment made for it. Commitments are based on the values in the "PROJ AMT" (BUYOUT AMT) columns. Cost Types of "subs" will result in subcontracts and all other cost types result in PO's
UPDATE BUDGETS	Updates the job's Budget and Sched Values tabs based on the amount on the bid items grid. Note: the values of each cost code and bill code are not tied back to the job notebook until this procedure is ran
BUYOUT GRID	Opens a sub-grid that is unique to that budget item row, used for tracking various buyout amounts for multiple vendors.
EXPORT TO EXCEL	Exports the bid items grid data to an excel spreadsheet
EDIT DESCRIPTION 1	Opens a dialog box allowing you to edit the description field of that budget item line in a larger text box
EDIT DESCRIPTION 2	Opens a dialog box allowing you to edit the description2 field of that budget item line in a larger text box
VIEW	Changes the current view to the desired view selected form the drop down list (hides various columns)
NEW VIEW	Sub menu of "VIEW", Creates a new view based on the current view. Note: changeling views does not affect any data in the actually grid
DELETE VIEW	Sub menu of "VIEW", deletes the current view. Note: Deleting a view does not delete any data from the actual grid
CUSTOMIZE GRID COLUI	Opens a user interface to hide, show and rename the columns of the grid
COMPUT-ABILITY IMPORT / IMPORT ...	Imports data from various Comput-Ability formats and other Estimating Software that have created partnerships with Toolbox Software

Using the Views

There are more than 60 different columns in the Bid Items Grid with more being added regularly. Depending on the task you are doing you only want to have certain columns visible at certain times. This is where the VIEWS come in handy. Toolbox has created

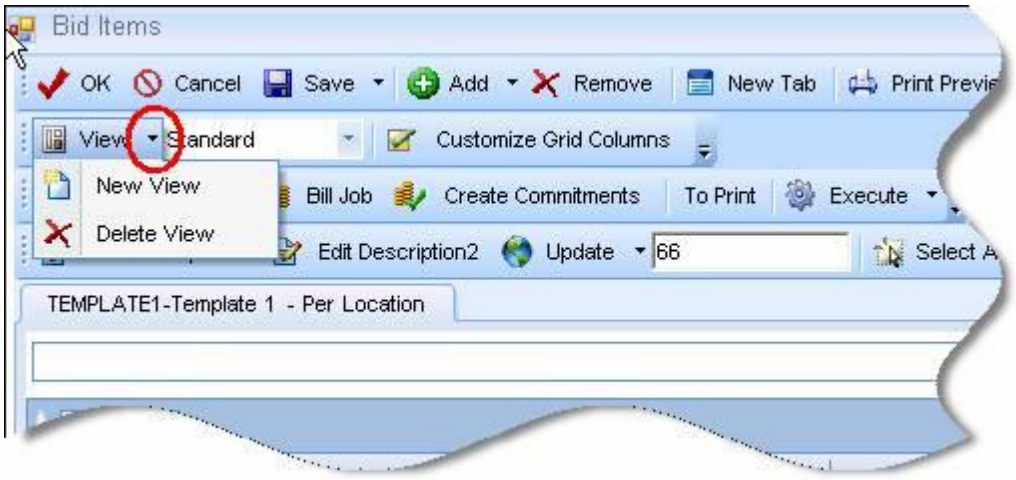
four default views that will show or hide various columns depending on your task. Toolbox also allows you to create your own custom views depending on your needs.

The views are changed using the drop down box to the right of "View"



The "Standard" view is primarily used to create your budget and schedule of value. The "POs-SCs" is used to create your commitments. The "COs" will show the columns used to create change orders. The "Billing" is used to create A/R Invoices.

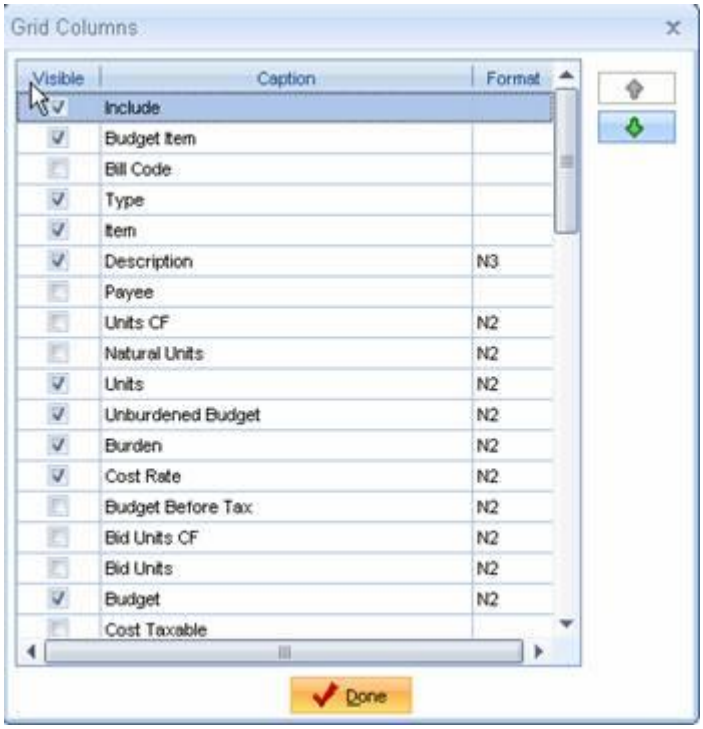
To create your own view, click the small down arrow immediately right of "View" and select "New View".



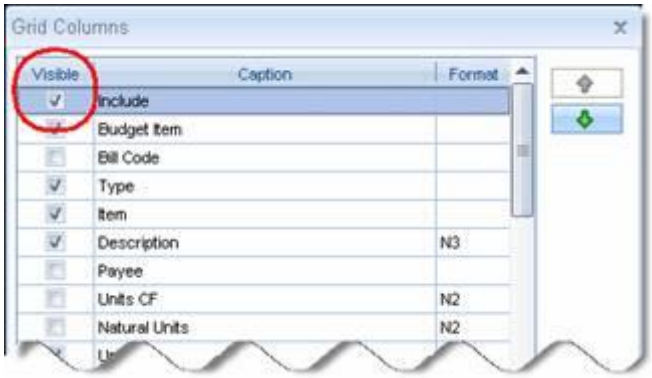
Whatever columns are currently being displayed will be associated with that view. Toolbox will remember the last view that was in use as wells which columns are shown when you save your work. This allows the user to adjust or customize their views very easily.

Customizing grid columns

To customize the grid columns, right click in the grey area just above the column headers and select "Customize". This will bring up another window that shows all of the available columns.



You can turn on and off columns by checking the "Visible" check box to the left of the header description.



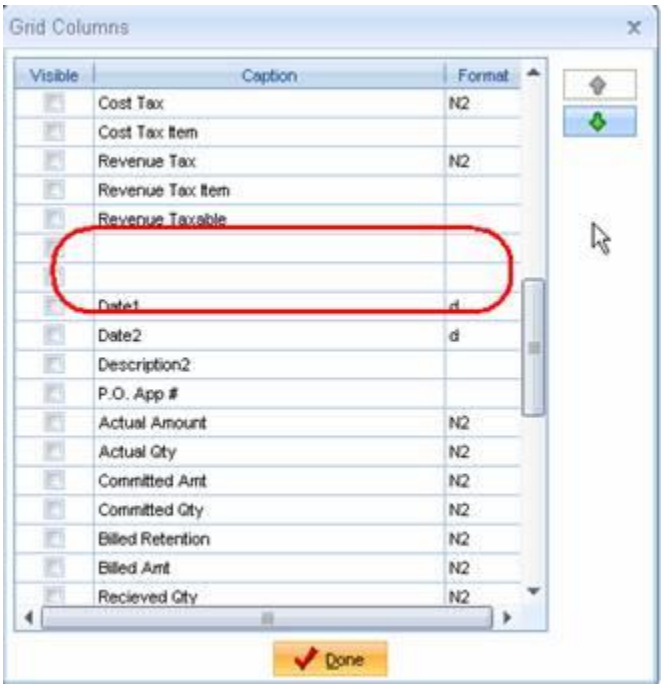
You can change the caption name to modify the name of the column. To do this, simply click on the desired caption and modify the text.



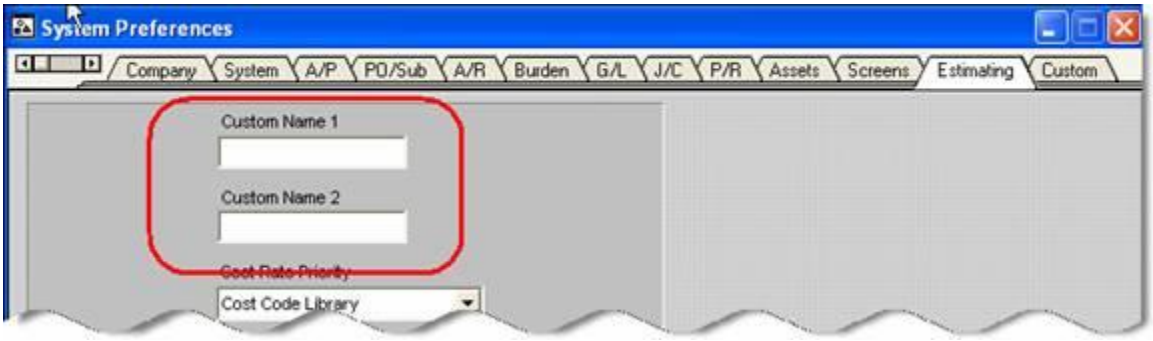
You can change the order of the columns by selecting a caption and using the arrows to move the column. You can also change the order of the columns by "grabbing" the column header with your mouse and moving the column left or right while view the actual grid.

Custom Drop Down Columns

You may have noticed two blank columns. These are customizable columns within the grid.



To customize these columns, go back to the main Toolbox environment and go to UTILITIES | PREFERENCES | ESTIMATING. The "Custom Name 1" and "Custom Name 2" boxes correspond to these custom fields in the Bid Items Grid.



After you name your custom columns, refresh the grid by clicking the 

button. You should now see your custom names.

Understanding the Columns

Since there are so many columns, it is important to understand which column does what. Many are straight forward while others are not. The following table will hopefully explain each column.

Default Column Name	Function
Include	A check box that, when checked, will include that line when updating the budget/SOV, creating commitments, billing, or creating COs
Job	The job that line is attached to
Budget Item	The cost code that the line is tied to
Bill Code	The bill code that the line is tied to
Type	Direct Cost Type
Item	Tied to the Inventory. This includes inventory items, non-inventory items, and item groups. Currently items cannot be added "on the fly."
UOM	The default unit of measure tied to an inventory/non-inventory item
Description	Default description from the item selected. The user can over-write this field with their own description.
Description 2	Another description field
Payee	Tied to the A/P Vendor List, this field is required when creating commitments
Natural Units	Raw unit of quantity
Units CF	Conversion factor – ie. 2 gallons of paint = 1 wall painted
Units	Quantity after the Units CF has been applied
Cost Rate	Cost of the budget item. If an item was selected then it's default cost will auto-fill
Budget Before	The budget amount before cost-taxable. Units x Cost Rate

Tax	
Cost Taxable	Check box used to determine if the budget item line is taxable to you when you purchase the item
Cost Tax Item	The tax item – this is setup in the Inventory | Add | Tax Item or Tax Group
Cost Tax	Amount of cost-tax for the line. Cost Rate x Tax Amount from Tax Item
Unburdened Budget	Budget including cost tax but not including any burden
Burden	Amount of Burden
Budget	Budget amount, includes cost tax amount and burden. This sets your Budget Amount on the Budget Tab of the job notebook
Control Amt	Field used to set an amount that can be used to reference if any changes to the original budget have occurred. The field can be automatically populated using the "Update Control Amount" Icon, or the User can manually populate this field.
Bid Units CF	Conversion factor for bid units. Converts Units to Bid units
Bid Units	Quantity of the Bid after Bid Units CF applied
Markup %	Percentage that your budget will be increased to set your bid rate
Margin	Percentage applied to your cost rate to set your bid rate
Bid Rate	Amount of each units that you will charge your client.
Bid Before Tax	The bid amount before any revenue tax applied
Revenue Taxable	Check box used to determine if the line is taxable to your client
Revenue Tax Item	The tax item – this is setup in the Inventory | Add | Tax Item or Tax Group
Revenue Tax	Amount of sales tax that will be applied to an A/R Invoice
Bid	The final bid amount for the line – includes margin/markup and revenue tax. This amount populates the Schedule of Values
Profit	Bid less Budget
<Custom Field 1>	Custom drop down field. The name of the field is set in UTILITIES | PREFERENCES | ESTIMATING
<Custom Field 2>	Custom drop down field. The name of the field is set in UTILITIES | PREFERENCES | ESTIMATING
Date1	User defined date field. Auto populates with the date that the line was added to the bid items grid.
Date2	User defined date field. Auto populates with the date that the line was added to the bid items grid. Can be changed to meet your needs
Budget CO	Designates if the budget item (cost code) is a change order. Note: if this is checked for one line item then all lines that have the same budget items (cost codes) will be marked as change orders also.
Budget Designation	Who approved the change order
Bill CO	Designated if the bill code is a change order. Note: if this is checked for one line item then all lines that have the same bill code will be marked as change orders also.

Bill Designation	Who approved the change order
Bill CO Date	Date of the Change Order
P.O. App #	Text field used to distinguish between PO's made to a vendor within the same job. By default Toolbox leaves this blank and will add to previous commitment made to the vendor for this job.
Proj Units	The units that a commitment is based off of. By default, Toolbox sets this as equal to the Units column
Proj Untaxed Rate	Rate that a commitment is based off of before tax. Toolbox defaults this to equal to Budget before Tax
Proj Taxed Rate	Rate that a commitment is based off of including tax. This amount will be shown on the commitment. By default this amount is equal to the Unburdened Budget
Proj Amt	Total amount of the line that the commitment will be based from. Proj Units x Proj Taxed Amount
Committed Qty	Units/Quantity of the line for the commitment
Committed Amt	Amount of the commitment
Received Qty	Units received when you use PO | Receive Units. Note: this field will not populate by creating an A/P invoice and tying that invoice to a PO/SC. It will only populate if you receive units through PO | Receive Units
Actual Qty	Units committed on an A/P Invoice
Actual Amount	Committed amount tied to an A/P invoice
Billing %	The percentage of the line that you wish to include on the A/R invoice
Curr Billing Units	Units that will be billed on the current A/R invoice. Note: Changing the Billing % will auto-populate this field.
Retention %	Retention percentage that will be tied to the A/R invoice
Retention	Total retention on the bill. Note: retention is based on the bid amount less tax
Current Retention	Amount of retention on the current bill , calculated as Bid Before Tax x Retention %
Current Billing	Amount of the current bill
Billed Units	Total Units billed
Billed Amt	Total Amount billed
Billed Retention	Total amount of Retention billed
Freight	Check box used to determine if the line item is Freight or not
Work Breakdown Structure	By populating this column, task occurrences are automatically created in the task scheduling grid.
Bid Version	Indicates the version the row is associated with.
Active Version	Indicates the active vs. inactive status of the version.

Required Columns

Depending on the task there are some columns that are required within the Bid Items Grid. The Budget Item, Bill Code and Type are always required. If you are missing one of these items then the row will have a red font color. Also, the missing required field will be noted with a  .

As mentioned above, other fields are required for different tasks.

- When creating commitments, the Payee field is required. If this field is left blank then Toolbox will not create a commitment as it does not know who to tie the commitment to. Also, the Proj Units and Proj Amt must be filled out.
- When creating an A/R invoice, either the Current Billing must have a value in it.
- When creating Change Orders, the Budget CO and/or Billing CO must be checked
- Any line that you want to include in the current task must have the Include box checked.

Importing / Exporting / Copying Between Jobs

External Importing - Estimating System Templates

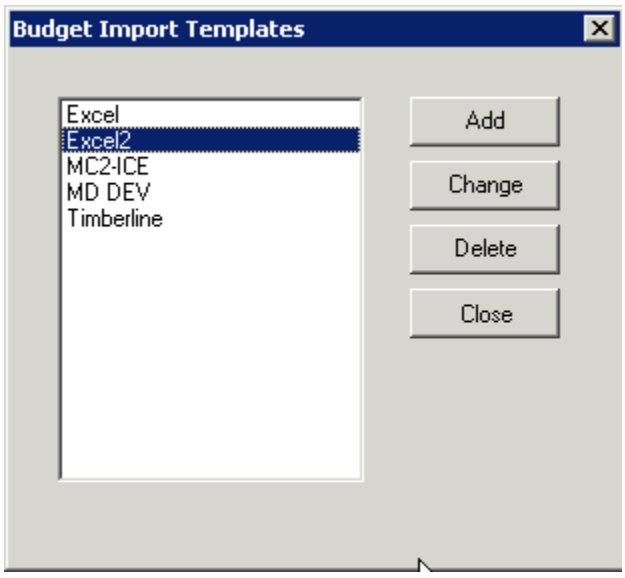
The Estimating System Templates are used to import data saved as .CSV files into the job's budget, schedule of values and bid items grid.

Creating/Modifying an Estimating System Template:

From the main Toolbox window, navigate to Job Cost | Estimating System Templates

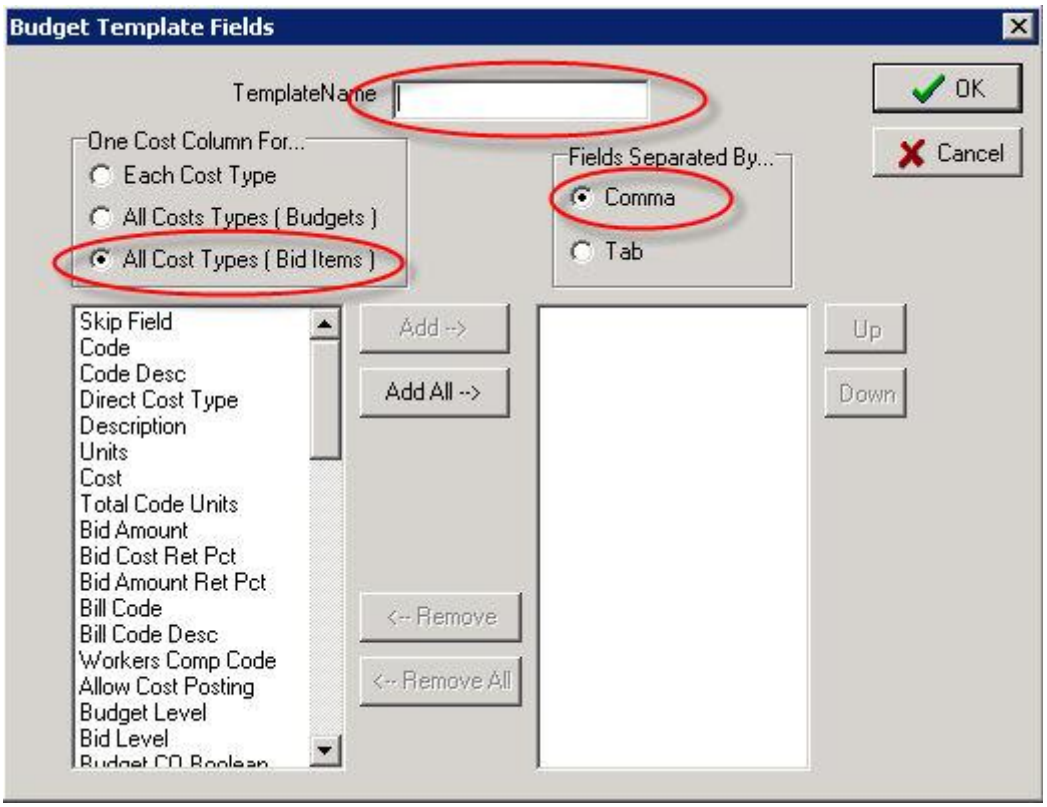


This will open a second window, "Budget Import Templates".



To modify an existing template, highlight the desired template and click the Change button. To create a new template, click the Add button. For this example, we will be creating a new template called "Excel2".

When you click the add or change buttons, a new window opens called "Budget Template Fields".

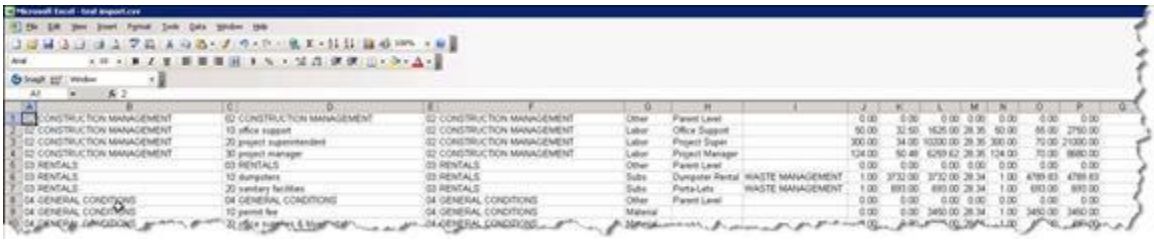


Name the template in the "Template Name" entry box.

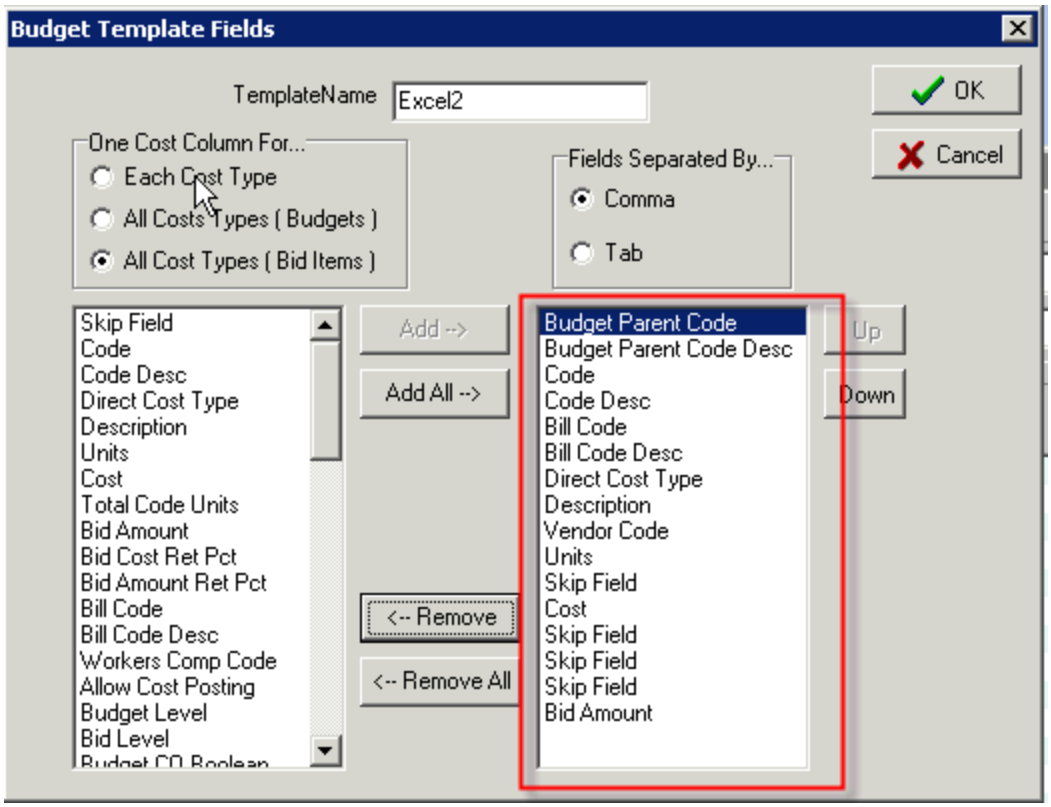
Make sure that the "All Cost Type (Bid Items)" radio option is selected and that the "Comma" option is also checked.
Now it is just a matter of mapping the columns from your excel based .CSV file to the options on the left side of the Fields Selection area. Please familiarize yourself with the required formatting of the .CSV file before proceeding with the mapping.

Possible Issues
Saving Your Data as a .CSV File

The budget that we are importing looks like this:



Therefore our "map" looks like this:

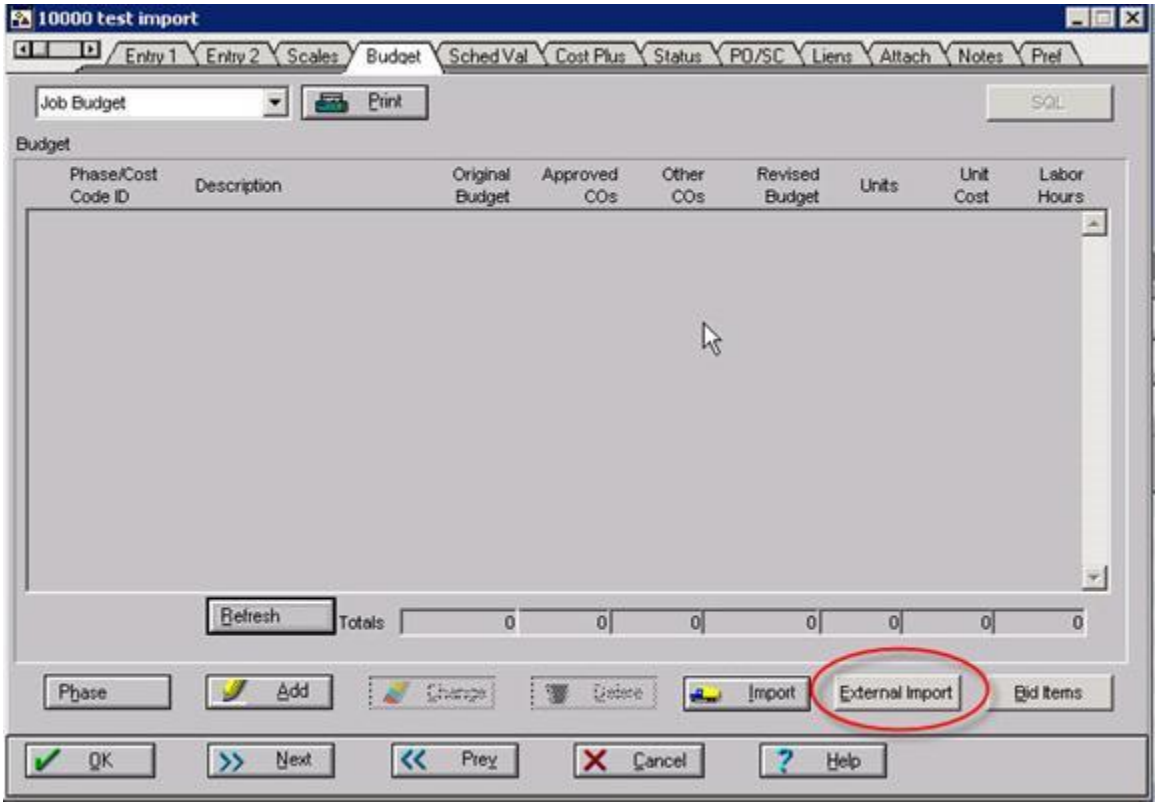


Notice that there are NO HEADER ROWS and, although the picture doesn't show it, there are NO FOOTER or SUMMARY rows in the .CSV file.

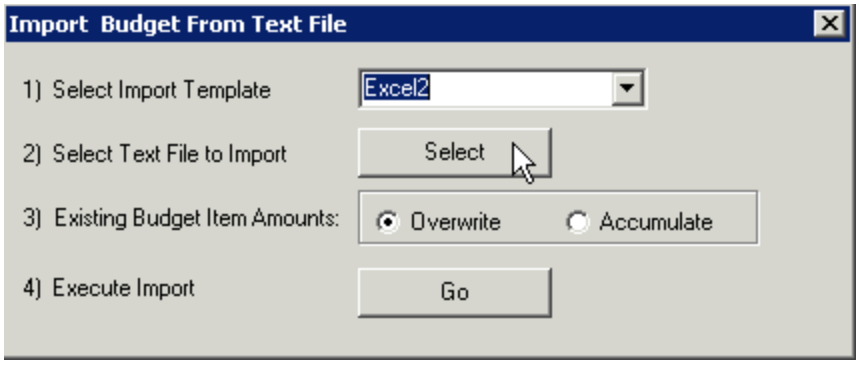
Once your template is mapped, click on the "OK" button to save the template.

Using the Template to Import into a Job

Now that your template is set up, open up the job that you want to import the budget into and navigate to the job's budget tab. Click on the "External Import" button to open



Click on the "External Import" button to open the "Import Budget to Text File" screen



1. Select the Importing Template that you just created
2. Press the "SELECT" button to select your .CSV file that will be used to import. Note: the file must be closed in order to import it.
3. Select he radio option next to Overwrite or Accumulate. Overwrite will overwrite any existing budget and SOV that the job already has. Accumulate will add to the existing budget and SOV

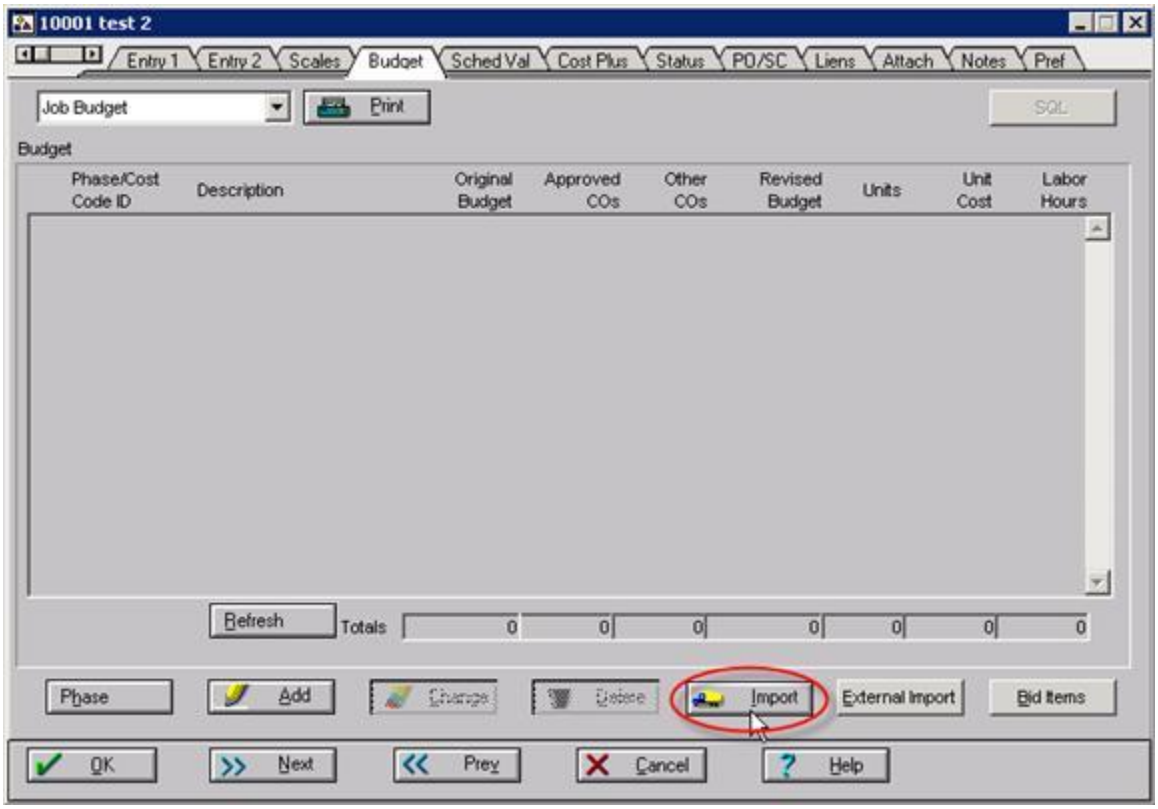
4. Click the "GO" button to proceed with the import. Note: importing can take a while depending on the file size, number of rows, and connection speed to the server and other users in Toolbox.

Internal Importing

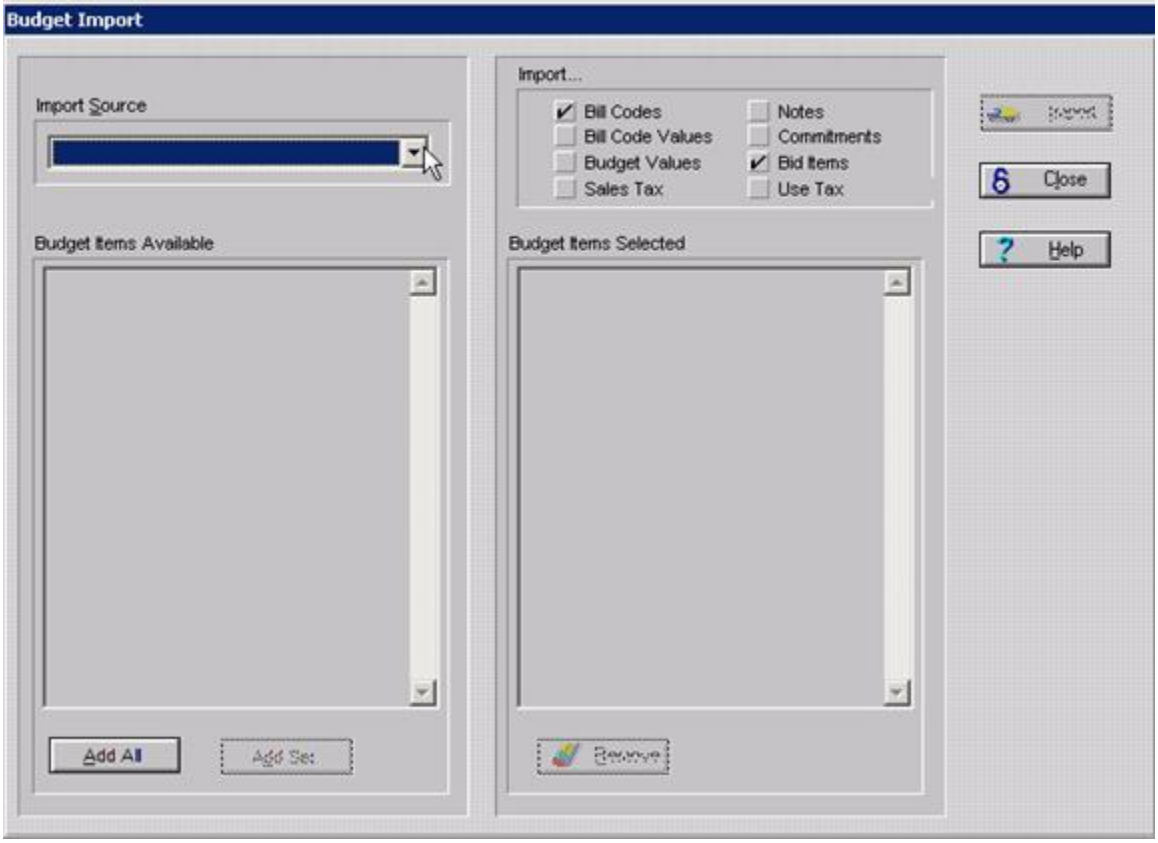
The Internal Importing feature is used to import existing job data into another job's budget, schedule of values. You are able to import into another job from a different job or from the main cost code library.
If you import from an existing job, you can select to only import the Cost Code – Bill Code relationships, actual values, bid items, commitments, tax information, or any combination of the above.

The Steps:

From the main Toolbox window, navigate to Job Cost | Job List and open the desired job that you want to import into. Make your way to the Budget Tab and press on the "Import" button (not the "External Import" button).

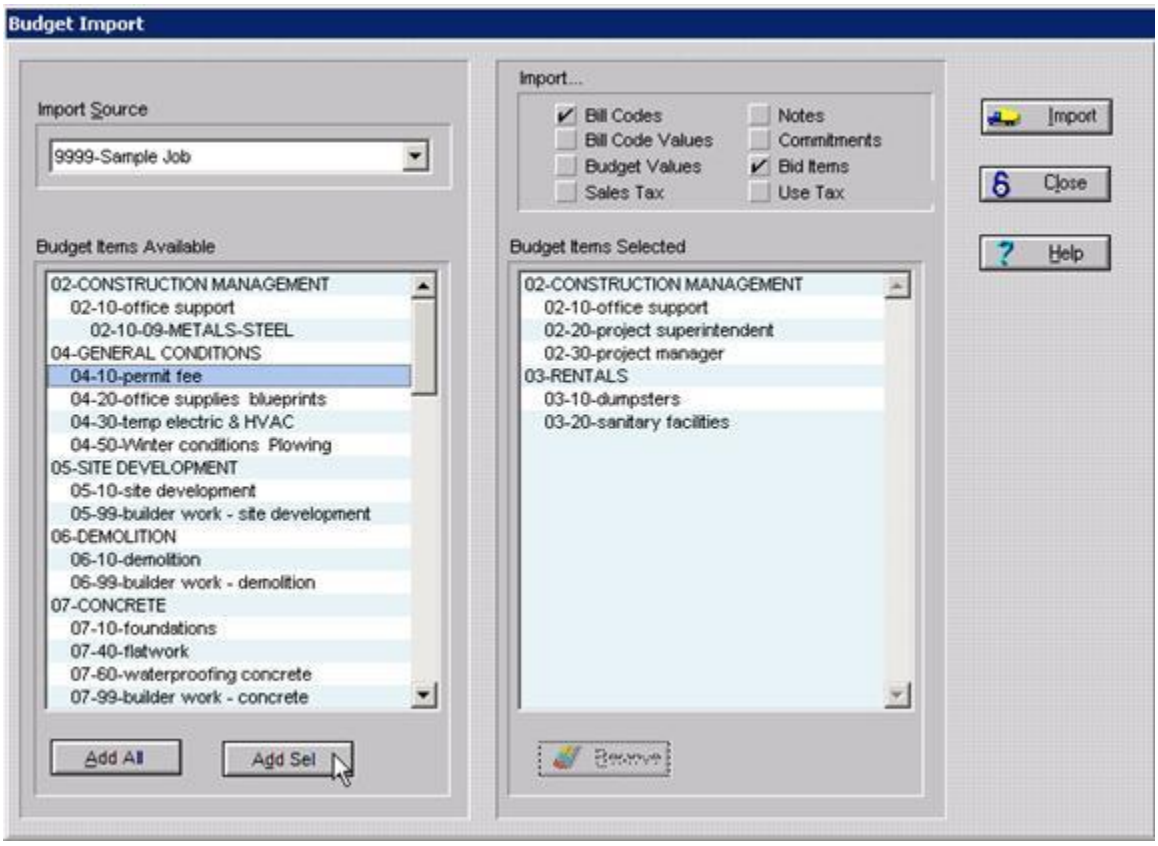


This will open the "Budget Import" window



Select the source that you want to import from from the drop down list on the upper left side of the window. In this example we will import from another job.

When you select an import source, you will see the available cost codes to import under the "Budget Items Available" section. Highlight individual cost codes (budget items) and either double click on them or press the "Add Sel" button to populate the list to import.



When you have selected all of the budget items to import, mark the boxes next to the values that you want to import.



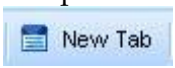
In this case, I am only importing the cost code and bill code relationships and not any actual values.

When you are finished with your selection, press the 

button to begin the import.

Copying Between Jobs

Adding Multiple Jobs to the Grid

Similar to Microsoft Excel, you can have multiple tabs open in the gird with each tab representing a different job. Click on the 

icon at the top of the grid. This will open a new dialog box. Select the desired job and click "Done". (Alternatively, double click the desired job you want to open.)

Copying between jobs

You can copy budget item rows from one job and paste them into another job. This becomes extremely beneficial when you setup a template job with your budget already set up. For instance, if you are bidding on a new housing development and you know your budget will be the same from job to job, you can copy any or all bid item rows from the template into the new job that you are bidding.

To copy rows, highlight any or all rows that you want to copy and press 

. (You can also use the keyboard short cut keys Ctrl + Shift + C) Navigate to the other job that you want to paste the rows into and then press 

. (Ctrl + Shift + V)

Copying Multiple Rows or Selected Rows

You can highlight multiple rows by clicking on a row, then pressing and holding the "Ctrl" key on your keyboard and clicking on another row.

You can also highlight a group of rows by clicking on a row, pressing and holding the "Shift" key and clicking on another row. This method will highlight all the rows between the two rows.

You can highlight all rows by clicking on the 

icon.

Pasting as Sub Items

You can add sub items to a row by either using your keyboard and typing Shift + Insert or by clicking the small down arrow next to the ADD icon.



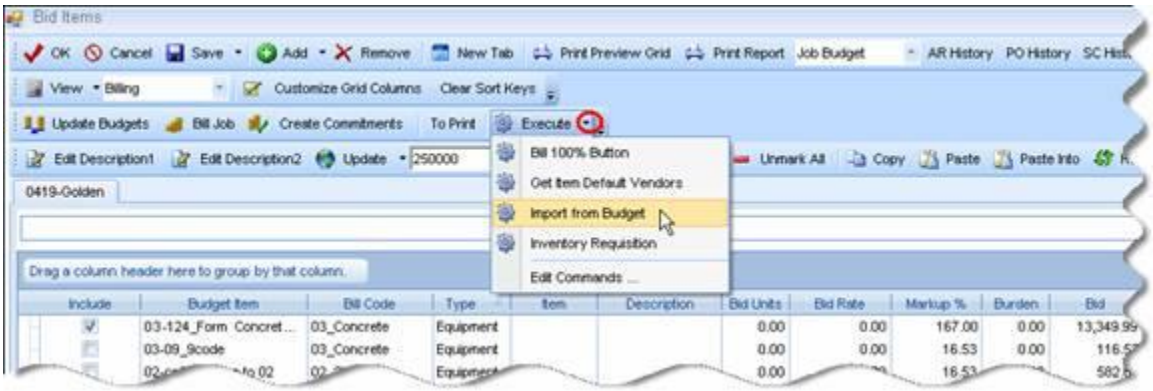
Sub items are tied to the Parent Row. Hint: Set the parent row's unit quantity to 1 before add a sub row.

The sub items quantity will be multiplied by the unit quantity of the parent row, and thus the value of the row. You can have as many sub items as you wish, and sub items may have their own sub items.

You can also use the Paste Into function to paste any copied rows as sub-items of a row. To do this, copy your desired rows and then click on the row that you want to be your parent row. (You can also add a new row and paste the sub-items into that row.) Once you have selected the desired row that will be the parent, press Paste Into (or Ctrl + Shift + I).

Populating the Bid Item Grid from the Job Notebook

If you have already created jobs in Toolbox and have cost codes and bill codes with budgets and schedule of values setup in the job notebook but did not use the Bid Items Grid to populate those jobs you can still utilize the grid. To import from the job notebook, simply open that job in the Bid Items Grid and select "Import from Budget" form the Execute icon.



This will import your pre-existing budget from the job notebook.

Creating and Modifying a Budget / Estimate from Scratch

Adding Rows

To add a row to the Bid Items Grid, either use your Insert key on the keyboard or click the 

icon at the top of the grid. Where the row is added is dependent on how you have the grid sorted and grouped.

Deleting Rows

To delete a row from the grid, highlight which ever row(s) you want to remove and click the 

icon. (Or press the Delete key on your keyboard.) Toolbox will verify that you want to delete the highlighted row(s).

Adding Sub Items

You can add sub items to a row by either using your keyboard and typing Shift + Insert or by clicking the small down arrow next to the ADD icon.



Sub items are tied to the Parent Row. Hint: Set the parent row's unit quantity to 1 before add a sub row.

The sub items quantity will be multiplied by the unit quantity of the parent row, and thus the value of the row. You can have as many sub items as you wish, and sub items may have their own sub items.

You can also add sub items by copying a row(s) and using the Paste Into function. (See below)

Notes:

- There is no type for parent line.
- Sub-items can have cost codes difference then their parent bid item.
- Sub-Cost Codes can be added on the fly.

- Parent cost codes must be identified as part of the added cost code and followed by a dash when adding sub-cost codes on the fly.

Example: to add 01-200 given "01-General Requirements" exists:
01-200_Project Management.

- Billing Codes can be added on the fly.

Creating Budget Items and Bill Codes on the fly

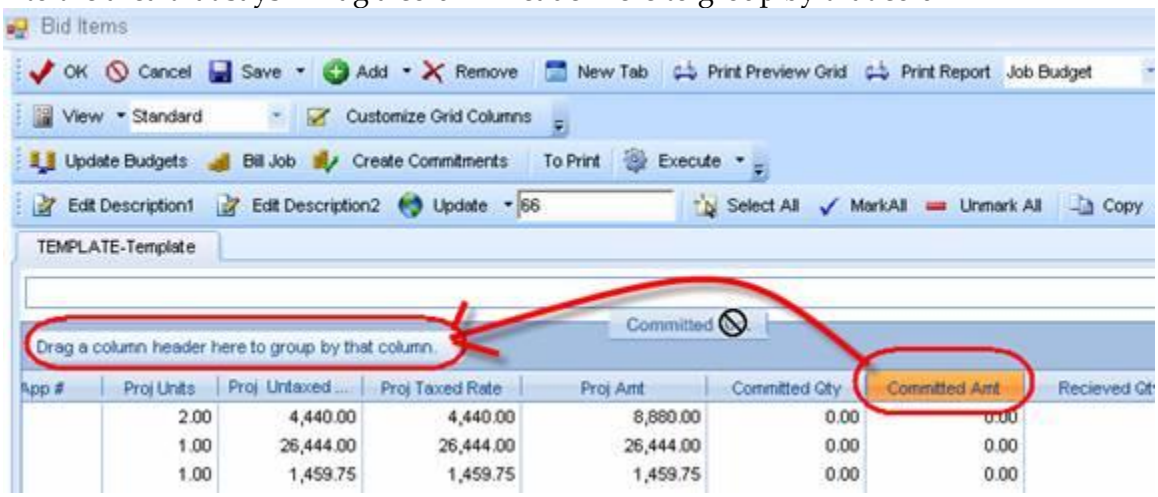
We are able to create Budget Items and Bill Codes for the job that does not already exist. Let's assume we are creating a Change Order for the existing Budget Item "02-100_Clearing" with the associated Bill Code being "02_Site Work".

In the Budget Item cell, type "02-100-CO 1_Changes to Clearing" (Toolbox requires a specific format when creating codes on the fly: AAA_BBBBB where AAA is the code (or id) and BBBBB is the description.) Toolbox will confirm that you want to add this new budget item (cost code) to the job.

Toolbox will populate a bill code for you. However, we are going to have to change this bill code. In the Bill Code cell, type "02-CO 1_Changes to Site Work". Again, Toolbox will confirm that you want to add a new bill code to the job.

Using the Sort and Grouping feature

You can sort the Bid Items Grid in either ascending or descending order by clicking on a column header. You can group the items within the grid by dragging a column header into the area that says "Drag a column header here to group by that column"



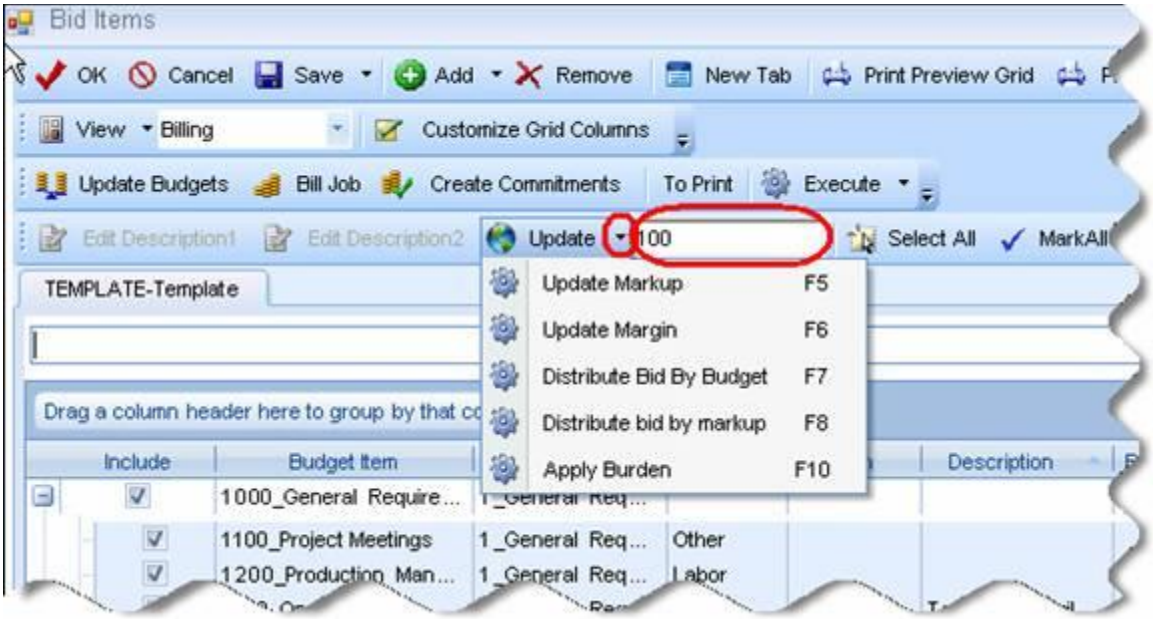
Notice that when you use the grouping function, the Bid Items Grid will create sub-totals for each group.

Mass Updates

Toolbox allows the user to mass update certain values within the Bid Items Grid. Highlight any rows that you want to update (click on a row, then press the "Ctrl" key on your keyboard and click on another row. You can also highlight a group of rows by clicking on a row, press and hold the "Shift" key and click on another row. This method will highlight all the rows between the two rows.)

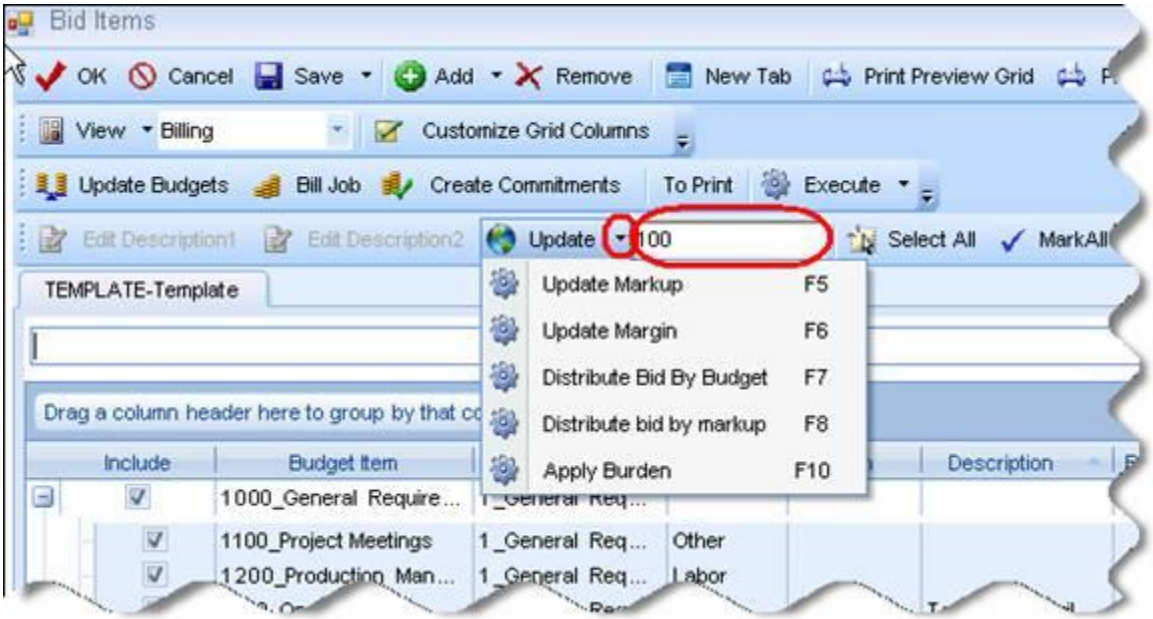
Update Markup

To update the markup to a desired amount, highlight any or all the rows you want to update, input your desired markup percentage in the white box to the right of "Update" and then click the drop down arrow next to Update. Select "Update Markup" (You can also press the F5 key on your keyboard)



Update Margin

To update the margin to a desired amount, highlight any or all the rows you want to update, input your desired margin percentage in the white box to the right of "Update" and then click the drop down arrow next to Update. Select "Update Margin" (You can also press the F6 key on your keyboard)



Distribute Bid by Budget

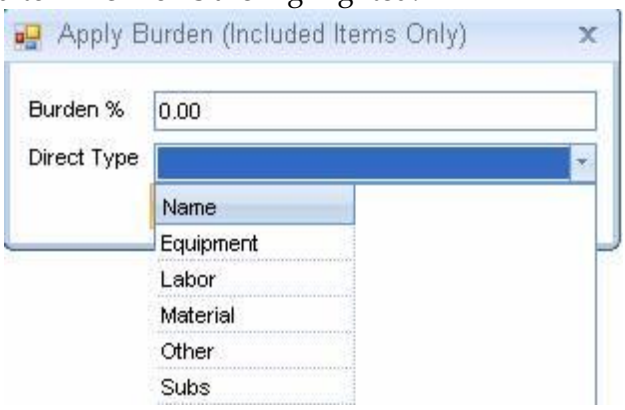
You can also redistribute your bid by your budget. Let's assume your bid for a job comes to $22,000 and your customer says that the job is yours if you can get it down to $20,000. Highlight all the rows of the bid and enter 20,000 into the update box and select "Distribute Bid by Budget". This will recalculate each line amount proportionately to its original proportion of the total budget.

Distribute Bid by Markup

You can also redistribute your bid by your markup. Let's assume your bid for a job comes to $22,000 and your customer says that the job is yours if you can get it down to $20,000. Highlight all the rows of the bid and enter 20,000 into the update box and select "Distribute Bid by Markup". This will recalculate each line amount proportionately to its original proportion of the total markup. If a line has a higher markup amount than another then that line will have a higher weighted amount.

Apply Burden

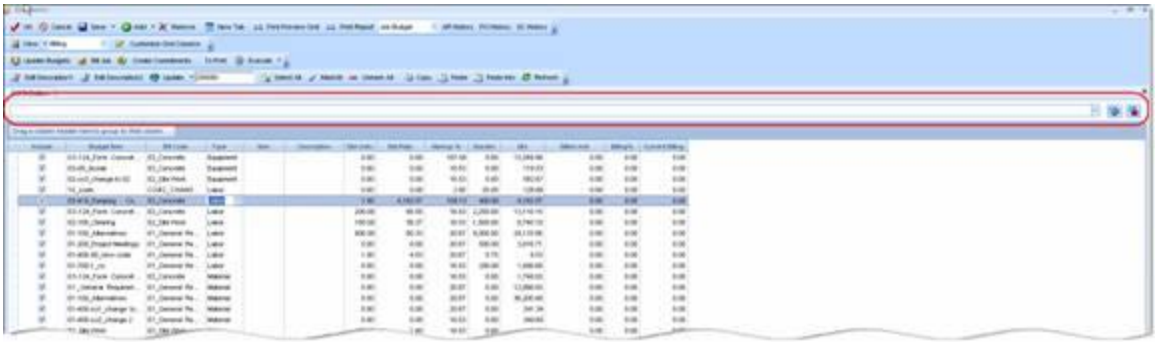
You can apply your burden percentage across a direct cost type by pressing "F10" or by clicking the drop-down arrow to the right of "Update". This will bring up a new dialog box. Input your desired burden percentage and select which cost type you want to apply it to. Note: this will apply the burden percentage to all rows that have that cost type. It is not limited to which rows are highlighted.



Also note that in the Bid Items Grid, the value shown in the Burden column is a dollar amount, not a percentage.

Filtering the grid columns (lexicon)

You can filter the rows of the Bid Item Grid by using the lexicon feature just under the Job Tab.



The lexicon works by declaring a column name and then setting a value that the column must have. Type in the filtering criteria and then press the  icon on the far right of the lexicon.

The following table lists the operators and what they mean:

Operator	Description
!=	Not Equal
>=	Greater Than Or Equal
<=	Less Than Or Equal
<	Less Than
>	Greater Than
=	Equals
?	Contains (for strings only)
^	Begins With (for string only)
*	Ends With (for strings only)
AND	Logical AND
OR	Logical OR
(	Left parenthesis
)	Right parenthesis

Examples:

- Bid Amount = 200 (numbers are specified without quotes)
- Task Id = 'ABC' (strings are specified with single quotes)
- Start Date = '2007-05-24' (date are specified w/ quotes in the YYYY-MM-DD format otherwise it is considered a string)
- (Bid Amount >= 1000 OR Mark Up < 50.5) AND payee ^ 'ACME'
- Include = 'true'

Updating Budget and Schedule of Values

Once you have created your estimate/budget with all the budget items you will want to update your budget and schedule of values for the job in Toolbox with the new amounts from the Bid Items Grid. To do this, make sure every row that you want to include has the Include column checked and simply press 

. Toolbox will verify that you want to update your budget with the included rows. Click "Yes". You have now created your budget and schedule of values.

Note: You can quickly check all rows or uncheck all rows by clicking the 

icon and then either the 

or 

icons. When using this method, verify that all rows are checked or unchecked before updating your budget.

If all bid items in the grid are checked, this procedure will zero out the entire budget and schedule of values before populating the budget and schedule of values from the values in the Bid Item Grid.

If only a portion of the bid item grid rows are checked, Toolbox will only repopulate the schedule of values for the rows checked.

If the user has modified the Job Status total estimated costs to differ from the budget, Toolbox will retain the difference before repopulating the budget and total estimated costs in the job status grid.

In the job notebook, Toolbox will only show one line for each cost code and will automatically summarize the totals. In other words, you can have as many lines for each budget item (cost code) and Toolbox will show the summary of that Budget Item (cost code) in the job notebook.

Creating Change Orders

To create change orders, select the "COs" view from the drop down box next to "View". Make sure that your grid now shows the "Budget CO", "Budget Desingation", "Bill CO", "Bill Designation" and "Bill CO Date" columns. If any of these are missing, right click on one of the columns and select "Customize Grid" and select the missing columns so that they appear.

Add a row to the grid by clicking the 

icon. We are going to need to create a new Budget Item (Cost Code) and a new Bill Code for the change order. We have to create new codes for each change order because when a budget item or bill code is designated as a change order, every occurrence of that budget item or bill code will be a change order.

We are able to create Budget Items and Bill Codes on the fly. Let's assume we are creating a Change Order for the existing Budget Item "02-100_Clearing" with the associated Bill Code being "02_Site Work".

In the Budget Item cell, type "02-100-CO 1_Changes to Clearing" (Toolbox requires a specific format when creating codes on the fly: AAA_BBBBB where AAA is the code (or id) and BBBBB is the description.) Toolbox will confirm that you want to add this new budget item (cost code) to the job.

Toolbox will populate a bill code for you. However, we are going to have to change this bill code. In the Bill Code cell, type "02-CO 1_Changes to Site Work". Again, Toolbox will confirm that you want to add a new bill code to the job.

Select the Cost Type, units, cost rate, and so on for the new row. Assuming that this new change order is both a budget and bill change order, check the box in the Budget CO row as well as the box in the Bill Co row. Notice that Toolbox will automatically designate each change order type as "Customer". If this is another type of change order, simply select the appropriate type from the appropriate drop down list. Toolbox will also default today's date as the Bill CO Date. Change the date as needed.

Once the change order in entered and you have verified that everything is correct, press the 

icon to add this to our budget and schedule of values in Toolbox.

Creating Commitments and A/R Invoices

To create commitments, change the view to "POs/SCs" from the drop down box next to "View". Make sure that the "Payee", "Proj Units", "Proj Rate" and "Proj Amt" columns are visible in the grid. If any of these columns are missing, right click on a column and select "Customize Grid" and select the missing columns so that they appear.

There are a few key concepts when creating commitments within the Bid Items Grid.

- Toolbox will only create commitments for lines that have the Include box checked **and** have the Payee column populated. If there is no Payee selected then Toolbox will not create a commitment
- Toolbox will create commitments for all direct cost types. If the type is "Subs" then Toolbox will create a subcontract. *Every other type will result in a purchase order.*
- By default, Toolbox will create one commitment for each vendor for each job. If you add a new line to the grid and make a commitment, and if that vendor already has a commitment on this job, then Toolbox will add the new line to the existing commitment. If you want to create a new commitment for the same vendor, simply change the value of the "PO App #" column. (Toolbox will leave this blank by default.)
- Toolbox will not create the commitment until you press the 

icon. Simply clicking 

or 

will not create the commitment.
- Toolbox will populate the quantity and cost of the commitment from the values in the Proj Units, Proj Rate and Proj Amt columns. By default, the Proj Units and Proj Rate columns will equal the Units and Unburdened Budget columns, respectively.

  This concept allows the user to modify the value of a commitment without changing the amount that was budgeted or on the contract. Consider this example:

  > Your budget for a window order is for 4 units at $56 each. Your bid item columns would look like this:

Units	Cost Rate	Budget Amt	Proj Units	Proj Rate	Commitment Amt
4	$56	$224	4	$56	$224

When you place the order with your vendor he gives you a special rate for the windows at $51 each. Since you only want to change the PO amount and not the budgeted amount, just update the Proj Rate. Your bid item columns should look like this:

Units	Cost Rate	Budget Amt	Proj Units	Proj Rate	Commitment Amt
4	$56	$224	4	$51	$204

Press the 

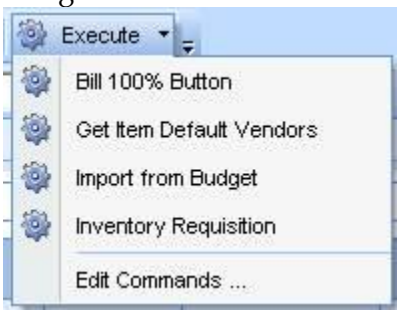
icon to recreate the commitment.

Creating AR Invoices

To create an A/R Invoice, change the view to "Billing" form the drop down box next to "View". Make sure that the "Billing %", "Current Billing" and "Billed Amt" columns appear. If any of these columns are missing, right click on a column and select "Customize Grid" and select the missing columns so that they appear.

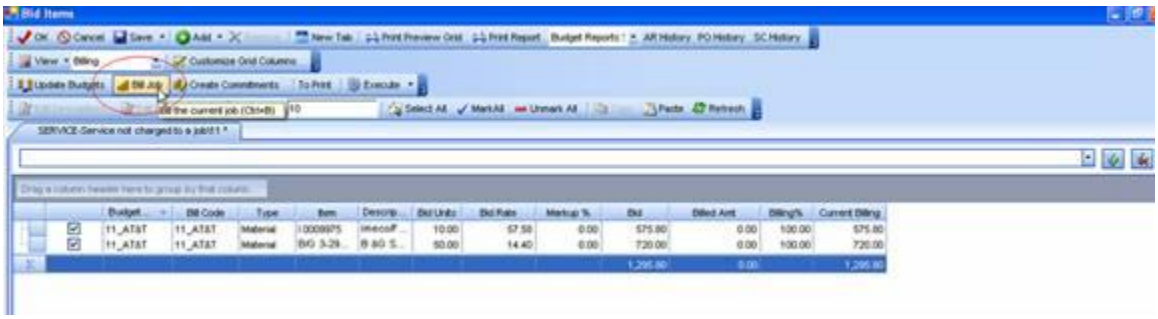
There are a few key concepts when creating commitments within the Bid Items Grid.

- Select any lines that you currently wish to bill by making sure that the "Include" check box is checked.
- Toolbox needs to know what percentage of that line you want to currently bill. If you want to bill 100% of each line selected, select "Bill 100% Button" from the drop down arrow to the right of "Execute".



- Click 

to create the invoice.



A pop-up box will appear where you can select your invoice number, app number and invoice date.

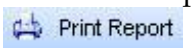


Click 

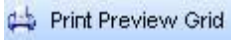
and then click "yes" on the next popup window to confirm billing. Congratulations, you have just created an invoice! Notice how the amount in the "Current Billing" column has updated to zero and the amount in the "Billed Amt" now reflects the amount of your invoice.

Printing from the Bid Items Grid

At the top of the bid items grid are a series of icons used to printing various reports.

- You can print job budget reports by selecting the desired report in the drop down box to the right of "Print Report" and then clicking 

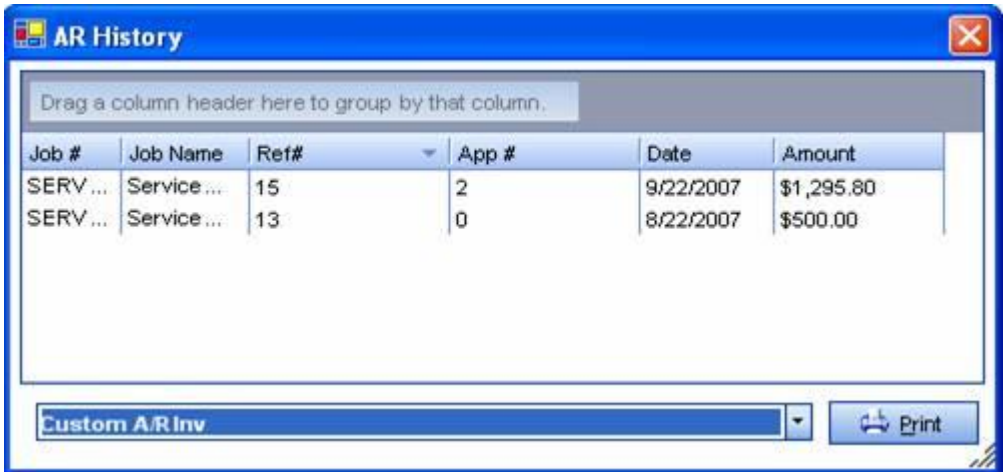


- Use the 

icon if you want to preview the job list as it appears on your screen.

Ledgers

You can view and print all A/R invoices, Purchase Orders and Subcontracts that are associated with the job by clicking on one of the AR History PO History SC History icons at the top of the grid. For instance, if you wanted to print out an A/R Invoice, press the AR History icon. This will bring up all the invoices associated with the particular job.



Bid Item Grid Versions

Access the Bid Version Grid turning on and clicking the "Bid Version List" Icon from within the bid item grid.

The Grid provides the following columns

Current Version	Checkbox indicating the version that is being populated. Only one version can be the current version.
Active	Checkbox that indicates which versions are active.
Locked Version	Checkbox that indicates whether or not bid item rows with associated with the version are modifiable.
Sequence	Identifies the sequence of the version.
Version Code	Code for the version.
Version Description	Description of the version.
Date Created	Date the version was created.

Versions are automatically created for each budget change order. Non-change order rows are associated to the current version unless overwritten by the user.

Budget Change Order Bid Item Rows

Versions are automatically created for change order rows. If a row that is assigned to a change order is reassigned to a different phase/cost code, the rows version is automatically reassigned to the current version. If a row is reassigned to a change order phase/cost code, the rows version is automatically assigned to the version assigned to the change order.

If a change order phase/cost code is modified, the system modifies the corresponding version code.

Modifying Row Versions

If a bid item row version is manually changed, the system will generally allow the change. However there are a couple exceptions. Non-Budget Change Order Rows cannot be assigned to a change order version. Change Order Rows version cannot be modified.

Active Version

Rows are either Active or Inactive. The system will ignore inactive budget versions when generating transactions, updating budgets, updating schedule of values, and/or executing an SQL script via the "Execute" process.

Lock Bid column on Job List:

The job list has a "Lock Bid" checkbox column. If the bid has been locked, the system will lock all non-change order bid versions. When a bid item has locked versions, the only changes allowed to the rows are the description columns. Additionally, users cannot reassign a row assigned to an unlocked version to a locked version. Additionally, users are not allowed to delete locked version rows.

Change Order Versions must be locked and/or unlocked from within the Bid Item Version Grid. They are not affected by the Job List Lock Bid column.

Modifying Change Order Budget Items

When the original bid version is locked (via the job list Lock Bid column), the system will not allow the user to modify a budget item for a Change Order to a non-Changer Order unless the budget row is not associated with bid items.

Workshop Material – Manually Creating a Budget

Entering the Production Budget

1. Open the Bid Items Grid
2. Change the view to “Production”
3. Add a row
    a. Select the Parent Level Cost code
    b. Input the parent row units
4. Add a Child Row onto that parent row
    a. Select the level 2 cost code
    b. Input the Units, Amounts and Rates for each Level 2 cost type
5. When all the child rows (level 2 cot codes) have been created, highlight all of the rows for that Parent Level (or Bill Code if you want) and Redistribute The Bid by the Budget Amount
6. Repeat

Budget Item	Bill Code	Type	Payee	Units	Cost Rate	Bid Units	Budget	Bid Rate	Bid	Markup %
02-10_office support	02_CONSTRUCTION MANAGEMENT	Labor		50.00	32.50	50.00	1,625.00	55.00	2,750.00	69.23
02-20_project superintendent	02_CONSTRUCTION MANAGEMENT	Labor		300.00	34.00	300.00	10,200.00	70.00	21,000.00	105.88
02-30_project manager	02_CONSTRUCTION MANAGEMENT	Labor		124.00	50.48	124.00	6,259.62	70.00	8,680.00	38.67
03-10_dumpsters	03_RENTALS	Subs	WASTE MANAGEMENT-WASTE MANAGEMENT	1.00	3,732.00	1.00	3,732.00	3,732.00	3,732.00	0.00
03-20_sanitary facilities	03_RENTALS	Subs	WASTE MANAGEMENT-WASTE MANAGEMENT	1.00	693.00	1.00	693.00	693.00	693.00	0.00
04-10_permit fee	04_GENERAL CONDITIONS	Material		1.00	3,450.00	1.00	3,450.00	3,450.00	3,450.00	0.00
04-20_office supplies blueprints	04_GENERAL CONDITIONS	Material		1.00	480.00	1.00	480.00	480.00	480.00	0.00
04-30_temp electric & HVAC	04_GENERAL CONDITIONS	Subs		1.00	0.00	1.00	0.00	0.00	0.00	0.00
04-50_Winter conditions Plowing	04_GENERAL CONDITIONS	Subs		10.00	125.00	10.00	1,250.00	125.00	1,250.00	0.00
05-10_site development	05_SITE DEVELOPMENT	Subs		1.00	27,075.00	1.00	27,075.00	27,075.00	27,075.00	0.00
05-99_builder work - site development	05_SITE DEVELOPMENT	Subs	CLP-CLP	50.00	25.00	50.00	1,250.00	65.00	3,250.00	160.00
05-99_builder work - site development	05_SITE DEVELOPMENT	Subs	CLP-CLP	50.00	30.00	50.00	1,500.00	65.00	3,250.00	116.67
06-10_demolition	06_DEMOLITION	Subs		1.00	2,900.00	1.00	2,900.00	2,900.00	2,900.00	0.00
06-99_builder work - demolition	06_DEMOLITION	Labor		40.00	25.00	40.00	1,000.00	65.00	2,600.00	160.00
07-10_foundations	07_CONCRETE	Material		1.00	4,549.00	1.00	4,549.00	4,549.00	4,549.00	0.00
07-10_foundations	07_CONCRETE	Subs	ONEAL CONSTRUCT-ONEAL CONSTRUCT	1.00	10,250.00	1.00	10,250.00	10,250.00	10,250.00	0.00
07-10_foundations	07_CONCRETE	Equipment	NORFOLK POWER EQ-NORFOLK POWER EQ	1.00	1,950.00	1.00	1,950.00	1,950.00	1,950.00	0.00
07-40_flatwork	07_CONCRETE	Material		1.00	1,796.00	1.00	1,796.00	1,796.00	1,796.00	0.00
07-40_flatwork	07_CONCRETE	Subs	ONEAL CONSTRUCT-ONEAL CONSTRUCT	1.00	4,800.00	1.00	4,800.00	4,800.00	4,800.00	0.00
07-60_waterproofing concrete	07_CONCRETE	Subs		0.00	0.00	0.00	1,315.00	0.00	1,315.00	0.00
07-99_builder work - concrete	07_CONCRETE	Subs	CLP-CLP	60.00	25.00	60.00	1,500.00	65.00	3,900.00	160.00
08-10_framing	08_FRAMING	Subs	CLP-CLP	40.00	25.00	40.00	1,000.00	65.00	2,600.00	160.00
08-10_framing	08_FRAMING	Material	HOME DEPOT-HOME DEPOT	1.00	9,000.00	1.00	9,000.00	9,000.00	9,000.00	0.00
08-10_framing	08_FRAMING	Subs	CLP-CLP	515.00	25.00	515.00	12,875.00	65.00	33,475.00	160.00
08-99_builder work - framing	08_FRAMING	Labor		40.00	34.00	40.00	1,360.00	65.00	2,600.00	91.18
10-10_EXTERIOR TRIM	10_EXTERIOR TRIM	Material		1.00	12,969.00	1.00	12,969.00	12,969.00	12,969.00	0.00
10-10_EXTERIOR TRIM	10_EXTERIOR TRIM	Subs	CARLISLE RESTORA-CARLISLE RESTORA	1.00	34,625.00	1.00	34,625.00	34,625.00	34,625.00	0.00
10-99_builder work - exterior trim	10_EXTERIOR TRIM	Subs	CLP-CLP	40.00	25.00	40.00	1,000.00	65.00	2,600.00	160.00
11-10_asphalt roof	11_ROOFING	Subs	A&M ROOFIND-A&M ROOFIND	1.00	6,600.00	1.00	6,600.00	6,600.00	6,600.00	0.00
11-50_flashings	11_ROOFING	Subs	A&M ROOFIND-A&M ROOFIND	1.00	1,650.00	1.00	1,650.00	1,650.00	1,650.00	0.00
12-10_windows exterior doors	12_WINDOWS-EXTERIOR DOORS-SKYLIGHTS	Material	A&J WINDOW-A&J WINDOW	1.00	34,950.00	1.00	34,950.00	34,950.00	34,950.00	0.00
12-99_builder work-windows doors	12_WINDOWS-EXTERIOR DOORS-SKYLIGHTS	Subs	ALPINE CONTRACTO-ALPINE CONTRACTO	8.00	30.00	8.00	240.00	30.00	240.00	0.00
14-10_labor and materials complete	14_PLUMBING	Subs	ABLE CONCRETE PU-ABLE CONCRETE PU	1.00	19,128.00	1.00	19,128.00	19,128.00	19,128.00	0.00
14-20_fixture allowance	14_PLUMBING	Material		1.00	8,085.00	1.00	8,085.00	8,085.00	8,085.00	0.00
14-99_builder work - plumbing	14_PLUMBING	Subs	CLP-CLP	24.00	25.00	24.00	600.00	65.00	1,560.00	160.00
15-10_HVAC	15_HVAC	Subs	INDUSTRIAL VACU-INDUSTRIAL VACU	1.00	40,313.00	1.00	40,313.00	40,313.00	40,313.00	0.00
15-20_ventilation	15_HVAC	Subs	INDUSTRIAL VACU-INDUSTRIAL VACU	1.00	678.00	1.00	678.00	678.00	678.00	0.00
15-99_builder work - HVAC	15_HVAC	Subs	CLP-CLP	40.00	25.00	40.00	1,000.00	65.00	2,600.00	160.00
16-10_electrical	16_ELECTRICAL	Subs	DRISCOLL ELEC-DRISCOLL ELEC	1.00	27,000.00	1.00	27,000.00	27,000.00	27,000.00	0.00
16-99_builder work - electrical	16_ELECTRICAL	Subs	CLP-CLP	31.00	55.00	31.00	1,705.00	85.00	2,635.00	54.55
18-10_insulation	18_INSULATION	Subs	EAGLE WOODWORKIN-EAGLE WOODWORKIN	1.00	16,000.00	1.00	16,000.00	16,000.00	16,000.00	0.00
19-10_wallboard - plaster	19_WALLBOARD-PLASTER	Subs	AMBROSE & WILCOX-AMBROSE & WILCOX	1.00	10,250.00	1.00	10,250.00	10,250.00	10,250.00	0.00
20-10_interior doors	20_INTERIOR DOORS AND HARDWARE	Subs	COLONIAL WOODWOR-COLONIAL WOODWOR	1.00	6,765.00	1.00	6,765.00	6,765.00	6,765.00	0.00
20-20_Hardware	20_INTERIOR DOORS AND HARDWARE	Material		1.00	1,199.00	1.00	1,199.00	1,199.00	1,199.00	0.00
21-10_interior trim	21_INTERIOR TRIM - MILLWORK	Subs	COLONIAL WOODWOR-COLONIAL WOODWOR	1.00	41,625.00	1.00	41,625.00	41,625.00	41,625.00	0.00
24-10_shower doors	24_BATHROOM ACCESSORIES	Subs	BROOKFIELD GLASS-BROOKFIELD GLASS	1.00	2,200.00	1.00	2,200.00	2,200.00	2,200.00	0.00
24-20_mirrors-medicine cabinets	24_BATHROOM ACCESSORIES	Subs	BROOKFIELD GLASS-BROOKFIELD GLASS	1.00	315.00	1.00	315.00	315.00	315.00	0.00
24-30_bath accessories	24_BATHROOM ACCESSORIES	Material		0.00	0.00	0.00	1,050.00	0.00	1,050.00	0.00
24-99_Builder work - bath accessories	24_BATHROOM ACCESSORIES	Subs	CLP-CLP	8.00	25.00	8.00	200.00	65.00	520.00	160.00
26-10_interior painting	26_PAINTING	Subs		0.00	0.00	0.00	20,000.00	0.00	20,000.00	0.00
26-20_exterior painting	26_PAINTING	Subs		0.00	0.00	0.00	8,000.00	0.00	8,000.00	0.00
26-99_builder work - painting	26_PAINTING	Subs	CLP-CLP	16.00	25.00	16.00	400.00	65.00	1,040.00	160.00
28-10_tile	28_TILE & STONE	Subs	FOREVER TILE-FOREVER TILE	0.00	0.00	0.00	13,230.00	0.00	13,230.00	0.00
28-20_countertops	28_TILE & STONE	Subs	FORESTER MOULDIN-FORESTER MOULDIN	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00
28-99_builder work - tile and stone	28_TILE & STONE	Subs	CLP-CLP	48.00	25.00	48.00	1,200.00	65.00	3,120.00	160.00
29-10_masonry	29_MASONRY	Subs	DUTCHER MASONRY-DUTCHER MASONRY	0.00	0.00	0.00	9,200.00	0.00	9,200.00	0.00
29-99_builder work - masonry	29_MASONRY	Subs	CLP-CLP	12.00	30.00	12.00	360.00	65.00	780.00	116.67
31-10_wood flooring	31_FLOORING	Subs	ACTON REFINISHIN-ACTON REFINISHIN	125.00	42.70	125.00	5,337.50	65.00	8,125.00	52.22
34-10_mobilization - site cleaning and protect	34_MOBILIZATION / PROTECTION	Subs	CLP-CLP	82.00	25.00	82.00	2,050.00	65.00	5,330.00	160.00
							444,734.12		**504,727.00**	

TimeSuite Toolbox

Job Code 09-02-075
Job Description Toolbox Test Job

Job Location
Job City
Job State

Budget Proposal

Line No.	Pay Item Description *Subtotal Description*	Quantity	Unit of Measure	Unit Price	Total Price
1	Silt Fence - (Standard) Material & Installation	1,000.00	LF	2.40	2,400.00
4	Vehicle Tracking Pad	1.00	EA	1,780	1,780.00
6	Inlet Protection - (Standard)	10.00	EA	160	1,600.00
17	Concrete Washout	1.00	EA	1,760	1,760.00
	Erosion Control			*Subtotal:*	*7,540.00*
1086	Clear & Grub	1.00	LS	2,790	2,790.00
1122	Strip Topsoil & Stock Pile on Site - 4" Thick	5,000.00	CY	1.66	8,300.00
1124	Prepare Subgrade for Fill	12,500.00	Square Yard	0.24	3,000.00
1125	Cut to Fill < 1500 Feet	25,000.00	CY	2.74	68,500.00
1133	Compaction Water (0.04 MG per CY)	1,200.00	MG	7.03	8,436.00
	Earthwork			*Subtotal:*	*91,026.00*
6	Build 04' Dia. Sewer Manhole Over Existing Sewer Line	1.00	EA	2,370	2,370.00
748	08" SDR 35 PVC Sewer Line	1,400.00	LF	33.2	46,480.00
774	04' Dia. Manhole - Sewer	4.00	EA	2,920	11,680.00
808	Jet Sewer Line	1,400.00	LF	1	1,400.00
	Sewer Line			*Subtotal:*	*61,930.00*
				GRAND TOTAL:	**160,496.00**

Budget Proposal Certification

Excludes all fees, permits, inspections, compaction testing, traffic control, dewatering, rock excavation, import of dirt, asphalt work, concrete work, perforated drain, and bond.

Submitted By: Nick Davies
Vice President

Item Grid

Access the Grid

Access the Item Grid by turning on and clicking the "Item List" Icon from within the bid item grid.

Purpose

Currently the grid is only used to identify items that will be pulled into inventory. Eventually it will be expanded to include other notebook tabs, and will observe the security rights users have to modify items.

Usage

If you highlight one or more items in the grid, and click ok, the rows highlighted will be used to create new rows in the bid item grid.

Available Columns

Item Name	The Item name is a 100 character alphanumeric field.
Type	Items types include Inventory, Non-Inventory, Service, Other, Item Group, Tax, and Tax Group.
Purchase Description	The Sales Description is generally used in the PO and/or AP invoice processes. This field is an unlimited length field.
Sales Description	The Sales Description is generally used in the AR invoice process. This field is an unlimited length field.
Category	The Category field is an alphanumeric dropdown list that can be used in different ways by the user.
Preferred Vendor	The preferred Vendor identifies the vendor the company is likely to use when purchasing the item.
Manufacturer	This field identifies the manufacturer of the inventory item.
Reorder Point	The Reorder Point is generally used by the user to determine when additional inventory should be ordered.
Full Qty	The full quantity is generally used when determining how much inventory to should be ordered. I.e. When the quantity on hands drops below the Reorder Point, a PO is generated for the difference between the Full Qty less the Inventory Qty less PO Outstanding Qty.

Tax Rate	Represents the tax rate.
PO AP Qty	The PO AP Qty represents the portion of a PO that has been filled.
PO Outstanding Qty	The PO Outstanding Qty represents open Purchase Orders for inventory. Once the receiving slip or AP invoice is entered, it will drop out of PO Outstanding Qty.
Accounting Qty	The accounting quantity represents the inventory that has hit the general ledger. On the purchasing side, the system must have an AP invoice entered in order to hit the general ledger. If the receiving slip has been entered, and the AP invoice has not yet been entered: the quantity received will be included in the Inventory Qty, but not the Accounting Qty.
PO Received Qty	The PO Received Qty represents the portion of a PO row that has been received through entering receiving slips.
Inventory Qty	This Inventory quantity includes the Accounting Quantity and the PO Received quantity that has not been invoiced by your vendor.
Bid	The bin is a place holder to help locate the inventory item within a specific inventory location. The field is an alphanumeric dropdown than can be added to on the fly.
UOM	The Category field is an alphanumeric dropdown list that can be used to identifier the unit of measure relating to the item.
Expense GL	The Expense GL account identifies the default expense account for the item.
Revenue GL	The Revenue GL account identifies the default revenue account for the item.
Inventory GL	The Inventory GL account identifies the default inventory account for the item.
Cost Code	The Cost Code represents the default cost code that can be defaulted for the item. Note that the cost code must already be on the job, or the job must be set to use the cost code library rather than the cost code list for the job. Also note that this preference can be set for bid items separately than for accounting transactions.
Tax Flag	This flag only relates to tax items. Checked represents that the option “Use Liability Account in Tax Distribution.”
Taxable Limit	Tax Limit only applies to tax items, and represents the limit amount per PO on the purchasing side and per Job on the revenue side.
Taxable Freight	Taxable Freight only applies to the tax items, and represents whether or not tax should be applied to the freight portion of a row.
Billing Designation Rate Type	This field identifies the default Billing Designation Rate Type. The concept applies when using Billing Designation Rate Scales in conjunction to Billing Designations and Billing Designation Rate types.
Billing Designation	The field identifies the default Billing Designation for an item. Note: see the preference: “Create Item Designations for Each Item,” under Utilities | Preferences | Items.

Price Tier	This field identifies the default price tier for an item.
Commission Flag	Identifies if the item can have commissions calculated on it.
Commission Value	Represents the commission rate or percent that can be used to calculate commissions.
Commission Type	Identifies whether a rate or a percent will apply when calculating commissions.
CF Dividend	Conversion Factor Dividend. The Dividend is the number that is on top. I.e. 30 is the dividend in the problem: 30/5 = 6. The divisor is 5 and the quotient is 6.
CF Divisor	Conversion Factor Divisor. The divisor is the number on the bottom. I.e. 5 is the divisor in the problem 30/5 = 6. The dividend is 30 and the quotient is 6.
Location	The location represents the multi-location inventory concept. The location will appear in most dropdowns next to the inventory item name.

Work Order Grid

Purpose:

To enter work order information for service and other related tasks.
By linking to the Bid Item Grid (or the user assigned name for the Bid Item Grid), estimates/quotes, purchase orders, inventory requisitions, change orders and/or AR Invoices can be generated for the Work Orders. Please note: multiple work order can be pulled into a Bid Item Grid at once by highlighting the multiple work orders, (Ctl click to select multiple rows one row at a time, or click Shift click to select a range) and click Bid Item Grid.
By linking to the Cost Plus Grid (Note some users name the Cost Plus Grid, Time and Material, Time and Billing etc.), AP, Timecards, Inventory Transactions, Equipment Transactions and/or AR Invoices can be generated for work orders.

Renaming this Grid

From the Main Menu: Utilities | Grid Views

Accessing the Grid

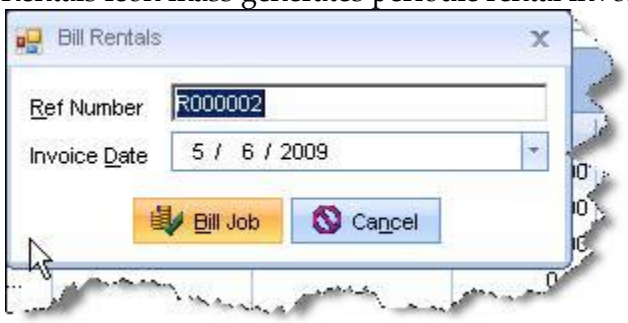
From the Main Menu Bar:
W/O | Work Order List from the Main Menu Bar.
Or
Project Mgmt | PM Job List | click on the "Work Order List" icon.

Available Icons

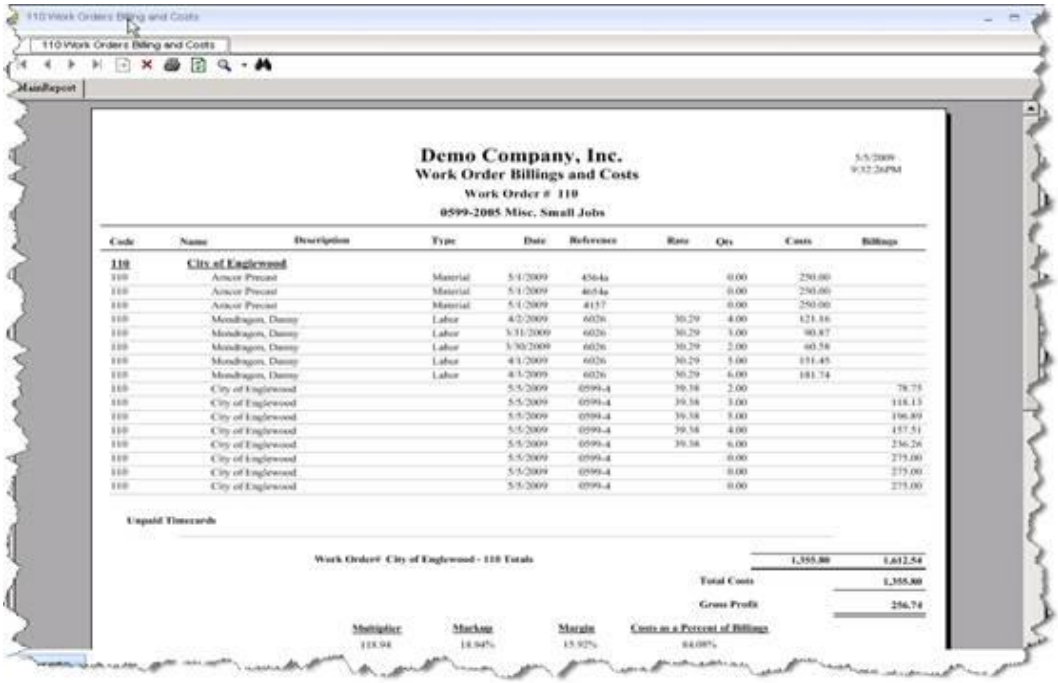
Customizing Icon names. Adding Icons, Removing Icons:

Right clicking in the icon area | Customize
Then right click on any icon and modify the name.
To Add Icons: Drag Icons from the Commands Tab and onto the Icons area.
To Remove Icons: Drag Icons from the Grid to the Commands Tab.
The following icons are self explanatory: Ok, Cancel, Save, Add, Remove, Copy, Paste
Refresh: Retrieves a new list from the database. If another user has modified or added entries, refresh will bring in the latest data from the database. The refresh Icon has a fixed location on the grid and is on the far right hand side under the Work Order date range filter.
Customize Commands: Allows users to add and remove icons to and from the grid. Additionally, users can modify short-cut key and icon toolbars.
View and View Drop-down: Displays the available views. A view is a collection of columns.

New View: Allows users to add views.
Delete View: Deletes the current view.
Customize Grid Columns: Allows users to turn on columns, turn off columns, change column formats, move columns up and down, and rename columns.
Clear Sort Keys: Reorders rows in the original order in which they were entered. Users can click any column to sort by the column. The Clear Sort Keys icon clears that sort. Note, if a column is placed into the subtotal area, the clear sort key cannot place the work order in their original order.
Collapse Rows: When subtotaling by one of the columns, this icon collapses a row if you highlight the row header.
Expand Rows: When subtotaling by one of the columns, expands a previously collapsed row.
Edit Services: Brings up an unlimited text dialog.
Edit Matl Needed: Brings up an unlimited text dialog.
Edit Matl Used: Brings up an unlimited text dialog.
Edit Remarks: Brings up an unlimited text dialog.
Select All: Highlights all the shown rows in the grid.
Edit WO: Pulls up the Work Order Edit dialog for an existing WO.
New WO: Pulls up the Work Order Edit dialog for a new WO
Bid Items: Pulls up the Bid Item Grid for the work order that is highlighted.
Cost Plus: Pulls up the Cost Plus Grid for the work order that is highlighted.
Bill Rentals: Evokes a rental billing utility. The Rental concept utilizes the Rental tab of the Item Notebook. Users log work orders for rentals and rental returns. The Cost Plus Grid is used to log the detail for rentals going out and being returned. The Bill Rentals Icon mass generates periodic rental invoices.



AR History: Pull up an Accounts Receivable invoice history. Users can print, email, fax, download… Accounts Receivable invoices from this dialog.
Print and Report List: Reports can be printed for the highlighted work order. This drop-down list of reports can be populated from WO | Custom Reports and Forms | Work Order.



Export to Excel: Export the view and contents to excel.
Job Address List: Brings up the Job Address Dialog where users can maintain and select the many available Customer or Owner Job address columns where the work will be performed.

Grid Filters

Job, Customer, Category and Sub-Category drop-down filters are available. Also available are Open, Pending and Closed check boxes, and a Date Range filter.
In addition, enter the Work Order Id in the row to the left of the Refresh icon to filter for a specific work order.
Categories and Sub-Categories can be added on the fly by typing them onto one of the rows in the respective column within the grid. Note: Turn on the columns if you do not see Category and/or Sub-Category in the grid.
Maintain the Category drop-down list under WO | List Management | Category.
Maintain the Sub-Category under WO | List Management | Sub-Category.

Available Columns for Views

ID: Work order Number
Job: Drop-down to select job you want to place the work order under.
Customer: Drop-down list to select the customer you want to assign the work order to.
Owner: Select the owner from a drop-down list. Note: the owner drop-down list is also the same list as the customers. The concept is that an owner will be the owner of the property while the customer will be the contracted company that will be billed for the work performed.

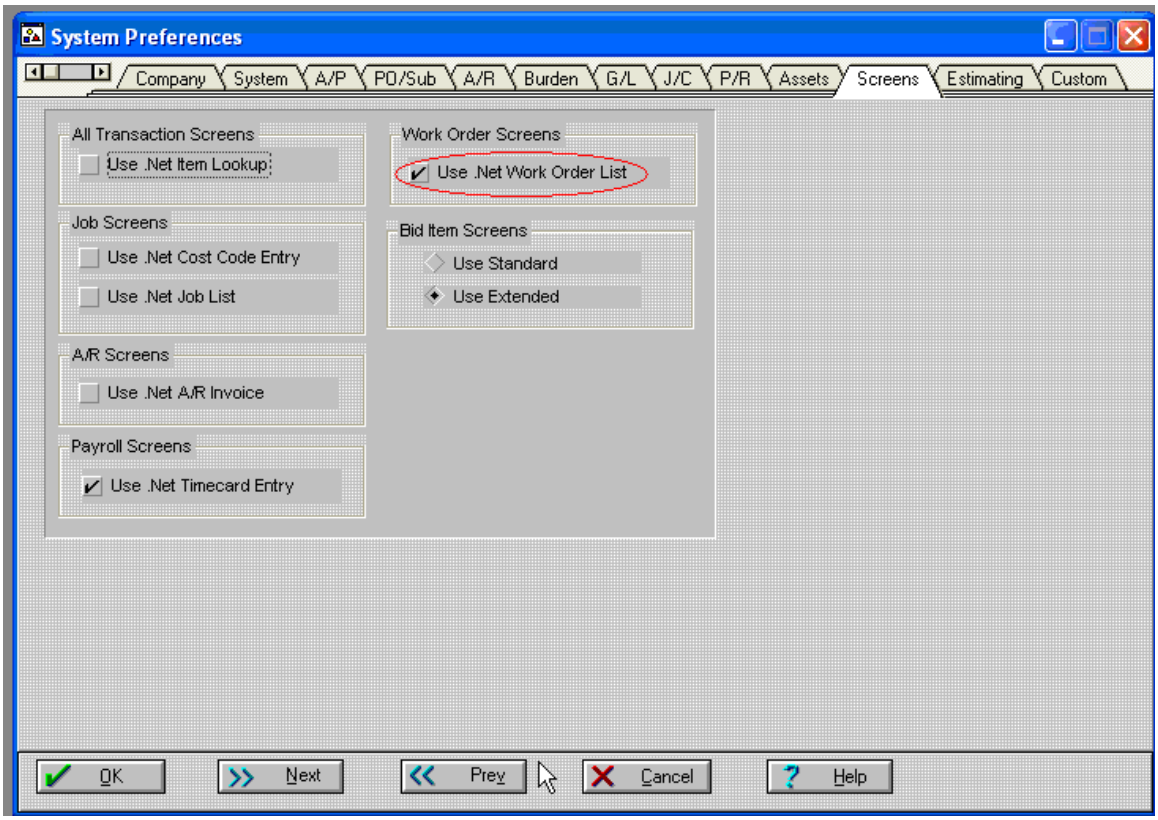
Status: This column corresponds to the "Open," "Pending," and "Closed" check box filters.
Category: Populate and/or select the Category drop-down filter.
Sub-Category: Populate and/or select the Sub-Category drop-down filter.
Project Manager: Populate and/or select the Project Manager drop-down.
Priority: Populate and/or select the Priority drop-down.
Date: WO date.
Time: WO time.
Services: Unlimited text field that corresponds to the Services Icon.
Matl Needed: Unlimited text field that corresponds to the Matl Needed Icon.
Matl Used: Unlimited text field that corresponds to the Matl Used Icon.
Remarks: Unlimited text field that corresponds to the Remarks Icon.
Authorized By: Information only text field.
Terms: Select payment terms that will default onto WO billings.
Ship Via: Populate and/or select the Ship Via drop-down.
Amount: This amount is populated for Bid Item Grid and/or the Sched of Values rows tied to the WO.
Billed: WO billings
Receipts: Receipts on WO billings.
Costs: WO costs.
AR: WO billings less WO receipts.
Profit: WO billings less WO costs.
Age (Days): System date less WO date.

Adding Custom Fields/Columns

Right Click above the column headers | Click Customize Grid Columns
Click Custom Fields (on the bottom right)
Click the down arrow on the right side of the add Icon.
Select from: Bool, Date, Number, Numeric Exp and Text.
Numeric Exp (Expression)
Choose from existing and/or previously created numeric columns when creating formulas. Surround column names with left and right braces. (i.e. {Profit}/ {Billings}*100 to create a Gross Margin formula.)
After adding the custom field, click ok until you get back to the grid. Again right click above the column headers, and click Customize Grid Columns. Note the new columns are automatic turned on in the current view.

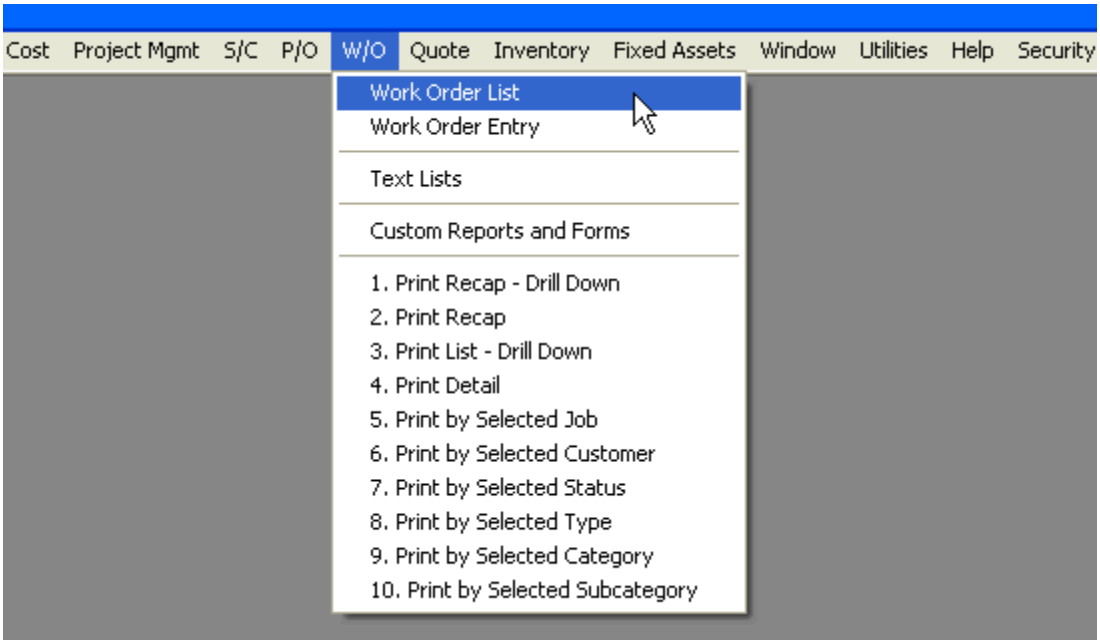
Creating Work Orders and the Bid Item Grid

Before you begin, make sure that the "Use .Net Work Order List" is selected from the Utilities | Preferences | Screens tab

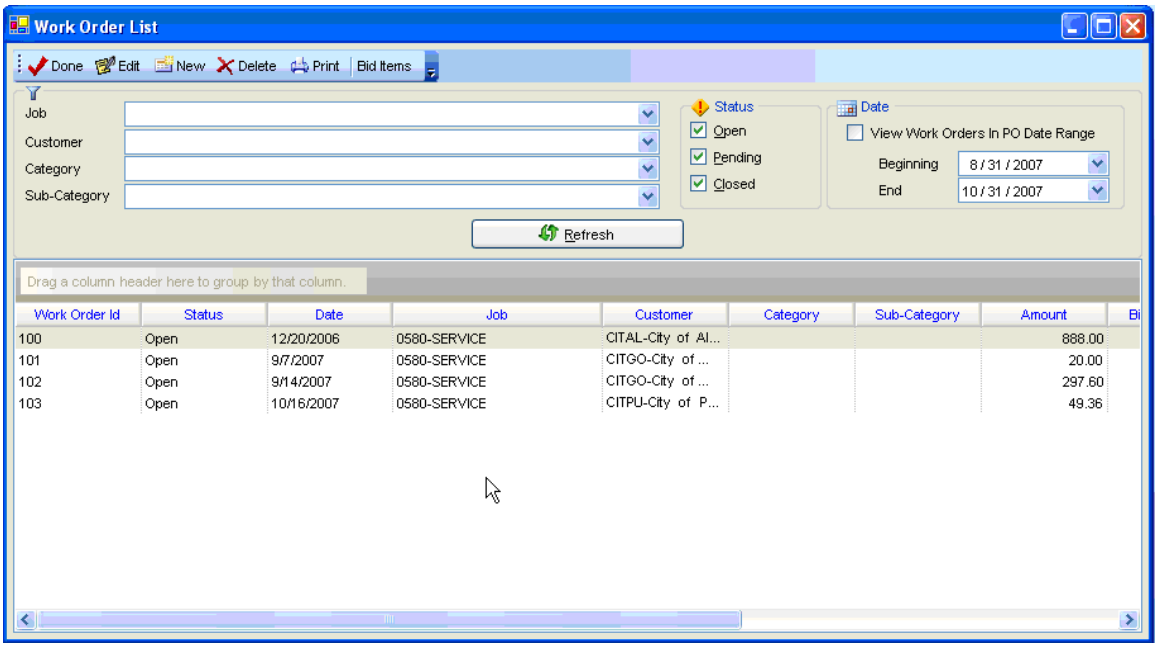


Create a Work Order

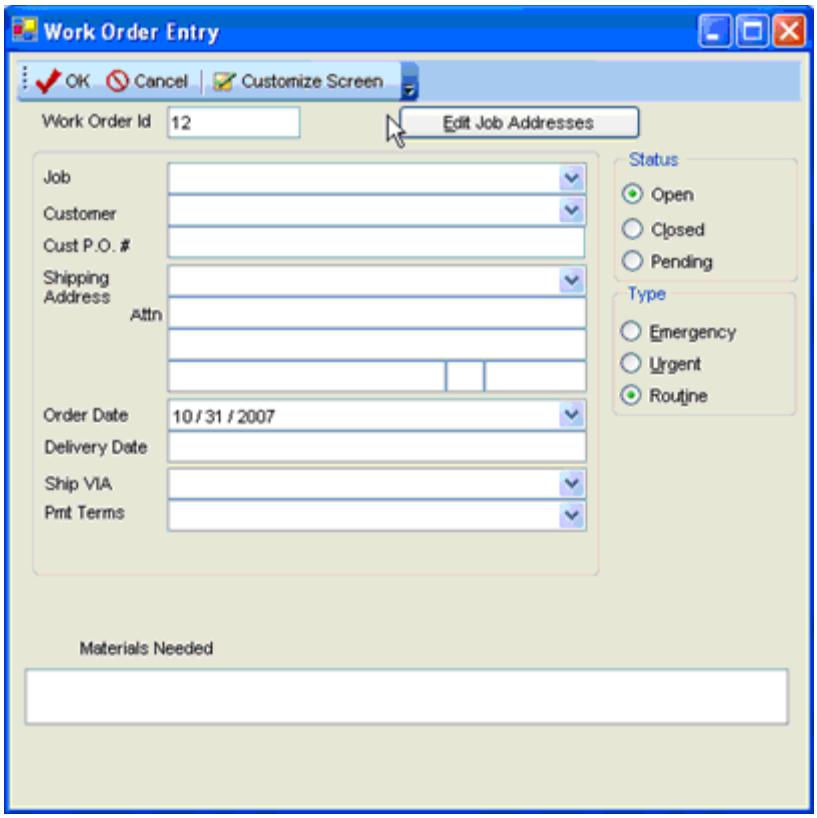
To create a Work Order select W/O | Work Order List from the main menu



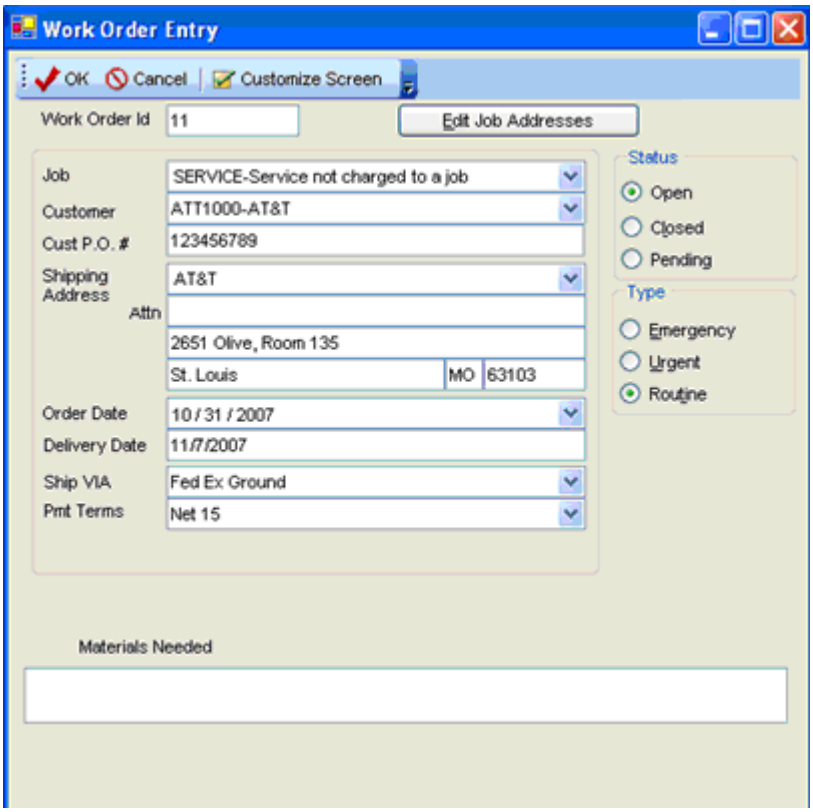
This will bring up a list of your work orders:



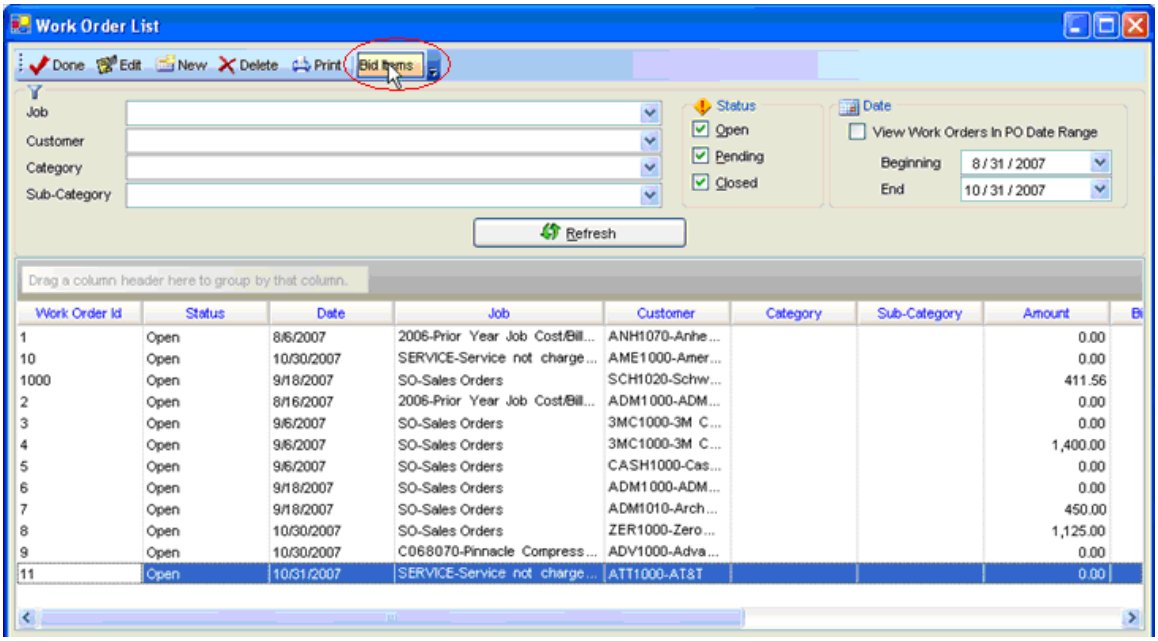
Let's create a new Work Order. Click "New" to open the Work Order Entry screen. Keep in mind that your screen may look slightly different since this screen is completely customizable. You can customize the Work Order Entry by clicking "Customize Screen" Here is an example of a customized Work Order Entry:



Fill out the Work Order Entry screen using the drop down boxes and entry fields



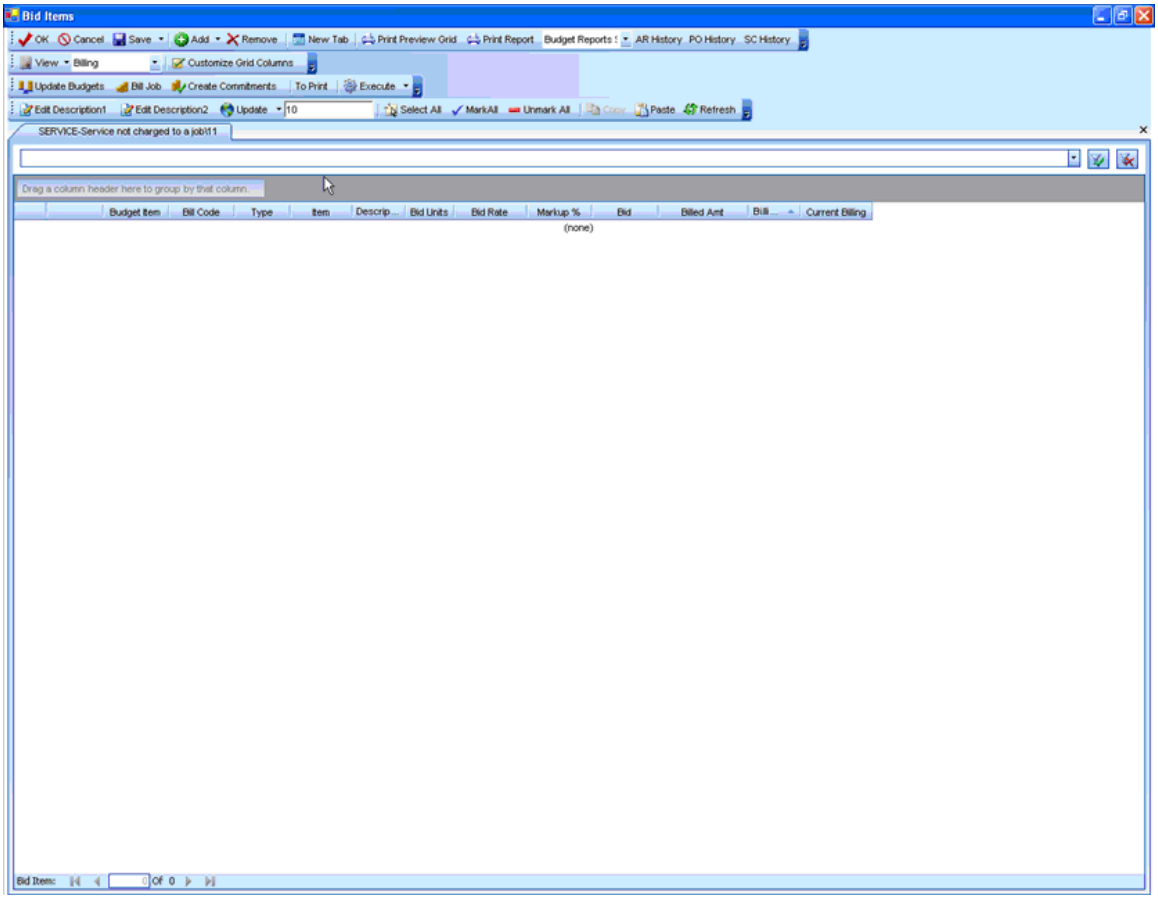
and click "OK" . This will save and close Work Order Entry screen and bring you back to the Work Order List screen.



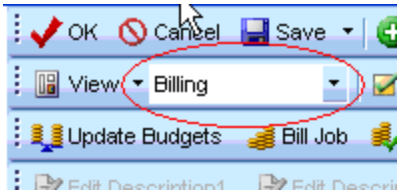
Highlight the work order that you want to add line items to and click "Bid Items" to open the bid items grid to start adding line items. This bid item grid is specific to the work order that you highlighted.

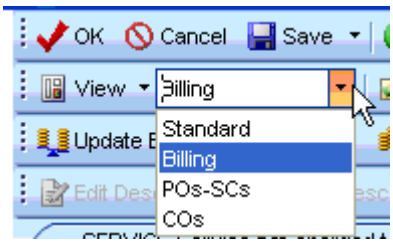
An item of interest: The Work Order job can have multiple customers. When you create the Work Order in the Work Order Entry form, you can specify which customer this particular Work Order is tied to. If the job which the Work Order is tied does not have a default customer assigned to it, then the customer that you picked from the Work Order Entry form will become the “temporary” default customer for the job. If the job does have a default customer, then all transactions (invoices, etc.) will be linked to that customer. This allows for maximum flexibility by creating one job for all Work Orders with no default customer assigned to in.

Bid Items Grid

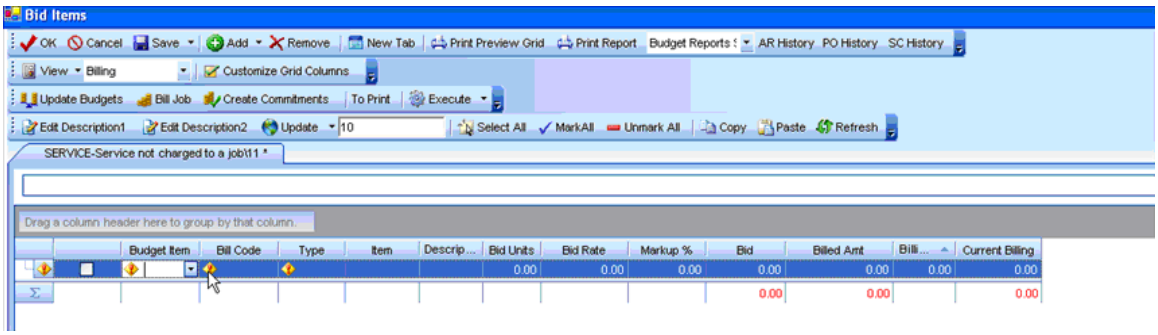


You can change the "view" of the grid based upon what action you are doing – creating a Budget, creating a Purchase Order or Subcontract, or creating an Invoice. To change the view click the drop down box next to VIEW and select which view you want.

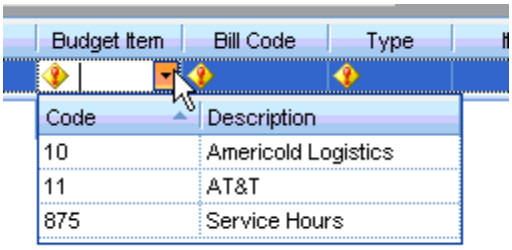




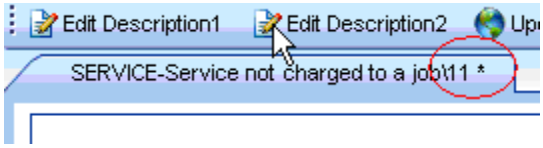
For this example we will create an invoice so we want the "Billing" view.
Click "Add" to add a row. Note the "!" symbols. These indicate a required field.



Click the drop down box in the Budget Item column. This will bring up the available budget items.



When creating a work order, remember that the budget item must be the work order number. The work order number is shown on the tab:



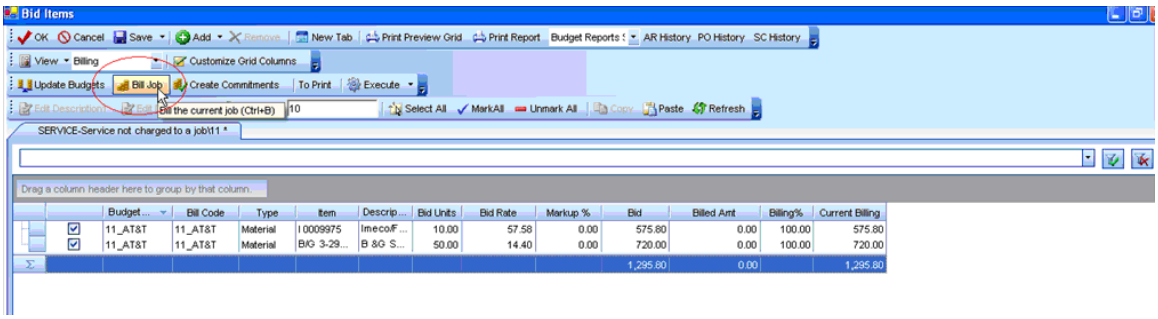
Fill out the rest of the row using the drop down boxes and entry fields. If you need multiple rows simply click "Add". If you need additional assistance on the bid items grid, check out the "Bid Item Grid" document on the ftp site or take the Estimating class offered by Toolbox Software.

Creating an Invoice From the Bid Item Grid

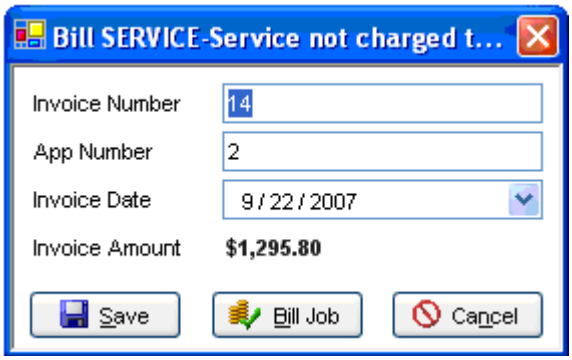
Now we are ready to create an invoice, add to the budget, or create a purchase order or subcontract.
To create an invoice, make sure that you have selected which rows to include by checking the check box on the far left side of the line item.



Also make sure that you have entered in a value for the amount that you want to bill by either entering a percentage in the "Billing %" column or an amount in the "Current Billing" column. Click "Bill Job" to create the invoice.



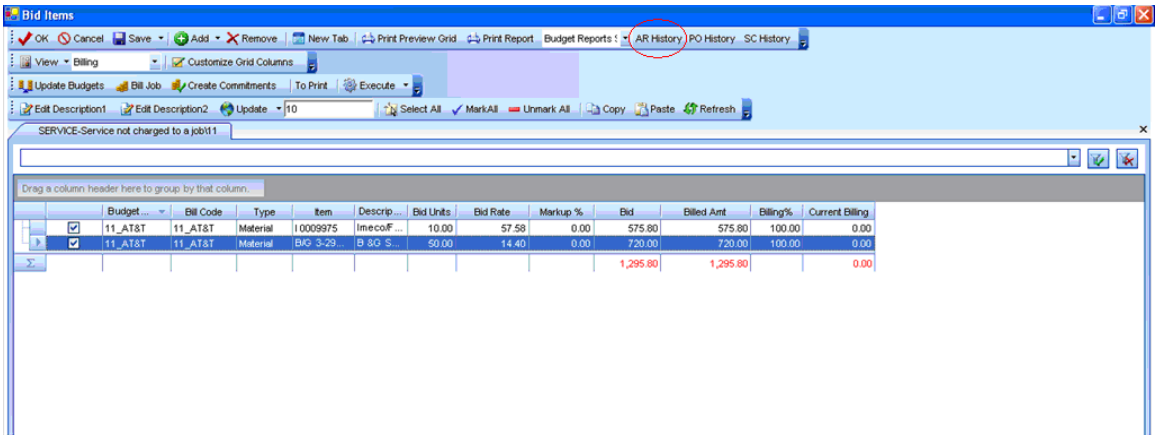
A pop-up box will appear where you can select your invoice number, app number and invoice date.



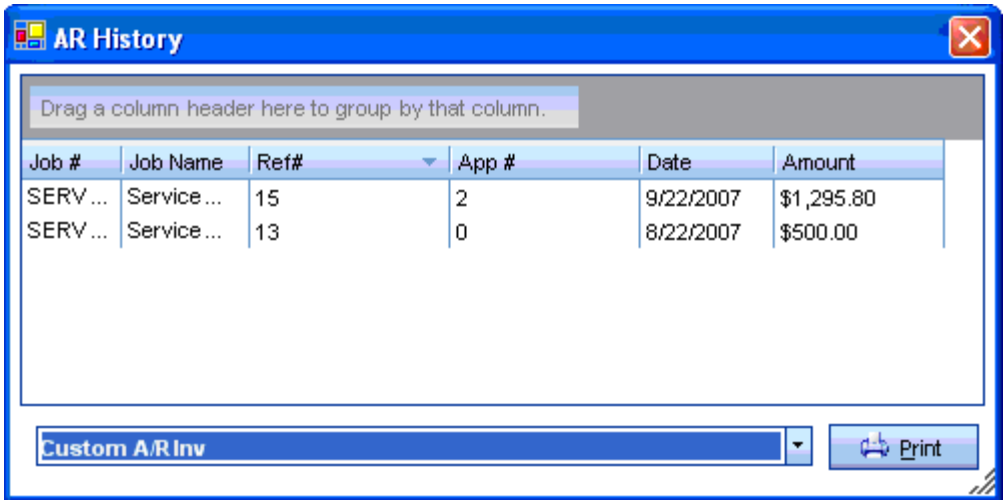
Click "Bill Job" and then click "yes" on the next popup window to confirm billing. Congratulations, you have just created an invoice! Notice how the amount in the "Current Billing" column has updated to zero and the amount in the "Billed Amt" now reflects the amount of your invoice.

Printing From the Bid Items

Now to print that invoice, click the "AR History" button at the top of the screen.



This will bring up all the invoices created using the bid items grid for this job.



Select the invoice form you want to use from the drop down box and then print your invoice. You can also view and print your Purchase Orders, Subcontracts, and Budget Reports in this way.

Cost Plus Grid

Purpose:

To keep track of expenses that are to be billed on a cost plus or time and material basis. By linking from the Job List or Cost Plus tab of the job notebook, AP, Timecards, Inventory Transactions, Equipment Transactions and/or AR Invoices can be generated for jobs.

By linking from the Work Order List, AP, Timecards, Inventory Transactions, Equipment Transactions and/or AR Invoices can be generated for work orders.

By updating the schedule of values from this grid, progress billings can be based on data managed within this grid.

Renaming this Grid

From the Main Menu: Utilities | Grid Views

Access the Grid

From the Main Menu: Click Project Management | Cost Plus
From the Job Notebook Cost Plus Tab: Click the Cost Plus Button.
From the PM Job List: Highlight a job, and click the Cost Plus Icon.
From the Work Order List: Highlight a work order, and click the Cost Plus Icon

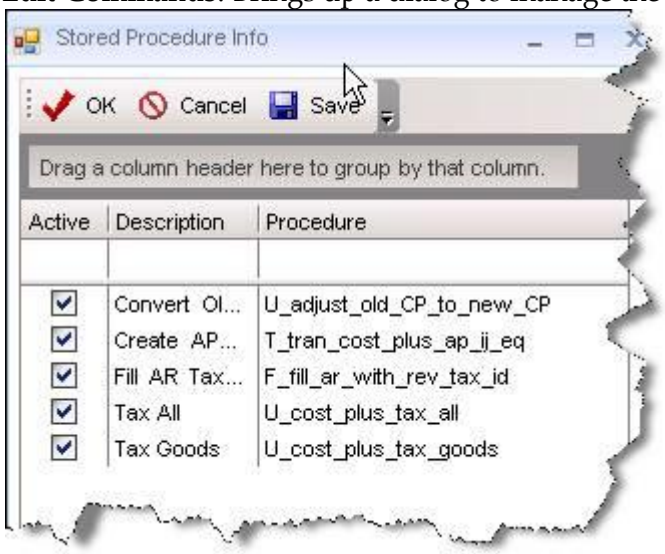
Available Icons

Right clicking in the icon area | Customize
Then right click on any icon and modify the name.
To Add Icons: Drag Icons from the Commands Tab and onto the Icons area.
To Remove Icons: Drag Icons from the Grid to the Commands Tab.

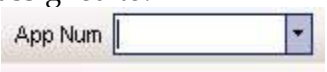
The following icons are self explanatory: Ok, Cancel, Save, Add, Remove, Copy, Paste

Save All: Saves all job tabs in the Schedule of Values Grid.
Customize Commands: Allows users to add and remove icons to and from the grid. Additionally, users can modify short-cut key and icon tool bars.
View and View Drop-down: Displays the available views. A view represents a collection of columns.
New View: Allows users to add views. Note: the view the users is currently on is copied to an added view.
Delete View: Deletes the current view.

Customize Grid Columns: Allows users to turn on columns, turn off columns, change column formats, move columns up and down, and rename columns.
Clear Sort Keys: Reorders rows in the original order in which they were entered. Users can click any column to sort by the column. The Clear Sort Keys icon clears that sort. Note, if a column is placed into the subtotal area, the clear sort key cannot place the work order in their original order.
AR History: Pull up an Accounts Receivable invoice history. Users can print, e-mail, fax, download… Accounts Receivable invoices from this dialog.
PO History: Pull up a Purchase Order history. Users can print, e-mail, fax, download… Purchase Orders from this dialog.
SC History: Pull up a Subcontract history. Users can print, e-mail, fax, download… Subcontracts from this dialog.
Print Report: Initiates previewing the report identified in the Report List (below).
Report List: Provides a list of reports that can be previewed/printed from the grid. The Report list is populated under Job Cost | Custom Reports and Forms | Cost Plus Billing.
New Tab: Adds another job and or work order to grid in a separate tab.
Execute: This Icon provides users and/or consultants with the ability to implement custom Icons that can initiate stored procedures that carry out desired functionality that otherwise would require a software enhancement. After created, these Icons can be added to the Icon area of the grid.
Edit Commands: Brings up a dialog to manage the custom Executable Icons.

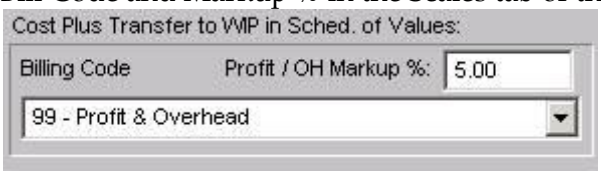


New Tab: Adds another job and or work order to grid in a separate tab.
Save All: Saves the contents of all tabs opened within the Cost Plus Grid. I.e., if many jobs and or work orders are open, all will be saved. The Save icon will only save the data relative to the active tab.
App Num and App Number List drop-down: Shows all app numbers costs have been assigned to.



Update WIP: This Icon will accumulate the billable amounts for rows that have the bill check box checked, and place the totals by Bill Code into the Current WIP column of the Schedule of Values. Additionally, the "Cost Plus Transfer to WIP Profit & Overhead

Markup % is calculated and placed in the applicable Bill Code. Identify the applicable Bill Code and Markup % in the Scales tab of the Job Notebook.



Bill Job: This Icon initiates a dialog where users can view/edit the parameters that will be used to generate a cost plus billing (AR Invoice).
Select All: Highlights all the shown rows in the grid.
Mark All: Checks the bill checkbox on all rows that are highlighted. Additionally, all balance to bill amounts are placed in the Current Billing Column.
Unmark All: Un-checks the bill checkbox on all rows that are highlighted.
To Print: When on, this Icon shows as outlined, and a check is placed on the Icon. When on, a copy of the invoice is placed in the print pending queue any time a Cost Plus AR Invoice is generated.



vs.


Print Preview Grid: Print Previews grid contents using the current view.



Refresh: Retrieves a new list from the database. If another user has modified or added entries, refresh will bring in the latest data from the database.
Recalc WIP: For any row that has the Bill check box checked, the system will retrieve markup or billing rate information for the Scales tab of the Job Notebook, and recalculate the billable amount (or Work In Process).



Add Fill: Copies a highlighted row, and places the new row just below the highlighted row. Also, places a zero in the units column.



Change App Num: Modifies the app number on all rows that have the "from" app number to the "to" app number.



Create AP IJ EQ: New Accounts Payable invoices, Inventory Transactions or Equipment Transactions are automatically generated Based on the value entered into the "New Jrnl" column, and rows with the Bill check box checked.



Tax All: Marks all rows as taxable and defaults the tax entity based on the following sequence:

Job
Customer on an associated Work Order

Job Customer (if no tax entity is on the job, than the system looks to the customer for a default tax entity.

Tax Goods: Marks rows tied as taxable that are either rows with non-labor costs. The tax entity is defaulted based on the same sequence identified above under the Tax All icon.

Convert Old CP AR: The system previously had a function for generating Cost Plus invoices that stored data in the database in a slightly different manor than the current functionality. Users using the old methodology can smoothly change over to the new methodology on a given job by clicking this icon.

Export to Excel: Export the view and contents to excel.

Grid Lexicon

Use the column names and the grid lexicon located just below the icons to filter job addresses. For example: Customer ^ "Ala" will show all job addresses where the customer starts with 'Ala'.

Valid logical operators are:

!=	Not Equal to
>=	Greater than or Equal to
<=	Less than or Equal to
<	Less than
>	Greater Than
?	Contains
^	Starts with
*	Ends with
AND	Logical AND
OR	Logical OR

Available Columns for Views

App#	The App# identifies the AR Invoice application number for which the cost was billed. The system uses this app number to place control on users trying to modify job number on billed costs. Work Order billings place controls on the phase-cost code column. These controls are necessary to ensure maintaining a tie between the associated costs and cost plus AR invoices.
Bill	Check box that is used by various Icons to determine which rows will be impacted.
Budget	Phase-Cost Code and description
Phase	The Phase is the root budget level Code and Code Description of the Phase-Cost Code. This code is sometimes labeled "Level 1 Code" and "Level 1 Description."
Bill Code Parent	The Bill Code Parent is the parent Bill Code and Bill Code Description of the Billing Item

Item	A drop-down list of Inventory, Non-Inventory, Service and Other items.
GL Account	The General Ledger Account to which the row has been or will be posted.
Cost Type	Direct Cost Types are associated with each Direct Cost General Ledger account. Users can maintain the Direct Cost Types list under Job Cost | Direct Cost Type List.
Trans Date	The date of the transaction
Work Date	The work date for labor and equipment transactions and the invoice date for other transactions.
Jrnl	The Journal the transaction for which the transaction originated. Note: if the row relates to a new transaction, it will be blank. Use the New Jrnl column to identify the type of transaction the new transaction will become. After creating the transaction with the "Create AP IJ EQ" icon, the Jrnl column will be populated by the system.
Ref #	The reference number for the cost transaction.
Payee	The Vendor, Subcontractor or Employee tied to the cost transaction.
Description	An unlimited text field used to provide a description for the row.
Units	The units on the cost transaction.
Alt Qty	An alternate quantity that represents a different unit of measure can be entered for the row.
Unbrdn Rate	The rate before burden. The result of unburdened amount divided by units.
Unburdened Cost	The cost before system burden and labor burden.
System Burden	The system burden applied to this row. The System burden is defined under Utilities | Preferences | Burden. Additional System Burden can be applied to labor hours and/or amounts using the rates tab of the employee notebook.
Labor Burden	The Labor Burden is based on the various payroll taxes and adjustments that are applied when users process payroll
Burdened Rate	The rate after burden. The result of burdened amount divided by units.
Burdened Cost	The cost after applying system burden and labor burden.
Billable Qty	The billable quantity defaults from the units (above). Users can override the billable quantity
Bill Rate	The rate at which the billable quantity will be billed.
Subtotal Billable	Billable amount before additional Markup/Markdown
Markup Percent	The markup percent is computed as follows: (Subtotal Billable less Burdened Cost) / Burdened Cost.
Mark U/D	The column is used to apply an additional markup or markdown amount.
Billable	The Billable amount is the result of Subtotal Billable plus/minus Mark U/D.
Prev Billed Qty	The Previous Billed Qty is based on existing AR invoices already posted through the cost plus grid, and tied to this row
Prev Billed	The Previous Billed amount is based on existing AR invoices already posted through the cost plus grid, and tied to this row.
Curr Billing Qty	The Current Billing Qty are the units you want to currently bill
Curr Billing	The Current Billing amount is the amount you want to currently bill.
Qty Balance	The Qty Balance is the difference between the Billable Qty less the Previous Billed Quantity less Current Billing Quantity
Balance	The amount balance is the difference between the Billable Amount less Previous Billed Amount less Current Billing Amount.
Total Billed	The Total Billed Quantity is the sum of the Previous Billed Quantity and the

Qty:	Current Billing Quantity.
Total Billing	The Total Billed Amount is the sum of the Previous Billed Amount and the Current Billing Amount
Taxable	This checkbox indicates if the row is taxable.
Tax Item	The Tax Item identifies the Tax Item or Tax Group that will be used in determining the tax on the row. Tax Items and Groups are set up in the Item List.
Tax %	The tax percentage that comes from the Tax Item or Tax Group.
Tax	The tax amount is the product of the Total Billing times the Tax %
AR Retention	The AR Retention amount is the product of the Total Billing times the AR Retention %
AR Retention %	The AR Retention % is the percentage of the billing that will or has been held as retention/hold back.
Prev Retention	The Previous Retention amount is the total AR retention posted through AR Invoice(s) through the cost plus grid and tied to this row.
Curr Retention	The Current Retention amount is the Current Billing times the AR Retention %
Total Retention	The Total Retention is the sum of the Previous Retention and the Current Retention.
Billed Date	The Billed Date is the latest date of any AR Invoice posted and tied to this row.
Pay Type	This column is only applicable to timecard rows. RT = Regular time, OT = Overtime, and DT = Doubletime.
Bill Scale	Identify the Bill Scale or Billing Designation Scale
Bill Designation	Identify the Billing Designation. See Billing Designations under Payroll, Inventory and Equipment.
Bill Rate Type	Identify the Billing Designation Type. See Billing Designations under Payroll, Inventory and Equipment
Equip	Equipment tied to this row can be used when generating equipment transactions through the cost plus grid.
Custom Date1	Custom Date 1 is a user defined date field.
Custom Date2	Custom Date 2 is a user defined date field.
Custom Text1	Custom Text 1 is a user defined alphanumeric 41 character field
Custom Text2	Custom Text 2 is a user defined alphanumeric 41 character field
New Jrnl	For rows entered into this grid, users are able to designate what kind of transaction the row will become. This column is used in conjunction with the "Create AP IJ EQ" icon. (see above)
Units Returned	Units returned identify rented units that have come back. The Rental concept utilizes the Rental tab of the Item Notebook, and the Bill Rentals Icon on the .net work order list. Users log work orders for rentals and rental returns. The Cost Plus Grid is used to log the detail for rentals going out and being returned. The Bill Rentals Icon mass generates periodic rental invoices.
Work Comp	For timecard rows, select the applicable Work Comp code.
Gen Liab	For timecard rows, select the applicable Gen Liab. code.
Billing Type	This drop-down allows users to choose from Cost Plus, Fixed Fee or Time and Material. This column can be used to filter rows that will be billed to T & M/Cost Plus rows on the Schedule of Values. Utilize this column to filter transfers to the Schedule of Values on projects that have both fixed fee/lump

	sum components, and cost plus/T & M components.
AR Invoice	Identifies the AR Invoice number for billed rows

Views to Consider

Billing:

Columns: App#, Bill, Budget, Work Date, Cost Code, Ref#, Payee, Description, Units, Cost, Bill Rate, Markup, Mark U/D, Billable, Previously Billed, Current Billing, Balance to Bill

AP Invoices:

Columns: App#, Include, Item, Payee, Budget, Date, GL Acct, New Jrnl, Journal, Ref#, Description, Units, Rate, Cost,

Inventory Transaction:

Columns: App#, Include, Item, Budget, Date, GL Acct, New Jrnl, Jrnl, Ref#, Description, Units, Rate, Cost

Timecard:

Columns: App#, Bill, Payee, Budget, Work Date, GL Acct, Jrnl, Pay Type, Hours, Pay Rate, Bill Rate, Work Comp, Description

Equipment Transaction:

Columns: App#, Include, Equip, Budget, Date, Item, GL Acct, New Jrnl, Jrnl, Ref#, Description, Units, Rate, Cost, Bill Rate

Billing Designation IDs, Rates and Scales

Purpose

You can determine different rates for billing labor, equipment, and inventory items either by entering the rates in the Cost Plus Grid using a markup percentage, bill rate, or billable amount, or you can set billing designation rates.

Billing rates can be set at the Employee Level, Equipment Level and Item Level via the "Employee Billing Scale," "Equipment Billing Scale" and the "Item Billing Scale."

In addition, billing rates can be set up at the Labor, Equipment and Item levels via the "Labor Billing Designation Scale," "Equipment Billing Designation Scale," and the "Item Billing Designation Scale."

Billing rate defaults are set at the job level in the "Scales" tab of the job notebook. Within the job notebook, you can select scales that are specific to either the list level or the area level. For example, users can select a labor scale that is maintained in the employee notebooks at the specific employee level. Alternatively, users can choose another scale that refers to the overall Labor type that is maintained in the Labor Billing Designation Scales.

Labor

The default "Labor Billing Scale" can be selected by un-checking the "Use % Rate" checkbox to the right of "Labor." After un-checking the box, dropdown boxes appear for the original contract amounts and change orders. Users are able to select the appropriate default Labor Billing Rate Scale. Note that the dropdown boxes will provide users with the ability to select from the "Employee Billing Scales" and the "Labor Billing Designation Rates"

Labor Billing Scales can also be defaulted at the cost code level. If you place a default Labor Billing Scale on a Cost Code, this scale will override the scale or percentage placed in the Scales tab of the job notebook.

Employee Billing Scales vs. Labor Billing Designation Scales

Select an Employee Billing Scale if you want to maintain rates at the employee level. Select a Labor Billing Designation Rate if you want to maintain rates at a master level.

Employee Rates Scales

Billing Rates can be set at the Employee level. Set these rates for each scale on the bottom right of the Personal Tab of the Employee Notebook.

Labor Billing Designation Rates

Billing Rates can be set up for each Designation. Set these rates under Payroll | Billing Designation Rates.

Scale ID: This scale ID will appear in the dropdown boxes in the Scales tab of the Job Notebook.

Designation: Rates are unique to the Designation. You must set a default Designation Code for each employee.

Rate Types: Labor Rate types are fixed for RT, OT, and DT (Regular Time, Overtime, and Doubletime). Additional Rate types can be setup under Payroll | Text Lists. Rates can be set for each type.

Equipment

The default "Equipment Billing Scale" can be selected by un-checking the "Use % Rate" checkbox to the right of "Equipment" in the job notebook. After un-checking the box, dropdown boxes appear for the original contract amounts and change orders. Users are able to select the appropriate default Equipment Billing Scale. Note that the dropdown boxes will provide users with the ability to select from the "Equipment Billing Scales" and the "Equipment Billing Designation Rates"

Equipment Billing Scales vs. Equipment Billing Designation Rates

Select an Equipment Billing Scale if you want to maintain rates at the Equipment level. Select an Equipment Billing Designation if you want to maintain rates at a master level.

Equipment Rates Scales

Billing Scales can be set at the Equipment level. Set these rates for each scale on the bottom right of the Setup Tab of the Equipment Notebook.

Equipment Billing Designation Rates

Billing Rates can be set up for each Designation. Set these rates under Fixed Assets | Billing Designation Rates.

Scale ID and Description: The Scale ID and Description will appear in the dropdown boxes in the Scales tab of the Job Notebook.

Designation Code and Description: Rates are unique to the Designation Code and Description. You must set a default Designation Code for each Equipment.

Rate Types: Equipment Rate types are defined under Fixed Assets | Text Lists. Rate can be set for each type.

Items

The default "Items Billing Scale" can be selected by un-checking the "Use % Rate" checkbox to the right of "Items" in the job notebook. After un-checking the box, dropdown boxes appear for the original contract amounts and change orders. Users are able to select the appropriate default Items Billing Scale. Note that the dropdown boxes will provide users with the ability to select from the "Items Billing Scales" and the "Items Billing Designation Rates".

Items Billing Scales vs. Items Billing Designation Rates

Select an Items Billing Scale if you want to maintain rates at the Items level. Select an Items Billing Designation Rate if you want to maintain rates at a master level.

Items Rates Scales

Billing Scales can be set at the Items level. Set these rates for each scale in the Billing Scale area under Sales in the first tab in the Items Notebook.

Items Billing Designation Rates

Billing Rates can be set up for each Designation. Set these rates by clicking Inventory | Billing Designation Rates.

Scale ID and Description: The Scale ID and Description will appear in the dropdown boxes in the Scales tab of the Job Notebook.

Designation Code and Description: Rates are unique to the Designation Code and Description. You must set a default Designation Code for each Item.

Rate Types: Items Rate types are defined under Inventory | Text Lists. Rate can be set for each type.

Equipment Billing Designations Scales

Purpose:

To assign and keep track of billing rates for equipment designations. By assigning rates to equipment designations, items rates can be maintained using the item billing designation scales grid, and rates do not have to be maintained at the individual asset level.
Default designations are assigned to equipment in the first tab of the fixed assets notebook under Default Billing Rate Designation.
Default billing rate types are assigned to equipment in the first tab of the fixed assets notebook under Default Billing Rate Type.

Renaming this Grid

From the Main Menu:
Utilities | Grid Views

Access the Grid

From the Main Menu: Click Fixed Assets | Billing Designation Rates

Adding Icons, Removing Icons:

Right clicking in the icon area | Customize
Then right click on any icon and modify the name.

To Add Icons: Drag Icons from the Commands Tab and onto the Icons area.
To Remove Icons: Drag Icons from the Grid to the Commands Tab.

The following icons are self explanatory: Ok, Cancel, Save, Copy, Paste

Customize Commands: Allows users to add and remove icons to and from the grid. Additionally, users can modify short-cut key and icon toolbars.

View and View Drop-down: Displays the available views. A view represents a collection of columns.

New View: Allows users to add views. Note: the view the users is currently on is copied to an added view.

Delete View: Deletes the current view.

Customize Grid Columns: Allows users to turn on columns, turn off columns, change column formats, move columns up and down, and rename columns.

Clear Sort Keys: Reorders rows in the original order in which they were entered. Users can click any column to sort by the column. The Clear Sort Keys icon clears that sort. Note, if a column is placed into the subtotal area, the clear sort key cannot place the work order in their original order.

Collapse Rows: When subtotaling by one of the columns, this icon collapses a row if you highlight the row header.

Expand Rows: When subtotaling by one of the columns, this icon expands a previously collapsed row.

Refresh: Retrieves a new list from the database. If another user has modified or added entries, refresh will bring in the latest data from the database.

Available Columns for Views

Any of the columns in this grid can be renamed.

Scale ID: Maintain Item Billing Designation Scale IDs under Inventory | List Management | Item Billing Designation Scale IDs

Designation: Maintain Item Billing Rate Designations under Inventory | List Management | Item Billing Rate Designations

Unlimited Custom Rate Types: Maintain custom types under Inventory | List Management | Item Billing Rate Type

Item Billing Designations Scales

Purpose:

To assign and keep track of billing rates for item designations. By assigning rates to item designations, items rates can be maintained using the item billing designation scales grid.

Default designations are assigned to items in the first tab of the items notebook under Default Billing Rate Designation.

Default billing rate types are assigned to equipment in the first tab of the fixed assets notebook under Default Billing Rate Type.

Related System Preferences:

Create Item Designation for Each Item: This preference is under Utilities | Preferences | Items | Create Item Designation for Each Item
Create Item Designation Scale Id for Each Customer: This preference is under Utilities | Preferences | Items | Create Item Designation Scale Id for Each Customer

Renaming this Grid

From the Main Menu: Utilities | Grid Views

Access the Grid

From the Main Menu: Click Inventory | Billing Designation Rates

Customizing Icon names. Adding Icons, Removing Icons:

Right clicking in the icon area | Customize
Then right click on any icon and modify the name.
To Add Icons: Drag Icons from the Commands Tab and onto the Icons area.
To Remove Icons: Drag Icons from the Grid to the Commands Tab.

The following icons are self explanatory: Ok, Cancel, Save, Copy, Paste

Customize Commands: Allows users to add and remove icons to and from the grid. Additionally, users can modify short-cut key and icon toolbars.
View and View Drop-down: Displays the available views. A view represents a collection of columns.
New View: Allows users to add views. Note: the view the users is currently on is copied to an added view.
Delete View: Deletes the current view.
Customize Grid Columns: Allows users to turn on columns, turn off columns, change column formats, move columns up and down, and rename columns.
Clear Sort Keys: Reorders rows in the original order in which they were entered. Users can click any column to sort by the column. The Clear Sort Keys icon clears that sort. Note, if a column is placed into the subtotal area, the clear sort key cannot place the work order in their original order.
Collapse Rows: When subtotaling by one of the columns, this icon collapses a row if you highlight the row header.
Expand Rows: When subtotaling by one of the columns, this icon expands a previously collapsed row.
Refresh: Retrieves a new list from the database. If another user has modified or added entries, refresh will bring in the latest data from the database.

Available Columns for Views

Any of the columns in this grid can be renamed.
Scale ID: Maintain Item Billing Designation Scale IDs under Inventory | List Management | Item Billing Designation Scale IDs
Designation: Maintain Item Billing Rate Designations under Inventory | List Management | Item Billing Rate Designations
Unlimited Custom Rate Types: Maintain custom types under Inventory | List Management | Item Billing Rate Types. Users can set up an unlimited number of Custom Rate Types.

Labor Billing Designations Scales

Purpose:

To assign and keep track of billing rates for employee labor designations. By assigning rates to labor designations, many employees can be assigned to a designation; and thus, rates do not have to be maintained at the individual employee level.
Default designations are assigned to employees in the Rates tab of the employee notebook.
Override default designations can be set at the individual cost code level. You must use ".net Cost Code Entry," which can be set under Utilities | Preferences | Screens. Additionally, you may need to customize the .net Cost Code Entry if the Billing Scale drop-down is not on the dialog.

Renaming this Grid

From the Main Menu: Utilities | Grid Views

Access the Grid

From the Main Menu: Click Payroll | Billing Designation Rates

Customizing Icon names. Adding Icons, Removing Icons:

Right clicking in the icon area | Customize
Then right click on any icon and modify the name.
To Add Icons: Drag Icons from the Commands Tab and onto the Icons area.
To Remove Icons: Drag Icons from the Grid to the Commands Tab.

The following icons are self explanatory: Ok, Cancel, Save, Copy, Paste

Customize Commands: Allows users to add and remove icons to and from the grid. Additionally, users can modify short-cut key and icon toolbars.
View and View Drop-down: Displays the available views. A view represents a collection of columns.
New View: Allows users to add views. Note: the view the users is currently on is copied to an added view.
Delete View: Deletes the current view.
Customize Grid Columns: Allows users to turn on columns, turn off columns, change column formats, move columns up and down, and rename columns.
Clear Sort Keys: Reorders rows in the original order in which they were entered. Users can click any column to sort by the column. The Clear Sort Keys icon clears that sort. Note, if a column is placed into the subtotal area, the clear sort key cannot place the work order in their original order.
Collapse Rows: When subtotaling by one of the columns, this icon collapses a row if you highlight the row header.
Expand Rows: When subtotaling by one of the columns, this icon expands a previously collapsed row.
Refresh: Retrieves a new list from the database. If another user has modified or added entries, refresh will bring in the latest data from the database.

Available Columns for Views

Any of the columns in this grid can be renamed.

Scale ID: Maintain Employee Billing Designation Scale IDs under Payroll | List Management | Employee Billing Designation Scale IDs
Designation: Maintain Employee Billing Rate Designations under Payroll | List Management | Employee Billing Rate Designations
RT: RT stands for Regular Time. This is a pre-defined rate type.
OT: OT stands for Over Time. This is a pre-defined rate type.
DT: DT stands for Double Time. This is a pre-defined rate type.
Unlimited Custom Rate Types: Maintain custom types under Payroll | List Management | Employee Billing Rate Types. Users can set up an unlimited number of Custom Rate Types.

Schedule of Values Grid

Purpose:

To facilitate progress billing and progress draw request processes.

Renaming this Grid

From the Main Menu: Utilities | Grid Views

Access the Grid

From the Job Notebook Sched Val Tab: Click the Sched Values button.
From the PM Job List: Highlight a job, and click the Sched Values Icon.

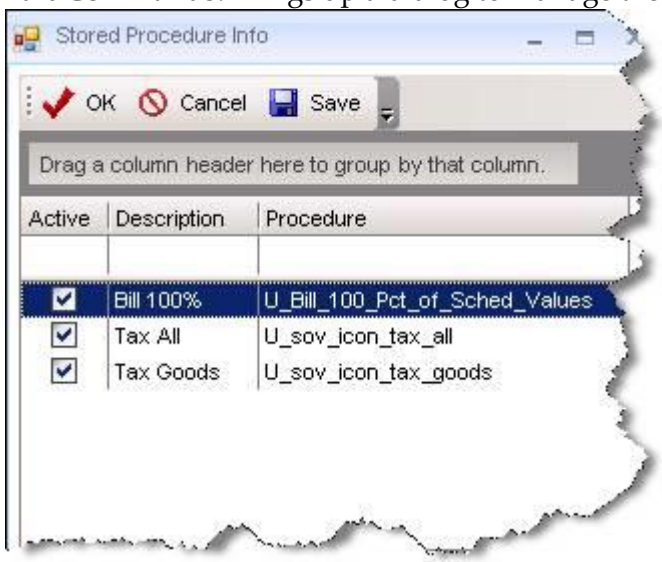
Customizing Icon names. Adding Icons, Removing Icons:

Right clicking in the icon area | Customize
Then right click on any icon and modify the name.
To Add Icons: Drag Icons from the Commands Tab and onto the Icons area.
To Remove Icons: Drag Icons from the Grid to the Commands Tab.

The following icons are self explanatory: Ok, Cancel, Save, Add, Remove, Copy, Paste

Customize Commands: Allows users to add and remove icons to and from the grid. Additionally, users can modify short-cut key and icon toolbars.
View and View Drop-down: Displays the available views. A view is a collection of columns.
New View: Allows users to add views.
Delete View: Deletes the current view.
Customize Grid Columns: Allows users to turn on columns, turn off columns, change column formats, move columns up and down, and rename columns.
Clear Sort Keys: Reorders rows in the original order in which they were entered. Users can click any column to sort by the column. The Clear Sort Keys icon clears that sort. Note, if a column is placed into the subtotal area, the clear sort key cannot place the work order in their original order.
Collapse Rows: When grouping the columns, this collapses a row if you highlight the row header.
Expand Rows: When grouping by the columns, this expands a previously collapsed row.
Refresh: Retrieves a new list from the database. If another user has modified or added entries, refresh will bring in the latest data from the database.
New Tab: Adds another job and or work order to grid in a separate tab.
Select All: Highlights all the shown rows in the grid.

Print Grid: Print Previews grid contents using the current view.
Print Report: Initiates previewing the report identified in the Report List (below).
Report List: Provides a list of reports that can be previewed/printed from the grid. The Report list is populated under Job Cost | Custom Reports and Forms | Progress Billing.
Execute: This Icon provides users and/or consultants with the ability to implement custom Icons that can initiate stored procedures that carry out desired functionality that otherwise would require a software enhancement. After created, these Icons can be added to the Icon area of the grid.
Edit Commands: Brings up a dialog to manage the Executable Icons.



Bill Job: This Icon initiates a dialog where users can view/edit the parameters that will be used to generate a progress billing (AR Invoice).



Save All: Saves the contents of all tabs opened within the Cost Plus Grid. I.e., if many jobs and or work orders are open, all will be saved. The Save icon will only save the data relative to the active tab.
AR History: Pull up an Accounts Receivable invoice history. Users can print, email, fax, download… Accounts Receivable invoices from this dialog.
Bill 100%: Marks all rows in the grid as 100% compete.
Export to Excel: Exports the grid data using the current view.
Tax All: Marks all rows as taxable and defaults the tax entity based on the following sequence:

Job

Customer (if no tax entity is on the job, than the system looks to the customer for a default tax entity.
Tax Goods: Marks rows tied as taxable that are either rows with non-labor budgets, and/or non-labor actual costs. The tax entity is defaulted based on the same sequence identified above under the Tax All icon.

Grid Lexicon

Use the column names and the grid lexicon located just below the icons to filter job addresses. For example: Customer ^ "Ala" will show all job addresses where the customer starts with 'Ala'.
Valid logical operators are:

!=	Not Equal to
>=	Greater than or Equal to
<=	Less than or Equal to
<	Less than
>	Greater Than
?	Contains
^	Starts with
*	Ends with
AND	Logical AND
OR	Logical OR

Available Columns for Views

Any of the columns in this grid can be renamed.

ID: Bill Code
Description: Bill Code Description
Schd Units: Scheduled Units (unitary billing)
Schd Rate: Scheduled Rate (unitary billing)
Schd Value: Scheduled Value
Prev Units: Previously billed units (unitary billing)
Prev Rate: Previous billed rate (unitary billing)
Prev WIP: Previously billed WIP
Prev Mat: Previously billed stored materials
Prev Apps: Previously billed total
Curr Units: Current units billable (unitary billing)
Curr Rate: Current billing rate (unitary billing)
Curr WIP: Current billable WIP
Curr Mat: Current billable stored materials
Curr App: Current billable total
Total Units: Previously billed units plus current billable units.
Balance to Finish Units: Scheduled Units less Total Units.
Completed: Total completed and stored to date. (Prev Apps plus Current App)
Balance to Finish Value: Schedule Value less Completed.
%: Total completed and stored to date divided by Scheduled Value

Total WIP:	Previous WIP plus Current WIP.
Total Mat:	Previous billed stored materials plus current billable stored materials.
Total Ret WIP:	Previous retention plus current retention.
WIP Ret %:	WIP Retention percentage
Current Mat Ret:	Retention on current material
Total Retention:	Total previous retention plus total current retention
Total Complete Less Ret:	Total completed and stored to date less total retention
Parent	Parent bill code
UOM	Bill Code unit of measure
GL Account	Override GL account that billing routine will use. Note if this account is not to job revenue, it will not reflect as billings to date.
Billing Type:	Drop-down allows users to choose from Cost Plus, Fixed Fee or Time and Material.
Tax:	Tax entity drop-down. (from tax items and tax groups)
Tax Rate	Tax rate
Taxed	Taxable checkbox.
Tax Amount	Previous tax plus current tax
Prev Tax	Total previous apps less total previous retention times tax rate.
Current Tax	Total current app less total current retention times tax rate.
Prev Draws	Draws are amounts users are able to post to non-revenue accounts, including liability accounts used for construction loans. The previous draws reflect previous posted draws.
Current Draw	Current draw amount.
Billable Amt	The jobs total non-change scheduled value times the rows base billable amount. This column is used primarily where a billing schedule is in place.
Base Billable Pct	The percentage of the total non-change order schedule value that is to be billed on this row.
Billing Date	Drop-down that is populated by all job custom dates.
Change Order	Checkbox identifying the row as belonging to a change order.
CO Date	Date of the change order.
Designation	Change order designation drop-down. Options include Customer (approved), in-house (internal to move money around), pending include (identifies as pending, but treats as approved), and pending exclude (identifies as pending, and treats as unapproved).
Excluded Amount	The scheduled value of change order rows with a designation of Pending Exclude.
Billable Balance	Scheduled Value less previous and current billings.

Views to Consider

Standard
Columns**:** Id, Description, Schd Value, Prev Apps, Current WIP, Completed, Balance to Finish, %, Total WIP

Change Orders
Columns**:** Id, Description, Excluded Amt, Schd Value, Change Order, CO Date, Designation

Billing Schedule
Columns**:** Id, Description, Schd Value, Prev Apps, Current WIP, Billable Amount, Base Billable Pct., Billing Date Name, Billing Date, Billable Balance.

Units Progress Billing
Columns**:** Id, Description, Schd Units, Schd Rate, Schd Value, Prev Units, Prev Rate, Prev WIP, Prev Apps, Curr Units, Curr Rate, Curr WIP, Units Bal, Completed, Balance to Bill.

Status Grid

Purpose:

To facilitate managing the projected costs on a project and comparing those projections with the adjusted budget.

Access the Grid

From the Job Notebook Status tab: Click the Status button.
From the PM Job List: Highlight a job, and click the Status Icon.

Customizing Icon names. Adding Icons, Removing Icons:

Right clicking in the icon area | Customize
Then right click on any icon and modify the name.
To Add Icons: Drag Icons from the Commands Tab and onto the Icons area.
To Remove Icons: Drag Icons from the Grid to the Commands Tab.
The following icons are self explanatory: Ok, Cancel, Save, Add, Remove, Copy, Paste
Customize Grid Columns: Allows users to turn on columns, turn off columns, change column formats, move columns up and down, and rename columns.
Print Preview Grid: Print Previews grid contents using the current view.
Font: Select the font you want to grid to use.
Refresh: Retrieves a new list from the database. If another user has modified or added entries, refresh will bring in the latest data from the database.

Available Columns for Views

Any of the columns in this grid can be renamed.

Budget Code:	Phase / Cost Code
Budget Description:	Phase / Cost Code description
Budget Code & Desc.	Phase / Cost Code and description in one column.
Bill Code	Bill Code and Bill Code description in one column.
Type	Direct cost type
Orig. Budget	Non-Change order budget amounts.
Cos	Change Order amounts (excludes pending-exclude CO status.)
Adj. Budget	Original budget plus change orders.
Committed	Total POs and Subcontracts.
PO-SC Bal.	Committed Amounts less AP Invoices created from those commitments.
Actual	Job to date costs.
Total Est Costs	Total Projected Costs (generally by the project manager)
To Compl.	Amount to Complete (this can alternatively be entered by the PM).

%	Percent complete (this column is another option to use for projecting).
Bill Code	Billing Code
Bill Code Desc.	Billing Code Description
Non-Committed Cost to Complete	Total Costs to Complete less PO-SC balance.
PO-SC Costs	AP Invoices created from commitments.
Non-PO-SC	Actual Costs other than AP Invoices created from commitments.
Variance	Total Est. Costs less Adjusted Budget.
WIP	Job to date costs plus their markup.

Job Cost Reporting

There are different types of reporting in the job cost area. In order to try to convey some structure to the types of reports, we've organized reports into categories via the menu system as follows:



1. Job List Reports



2. Job Cost Reports



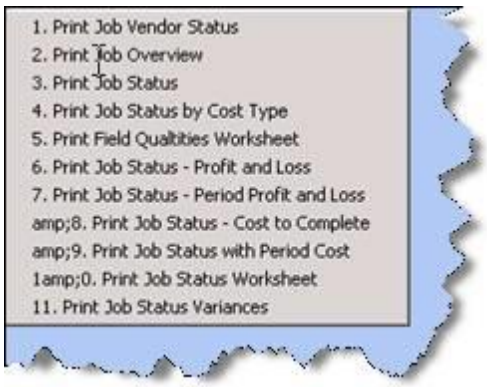
3. Job Budget Reports



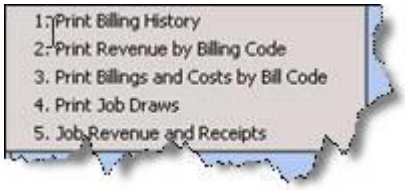
4. Job Profitability Reports



5. Job Status Reports



6. Job Billing Reports



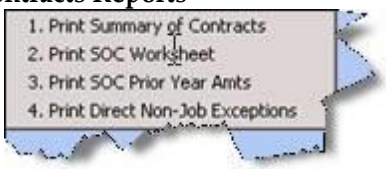
7. Job Recap Reports



8. Cost Plus Reports



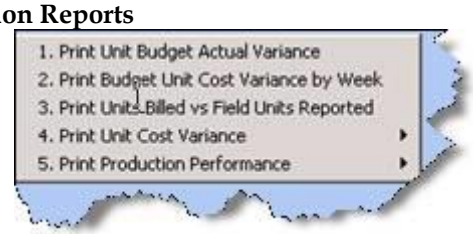
9. Summary of Contracts Reports



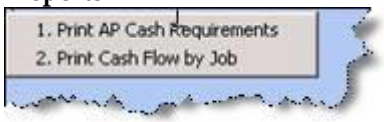
10. Time and Billing Reports



11. Unit Production Reports



12. Job Cash Flow Reports



13. Job Commitment Reports.



1. Job List Reports



These reports primarily relate to lists and summarized job information. The Job List class of reports are dash board reports. Dash board reports have a convention of making a number navy blue where is an on-demand sub report under it. Click on any navy blue numbers to get a supporting detail report in a separate tab to the report. Some of the job list reports are placed into the report drop-down boxes at the bottom of the job notebook.
Below are examples of reports in this section.



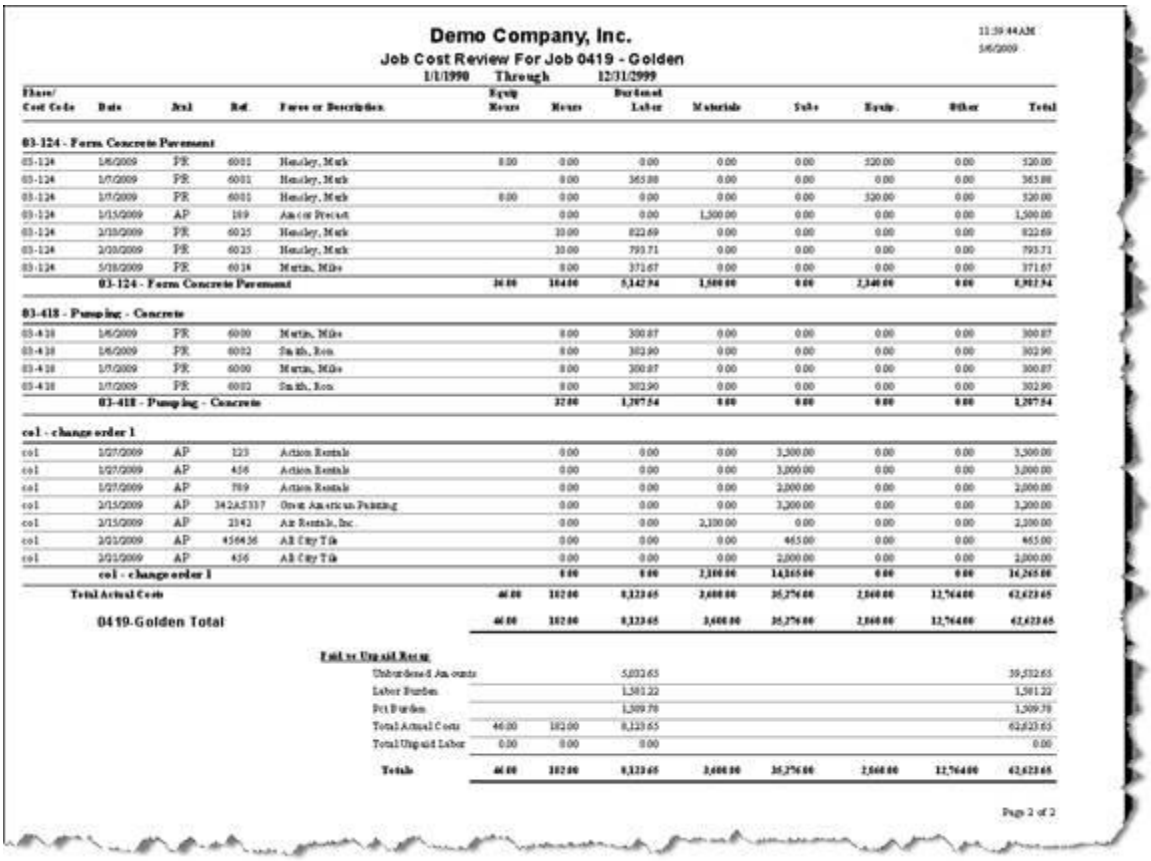
Demo Company, Inc.

Job List - States

All Customer
All Project Manager
All Leader B
Yes Active
No Completed
No Service

Phase #	Job Name	Original Contract	Change Orders	Revised Contract	Billings to Date	Cash Receipts	Accounts Receivable	Cost to Date	Accounts Payable	Revised Budget	Budget Balance	GP / Cost %	GP / Rev %
0404	Highlands Ranch	163,942.16	54,536.00	218,478.16	6,100.00	5,100.00	1,000.00	5,411.00	300.00	181,115.00	175,704.00	12.73%	11.30%
0419	Golden	176,496.50	50,930.00	227,426.50	24,300.00	22,850.00	1,450.00	62,823.65	40,036.00	215,703.00	153,079.35	(61.20%)	(157.71
0421	Monte Vista	265,374.00	0.00	265,374.00	180,525.00	180,525.00	0.00	157,738.00	0.00	240,938.00	83,200.00	14.45%	12.62
0501	Denver	11,000.00	0.00	11,000.00	0.00	0.00	0.00	41,416.25	41,416.25	123,665.00	82,248.75	(100.00%)	0.00
0502	Pubor	96,390.00	0.00	96,390.00	0.00	0.00	0.00	27,934.34	27,609.34	61,000.00	33,065.66	(100.00%)	0.00%
0703	Land Development	32,319.73	0.00	32,319.73	0.00	0.00	0.00	2,028.50	2,000.00	26,426.20	24,397.70	(100.00%)	0.00%
0706	Commercial OC Template	266,269.50	0.00	266,269.50	0.00	0.00	0.00	11,400.00	11,400.00	248,850.00	237,450.00	(100.00%)	0.00%
0710	Deer Creek Sub - Model A Te	263,903.44	0.00	263,903.44	0.00	0.00	0.00	0.00	0.00	225,550.50	225,550.50	0.00%	0.00%
0727	Castle Rock	136,972.57	35,257.20	172,229.93	0.00	0.00	0.00	302.90	0.00	144,815.00	144,512.10	(100.00%)	0.00%
0746	Boulder	0.00	0.00	0.00	0.00	0.00	0.00	20,330.71	18,700.00	0.00	-20,330.71	(100.00%)	0.00%
0749	Desert Ridge	12,625.60	2,559.60	15,185.20	0.00	0.00	0.00	0.00	0.00	11,600.00	11,600.00	0.00%	0.00%
0752	Rental Customer Job	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
0754	Landscape Production	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
	Totals	**1,426,493.50**	**143,262.80**	**1,569,356.30**	**210,925.00**	**208,475.00**	**2,450.00**	**329,385.35**	**1,499,670.70**	**70,377.60**	**(318,260.35)**		**1,370,493.3**

Job cost reports can reflect unpaid payroll.



Demo Company, Inc.

Job Cost Review For Job 0419 - Golden

1/1/1990 Through 12/31/1999

Phase/ Cost Code	Date	Jrnl	Ref	Payee or Description	Equip Hours	Hours	Burdened Labor	Materials	Subs	Equip.	Other	Total
03-124 - Form Concrete Pavement												
03-124	1/6/2009	PR	6001	Hensley, Mark	8.00	8.00	0.00	0.00	0.00	320.00	0.00	320.00
03-124	1/7/2009	PR	6001	Hensley, Mark		8.00	365.88	0.00	0.00	0.00	0.00	365.88
03-124	1/7/2009	PR	6001	Hensley, Mark	8.00	8.00	0.00	0.00	0.00	320.00	0.00	320.00
03-124	1/15/2009	AP	189	Ames Precast		0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00
03-124	2/10/2009	PR	6025	Hensley, Mark		10.00	822.69	0.00	0.00	0.00	0.00	822.69
03-124	2/10/2009	PR	6025	Hensley, Mark		10.00	793.71	0.00	0.00	0.00	0.00	793.71
03-124	5/10/2009	PR	6014	Martin, Mike		8.00	371.67	0.00	0.00	0.00	0.00	371.67
	03-124 - Form Concrete Pavement				**16.00**	**104.00**	**5,142.94**	**1,500.00**	**0.00**	**2,240.00**	**0.00**	**8,882.94**
03-418 - Pumping - Concrete												
03-418	1/6/2009	PR	6000	Martin, Mike		8.00	300.87	0.00	0.00	0.00	0.00	300.87
03-418	1/6/2009	PR	6002	Smith, Ron		8.00	302.90	0.00	0.00	0.00	0.00	302.90
03-418	1/7/2009	PR	6000	Martin, Mike		8.00	300.87	0.00	0.00	0.00	0.00	300.87
03-418	1/7/2009	PR	6002	Smith, Ron		8.00	302.90	0.00	0.00	0.00	0.00	302.90
	03-418 - Pumping - Concrete					**32.00**	**1,207.54**	**0.00**	**0.00**	**0.00**	**0.00**	**1,207.54**
co1 - change order 1												
co1	1/27/2009	AP	123	Action Rentals		0.00	0.00	0.00	3,500.00	0.00	0.00	3,500.00
co1	1/27/2009	AP	456	Action Rentals		0.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00
co1	1/27/2009	AP	789	Action Rentals		0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
co1	2/15/2009	AP	342AS337	Great American Painting		0.00	0.00	0.00	3,200.00	0.00	0.00	3,200.00
co1	2/15/2009	AP	2342	Air Rentals, Inc		0.00	0.00	2,100.00	0.00	0.00	0.00	2,100.00
co1	2/21/2009	AP	456436	All City Tile		0.00	0.00	0.00	465.00	0.00	0.00	465.00
co1	2/21/2009	AP	456	All City Tile		0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
	co1 - change order 1					**0.00**	**0.00**	**2,100.00**	**14,165.00**	**0.00**	**0.00**	**16,265.00**
Total Actual Costs					**48.00**	**192.00**	**8,123.65**	**3,600.00**	**16,276.00**	**2,560.00**	**12,764.00**	**42,623.65**
0419-Golden Total					**48.00**	**192.00**	**8,123.65**	**3,600.00**	**16,276.00**	**2,560.00**	**12,764.00**	**42,623.65**

Paid or Unpaid Recap

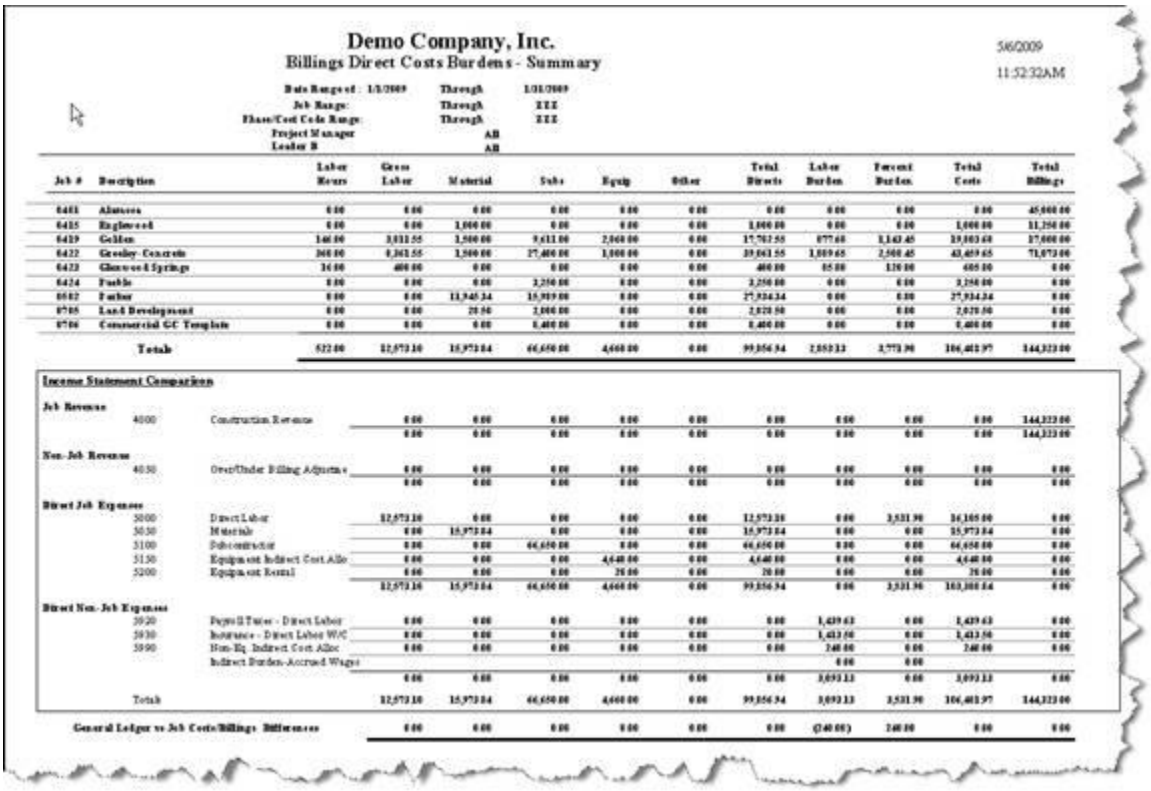
Unburdened Amounts			5,032.65			39,532.65
Labor Burden			1,581.22			1,581.22
Pct Burden			1,509.78			1,509.78
Total Actual Costs	48.00	192.00	8,123.65			42,623.65
Total Unpaid Labor	0.00	0.00	0.00			0.00
Totals	**48.00**	**192.00**	**8,123.65**	**3,600.00**	**16,276.00**	**2,560.00**	**12,764.00**	**42,623.65**

Page 2 of 2

2. Job Cost Reports



Below are examples of reports in this section.



Demo Company, Inc.
Billings Direct Costs Burdens - Summary

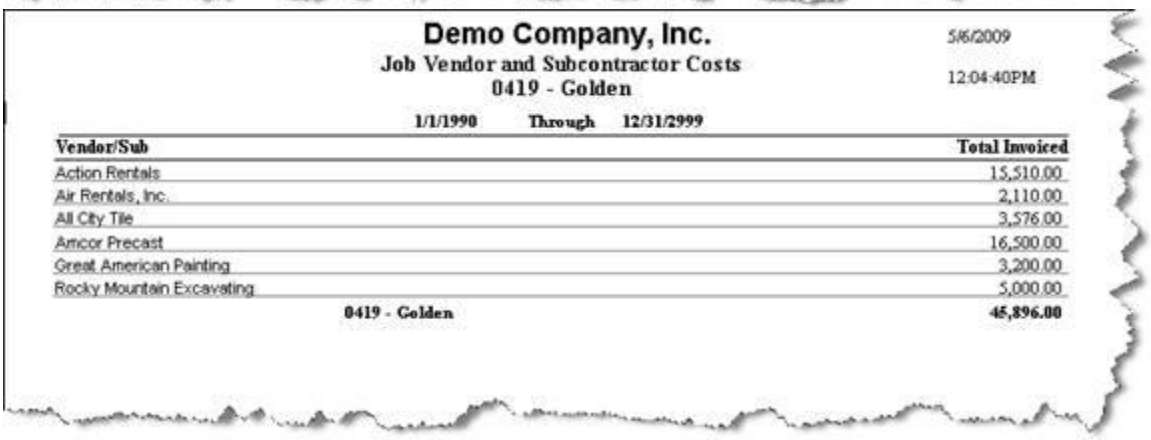
5/6/2009
11:52:32AM

Date Range of: 1/1/2009 Through 1/31/2009
Job Range: Through ZZZ
Phase/Cost Code Range: Through ZZZ
Project Manager AB
Leader B AB

Job #	Description	Labor Hours	Gross Labor	Material	Subs	Equip	Other	Total Direct	Labor Burden	Percent Burden	Total Costs	Total Billings
0401	Alamosa	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
0415	Englewood	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	11,250.00
0419	Golden	160.00	3,011.55	3,500.00	9,631.00	2,060.00	0.00	17,702.55	877.60	3,142.45	21,963.60	27,000.00
0422	Greeley-Concrete	360.00	6,363.55	3,500.00	27,400.00	3,000.00	0.00	39,863.55	3,039.65	2,500.45	45,403.65	73,073.00
0423	Glenwood Springs	24.00	480.00	0.00	0.00	0.00	0.00	480.00	65.00	120.00	665.00	0.00
0424	Pueblo	0.00	0.00	0.00	3,250.00	0.00	0.00	3,250.00	0.00	0.00	3,250.00	0.00
0502	Parker	0.00	0.00	13,945.34	13,989.00	0.00	0.00	27,934.34	0.00	0.00	27,934.34	0.00
0705	Land Development	0.00	0.00	20.00	2,000.00	0.00	0.00	2,020.00	0.00	0.00	2,020.00	0.00
0706	Commercial GC Template	0.00	0.00	0.00	1,400.00	0.00	0.00	1,400.00	0.00	0.00	1,400.00	0.00
	Totals	522.00	12,573.10	15,973.84	66,650.00	4,660.00	0.00	99,856.94	3,981.33	5,773.90	106,481.97	144,323.00

Income Statement Comparison

Job Revenue											
4000	Construction Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	144,323.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	144,323.00
Non-Job Revenue											
4050	Over/Under Billing Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Direct Job Expenses											
5000	Direct Labor	12,573.10	0.00	0.00	0.00	0.00	12,573.10	0.00	3,531.39	16,105.00	0.00
5050	Materials	0.00	15,973.84	0.00	0.00	0.00	15,973.84	0.00	0.00	15,973.84	0.00
5100	Subcontractor	0.00	0.00	66,650.00	0.00	0.00	66,650.00	0.00	0.00	66,650.00	0.00
5150	Equipment Indirect Cost Allo	0.00	0.00	0.00	4,640.00	0.00	4,640.00	0.00	0.00	4,640.00	0.00
5200	Equipment Rental	0.00	0.00	0.00	20.00	0.00	20.00	0.00	0.00	20.00	0.00
		12,573.10	15,973.84	66,650.00	4,660.00	0.00	99,856.94	0.00	3,531.39	103,388.84	0.00
Direct Non-Job Expenses											
5920	Payroll Taxes - Direct Labor	0.00	0.00	0.00	0.00	0.00	0.00	1,439.63	0.00	1,439.63	0.00
5930	Insurance - Direct Labor W/C	0.00	0.00	0.00	0.00	0.00	0.00	1,453.50	0.00	1,453.50	0.00
5990	Non-Eq. Indirect Cost Alloc	0.00	0.00	0.00	0.00	0.00	0.00	240.00	0.00	240.00	0.00
	Indirect Burden-Accrued Wages							0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	3,093.13	0.00	3,093.13	0.00
	Totals	12,573.10	15,973.84	66,650.00	4,660.00	0.00	99,856.94	3,093.13	3,531.39	106,481.97	144,323.00
General Ledger vs Job Costs/Billings Differences		0.00	0.00	0.00	0.00	0.00	0.00	(240.00)	240.00	0.00	0.00



Demo Company, Inc.
Job Vendor and Subcontractor Costs
0419 - Golden

5/6/2009
12:04:40PM

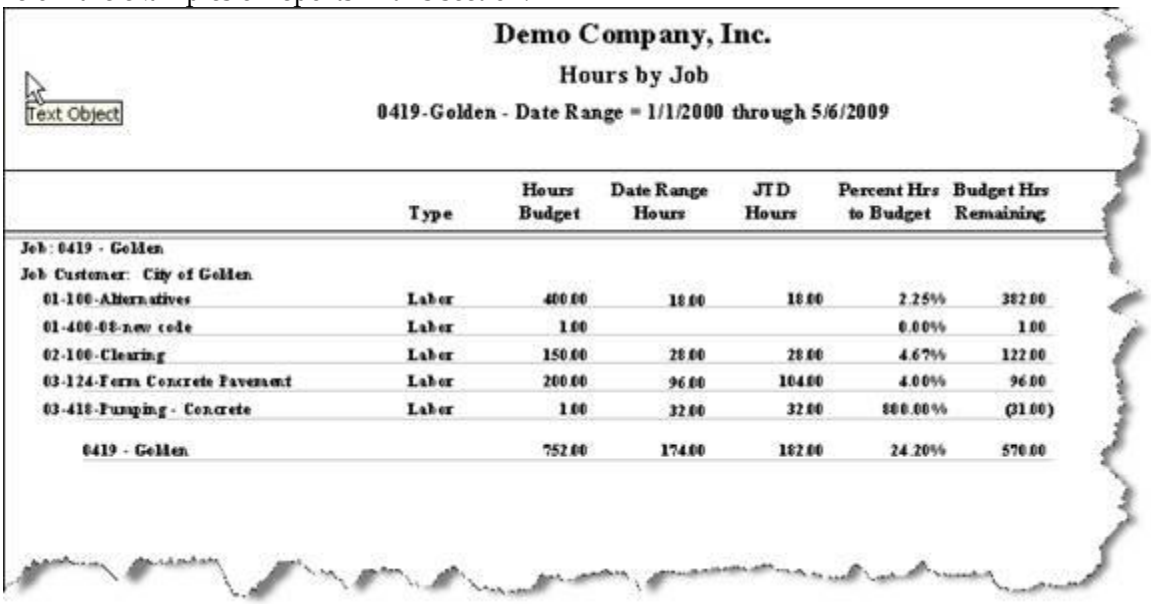
1/1/1990 Through 12/31/2999

Vendor/Sub	Total Invoiced
Action Rentals	15,510.00
Air Rentals, Inc.	2,110.00
All City Tile	3,576.00
Amcor Precast	16,500.00
Great American Painting	3,200.00
Rocky Mountain Excavating	5,000.00
0419 - Golden	**45,896.00**

3. Job Budget Reports



Below are examples of reports in this section.



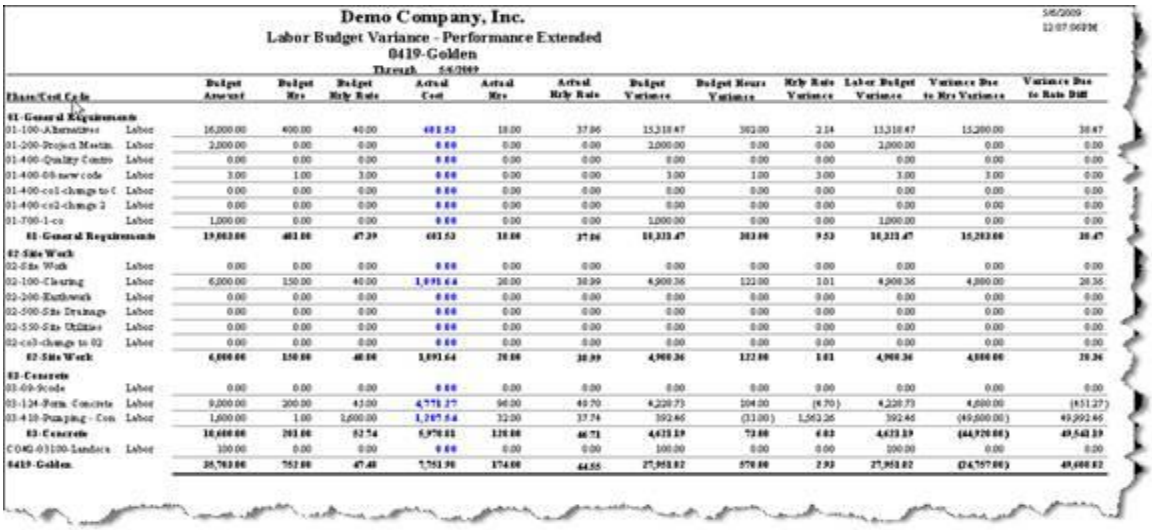
Demo Company, Inc.

Hours by Job

Text Object

0419-Golden - Date Range = 1/1/2000 through 5/6/2009

	Type	Hours Budget	Date Range Hours	JTD Hours	Percent Hrs to Budget	Budget Hrs Remaining
Job: 0419 - Golden						
Job Customer: City of Golden						
01-100-Alternatives	Labor	400.00	18.00	18.00	2.25%	382.00
01-400-08-new code	Labor	1.00			0.00%	1.00
02-100-Clearing	Labor	150.00	28.00	28.00	4.67%	122.00
03-124-Form Concrete Pavement	Labor	200.00	96.00	104.00	4.00%	96.00
03-418-Pumping - Concrete	Labor	1.00	32.00	32.00	800.00%	(31.00)
0419 - Golden		752.00	174.00	182.00	24.20%	570.00



Demo Company, Inc.

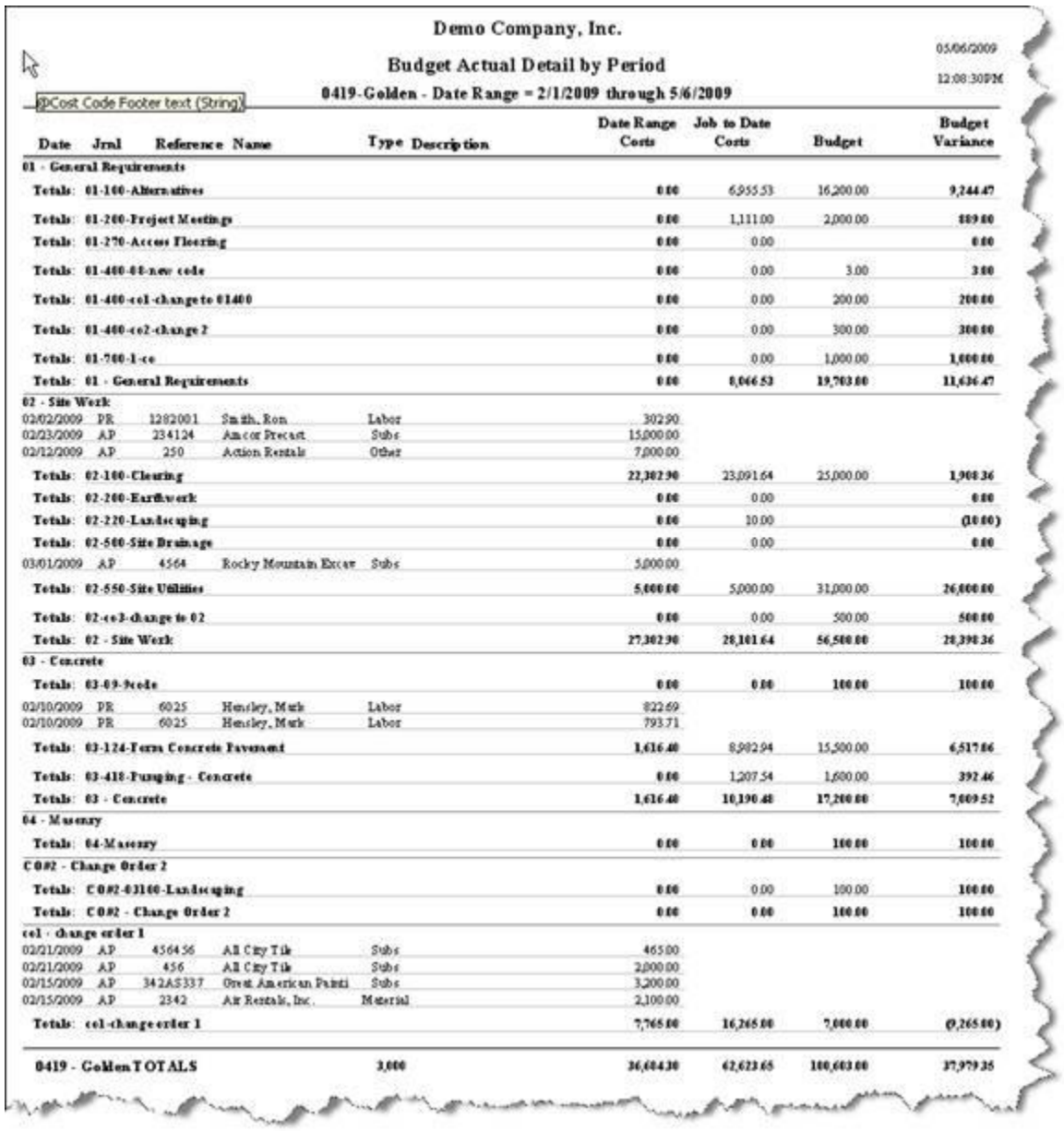
Labor Budget Variance - Performance Extended

0419-Golden

Through 5/6/2009

5/6/2009
12:07:06PM

Phase/Cost Code		Budget Amount	Budget Hrs	Budget Rate	Actual Cost	Actual Hrs	Actual Rate	Budget Variance	Budget Hours Variance	Rate Variance	Labor Budget Variance	Variance Due to Hrs Variance	Variance Due to Rate Diff
01-General Requirements													
01-100-Alternates	Labor	16,200.00	400.00	40.00	481.53	18.00	37.86	15,718.47	382.00	2.14	15,718.47	15,280.00	38.47
01-200-Project Meetin	Labor	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
01-400-Quality Contro	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-400-08-new code	Labor	3.00	1.00	3.00	0.00	0.00	0.00	3.00	1.00	3.00	3.00	3.00	0.00
01-400-co1-change to C	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-400-co2-change 2	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-700-1-co	Labor	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
01-General Requirements		**19,003.00**	**401.00**	**47.39**	**481.53**	**18.00**	**37.86**	**18,521.47**	**383.00**	**9.53**	**18,521.47**	**15,283.00**	**38.47**
02-Site Work													
02-Site Work	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-100-Clearing	Labor	6,000.00	150.00	40.00	1,091.64	28.00	38.99	4,908.36	122.00	1.01	4,908.36	4,880.00	28.36
02-200-Earthwork	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-500-Site Drainage	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-550-Site Utilities	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-co1-change to 02	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-Site Work		**6,000.00**	**150.00**	**40.00**	**1,091.64**	**28.00**	**38.99**	**4,908.36**	**122.00**	**1.01**	**4,908.36**	**4,880.00**	**28.36**
03-Concrete													
03-09-Scode	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-124-Form Concrete	Labor	9,000.00	200.00	45.00	4,779.27	96.00	49.70	4,220.73	104.00	(4.70)	4,220.73	4,680.00	(451.27)
03-410-Pumping - Con	Labor	1,600.00	1.00	1,600.00	1,207.54	32.00	37.74	392.46	(31.00)	1,562.26	392.46	(49,600.00)	49,992.46
03-Concrete		**10,600.00**	**201.00**	**52.74**	**5,978.81**	**128.00**	**46.71**	**4,613.19**	**73.00**	**6.03**	**4,613.19**	**(44,920.00)**	**49,541.19**
CONG-03100-Landsca	Labor	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00
0419-Golden		**35,703.00**	**752.00**	**47.48**	**7,551.98**	**174.00**	**44.55**	**27,951.02**	**578.00**	**2.93**	**27,951.02**	**(24,757.00)**	**49,680.02**



Demo Company, Inc.

05/06/2009

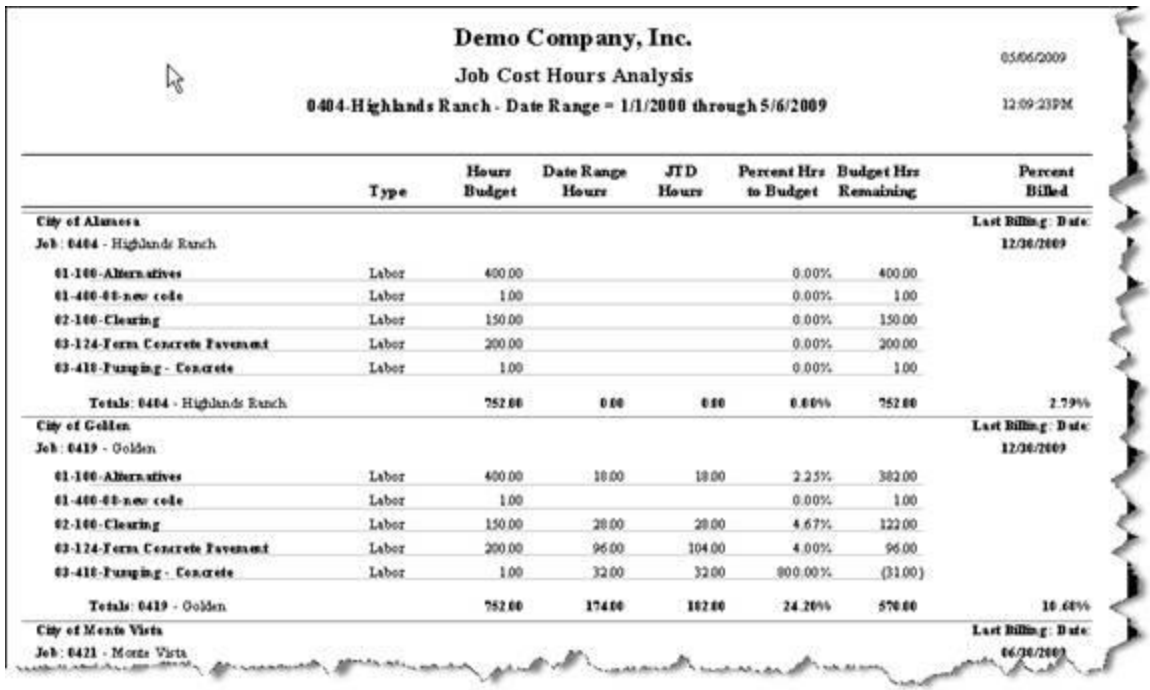
Budget Actual Detail by Period

12:08:30PM

0419-Golden - Date Range = 2/1/2009 through 5/6/2009

@Cost Code Footer text (String)

Date	Jrnl	Reference	Name	Type	Description	Date Range Costs	Job to Date Costs	Budget	Budget Variance
01 - General Requirements									
Totals: 01-100-Alternatives						**0.00**	6,955.53	16,200.00	**9,244.47**
Totals: 01-200-Project Meetings						**0.00**	1,111.00	2,000.00	**889.00**
Totals: 01-270-Access Flooring						**0.00**	0.00		**0.00**
Totals: 01-400-00-new code						**0.00**	0.00	3.00	**3.00**
Totals: 01-400-co1-change to 01400						**0.00**	0.00	200.00	**200.00**
Totals: 01-400-co2-change 2						**0.00**	0.00	300.00	**300.00**
Totals: 01-700-1-co						**0.00**	0.00	1,000.00	**1,000.00**
Totals: 01 - General Requirements						**0.00**	**8,066.53**	**19,703.00**	**11,636.47**
02 - Site Work									
02/02/2009	PR	1282001	Smith, Ron	Labor		302.90			
02/23/2009	AP	234124	Amcor Precast	Subs		15,000.00			
02/12/2009	AP	250	Action Rentals	Other		7,000.00			
Totals: 02-100-Clearing						**22,302.90**	23,091.64	25,000.00	**1,908.36**
Totals: 02-200-Earthwork						**0.00**	0.00		**0.00**
Totals: 02-220-Landscaping						**0.00**	10.00		**(10.00)**
Totals: 02-500-Site Drainage						**0.00**	0.00		**0.00**
03/01/2009	AP	4564	Rocky Mountain Excav	Subs		5,000.00			
Totals: 02-550-Site Utilities						**5,000.00**	5,000.00	31,000.00	**26,000.00**
Totals: 02-co3-change to 02						**0.00**	0.00	500.00	**500.00**
Totals: 02 - Site Work						**27,302.90**	**28,101.64**	**56,500.00**	**28,390.36**
03 - Concrete									
Totals: 03-09-9code						**0.00**	**0.00**	**100.00**	**100.00**
02/10/2009	PR	6025	Hensley, Mark	Labor		822.69			
02/10/2009	PR	6025	Hensley, Mark	Labor		793.71			
Totals: 03-124-Form Concrete Pavement						**1,616.40**	8,982.94	15,500.00	**6,517.06**
Totals: 03-418-Pumping - Concrete						**0.00**	1,207.54	1,600.00	**392.46**
Totals: 03 - Concrete						**1,616.40**	**10,190.48**	**17,200.00**	**7,009.52**
04 - Masonry									
Totals: 04-Masonry						**0.00**	**0.00**	**100.00**	**100.00**
CO#2 - Change Order 2									
Totals: CO#2-03100-Landscaping						**0.00**	0.00	100.00	**100.00**
Totals: CO#2 - Change Order 2						**0.00**	**0.00**	**100.00**	**100.00**
co1 - change order 1									
02/21/2009	AP	456456	All City Tile	Subs		465.00			
02/21/2009	AP	456	All City Tile	Subs		2,000.00			
02/15/2009	AP	342AS337	Great American Painti	Subs		3,200.00			
02/15/2009	AP	2342	Air Rentals, Inc.	Material		2,100.00			
Totals: co1-change order 1						**7,765.00**	**16,265.00**	**7,000.00**	**(9,265.00)**
0419 - Golden TOTALS				**3,000**		**36,684.30**	**62,623.65**	**100,603.00**	**37,979.35**



Demo Company, Inc.

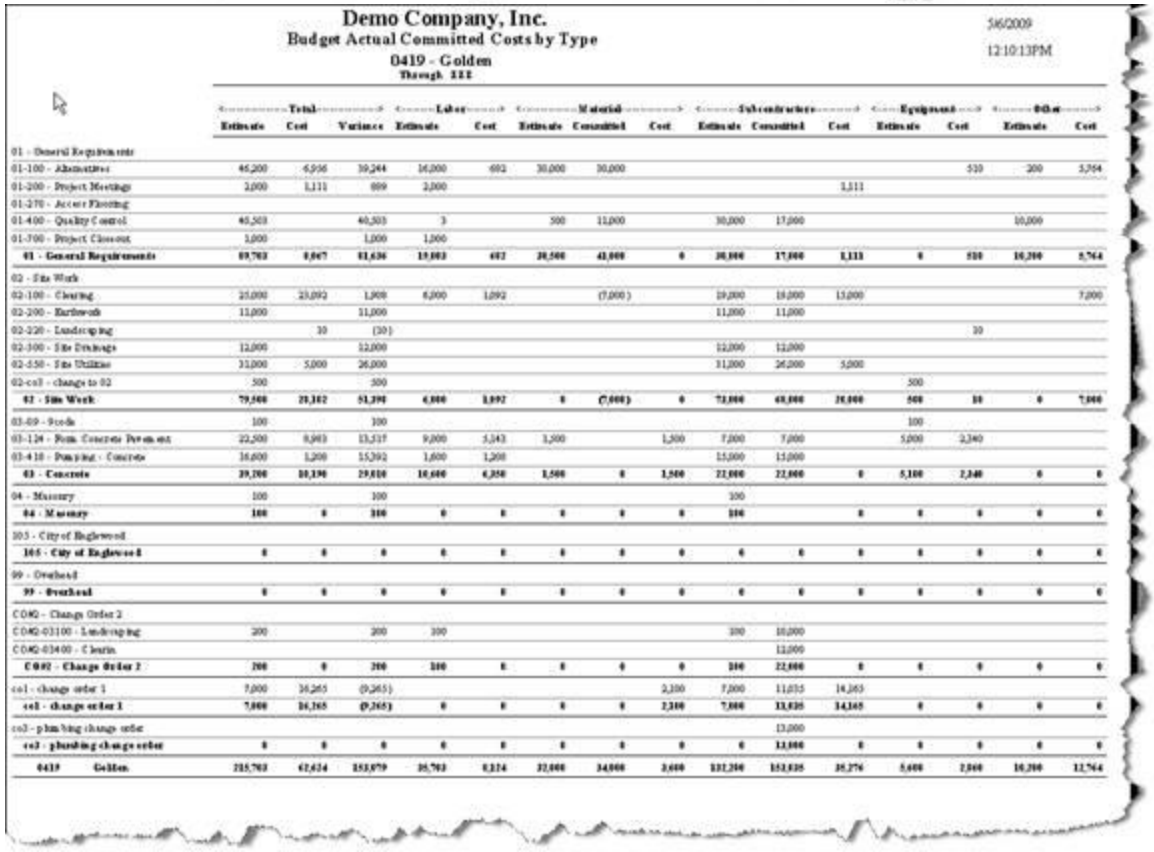
Job Cost Hours Analysis

0404-Highlands Ranch - Date Range = 1/1/2000 through 5/6/2009

05/06/2009

12:09:23PM

	Type	Hours Budget	Date Range Hours	JTD Hours	Percent Hrs to Budget	Budget Hrs Remaining	Percent Billed
City of Alamosa							**Last Billing Date**
Job: 0404 - Highlands Ranch							**12/30/2009**
01-100-Alternatives	Labor	400.00			0.00%	400.00	
01-400-01-new code	Labor	1.00			0.00%	1.00	
02-100-Clearing	Labor	150.00			0.00%	150.00	
03-124-Form Concrete Pavement	Labor	200.00			0.00%	200.00	
03-410-Pumping - Concrete	Labor	1.00			0.00%	1.00	
Totals: 0404 - Highlands Ranch		**752.00**	**0.00**	**0.00**	**0.00%**	**752.00**	**2.79%**
City of Golden							**Last Billing Date**
Job: 0419 - Golden							**12/30/2009**
01-100-Alternatives	Labor	400.00	18.00	18.00	2.25%	382.00	
01-400-01-new code	Labor	1.00			0.00%	1.00	
02-100-Clearing	Labor	150.00	28.00	28.00	4.67%	122.00	
03-124-Form Concrete Pavement	Labor	200.00	96.00	104.00	4.00%	96.00	
03-410-Pumping - Concrete	Labor	1.00	32.00	32.00	800.00%	(31.00)	
Totals: 0419 - Golden		**752.00**	**174.00**	**182.00**	**24.20%**	**570.00**	**10.68%**
City of Monte Vista							**Last Billing Date**
Job: 0421 - Monte Vista							**06/30/2009**



Demo Company, Inc.

Budget Actual Committed Costs by Type

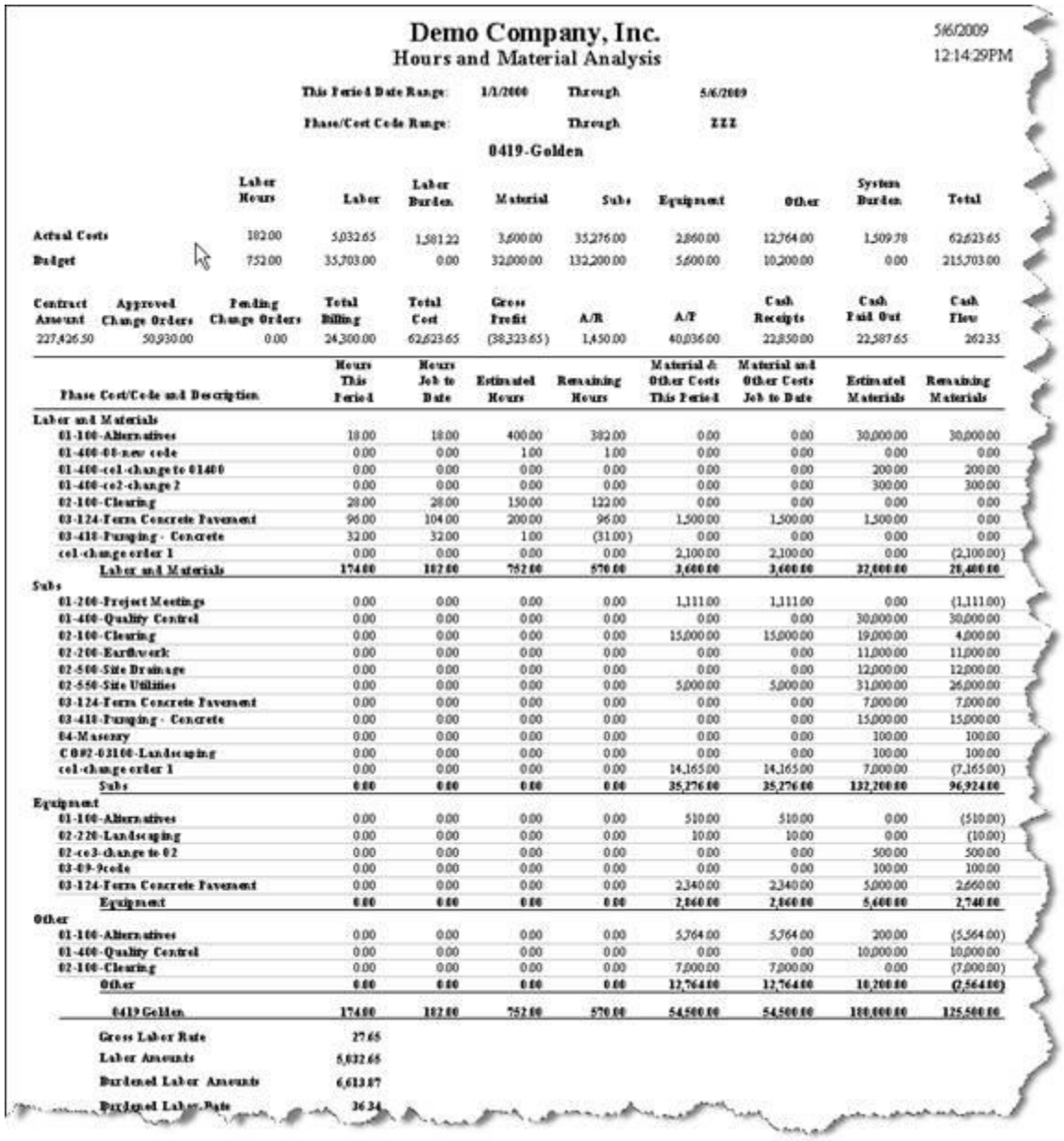
0419 - Golden

Through 111

5/6/2009

12:10:13PM

	Total			Labor		Material			Subcontractors			Equipment		Other	
	Estimate	Cost	Variance	Estimate	Cost	Estimate	Committed	Cost	Estimate	Committed	Cost	Estimate	Cost	Estimate	Cost
01 - General Requirements															
01-100 - Alternatives	46,200	6,956	39,244	16,000	692	30,000	30,000						510	200	5,754
01-200 - Project Meetings	3,000	1,111	889	3,000							1,111				
01-270 - Access Flooring															
01-400 - Quality Control	40,503		40,503	3		500	11,000		30,000	17,000				10,000	
01-700 - Project Closeout	1,000		1,000	1,000											
01 - General Requirements	**89,703**	**8,067**	**81,636**	**19,003**	**692**	**30,500**	**41,000**	**0**	**30,000**	**17,000**	**1,111**	**0**	**510**	**10,200**	**5,754**
02 - Site Work															
02-100 - Clearing	25,000	23,092	1,909	6,000	1,092		(7,000)		19,000	19,000	13,000				7,000
02-200 - Earthwork	11,000		11,000						11,000	11,000					
02-220 - Landscaping		30	(30)										30		
02-300 - Site Drainage	12,000		12,000						12,000	12,000					
02-550 - Site Utilities	31,000	5,000	26,000						31,000	26,000	5,000				
02-co1 - change to 02	500		500									500			
02 - Site Work	**79,500**	**28,122**	**51,378**	**6,000**	**1,092**	**0**	**(7,000)**	**0**	**72,000**	**68,000**	**18,000**	**500**	**30**	**0**	**7,000**
03-09 - Seeds	100		100									100			
03-124 - Form Concrete Pavement	22,500	8,983	13,517	9,000	3,143	1,500		1,500	7,000	7,000		5,000	2,340		
03-410 - Pumping - Concrete	16,600	1,200	15,292	1,600	1,200				15,000	15,000					
03 - Concrete	**39,200**	**10,190**	**29,010**	**10,600**	**4,350**	**1,500**	**0**	**1,500**	**22,000**	**22,000**	**0**	**5,100**	**2,340**	**0**	**0**
04 - Masonry	100		100						100						
04 - Masonry	**100**	**0**	**100**	**0**	**0**	**0**	**0**	**0**	**100**		**0**	**0**	**0**	**0**	**0**
105 - City of Englewood															
105 - City of Englewood	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
99 - Overhead															
99 - Overhead	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
CO#2 - Change Order 2															
CO#2-03100 - Landscaping	200		200	100					100	10,000					
CO#2-03400 - Clearin										12,000					
CO#2 - Change Order 2	**200**	**0**	**200**	**100**	**0**	**0**	**0**	**0**	**100**	**22,000**	**0**	**0**	**0**	**0**	**0**
co1 - change order 1	7,000	16,265	(9,265)					2,100	7,000	11,035	14,265				
co1 - change order 1	**7,000**	**16,265**	**(9,265)**	**0**	**0**	**0**	**0**	**2,100**	**7,000**	**11,035**	**14,265**	**0**	**0**	**0**	**0**
co3 - plumbing change order										13,000					
co3 - plumbing change order	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**13,000**	**0**	**0**	**0**	**0**	**0**
0419 Golden	**215,703**	**62,624**	**153,079**	**35,703**	**8,134**	**32,000**	**34,000**	**3,600**	**131,200**	**153,035**	**35,376**	**5,600**	**2,880**	**10,200**	**12,754**



Demo Company, Inc.
Hours and Material Analysis

5/6/2009
12:14:29PM

This Period Date Range: 1/1/2000 Through 5/6/2009

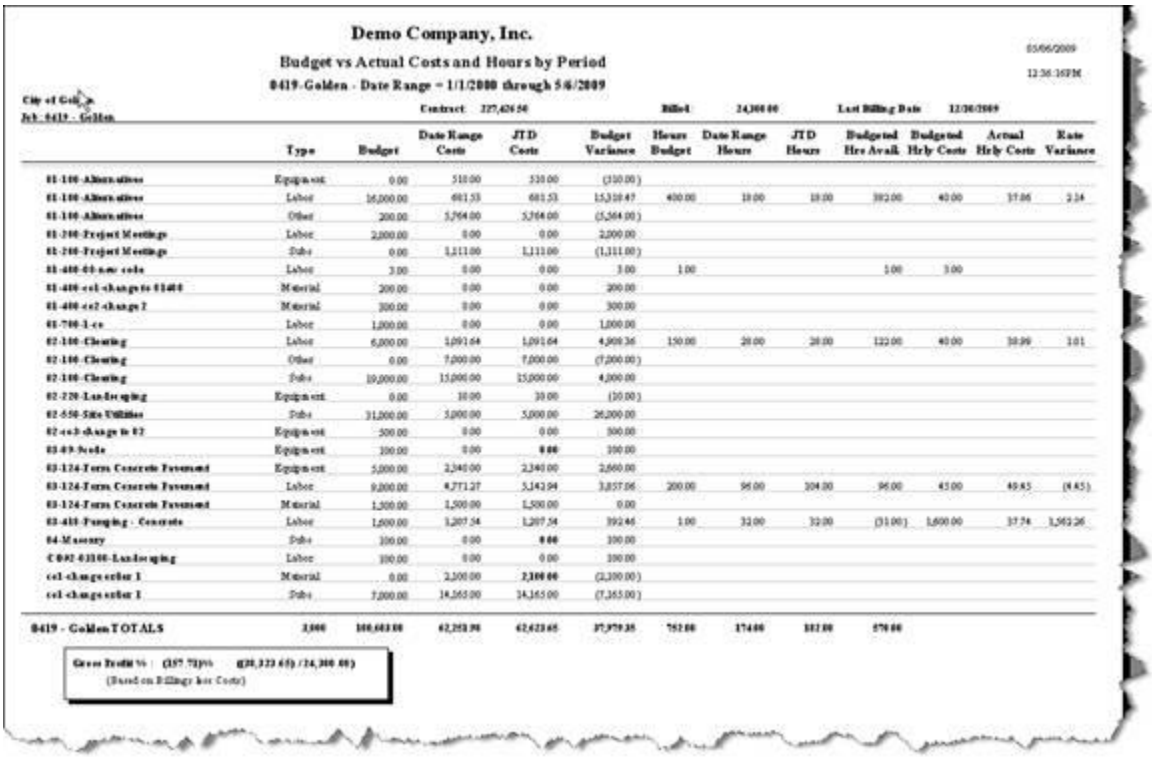
Phase/Cost Code Range: Through ZZZ

0419-Golden

	Labor Hours	Labor	Labor Burden	Material	Subs	Equipment	Other	System Burden	Total
Actual Costs	182.00	5,032.65	1,581.22	3,600.00	35,276.00	2,860.00	12,764.00	1,509.78	62,623.65
Budget	752.00	35,703.00	0.00	32,000.00	132,200.00	5,600.00	10,200.00	0.00	215,703.00

Contract Amount	Approved Change Orders	Pending Change Orders	Total Billing	Total Cost	Gross Profit	A/R	A/P	Cash Receipts	Cash Paid Out	Cash Flow
227,426.50	50,930.00	0.00	24,300.00	62,623.65	(38,323.65)	1,450.00	40,036.00	22,850.00	22,587.65	262.35

Phase Cost/Code and Description	Hours This Period	Hours Job to Date	Estimated Hours	Remaining Hours	Material & Other Costs This Period	Material and Other Costs Job to Date	Estimated Materials	Remaining Materials
Labor and Materials								
01-100-Alternatives	18.00	18.00	400.00	382.00	0.00	0.00	30,000.00	30,000.00
01-400-00-new code	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00
01-400-ce1-change to 01400	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
01-400-ce2-change 2	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
02-100-Clearing	28.00	28.00	150.00	122.00	0.00	0.00	0.00	0.00
03-124-Form Concrete Pavement	96.00	104.00	200.00	96.00	1,500.00	1,500.00	1,500.00	0.00
03-410-Pumping - Concrete	32.00	32.00	1.00	(31.00)	0.00	0.00	0.00	0.00
ce1-change order 1	0.00	0.00	0.00	0.00	2,100.00	2,100.00	0.00	(2,100.00)
Labor and Materials	**174.00**	**182.00**	**752.00**	**570.00**	**3,600.00**	**3,600.00**	**32,000.00**	**28,400.00**
Subs								
01-200-Project Meetings	0.00	0.00	0.00	0.00	1,111.00	1,111.00	0.00	(1,111.00)
01-400-Quality Control	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00
02-100-Clearing	0.00	0.00	0.00	0.00	15,000.00	15,000.00	19,000.00	4,000.00
02-200-Earthwork	0.00	0.00	0.00	0.00	0.00	0.00	11,000.00	11,000.00
02-500-Site Drainage	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	12,000.00
02-550-Site Utilities	0.00	0.00	0.00	0.00	5,000.00	5,000.00	31,000.00	26,000.00
03-124-Form Concrete Pavement	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	7,000.00
03-410-Pumping - Concrete	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00
04-Masonry	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
C002-03100-Landscaping	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
ce1-change order 1	0.00	0.00	0.00	0.00	14,165.00	14,165.00	7,000.00	(7,165.00)
Subs	**0.00**	**0.00**	**0.00**	**0.00**	**35,276.00**	**35,276.00**	**132,200.00**	**96,924.00**
Equipment								
01-100-Alternatives	0.00	0.00	0.00	0.00	510.00	510.00	0.00	(510.00)
02-220-Landscaping	0.00	0.00	0.00	0.00	10.00	10.00	0.00	(10.00)
02-ce3-change to 02	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
03-09-9code	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
03-124-Form Concrete Pavement	0.00	0.00	0.00	0.00	2,340.00	2,340.00	5,000.00	2,660.00
Equipment	**0.00**	**0.00**	**0.00**	**0.00**	**2,860.00**	**2,860.00**	**5,600.00**	**2,740.00**
Other								
01-100-Alternatives	0.00	0.00	0.00	0.00	5,764.00	5,764.00	200.00	(5,564.00)
01-400-Quality Control	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00
02-100-Clearing	0.00	0.00	0.00	0.00	7,000.00	7,000.00	0.00	(7,000.00)
Other	**0.00**	**0.00**	**0.00**	**0.00**	**12,764.00**	**12,764.00**	**10,200.00**	**(2,564.00)**
0419-Golden	**174.00**	**182.00**	**752.00**	**570.00**	**54,500.00**	**54,500.00**	**180,000.00**	**125,500.00**
Gross Labor Rate	27.65							
Labor Amounts	5,032.65							
Burdened Labor Amounts	6,613.87							
Burdened Labor Rate	36.34							



Demo Company, Inc.

Budget vs Actual Costs and Hours by Period

0419-Golden - Date Range = 1/1/2000 through 5/6/2009

05/06/2009 12:36:16PM

City of Golden
Job: 0419 - Golden

Contract: 227,426.50 Billed: 24,300.00 Last Billing Date: 12/30/2009

	Type	Budget	Date Range Costs	JTD Costs	Budget Variance	Hours Budget	Date Range Hours	JTD Hours	Budgeted Hrs Avail.	Budgeted Hrly Costs	Actual Hrly Costs	Rate Variance
01-100-Alternatives	Equipment	0.00	310.00	310.00	(310.00)							
01-100-Alternatives	Labor	16,000.00	681.53	681.53	15,318.47	400.00	10.00	10.00	392.00	40.00	37.86	2.14
01-100-Alternatives	Other	200.00	5,764.00	5,764.00	(5,564.00)							
01-200-Project Meetings	Labor	2,000.00	0.00	0.00	2,000.00							
01-200-Project Meetings	Subs	0.00	1,111.00	1,111.00	(1,111.00)							
01-400-01 new code	Labor	3.00	0.00	0.00	3.00	1.00			1.00	3.00		
01-400-col-change to 01400	Material	200.00	0.00	0.00	200.00							
01-400-co2-change 2	Material	300.00	0.00	0.00	300.00							
01-700-1-co	Labor	1,000.00	0.00	0.00	1,000.00							
02-100-Clearing	Labor	6,000.00	1,091.64	1,091.64	4,908.36	150.00	20.00	20.00	122.00	40.00	30.99	1.01
02-100-Clearing	Other	0.00	7,000.00	7,000.00	(7,000.00)							
02-100-Clearing	Subs	10,000.00	15,000.00	15,000.00	4,000.00							
02-220-Landscaping	Equipment	0.00	10.00	10.00	(10.00)							
02-650-Site Utilities	Subs	31,200.00	5,000.00	5,000.00	26,200.00							
02-co3-change to 02	Equipment	300.00	0.00	0.00	300.00							
03-03-Scale	Equipment	100.00	0.00	0.00	100.00							
03-124-Form Concrete Pavement	Equipment	5,000.00	2,340.00	2,340.00	2,660.00							
03-124-Form Concrete Pavement	Labor	9,000.00	4,771.27	5,142.94	3,857.06	200.00	96.00	104.00	96.00	45.00	49.45	(4.45)
03-124-Form Concrete Pavement	Material	1,500.00	1,500.00	1,500.00	0.00							
03-401-Pumping - Concrete	Labor	1,600.00	1,207.54	1,207.54	392.46	1.00	32.00	32.00	(31.00)	1,600.00	37.74	1,562.26
04-Masonry	Subs	100.00	0.00	0.00	100.00							
C002-01100-Landscaping	Labor	100.00	0.00	0.00	100.00							
col-change order 1	Material	0.00	2,100.00	2,100.00	(2,100.00)							
col-change order 1	Subs	7,000.00	14,265.00	14,265.00	(7,265.00)							
0419 - Golden TOTALS		3,000	100,683.00	62,253.90	62,623.65	37,979.35	752.00	174.00	102.00	570.00		

Gross Profit %: (157.7)% ($39,323.65) / 24,300.00)
(Based on Billings less Costs)

4. Job Profitability Reports





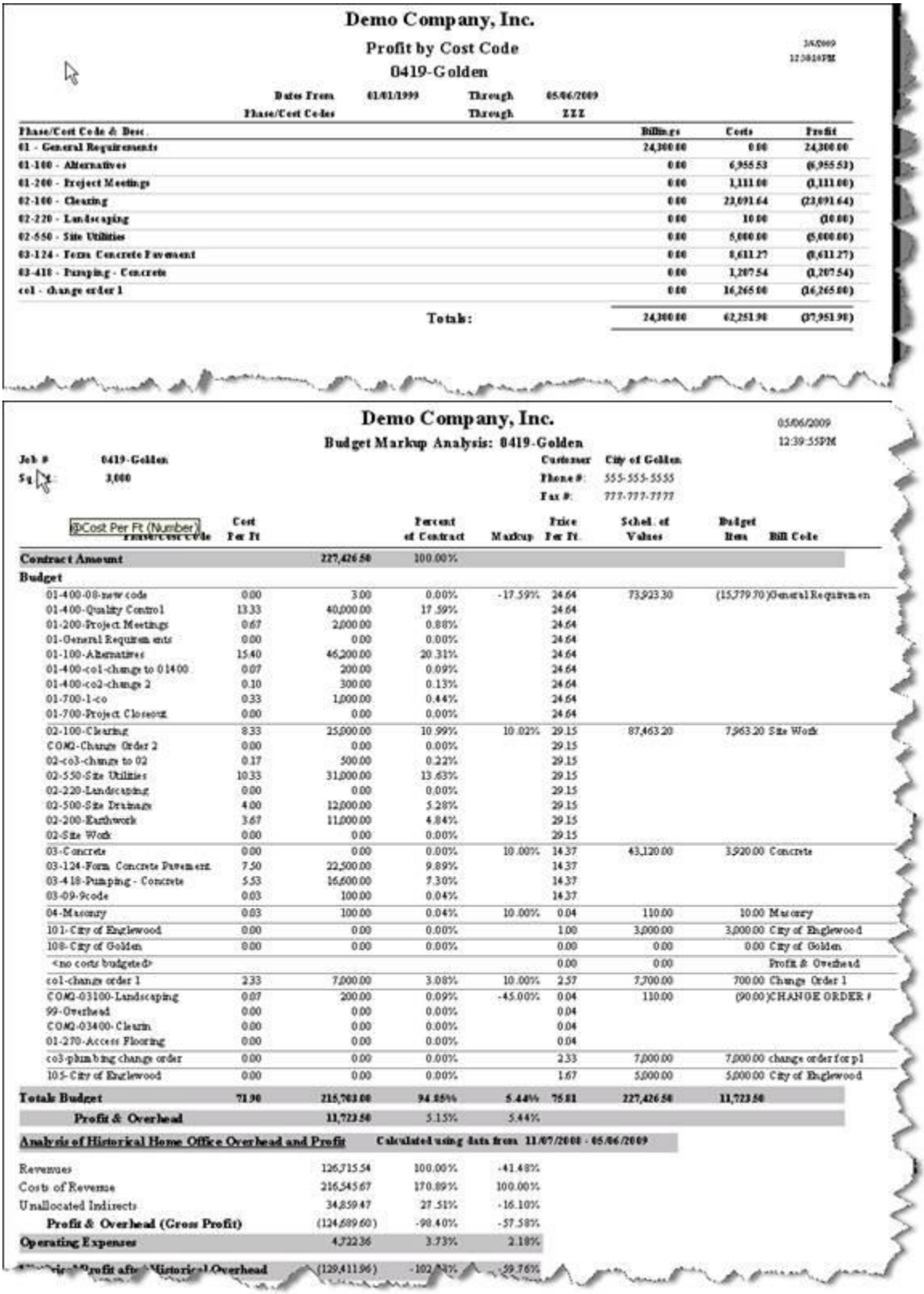
Demo Company, Inc.

Billings and Costs by Job

12:37:18PM 5/6/2009

Current Period: 1/1/1900 Through: 5/6/2009

Code	Description	Scheduled Value	Billings: Prev Period	Billings: This Period	Billings: Total	Billings: % Billed	Billings: Balance to Bill	Costs: Prev Period	Costs: This Period	Costs: Total	Sched. Value less Costs
0404	Highlands Ranch	210,450.16	0.00	6,200.00	6,200.00	2.79%	212,250.16	0.00	5,200.00	5,200.00	213,150.16
0419	Golden	227,426.50	0.00	24,300.00	24,300.00	10.68%	203,126.50	0.00	62,251.98	62,251.98	165,174.52
0421	Monte Vista	265,574.00	0.00	100,525.00	100,525.00	67.90%	95,049.00	0.00	157,738.00	157,738.00	107,836.00
0501	Denver	11,000.00	0.00	0.00	0.00	0.00%	11,000.00	0.00	41,416.25	41,416.25	(30,416.25)
0502	Parker	96,390.00	0.00	0.00	0.00	0.00%	96,390.00	0.00	27,934.34	27,934.34	68,455.66
0710	Deer Creek Sub - Model A T	263,903.44	0.00	0.00	0.00	0.00%	263,903.44	0.00	0.00	0.00	263,903.44
	Totals:	1,802,752.10	0.00	210,925.00	210,925.00	207.66%	(1,319,222.96)	0.00	294,640.57	294,640.57	708,331.53



Demo Company, Inc.

Profit by Cost Code

0419-Golden

Date From 01/01/1999 Through 05/06/2009
Phase/Cost Codes Through ZZZ

Phase/Cost Code & Desc.	Billings	Costs	Profit
01 - General Requirements	24,300.00	0.00	24,300.00
01-100 - Alternatives	0.00	6,955.53	(6,955.53)
01-200 - Project Meetings	0.00	1,111.00	(1,111.00)
02-100 - Clearing	0.00	23,091.64	(23,091.64)
02-220 - Landscaping	0.00	10.00	(10.00)
02-550 - Site Utilities	0.00	5,000.00	(5,000.00)
03-124 - Form Concrete Pavement	0.00	8,611.27	(8,611.27)
03-418 - Pumping - Concrete	0.00	1,207.54	(1,207.54)
co1 - change order 1	0.00	16,265.00	(16,265.00)
Totals:	24,300.00	62,251.98	(37,951.98)

Demo Company, Inc.

05/06/2009 12:39:55PM

Budget Markup Analysis: 0419-Golden

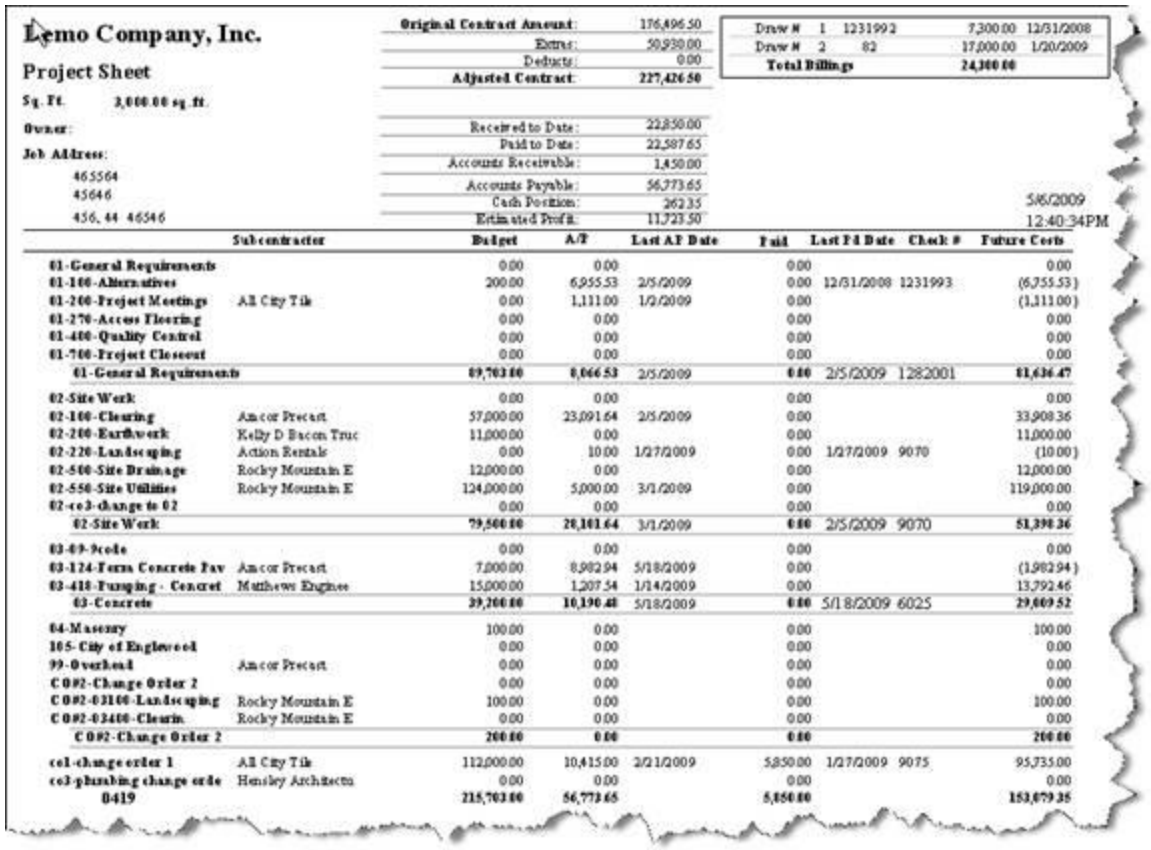
Job # 0419-Golden
Sq Ft: 3,000

Customer City of Golden
Phone #: 555-555-5555
Fax #: 777-777-7777

Phase/Cost Code	Cost Per Ft	Cost	Percent of Contract	Markup	Price Per Ft	Schd. of Values	Budget Item	Bill Code
Contract Amount		227,426.50	100.00%					
Budget								
01-400-08-new code	0.00	3.00	0.00%	-17.59%	24.64	73,923.30	(15,779.70)	General Requirmen
01-400-Quality Control	13.33	40,000.00	17.59%		24.64			
01-200-Project Meetings	0.67	2,000.00	0.88%		24.64			
01-General Requirements	0.00	0.00	0.00%		24.64			
01-100-Alternatives	15.40	46,200.00	20.31%		24.64			
01-400-co1-change to 01400	0.07	200.00	0.09%		24.64			
01-400-co2-change 2	0.10	300.00	0.13%		24.64			
01-700-1-co	0.33	1,000.00	0.44%		24.64			
01-700-Project Closeout	0.00	0.00	0.00%		24.64			
02-100-Clearing	8.33	25,000.00	10.99%	10.02%	29.15	87,463.20	7,963.20	Site Work
CO#2-Change Order 2	0.00	0.00	0.00%		29.15			
02-co3-change to 02	0.17	500.00	0.22%		29.15			
02-550-Site Utilities	10.33	31,000.00	13.63%		29.15			
02-220-Landscaping	0.00	0.00	0.00%		29.15			
02-500-Site Drainage	4.00	12,000.00	5.28%		29.15			
02-200-Earthwork	3.67	11,000.00	4.84%		29.15			
02-Site Work	0.00	0.00	0.00%		29.15			
03-Concrete	0.00	0.00	0.00%	10.00%	14.37	43,120.00	3,920.00	Concrete
03-124-Form Concrete Pavement	7.50	22,500.00	9.89%		14.37			
03-418-Pumping - Concrete	5.53	16,600.00	7.30%		14.37			
03-09-9code	0.03	100.00	0.04%		14.37			
04-Masonry	0.03	100.00	0.04%	10.00%	0.04	110.00	10.00	Masonry
101-City of Englewood	0.00	0.00	0.00%		1.00	3,000.00	3,000.00	City of Englewood
108-City of Golden	0.00	0.00	0.00%		0.00	0.00	0.00	City of Golden
<no costs budgeted>					0.00	0.00		Profit & Overhead
co1-change order 1	2.33	7,000.00	3.08%	10.00%	2.57	7,700.00	700.00	Change Order 1
CO#2-03100-Landscaping	0.07	200.00	0.09%	-45.00%	0.04	110.00	(90.00)	CHANGE ORDER #
99-Overhead	0.00	0.00	0.00%		0.04			
CO#2-03400-Clearin	0.00	0.00	0.00%		0.04			
01-270-Access Flooring	0.00	0.00	0.00%		0.04			
co3-plumbing change order	0.00	0.00	0.00%		2.33	7,000.00	7,000.00	change order for p1
105-City of Englewood	0.00	0.00	0.00%		1.67	5,000.00	5,000.00	City of Englewood
Totals Budget	71.90	215,703.00	94.85%	5.44%	75.81	227,426.50	11,723.50	
Profit & Overhead		11,723.50	5.15%	5.44%				

Analysis of Historical Home Office Overhead and Profit Calculated using data from 11/07/2008 - 05/06/2009

Revenues	126,715.54	100.00%	-41.48%
Costs of Revenue	216,545.67	170.89%	100.00%
Unallocated Indirects	34,859.47	27.51%	-16.10%
Profit & Overhead (Gross Profit)	(124,689.60)	-98.40%	-57.58%
Operating Expenses	4,722.36	3.73%	2.18%
Profit after Historical Overhead	(129,411.96)	-102.13%	-59.76%



Demo Company, Inc.

Project Sheet

Sq. Ft. 3,000.00 sq. ft.

Owner:

Job Address:

465564

45646

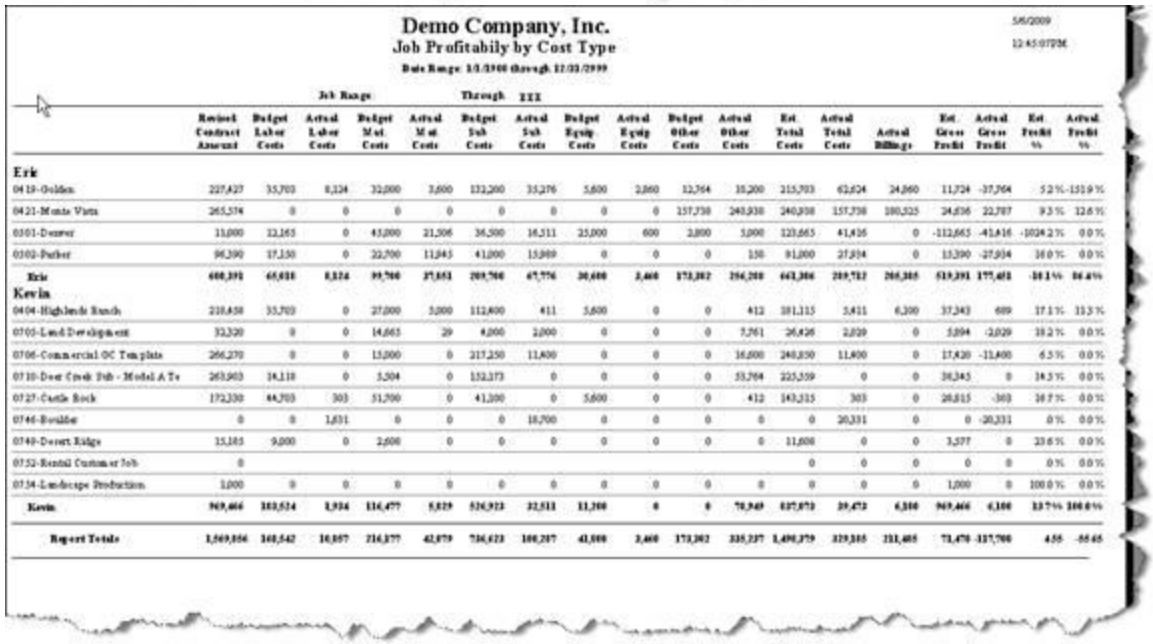
456, 44 46546

Original Contract Amount:	176,496.50
Extras:	50,930.00
Deducts:	0.00
Adjusted Contract:	227,426.50
Received to Date:	22,850.00
Paid to Date:	22,587.65
Accounts Receivable:	1,450.00
Accounts Payable:	56,773.65
Cash Position:	262.35
Estimated Profit:	11,723.50

Draw # 1	1231992	7,300.00	12/31/2008	
Draw # 2	82	17,000.00	1/20/2009	
Total Billings		24,300.00		

5/6/2009
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	Subcontractor	Budget	A/P	Last AP Date	Paid	Last Pd Date	Check #	Future Costs
01-General Requirements		0.00	0.00		0.00			0.00
01-100-Alternatives		200.00	6,955.53	2/5/2009	0.00	12/31/2008	1231993	(6,755.53)
01-200-Project Meetings	All City Tik	0.00	1,111.00	1/2/2009	0.00			(1,111.00)
01-270-Access Flooring		0.00	0.00		0.00			0.00
01-400-Quality Control		0.00	0.00		0.00			0.00
01-700-Project Closeout		0.00	0.00		0.00			0.00
01-General Requirements		**89,703.00**	**8,066.53**	2/5/2009	**0.00**	2/5/2009	1282001	**81,636.47**
02-Site Work		0.00	0.00		0.00			0.00
02-100-Clearing	Amcor Precast	57,000.00	23,091.64	2/5/2009	0.00			33,908.36
02-200-Earthwork	Kelly D Bacon Truc	11,000.00	0.00		0.00			11,000.00
02-220-Landscaping	Action Rentals	0.00	10.00	1/27/2009	0.00	1/27/2009	9070	(10.00)
02-500-Site Drainage	Rocky Mountain E	12,000.00	0.00		0.00			12,000.00
02-550-Site Utilities	Rocky Mountain E	124,000.00	5,000.00	3/1/2009	0.00			119,000.00
02-co3-change to 02		0.00	0.00		0.00			0.00
02-Site Work		**79,500.00**	**28,101.64**	3/1/2009	**0.00**	2/5/2009	9070	**51,398.36**
03-09-9code		0.00	0.00		0.00			0.00
03-124-Form Concrete Pav	Amcor Precast	7,000.00	8,982.94	5/18/2009	0.00			(1,982.94)
03-418-Pumping - Concret	Matthews Engines	15,000.00	1,207.54	1/14/2009	0.00			13,792.46
03-Concrete		**39,200.00**	**10,190.48**	5/18/2009	**0.00**	5/18/2009	6025	**29,009.52**
04-Masonry		100.00	0.00		0.00			100.00
105-City of Englewood		0.00	0.00		0.00			0.00
99-Overhead	Amcor Precast	0.00	0.00		0.00			0.00
C002-Change Order 2		0.00	0.00		0.00			0.00
C002-03100-Landscaping	Rocky Mountain E	100.00	0.00		0.00			100.00
C002-03400-Clearin	Rocky Mountain E	0.00	0.00		0.00			0.00
C002-Change Order 2		**200.00**	**0.00**		**0.00**			**200.00**
co1-change order 1	All City Tik	112,000.00	10,415.00	2/21/2009	5,850.00	1/27/2009	9075	95,735.00
co3-plumbing change orde	Hensley Architects	0.00	0.00		0.00			0.00
0419		**215,703.00**	**56,773.65**		**5,850.00**			**153,079.35**



Demo Company, Inc.

Job Profitabily by Cost Type

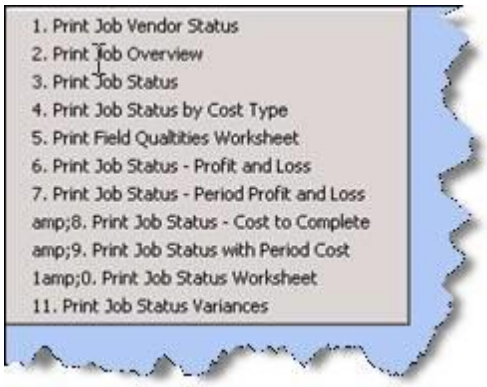
Date Range: 1/1/1900 through 12/31/2999

5/6/2009
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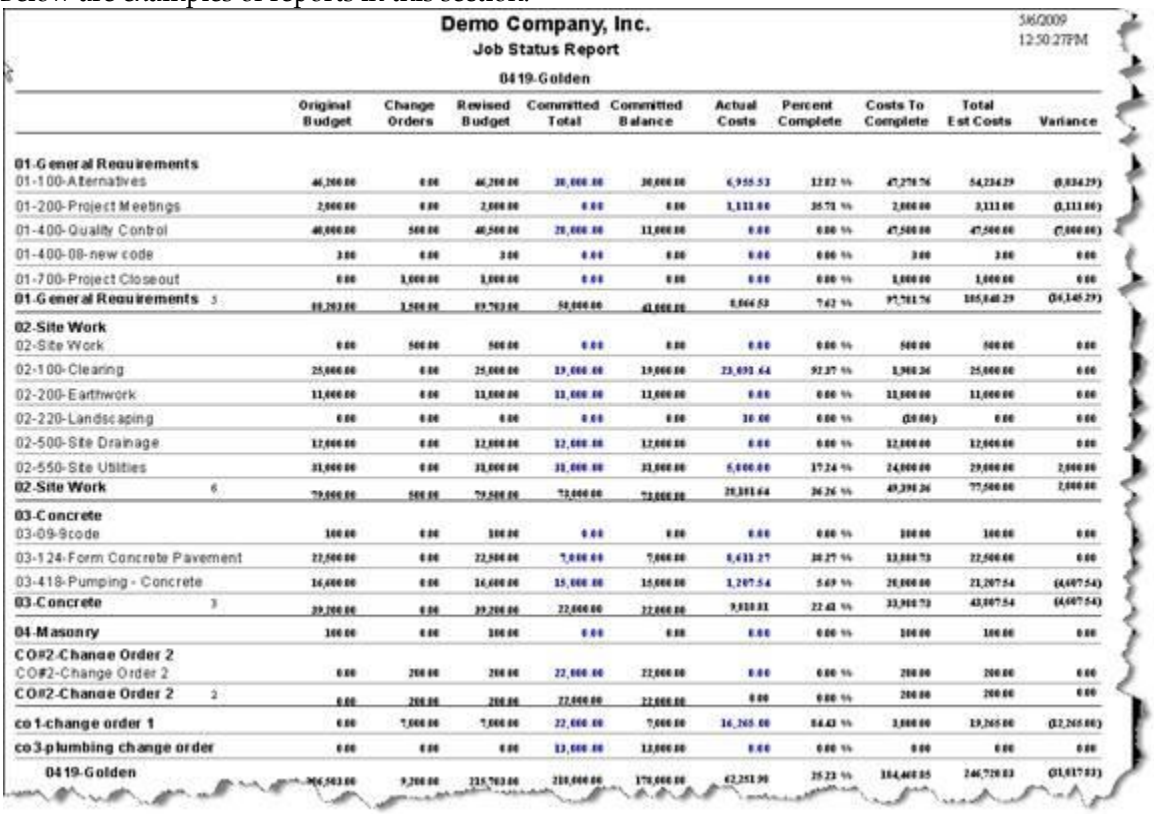
Job Range Through ZZZ

	Revised Contract Amount	Budget Labor Costs	Actual Labor Costs	Budget Mat. Costs	Actual Mat. Costs	Budget Sub Costs	Actual Sub Costs	Budget Equip Costs	Actual Equip Costs	Budget Other Costs	Actual Other Costs	Est. Total Costs	Actual Total Costs	Actual Billings	Est. Gross Profit	Actual Gross Profit	Est. Profit %	Actual Profit %
Eric																		
0419-Golden	227,427	35,703	8,124	32,000	3,600	132,200	35,276	5,600	2,860	12,764	10,200	215,703	62,624	24,860	11,724	-37,764	5.2%	-151.9%
0421-Monte Vista	265,574	0	0	0	0	0	0	0	0	157,730	240,930	240,930	157,730	180,525	24,836	22,787	9.3%	12.6%
0301-Denver	11,000	12,165	0	43,000	21,506	36,500	16,311	25,000	600	2,800	5,000	123,665	41,416	0	-112,665	-41,416	-1024.2%	0.0%
0302-Parker	96,290	17,150	0	22,700	11,845	41,000	13,989	0	0	0	150	81,000	27,034	0	13,290	-27,034	16.0%	0.0%
Eric	**600,291**	**65,018**	**8,124**	**99,700**	**37,951**	**209,700**	**65,576**	**30,600**	**3,460**	**173,292**	**256,280**	**661,298**	**289,713**	**205,385**	**539,291**	**177,401**	**18.1%**	**38.4%**
Kevin																		
0404-Highlands Ranch	210,638	35,703	0	27,000	5,000	112,600	411	5,600	0	0	412	181,315	5,411	6,200	37,243	689	17.1%	11.1%
0703-Land Development	33,320	0	0	14,665	29	4,000	2,000	0	0	0	7,761	26,426	2,029	0	5,894	-2,029	18.2%	0.0%
0706-Commercial OC Template	266,270	0	0	13,000	0	217,250	13,600	0	0	0	16,000	246,850	13,600	0	17,420	-13,600	6.5%	0.0%
0710-Deer Creek Pub - Model A Te	263,903	16,110	0	3,504	0	132,173	0	0	0	0	53,764	225,539	0	0	38,365	0	14.5%	0.0%
0727-Castle Rock	172,330	44,703	303	51,700	0	41,100	0	5,600	0	0	412	143,515	303	0	28,815	-303	16.7%	0.0%
0746-Boulder	0	0	1,031	0	0	0	18,700	0	0	0	0	0	20,331	0	0	-20,331	0%	0.0%
0749-Desert Ridge	15,185	9,000	0	2,600	0	0	0	0	0	0	0	11,600	0	0	3,577	0	23.6%	0.0%
0752-Rental Customer Job	0											0	0	0	0	0	0%	0.0%
0754-Landscape Production	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0	100.0%	0.0%
Kevin	**969,466**	**105,514**	**1,334**	**116,477**	**5,029**	**526,923**	**32,511**	**11,200**	**0**	**0**	**78,949**	**837,870**	**39,674**	**6,200**	**969,466**	**4,186**	**13.7%**	**100.0%**
Report Totals	**1,569,856**	**160,542**	**10,057**	**216,177**	**42,979**	**736,623**	**100,287**	**41,800**	**3,460**	**173,292**	**335,237**	**1,499,179**	**329,385**	**211,485**	**73,470**	**117,700**	**4.55**	**-55.65**

5. Job Status Reports



Below are examples of reports in this section.



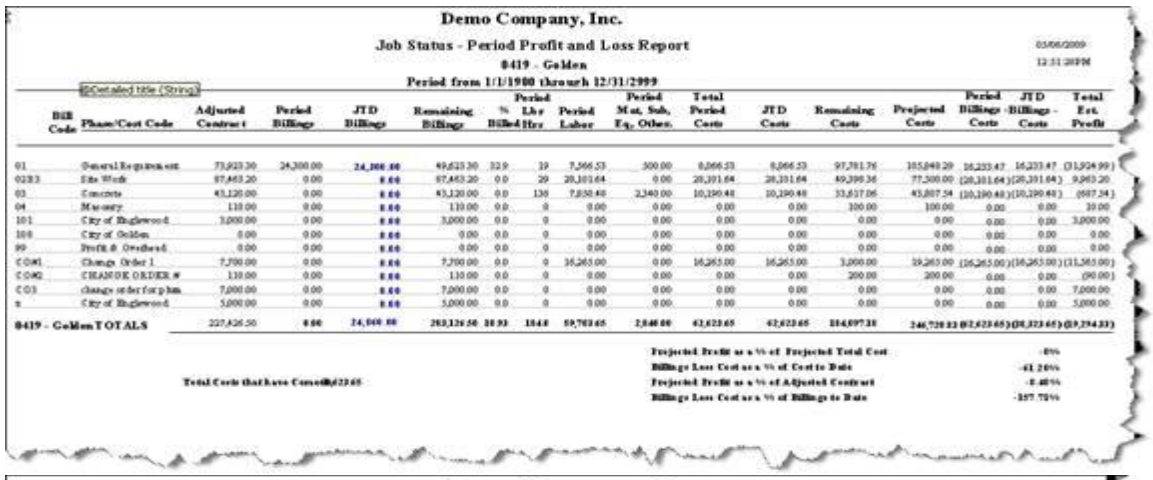
Demo Company, Inc.

Job Status Report

0419-Golden

5/6/2009 12:50:27PM

	Original Budget	Change Orders	Revised Budget	Committed Total	Committed Balance	Actual Costs	Percent Complete	Costs To Complete	Total Est Costs	Variance
01-General Requirements										
01-100-Alternatives	46,200.00	0.00	46,200.00	38,000.00	38,000.00	6,955.53	12.82 %	47,278.76	54,234.29	(8,034.29)
01-200-Project Meetings	2,000.00	0.00	2,000.00	0.00	0.00	3,111.00	35.71 %	2,000.00	3,111.00	(1,111.00)
01-400-Quality Control	48,000.00	500.00	48,500.00	29,000.00	11,000.00	0.00	0.00 %	47,500.00	47,500.00	(7,000.00)
01-400-08-new code	3.00	0.00	3.00	0.00	0.00	0.00	0.00 %	3.00	3.00	0.00
01-700-Project Closeout	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00 %	1,000.00	1,000.00	0.00
01-General Requirements 5	96,203.00	1,500.00	97,703.00	58,000.00	43,000.00	8,066.53	7.62 %	97,781.76	105,848.29	(34,145.29)
02-Site Work										
02-Site Work	0.00	500.00	500.00	0.00	0.00	0.00	0.00 %	500.00	500.00	0.00
02-100-Clearing	25,000.00	0.00	25,000.00	19,000.00	19,000.00	23,693.64	92.27 %	1,961.26	25,000.00	0.00
02-200-Earthwork	11,000.00	0.00	11,000.00	11,000.00	11,000.00	0.00	0.00 %	11,000.00	11,000.00	0.00
02-220-Landscaping	0.00	0.00	0.00	0.00	0.00	30.00	0.00 %	(30.00)	0.00	0.00
02-500-Site Drainage	12,000.00	0.00	12,000.00	12,000.00	12,000.00	0.00	0.00 %	12,000.00	12,000.00	0.00
02-550-Site Utilities	31,000.00	0.00	31,000.00	31,000.00	31,000.00	6,000.00	17.24 %	24,000.00	29,000.00	2,000.00
02-Site Work 6	79,000.00	500.00	79,500.00	73,000.00	73,000.00	29,723.64	26.26 %	49,291.26	77,500.00	2,000.00
03-Concrete										
03-09-9code	100.00	0.00	100.00	0.00	0.00	0.00	0.00 %	100.00	100.00	0.00
03-124-Form Concrete Pavement	22,500.00	0.00	22,500.00	7,000.00	7,000.00	8,433.27	38.27 %	13,866.73	22,500.00	0.00
03-418-Pumping - Concrete	16,600.00	0.00	16,600.00	15,000.00	15,000.00	3,297.54	5.69 %	29,000.00	21,297.54	(4,697.54)
03-Concrete 3	39,200.00	0.00	39,200.00	22,000.00	22,000.00	9,810.81	22.42 %	33,910.73	43,807.54	(4,607.54)
04-Masonry	100.00	0.00	100.00	0.00	0.00	0.00	0.00 %	100.00	100.00	0.00
CO#2-Change Order 2										
CO#2-Change Order 2	0.00	200.00	200.00	22,000.00	22,000.00	0.00	0.00 %	200.00	200.00	0.00
CO#2-Change Order 2 2	0.00	200.00	200.00	22,000.00	22,000.00	0.00	0.00 %	200.00	200.00	0.00
co1-change order 1	0.00	7,000.00	7,000.00	22,000.00	7,000.00	16,265.00	84.43 %	3,000.00	19,265.00	(12,265.00)
co3-plumbing change order	0.00	0.00	0.00	13,000.00	13,000.00	0.00	0.00 %	0.00	0.00	0.00
0419-Golden	306,503.00	9,200.00	315,703.00	210,000.00	170,000.00	82,251.99	25.23 %	314,468.05	246,720.03	(31,017.03)



Demo Company, Inc.

Job Status - Period Profit and Loss Report

0419 - Golden

Period from 1/1/1900 through 12/31/2999

05/06/2009 12:31:28PM

[@Detailed title (String)]

Bill Code	Phase/Cost Code	Adjusted Contract	Period Billings	JTD Billings	Remaining Billings	% Billed	Period Lbr Hrs	Period Labor	Period Mat, Sub, Eq, Other	Total Period Costs	JTD Costs	Remaining Costs	Projected Costs	Period Billings - Costs	JTD Billings - Costs	Total Est. Profit
01	General Requirement	73,923.20	24,300.00	24,300.00	49,623.20	32.9	19	7,366.53	300.00	8,066.53	8,066.53	97,781.76	105,848.29	16,233.47	16,233.47	(31,924.99)
0283	Site Work	97,463.20	0.00	0.00	97,463.20	0.0	29	28,101.64	0.00	28,101.64	28,101.64	49,398.36	77,500.00	(28,101.64)	(28,101.64)	9,963.20
03	Concrete	43,120.00	0.00	0.00	43,120.00	0.0	136	7,830.48	2,340.00	10,290.48	10,290.48	33,617.06	43,907.54	(10,290.48)	(10,290.48)	(787.54)
04	Masonry	110.00	0.00	0.00	110.00	0.0	0	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00	10.00
101	City of Englewood	3,000.00	0.00	0.00	3,000.00	0.0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
108	City of Golden	0.00	0.00	0.00	0.00	0.0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
99	Profit & Overhead	0.00	0.00	0.00	0.00	0.0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COM1	Change Order 1	7,700.00	0.00	0.00	7,700.00	0.0	0	16,265.00	0.00	16,265.00	16,265.00	3,000.00	19,265.00	(16,265.00)	(16,265.00)	(11,565.00)
COM2	CHANGE ORDER #	110.00	0.00	0.00	110.00	0.0	0	0.00	0.00	0.00	0.00	200.00	200.00	0.00	0.00	(90.00)
CO3	change order for plan	7,000.00	0.00	0.00	7,000.00	0.0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
x	City of Englewood	5,000.00	0.00	0.00	5,000.00	0.0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
0419 - Golden TOTALS		237,426.20	0.00	24,300.00	213,126.20	10.23	184.0	59,703.65	2,640.00	62,623.65	62,623.65	194,097.38	246,720.83	(62,623.65)	(38,323.65)	(19,294.33)

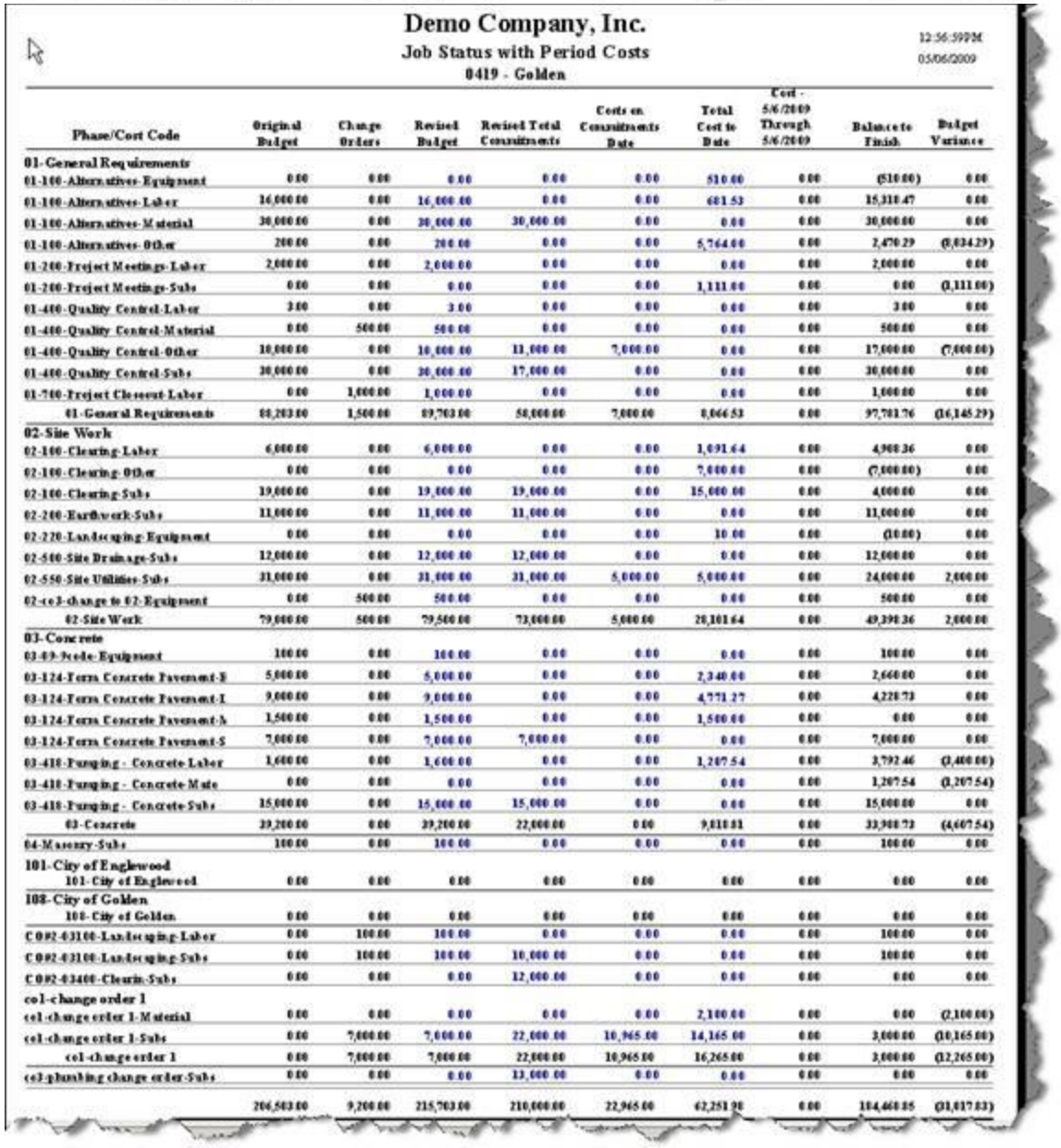
Total Costs that have Occurred: 62,623.65

Projected Profit as a % of Projected Total Cost: -8%

Billings Less Cost as a % of Cost to Date: -61.24%

Projected Profit as a % of Adjusted Contract: -8.48%

Billings Less Cost as a % of Billings to Date: -157.75%



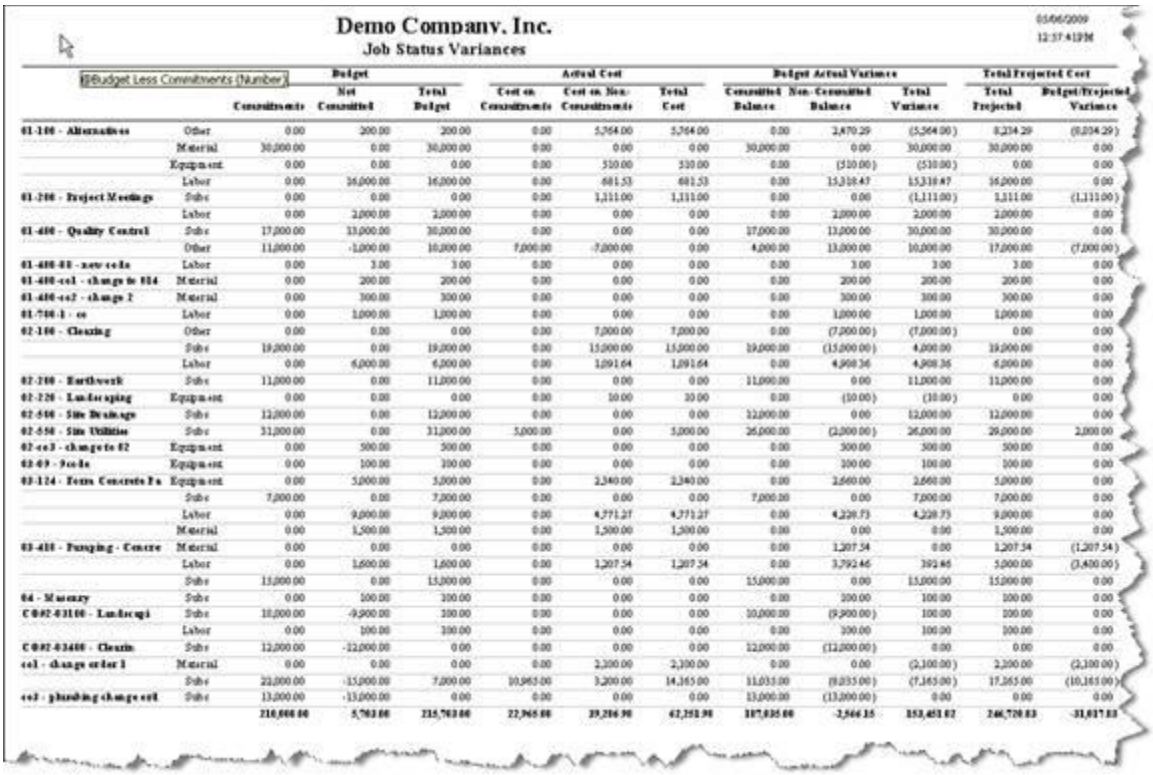
Demo Company, Inc.

Job Status with Period Costs

0419 - Golden

12:56:59PM 05/06/2009

Phase/Cost Code	Original Budget	Change Orders	Revised Budget	Revised Total Commitments	Costs on Commitments to Date	Total Cost to Date	Cost - 5/6/2009 Through 5/6/2009	Balance to Finish	Budget Variance
01-General Requirements									
01-100-Alternatives-Equipment	0.00	0.00	0.00	0.00	0.00	510.00	0.00	(510.00)	0.00
01-100-Alternatives-Labor	16,000.00	0.00	16,000.00	0.00	0.00	681.53	0.00	15,318.47	0.00
01-100-Alternatives-Material	30,000.00	0.00	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00
01-100-Alternatives-Other	200.00	0.00	200.00	0.00	0.00	5,764.00	0.00	2,470.29	(8,034.29)
01-200-Project Meetings-Labor	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
01-200-Project Meetings-Subs	0.00	0.00	0.00	0.00	0.00	1,111.00	0.00	0.00	(1,111.00)
01-400-Quality Control-Labor	3.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00	0.00
01-400-Quality Control-Material	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-400-Quality Control-Other	10,000.00	0.00	10,000.00	11,000.00	7,000.00	0.00	0.00	17,000.00	(7,000.00)
01-400-Quality Control-Subs	30,000.00	0.00	30,000.00	17,000.00	0.00	0.00	0.00	30,000.00	0.00
01-700-Project Closeout-Labor	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
01-General Requirements	88,203.00	1,500.00	89,703.00	58,000.00	7,000.00	8,066.53	0.00	97,781.76	(16,145.29)
02-Site Work									
02-100-Clearing-Labor	6,000.00	0.00	6,000.00	0.00	0.00	1,091.64	0.00	4,908.36	0.00
02-100-Clearing-Other	0.00	0.00	0.00	0.00	0.00	7,000.00	0.00	(7,000.00)	0.00
02-100-Clearing-Subs	19,000.00	0.00	19,000.00	19,000.00	0.00	15,000.00	0.00	4,000.00	0.00
02-200-Earthwork-Subs	11,000.00	0.00	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00	0.00
02-220-Landscaping-Equipment	0.00	0.00	0.00	0.00	0.00	10.00	0.00	(10.00)	0.00
02-500-Site Drainage-Subs	12,000.00	0.00	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00
02-550-Site Utilities-Subs	31,000.00	0.00	31,000.00	31,000.00	5,000.00	5,000.00	0.00	24,000.00	2,000.00
02-co3-change to 02-Equipment	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
02-Site Work	79,000.00	500.00	79,500.00	73,000.00	5,000.00	28,101.64	0.00	49,398.36	2,000.00
03-Concrete									
03-03-Pede-Equipment	100.00	0.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00
03-124-Terra Concrete Pavement-E	5,000.00	0.00	5,000.00	0.00	0.00	2,340.00	0.00	2,660.00	0.00
03-124-Terra Concrete Pavement-I	9,000.00	0.00	9,000.00	0.00	0.00	4,771.27	0.00	4,228.73	0.00
03-124-Terra Concrete Pavement-L	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00
03-124-Terra Concrete Pavement-S	7,000.00	0.00	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00
03-410-Pumping - Concrete-Labor	1,600.00	0.00	1,600.00	0.00	0.00	1,207.54	0.00	3,792.46	(3,400.00)
03-410-Pumping - Concrete-Mate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,207.54	(1,207.54)
03-410-Pumping - Concrete-Subs	15,000.00	0.00	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00
03-Concrete	39,200.00	0.00	39,200.00	22,000.00	0.00	9,818.81	0.00	33,908.73	(4,607.54)
04-Masonry-Subs	100.00	0.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00
101-City of Englewood									
101-City of Englewood	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
108-City of Golden									
108-City of Golden	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C002-03100-Landscaping-Labor	0.00	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00
C002-03100-Landscaping-Subs	0.00	100.00	100.00	10,000.00	0.00	0.00	0.00	100.00	0.00
C002-03400-Clearin-Subs	0.00	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00
co1-change order 1									
co1-change order 1-Material	0.00	0.00	0.00	0.00	0.00	2,100.00	0.00	0.00	(2,100.00)
co1-change order 1-Subs	0.00	7,000.00	7,000.00	22,000.00	10,965.00	14,165.00	0.00	3,000.00	(10,165.00)
co1-change order 1	0.00	7,000.00	7,000.00	22,000.00	10,965.00	16,265.00	0.00	3,000.00	(12,265.00)
co2-plumbing change order-Subs	0.00	0.00	0.00	13,000.00	0.00	0.00	0.00	0.00	0.00
	206,503.00	9,200.00	215,703.00	210,000.00	22,965.00	62,251.98	0.00	184,468.05	(31,017.03)



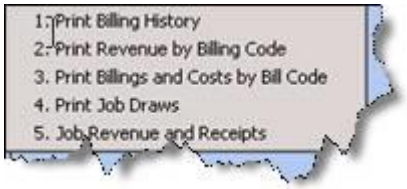
Demo Company, Inc.
Job Status Variances

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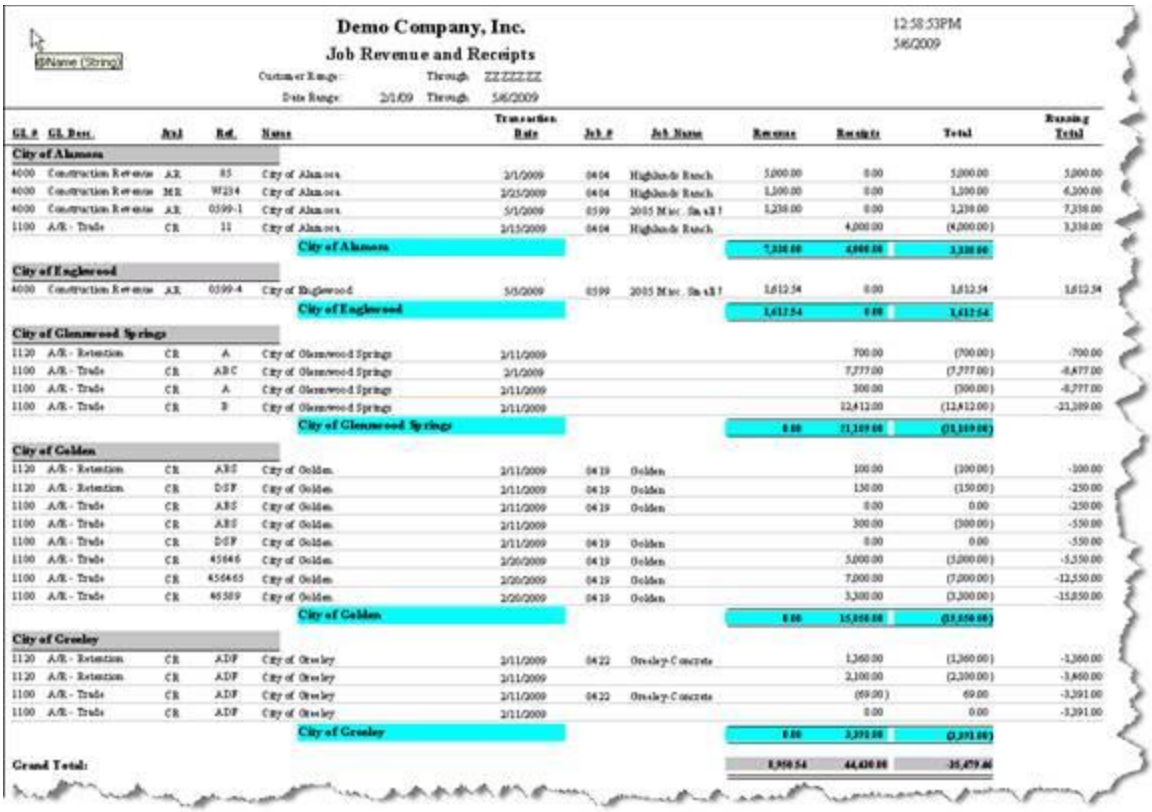
Budget Less Commitments (Number)

		Budget			Actual Cost			Budget Actual Variance			Total Projected Cost	
		Commitments	Not Committed	Total Budget	Cost on Commitments	Cost on Non-Commitments	Total Cost	Committed Balance	Non-Committed Balance	Total Variance	Total Projected	Budget/Projected Variance
01-100 - Alternatives	Other	0.00	200.00	200.00	0.00	5,764.00	5,764.00	0.00	3,470.29	(5,564.00)	8,234.29	(8,034.29)
	Material	30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00	30,000.00	0.00
	Equipment	0.00	0.00	0.00	0.00	510.00	510.00	0.00	(510.00)	(510.00)	0.00	0.00
	Labor	0.00	16,000.00	16,000.00	0.00	681.53	681.53	0.00	15,318.47	15,318.47	16,000.00	0.00
01-200 - Project Meetings	Subc	0.00	0.00	0.00	0.00	1,111.00	1,111.00	0.00	0.00	(1,111.00)	1,111.00	(1,111.00)
	Labor	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
01-400 - Quality Control	Subc	17,000.00	13,000.00	30,000.00	0.00	0.00	0.00	17,000.00	13,000.00	30,000.00	30,000.00	0.00
	Other	11,000.00	-1,000.00	10,000.00	7,000.00	-7,000.00	0.00	4,000.00	13,000.00	10,000.00	17,000.00	(7,000.00)
01-400-01 - new code	Labor	0.00	3.00	3.00	0.00	0.00	0.00	0.00	3.00	3.00	3.00	0.00
01-400-co1 - change to 01	Material	0.00	200.00	200.00	0.00	0.00	0.00	0.00	200.00	200.00	200.00	0.00
01-400-co2 - change 2	Material	0.00	300.00	300.00	0.00	0.00	0.00	0.00	300.00	300.00	300.00	0.00
01-700-1 - co	Labor	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
02-100 - Clearing	Other	0.00	0.00	0.00	0.00	7,000.00	7,000.00	0.00	(7,000.00)	(7,000.00)	0.00	0.00
	Subc	19,000.00	0.00	19,000.00	0.00	15,000.00	15,000.00	19,000.00	(15,000.00)	4,000.00	19,000.00	0.00
	Labor	0.00	6,000.00	6,000.00	0.00	1,091.64	1,091.64	0.00	4,908.36	4,908.36	6,000.00	0.00
02-200 - Earthwork	Subc	11,000.00	0.00	11,000.00	0.00	0.00	0.00	11,000.00	0.00	11,000.00	11,000.00	0.00
02-220 - Landscaping	Equipment	0.00	0.00	0.00	0.00	10.00	10.00	0.00	(10.00)	(10.00)	0.00	0.00
02-600 - Site Drainage	Subc	12,000.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	12,000.00	12,000.00	0.00
02-650 - Site Utilities	Subc	31,000.00	0.00	31,000.00	5,000.00	0.00	5,000.00	26,000.00	(2,000.00)	26,000.00	29,000.00	2,000.00
02-co3 - change to 02	Equipment	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	500.00	500.00	0.00
02-09 - Jacks	Equipment	0.00	100.00	100.00	0.00	0.00	0.00	0.00	100.00	100.00	100.00	0.00
03-124 - Form Concrete Fo	Equipment	0.00	5,000.00	5,000.00	0.00	2,340.00	2,340.00	0.00	2,660.00	2,660.00	5,000.00	0.00
	Subc	7,000.00	0.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00	7,000.00	0.00
	Labor	0.00	9,000.00	9,000.00	0.00	4,771.27	4,771.27	0.00	4,228.73	4,228.73	9,000.00	0.00
	Material	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
03-410 - Pumping - Concre	Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,207.54	0.00	1,207.54	(1,207.54)
	Labor	0.00	1,600.00	1,600.00	0.00	1,207.54	1,207.54	0.00	3,792.46	392.46	5,000.00	(3,400.00)
	Subc	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00	15,000.00	0.00
04 - Masonry	Subc	0.00	100.00	100.00	0.00	0.00	0.00	0.00	100.00	100.00	100.00	0.00
C002-03100 - Landscapi	Subc	10,000.00	-9,900.00	100.00	0.00	0.00	0.00	10,000.00	(9,900.00)	100.00	100.00	0.00
	Labor	0.00	100.00	100.00	0.00	0.00	0.00	0.00	100.00	100.00	100.00	0.00
C002-03400 - Clearin	Subc	12,000.00	-12,000.00	0.00	0.00	0.00	0.00	12,000.00	(12,000.00)	0.00	0.00	0.00
co1 - change order 1	Material	0.00	0.00	0.00	0.00	2,100.00	2,100.00	0.00	0.00	(2,100.00)	2,100.00	(2,100.00)
	Subc	22,000.00	-15,000.00	7,000.00	10,965.00	3,200.00	14,165.00	11,035.00	(8,035.00)	(7,165.00)	17,165.00	(10,165.00)
co3 - plumbing change ord	Subc	13,000.00	-13,000.00	0.00	0.00	0.00	0.00	13,000.00	(13,000.00)	0.00	0.00	0.00
		210,000.00	5,703.00	215,703.00	22,965.00	39,206.90	62,251.90	187,035.00	-2,566.35	153,451.02	246,720.83	-31,017.83

6. Job Billing Reports



Below are examples of reports in this section.



Demo Company, Inc.

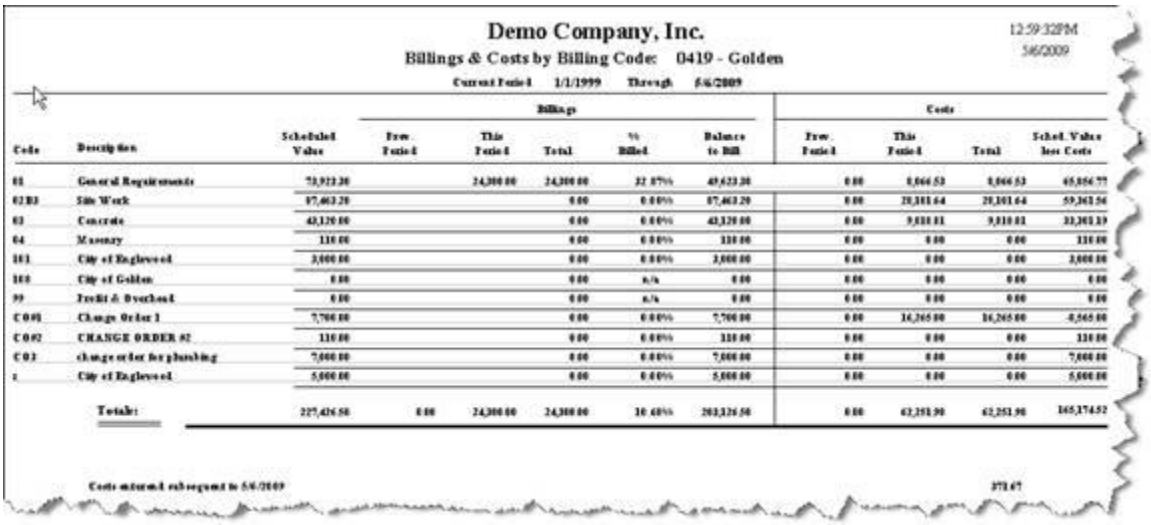
Job Revenue and Receipts

12:58:53PM
5/6/2009

[$Name (String)]

Customer Range: Through ZZZZZZ
Date Range: 2/1/09 Through 5/6/2009

GL #	GL Desc	Acct	Ref	Name	Transaction Date	Job #	Job Name	Revenue	Receipts	Total	Running Total
City of Akanora											
4000	Construction Revenue	AR	85	City of Akanora	2/1/2009	0404	Highlands Ranch	5,000.00	0.00	5,000.00	5,000.00
4000	Construction Revenue	MR	W234	City of Akanora	2/25/2009	0404	Highlands Ranch	1,200.00	0.00	1,200.00	6,200.00
4000	Construction Revenue	AR	0399-1	City of Akanora	5/1/2009	0399	2005 Misc. Install	1,238.00	0.00	1,238.00	7,338.00
1100	A/R - Trade	CR	11	City of Akanora	2/15/2009	0404	Highlands Ranch		4,000.00	(4,000.00)	3,338.00
				City of Akanora				**7,338.00**	**4,000.00**	**3,338.00**	
City of Englewood											
4000	Construction Revenue	AR	0399-4	City of Englewood	5/5/2009	0399	2005 Misc. Install	1,612.54	0.00	1,612.54	1,612.54
				City of Englewood				**1,612.54**	**0.00**	**1,612.54**	
City of Glenwood Springs											
1120	A/R - Retention	CR	A	City of Glenwood Springs	2/11/2009				700.00	(700.00)	-700.00
1100	A/R - Trade	CR	ABC	City of Glenwood Springs	2/1/2009				7,777.00	(7,777.00)	-8,477.00
1100	A/R - Trade	CR	A	City of Glenwood Springs	2/11/2009				300.00	(300.00)	-8,777.00
1100	A/R - Trade	CR	B	City of Glenwood Springs	2/11/2009				12,612.00	(12,612.00)	-21,389.00
				City of Glenwood Springs				**0.00**	**21,389.00**	**(21,389.00)**	
City of Golden											
1120	A/R - Retention	CR	ABS	City of Golden	2/11/2009	0419	Golden		100.00	(100.00)	-100.00
1120	A/R - Retention	CR	DSF	City of Golden	2/11/2009	0419	Golden		150.00	(150.00)	-250.00
1100	A/R - Trade	CR	ABS	City of Golden	2/11/2009	0419	Golden		0.00	0.00	-250.00
1100	A/R - Trade	CR	ABS	City of Golden	2/11/2009				300.00	(300.00)	-550.00
1100	A/R - Trade	CR	DSF	City of Golden	2/11/2009	0419	Golden		0.00	0.00	-550.00
1100	A/R - Trade	CR	45646	City of Golden	2/20/2009	0419	Golden		5,000.00	(5,000.00)	-5,550.00
1100	A/R - Trade	CR	456465	City of Golden	2/20/2009	0419	Golden		7,000.00	(7,000.00)	-12,550.00
1100	A/R - Trade	CR	46589	City of Golden	2/20/2009	0419	Golden		3,300.00	(3,300.00)	-15,850.00
				City of Golden				**0.00**	**15,850.00**	**(15,850.00)**	
City of Greeley											
1120	A/R - Retention	CR	ADF	City of Greeley	2/11/2009	0422	Greeley-Concrete		1,260.00	(1,260.00)	-1,260.00
1120	A/R - Retention	CR	ADF	City of Greeley	2/11/2009				2,100.00	(2,100.00)	-3,460.00
1100	A/R - Trade	CR	ADF	City of Greeley	2/11/2009	0422	Greeley-Concrete		(69.00)	69.00	-3,391.00
1100	A/R - Trade	CR	ADF	City of Greeley	2/11/2009				0.00	0.00	-3,391.00
				City of Greeley				**0.00**	**3,391.00**	**(3,391.00)**	
Grand Total:								**8,950.54**	**44,630.00**	**35,679.46**	



Demo Company, Inc.

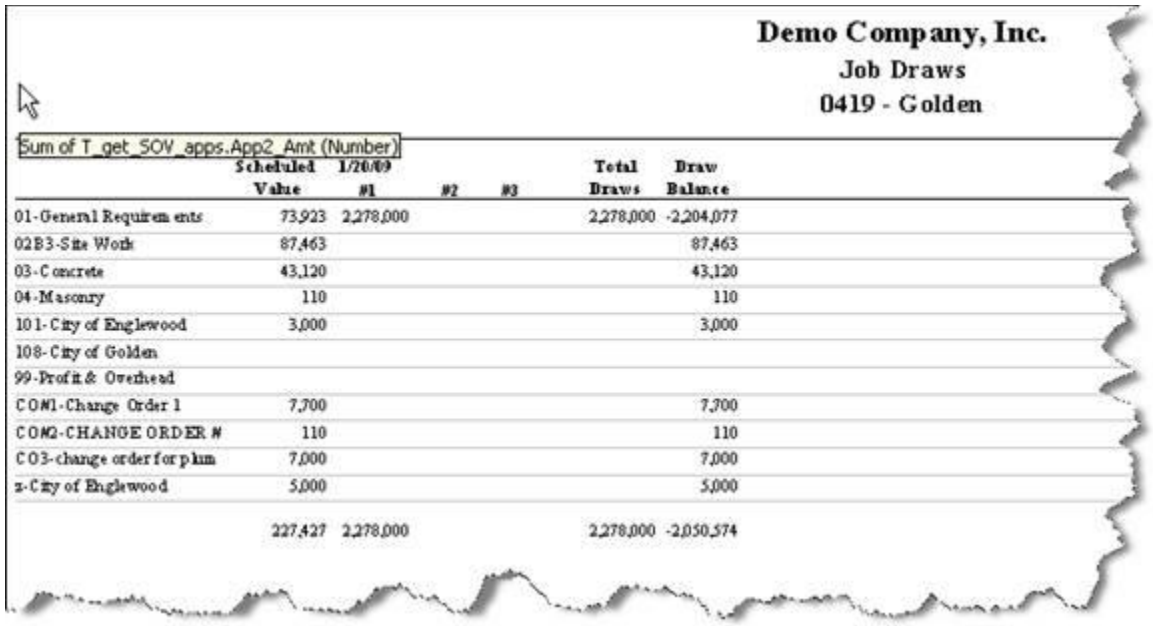
Billings & Costs by Billing Code: 0419 - Golden

12:59:32PM
5/6/2009

Current Period 1/1/1999 Through 5/6/2009

Code	Description	Scheduled Value	Billings: Prev Period	Billings: This Period	Billings: Total	Billings: % Billed	Billings: Balance to Bill	Costs: Prev Period	Costs: This Period	Costs: Total	Sched. Value less Costs
01	General Requirements	73,973.20		24,300.00	24,300.00	32.87%	49,673.20	0.00	8,066.53	8,066.53	65,906.77
02B3	Site Work	87,463.20			0.00	0.00%	87,463.20	0.00	28,101.64	28,101.64	59,361.56
03	Concrete	42,320.00			0.00	0.00%	42,320.00	0.00	9,010.81	9,010.81	33,309.19
04	Masonry	110.00			0.00	0.00%	110.00	0.00	0.00	0.00	110.00
101	City of Englewood	2,000.00			0.00	0.00%	2,000.00	0.00	0.00	0.00	2,000.00
103	City of Golden	0.00			0.00	n/a	0.00	0.00	0.00	0.00	0.00
99	Profit & Overhead	0.00			0.00	n/a	0.00	0.00	0.00	0.00	0.00
C001	Change Order 1	7,700.00			0.00	0.00%	7,700.00	0.00	16,265.00	16,265.00	-8,565.00
C002	CHANGE ORDER #2	110.00			0.00	0.00%	110.00	0.00	0.00	0.00	110.00
C03	change order for plumbing	7,000.00			0.00	0.00%	7,000.00	0.00	0.00	0.00	7,000.00
1	City of Englewood	5,000.00			0.00	0.00%	5,000.00	0.00	0.00	0.00	5,000.00
	Totals:	227,424.50	0.00	24,300.00	24,300.00	10.68%	203,124.50	0.00	62,251.90	62,251.90	165,172.60

Costs entered subsequent to 5/6/2009: 373.67



Demo Company, Inc.
Job Draws
0419 - Golden

Sum of T_get_SOV_apps.App2_Amt (Number)

	Scheduled Value	1/20/09 #1	#2	#3	Total Draws	Draw Balance
01-General Requirements	73,923	2,278,000			2,278,000	-2,204,077
02B3-Site Work	87,463					87,463
03-Concrete	43,120					43,120
04-Masonry	110					110
101-City of Englewood	3,000					3,000
108-City of Golden						
99-Profit & Overhead						
CO#1-Change Order 1	7,700					7,700
CO#2-CHANGE ORDER #	110					110
CO3-change order for plum	7,000					7,000
z-City of Englewood	5,000					5,000
	227,427	2,278,000			2,278,000	-2,050,574

7. Job Recap Reports



Below are a couple examples of reports in this section.



Demo Company, Inc.
Costs & Billing Recap
0404-Highlands Ranch

Job

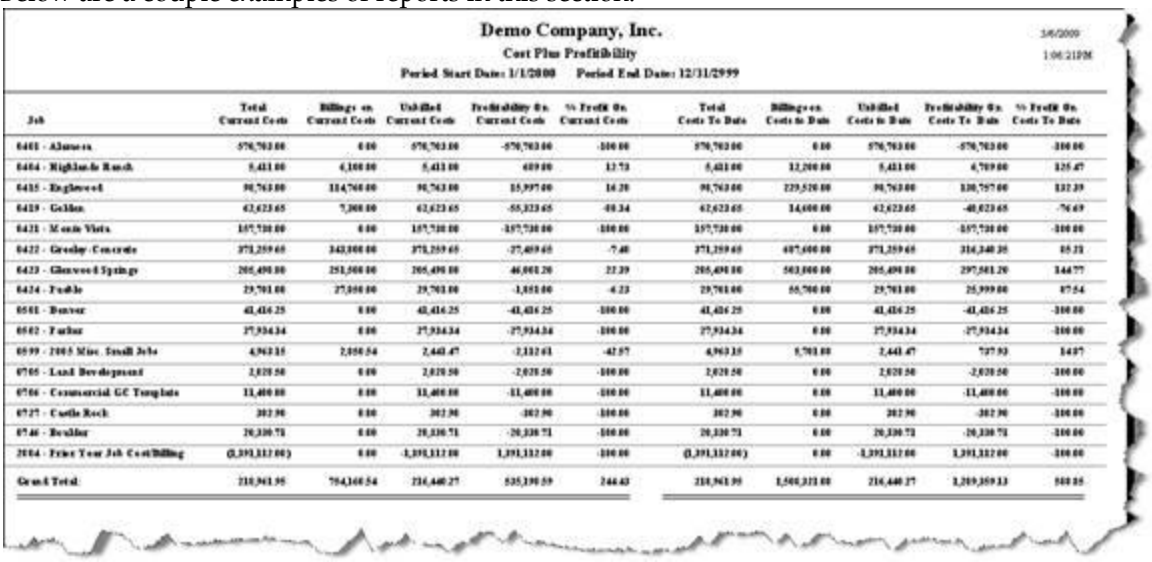
Date Range of 1/1/1999 Through 5/6/2009
Phase/Cost Code Through ZZZ

Code	Name	Description	Type	Date	Reference	Rate	Qty	Costs	Billings
	City of Alamosa		Billing	2/1/2009	AR 85				5,000.00
	City of Alamosa		Billing	2/25/2009	MR W234				1,100.00
01-100	**Alternatives**								
01-100	Amcor Precast		Material	2/1/2009	MD 9082	0.00	0.00	5,000.00	
								5,000.00	
106	**City of Alamosa**								
106	All City Tile		Subs	3/2/2009	AP 1234	0.00	0.00	300.00	
								300.00	
							Grand Totals:	**5,300.00**	**6,100.00**
							Total Costs		**5,300.00**
							Gross Profit		**800.00**

8. Cost Plus Reports



Below are a couple examples of reports in this section.



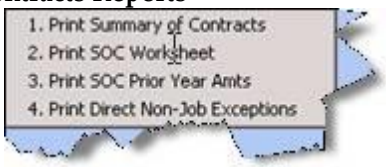
Demo Company, Inc.

Cost Plus Profitibility

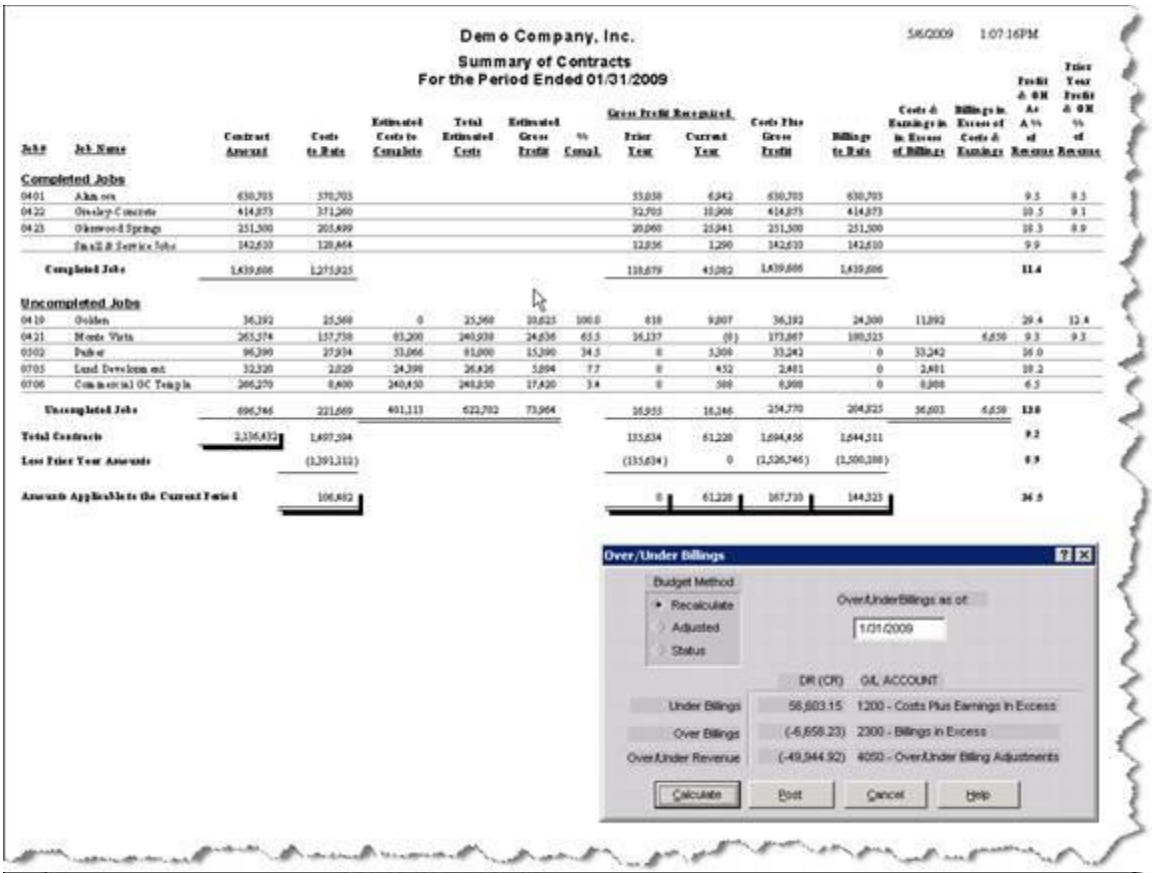
Period Start Date: 1/1/2000 Period End Date: 12/31/2999

Job	Total Current Costs	Billings on Current Costs	Unbilled Current Costs	Profitability On Current Costs	% Profit On Current Costs	Total Costs To Date	Billings on Costs to Date	Unbilled Costs to Date	Profitability On Costs To Date	% Profit On Costs To Date
0401 - Alamosa	570,703.00	0.00	570,703.00	-570,703.00	-100.00	570,703.00	0.00	570,703.00	-570,703.00	-100.00
0404 - Highlands Ranch	5,431.00	4,100.00	5,431.00	669.00	12.73	5,431.00	12,200.00	5,431.00	6,769.00	125.47
0405 - Englewood	90,763.00	114,760.00	90,763.00	15,997.00	14.39	90,763.00	229,520.00	90,763.00	138,757.00	152.89
0419 - Golden	62,623.65	7,200.00	62,623.65	-55,323.65	-88.34	62,623.65	14,400.00	62,623.65	-48,023.65	-76.69
0421 - Monte Vista	157,720.00	0.00	157,720.00	-157,720.00	-100.00	157,720.00	0.00	157,720.00	-157,720.00	-100.00
0422 - Greeley Concrete	373,259.65	342,800.00	373,259.65	-27,459.65	-7.48	373,259.65	685,600.00	373,259.65	314,340.35	85.21
0423 - Glenwood Springs	205,494.00	251,300.00	205,494.00	46,005.20	22.39	205,494.00	502,600.00	205,494.00	297,105.20	144.77
0424 - Pueblo	23,701.00	27,100.00	23,701.00	-1,101.00	-4.23	23,701.00	54,200.00	23,701.00	25,399.00	97.54
0501 - Denver	41,434.25	0.00	41,434.25	-41,434.25	-100.00	41,434.25	0.00	41,434.25	-41,434.25	-100.00
0502 - Parker	27,934.34	0.00	27,934.34	-27,934.34	-100.00	27,934.34	0.00	27,934.34	-27,934.34	-100.00
0599 - 2005 Misc. Small Jobs	4,963.15	2,050.54	2,440.47	-2,312.61	-47.57	4,963.15	5,701.00	2,440.47	737.93	14.87
0705 - Land Development	2,020.50	0.00	2,020.50	-2,020.50	-100.00	2,020.50	0.00	2,020.50	-2,020.50	-100.00
0706 - Commercial GC Template	11,400.00	0.00	11,400.00	-11,400.00	-100.00	11,400.00	0.00	11,400.00	-11,400.00	-100.00
0727 - Castle Rock	202.90	0.00	202.90	-202.90	-100.00	202.90	0.00	202.90	-202.90	-100.00
0746 - Boulder	20,330.73	0.00	20,330.73	-20,330.73	-100.00	20,330.73	0.00	20,330.73	-20,330.73	-100.00
2004 - Prior Year Job Cost/Billing	(1,391,312.00)	0.00	-1,391,312.00	1,391,312.00	-100.00	(1,391,312.00)	0.00	-1,391,312.00	1,391,312.00	-100.00
Grand Total:	210,943.99	794,410.54	216,440.27	585,239.59	244.40	210,943.99	1,501,221.00	216,440.27	1,219,359.13	568.86

9. Summary of Contracts Reports



Below are a couple examples of reports in this section.



Demo Company, Inc.

Summary of Contracts
For the Period Ended 01/31/2009

5/6/2009 1:07:16PM

Job #	Job Name	Contract Amount	Costs to Date	Estimated Costs to Complete	Total Estimated Costs	Estimated Gross Profit	% Compl.	Gross Profit Recognized: Prior Year	Gross Profit Recognized: Current Year	Costs This Gross Profit	Billings to Date	Costs & Earnings in Excess of Billings	Billings in Excess of Costs & Earnings	Profit & OH As A % of Revenue	Prior Year Profit & OH % of Revenue
Completed Jobs															
0401	Akin ors	630,703	370,703					55,038	6,942	630,703	630,703			9.5	8.3
0422	Overley Concrete	414,873	371,260					32,703	10,906	414,873	414,873			10.5	9.1
0423	Okenwood Springs	251,500	203,899					20,060	25,941	251,500	251,500			18.3	8.9
	Small Service Jobs	142,610	128,864					12,836	1,290	142,610	142,610			9.9	
	Completed Jobs	1,439,686	1,275,925					119,679	45,082	1,439,686	1,439,686			**11.4**	
Uncompleted Jobs															
0419	Golden	36,192	25,569	0	25,569	10,623	100.0	618	9,807	36,192	24,300	11,892		29.4	32.4
0421	Monte Vista	265,374	157,730	83,200	240,930	24,636	65.5	16,137	(0)	173,867	180,525		6,658	9.3	9.3
0502	Parker	96,390	27,934	53,066	81,000	15,390	34.5	0	3,300	33,242	0	33,242		16.0	
0705	Land Development	32,320	2,029	24,398	26,426	5,894	7.7	0	452	2,481	0	2,481		18.2	
0706	Commercial GC Temple	266,270	8,600	240,650	249,250	17,020	3.4	0	500	9,000	0	9,000		6.3	
	Uncompleted Jobs	696,746	221,869	401,313	622,702	73,964		16,955	16,246	254,770	204,825	56,603	6,658	**13.0**	
Total Contracts		2,136,432	1,497,794					135,634	61,328	1,694,456	1,644,511			**9.2**	
Less Prior Year Amounts			(1,291,311)					(135,634)	0	(1,526,745)	(1,500,188)			**0.9**	
Amounts Applicable to the Current Period			106,483					0	61,328	167,710	144,323			**36.5**	

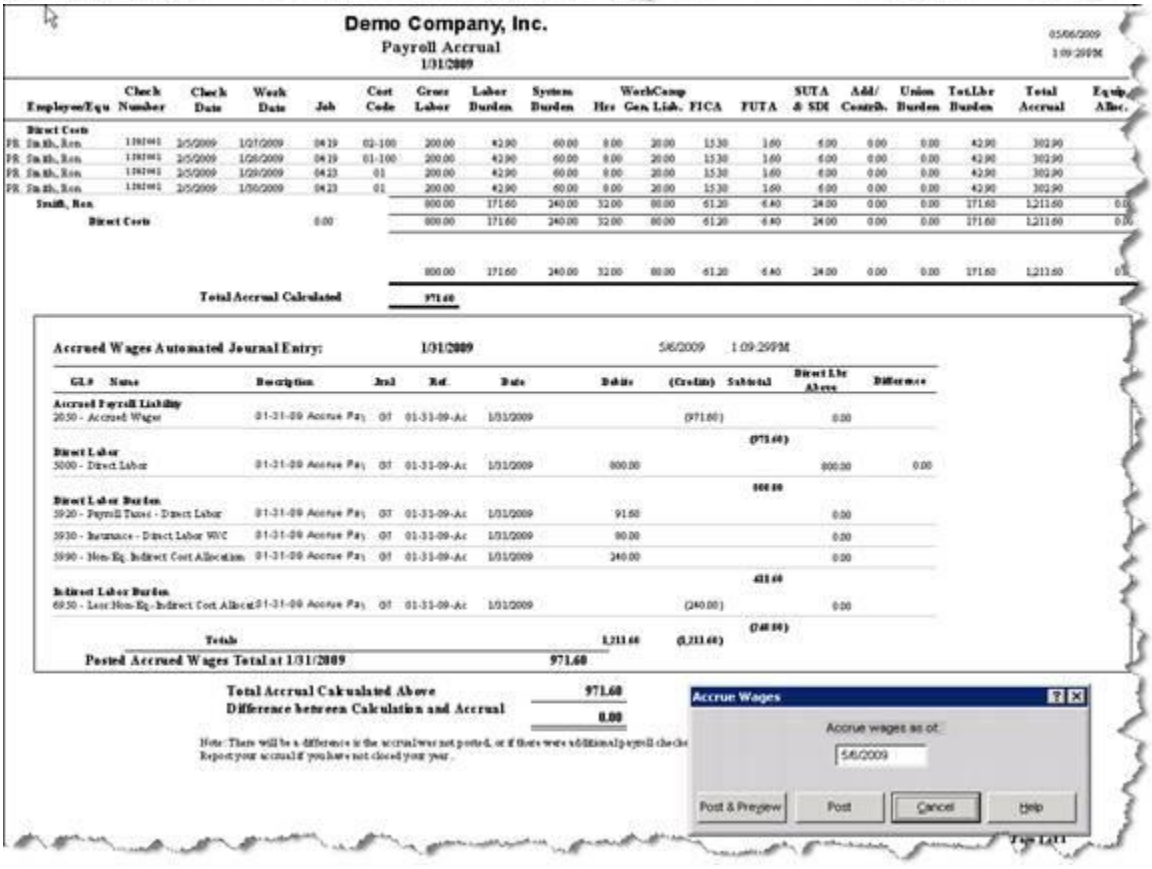
Over/Under Billings

Budget Method
- Recalculate
- Adjusted
- Status

Over/Under Billings as of: 1/31/2009

	DR (CR)	G/L ACCOUNT
Under Billings	58,603.15	1200 - Costs Plus Earnings In Excess
Over Billings	(-6,658.23)	2300 - Billings in Excess
Over/Under Revenue	(-49,944.92)	4050 - Over/Under Billing Adjustments

Calculate | Post | Cancel | Help



Demo Company, Inc.

Payroll Accrual
1/31/2009

05/06/2009 1:09:29PM

Employee/Equ	Check Number	Check Date	Work Date	Job	Cost Code	Gross Labor	Labor Burden	System Burden	Hrs	WorkComp Gen. Liab.	FICA	FUTA	SUTA & SDI	Add/ Constrb.	Union Burden	Tot.Lbr Burden	Total Accrual	Equip. Alloc.
Direct Costs																		
FR Smith, Ken	1102161	2/5/2009	1/27/2009	0419	01-100	200.00	42.90	60.00	8.00	20.00	15.30	1.60	6.00	0.00	0.00	42.90	302.90	
FR Smith, Ken	1102161	2/5/2009	1/28/2009	0419	01-100	200.00	42.90	60.00	8.00	20.00	15.30	1.60	6.00	0.00	0.00	42.90	302.90	
FR Smith, Ken	1102161	2/5/2009	1/29/2009	0423	01	200.00	42.90	60.00	8.00	20.00	15.30	1.60	6.00	0.00	0.00	42.90	302.90	
FR Smith, Ken	1102161	2/5/2009	1/30/2009	0423	01	200.00	42.90	60.00	8.00	20.00	15.30	1.60	6.00	0.00	0.00	42.90	302.90	
Smith, Ken						800.00	171.60	240.00	32.00	80.00	61.20	6.40	24.00	0.00	0.00	171.60	1,211.60	0.00
Direct Costs				0.00		800.00	171.60	240.00	32.00	80.00	61.20	6.40	24.00	0.00	0.00	171.60	1,211.60	0.00
						800.00	171.60	240.00	32.00	80.00	61.20	6.40	24.00	0.00	0.00	171.60	1,211.60	0.00
Total Accrual Calculated						**971.60**												

Accrued Wages Automated Journal Entry: 1/31/2009 5/6/2009 1:09:29PM

GL #	Name	Description	Jrnl	Ref.	Date	Debits	(Credits)	Subtotal	Direct Lbr Alloc.	Difference
Accrued Payroll Liability										
2050	Accrued Wages	01-31-09 Accrue Pay	GJ	01-31-09-Ac	1/31/2009		(971.60)		0.00	
								(971.60)		
Direct Labor										
5000	Direct Labor	01-31-09 Accrue Pay	GJ	01-31-09-Ac	1/31/2009	800.00			800.00	0.00
								800.00		
Direct Labor Burden										
5920	Payroll Taxes - Direct Labor	01-31-09 Accrue Pay	GJ	01-31-09-Ac	1/31/2009	91.60			0.00	
5930	Insurance - Direct Labor WC	01-31-09 Accrue Pay	GJ	01-31-09-Ac	1/31/2009	80.00			0.00	
5990	Non-Eq. Indirect Cost Allocation	01-31-09 Accrue Pay	GJ	01-31-09-Ac	1/31/2009	240.00			0.00	
								411.60		
Indirect Labor Burden										
6950	Less Non-Eq. Indirect Cost Alloc	01-31-09 Accrue Pay	GJ	01-31-09-Ac	1/31/2009		(240.00)		0.00	
								(240.00)		
	Totals					1,211.60	(1,211.60)			

Posted Accrued Wages Total at 1/31/2009 971.60

Total Accrual Calculated Above 971.60
Difference between Calculation and Accrual 0.00

Note: There will be a difference if the accrual was not posted, or if there were additional payroll checks
Repost your accrual if you have not closed your year.

Accrue Wages

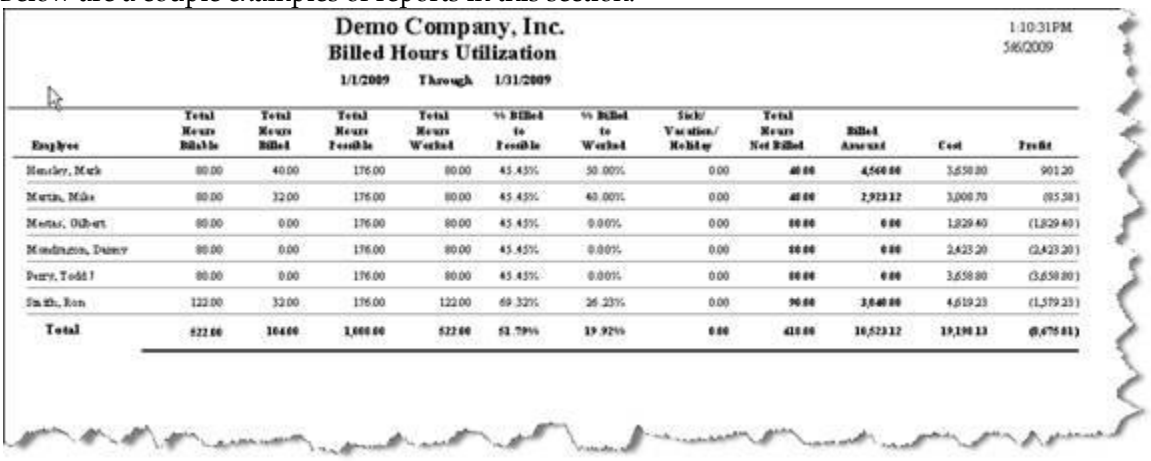
Accrue wages as of: 5/6/2009

Post & Preview | Post | Cancel | Help

10. Time and Billing Reports



Below are a couple examples of reports in this section.

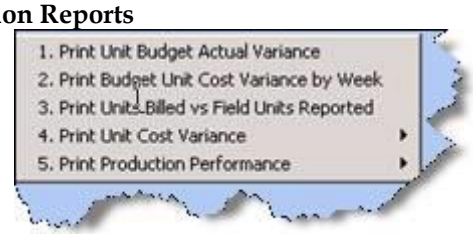


Demo Company, Inc.
Billed Hours Utilization
1/1/2009 Through 1/31/2009

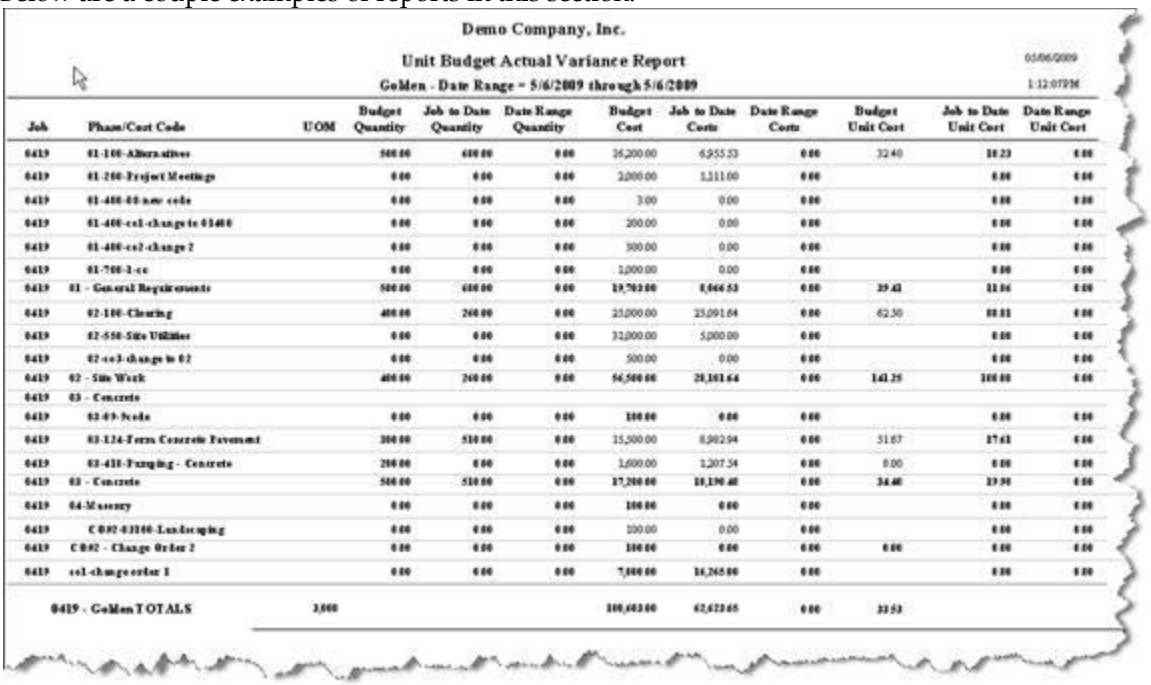
1:10:31PM
5/6/2009

Employee	Total Hours Billable	Total Hours Billed	Total Hours Possible	Total Hours Worked	% Billed to Possible	% Billed to Worked	Sick/ Vacation/ Holiday	Total Hours Not Billed	Billed Amount	Cost	Profit
Hensley, Mark	80.00	40.00	176.00	80.00	45.45%	50.00%	0.00	40.00	4,560.00	3,659.80	900.20
Mertz, Mike	80.00	32.00	176.00	80.00	45.45%	40.00%	0.00	48.00	2,923.12	3,008.70	(85.58)
Mertz, Gilbert	80.00	0.00	176.00	80.00	45.45%	0.00%	0.00	80.00	0.00	1,829.40	(1,829.40)
Mondragon, Danny	80.00	0.00	176.00	80.00	45.45%	0.00%	0.00	80.00	0.00	2,423.20	(2,423.20)
Perry, Todd J	80.00	0.00	176.00	80.00	45.45%	0.00%	0.00	80.00	0.00	3,658.80	(3,658.80)
Smith, Ron	122.00	32.00	176.00	122.00	69.32%	26.23%	0.00	90.00	3,040.00	4,619.23	(1,579.23)
Total	522.00	104.00	1,000.00	522.00	52.70%	19.92%	0.00	418.00	10,523.12	19,199.13	(8,675.81)

11. Unit Production Reports



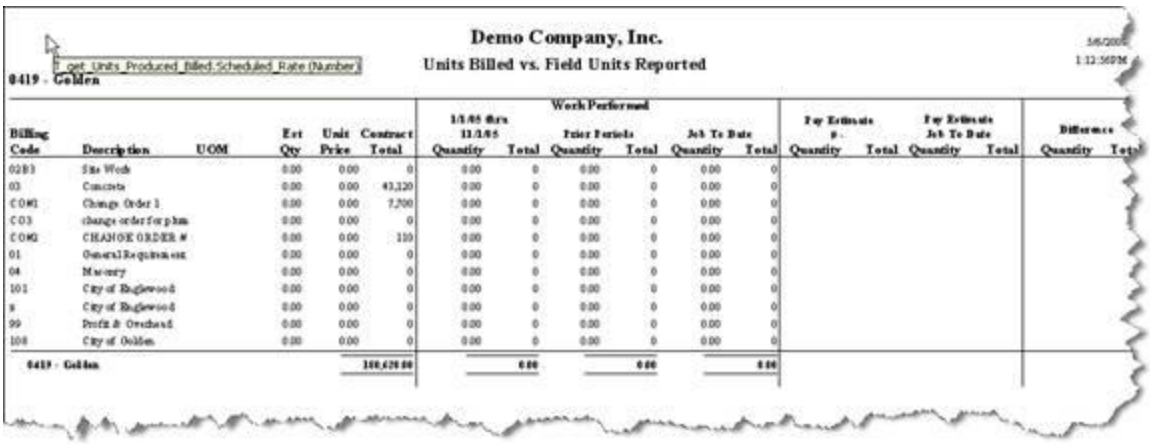
Below are a couple examples of reports in this section.



Demo Company, Inc.
Unit Budget Actual Variance Report
Golden - Date Range = 5/6/2009 through 5/6/2009

05/06/2009
1:12:07PM

Job	Phase/Cost Code	UOM	Budget Quantity	Job to Date Quantity	Date Range Quantity	Budget Cost	Job to Date Costs	Date Range Costs	Budget Unit Cost	Job to Date Unit Cost	Date Range Unit Cost
0419	01-100-Alternatives		500.00	600.00	0.00	16,200.00	6,955.53	0.00	32.40	10.23	0.00
0419	01-200-Project Meetings		0.00	0.00	0.00	2,000.00	1,311.00	0.00		0.00	0.00
0419	01-400-03-new code		0.00	0.00	0.00	3.00	0.00	0.00		0.00	0.00
0419	01-400-co1-change to 01400		0.00	0.00	0.00	200.00	0.00	0.00		0.00	0.00
0419	01-400-co2-change 2		0.00	0.00	0.00	300.00	0.00	0.00		0.00	0.00
0419	01-700-1-co		0.00	0.00	0.00	1,000.00	0.00	0.00		0.00	0.00
0419	01 - General Requirements		500.00	600.00	0.00	19,703.00	8,266.53	0.00	39.41	13.94	0.00
0419	02-100-Clearing		400.00	260.00	0.00	25,000.00	23,091.64	0.00	62.50	88.81	0.00
0419	02-550-Site Utilities		0.00	0.00	0.00	32,000.00	5,000.00	0.00		0.00	0.00
0419	02-co3-change to 02		0.00	0.00	0.00	500.00	0.00	0.00		0.00	0.00
0419	02 - Site Work		400.00	260.00	0.00	56,500.00	28,101.64	0.00	141.25	108.08	0.00
0419	03 - Concrete										
0419	03-03-Seals		0.00	0.00	0.00	100.00	0.00	0.00		0.00	0.00
0419	03-124-Form Concrete Pavement		300.00	510.00	0.00	15,500.00	8,982.94	0.00	51.67	17.61	0.00
0419	03-431-Pumping - Concrete		200.00	0.00	0.00	1,600.00	1,207.54	0.00	0.00	0.00	0.00
0419	03 - Concrete		500.00	510.00	0.00	17,200.00	10,190.48	0.00	34.40	19.98	0.00
0419	04-Masonry		0.00	0.00	0.00	100.00	0.00	0.00		0.00	0.00
0419	C002-03100-Landscaping		0.00	0.00	0.00	100.00	0.00	0.00		0.00	0.00
0419	C002 - Change Order 2		0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
0419	co1-change order 1		0.00	0.00	0.00	7,000.00	16,265.00	0.00		0.00	0.00
	0419 - Golden TOTALS	3,000				100,603.00	62,623.65	0.00	33.53		

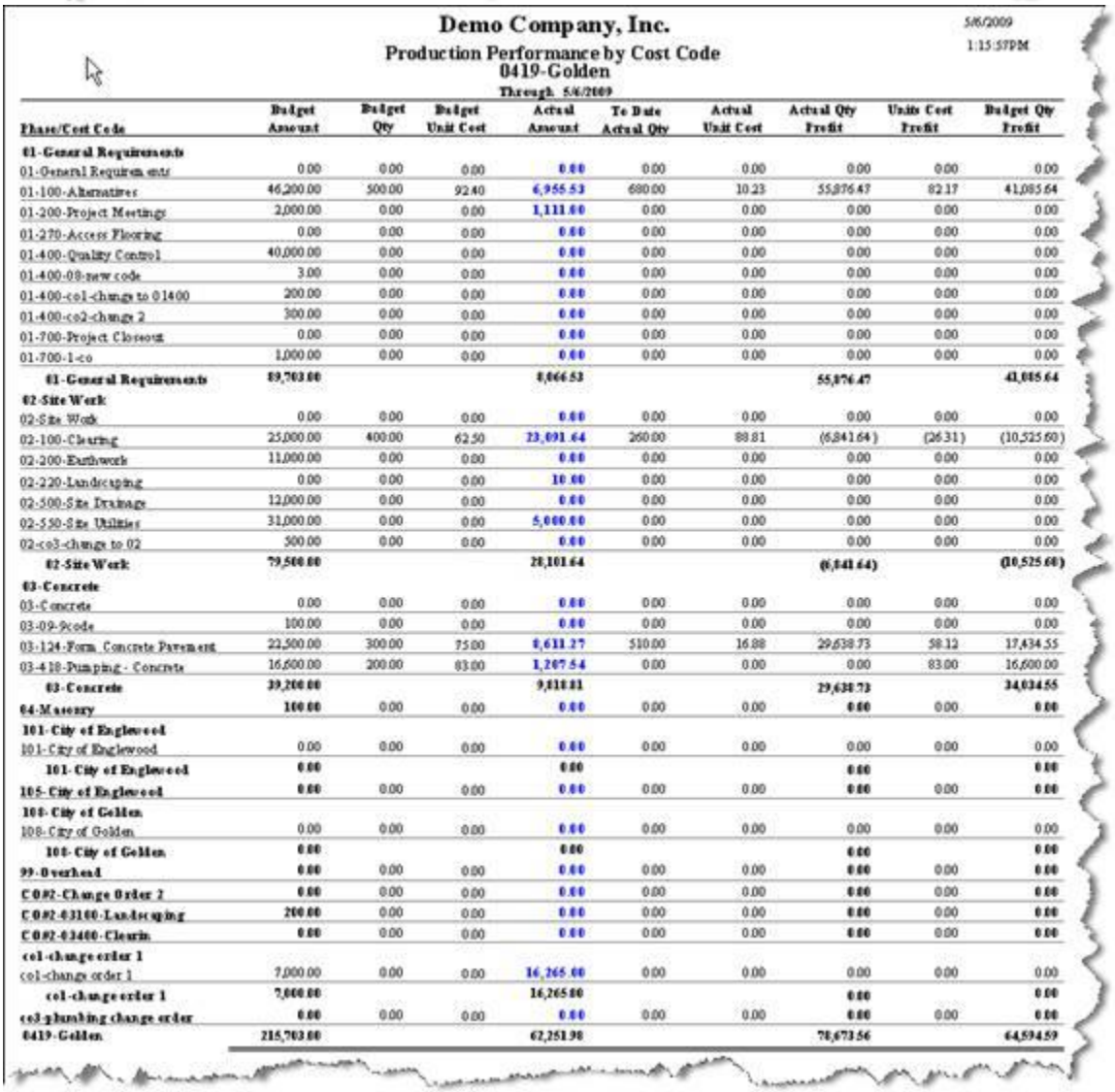


Demo Company, Inc.

Units Billed vs. Field Units Reported

0419 - Golden

Billing Code	Description	UOM	Est Qty	Unit Price	Contract Total	Work Performed 11/1/05 thru 11/1/05 Quantity	Total	Prior Periods Quantity	Total	Job To Date Quantity	Total	Pay Estimate # - Quantity	Total	Pay Estimate Job To Date Quantity	Total	Difference Quantity	Total
02B3	Site Work		0.00	0.00	0	0.00	0	0.00	0	0.00	0						
03	Concrete		0.00	0.00	43,120	0.00	0	0.00	0	0.00	0						
CO#1	Change Order 1		0.00	0.00	7,700	0.00	0	0.00	0	0.00	0						
CO3	change order for plan		0.00	0.00	0	0.00	0	0.00	0	0.00	0						
CO#2	CHANGE ORDER #		0.00	0.00	110	0.00	0	0.00	0	0.00	0						
01	General Requirements		0.00	0.00	0	0.00	0	0.00	0	0.00	0						
04	Masonry		0.00	0.00	0	0.00	0	0.00	0	0.00	0						
101	City of Englewood		0.00	0.00	0	0.00	0	0.00	0	0.00	0						
s	City of Englewood		0.00	0.00	0	0.00	0	0.00	0	0.00	0						
99	Profit & Overhead		0.00	0.00	0	0.00	0	0.00	0	0.00	0						
108	City of Golden		0.00	0.00	0	0.00	0	0.00	0	0.00	0						
0419 - Golden					188,620.00		0.00		0.00		0.00						

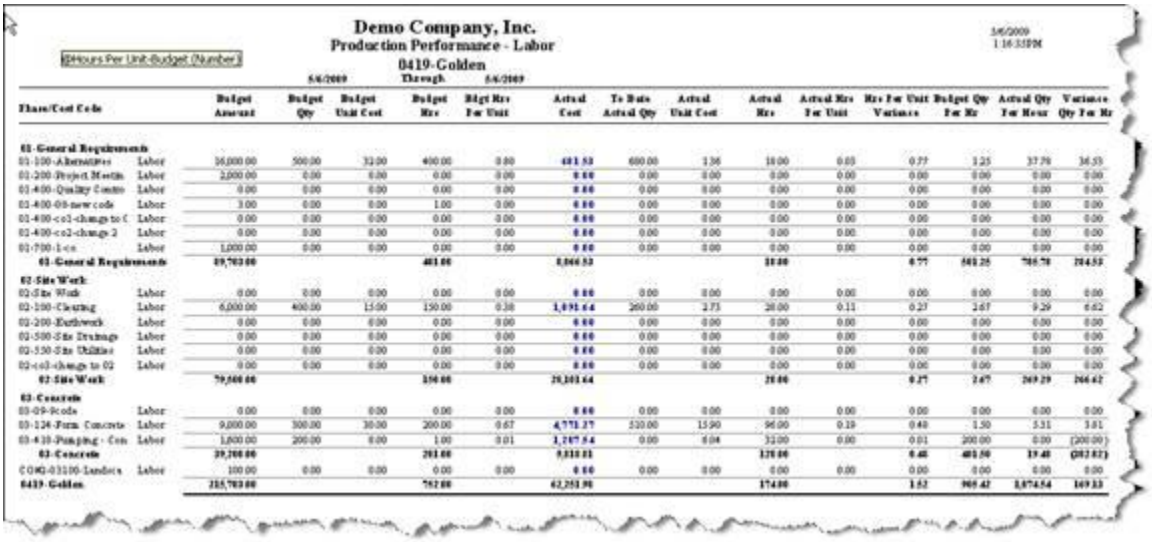


Demo Company, Inc.

5/6/2009 1:15:57PM

Production Performance by Cost Code
0419-Golden
Through 5/6/2009

Phase/Cost Code	Budget Amount	Budget Qty	Budget Unit Cost	Actual Amount	To Date Actual Qty	Actual Unit Cost	Actual Qty Profit	Units Cost Profit	Budget Qty Profit
01-General Requirements									
01-General Requirements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-100-Alternatives	46,200.00	500.00	92.40	6,955.53	680.00	10.23	55,876.47	82.17	41,085.64
01-200-Project Meetings	2,000.00	0.00	0.00	1,111.00	0.00	0.00	0.00	0.00	0.00
01-270-Access Flooring	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-400-Quality Control	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-400-08-new code	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-400-co1-change to 01400	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-400-co2-change 2	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-700-Project Closeout	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-700-1-co	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-General Requirements	**89,703.00**			**8,066.53**			**55,876.47**		**41,085.64**
02-Site Work									
02-Site Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-100-Clearing	25,000.00	400.00	62.50	23,091.64	260.00	88.81	(6,841.64)	(26.31)	(10,525.60)
02-200-Earthwork	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-220-Landscaping	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00
02-500-Site Drainage	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-550-Site Utilities	31,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00
02-co3-change to 02	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-Site Work	**79,500.00**			**28,101.64**			**(6,841.64)**		**(10,525.60)**
03-Concrete									
03-Concrete	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-09-9code	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-124-Form Concrete Pavement	22,500.00	300.00	75.00	5,611.27	510.00	16.88	29,638.73	58.12	17,434.55
03-410-Pumping - Concrete	16,600.00	200.00	83.00	1,207.54	0.00	0.00	0.00	83.00	16,600.00
03-Concrete	**39,200.00**			**9,818.81**			**29,638.73**		**34,034.55**
04-Masonry	**100.00**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-City of Englewood									
101-City of Englewood	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-City of Englewood	**0.00**			**0.00**			**0.00**		**0.00**
105-City of Englewood	**0.00**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
108-City of Golden									
108-City of Golden	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
108-City of Golden	**0.00**			**0.00**			**0.00**		**0.00**
99-Overhead	**0.00**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CO#2-Change Order 2	**0.00**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CO#2-03100-Landscaping	**200.00**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CO#2-03400-Clearin	**0.00**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
co1-change order 1									
co1-change order 1	7,000.00	0.00	0.00	16,265.00	0.00	0.00	0.00	0.00	0.00
co1-change order 1	**7,000.00**			**16,265.00**			**0.00**		**0.00**
co3-plumbing change order	**0.00**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0419-Golden	**215,703.00**			**62,251.98**			**78,673.56**		**64,594.59**



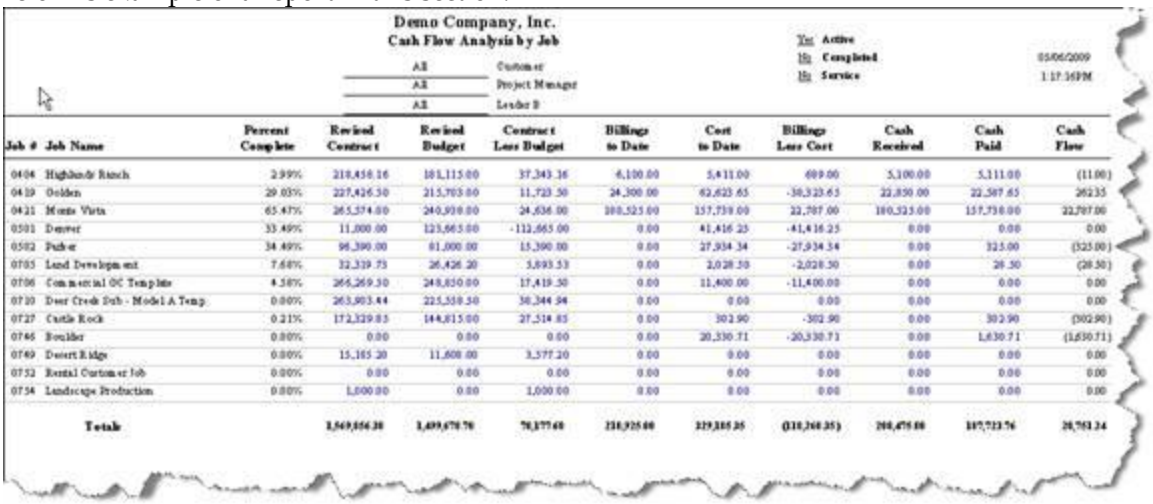
Demo Company, Inc.
Production Performance - Labor
0419-Golden
5/6/2009 Through 5/6/2009

Item/Cost Code		Budget Amount	Budget Qty	Budget Unit Cost	Budget Hrs	Bdgt Hrs Per Unit	Actual Cost	To Date Actual Qty	Actual Unit Cost	Actual Hrs	Actual Hrs Per Unit	Hrs Per Unit Variance	Budget Qty Per Hr	Actual Qty Per Hour	Variance Qty Per Hr
01-General Requirements															
01-100-Allowances	Labor	16,000.00	500.00	32.00	400.00	0.80	481.53	600.00	1.36	18.00	0.03	0.77	1.25	37.78	36.53
01-200-Project Meetin	Labor	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-400-Quality Contro	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-400-08-new code	Labor	3.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-400-co1-change to C	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-400-co2-change 2	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-700-1-co	Labor	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-General Requirements		**19,703.00**			**401.00**		**0,066.53**			**18.00**		**0.77**	**161.25**	**703.78**	**704.53**
02-Site Work															
02-Site Work	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-100-Clearing	Labor	6,000.00	400.00	15.00	150.00	0.38	1,091.64	260.00	2.73	28.00	0.11	0.27	2.67	9.29	6.62
02-200-Earthwork	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-500-Site Drainage	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-550-Site Utilities	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-co1-change to 02	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-Site Work		**79,000.00**			**150.00**		**20,103.64**			**28.00**		**0.27**	**2.67**	**269.29**	**266.62**
03-Concrete															
03-09-Code	Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-124-Form Concrete	Labor	9,000.00	300.00	30.00	200.00	0.67	4,771.27	320.00	15.90	96.00	0.19	0.48	1.50	3.31	3.81
03-410-Pumping - Con	Labor	1,000.00	200.00	0.00	1.00	0.01	1,297.54	0.00	0.04	32.00	0.00	0.01	200.00	0.00	(200.00)
03-Concrete		**39,700.00**			**201.00**		**9,111.21**			**128.00**		**0.48**	**401.50**	**19.48**	**(202.82)**
CON1-03100-Landsca	Labor	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0419-Golden		**215,703.00**			**752.00**		**42,253.91**			**174.00**		**1.62**	**905.42**	**1,074.54**	**169.33**

12. Job Cash Flow Reports



Below is example of a report in this section.



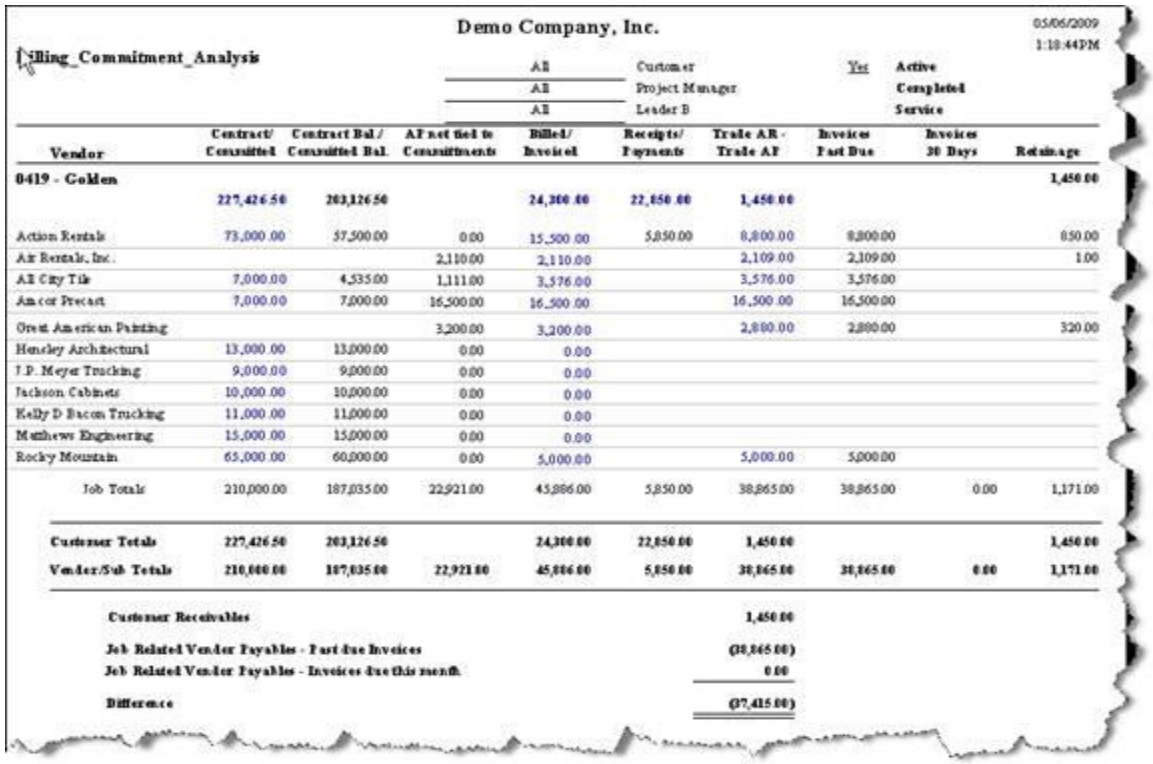
Demo Company, Inc.
Cash Flow Analysis by Job
All Customer
All Project Manager
All Lender ID
Yes Active
No Completed
No Service
01/06/2009 1:17:16PM

Job #	Job Name	Percent Complete	Revised Contract	Revised Budget	Contract Less Budget	Billings to Date	Cost to Date	Billings Less Cost	Cash Received	Cash Paid	Cash Flow
0404	Highlands Ranch	2.99%	210,456.16	101,115.00	37,343.16	6,100.00	5,411.00	689.00	5,100.00	5,111.00	(11.00)
0419	Golden	29.03%	227,426.50	215,703.00	11,723.50	24,300.00	62,623.65	-38,323.65	22,850.00	22,587.65	262.35
0421	Monte Vista	65.47%	265,574.00	240,930.00	24,636.00	180,525.00	157,739.00	22,787.00	180,525.00	157,750.00	22,787.00
0501	Denver	33.49%	11,000.00	123,665.00	-112,665.00	0.00	41,416.25	-41,416.25	0.00	0.00	0.00
0502	Parker	34.49%	96,390.00	81,000.00	15,390.00	0.00	27,934.34	-27,934.34	0.00	325.00	(325.00)
0705	Land Development	7.68%	32,339.75	26,426.20	5,893.53	0.00	2,028.50	-2,028.50	0.00	28.50	(28.50)
0706	Commercial OC Template	4.58%	265,269.30	248,850.00	17,419.30	0.00	11,400.00	-11,400.00	0.00	0.00	0.00
0710	Deer Creek Sub - Model A Temp	0.00%	263,803.44	225,558.50	38,244.94	0.00	0.00	0.00	0.00	0.00	0.00
0727	Castle Rock	0.21%	172,329.83	144,815.00	27,514.83	0.00	302.90	-302.90	0.00	302.90	(302.90)
0746	Boulder	0.00%	0.00	0.00	0.00	0.00	20,330.71	-20,330.71	0.00	1,630.71	(1,630.71)
0749	Desert Ridge	0.00%	15,385.20	11,808.00	3,577.20	0.00	0.00	0.00	0.00	0.00	0.00
0752	Rental Customer Job	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0754	Landscape Production	0.00%	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
	Totals		**1,549,856.20**	**1,499,670.70**	**70,177.60**	**210,925.00**	**339,185.35**	**(110,260.35)**	**208,475.00**	**187,723.76**	**20,751.24**

13. Job Commitment Reports.



Below are a couple examples of reports in this section.



Demo Company, Inc.

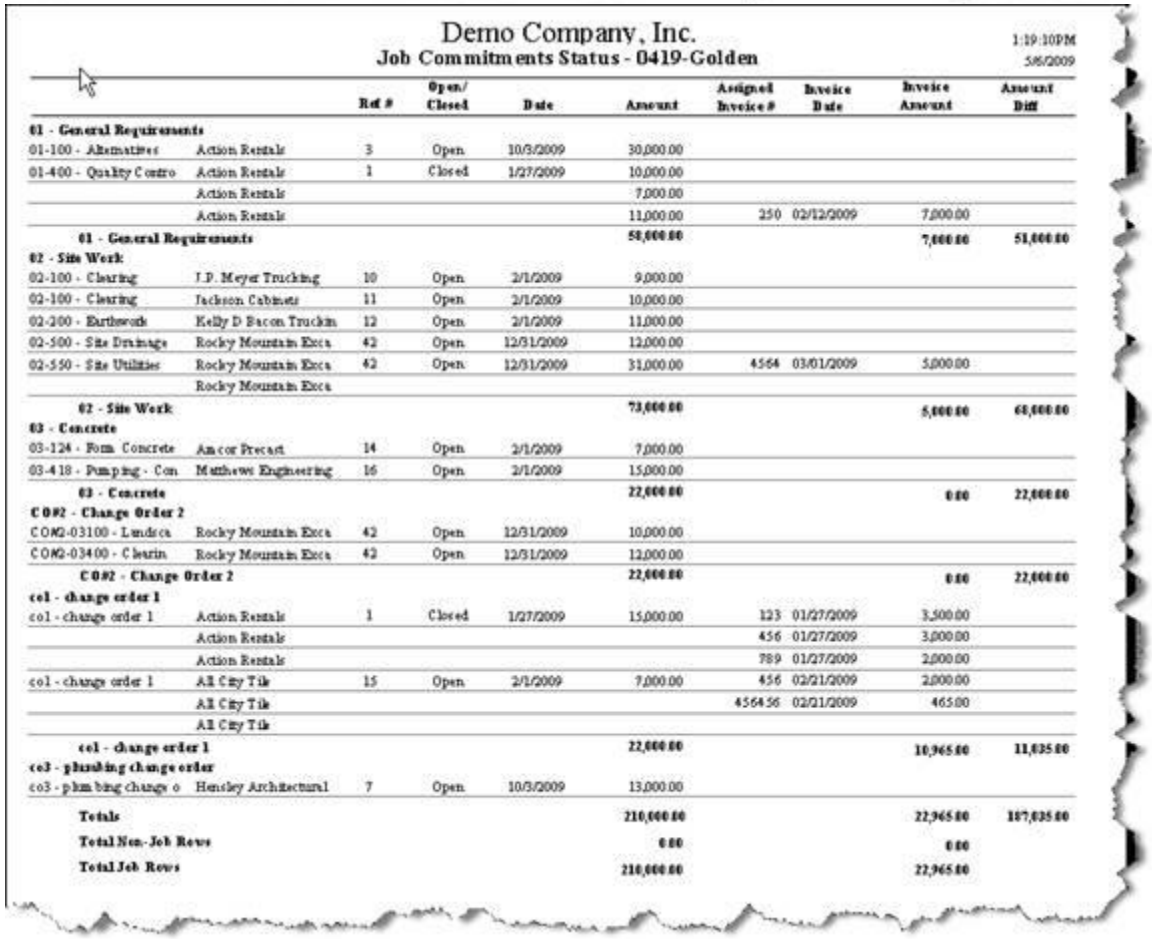
05/06/2009
1:18:44PM

illing_Commitment_Analysis

All	Customer	Yes	Active
All	Project Manager		Completed
All	Leader B		Service

Vendor	Contract/ Committed	Contract Bal / Committed Bal.	AP not tied to Commitments	Billed/ Invoiced	Receipts/ Payments	Trade AR - Trade AP	Invoices Past Due	Invoices 30 Days	Retainage
0419 - Golden									1,450.00
	227,426.50	203,126.50		24,300.00	22,850.00	1,450.00			
Action Rentals	73,000.00	57,500.00	0.00	15,500.00	5,850.00	8,800.00	8,800.00		850.00
Air Rentals, Inc.			2,110.00	2,110.00		2,109.00	2,109.00		1.00
All City Tile	7,000.00	4,535.00	1,111.00	3,576.00		3,576.00	3,576.00		
Amcor Precast	7,000.00	7,000.00	16,500.00	16,500.00		16,500.00	16,500.00		
Great American Painting			3,200.00	3,200.00		2,880.00	2,880.00		320.00
Hensley Architectural	13,000.00	13,000.00	0.00	0.00					
J.P. Meyer Trucking	9,000.00	9,000.00	0.00	0.00					
Jackson Cabinets	10,000.00	10,000.00	0.00	0.00					
Kelly D Bacon Trucking	11,000.00	11,000.00	0.00	0.00					
Matthews Engineering	15,000.00	15,000.00	0.00	0.00					
Rocky Mountain	65,000.00	60,000.00	0.00	5,000.00		5,000.00	5,000.00		
Job Totals	210,000.00	187,035.00	22,921.00	45,886.00	5,850.00	38,865.00	38,865.00	0.00	1,171.00
Customer Totals	**227,426.50**	**203,126.50**		**24,300.00**	**22,850.00**	**1,450.00**			**1,450.00**
Vendor/Sub Totals	**210,000.00**	**187,035.00**	**22,921.00**	**45,886.00**	**5,850.00**	**38,865.00**	**38,865.00**	**0.00**	**1,171.00**

Customer Receivables	**1,450.00**
Job Related Vendor Payables - Past due Invoices	**(38,865.00)**
Job Related Vendor Payables - Invoices due this month	**0.00**
Difference	**(37,415.00)**



Demo Company, Inc.
Job Commitments Status - 0419-Golden

1:19:10PM
5/6/2009

		Ref #	Open/ Closed	Date	Amount	Assigned Invoice #	Invoice Date	Invoice Amount	Amount Diff
01 - General Requirements									
01-100 - Alternatives	Action Rentals	3	Open	10/3/2009	30,000.00				
01-400 - Quality Contro	Action Rentals	1	Closed	1/27/2009	10,000.00				
	Action Rentals				7,000.00				
	Action Rentals				11,000.00	250	02/12/2009	7,000.00	
01 - General Requirements					**58,000.00**			**7,000.00**	**51,000.00**
02 - Site Work									
02-100 - Clearing	J.P. Meyer Trucking	10	Open	2/1/2009	9,000.00				
02-100 - Clearing	Jackson Cabinets	11	Open	2/1/2009	10,000.00				
02-200 - Earthwork	Kelly D Bacon Truckin	12	Open	2/1/2009	11,000.00				
02-500 - Site Drainage	Rocky Mountain Exca	42	Open	12/31/2009	12,000.00				
02-550 - Site Utilities	Rocky Mountain Exca	42	Open	12/31/2009	31,000.00	4564	03/01/2009	5,000.00	
	Rocky Mountain Exca								
02 - Site Work					**73,000.00**			**5,000.00**	**68,000.00**
03 - Concrete									
03-124 - Form Concrete	Amcor Precast	14	Open	2/1/2009	7,000.00				
03-418 - Pumping - Con	Matthews Engineering	16	Open	2/1/2009	15,000.00				
03 - Concrete					**22,000.00**			**0.00**	**22,000.00**
CO#2 - Change Order 2									
CO#2-03100 - Landsca	Rocky Mountain Exca	42	Open	12/31/2009	10,000.00				
CO#2-03400 - Clearin	Rocky Mountain Exca	42	Open	12/31/2009	12,000.00				
CO#2 - Change Order 2					**22,000.00**			**0.00**	**22,000.00**
co1 - change order 1									
co1 - change order 1	Action Rentals	1	Closed	1/27/2009	15,000.00	123	01/27/2009	3,500.00	
	Action Rentals					456	01/27/2009	3,000.00	
	Action Rentals					789	01/27/2009	2,000.00	
co1 - change order 1	All City Tile	15	Open	2/1/2009	7,000.00	456	02/21/2009	2,000.00	
	All City Tile					456456	02/21/2009	465.00	
	All City Tile								
co1 - change order 1					**22,000.00**			**10,965.00**	**11,035.00**
co3 - plumbing change order									
co3 - plumbing change o	Hensley Architectural	7	Open	10/3/2009	13,000.00				
Totals					**210,000.00**			**22,965.00**	**187,035.00**
Total Non-Job Rows					**0.00**			**0.00**	
Total Job Rows					**210,000.00**			**22,965.00**	

Crystal Reports 1: Creating a Basic A/R Invoice

What is Crystal Reports?

Crystal Reports is a tool that allows a user to create reports that display information from a database.

Why use Crystal Reports?

Almost all of the reports utilized by Toolbox were created in Crystal Reports. A Toolbox user with knowledge of Crystal Reports can modify currently existing reports in many ways. For example, a company logo or additional fields can be added to an AR Invoice report. Reports can also be made from scratch and plugged into Toolbox.

What does this class teach?

Toolbox Crystal Class 1 familiarizes a Toolbox user with Crystal Reports and introduces them to the concept of a relational database. Crystal Class 1 will walk a user through the creation of a basic AR Invoice, and also cover some formatting basics.

Setting Preferences:

Before starting, a few options in Crystal should be changed:

File | Options | Database | Check "Stored Procedures" | OK
File | Options | Database | Check "Perform Grouping on Server" | OK
File | Options | Database | Uncheck "Auto-Smart-Linking" | OK

File | Options | Reporting | Uncheck "Save Data with Report" | OK
File | Options | Reporting | Uncheck "Convert Null Field Value to Default" | OK

File | Options | Fonts | Fields | change Size to 8 | OK

File | Options | Fonts | Summary Fields | change Size to 8 |
| Group Name Fields | change Size to 8 |

| Text Objects | change Size to 8 |
| Field Titles | change Size to 8 | OK

File | Options | Fields | Number | Number | select (1,123.00) | OK

File | Options | Layout | Show Gridlines in Design (View Options)
File | Options | Layout | Show Grid in Design (Grid Options)

File | Options | New Report | Browse
Browse to Toolbox report on your file server folder.
Click OK

Using the Report Expert to create a simple AR Invoice:

File | New
"Standard" is highlighted
Click OK
Click Database | ODBC| Toolbox | Tables

1. Selecting Tables

Under Toolbox select the following tables by double clicking on them:

GL_MASTER
GL_DETAIL
GL_DET_AMT
GL_ACCOUNTS
GL_ACCOUNT_TYPE
JC_JOB
JC_BUDGET_ITEM
JC_BILLING_ITEM

2. Establishing Links

Link the following fields together by clicking and dragging the desired fields onto one another:

GL_MASTER.IDENTIFIER to GL_DETAIL.TRAN_ID
GL_DETAIL.IDENTIFIER to GL_DET_AMT.LINE_ID
GL_DETAIL.JOB_ID to JC_JOB.IDENTIFIER
GL_DETAIL.COST_CODE to JC_BUDGET_ITEM.IDENTIFIER
GL_DETAIL.COST_CODE to JC_BILLING_ITEM.IDENTIFIER
GL_DET_AMT.ACCT_ID to GL_ACCOUNTS.IDENTIFIER
GL_ACCOUNTS.TYPE to GL_ACCOUNT_TYPE.IDENTIFIER

All links must have a Left Outer SQL Join type when creating a report using a Toolbox database. To change the Join Type of a link, right click on the link and select "Link Options".

3. Selecting Fields to be displayed

Click on the "Fields" tab and add the following fields by highlighting them, then moving them to the box on the right side using buttons in the center of the menu:

GL_DETAIL.ITEM_DESC
GL_DET_AMT.AMT_QTY
GL_DET_AMT.AMT_RATE
GL_DET_AMT.AMT_VALUE

4. Selecting Fields to be used as Groups

Click on the "Group" tab and select the following fields to be used as groups:

GL_MASTER.REF_NUM
GL_DETAIL.LINE_NUM

Groups are used to organize the data presented in a report. The field GL_MASTER.REF_NUM is actually the invoice number, and GL_DETAIL.LINE_NUM is the identifying number given to each line item in an invoice. By adding these fields as groups, we are narrowing the information presented by the report down to a single invoice, and presenting each line item in the same order that they were entered in Toolbox.

Click Finish. Crystal Reports will now generate a report based on the information entered.

5. Creating a Parameter

Next, a parameter must be created. Parameters are another necessary step of creating a report that only pulls up certain pieces of data.

Click on "Insert" at the top of the Crystal Reports Window.
Select "Field Object". This menu is very important, as it contains all of the fields of the databases used in the report, and allows a user to create formulas, running totals, and parameters.
Right click on Parameter Fields, and select New. Enter "GL Identifier" as both the Name and Prompting Text, and set its value type to "Number".

6. Filtering Report data with the Select Expert

Currently if the report is left as is, it will display AP and Tax Items as well as AR data. To filter out the extra data, a number must be assigned to the GL_DETAIL.ITEM_TYPE field so that the report knows to only look at AR items.

Click on "Report" at the top of the Crystal Reports Window.
Choose "Select Expert".
Find and select the field GL_DETAIL.ITEM_TYPE.
Click the drop down box and select Formula, and enter the following information:

```
{GL_DETAIL.ITEM_TYPE} <> 130.00 and
{GL_DETAIL.ITEM_TYPE} <> 10.00
```

Click the "New" button and select the field "GL_MASTER.IDENTIFIER"
Click the drop down box and select "equal to", then select "{?GL Identifier}"

Setting the GL_DETAIL.ITEM_TYPE to 130 (AR items) and 10 (Control Account entries) ensures that the report will only pull up invoice data. Setting the GL_MASTER.IDENTIFIER to equal the parameter "GL Identifier" links those two fields together.

7. Cosmetic changes

Now that fields are in place and filters have been set, all that remains is to make the report more presentable. The GL_DETAIL.LINE_NUM field in the Details section can be deleted safely, as it is unnecessary for an AR Invoice. Simply click the field, and press the Delete button on the keyboard. The GL_MASTER.REF_NUM field is the invoice number, and can be moved to the Page Header section by dragging and dropping.

Guidelines

Guidelines are an easy way to align and move objects in a report. To activate them, right click on an empty space on a report and select "Show Guidelines in Design". Horizontal and vertical dotted lines should now be visible. Objects that are moved near a guideline will "snap" to it, so that when the guideline's tab is moved, the attached objects will as well. Guidelines can be created by clicking on the horizontal and vertical rulers on the edges of the report.

Adding Lines and Boxes

Lines and boxes can be added to a report for organization and style purposes. First, activate the supplementary toolbar by clicking on "View" at the top of the Crystal window. Then select "Toolbars". Ensure that the box next to "Supplementary Tools" is checked. If it is, there will be a small row of buttons along the bottom of the Crystal Reports window. The far left button activates the line tool. The button to the immediate right of the line tool activates the box tool. To use both tools, simply click a button then click and drag the mouse cursor across the report.

Adding Text

To add text to a report, click the button at the top of the Crystal Reports window that looks like the lowercase letters "ab", and then click on the report to add a text box. Enter the desired text, and then click outside of the box to finalize it. Text boxes can be changed at any time by double clicking on them.

Additional Formatting Options

By right clicking on an object in the report and selecting "Format…" many formatting options can be accessed. Here are just a few of the options that can be accessed from that window:

- Font size and type
- Text color
- Line thickness
- Alignment
- Number display format
- Date display format
- Drop shadow
- Suppress

The basic AR Invoice is now complete. The report can now be saved and plugged into Toolbox for testing.

Crystal Reports 2: Adding Additional Fields to an AR Invoice

This Session walks you through adding fields to your custom AR Invoice forms. While any field that can be logically tied to a transaction can be added to a form, this session addresses the fields more commonly associated with AR Invoices.

1. To add the "Customer" field to your AR Invoice:

From within an AR Invoice Form:
Click Database | Visual Link Expert
Expand window to full size.
Click Tables
Click Add Table
Select ODBC | Toolbox | address_book
Click Close
Click OK (you should now be in the Visual Linking Expert)
Link gl_master.name_ID to address_book.identifier
Highlight the link by clicking on it.
Click Link Options (on the right)
Select "Left Outer" for your SQL Join Type (bottom right)
Click OK
Click OK (to exit the Visual Link Expert)
Click Insert | Field Object | Database Fields | Address_book name
Drag "name" to the desired location on your form.

2. To add the "Customer Address fields" field to your AR Invoice:

From within an AR Invoice Form:
Click Database | Visual Link Expert
Expand window to full size.
Click Tables
Click Add Table
Select ODBC | Toolbox | address
Click Add
Click Close
Click OK (you should now be in the Visual Linking Expert)
Link address_book.identifier to address.assc_id
Highlight the link by clicking on it.
Click Link Options (on the right)
Select "Left Outer" for your SQL Join Type (bottom right)

Click OK
Click OK (to exit the Visual Link Expert)
Click Insert | Field Object | Database Fields | address |
Drag "addr1" to the desired Location
Click Insert | Field Object |
Right click on "Formula Fields"
Click New
Type "Addr2" in for the name of the formula
Click OK
Using the field tree, make your formula the following:
if {ADDRESS.ADDR2} = ""
then {ADDRESS.CITY} + ", " + {ADDRESS.STATE} + " " + {ADDRESS.ZIP}
else {ADDRESS.ADDR2}

Click Insert | Field Object |
Right click on "Formula Fields"
Click New
Type "Addr3" in for the name of the formula
Click OK
Using the field tree, make your formula the following:
if {ADDRESS.ADDR2} = ""
then ""
else {ADDRESS.CITY} + ", " + {ADDRESS.STATE} + " " +
{ADDRESS.ZIP}
Click Report | Select Expert
Click the "New" button
Find Address.Address_type in the list of fields and double click on it
Click the dropdown box and select "is equal to"
Click the right dropdown box and select "20"
Click "Ok"

3. To add the "Invoice Date" field to your AR Invoice:

From within an AR Invoice Form:
Click Insert | Field Object | Database Fields | GL_Master
Drag "tran_date" to the desired location.

4. To add the "Payment Terms" field to your AR Invoice:

From within an AR Invoice Form:
Click Database | Visual Link Expert
Expand window to full size.
Click Tables

Click Add Table
Select ODBC | Toolbox | Tables | ap_terms
Click Close
Click OK (you should now be in the Visual Linking Expert)
Link gl_master.terms_id to ap_terms.identifier
Highlight the link by clicking on it.
Click Link Options (on the right)
Select "Left Outer" for your SQL Join Type (bottom right)
Click OK
Click OK (to exit the Visual Link Expert)
Click Insert | Field Object | Database Fields | ap_terms
Drag "name" to the desired location on your form.

5. To add the "Sales Associate" field to Your AR Invoice:

From within an AR Invoice Form:
Click Database | Visual Link Expert
Expand window to full size.
Click Tables
Click Add Table
Select ODBC | Toolbox | Tables | ut_names
We want to name this table "ut_names_sales_assoc".
1. If this table has already been added, Crystal will prompt you add an Alias to this Report for this table.
Click Yes
Name the table:
"ut_names_sales_assoc"
Click OK
2. If this table has not previously been added, Crystal will not prompt you to name the table. We will do this later.
Click Close
Click OK (you should now be in the Visual Linking Expert)
Link gl_master.sales_assoc to ut_names_sales_assoc.identifier
Highlight the link by clicking on it.
Click Link Options (on the right)
Select "Left Outer" for your SQL Join Type (bottom right)
Click OK
Click OK (to exit the Visual Link Expert)
If Crystal did not prompt you to rename the table above, complete the following steps to rename the table "ut_names_sales_assoc".
Click Database | Set Alias
Single click "ut_names".
Click Set Alias
Name the table:

"ut_names_sales_assoc"
Click OK
Click Done
Click Insert | Field Object | Database Fields | ut_names_sales_assoc
Drag "name" to the desired location on your form.

6. To add the "Ship Via" field to your AR Invoice:

From within an AR Invoice Form:
Click Database | Visual Link Expert
Expand window to full size.
Click Tables
Click Add Table
Select ODBC | Toolbox | Tables | ut_names
We want to name this table "ut_names_ship_via".
1. If this table has already been added, Crystal will prompt you add an Alias to this Report for this table.
Click Yes
Name the table:
"ut_names_ship_via"
Click OK
2. If this table has not previously been added, Crystal will not prompt you to name the table. We will do this later.
Click Close
Click OK (you should now be in the Visual Linking Expert)
Link gl_master.ship_via to ut_names_ship_via.identifier
Highlight the link by clicking on it.
Click Link Options (on the right)
Select "Left Outer" for your SQL Join Type (bottom right)
Click OK
Click OK (to exit the Visual Link Expert)
If Crystal did not prompt you to rename the table above, following the following steps to rename the table "ut_names_ship_via".
Click Database | Set Alias
Single click "ut_names".
Click Set Alias
Name the table:
"ut_names_ship_via"
Click OK
Click Done
Click Insert | Field Object | Database Fields | ut_names_ship_via
Drag "name" to the desired location on your form.

7. To add the "Default Job" field to your AR Invoice:

From within an AR Invoice Form:
Click Database | Visual Link Expert
Expand window to full size.
Click Tables
Click Add Table
Select ODBC | Toolbox | Tables | jc_job
We want to name this table "jc_job_def_job".
1. If this table has already been added, Crystal will prompt you add an Alias to this Report for this table.
Click Yes
Name the table:
"jc_job_def_job"
Click OK
2. If this table has not previously been added, Crystal will not prompt you to name the table. We will do this later.
Click Close
Click OK (you should now be in the Visual Linking Expert)
Link gl_master.def_job to jc_job_def_job.identifier
Highlight the link by clicking on it.
Click Link Options (on the right)
Select "Left Outer" for your SQL Join Type (bottom right)
Click OK
Click OK (to exit the Visual Link Expert)
If Crystal did not prompt you to rename the table above, following the following steps to rename the table "jc_job_def_job".
Click Database | Set Alias
Single click "jc_job".
Click Set Alias
Name the table:
"jc_job_def_job".
Click OK
Click Done
Click Insert | Field Object | Database Fields | jc_job_def_job
Drag "job_name" to the desired location on your form.

8. To add the "Default Retention Rate" field to your AR Invoice:

Click Insert | Field Object | Database Fields | gl_master
Drag "retention" to the desired location on your form.

9. To add the "Reference" field to your AR Invoice:

Click Insert | Field Object | Database Fields | gl_master
Drag "ref" to the desired location on your form.

10. To add the "Memo" field to your AR Invoice:

From within an AR Invoice Form:
Click Database | Visual Link Expert
Expand window to full size.
Click Tables
Click Add Table
Select ODBC | Toolbox | gl_detail
Crystal will prompt you add an Alias to this Report for this table.
Click Yes
Name the table:
"gl_detail_memo"
Click OK
Click Close
Click OK (you should now be in the Visual Linking Expert)
Link gl_master.identifier to gl_detail_memo.tran_id
Highlight the link by clicking on it.
Click Link Options (on the right)
Select "Left Outer" for your SQL Join Type (bottom right)
Click OK
Click OK (to exit the Visual Link Expert)
Click Report | Select Expert
Click Show Formula
Click Formula Editor
Place the following below the last line:
and {gl_detail_memo.item_type} = 10
Click the "Save and Close" icon (disk with x)
Click OK (to exit the Select Expert)
Click Insert | Field Object | Database Fields | gl_detail_memo.
Drag "item_desc" to the desired location on your form.

11. To add the "Payment App" field to your AR Invoice:

Click Insert | Field Object | Database Fields | gl_master
Drag "app_num" to the desired location on your form.

12. To add the "FOB" field to your AR Invoice:

From within an AR Invoice Form:
Click Database | Visual Link Expert
Expand window to full size.
Click Tables
Click Add Table
Select ODBC | Toolbox | Tables | ut_names
We want to name this table "ut_names_fob".
1. If this table has already been added, Crystal will prompt you add an Alias to this Report for this table.
Click Yes
Name the table:
"ut_names_fob"
Click OK
2. If this table has not previously been added, Crystal will not prompt you to name the table. We will do this later.
Click Close
Click OK (you should now be in the Visual Linking Expert)
Link gl_master.fob to ut_names_fob.identifier
Highlight the link by clicking on it.
Click Link Options (on the right)
Select "Left Outer" for your SQL Join Type (bottom right)
Click OK
Click OK (to exit the Visual Link Expert)
If Crystal did not prompt you to rename the table above, following the following steps to rename the table "ut_names_fob".
Click Database | Set Alias
Single click "ut_names".
Click Set Alias
Name the table:
"ut_names_fob"
Click OK
Click Done
Click Insert | Field Object | Database Fields | ut_names_fob
Drag "name" to the desired location on your form.

13. Adding Custom Job Fields to your AR Invoice

Custom Job Fields Database Information for AR Transactions.

When a custom field is labeled in one job, this label is used for all jobs. The label is stored in the ut_names table.

ut_names.type = 413 - Job notebook custom date field descriptions
ut_names.type = 414 - Job notebook custom text field descriptions
ut_names.type = 415 - Job notebook custom number field descriptions

When a value is placed onto a job for a given custom field, a row is created in the ut_rec_assoc table.
assc.type =
66 - Values for date custom fields in Job Notebook
68 - Values for text custom fields in Job Notebook
67 - Values for number custom fields in Job Notebook
ut_rec_assc.table1 = jc_job.identifier
ut_rec_assc.table2 = equals the ut_names.identifier (413,414 or 415 see above)
ut_rec_assc.table3 = date value for dates, and 0 for other type custom records
ut_rec_assc.rate = number value for custom number field on job.
ut_rec_assc.text = text value for custom text field on job.

To add custom job fields to your AR Invoice:

From within an AR Invoice Form:
Click Database | Visual Link Expert
Expand window to full size.
Click Tables
Click Add Table
Select ODBC | Toolbox | Tables | ut_rec_assc
We want to name this table "custom1_value".
1. If this table has already been added, Crystal will prompt you add an Alias to this Report for this table.
Click Yes
Name the table:
"custom1_value"
Click OK
2. If this table has not previously been added, Crystal will not prompt you to name the table. We will do this later.
Click Close
Click OK (you should now be in the Visual Linking Expert)
Link jc_job.identifier to custom1_value.table1
Highlight the link by clicking on it.
Click Link Options (on the right)
Select "Left Outer" for your SQL Join Type (bottom right)
Click OK
Click OK (to exit the Visual Link Expert)
If Crystal did not prompt you to rename the table above, following the following steps to rename the table "custom1_value".
Click Database | Set Alias
Single click "ut_rec_assc".
Click Set Alias

Name the table:
"custom1_value"
Click OK
Click Done
Click Insert | Field Object | Database Fields | custom1_value
If the custom field is a date field, Drag 'table3" to the desired location.
If the custom field is a text field, Drag 'text" to the desired location.
If the custom field is a number field, drag "rate" to the desired location.

From within an AR Invoice Form:
Click Database | Visual Link Expert
Expand window to full size.
Click Tables
Click Add Table
Select ODBC | Toolbox | Tables | Ut_names
We want to name this table "custom1_name".
1. If this table has already been added, Crystal will prompt you add an Alias to this Report for this table.
Click Yes
Name the table:
"Custom1_name"
Click OK
3. If this table has not previously been added, Crystal will not prompt you to name the table. We will do this later.
Click Close
Click OK (you should now be in the Visual Linking Expert)
Link custom1_value.table2 to custom1_name.identifier
Highlight the link by clicking on it.
Click Link Options (on the right)
Select "Left Outer" for your SQL Join Type (bottom right)
Click OK
Click OK (to exit the Visual Link Expert)
If Crystal did not prompt you to rename the table above, following the following steps to rename the table "custom1_name".
Click Database | Set Alias
Single click "ut_names".
Click Set Alias
Name the table:
"custom1_name"
Click OK
Click Done
Click Insert | Field Object | Database Fields | custom1_name
Drag "name" to the desired location on your form.

Click Report | Select Expert
Click Show Formula
Click Formula Editor

Place the following below the last line:
(if isnull({custom1_name.name}) then true
else {custom1_name.name} = "custom field name")
(Note: the custom field name will be the name you assigned your custom field in the job notebook | entry 2 tab).
Click the "Save and Close" icon (disk with x)
Click OK (to exit the Select Expert)

14. Accounting for Sales Tax

Subject to Tax fields

An AR Invoice can have rows in its distribution subject to tax. In order to select which rows are subject to tax user must designate which distribution rows are subject to tax. This can be done by turning on a field in the distribution area(s) called "Subject to Tax." This is done under Utilities | Customize | AR Inv (Screen) for the "1. Basic" tab and/or the "2. Items" tab.

Sales Tax field

Users must also turn on the AR Invoice "Sales Tax" field. This is done under the Header Options under Utilities | Customize | AR Inv (Screen).

Tax Items and Groups

In order to designate which taxing entity(ies) to charge tax for, users must have Tax Items setup. (And Tax Groups if multiple entities have tax being charged). This is done under A/R | Items List. (Note that the items list can also be accessed through A/P | Items List, and Inventory | Items List) From the Items List, click "Add | Tax Item | Ok" to setup an item. After multiple items are set up, users can set up Tax Group(s) by clicking "Add | Tax Group | Ok."

Sales Tax Portion of an AR Invoice Database Information

For each taxing entity that has tax associated with the transaction will have a row in the GL_Detail table and one row in the GL_Det_Amt table. For example if a tax group that includes 3 tax items is placed on the invoice, regardless of the rows subject to tax, the system will generate 3 rows. The rows will be posted to the "Liability Account" designated in each of the 3 tax items.

Adding Sales Tax to the AR Invoice Forms

Generally the sales taxes are accumulated, and displayed at the bottom of the invoice. Optionally, users can designate which rows are subject to tax. The following illustrates how these two concepts can be accomplished in Crystal Reports.

Extra Group footers must first be created.
Three extra group footer sections must be created in order to accommodate the sales tax and retention formulas, which are intertwined.

1. Right click on the Group Footer 1 section, on the left hand column of the Design tab.
2. Select "Insert Section Below"
3. Notice that a new Group Footer 1 section appeared, called Group Footer 1b. Repeat steps 1 and 2 until there is a Group Footer 1d section.

Sales tax information is contained within Group Footer 1c. Four fields are generally placed in the row.

1. A text field called "Sales Tax".
    a. Insert | Text Object
    b. Place in the Group Footer 1c section, on the left side.
    c. Type "Sales Tax".
2. A field called IT_ITEMS.SALES_DESC, from the IT_ITEMS table.
    a. Database | Visual Linking expert
    b. Add the IT_ITEMS table. Link GL_MASTER.TAX_ID to IT_ITEMS.IDENTIFIER
    c. Insert | Field Object
    d. Place IT_ITEMS.SALES_DESC in the Group Footer 1c section, to the right of the text object that was just added.
3. A Formula called "Sales Tax Rate".
    a. Insert | Field Object | Formula Fields:
    b. Name the formula "Sales Tax Rate".
    c. Place the following formula in the variable:
    totext ({IT_ITEMS.TAX_RATE}) + "%
    d. Click the "Save and Close" icon.
    e. Drag the new variable to the sales tax row to the right of the field that was just added

4. A running total field called "Total Sales Tax".
    a. Insert | Field Object | Running Total Fields:
    b. Name the variable "Total Sales Tax".
    c. On the left column under "Available Tables and Fields"
        i. Click @Amount
        ii. Click the ">" to the left of "Field to summarize"
        iii. Make sure the "Type of summary" is set to "sum."
        iv. In the Evaluate section, click "Use a formula."
        v. Click the "X-2" icon to the right of "Use a formula."
        vi. Place the following formula in the window: {GL_DETAIL.ITEM_TYPE}=30
        vii. Click the "Save and Close" icon.
    d. Click Ok
    e. Drag the new running total field to the far right column of the sales tax row.

15. Accounting for Retention

Retention Database Information for AR Transactions.

Distribution Side of the Entry (revenue side):
When a distribution line item has retention, Toolbox will have a single row in the gl_detail table and one or more rows in the gl_det_amt table. For example, if a row has 1,000 as an amount and 10% retention, the system will generate one gl_detail table row, two gl_det_amt table rows (one for $1,000 for the total amount of the row, and one for $100 that represents the retention portion. The $1,000 will generally be posted to a Revenue account by the user (tied to the gl_accounts table with gl_det_amt.acct_id = gl_accounts.identifier). The $100 will not have an association to the GL_Accounts table. The gl_det_amt row with a $1,000 value will have a gl_det_amt.amt_type = 10, and the $100 row will have a gl_det_amt.amt_type = 20.

The GL_DET_AMT.AMT_TYPE values are as follows:

10 = Trade and Retention – no stored materials
20 = Retention
60 = Stored Materials Trade and Retention
61 = Stored Materials Retention

Control Side of the Entry (accounts receivable side):
A total of the trade portion of the distribution rows will be posted to the AR-Trade control account (GL#110 or 1100 in the default chart of accounts), and a total of the retention portion of the distribution rows will be posted to the AR-Retention control account (GL#112 and 1120 in the default chart of accounts). For example, if the above example only had one line of distribution, $900 would post to GL#1100, and $100 would post to gl#1120. Note that there will be a one entry into the gl_detail table and a one entry into the gl_det_amt table for the trade side control entry, and one entry in into the

gl_detail table and one entry into the gl_det_amt table for the retention side control entry.

GL_Master Table Entry:
There will be a single entry into the GL_Master table for the entire transaction.

Adding Retention to the AR Invoice Forms

Generally the retention will be accumulated, and displayed after all the distribution rows are itemized. The following illustrates how these concepts can be accomplished in Crystal Reports.

Five fields are generally placed in the row.

1. A text field called "Gross Billing".
    a. Insert | Text Object
    b. Place toward left side in Group Footer #1a.
    c. Type "Gross Billing".
2. A text field called "Retention".
    a. Insert | Text Object
    b. Place toward left side in Group Footer #1b.
    c. Type "Retention".
3. A running total field called "Gross Amount".
    a. Insert | Field Object | Running Total Fields:
    b. Name the running total "Gross Amount".
    c. On the left column under "Available Tables and Fields"
        i. Click GL_DET_AMT.AMT_VALUE
        ii. Click the ">" to the left of "Field to summarize"
        iii. Make sure the "Type of summary" is set to "sum."
        iv. In the Evaluate section, click "Use a formula."
        v. Click the "X-2" icon to the right of "Use a formula."
        vi. Place the following formula in the window:
            {GL_DET_AMT.AMT_TYPE} = 10 and
            {GL_DETAIL.ITEM_TYPE} <> 30
        vii. Click the "Save and Close" icon.
        viii. Drag and drop the formula into the Group Footer 1a section on the far right side.
    d. Click Ok

4. A running total field called "Total Retention".
    a. Insert | Field Object | Running Total Fields:
    b. Name the variable "Total Retention".
    c. On the left column under "Available Tables and Fields"
        i. Click GL_DET_AMT.AMOUNT_VALUE
        ii. Click the ">" to the left of "Field to summarize"
        iii. Make sure the "Type of summary" is set to "sum."

iv. In the Evaluate section, click "Use a formula."
v. Click the "X-2" icon to the right of "Use a formula."
vi. Place the following formula in the window:
{GL_DET_AMT.AMT_TYPE} = 20
vii. Click the "Save and Close" icon.

d. Click Ok
e. Drag the new running total field to the far right column of the Group Footer #1b section.

5. A formula called "Total Gross Billing"
   a. Click Insert | Field Object | Formula:
   b. Name the formula "Total Gross Billing"
   c. Place the following information in the formula:
   ```
   if isnull({#Total Sales Tax})
   then -{#Gross Amount}
   else
   -{#Gross Amount}-{#Total Sales Tax}
   ```
   d. Place the formula on the right side of the section Group Footer 1a.
6. A formula field called "Total before Sales Tax".
   a. Insert | Field Object | formula:
   b. Name the formula "Total before Sales Tax".
   c. Place the following information in the formula:
   ```
   if isnull({#Total Retention})
   then {@Total Gross Billing}
   else {@Total Gross Billing}+{#Total Retention}
   ```
   e. Click the "Save and Close" icon.
   f. Drag the formula to the far left column of the Group Footer #1b section and just below the #Total Retention field.

Make the Group Footers Conditionally Suppress

Group Footer 1a

Right Click on the Group Footer 1a description in the design column (far left).
Click Format Section
Click the X-2 box to the right of "Suppress (No Drill-Down)."
Insert the following formula:

```
(isnull({#Total Retention})
or {#Total Retention}=0)   //suppress section if no retention
and
(isnull({#Total Sales Tax})
or {#Total Sales Tax}=0)  //suppress section if no sales tax
```

Thus, this section will not be necessary where this subtotal will equal the total of the invoice at the bottom.

Group Footer 1b

Right Click on the Group Footer 1b description in the design column (far left).
Click Format Section
Click the X-2 box to the right of "Suppress (No Drill-Down)."
Insert the following formula:
isnull({#Total Retention})
or {#Total Retention}=0 //suppress section if no retention

Thus, this section will not be necessary if there is no retention.

Group Footer 1c
Right Click on the Group Footer 1c description in the design column (far left).
Click Format Section
Click the X-2 box to the right of "Suppress (No Drill-Down)."
Insert the following formula:
isnull({#Total Sales Tax})
or {#Total Sales Tax}=0 //suppress section if no sales tax

Crystal Reports 3: Working With Stored Procedures

Setting Preferences:

File | Options | Database | Check "Stored Procedures" | OK
File | Options | Database | Check "Perform Grouping on Server" | OK
File | Options | Database | Uncheck "Auto-Smart-Linking" | OK
File | Options | Reporting | Uncheck "Save Data with Report" | OK
File | Options | Reporting | Uncheck "Convert Null Field Value to Default" | OK
File | Options | Fonts | Fields | change Size to 8 | OK
File | Options | Fonts | Summary Fields | change Size to 8 |
Summary Fields	change Size to 8
Group Name Fields	change Size to 8
Text Objects	change Size to 8
Field Titles	change Size to 8	OK
File | Options | Fields | Number | Number | select (1,123.00) | OK
File | Options | Layout | Show Gridlines in Design (View Options)
File | Options | Layout | Show Grid in Design (Grid Options)
File | Options | New Report | Browse

Browse to Toolbox report on your file server folder.
Click OK

Adding a Stored Procedure Library to a Report:

File | New | Standard | OK | Database | ODBC | Toolbox | Stored Procedures |

T_get_job_status | OK | Close | Fields | Formula

Name the formula: Cost Code + Description + Direct Type

In Report Fields Expand on the Database by Clicking on Database Name

{T_get_job_status.Budget_Code} + '-' + {T_get_job_status.Budget_desc} +'-'+ {T_get_job_status.Direct_Type}

Save and Exit (disk with x icon on the upper left)

Double click on the following fields to add to the right.

Bill_Code_Sched_Value
Amount_Budget
Amount_Cmtd
Amount_Balance_Cmtd
Amount_Period_Actual

Amount_Actual
Est_Cost_to_Complete
Amount_Proj
Percent_Complete
Click Next
Double Click Bill Code (in the Group Tab)
Click Finish

Page Formatting

File | Printer Setup |Landscape | OK
(Landscape vs. Portrait**)**

Page Margins

File | Page Setup |
Change Left Margin to .07
Change Right Margin to .07
Click Ok

Insert a Group

Insert | Group | @ Cost Code + Description + Direct Type | OK

Snap Inserted Columns to Grid Lines
Click on the "Design" tab.

Suppress the Control key | Click on all fields in the first column |
Hold your shift down and hit the arrow right key until the fields snap to the grid line.
Do the same for all columns

Adjust Width of Numeric Columns to ¾".
Create a grid line marker for the far right numeric column.
Drag the far right grid line marker to 10 ½".
Drag each grid line marker so that numeric columns are ¾".

Insert Subtotals for Your Group
Right Click on Amount_Budget | Insert | Subtotal
Check "Insert summary fields for all groups"
Check "Insert grand total fields"
Click OK

Remove Subtotal Underlines

Insert a Running Total on Contract Value Column

Right Click on Bill_Code_Sched_Value | Insert | Running Total
Enter Running Total Name: Contract Value–G1
Under Evaluate: Click "On change of group"
Click the dropdown and choose "Group#1…"
Under Reset: Click "on Change of Group"
Click the dropdown and choose "Group#1…"
Click OK
Delete Subtotal and Total Contents in Columns 2 and 3
Move the running total to the Group Footer#1 section.
Right Click on Amount_budget | Insert | Running Total
Running Total Name: Amount_Budget–GT
Under Evaluate: Click "On change of group"
Click the dropdown and choose "Group#2…"
Under Reset: Click "on Change of Group"
Click the dropdown and choose "Group#2…"
Click OK
Move the running total to the Report Footer row.

Inserting Special Fields (Insert Date and Time and Page Numbers)

Insert | Field Objects | Special Fields | Page N of M
(Drag "Page N of M" to the right side of the page footer)
Insert | Field Objects | Special Fields | Print Time
(Drag "Print Time" to the right side of your page header)
(Drag "Print Date" to the right side of your page header)
Click Close

Adjust Column Headers
Click on the first header and arrow up 3 times.
Hold the Shift Key down and arrow down 3 times
Double click on the description and put "Returns" between each word.
Continue for All Columns, Clear Underlines & Line Up Horizontally

Inserting Lines

Insert | Line, draw a horizontal line, under column headings, click format line, change black to grey, click ok

Drill Down Reporting

File | Report Options |
Check: Show All Headers On Drill Down
Click OK

Hiding drill-down detail.
Right click on "Detail" (on the left hand side of your screen)
and click Hide.

Sub-reports Drill Down

Right click on "Detail" (on the left hand side of your screen)
Click Insert Section Below
Right Click on "Detail a"
Click Format Section
Click the down arrow to the right of Merge
Click OK

We are going to use a Sub-report for our drill down detail.
Insert | Subreport | Choose a report | Browse | SR_Direct_Costs_Burdens.rpt | Open | OK

Drag the Subreport into your "Detail a" row.
Widen the Subreport to span the entire width of the report.

Subreport links
Right Click on the Sub-report | Change Sub-report Links
In the "Available Fields:" window:
Double Click on T_get_job_status.jc_job_id in available fields window.
Click the drop down on the bottom left.
Select ?Pm-JC_JOB.IDENTIFIER
Uncheck the checkbox on the bottom right
labeled "Select data in Subreport based on field:
Double Click on T_get_job_status.Budget_Code in available fields window.
Check the box next to select data in Subreport based on field:
Click the dropdown just below the check box and select:
JC_BUDGET_ITEM.PHASE_CODE
Click OK
Go to the preview tab.
Double click on any row with a value.

On-Demand Sub-Reports

Right click on the sub-report
Format Subreport | Subreport | check On-demand sub-report
Click "X-2" button to the right of "On-Demand Sub-report Caption."
Totext(sum({T_get_job_status.Amount_Actual},{@Cost Code + Description + Direct Type})) +' '
Click the save and exit disk icon.
Click "X-2" button to the right of "Choose a sub-report preview tab caption".
'Costs ' + {T_get_job_status.Budget_Code}
Click the save and exit disk icon.
Click on the Font tab.
Style = Bold
Size = 8
Color = Blue
Uncheck the check box next to Underline
Click on the common tab
Horizontal Alignment = Right
Click OK
Resize the sub-report to the column width of the "Amount Actual" Column.
Right Click on the G1 subtotal of "Amount Actual"
| Format Field | Common Tab | Suppress | OK
Drag your sub-report (in blue) over the top of the dimmed (suppressed) field in Group footer #2 row.
Try your preview again.
Double click on of the blue numbers.

Sub-report limitations/issues

You cannot have a sub-report within a Subreport.
Crystal 8.5 sometimes mark "Re-import when open"
Right click on the Subreport | Subreport
Re-import when open will be checked.
This will erase your Subreport links.

Conditionally Omitting Rows

Right Click Detail | Click "X-2" to the right of "Suppress (No Drill-Down)"
Enter condition(s).
Save and Exit.

ODBC - Toolbox DSN

Crystal Reports will look to the "Toolbox" ODBC DSN when determining what data to pull into your report.

Conditionally Bolding

In the fonts tab click "X-2" to the right of Bold.
if {T_get_job_status.Level_1_child_count} = 0 then crBold else crRegular
You will find "crBold" under Functions | Font Style Constraints.

Save Data with Report

File | Options | Reporting | Save Data with Report

Setting Default Directory for your Crystal Reports
File | Options | New Report | Browse

Browse to Toolbox report on your file server folder.
Click OK

Divide by Zero

If {denominator} = 0 then 0 else
{numerator} / {denominator}

Formatting for Percent

Right Click on the numeric field
Format Field | Number | Customize | Currency Symbol
Check "Enable Currency Symbol"
Change the "$" Currency Symbol to "%"
Click the dropdown under Position and select "(123%)"
Click OK

Refreshing your report for changes to the table system and/or stored procedures.

Database | Verify Database | Ok (click ok through the rest of the prompts)

Tables you need to know about:

gl_master (transaction header data)
gl_detail (transaction row data)
gl_det_amt transaction row amount data)

jc_job (jobs)
jc_budget_item (budget rows, phase/cost codes)
jc_budget_detail (direct type level)
jc_billing_item (schedule of value rows, bill codes)

address_book (vendors and customers)
pr_employee (employees)

Links you need to know about:

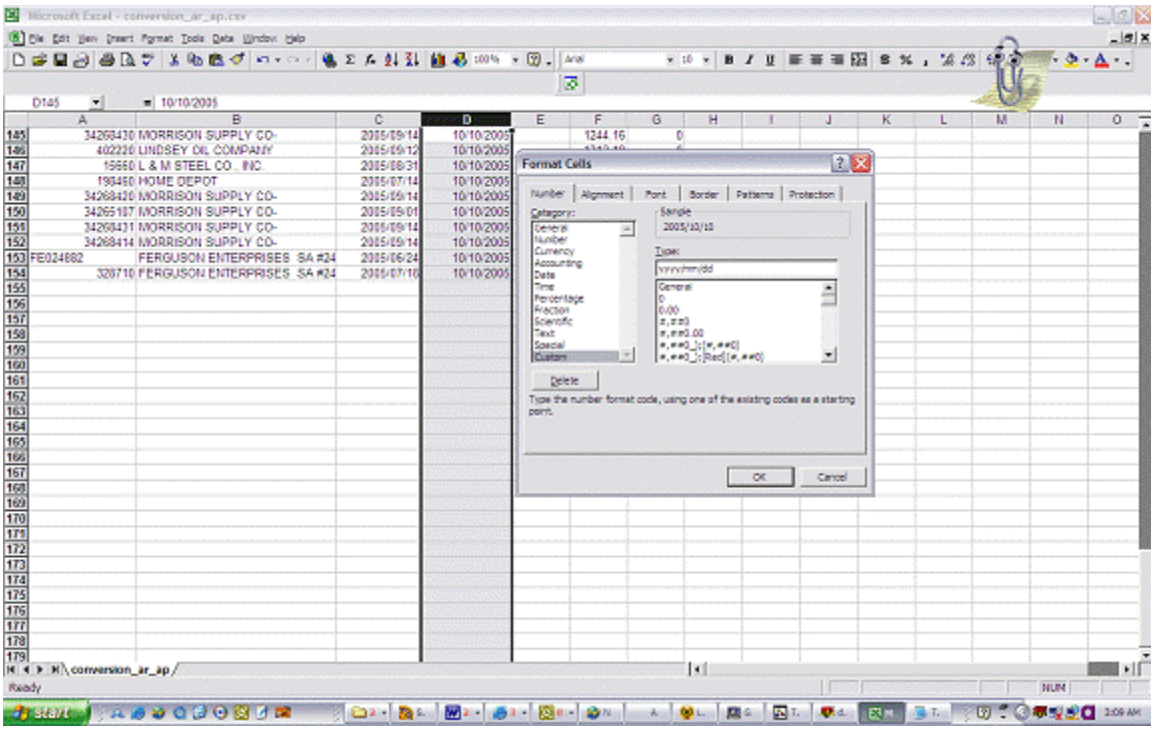
jc_budget_detail.direct_type = gl_accounts.direct_type

Importing External Data Instructions

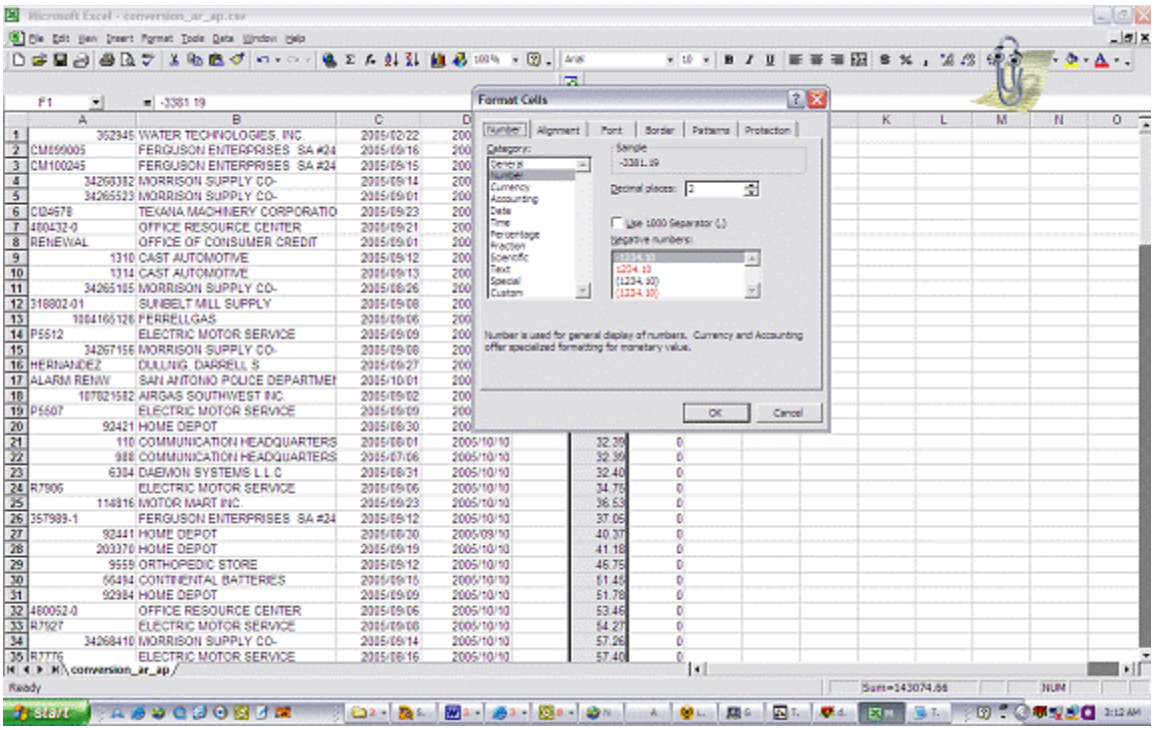
Possible Issues

1. Note that you should do the import from your file server, and you must have a "C" drive on your file server. We have experienced trouble trying to import from a network workstation. If the user does not have that server environment, consider copying the database to the "C" drive of one of the workstations, and connecting to the database as a single user.
2. If you import file has records with sporadic data in the far right column, you may have to populate the balance of the rows in the far right column with a single space.
3. Header rows must be removed from top of your spreadsheet prior to saving it as a csv file.
4. Dates must be in the following date format 'yyyy/mm/dd'. From Excel:

Right click on the date column
Click "Format Cells"
Click "Custom"
Right below "Type:" place 'yyyy/mm/dd' (without the single quotes). Click "OK"
Also note that if you pull edit the excel file again, and make changes, you will need to repeat this step. Excel will revert the format back to the original format.



5. Amounts must be in a format that does not include commas.
Right click on the amount column
Click “Format Cells”
Click “Number”
Under “Negative numbers:” select the very top number “-1234.10”
Click “OK”

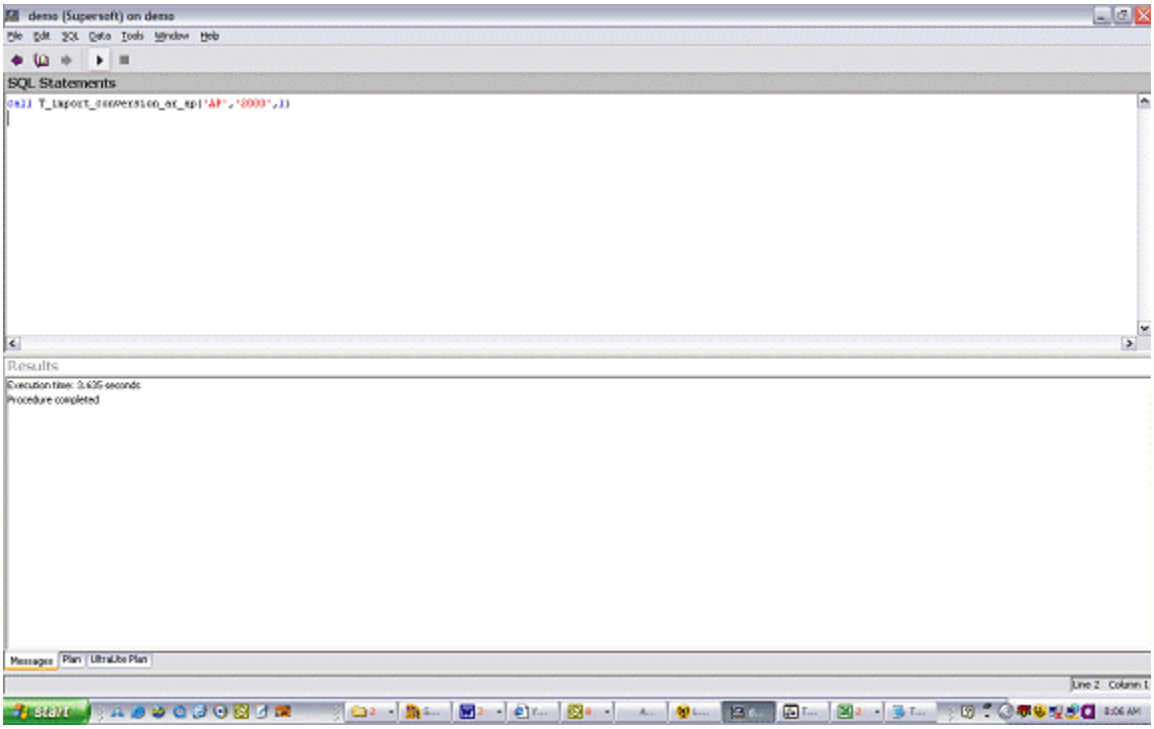


Saving your data as a csv file format.

Click “File”
Click “Save As”
Set your “Save in:” dropdown to your “c:\toolbox\” folder
Set: Save as type: to “CSV (Comma delimited)(*.csv)
Click “Save”

Executing your utility in ISQL:

The following is an example of the ISQL entry.



Address Book Import

Import file field format must be in the following column format, and must be saved in a csv file format.

A	1	vendor/customer name,
B	2	vendor/customer number,
C	3	mail_Addr1,
D	4	mail_Addr2,
E	5	mail_city,
F	6	mail_state,
G	7	mail_zip,
H	8	physical_addr1,
I	9	physical_addr2,
J	10	physical_city,
K	11	physical_state,
L	12	physical_zip,
M	13	contact1,
N	14	contact2,
O	15	contact3,
P	16	acct_num,
Q	17	note,
R	18	phone1_desc,
S	19	phone1,
T	20	phone2_desc,
U	21	phone2,
V	22	phone3_desc,
W	23	phone3,
X	24	category,
Y	25	sales_assoc,
Z	26	email_addr,
AA	27	www_addr,
AB	28	permit,(fed id#)
AC	29	subcontractor,
AD	30	credit_limit,
AE	31	opened,
AF	32	default_GL_No
AG	33	default_Dept_No
AH	34	terms_desc
AI	35	tax_exempt
AJ	36	foreign_id
AK	37	Fname
AL	38	Mname
AM	39	Lname
AN	40	Cust_text1

AO	41	Cust_text2
AP	42	Cust_text3
AQ	43	Cust_text4
AR	44	Cust_text5
AS	45	Cust_text6
AT	46	Cust_text7
AU	47	Cust_text8
AV	48	Cust_text9
AW	49	Cust_text10
AX	50	Cust_text11
AY	51	Cust_date1 date,
AZ	52	Cust_date2 date,
BA	53	Cust_date3 date,
BB	54	Cust_date4 date,
BC	55	Cust_date5 date,
BD	56	Cust_amt1 double,
BE	57	Cust_amt2 double,
BF	58	Cust_amt3 double,
BG	59	Cust_amt4 double,
BH	60	Cust_amt5 double,

Save your file name as c:\toolbox\import_external_address_book.csv
Execute the following in ISQL:
call T_import_external_address_book ('AP',1,'123')
Parameter specifics:
1) "AR", "AP", “Contact” :Use 'AP' for importing vendors/Subcontractors, 'AR' for importing customers, and Contact for importing contacts.

2) 1 or 0: 1=update existing records, 0=do not update existing records.
3) '123': not currently used, but will become a parameter for the filename and path of the import file.

Note:
Multiple Contacts can be assigned to:
- Customers
- Vendors
- Job Addresses
- Jobs

Contacts can be assigned to multiple:
- Customers
- Vendors
- Job Addresses
- Jobs

User “Contact Associations” Import to create associations.

Address Book Associations Import

Import file field format must be in the following column format, and must be saved in a csv file format.

A	1	Address_Book Name
B	2	Address_Book ID
C	3	Address_Book Type a. Customer b. Vendor c. Employee d. Other
D	4	Associated ID (Job Address ID, Customer ID, Vendor ID, Misc Name ID, Job ID)
E	5	Associated Name (Job Address Name, Customer Name, Vendor Name, Misc Name , Job Name)
F	6	Associated Type a. Job Address b. Customer c. Vendor d. Misc Name e. Job

call T_import_external_Address_Book_Associations ()

Note: Either Address Book Name or Address Book ID are required. (Not both)
Either Associated ID or Associated Name is required. (Not both)

The import utility tries to first match address book and associated contact/address based on the ID. If not match is found, the utility tries to match based on the Name.

Job Site Address Import

Import file field format must be in the following column format, and must be saved in a csv file format.

A	1	Job Site ID
B	2	Job Site Name
C	3	Addr1,
D	4	Addr2,
E	5	City,
F	6	State,
G	7	Zip,
H	8	Customer ID,
I	9	Customer Name,
J	10	Owner ID,
K	11	Owner Name,
L	12	phone1,
M	13	phone2,
N	14	phone3,
O	15	email1,
P	16	email2,
Q	17	email3,
R	18	cust_text1,
S	19	cust_text2,
T	20	cust_text3,
U	21	cust_text4,
V	22	cust_text5,
W	23	cust_text6,
X	24	cust_text7,
Y	25	cust_text8,
Z	26	cust_text9,
AA	27	cust_text10,
AB	28	cust_date1,
AC	29	cust_date2,
AD	30	cust_date3,
AE	31	cust_date4,
AF	32	cust_date5,
AG	33	cust_amt1,
AH	34	cust_amt2,
AI	35	cust_amt3,
AJ	36	cust_amt4,
AK	37	cust_amt5,

Save your csv file on the file server as C:\toolbox\import_external_job_site_addresses.csv

Execute the following in ISQL from the file server: call
T_import_external_job_site_addresses ()

Import Employees

Specifications for parameters:
Import file name must = "import_external_employees.csv"
Fields must be in the following order:

A	1	Employee_Number,	
B	2	First_Name,	
C	3	Middle_Name,	
D	4	Last_Name,	
E	5	ss_num,	
F	6	Birth_date,	
G	7	start_Date,	
H	8	End_Date,	
I	9	Review_Date	
J	10	RT_Pay_Rate	
K	11	OT_pay_Rate	
L	12	DT_Pay_Rate	
M	13	Payroll_Period	(Daily, Weekly, Bi-Weekly ...)
N	14	Pay_Type	(Hourly, Salary, Salary_Job_Cost)
O	15	Country	
P	16	Active_Inactive_Status	(1 active or 0 inactive)
Q	17	gender	(male or female)
R	18	Marital_Status	(single or married)
S	19	Fed_Allowances	
T	20	State_Allowances	
U	21	Trade_Class	
V	22	Ethnic_Group	
W	23	License_Num	
X	24	Default_Witholding_State_Providence (two digit abbreviation)	
Y	25	Default_UI_State_Providence (two digit abbreviation)	
Z	26	Default_GL_Account,	
AA	27	Default_Company,	
AB	28	Default_Department,	
AC	29	Default_Division,	
AD	30	Default_Work_Comp_ID,	
AE	31	Default_Gen_Liab_ID,	
AF	32	Default_Union_Association,	
AG	33	Default_Union_Classification	
AH	34	Default_Certified_Classification,	
AG	35	Default_Equip_Asset_ID,	
AH	36	Direct_Deposit_Checking_DFI,	
AI	37	Direct_Deposit_Savings_DFI,	

AJ	38	phone1_desc
AK	39	Phone1,
AL	40	phone2_desc,
AM	41	Phone2,
AN	42	phone3_desc,
AO	43	Phone3,
AP	44	mail_Addr1,
AQ	45	mail_Addr2,
AR	46	mail_city,
AS	47	mail_state,
AT	48	mail_zip,

Save your file name as c:\toolbox\import_external_employees.csv
Execute the following in ISQL:

```
call T_import_external_employee (1,'123')
                //1 = modify existing records=yes
                //123  = file name and path - not being used right now.
```

Import Employee Payroll Adjustments

Specifications for parameters:

1) import file name must = "import_payroll_adjustments.csv"

Fields must be in the following order:

A	1	Employee_Id,
B	2	Employee_Full_Name char(100), (last, first middle)
C	3	SSN or SIN
D	4	Payroll_Adj_Name
E	5	Amount or Percentage
F	6	Checked Limit (checkbox) (1 for checked, 0 for unchecked)
G	7	Limit Amount
H	8	Period

1 - per check
2 – per month
3 – per year
4 - lifetime

call T_import_employee_payroll_adjustments()
save your file name as c:\toolbox\import_employee_payroll_adjustments.csv

Import YTD Payroll Adjustments

Specifications for parameters:

1) import file name must = "import_payroll_adjustments.csv"

Fields must be in the following order:

A	1	year,
B	2	Employee_Id,
C	3	Employee_Full_Name char(100), (last, first middle)
D	4	SSN or SIN
E	5	Payroll_Adj_Name
F	6	State_Providence
G	7	Country (valid options are US,USA,United States,CA,Canada)
H	8	Subject_to_Amount
I	9	Adjustment

call T_import_YTD_payroll_adjustments()
save your file name as c:\toolbox\import_YTD_payroll_adjustments.csv

Import Items

Import file field format must be in the following column format, and must be saved in a csv file format.

C:\toolbox\import_external_items.csv

A	1	Item_Name char(100),
B	2	Item_Location char(41),
C	3	Item Type char(41),
D	4	Sales_Desc long varchar,
E	5	Purch_Desc long varchar,
F	6	Default_Vendor_Name char(41),
G	7	Curr_Qty double,
H	8	Reorder_Qty double,
I	9	Full_Qty double,
J	10	Average_Cost double,
K	11	Category char(41),
L	12	Manufacturer char(41),
M	13	Bin char(41),
N	14	unit_of_measure char(41),
O	15	Expense_GL char(106),
P	16	Revenue_GL char(106),
Q	17	Inventory_GL char(106),
R	18	Company_Code char(41),
S	19	Department_Code char(41),
T	20	Division_Code char(41),
U	21	Cost_Code char(41),
V	22	Tax_Flag integer,
W	23	Taxable_Limit double,
X	24	Taxable_Freight integer,
Y	25	Billing_Designation_Type char(41),
Z	26	Billing_Designation char(41),
AA	27	Price_Tier char(41),
AB	28	Item_Comm_Flag integer,
AC	29	Item_Comm_Value double,
AD	30	Item_Comm_Type double,
AE	31	CF_Dividend double,
AF	32	CF_Divisor double,
A	33	GUnit_of_Measure, char(41),
AH	34	Tax Rate double,
AI	35	custom_text1,
AJ	36	custom_text2,
AK	37	custom_text1_column_name,
AL	38	custom_text2_column_name,

AM	39	custom_date1,
AN	40	custom_date2,
AO	41	custom_date1_column_name,
AP	42	custom_date2_column_name,
AQ	43	custom_number1,
AR	44	custom_number2,
AS	45	custom_number1_column_name,
AT	46	custom_number2_column_name

Save your file name as c:\toolbox\import_external_items.csv

Execute the following in ISQL: call T_import_external_items(1)
Parameter specifics:
1 or 0: 1=update existing records, 0=do not update existing records.
Item Types: Inventory Part , Service, Other Item, Other Charge, Non-Inv Part, Tax Item, Tax Group, Sales Tax Item, Sales Tax Group

Import Item Prices

Import file field format must be in the following column format, and must be saved in a csv file format.
C:\toolbox\import_external_item_prices.csv

A	1	L_update_existing_record		
B	2	item_name	char(41)	
C	3	Scale_Name	char(41)	
D	4	Scale_Price_Rate	double	(I_Scale_Price_Rate)
E	5	Effective_Date date	double	
F	6	Expiration_Date date	double	

Parameter specifics:
1) 1 or 0: 1=update existing records, 0=do not update existing records.

Save your file name as c:\toolbox\import_external_item_prices.csv

Execute the following in ISQL:
call T_Import_external_item_prices(1)

Parameter specifics:
1) 1 or 0: 1=update existing records, 0=do not update existing records.
3) '123': not currently used, but will become a parameter for the filename and path of the import file.

Import Item Rates

Import file field format must be in the following column format, and must be saved in a csv file format.

C:\toolbox\import_external_item_rates.csv

A	1	L_update_existing_record		
B	2	item_name	char(41)	
C	3	Part#	char(41)	
D	4	UPC	char(41)	
E	5	Vendor_Name	char(41)	
F	6	Vendor_Cost_Rate	double	(I_vendor_cost_rate)
G	7	L_Conv_Factor_Numerator	double	(I2_unit_conversion)
H	8	L_Conv_Factor_Numerator	double	(conversion_factor)
I	9	Cost_Rate	double	(I2_cost_rate)
J	10	Multiplier	double	(I2_multiplier)
K	11	Effective_Date	date	double
L	12	Expiration_Date	date	double
M	13	Scope	char(41)	//Job, Item, or BidItem
N	14	Manufacturer	char(41)	
O	15	Scale_Name	char(41)	
P	16	Job_Number	char(16)	

Parameter specifics:
1) 1 or 0: 1=update existing records, 0=do not update existing records.

Save your file name as c:\toolbox\import_item_rates.csv

Execute the following in ISQL:
call T_Import_external_item_rates(1,'123')

Parameter specifics:
1) 1 or 0: 1=update existing records, 0=do not update existing records.
3) '123': not currently used, but will become a parameter for the filename and path of the import file.

Jobs Import

Specifications for parameters:
Import file field format must be in the following column format, and must be saved in a csv file format.

A	1	job number
B	2	job name
C	3	leaderA
D	4	leaderB
E	5	customer number
F	6	customer name
G	7	contract num
H	8	contract_date
I	9	complete_date
J	10	owner_name
K	11	arch_name
L	12	job address line 1
M	13	job address line 2
N	14	Job city
O	15	job state
P	16	job zip
Q	17	phone1_desc
R	18	phone1
S	19	phone2_desc
T	20	phone2
U	21	phone3_desc
V	22	phone3
W	23	billing job address line 1
X	24	billing job address line 2
Y	25	bill job city
Z	26	billing job state
AA	27	billing job zip

Save your file name as c:\toolbox\import_jobs.csv
Execute the following in ISQL:

```
call T_import_external_jobs(1,'123')
```

Parameter specifics:
1) "AR" or "AP" :Use 'AP' for importing vendors and 'AR' for importing customers.
2) 1 or 0: 1=update existing records, 0=do not update existing records.
3) '123': not currently used, but will become a parameter for the filename and path of the import file.

Importing Fixed Assets

Import file field format must be in the following column format, and must be saved in a v file format.

A	1	category name (i.e. Equipment)
B	2	acquisition date (i.e. YYYY/MM/DD)
C	3	equip number
D	4	equip description
E	5	serial number
F	6	make
G	7	original cost
H	8	depreciable life
I	9	salvage value
J	10	accumulated depreciation
K	11	Save your file name as c:\toolbox\import_equipment.csv

Execute the following in ISQL:
call T_import_equipment ('6000','1600','5150','6490',1,'123')
6000 = Depreciation Expense Account
1600 = Accumulated Depreciation account
5400 = Direct Cost Account
6400 = Less Indirect Cost Account (contra account)
1 = modify existing records=yes
123 = file name and path - not being used right now.

Notes:
If the "equip number" is left blank, this utility will assign an equipment number equal to the left 16 characters of the "equip description".

The "equip number" column is required to be unique. If you have multiple occurrences of the same "equip number", the second occurrence will overwrite the first occurrence.

Journal Entries Import (For Job Balance Forwards)

Import file field format must be in the following column format, and must be saved in a v file format.

a	1	reference_number
b	2	date
c	3	gl_account
d	4	gl_division
e	5	gl_department
f	6	gl_company
g	7	description
h	8	units
i	9	rate
j	10	amount
k	11	labor burden
l	12	percent burden
m	13	job_num
n	14	code
o	15	code description
p	16	Vendor Name (exact name must exist in vendor list.)
q	17	Customer Name (exact name must exist in customer list.)
r	18	Item Name

Save your file name as C:\toolbox\import_journal_entries.csv

Execute the following in ISQL:

```
call T_import_journal_entries(1,1,'2005','0')
```

Parameter specifics:

1) 1: This parameter represents the identifier of the user doing the import. We will eventually have a dialog that will feed this parameter. For now, use '1' for your parameter.

2) 1: This parameter identifies that you want the utility to generate a balancing entry and posts it to a job set up for the conversion process.

3) '2005' This parameter represents the job number you want to use for the offset to your job balance forwards.

4) '0' This parameter represents the cost code when posting cost transactions, or billing code when posting revenue transactions.

Notes: This utility will calculate the rate if you populate the units and the amount. If you leave the reference number blank, the utility will assign a reference number. It will assign JE ' + job number as the reference number.

If you provide a code and code description that is not on the job, this utility will add a new code to the job.

Importing Conversion AR and AP Invoices

Import file field format must be in the following column format, and must be saved in a csv file format.

A	1	Invoice Number (limited to 16 alphanumeric characters)
B	2	Vendor/Customer Number
C	3	Vendor/Customer Name (limited to 41 alphanumeric characters)
D	4	Invoice Date (must be in date format 'yyyy/mm/dd')
E	5	Due Date (must be in date format 'yyyy/mm/dd')
F	6	Job Number (limited to 16 alphanumeric characters)
G	7	Trade Amount (must change to format that does not include commas)
H	8	Retention Amount (must change to format that does not include commas)

Save your file name as C:\toolbox\import_conversion_ar_ap.csv

Execute the following in ISQL:

```
Call T_import_conversion_ar_ap('AP','2000',1)
```

Parameter specifics:

1) 'AR' or 'AP': Use 'AP' for importing conversion AP invoices and 'AR' for importing conversion AR invoices.

2) '2000': Select the respective AR or AP control account you want the invoices to be posted to.

3) 1: This parameter represents the identifier of the user doing the import. We will eventually have a dialog that will feed this parameter. For now, use '1' for your parameter.

Importing Budgets and Schedule of Values

Note: We strongly encourage using the import under Dynamic Bid Item Estimating System Import that is in Toolbox rather than importing using the procedure below. The Bid Item import does everything this import does except that you define the import file for only the columns you are interested in importing. Additionally, the bid item import will import bid items where this procedure will not.

One limitation the Estimating System Import has is that only one job can be imported at a time. This utility provides for multiple job budgets being imported.

This procedure creates a budget items and from a screen or external call.
Import file field format must be in the following column format.

A	1	job_number	char(16)
B	2	code	char(41)
C	3	code_desc	char(41)
D	4	direct_type	char(41)
E	5	budget_units	double
F	6	budget_amount	double
G	7	bid_units	double
H	8	bid_amount	double
I	9	budget_retention_pc	double
J	10	bid_retention_pct	double
K	11	bill_code	char(11)
L	12	bill_code_desc	char(51)
M	13	workers_comp_code	char(41)
N	14	budget_post	integer
O	15	budget_level	integer
P	16	bid_level	integer
Q	17	budget_CO_boolean	integer
R	18	budget_CO_type	char(41)
S	19	budget_CO_date	date
T	20	bid_CO_boolean	integer
U	21	bid_CO_type	char(41),
V	22	bid_CO_date	date,
W	23	budget_UOM	char(41),
X	24	bid_UOM	char(41),
Y	25	budget_sequence	integer (preference must be enabled for this to be relevant)
Z	26	bid_sequence	integer
AA	27	budget_parent_code	char(41)
AB	28	budget_parent_code_desc	char(41)
AC	29	bid_parent_code	char(41),
AD	30	bid_parent_code_desc	char(41),
AE	31	budget_taxable	integer,

AF	32	budget_tax_entity	char(16),
AG	33	bid_taxable	integer,
AH	34	bid_tax_entity	char(16),
AI	35	user_name	char(24)
AJ	36	update_date	date
AK	37	update_if_exists	integer //1= yes, and 0 = do not update
AL	38	overwrite_or_Accumulate	integer

Save your file name as C:\toolbox\import_external_budget.csv

Execute the following in ISQL:
call T_import_external_budget()

Importing Budgets, Schedule of Values, and Bid Items using the Dynamic Import

1. Define your "Estimating System Templates" under:
   Job Cost | Estimating System Templates

   There are three types of imports:
   One Cost Column for Each Cost Type.
   All Cost Types (Budgets).
   All Cost Types (Bid Items).

The "One Cost Column for Each Cost Type" and the "All Cost Types (Budgets)" imports have been superseded by the "All Cost Types (Bid Items)" import. These imports have not been removed since many users are still utilizing them.

All Cost Types (Bid Items):
This method provides for all the functionality that the first two methods provide for; and therefore, you should select this method.

2) Select a file to import and select a template under:
   Job Cost | Job List | Double Click on A Job
   From the budget tab, click on the "External Import" Button
   1. Select a template.
   2. Click the "Select" button to locate and select a file to import.
   3. Choose "Overwrite" or "Accumulate.
      a. Choose "Overwrite" if each row is to represent the total budget for a given budget item and direct type.
      b. Choose "Accumulate" if multiple rows will be inserted for a given budget item and direct type.
   4. Click Go

Importing Many Jobs Budgets, Bid Items and Schedule of Values

A	1	Job_Number	char(16)
B	2	Code	char(41)
C	3	Code_Desc	char(41)
D	4	Direct_Cost_Type	char(41)
E	5	Description	long varchar
F	6	Units	double
G	7	Cost	double
H	8	Total_Code_Units	double
I	9	Bid_Amount	double
J	10	Bid_Cost_Ret_Pct	double
K	11	Bid_Amount_Ret_Pct	double
L	12	Bill_Code	char(41)
M	13	Bill_Code_Desc	char(51)
N	14	Workers_Comp_Code	char(41)
O	15	Allow_Cost_Posting	integer
P	16	Budget_Level	integer
Q	17	Bid_Level	integer
R	18	Budget_CO_Boolean	Integer
S	19	Budget_CO_Type	char(41)
T	20	Budget_CO_Date	date
U	21	Bid_CO_Boolean	integer
V	22	Bid_CO_Type	char(41)
W	23	Bid_CO_Date	date
X	24	Budget_UOM	char(41)
Y	25	Bid_UOM	char(41)
Z	26	budget_Sequence	integer
AA	27	Bid_sequence	integer
AB	28	Budget_Parent_Code	char(41),
AC	29	Budget_Parent_Code_Desc	char(41),
AD	30	Bid_Parent_Code	char(41)
AE	31	Bid_Parent_Code_Desc	char(51)
AF	32	budget_taxable	integer,
AG	33	budget_tax_entity	char(16),
AH	34	bid_taxable	integer,
AI	35	bid_tax_entity	char(16),
AJ	36	Bid_Item_Level	integer,
AK	37	Bid_Item_Sequence	integer,
AL	38	Item_Code	char(100),
AM	39	Item_Desc	long varchar,
AN	40	Item_UOM	char(41),
AO	41	Item_Location	char(41),
AP	42	Vendor_Code	char(16),

AQ	43	Vendor_Name	char(41)
AR	44	Bid_Item_Parent_Seq_Num	integer,
AS	45	foriegn_id	integer
AT	46	Labor_Cost	double,
AU	47	Labor_Units	double,
AV	48	Material_Costs	double,
AW	49	Material_Units	double,
AX	50	Subs_Cost	double,
AY	51	Subs_Units	double,
AZ	52	Equipment_Cost	double,
BA	53	Equipment_Units	double,
BB	54	Other_Cost	double,
BC	55	Other_Units	double,
BD	56	Burden	double,
BE	57	units_conv_fact_dividend	double,
BF	58	units_conv_fact_divisor	double,
BG	59	bid_units_conv_fact_dividend	double,
BH	60	bid_units_conv_fact_divisor	double,
BI	61	version_number	char(25),
BJ	62	scope	long varchar

specifications for parameters:

1) Overwrite_or_Accumulate - integer
   0= Overwrite, 1 = Accumulate,
   2 = Overwrite and do not call
   T_update_Budget_SOV_from_Bid_Item after import.
   3 = Accumulate and do not call
   T_update_Budget_SOV_from_Bid_Item after import.

call T_import_external_bid_items (1);
save your file name as c:\toolbox\import_external_bid_items.csv

Importing Timecards

The import file name must "import_external_timecards.csv." This file must be placed in your C:\toolbox\ folder on your file server.
Imports must be performed from your file server.

The fields must be in the following order:

A	1	employee_number,
B	2	employee_full_name "Last_Name, (comma)First_Name Middle_Name" or "First_Name Middle_Name Last_Name"
C	3	SSN_SIN,
D	4	work_date,
E	5	GL_account char(16),
F	6	division char(16),
G	7	department char(16),
H	8	company char(16),
I	9	job_number,
J	10	job_name,
K	11	cost_code,
L	12	cost_code_desc,
M	13	parent_code,
N	14	parent_desc,
O	15	regular_hours,
P	16	overtime hours.
Q	17	doubletime hours,
R	18	sick_hours,
S	19	vacation_hours,
T	20	holiday_hours,
U	21	reimbursement_amount
V	22	description,
W	23	equipment_number,
X	24	labor_amount,
Y	25	billable_qty,
Z	26	billable_amt,
AA	27	additional markup/(Markdown)

From ISQL:

```
call T_import_timecards ()
```

Import External PO and Subcontracts

Import file field format must be in the following column format, and must be saved in a csv file format.

C:\toolbox\import_external_PO.csv

Import file field format must be in the following column format, and must be saved in a csv file format.

Header

A	1	Journal char(41),	(PO or SC)
B	2	Vendor char(41),	
C	3	Ref_Num char(16),	
D	4	Order_Date date,	
E	5	Terms char(41),	
F	6	Sales_Tax_Entity char(100),	
G	7	Req_DeDate date,	
H	8	Ship_Via char(41),	
I	9	Default_Job char(16),	
J	10	Reference char(16),	
K	11	Confirmed_by char(41),	
L	12	Memo long varchar,	
M	13	Default_Ret_Pct double,	
N	14	FOB char(41),	
O	15	Job_Ship_Addr char(100),	
P	16	Vendor_Disc_Pct double,	
Q	17	Subcontractor char(41),	
R	18	Hold_Status double,	
S	19	Ordered_By char(41)	
T	20	Change_Order_Ref char(16),	
U	21	Header_Cust_Text_1 char(41),	
V	22	Header_Cust_Text_2 char(41),	
W	23	Header_Cust_Text_3 char(41),	
X	24	Header_Cust_Text_4 char(41),	
Y	25	Header_Cust_Date_1 date,	
Z	26	Header_Cust_Date_2 date,	
AA	27	Header_Cust_Num_1 double,	
AB	28	Header_Cust_Num_2 double,	

Distribution:

AC	29	line_number integer,
AD	30	GL_Account char(17),// if divisions are used then GL-Div, ie '4000-01'
AE	31	Department char(16),
AF	32	Company char(16),
AG	33	Description long varchar,
AH	34	Units double,

AI	35	Rate double,
AJ	36	Amount double,
AK	37	job_num char(16),
AL	38	code char(41),
AM	39	Taxable integer,
AN	40	Ret double,
AO	41	UOM char(41),
AP	42	memo_date char(41),
AQ	43	Row_Cust_Text_1 char(41),
AR	44	Row_Cust_Text_2 char(41),
AS	45	Row_Cust_Date_1 date,
AT	46	Row_Cust_Date_2 date,
AU	47	Row_Cust_Num_1 double,
AV	48	Row_Cust_Num_2 double,
AW	49	Dist_Sales_Tax_Entity char(100),
AX	50	Pre_Tax_Amount double,
AY	51	Tax_Amount double,
AZ	52	Pre_Tax_Rate double,
BA	53	Item_Name char(100),
BB	54	item_location char(41),
BC	55	PO_SC_G2_id integer,
BD	56	G3_identifier integer,
BE	57	P10_identifier integer,
BF	58	total distribution_lines integer,
BG	59	user_name char(24),
BI	60	G2_foreign_id integer,
BJ	61	G2_foreign_alpha_id char(100)

Save your csv file on the file server as c:\toolbox\import_externaPO.csv
Execute the following in ISQL from the file server:

call T_import_externaPO()

Import External AP

Import file field format must be in the following column format, and must be saved in a csv file format.

C:\toolbox\import_external_AP.csv

Import file field format must be in the following column format, and must be saved in a csv file format.

Header

A	1	Journal char(41),	(AP)
B	2	Vendor char(41),	
C	3	AP_Account char(17),	
D	4	Ref_Num char(16),	
E	5	Tran_Date date,	
F	6	Terms char(41),	
G	7	Sales_Tax_Entity char(100),	
H	8	Ship_Via char(41),	
I	9	Sales_Assoc char(41),	
J	10	1099_Form char(41),	
K	11	1099_Type char(41),	
L	12	Additional_Payees char(254),	
M	13	Memo long varchar,	
N	14	Due_Date date,	
O	15	Use_Tax_Entity char(100),	
P	16	Discount_Date date,	
Q	17	Terms_Disc double,	
R	18	Vendor_Disc_Pct double,	
S	19	Subcontractor char(41),	
T	20	Hold_Status double,	
U	21	Header_Cust_Text_1 char(41),	
V	22	Header_Cust_Text_2 char(41),	
W	23	Header_Cust_Text_3 char(41),	
X	24	Header_Cust_Text_4 char(41),	
Y	25	Header_Cust_Date_1 date,	
Z	26	Header_Cust_Date_2 date,	
AA	27	Header_Cust_Num_1 double,	
AB	28	Header_Cust_Num_2 double,	

Distribution:

AC	29	line_number integer,
AD	30	GL_Account char(17), // if divisions are used then GL-Div, ie '4000-01'
AE	31	Department char(16),
AF	32	Company char(16),
AG	33	Description long varchar,

AH	34	Units double,
AI	35	Rate double,
AJ	36	Amount double,
AK	37	job_num char(16),
AL	38	code char(41),
AM	39	Taxable integer,
AN	40	Ret double,
AO	41	UOM char(41),
AP	42	memo_date char(41),
AQ	43	Row_Cust_Text_1 char(41),
AR	44	Row_Cust_Text_2 char(41),
AS	45	Row_Cust_Date_1 date,
AT	46	Row_Cust_Date_2 date,
AU	47	Row_Cust_Num_1 double,
AV	48	Row_Cust_Num_2 double,
AW	49	Dist_Sales_Tax_Entity char(100),
AX	50	Pre_Tax_Amount double,
AY	51	Tax_Amount double,
AZ	52	Pre_Tax_Rate double,
BA	53	Item_Name char(100),
BB	54	item_location char(41),
BC	55	PO_SC_G2_id integer,
BD	56	G3_identifier integer,
BE	57	P10_identifier integer,
BF	58	total_distribution_lines integer
BG	59	user_name char(24);

Save your csv file on the file server as c:\toolbox\import_external_AP.csv
Execute the following in ISQL from the file server: call T_import_external_AP()

Import External Journal Entries

Import file field format must be in the following column format, and must be saved in a csv file format.

C:\toolbox\import_external_journal_entries.csv

Header

A	1	Journal char(41),	(GJ)
B	2	Ref char(16),	
C	3	Date date,	

Distribution:

D	4	line_number integer,
E	5	GL_Account char(17),// if divisions are used then GL-Div, ie '4000-01'
F	6	Department char(16),
G	7	Company char(16),
H	8	Description long varchar,
I	9	Units double,
J	10	Rate double,
K	11	Amount double,
L	12	job_num char(16),
M	13	code char(41),
N	14	Item_Name char(100),
O	15	item_location char(41),
P	17	user_name char(24);

Save your file name as c:\toolbox\import_external_journal_entries.csv

Execute the following in ISQL:
call T_import_external_GJ()

Import External AR Invoices

Import file field format must be in the following column format, and must be saved in a csv file format.

C:\toolbox\import_external_AR.csv

Header:

A	1	Journal	char(41)	(AR)
B	2	Customer	char(41)	
C	3	AR_Account char(17),// if divisions are used then GL-Div, ie '1000-01'		
D	4	Ref_Num	char(16)	
E	5	Tran_Date	date	
F	6	Terms	char(41)	
G	7	Sales_Tax_Entity	char(100)	
H	8	Ship_Via	char(41)	
I	9	Sales_Assoc	char(41)	
J	10	Default_Job	char(16)	
K	11	Quote_Ref	char(16)	
L	12	Reference	char(16)	
M	13	Memo	long varchar	
N	14	Default_Ret_Pct	double	
O	15	Due_Date	date,	
P	16	App_Num	char(16)	
Q	17	FOB	char(41)	
R	18	Job_Address	char(200)	
S	19	Job_Ship_Addr	char(200)	
T	20	Transmittal	char(41)	
U	21	Header_Cust_Text_1	char(41)	
V	22	Header_Cust_Text_2	char(41)	
W	23	Header_Cust_Text_3	char(41)	
X	24	Header_Cust_Text_4	char(41)	
Y	25	Header_Cust_Date_1	date	
Z	26	Header_Cust_Date_2	date	
AA	27	Header_Cust_Num_1	double	
AB	28	Header_Cust_Num_2	double	

Basic Tab:

AC	29	line_number	integer
AD	30	GL_Account char(17),// if divisions are used then GL-Div, ie '5050-01'	
AE	31	Department	char(16)
AF	32	Company	char(16)
AG	33	Description	long varchar
AH	34	Units	double
AI	35	Rate	double

AJ	36	Amount	double
AK	37	job_num	char(16)
AL	38	code	char(41)
AM	39	Taxable	integer
AN	40	Ret	double
AO	41	UOM	char(41)
AP	42	memo_date	date
AQ	43	unit_cost	double
AR	44	Cost_Type	char(41)
AS	45	Row_Cust_Text_1	char(41)
AT	46	Row_Cust_Text_2	char(41)
AU	47	Row_Cust_Date_1	date,
AV	48	Row_Cust_Date_2	date,
AW	49	Row_Cust_Num_1	double
AX	50	Row_Cust_Num_2	double
AY	51	Employee	char(123)

Item Tab:

AZ	52	Item_Name	char(100)
BA	53	item_location	char(41)
BB	54	Quote_G2_id	integer
BC	55	G3_identifier	integer
BD	56	total_distribution_lines	integer
BE	57	user_name	char(24)

Execute the following in ISQL:
call T_import_external_AR()

Import External Manual Cash Disbursement

Import file field format must be in the following column format, and must be saved in a csv file format.

C:\toolbox\ import_external_MD.csv

Header:

a	1	Journal char(41),
b	2	Vendor char(41),
c	3	Ctrl_Account char(17),
d	4	Ref_Num char(16),
e	5	Tran_Date date,
f	6	Terms char(41),
g	7	Sales_Tax_Entity char(100),
h	8	Ship_Via char(41),
i	9	Sales_Assoc char(41),
j	10	1099_Form char(41),
k	11	1099_Type char(41),
l	12	Additional_Payees char(254),
m	13	Memo long varchar,
n	14	Due_Date date,
o	15	L_Use_Tax_Entity char(100),
p	16	Discount_Date date,
q	17	Terms_Disc double,
r	18	Vendor_Disc_Pct double,
s	19	Subcontractor char(41),
t	20	Hold_Status double,
u	21	Header_Cust_Text_1 char(41),
v	22	Header_Cust_Text_2 char(41),
w	23	Header_Cust_Text_3 char(41),
x	24	Header_Cust_Text_4 char(41),
y	25	Header_Cust_Date_1 date,
z	26	Header_Cust_Date_2 date,
aa	27	Header_Cust_Num_1 double,
ab	28	Header_Cust_Num_2 double,

Distribution:

ac	29	line_number integer,
ad	30	GL_Account char(17),// if divisions are used then GL-Div, ie ‘4000-01’
ae	31	Department char(16),
af	32	Company char(16),
ag	33	Description long varchar,
ah	34	Units double,

ai	35	Rate double,
aj	36	Amount double,
ak	37	job_num char(16),
al	38	code char(41),
am	39	Taxable integer,
an	40	Ret double,
ao	41	UOM char(41),
ap	42	memo_date char(41),
aq	43	Row_Cust_Text_1 char(41),
ar	44	Row_Cust_Text_2 char(41),
as	45	Row_Cust_Date_1 date,
at	46	Row_Cust_Date_2 date,
au	47	Row_Cust_Num_1 double,
av	48	Row_Cust_Num_2 double,
aw	49	Dist_Sales_Tax_Entity char(100),
ax	50	Pre_Tax_Amount double,
ay	51	Tax_Amount double,
az	52	Pre_Tax_Rate double,
ba	53	Item_Name char(100),
bb	54	item_location char(41),
bc	55	PO_SC_G2_id integer,
bd	56	G3_identifier integer,
be	57	P10_identifier integer,
bf	58	user_name char(24)

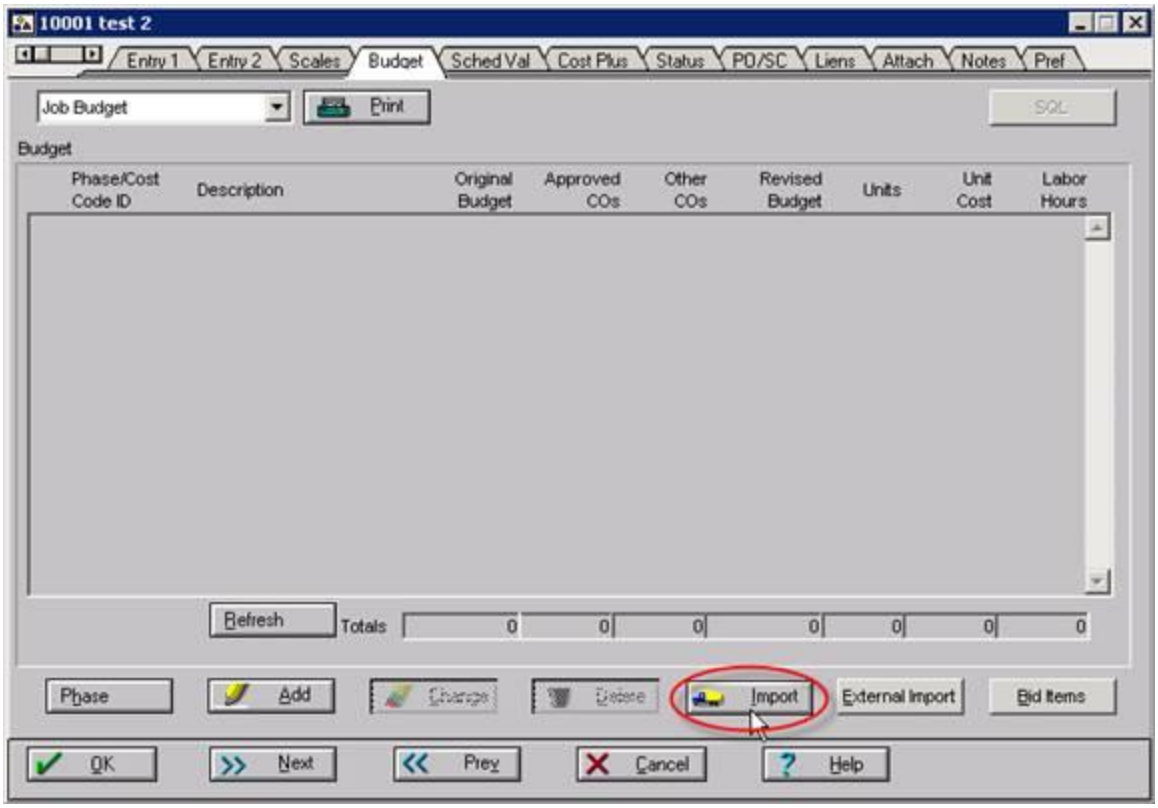
Execute the following in ISQL:
call T_import_external_MD()

Internal Budget Importing

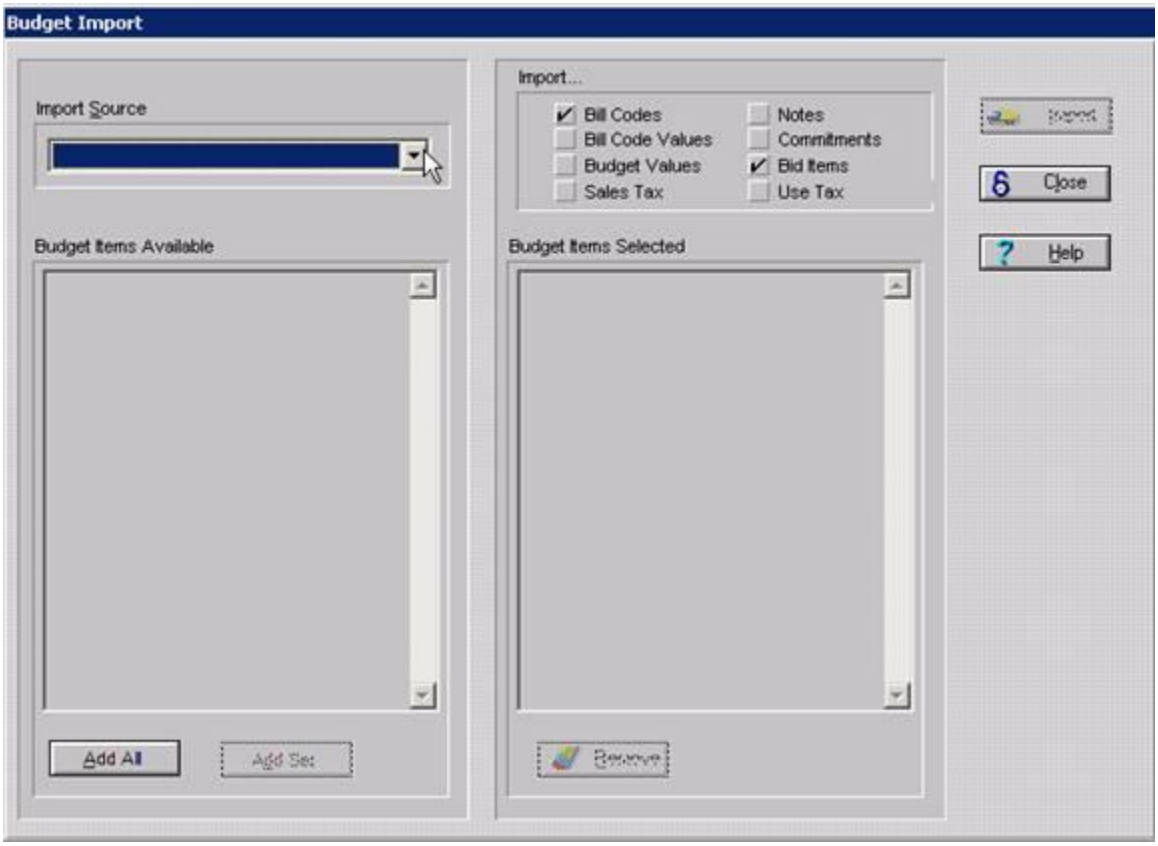
The Internal Importing feature is used to import existing job data into another job's budget, schedule of values. You are able to import into another job from a different job or from the main cost code library.
If you import from an existing job, you can select to only import the Cost Code – Bill Code relationships, actual values, bid items, commitments, tax information, or any combination of the above.

The Steps:

From the main Toolbox window, navigate to Job Cost | Job List and open the desired job that you want to import into. Make your way to the Budget Tab and press on the "Import" button (not the "External Import" button).

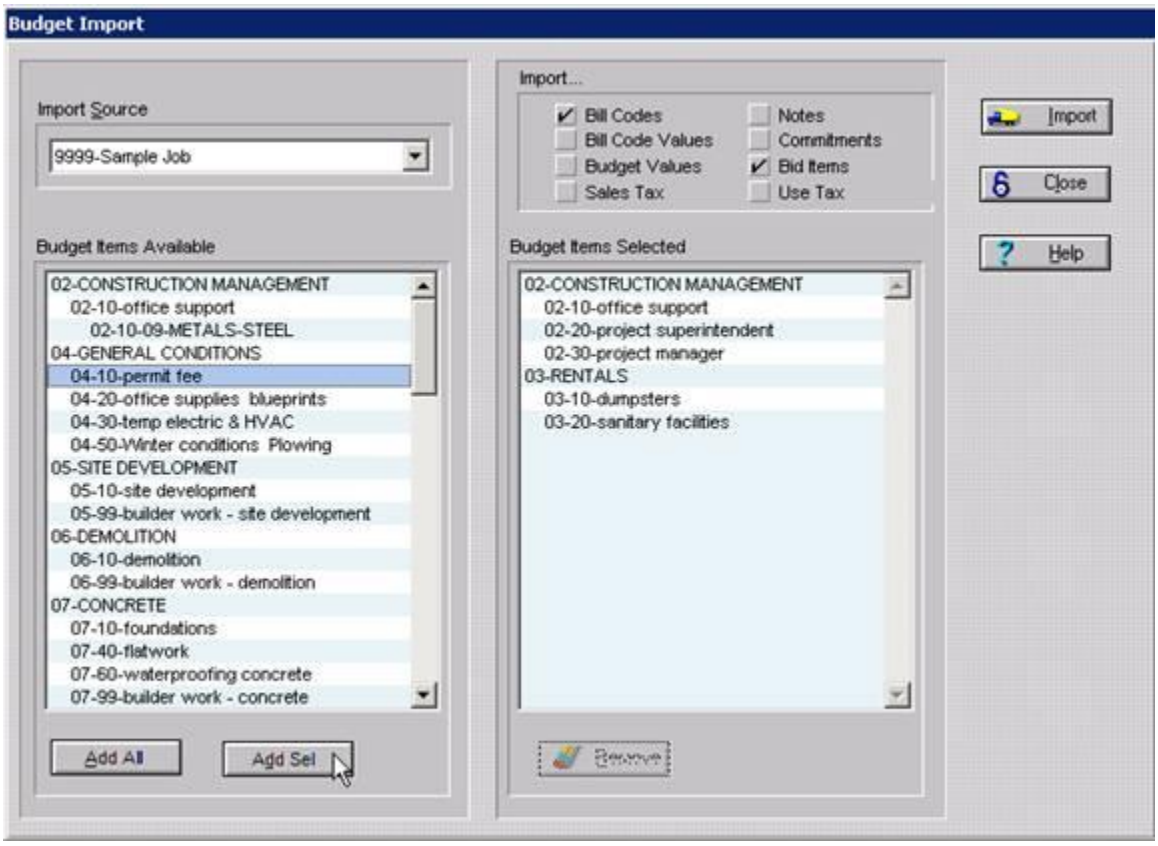


This will open the "Budget Import" window



Select the source that you want to import from from the drop down list on the upper left side of the window. In this example we will import from another job.

When you select an import source, you will see the available cost codes to import under the "Budget Items Available" section. Highlight individual cost codes (budget items) and either double click on them or press the "Add Sel" button to populate the list to import.



When you have selected all of the budget items to import, mark the boxes next to the values that you want to import.



In this case, I am only importing the cost code and bill code relationships and not any actual values.

When you are finished with your selection, press the 

button to begin the import.

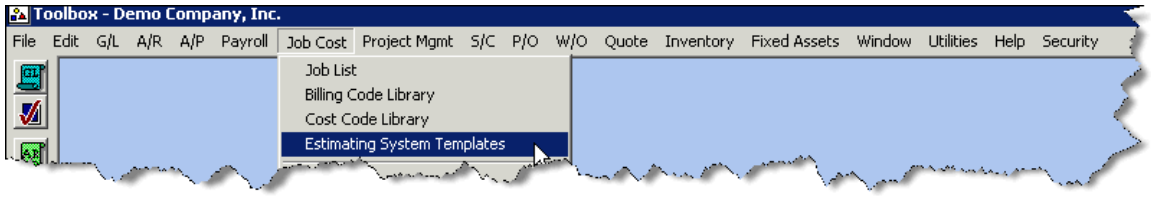
Estimating System Templates

Purpose:

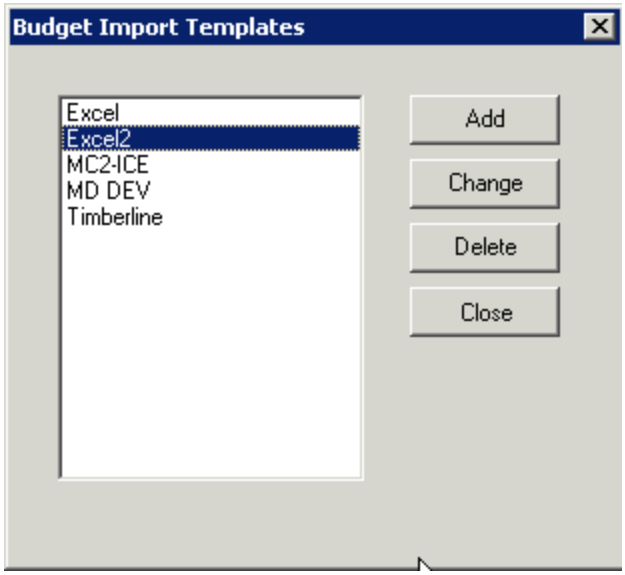
The Estimating System Templates are used to import data saved as .CSV files into the job's budget, schedule of values and bid items grid.

Creating/Modifying an Estimating System Template:

From the main Toolbox window, navigate to Job Cost | Estimating System Templates



This will open a second window, "Budget Import Templates".

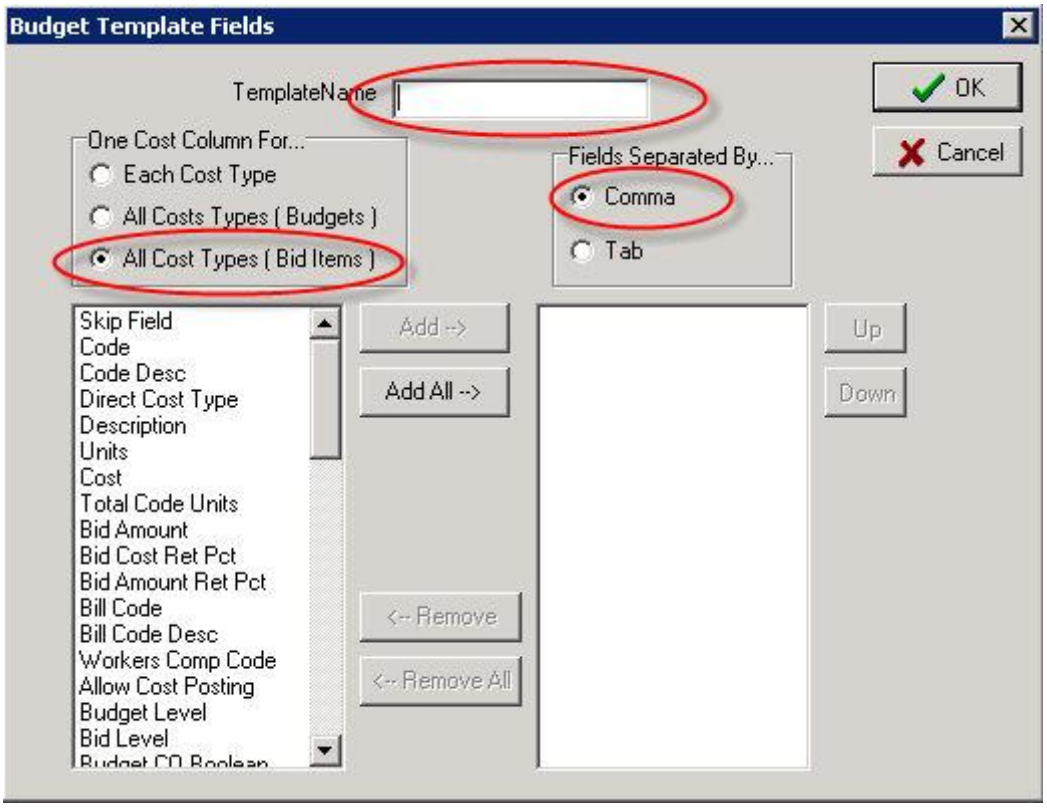


To modify an existing template, highlight the desired template and click the 

button. To create a new template, click the 

button. For this example, we will be creating a new template called "Excel2".

When you click the add or change buttons, a new window opens called "Budget Template Fields".

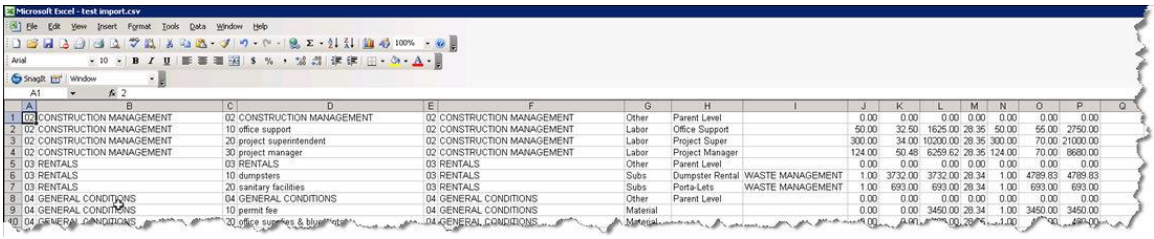


Name the template in the "Template Name" entry box.
Make sure that the "All Cost Type (Bid Items)" radio option is selected and that the "Comma" option is also checked.
Now it is just a matter of mapping the columns from your excel based .CSV file to the options on the left side of the Fields Selection area. Please familiarize yourself with the required formatting of the .CSV file before proceeding with the mapping.

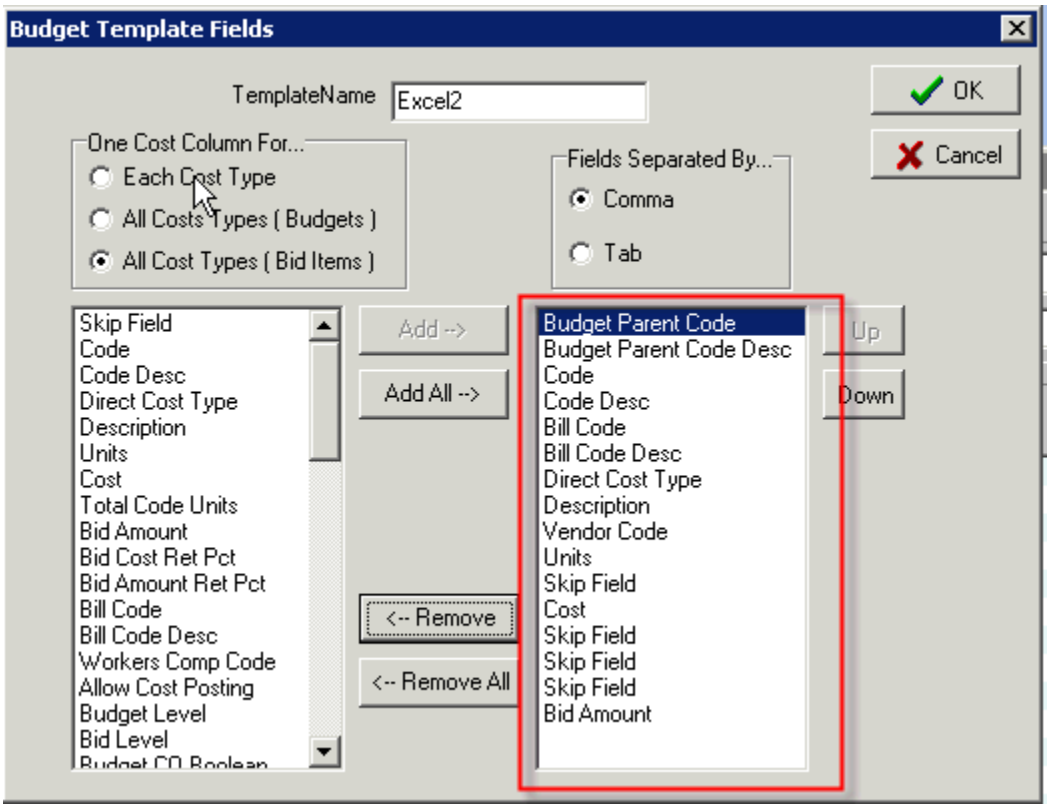
Possible Issues

Saving Your Data as a .CSV File

The budget that we are importing looks like this:



Therefore our "map" looks like this:

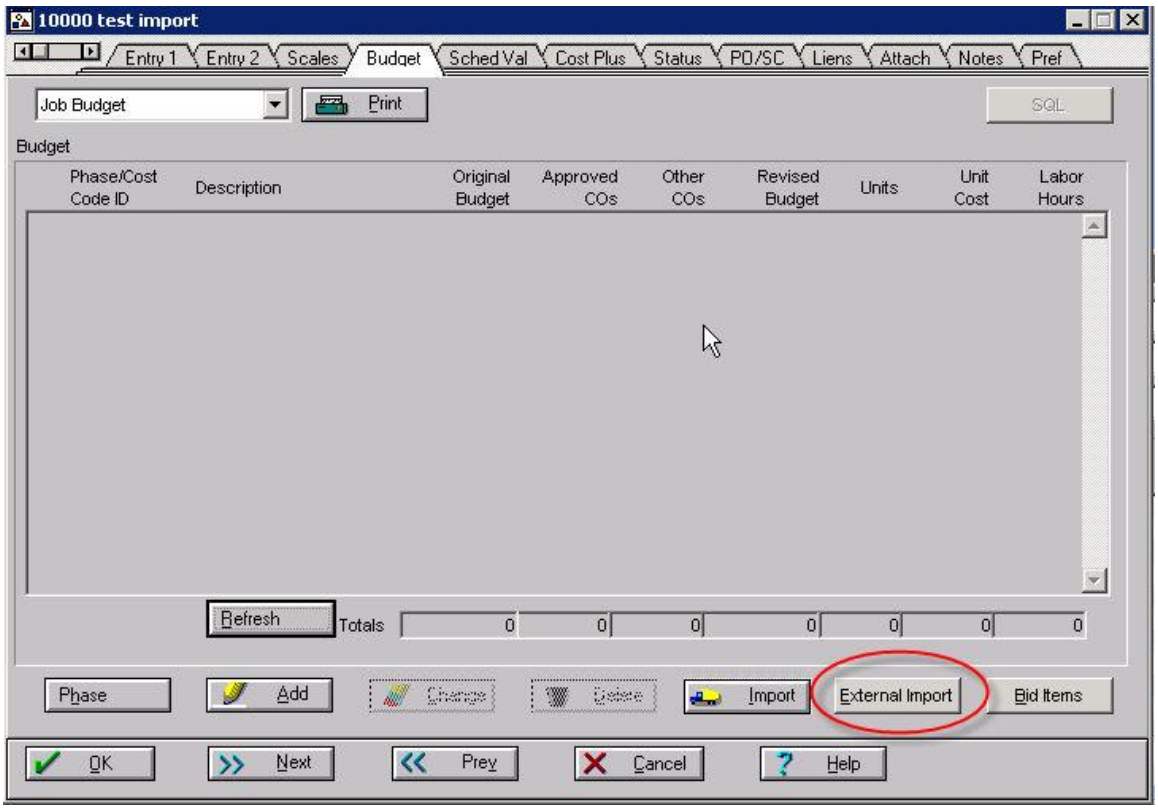


Notice that there are NO HEADER ROWS and, although the picture doesn't show it, there are NO FOOTER or SUMMARY rows in the .CSV file.

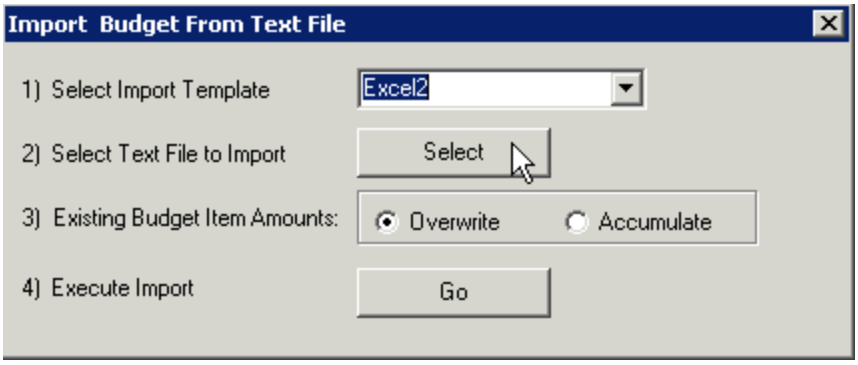
Once your template is mapped, click on the "OK" button to save the template.

Using the template to import into a job

Now that your template is set up, open up the job that you want to import the budget into and navigate to the job's budget tab. Click on the "External Import" button to open



Click on the "External Import" button to open the "Import Budget to Text File" screen



1. Select the Importing Template that you just created
2. Press the "SELECT" button to select your .CSV file that will be used to import. Note: the file must be closed in order to import it.
3. Select he radio option next to Overwrite or Accumulate. Overwrite will overwrite any existing budget and SOV that the job already has. Accumulate will add to the existing budget and SOV
4. Click the "GO" button to proceed with the import. Note: importing can take a while depending on the file size, number of rows, connection speed to the server, and other users in Toolbox.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	02	CONSTRUCTION MANAGEMENT	02	CONSTRUCTION MANAGEMENT	02	CONSTRUCTION MANAGEMENT	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	02	CONSTRUCTION MANAGEMENT	10	office support	02	CONSTRUCTION MANAGEMENT	Labor	Office Support		50.00	32.50	1625.00	28.35	50.00	55.00	2750.00
3	02	CONSTRUCTION MANAGEMENT	20	project superintendent	02	CONSTRUCTION MANAGEMENT	Labor	Project Super		300.00	34.00	10200.00	28.35	300.00	70.00	21000.00
4	02	CONSTRUCTION MANAGEMENT	30	project manager	02	CONSTRUCTION MANAGEMENT	Labor	Project Manager		124.00	50.48	6259.52	28.35	124.00	70.00	8680.00
5	03	RENTALS	03	RENTALS	03	RENTALS	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	03	RENTALS	10	dumpsters	03	RENTALS	Subs	Dumpster Rental	WASTE MANAGEMENT	1.00	3732.00	3732.00	28.34	1.00	4789.83	4789.83
7	03	RENTALS	20	sanitary facilities	03	RENTALS	Subs	Porta-Lets	WASTE MANAGEMENT	1.00	693.00	693.00	28.34	1.00	693.00	693.00
8	04	GENERAL CONDITIONS	04	GENERAL CONDITIONS	04	GENERAL CONDITIONS	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	04	GENERAL CONDITIONS	10	permit fee	04	GENERAL CONDITIONS	Material			0.00	0.00	3450.00	28.34	1.00	3450.00	3450.00
10	04	GENERAL CONDITIONS	20	office supplies & blueprints	04	GENERAL CONDITIONS	Material			0.00	0.00	480.00	28.35	1.00	480.00	480.00
11	04	GENERAL CONDITIONS	30	temp electric & HVAC	04	GENERAL CONDITIONS	Subs			0.00	0.00	0.00	0.00	1.00	0.00	0.00
12	04	GENERAL CONDITIONS	50	Winter conditions & Plowing	04	GENERAL CONDITIONS	Subs			10.00	125.00	1250.00	28.34	10.00	160.43	1604.31
13	05	SITE DEVELOPMENT	05	SITE DEVELOPMENT	05	SITE DEVELOPMENT	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	05	SITE DEVELOPMENT	10	site development	05	SITE DEVELOPMENT	Subs			0.00	0.00	27075.00	28.34	1.00	27075.00	27075.00
15	05	SITE DEVELOPMENT	33	builder work - site development	05	SITE DEVELOPMENT	Subs	Field Labor	CLP	50.00	25.00	1250.00	28.34	50.00	65.00	3250.00
16	05	SITE DEVELOPMENT	33	builder work - site development	05	SITE DEVELOPMENT	Subs	Field Labor	CLP	50.00	30.00	1500.00	28.34	50.00	65.00	3250.00
17	06	DEMOLITION	06	DEMOLITION	06	DEMOLITION	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	06	DEMOLITION	10	demolition	06	DEMOLITION	Subs			1.00	2300.00	2300.00	28.34	1.00	2300.00	2300.00
19	06	DEMOLITION	33	builder work - demolition	06	DEMOLITION	Labor			40.00	25.00	1000.00	28.35	40.00	65.00	2600.00
20	07	CONCRETE	07	CONCRETE	07	CONCRETE	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	07	CONCRETE	10	foundations	07	CONCRETE	Material			0.00	0.00	4549.00	28.34	1.00	4549.00	4549.00
22	07	CONCRETE	10	foundations	07	CONCRETE	Subs		ONEAL CONSTRUCT	0.00	0.00	10250.00	28.34	1.00	10250.00	10250.00
23	07	CONCRETE	10	foundations	07	CONCRETE	Equipment		NORFOLK POWER EQ	0.00	0.00	1350.00	28.35	1.00	1350.00	1350.00
24	07	CONCRETE	40	flatwork	07	CONCRETE	Material			0.00	0.00	1796.00	28.35	1.00	1796.00	1796.00
25	07	CONCRETE	40	flatwork	07	CONCRETE	Subs		ONEAL CONSTRUCT	0.00	0.00	4800.00	28.35	1.00	4800.00	4800.00
26	07	CONCRETE	60	waterproofing concrete	07	CONCRETE	Subs			0.00	0.00	1315.00	28.35	1.00	1315.00	1315.00
27	07	CONCRETE	33	builder work - concrete	07	CONCRETE	Subs	Field Labor	CLP	60.00	25.00	1500.00	28.34	60.00	65.00	3900.00
28	08	FRAMING	08	FRAMING	08	FRAMING	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	08	FRAMING	10	framing	08	FRAMING	Subs		CLP	40.00	25.00	1000.00	28.35	40.00	32.09	1283.45
30	08	FRAMING	10	framing	08	FRAMING	Material		HOME DEPOT	0.00	0.00	3000.00	28.35	1.00	3000.00	3000.00
31	08	FRAMING	10	framing	08	FRAMING	Subs		CLP	515.00	25.00	12875.00	28.35	515.00	65.00	33475.00
32	08	FRAMING	33	builder work - framing	08	FRAMING	Labor			40.00	34.00	1360.00	28.34	40.00	70.00	2800.00
33	10	EXTERIOR TRIM	10	EXTERIOR TRIM	10	EXTERIOR TRIM	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
34	10	EXTERIOR TRIM	10	EXTERIOR TRIM	10	EXTERIOR TRIM	Material			0.00	0.00	12963.00	28.34	1.00	12963.00	12963.00
35	10	EXTERIOR TRIM	10	EXTERIOR TRIM	10	EXTERIOR TRIM	Subs		CARLISLE RESTORA	0.00	0.00	34625.00	28.34	1.00	34625.00	34625.00
36	10	EXTERIOR TRIM	33	builder work - exterior trim	10	EXTERIOR TRIM	Subs		CLP	40.00	25.00	1000.00	28.35	40.00	32.09	1283.45
37	11	ROOFING	11	ROOFING	11	ROOFING	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
38	11	ROOFING	10	asphalt roof	11	ROOFING	Subs		A&M ROOFIND	1.00	6600.00	6600.00	28.35	1.00	8470.77	8470.77
39	11	ROOFING	50	flashings	11	ROOFING	Subs		A&M ROOFIND	1.00	1650.00	1650.00	28.34	1.00	2117.69	2117.69
40	12	WINDOWS-EXTERIOR DOORS-SKYLIGHTS	12	WINDOWS-EXTERIOR DOORS-SKYLIGHTS	12	WINDOWS-EXTERIOR DOORS-SKYLIGHTS	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
41	12	WINDOWS-EXTERIOR DOORS-SKYLIGHTS	10	windows & exterior doors	12	WINDOWS-EXTERIOR DOORS-SKYLIGHTS	Material		A&J WINDOW	1.00	34350.00	34350.00	28.34	1.00	44856.57	44856.57
42	12	WINDOWS-EXTERIOR DOORS-SKYLIGHTS	33	builder work -windows & doors	12	WINDOWS-EXTERIOR DOORS-SKYLIGHTS	Labor		ALPINE CONTRACTO	8.00	30.00	240.00	28.35	8.00	65.00	520.00
43	14	PLUMBING	14	PLUMBING	14	PLUMBING	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
44	14	PLUMBING	10	labor and materials complete	14	PLUMBING	Subs		ABLE CONCRETE PU	0.00	0.00	19128.00	28.34	1.00	19128.00	19128.00
45	14	PLUMBING	20	fixture allowance	14	PLUMBING	Material			0.00	0.00	8085.00	28.34	1.00	8085.00	8085.00
46	14	PLUMBING	33	builder work - plumbing	14	PLUMBING	Subs		CLP	24.00	25.00	600.00	28.35	24.00	65.00	1560.00
47	15	HVAC	15	HVAC	15	HVAC	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
48	15	HVAC	10	HVAC	15	HVAC	Subs		INDUSTRIAL VACU	0.00	0.00	40313.00	28.34	1.00	40313.00	40313.00
49	15	HVAC	20	ventilation	15	HVAC	Subs		INDUSTRIAL VACU	0.00	0.00	678.00	28.35	1.00	678.00	678.00
50	15	HVAC	33	builder work - HVAC	15	HVAC	Subs		CLP	40.00	25.00	1000.00	28.35	40.00	65.00	2600.00
51	16	ELECTRICAL	16	ELECTRICAL	16	ELECTRICAL	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
52	16	ELECTRICAL	10	electrical	16	ELECTRICAL	Subs		DRISCOLL ELEC	0.00	0.00	27000.00	28.35	1.00	27000.00	27000.00
53	16	ELECTRICAL	33	builder work - electrical	16	ELECTRICAL	Subs		CLP	31.00	55.00	1705.00	28.34	31.00	85.00	2635.00
54	18	INSULATION	18	INSULATION	18	INSULATION	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
55	18	INSULATION	10	insulation	18	INSULATION	Subs		EAGLE WOODWORKIN	1.00	16000.00	16000.00	28.35	1.00	16000.00	16000.00
56	19	WALLBOARD-PLASTER	19	WALLBOARD-PLASTER	19	WALLBOARD-PLASTER	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
57	19	WALLBOARD-PLASTER	10	wallboard - plaster	19	WALLBOARD-PLASTER	Subs		AMBROSE & WILCOX	0.00	0.00	10250.00	28.34	1.00	10250.00	10250.00
58	20	INTERIOR DOORS AND HARDWARE	20	INTERIOR DOORS AND HARDWARE	20	INTERIOR DOORS AND HARDWARE	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
59	20	INTERIOR DOORS AND HARDWARE	10	interior doors	20	INTERIOR DOORS AND HARDWARE	Subs		COLONIAL WOODWOR	0.00	0.00	6765.00	28.35	1.00	6765.00	6765.00
60	20	INTERIOR DOORS AND HARDWARE	20	Hardware	20	INTERIOR DOORS AND HARDWARE	Material			0.00	0.00	1193.00	28.35	1.00	1193.00	1193.00
61	21	INTERIOR TRIM - MILLWORK	21	INTERIOR TRIM - MILLWORK	21	INTERIOR TRIM - MILLWORK	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
62	21	INTERIOR TRIM - MILLWORK	10	interior trim	21	INTERIOR TRIM - MILLWORK	Subs		COLONIAL WOODWOR	0.00	0.00	41625.00	28.34	1.00	41625.00	41625.00
63	24	BATHROOM ACCESSORIES	24	BATHROOM ACCESSORIES	24	BATHROOM ACCESSORIES	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
64	24	BATHROOM ACCESSORIES	10	shower doors	24	BATHROOM ACCESSORIES	Subs		BROOKFIELD GLASS	0.00	0.00	2200.00	28.35	1.00	2200.00	2200.00
65	24	BATHROOM ACCESSORIES	20	mirrors-medicine cabinets	24	BATHROOM ACCESSORIES	Subs		BROOKFIELD GLASS	0.00	0.00	315.00	28.35	1.00	315.00	315.00
66	24	BATHROOM ACCESSORIES	30	bath accessories	24	BATHROOM ACCESSORIES	Material			0.00	0.00	1050.00	28.34	1.00	1050.00	1050.00
67	24	BATHROOM ACCESSORIES	33	Builder work - bath accessories	24	BATHROOM ACCESSORIES	Subs		CLP	8.00	25.00	200.00	28.35	8.00	65.00	520.00
68	26	PAINTING	26	PAINTING	26	PAINTING	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
69	26	PAINTING	10	interior painting	26	PAINTING	Subs			0.00	0.00	20000.00	28.35	1.00	20000.00	20000.00
70	26	PAINTING	20	exterior painting	26	PAINTING	Subs			0.00	0.00	8000.00	28.35	1.00	8000.00	8000.00
71	26	PAINTING	33	builder work - painting	26	PAINTING	Subs		CLP	16.00	25.00	400.00	28.35	16.00	65.00	1040.00
72	28	TILE & STONE	28	TILE & STONE	28	TILE & STONE	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
73	28	TILE & STONE	10	tile	28	TILE & STONE	Subs		FOREVER TILE	0.00	0.00	13230.00	28.34	1.00	13230.00	13230.00
74	28	TILE & STONE	20	countertops	28	TILE & STONE	Subs		FORESTER MOULDIN	0.00	0.00	3000.00	28.35	1.00	3000.00	3000.00
75	28	TILE & STONE	33	builder work - tile and stone	28	TILE & STONE	Subs		CLP	48.00	25.00	1200.00	28.35	48.00	65.00	3120.00
76	29	MASONRY	29	MASONRY	29	MASONRY	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
77	29	MASONRY	10	masonry	29	MASONRY	Subs		DUTCHER MASONRY	0.00	0.00	9200.00	28.35	1.00	9200.00	9200.00
78	29	MASONRY	33	builder work - masonry	29	MASONRY	Subs		CLP	12.00	30.00	360.00	28.34	12.00	65.00	780.00
79	31	FLOORING	31	FLOORING	31	FLOORING	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
80	31	FLOORING	10	wood flooring	31	FLOORING	Subs		ACTON REFINISHIN	125.00	47.50	5937.50	28.34	125.00	65.00	8125.00
81	34	MOBILIZATION / PROTECTION	34	MOBILIZATION / PROTECTION	34	MOBILIZATION / PROTECTION	Other	Parent Level		0.00	0.00	0.00	0.00	0.00	0.00	0.00
82	34	MOBILIZATION / PROTECTION	10	mobilization - site cleaning and protect	34	MOBILIZATION / PROTECTION	Subs		CLP	82.00	25.00	2050.00	28.34	82.00	65.00	5330.00

Automated Backup Procedure

This backup procedure will facilitate the following:

Generally, a Sybase database cannot be backed up unless you close down the server (or exit out of toolbox if you have a single user system).

By using this procedure, windows scheduler will backup the database using a Sybase backup utility that allows the database to be backed up without shutting down the database server.

Direct your automated nightly backup system to backup the backed up database that results from this process. (This procedure will backed up your database in the \toolbox\backup\ folder on your file server)

For example, if you initiate this process at 1:00am, and you initiate your normal nightly automated backup process at 2:00am, you will effectively back up your database.

Procedures:

1 Create a text file (backup.bat) in the following folder \toolbox\database\ on your file server.
2 Place the following in the text file: (Replace "Q" with your server:
"C:\Program Files\Sybase\SQL Anywhere 9\win32\dbbackup.exe" -c "DSN=TOOLBOX;uid=DBA;pwd=sql" -y Q:\Toolbox\Backup
Notes:
Replace "Q" with your server drive designation.
Change the DSN= TOOLBOX to whatever ISC DSN is equal to in the ODBC Administrator.
3 Add a scheduled task to points to this backup.bat file
4 Start | Programs | Accessories |System Tools | Scheduled Tasks
5 Double click Add Scheduled Task
6 Click Browse
7 Browse to your \toolbox\database\ folder on your file server
8 Double click on Backup.bat
9 Click Daily
10 Click Next
11 Set the time you want your daily backup to be performed.
12 Click Next
13 Enter your password, and confirm your password. (Your user name and password will be the one that you use to log into your computer)
14 Click Next
15 Click Finish

Canadian GST and PST Concepts

If you want to combine PST on with your expense distribution rows on your AP Invoices, you must check the following system preference:

Utilities | Preferences | AP | Apply Sales Tax To Each Distribution

If you want your PST on a separate row in the distribution of your AP Invoice, uncheck the "Apply Sales Tax To Each Distribution" preferences.

PST Tax Item:

Inventory | Items List | Add | Tax Item
Set up a tax item called PST.

GST Tax Item:

Inventory | Items List | Add | Tax Item
Set up a tax item called GST.
Check the "Use Liability Account in Tax Distribution" check box.

GST PST Tax Group:

Inventory | Items List | Add | Tax Group
Include both the GST and PST tax items in your group.

Set up your AP Invoice form distribution columns to include columns you wish to see under:

AP | Customize | AP Invoice | Basic Tab (or Items Tab)
Tax
Sales Tax
Pre-Tax Amt
Tax
Pre-Tax Rate

Turn on your AP Invoice form header area Sales Tax under:

AP | Customize | AP Invoice

Canadian Payroll Taxes

For the Canadian Toolbox TimeSuite user, here are some tips on Payroll.

When "Canada" is selected for the Country under Utilities | Preferences | Company, the system automatically facilitates the following concepts in payroll.

EI (Employment Insurance Tax)
CPP (Canada Pension Plan)
Provincial Tax

Follow the following procedures to set up Vacation Pay:

- Vacation pay is set up under Payroll | Payroll Adjustments
- Add an Addition
- Name your Payroll Adjustment "Vacation Pay."
- Check the following check boxes:
  - FWH
  - CPP
  - EI
  - PTax
- T4 Classification should be: "None"
- Click on the "add" diamond on the upper right.
- Check "% of gross pay to paychecks"
- No other boxes should be checked.
- Choose appropriate expense associations on the lower right.
- Add this adjustment to all employees "Payroll Adj" tab of the Employee notebook.

Commitment Conversion Process

Use this process when users want Commitments on open jobs to reflect their original value as of the implementation date.

The objective is for users to balance forward Total Commitments, and enter invoices and payments on those commitments that exist prior to the implementation date.

1- Produce a spreadsheet with the following column headings:

Job# Cost Code Sub Name Total_PO-SC Prev_Invoices Prev_Paid PO-SC_Balance_at_9/30 AP_at_9/30

2- Enter invoices dated prior to 10/1 to expense accounts.

3- Enter checks dated prior to 10/1 for invoice paid prior to 10/1.

4- Do a journal Entries to offset total Prev_Invoices

a. for Prev_Invoices paid prior to 10/1
Debit Cash the total of the Prev_Paid column.
Credit Direct Expenses (hit job and Cost code) (one row for row above)

b. For Prev_Invoice not paid prior to 10/1
Debit AP the total of the AP_at_9/30 column.
Credit Direct Expenses (hit job and Cost code) (one row for row above)

Note: These conversion AP Invoices will be exceptions to the rule that conversion AP Invoices must post distribution to the AP Control Account.

Consolidated Financial Statements via Crystal File

Edit Consolidated_Financials.rpt

Save the file as:
Consolidated_Financials_Initials_of_Main_Company_Name.rpt

Transfer empty_consolidated.db to the database folder on the file server.

Add the empty_consolidated.db to the server.cfg file.

From the file server:
Stop the database, and restart it.
Add an odbc data source for the empty_consolidated database.

From the user's computer.
Add an odbc data source for the empty_consolidated database.

Edit Consolidated_Financials_Initials_of_Main_Company_Name.rpt from within Crystal Reports

Database | Set Locations
Click each of the tables that end with "_1" and
Click Set Location
Locate the table under the main companies DSN
Click Set
Click No to the question "Propagate server …."
Repeat the process for each of the companies that need to be consolidated.

Note: If there are less than five companies, use the empty_consolidated.db for each of the set of tables where you do not have a company. Note: you may use the empty_consolidated.db multiple times.

Right click on each of the fields in the columns that correspond to empty_consolidated.db, and suppress printing the fields.

Right click on field(s)
Click Format Fields
Click Suppress
Test

Database Connection Issues

- Losing the Connection to the Sybase Database Engine
- Error Message After Logging into Toolbox (Multi-user/Server)
- Toolbox is Non-responsive After Logging In (Multi-user/Server)
- "ASA Database" Error

Issue:

Users are having issues with losing their connection to the Sybase Database engine.

Solution:

Shut down the Sybase Database Server Engine on the file server.

Install the Sybase ASA 9.02 patch on the file server where the Sybase engine runs. This patch does not need to be installed on each workstation.

Restart your Sybase Database Server Engine. You will not have to restart your server computer.

Issue:

Users are getting an ODBC "Database not Found" error after logging into Toolbox. (Multiple user/Server setup)

Solution:

Make sure the  icon is showing in the system tray on the server. If it is not showing, you will need to restart this program on your server. By default, the connection to the server for the database will close after 4 hours of non-use. There should be an icon with this  symbol on your server's desktop named "dbsrv11.exe". Double-click this icon.

If you do not have this icon on the server's desktop, click on the Start menu | All Programs | Accessories | Services. When the new window opens, right-click on "Adaptive Server Anywhere 11" and click Start.

To add the icon to your server's desktop

Right click on the server's desktop and go to New | Shortcut.
Click the "Browse" button.
Browse your computer to C:\Program Files\Sybase\SQL Anywhere 11\bin32 and double click on "dbsrv9.exe".
Click "Next".
Use "dbsrv11.exe" as the name for the shortcut.
Click "Next".
You now need to change the shortcut properties. Right click on the newly created shortcut and click "Properties".
In the "Target" field, after the last quotation mark, enter the path of the "server.cfg" file as follows:

> @C:\toolbox\database\server.cfg
>
> Note: Make sure this is the path to your server.cfg file. You may have this file on another drive or folder.

When you are finished, click "OK".
Now, you should be able to start the SQL server application by double clicking on this shortcut.
The icon should now be in the system tray. Log into Toolbox as normal.

To prevent the connection from closing after 4 hours

On your workstation, go to Start | All Programs | Toolbox | ODBC.
Double click on the name of your Toolbox database (default is "Toolbox" or your company name).
Go to the "Network" tab and increase the "Idle Timeout" to "5760", or four days.
Click "OK" on both windows when finished.

Issue:

Toolbox is non-responsive after logging on. (Multiple user/Server setup)

Solution:

On any client workstation, click the Start menu | All Programs | Toolbox | ODBC.
Double click on the name of your Toolbox database. This is usually either "Toolbox" or your company's name or initials. On the ODBC tab, the Database Source Name should be "Toolbox" or your company's name or initials. On the Login tab, the radio button should be selected as "Supply User ID and Password". The User ID is "supersoft". The Password is "1zzz2202". These fields should be pre-filled. Under the Database tab, the Server Name should be "Toolbox" and the Database Name field may have "Toolbox" or

your company's name or initials. The Database File field should be empty. Under the Network tab, you should have a check mark next to TCP/IP. (Under normal circumstances, you do not need to fill in the TCP/IP field.) To prevent the connection to the server from closing due to non-use, you may increase the Idle Timeout time on this tab. The default is 4 hours.

Click OK. Double-click your database name again in the ODBC Database Source Administrator window. On the ODBC tab, click the "Test Connection" button. If your database is setup correctly, a window should open which reads "Connection Successful".

If you get an error stating the database cannot be found, make sure the  icon is in the system tray on the server. If it is not showing, you will need to restart this program on your server. There should be an icon with this  symbol on your server's desktop named "dbsrv9.exe". Double-click this icon.

If you do not have this icon on the server's desktop, click on the Start menu> All Programs> Accessories> Services. When the new window opens, right-click on "Adaptive Server Anywhere 9" and click Start.

The icon should now be in the system tray. Login to Toolbox on the client machine as normal.

Issue:

User gets ASA database error after logging in or trying to access a .Net function after a database upgrade.

Solution:

In Toolbox, go to Utilities> Rebuild…> Database Updates. A new window will open. If there is a check in the box under the "Out-of-Date" column, click the "Update" button. This will open another window once the update process is complete. Click "OK" and "Done".

If the problem persists, you may need to reinstall the last updates. If you have the updates on your computer, double click on "1 TBNet_ProgramFiles.exe". The directory should default to "C:\Toolbox\win32". Click "Unzip". Once the file has completed extracting the files, click "OK". Click "Close".

Note: If Toolbox is located somewhere else on your computer, change the default directory to match the same folder name. For instance, if Toolbox is installed on the D: drive under the folder "T_drive", change the folder to "D:\T_drive\Toolbox\win32".

Follow the same procedure for the file “1 TBNet_ProgramFiles_PATCH.exe”, “2 TBNet_LayoutFiles.exe”, and “5 TBdb_update.exe”.

If you do not have these files on your computer and you are using a server to access your database, look for these files on the server. They are usually in an “Update” folder in the “Toolbox” drive.

If you do not have any updates on either your computer or your server, contact Toolbox for further assistance.

Grid Conditional Selection Operators

Lexicon (Conditional Selection Command Area)

Operator	Description
!=	Not Equal
>=	Greater Than Or Equal
<=	Less Than Or Equal
<	Less Than
>	Greater Than
=	Equals
?	Contains (for strings only)
^	Begins With (for string only)
*	Ends With (for strings only)
AND	Logical AND
OR	Logical OR
(	Left parenthesis
)	Right parenthesis

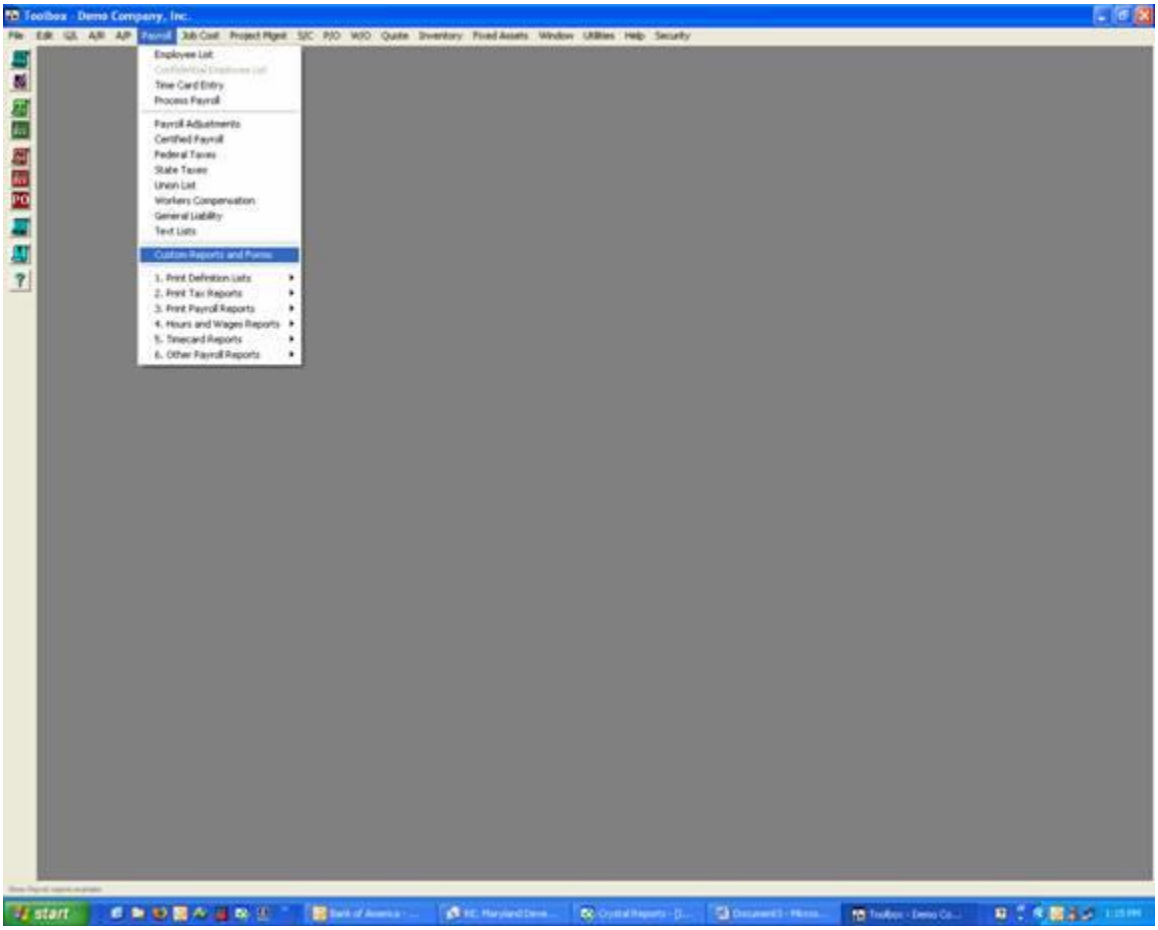
Examples

- Bid Amount = 200 (numbers are specified without quotes)
- Task Id = 'ABC' (strings are specified with single quotes)
- Start Date = '2007-05-24' (date are specified w/ quotes in the YYYY-MM-DD format otherwise it is considered a string)
- (Bid Amount >= 1000 OR Mark Up < 50.5) AND payee ^ 'ACME'

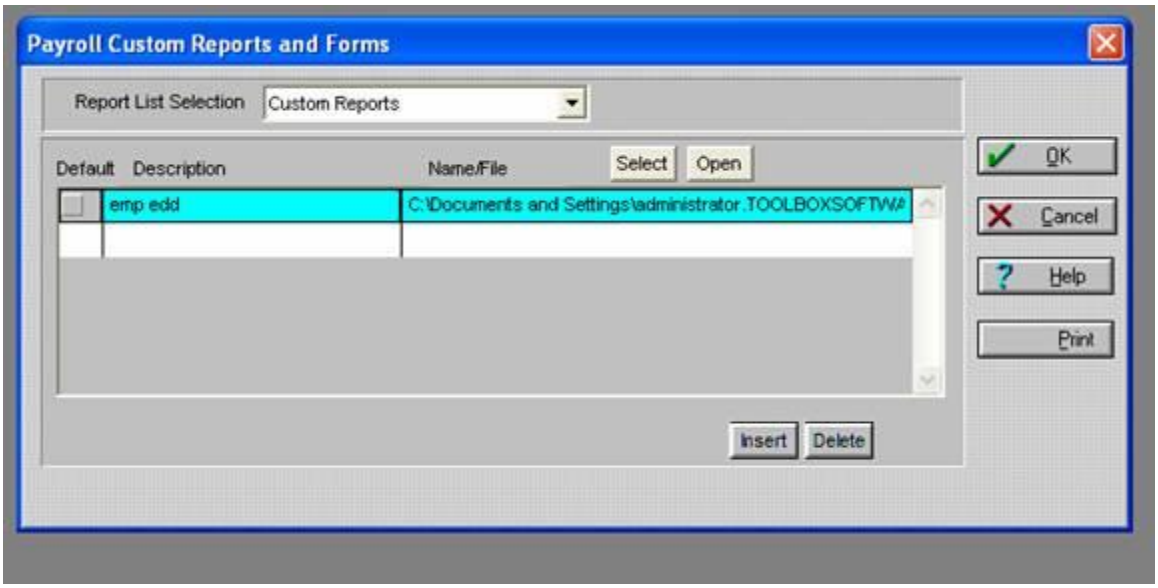
Note: Columns names contain only letters, digits, or underscores to be considered operands of an expression. A set of characters must be reserved by any lexicon.

How to insert a custom report into Toolbox

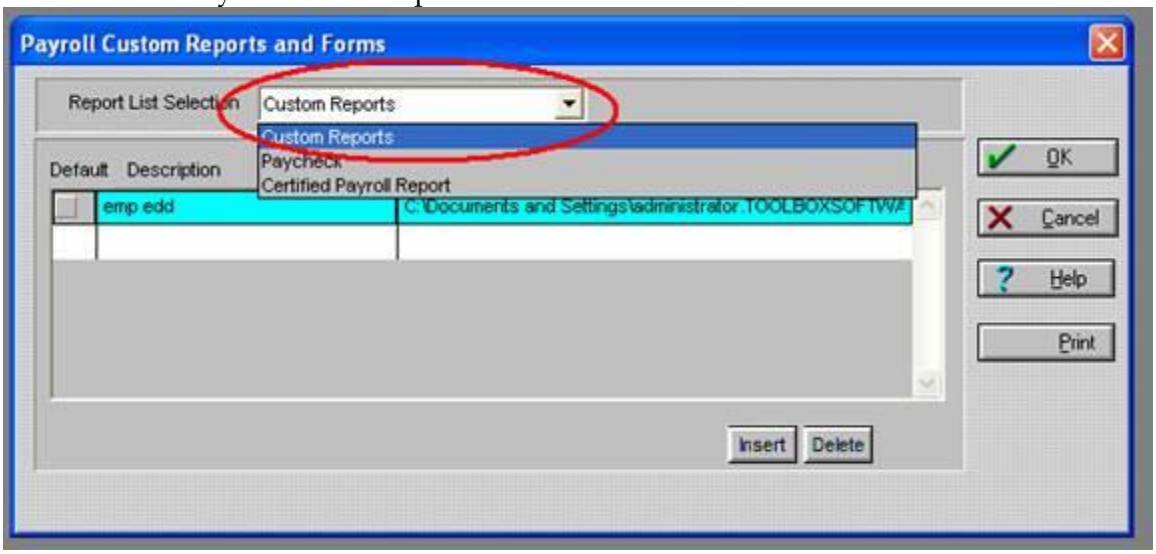
Select the appropriate tab on the top menu of Toolbox. For example, if you want to insert an A/R report, click on "A/R", for payroll, select "Payroll". Then select "Custom Reports and Forms"



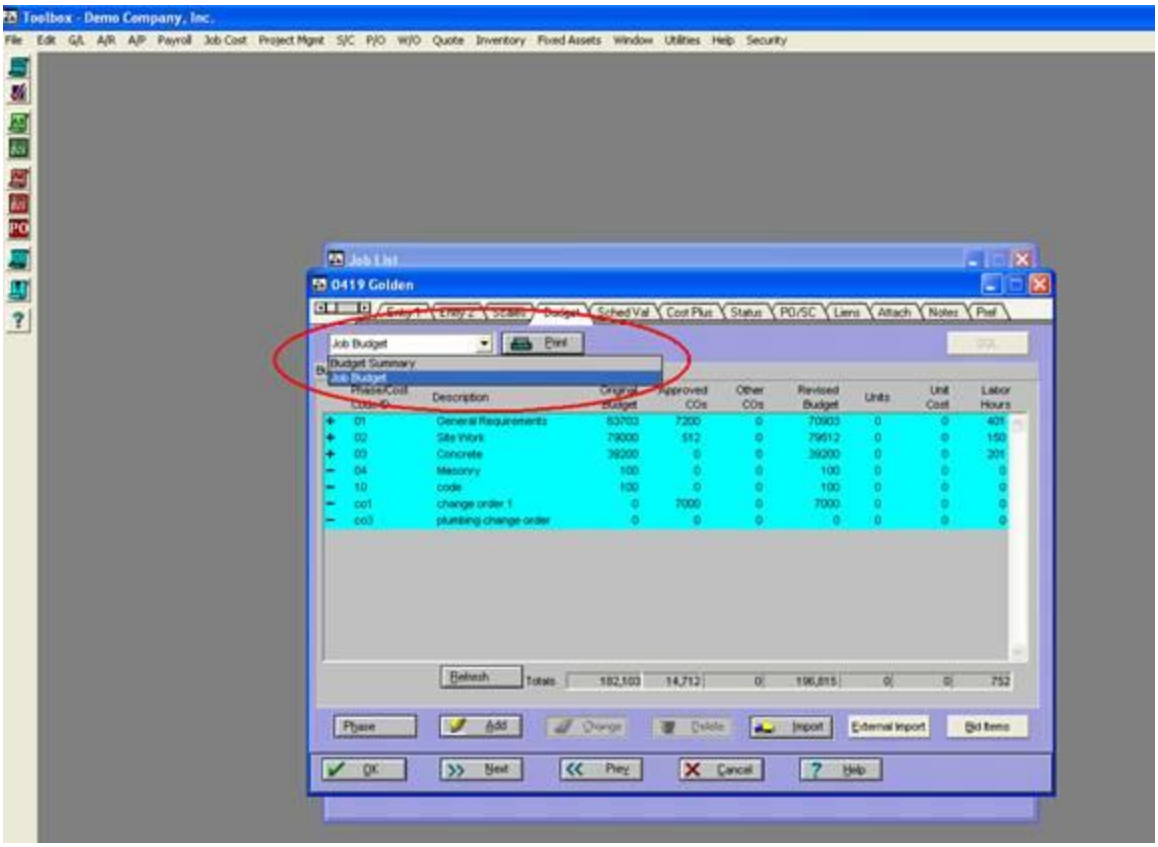
This will bring up the "Custom Reports and Forms" window:



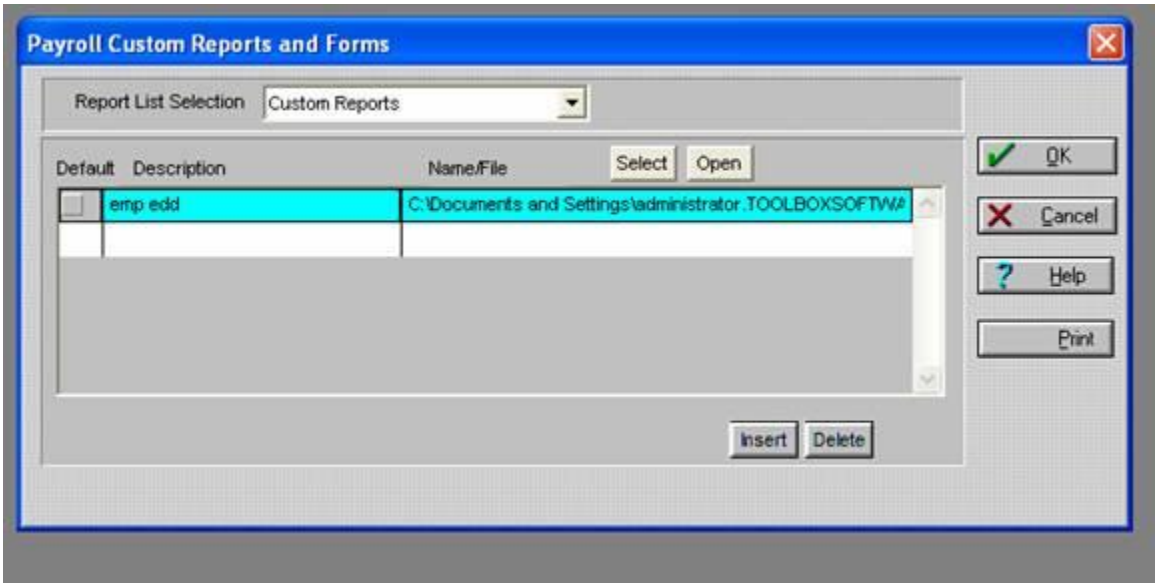
Here we have some options as to where exactly we want the report to be located. Using the drop down box next to "Report List Selection" you can tell Toolbox where you want to be able access your custom report.



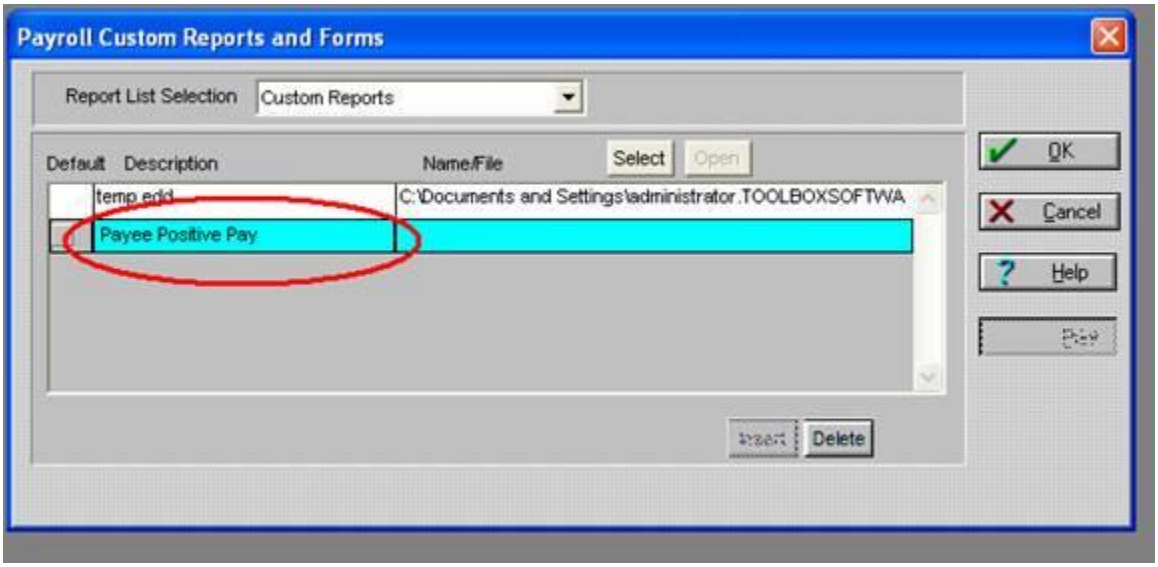
For example, if you want to add a Budget report in the "Job Cost" menu, then you would select "Budget" from the drop down box under the "Job Cost" main menu. Now when you open up a job from the job list and click the "Budget Tab", your custom report will be an option to print.



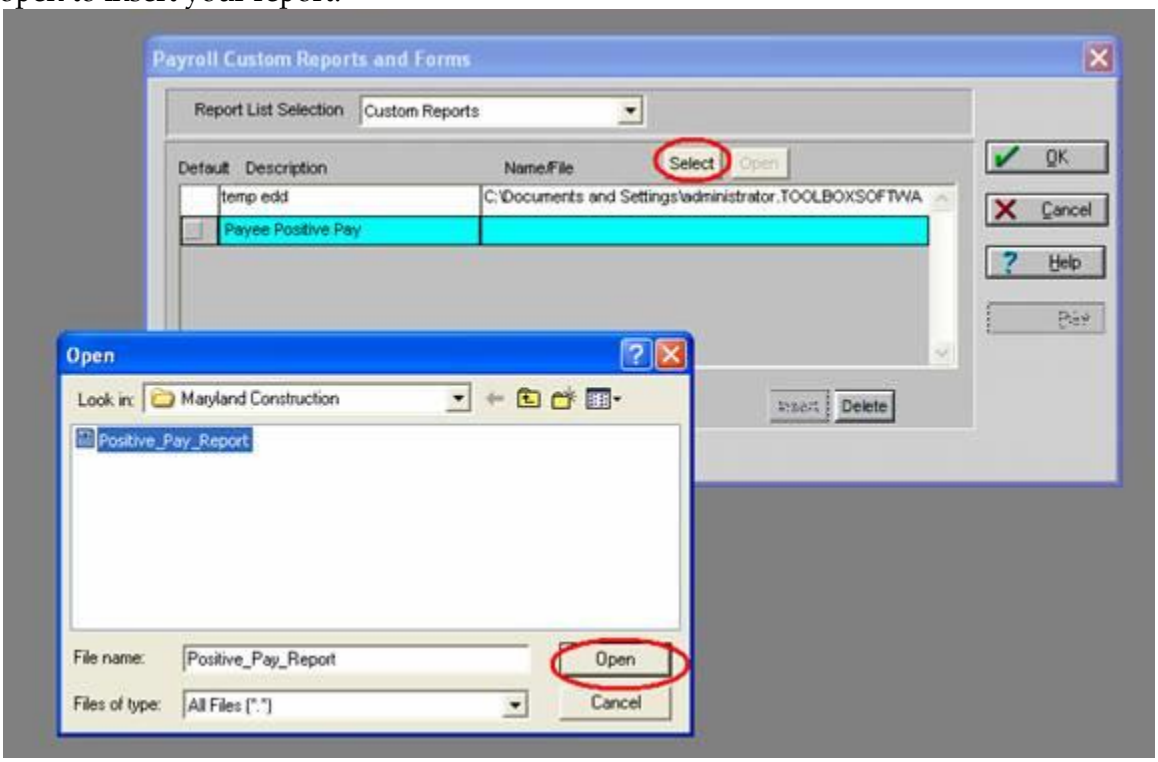
Now, to insert a report… For the example I am using I am going to insert a payroll report. I select "Payroll" form the main Toolbox screen and click on "Custom Reports and Forms".



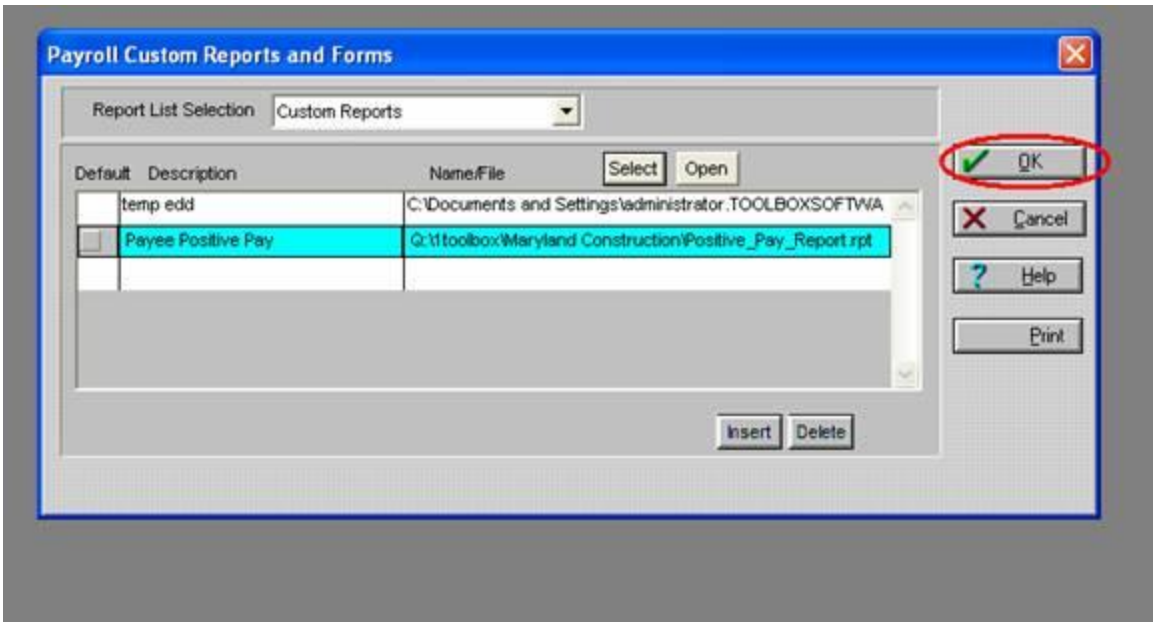
My particular report will not have a specific location, so I will leave the drop down box as is (Custom Reports). Click under in the white area under "Description" and type in the name of the report you are adding. In this case it is "Payee Positive Pay".



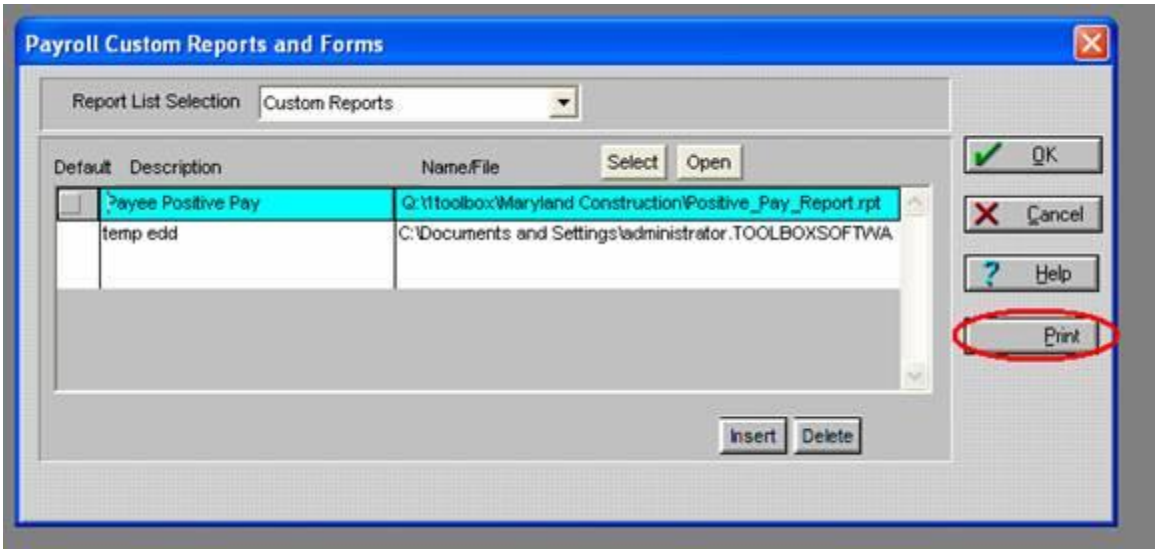
Now click the "Select" button to bring up a selection box. Find your report and click open to insert your report.



This adds the report location to Toolbox. Now click "OK". This saves the file location into Toolbox.



Now that the report is saved, open the "Custom Reports and Forms" again, highlight the report that you want to run and click "Print". This is run your custom report.



How To Create a New ODBC Connection

Click on the Windows “Start” button
-Select Programs
-Find Toolbox in the list of programs
-Select ODBC
-When the ODBC Administrator window opens up, click on the “Add” button
-Another window will open. Select “Adaptive Server Anywhere 9” out of the list of drivers. Then click “Finish”.
-Another window will open up. Enter the company name as the “Data Source Name”.
-Click on the Login tab at the top of the window. Enter the following information:
-User ID: supersoft
-Password: 1zzz2202
-Click on the Database tab at the top of the window.
-Enter the server name as “toolbox” without the quotes.
-Type “C:\Program Files\ASA\win32\dbeng9.exe” (without the quotes) into the “Start In” line
-Click the “Browse” button below the Database File line, and browse for the database file on your C: Drive. It should be in the C:\Toolbox\database\ folder.
-Click the “OK” button at the bottom of the window.

Install New Cheque Process

Install Process

1. Save the attached Report ".rpt" files to your c:\toolbox\reports folder, or if you have a server then Server\Toolbox\Reports folder
2. Save the attached PRCustomPaycheckEarningsHist_CPA.txt file to the C:\Toolbox\ Scripts folder

Run the PRCustomPaycheckEarningsHist_CPA.txt

1. Go to Sybase SQL by clicking on Windows Start > All Programs > Toolbox > SQL Interactive
2. On the 3rd field where it has "None" Select company name and click ok
3. From within Sybase SQL run the PRCustomPaycheckEarningsHist_CPA.txt by typing the following command: Read c:\toolbox\scripts\PRCustomPaycheckEarningsHist_CPA.txt
4. Click the Execute Button to run script

Manual Check Setup

1. From within Toolbox go to GL Module > Select Custom Reports and Forms
2. Click the drop down box > select Manual Cash Disbursement
3. On the Description field type in "Custom Cheque"
4. On the Name/File field type in "ManualchequesCPA1.rpt"
5. Click the Default box

Vendor Check Setup

1. From within Toolbox go to AP Module > Select Custom Reports and Forms
2. Click the drop down box > select Check
3. On the Description field type in "Custom Cheque"
4. On the Name/File field type in "vendchequesCPA1.rpt"
5. Click the Default box

Payroll Check Setup

From within Toolbox go to Payroll Module > Select Custom Reports and Forms

1. Click the drop down box > select Paycheck
2. On the Description field type in "Custom Cheque"
3. On the Name/File field type in "PRChequesMiddleCPA1.rpt"
4. Click the Default box

Report PDF Export Issue

Unable to export a report to Adobe PDF

Some users are unable to export a Crystal report to a PDF format using the Export button.

Solution

This problem mostly arises when Toolbox TimeSuite is installed under an administrator, but the person logged into the workstation is not an administrator.

To see if this is the problem, go to your Start menu and click All Programs. In the All Programs list, you should have a Toolbox group.



If you do not have this group in your list, you will need to reinstall Toolbox under the non-administrator login on the workstation computer.

Using your installation disk or a setup file on your computer or network, install Toolbox while logged in as the non-administrative user. Remember to extract the latest update files on your computer. These files are most likely on your server in the Toolbox\Updates folder.

If you do not have these update files, either download them from ftp.toolboxsoftware.com\Demo\Update Zips or contact Toolbox to setup a time for an update.

If you do have the Toolbox group in your list and are still unable to export to a PDF file, contact Toolbox for further assistance.

Reset Toolbox Database Log File

1. Close Toolbox on all client computers.

2. Go to your server where your Toolbox database is running.

3. Shut down Sybase Server by double clicking on the server by the clock and click on the "Shutdown" button.

4. Make Backups of your database and log file to a temp folder.

5. Delete the log file that is in your database folder.

6. Go to Windows Command Prompt: Click Start | All Programs | Accessories | Command Prompt.

7. From within the Command Prompt type:
   "cd\" This will take you to the c:\> prompt.
   "cd\program files\Sybase\sql anywhere 11\bin32\

8. Type in the following form the c prompt:
   "dbeng11.exe -f c:\toolbox\database\database.db".

9. Note: After the -f switch the "c:\toolbox\databse\database.db" is the path to your database.

10. Restart Sybase Server, this will recreate a new log file.

Speeding Up Toolbox

Multi User Systems

You can dramatically increase the speed of Toolbox if you have sufficient RAM on your file server, and if you have correctly allocated RAM to your SQL database engine.

To check the total RAM on your file server:

Start | Control Panel | System
The total RAM will be listed on the bottom right of the General Tab.
(i.e. 2.99 GB of RAM)

When determining how much RAM to allocate to the database engine:

Use 256K increments.
Allocate less than 1/2 of the RAM to the SQL database engine.

For example:

512	128 (recommend adding RAM ASAP)
1GB	256 (recommend adding RAM)
2GB	256*3 = 768
3GB	256*5 = 1280
4GB	256*7 = 1792

Edit your server.cfg file with notepad. The server.cfg file is located in your \toolbox\database folder on your file server. Modify line one to include the ram allocated to your database server. For example, if you have 2GB of RAM on your file server, the first line of the server.cfg file should read:

-c 768M

Single User Systems

If you have a single user system, you specify the RAM allocated to your database engine in your ODBC settings.

Start | All Programs | Toolbox | ODBC Administrator
(or Start | All Programs | SQL Anywhere 9 | Adaptive Server Anywhere | ODBC Administrator)
Double click on the ODBC User Data Source that is labeled with your company name.
Click on the Database tab.
Place the following in the second row or start line:

C:\Program Files\Sybase\SQL Anywhere 11\bin32\dbeng11.exe -128m

ODBC Settings (Multi-Users)

Speed can also be impacted by your ODBC settings. For Example:

If your internal ip address on your file server is 192.168.1.253.
Start | All Programs | Toolbox | ODBC Administrator
(or Start | All Programs | SQL Anywhere 9 | Adaptive Server Anywhere | ODBC Administrator)
Double click on your ODBC driver that is labeled with your company name.
Click on the Network Tab
Type to the right of TCP/IP: host = 192.168.1.253

You can retrieve you file servers IP address from within Net Meeting on your file server. Click Help | About while in Net Meeting.

Debits & Credits

Each entry into your books requires two sides, a debit and a credit. This is known as the double entry system of accounting. Each transaction must have at least one debit and at least one credit, and these debits and credits are logged against accounts in your general ledger.

Your general ledger is comprised of various categories and subcategories.

The two primary categories are:

Balance Sheet Accounts
: Accounts that track the balance of something you have or owe, i.e. an asset or a liability.

Income Statement Accounts
: Accounts that accumulate running totals, i.e. revenues and expenses. At the beginning of each year these accumulator accounts are set back to zero.

Within the above two categories, you typically will find the following subcategories:

- Balance Sheet Accounts
  - Current Assets
    - Property & Equipment
  - Other Assets
  - Current Liabilities
  - Long-Term Liabilities
  - Equity
- Income Statement Accounts
  - Revenues
  - Direct Job Costs
  - Indirect Job Costs
  - General & Administrative
  - Other Income & Expense
  - Income Taxes Expense

The Trial Balance Concept

A trial balance represents a listing of each of the General Ledger accounts and each accounts respective balance as of a point in time. For example, if I print a trial balance as of 7/31/X7, the trial balance would include balances for each general ledger account as of 7/31/X7.

The mechanics of a double entry bookkeeping system requires that each transaction includes at least two entries, a debit and a credit. The requirement that each transaction's debits equal credits requiring your books to stay in balance.

Please note that the total debits equal the total credits. If they do not equal, then your books are out of balance.

General Ledger must stay in balance; and will, as long as every transaction total debits equal total credits.

Understanding How Subsidiary Ledgers Work

Subsidiaries:

A subsidiary ledger represents an area where transactions are accumulated. As they are accumulated, they are posted to the general ledger in summary or in detail.

Typical subsidiaries include Accounts Receivable, Accounts Payable, Cash Receipts, Cash Disbursements, and Payroll.

Summary Postings
Using the accounts payable subsidiary as an example: No matter how many invoices are entered there will still only be one summary posting for the A/P G/L account for each month. A summary posting is a single line item that comes from a subsidiary ledger. In order to find out what that summary posting consists of, you must go to the subsidiary ledger and run a report.

Control Account
When entering A/P, the system asks you which A/P you want as your control account. The system will use this account for your summary posting account.

Automatic Posting
Entries entered into a subsidiary are automatically posted to the General Ledger.

Possible Journal Entries You May Need to be Made

#1 The Company purchased a truck. The purchase price of $17,200 consisted of a down payment of $2,000 and a promissory note payable in the amount of $15,200.

		Debit	Credit
152	Vehicles	17,500	
105	Cash		2,000
250	Note Payable - Vehicles		15,200

#2 The Company purchased a truck. The Company put $2,000 down on the vehicle, signed a promissory note in the amount of $10,000, and traded in an old truck with a fair market value of approximately $3,000. The old truck originally cost $12,000, and had accumulated depreciation to date of $11,300.

		Debit	Credit
152	Vehicles	12,700	
160	Accumulated Depreciation	11,300	
105	Cash		2,000
250	Note Payable - Vehicles		10,000
152	Vehicles		12,000

Please note that the new truck is recorded at the total of:

Cash paid	$ 2,000
Plus face amount of the note payable	10,000
Plus the net book value of the old truck	700
	$ 12,700

The net book value (NBV) of an asset is equal to its original cost less its accumulated depreciation to date. ($12,000 - $11,300 = $700)

Please note that if cash is received in the above transaction, than a portion of any gain on the old truck may need to be recorded.

Reversing Journal Entries

Reversing journal entries represent journal entries made at the end of a period or your fiscal year end that are typically posted to a control account (i.e. an account that is tied to a subsidiary module such as A/P).

These types of journal entries actually will create a situation where the subsidiary will not agree to the general ledger. Hence, they must be reversed in order for the subsidiary to once again agree to the general ledger.

#3 In the process of reviewing your books at year end (12/31/X7) with your accountant, you notice then your phone bill totaling $382.15 is missing from your A/P ageing report. At this point, you do not want to put the invoice in the system since doing so would change your ageing as well as the trial balance, and your accountant has already pulled a trial balance. If you put the invoice in the system, than the accountant's trial balance will not agree with your system.

Instead of adding the A/P invoice through the A/P module, the accountant can post a journal entry as of the last day of the month, (accruing the liability into your G/L A/P account)

Journal Entry as of the end of the year (12/31/X7):

		Debit	**Credit**
780	Telephone Expenses	382.15	
200	Accounts Payable		382.15

Reversing Entry as of first day of next year (1/1/X8):

		Debit	**Credit**
780	Accounts Payable	382.15	
200	Telephone Expenses		382.15

Please note that journal entries do not affect subsidiary ledgers, and therefore after the first journal entry, the subsidiary ledger will no longer agree to the General Ledger. (A/P control account #200) However, after the reversing entry, the subsidiary ledger will again agree to the General Ledger. For example, the A/P ageing will agree to the General Ledger A/P account.

Time Value of Money

This concept relates to the theory that the use of money has value. If you use someone else's money in your business; theoretically, the value of the use of that money must be accounted for.

If someone else loans your Company money, then in order to compensate them for the use of
that money, you should pay them interest.

When you make a payment on a promissory note, a portion of the payment must go toward the interest that has accrued since your last payment.

Printing a basic amortization schedule requires the following information:

Date of the Loan
Amount of the Loan
Payments
Number of payments
Interval of payments and the date of the first payment
Date of balloon payment (if there is a balloon payment)

Long-term vs. Short-term Assets & Liabilities:

GAAP Criteria for Classification as Current or Non-current. SFAS No. 6, *Classification of Short-Term Obligations Expected to Be Refinanced,* refers to "short-term obligations" as those scheduled to mature within one year after the date of a company's balance sheet. Normally those must be included in current assets or liabilities. Obligations maturing after one year from the date of the balance sheet are normally included as long-term assets or liabilities.

Depreciation

Depreciation is a means of spreading the cost of an asset over the periods benefited. Recognizing depreciation under GAAP involves a determination of each of the following:

- Estimated useful life
- Pattern of decline in value
- Salvage value
- Depreciation method

Estimated Useful Life - The depreciation period for GAAP is normally the estimated useful life. It is the time the company intends to use the asset, and it will vary depending on factors such as the company's maintenance policy and obsolescence of the asset. For example, some companies buy trucks with the intention of having minimal maintenance costs and trading them before repairs become a problem. Others buy them with the intention of holding them for a long time and consequently pay greater attention to maintenance. The estimated useful life for trucks would vary for each of those approaches.

Patterns of Decline in Value - Even though depreciation is not a valuation process, the depreciation method used should typically reflect the decline in value. Therefore, using an accelerated method would conceptually be appropriate only if an asset's value declines faster in the early years than in the later years. (See the attached schedule for an example of the methods and lives for various assets)

Salvage Value- Some assets have value at the end of their useful life that the company can realize through sale or trade-in. By depreciating to salvage value, a company is actually spreading the net cost (acquisition cost less salvage value) over the period it uses the assets. If you depreciate the asset to zero, there will be a gain when the salvage value is realized. However, the gain really only represents a "catch-up" adjustment of prior depreciation expense. For many depreciable assets, the salvage value is minor, and there may not be a need to complicate the accounting by considering it in your computation.

Depreciation Methods - Generally accepted accounting principles recognize basically two approaches to allocating the cost of an asset over periods benefited:

- Straight-Line - The costs less salvage value is allocated evenly over the estimated useful life (Normally used for Financial Statements)

- Accelerated - The costs is allocated disproportionately over the useful life so that the early years are charged with most of the cost. (Normally used for Income Taxes)

Example:

The Company purchases a new truck for $13,000. You estimate the useful life of the asset to be 5 years.

Straight Line Method

Cost $13,000 divided by useful life 5 years or
$2,600.00 of depreciation expense per year.

Accelerated Method

200% DDB Half Year Convention
Cost $13,000 times percentage from Table
$2,600 of depreciation expense first year (20%)
$4,160 of depreciation expense second year (32%)

Practical Comments:
Companies normally want to have their assets depreciated for financial statements purposes using the straight line method, and their fixed assets depreciated for tax purposes using an accelerated method.

The reason for this is the straight line method normally creates a lower expense in the first several years; therefore, the net income of the company is higher and you have a stronger financial position. In addition, the straight line method usually provides for a fairer value of the asset over the assets useful life.

Cost Basis - Under GAAP, acquired property and equipment is stated at acquisition cost, including all costs necessary to bring the asset to its location in working condition such as the following:

- Sales Tax
- Freight
- Installation costs
- Direct and Indirect costs (including interest) incurred by any entity in constructing its own assets

Understanding Over/Under Billings

Over and under billings computations are required in order to present your books on a Percentage-of-Completion method of accounting.

Under the Percentage-of-Completion method, revenues are recognized based on costs incurred plus estimated margins on those costs.

In order to present fair and accurate financial statements, "the matching principle" must be adhered to.

The matching principle involves recognizing related costs and revenues in the same period. If you recognize costs in one period and their related revenues in the next period, the company's net income will be incorrectly low at the end of the first period.

For example: Company "A" only has one job in progress that started in December and finished in January. The Company did not bill any portion of the job until it was completed.

	December	January	Total
Revenues (A/R Billings)	-0-	30,000	30,000
Costs (A/P Invoices)	20,000	5,000	25,000
Net Income (Loss)	(20,000)	25,000	5,000

If the company does not compute its over/under billings:

- Revenues are only increased by A/R billings (based on the Date on the Billing)
- The company's books reflect:
  - a net loss of $20,000 for December
  - a $25,000 net income for January

When adhering to the matching principle (Percentage-of-Completion basis), the company will recognize revenue in proportion to costs incurred or 80% in December and 20% in January. The following is more realistic.

	December	January	Total
Revenues	24,000	6,000	30,000
Costs (A/P Invoices)	20,000	5,000	25,000
Net Income (Loss)	4,000	1,000	5,000

Concepts relating to Direct, Indirect, and General and Administrative Expenses

As a construction company, you have three types of expenses:

Direct Job Costs

These types of costs can be specifically identified to a particular job.

Examples of these types of costs/expenses include:

- Direct Job Labor
- Materials
- Subcontractors
- Job Bonds & Permits
- Per Diem Paid on a Job

Indirect Job Costs

These types of costs are job related, but are difficult or impractical to specifically identify to a particular job.

Examples of these types of costs/expenses include:

- Depreciation on Field Equipment/Vehicles
- Gas, Diesel & Oil
- Indirect Labor
- Repairs & Maintenance of Field Equipment/Vehicles
- Field Vehicle Expenses
- Field Payroll Taxes and Insurances

Indirect Costs are typically allocated to jobs based on labor costs, equipment hours, total direct costs, or some other objective criteria.

General & Administrative Expenses

These types of expenses are theoretically fixed in nature, and should not significantly vary with the level of work the company performs.

Examples of these types of expenses include:

- Office Rent
- Legal & Accounting
- Office Wages
- Officers Salaries
- Office Supplies & Expenses
- Office Telephone & Utilities

Calculating Labor Burden and Other Indirect Costs' Rates

Some of the different types of burden that should be applied to your jobs include:

Labor

Worker's Comp.
FICA (7.65%)
State Unemployment
Federal Unemployment (.8%)
General Liability (Usually expressed as a rate per 1,000 on your policy)
Health Insurance
Vacation (1 week = 1/51 = 1.96%)(2 weeks = 2/50 = 4%)
Holiday (5 paid holidays a year = 1/51 = 1.96%)(2 weeks vacation, and 5 holidays=1/49 or 2.04% for holiday burden and 2/49 or 4.08% for vacation)
Sick or Personal (guaranteed days, paid if not used)

Equipment

Expensive equipment costs are typically applied to jobs based on a unit rate per hour. This is appropriate since a large portion of the expense associated with the piece of equipment represents indirect costs (rather than direct costs). For example, a loader with a purchase price of $100,000 may have expenses associated with it for the year that might look as follows:

Fuel & Oil	7,238	Direct or Indirect
Depreciation	16,667	Indirect
Interest Related Field Equipment Note Payable	5,000	Indirect
Parts	6,230	Indirect
Repair/Maintenance Labor	2,185	Indirect
	37,320	

If the utilization of the piece was 1,000 hours for the year, than the actual cost rate per hour would have been $37.32 per hour.

If $35.00 was actually used during the year, than what is the under allocated costs associated with this piece of equipment?

_____

Depreciation on small equipment/tools/field vehicles
Repairs & Maintenance on small equipment/tools/field vehicles
Fuel & Oil for small equipment/tools/field vehicles

Shop/Warehouse rent
Shop supplies and related expenses
Field telephones/radios/pagers

Determining how much you are over or under allocated, with respect to your indirect costs, would include:

Determining what your total indirect costs actually were for the period

Determining what was actually applied to the jobs by the burden factors set up in your accounting system

The difference is the over/under allocation of indirect costs to your jobs for the period

Comparing the total indirect costs allocated:

Income Statement..... _____
Burden Applied to Jobs..... _____

Under (Over) Allocated..... _____

If you under allocate your indirect costs, than your job reports show the projects more profitable than they actually are.

If you over allocate your indirect costs, than your job reports show the projects less profitable than they actually are.

Burden rates should be reviewed on an ongoing basis for over or under statement so that your job costs correctly reflect indirect costs that are somewhat representative of your actual indirect costs.

Comparing Your Burdens Applied to Jobs with the Actual Indirect Costs Incurred

Consider the following example of under applying indirect costs :

Per Job Costs

	Labor	Mat.	Subs	Other	Total Direct	Labor Burden	Other Burden	Total Costs	Total Rev.	GP
Job #1	5,000	10,000	15,000	1,000	**31,000**	1,300	300	**32,600**	**40,000**	**7,300**
Job #2	10,000	7,000	3,000	500	**20,500**	2,300	200	**23,000**	**30,000**	**7,000**
Totals	15,000	17,000	18,000	1,500	**51,500**	3,600	500	**55,600**	**70,000**	**14,300**

Per G/L

Job Revenues		$70,000
Direct Costs:		
Labor	$ 15,000	
Materials	17,000	
Subs	18,000	
Other Direct Costs	1,500	
Insurance - Worker's Comp	2,250	
Insurance - General Liab.	150	
Payroll Taxes		1,200
Total Direct Costs		55,100
Indirect Costs:		
Depreciation	500	
Insurance - Vehicles & Equip	300	
Repairs & Maintenance	1,000	
Small Tools	300	
Vehicle Expenses	400	
Other Indirect Costs	100	
Total Indirect Costs		2,600
Total Costs of Construction		57,700
Gross Profit		$ 12,300

With the above analysis you can see that the indirect costs you have applied in your job system do not match the indirect costs you actually incurred.

	Direct Costs	Indirect Costs	Total Costs	Gross Profit
Actual	55,100	$ 2,600	$ 57,700	$ 12,300
Applied to Jobs	55,100	500	55,600	14,550
Jobs Misstatement	**$ 0**	**$ 2,100**	**$ 2,100**	**($ 2,100)**

Given the above indirect costs, calculate the labor and the non-labor burdens:

	Indirect Costs	Labor	Non-Labor
Depreciation	500		500
Insurance - Worker's Comp	2,250	2,250	
Insurance - General Liab	150	150	
Insurance - Vehicles & Equip	300		300
Payroll Taxes	1,200	1,200	
Repairs & Maintenance	1,000		1,000
Small Tools	300		300
Vehicle Expenses	400		400
Other Indirect Costs	100		100
Total Indirect Costs	6,200	3,600	2,600
Divided by Total Labor		15,000	15,000

Labor Burden **24.0&**

Non-Labor Burden **17.33%**

Total Burden is 41.33% of Direct Labor

Non-Labor burden can be applied to jobs in several ways. Some examples of how you might apply non-labor burden may include basing your allocation on:

All Direct Costs

Direct Labor

Job Revenues

Hours used (Equipment)

Utilization of Burdening Utilities

These utilities must be executed using ISQL. We do have plans to move the execution of the utility into a grid. Until then, please us ISQL.

Steps

Start | All Programs | Toolbox | ISQL |
Click the drop-down to the right of "Data source name:"
Select the appropriate database
Click OK

File | Open | L:\toolbox\scripts\1-Vehicle-T_get_allocate_burden_Parameters

Scroll down until you see the following parameters and set them to the current month.
Set From_Date = '200?-??-??' (i.e. '2007-03-01')
Set Through_Date = '200?-??-??' (i.e. '2007-03-31')

Enter date burdening transaction will be generated.
set As_of_Date = '200?-??-??' (i.e. '2007-03-31')

Enter the beginning Indirect/G&A GL number to beginning accumulating costs.
set Beginning_GL_Num = '6000';

Enter the ending Indirect/G&A GL number to end accumulating costs.
Ending_GL_Num = '6999';

Specify the type of costs to allocate.
set Costs_to_Allocate = 7;
Choose one of the following:
1-Eq_Indirects
2-Plant_Indirects
3-Other_Indirects
4-All_Indirects
5-Operating_Expenses
6-Specific Amount or Percent
(user must enter a specific amount)
7-Specific Percent (user must enter a specific % to allocate)

Enter specific amount or percent to allocate if you entered 6 or 7 for Cost_to_Allocate.
set Amt_Pct_to_Alloc = -100;

Parameters to determine which jobs and criteria to use for prorating burden.

set Based_On = 2;

1-Job Billings
2-Direct Costs
3-Cost Group Costs
4-Cost Group Units
5-Cost Type Costs
6-Cost Type Units
7-Specific Cost Code(s) Costs
8-Specific Cost Code(s) Units
9-Labor Burden
10-Percent Burden

If user is to limit to a cost code lever, enter level to limit.

set Limit_to_Cost_Code_Level = 0;

0 - do not limit,
1 – Limit to level 1
2 – Limit to level 2
3 – Limit to level 3

Enter cost type description if "Based_On" = 5 or 6.

set Based_on_Cost_Type = 'n/a';

Enter cost group description if "Based_On"

set Based_on_Cost_Group = 0; = 3 or 4.

0-n/a
1-Labor
2-Material
3-Subs
4-Equip
5-Other

Enter beginning and ending Job# if you want to limit by job number range.

Set Beginning_Job_Number_to_analyze = '';set
Set Ending_Job_Number_to_analyze = '0999';

Enter Beginning Cost Code if "Based_On" = 7 or 8; or if you want to limit by cost code range.

set Beginning_cost_code_to_analyze = ''
set Ending_cost_code_to_analyze = 'ZZZ';

Enter Cost Code or billing code to post burden to.

set Code = 'Z9';

Enter the Direct GL Account where Burden Costs will be posted.

set Direct_Debit_Acct = '5901';

Enter the Contra GL Account where total Burdens will be Credited.

set Credit_Acct = '6901';

Allocation by Division: Enter 1 if you want to prorate your indirect costs that you want to allocate based on division. Thus, all indirect costs for a particular division will be allocated to only direct costs of the given division.

```
set Allocate_by_Division = 0;
```

Allocation by Department: Enter 1 if you want to prorate your indirect costs that you want to allocate based on department. Thus, all indirect costs for a particular department will be allocated to only direct costs of the given department.

```
set Allocate_by_Department = 0;
```

Print your Income Statement and verify that all indirect costs have been allocated. Your "Over/Under allocated Indirect Costs" should equal zero.

Cutoff Dates and Potential Problems

Adhering to objective criteria is an important part of doing your books. For example, in most cases, determining whether or not an invoice goes into a particular period will depend on the invoice date. The invoice date is what the system uses to determine what period the transaction goes into.

This takes care of most of the cut-off problems that many companies experience.

Areas that proper cut-offs are important:

The ability to produce valid A/R and A/P ageing that agree to the general ledger as of the end of a period end that has already past.

The ability to produce job costs reports that include all costs up to a period end that has already past.

The ability to produce job billings reports that include all billings up to a period end that has already past.

With respect to labor that has been incurred through the end of the month that was not paid until the next month. The ability to determine what payroll is included in the job costs, and what payroll has been posted to the general ledger.

Types of Construction Contracts

The nature of a contractor's risk exposure varies with the type of contract. The four basic types of contracts used based on their pricing arrangements are:

fixed-price or lump-sum contracts,
unit-price contracts,
cost-type contracts, and
time and materials contracts.

Fixed-Price or Lump-Sum

A fixed price or lump-sum contract provides for a single price for the total amount of work to be performed on a project.

Unit-Price Contracts

A unit-price contract provides that a contractor will perform a specific project at a fixed price per unit of output.

Cost-Type Contract

A cost-type contract (including cost-plus) provides for reimbursement of allowable or otherwise defined costs incurred plus a fee for the contractor's services. Usually, the contract only requires that the contractor's best efforts be used to accomplish the scope of the work. Cost-type contracts take a variety of forms. The contracts often contain terms specifying reimbursable costs, overhead recovery percentages, and fees. The fee may be fixed or based on a percentage of reimbursable costs.

Time-and-Materials Contract

A time-and-materials contract is similar to a cost-plus contract and generally provides for payments to the contractor on a basis of direct labor hours at fixed hourly rates (the rates cover the costs of indirect labor and indirect expenses and profit) and costs of materials or other specified costs.

Capitalizing vs. Expensing Fixed Assets

This concept revolves around the feasibility of capitalizing and keeping depreciation schedules on fixed assets.

Obviously, it is not practicable to capitalize every little asset the company purchases.

Typically, a capitalization threshold is set. For example, the company may decide to expense everything under $3,000 that it purchases. This $3,000 number would be the company's capitalization threshold.

Another criterion that should be taken into consideration is the useful life of the asset. If the asset costs more than $3,000, but has a useful life of less than two or three years, it may be more practical to expense the asset, than capitalizing these types of assets each year.

The Concept of Materiality

In accounting, we have a concept called materiality, and use this concept to keep ourselves from doing things that are not feasible and/or practical. In some cases, handling transactions by the book may not be feasible and/or impractical, and it may be appropriate to handle the transaction in a more appropriate way.

Some examples of impracticality might include:

> Expensing a trash can rather than putting it on your depreciation schedule.
> Breaking down fuel on a field vehicle for each job site a superintendent travels to. (Assuming he is responsible for many job sites)

Sometimes determining how to handle something by the book is a judgment call, and sometimes good judgment can only come with experience. If you're reconciling your cash account, and are off 2 cents, whether or not you find that 2 cents may depend on whom you work for. If your supervisor expects you to be exact, than you should be exact. If the owner of the company doesn't want you to waste time looking for 2 cents, than you should be able to resist the temptation of looking for the 2 cents.

I believe that the bigger picture items are much more important than 2 cent items. For example:

> Your subsidiary A/P aging may tie to your general ledger, but if any of the invoices on that subsidiary are incorrectly stated, than the books are off by that misstatement. So even if your books balance, they may be completely off.
>
> Suppose you check to see if your total direct costs for the month per your general ledger agrees to your total direct costs per your job costs records. However, an invoice totaling $10,000 was posted to a job that was substantially complete, and should have been posted to a job that was just getting started. After recording your over/under billings, this mistake will cause your bottom line to be off by more than $10,000, a big mistake.

Materiality and the Big Picture

Being exact should take precedent when coding transactions to general ledger account numbers, job numbers, cost codes etc. It is also important to get all of your data input information exact such as an invoice number, invoice date, vendor, etc.

Making sure that everything on your A/P or A/R list has a 100% correct balance is more important than your subsidiary being adjusted $20 for an unknown difference. Even though it is important for you to understand what you did to get your subsidiary out of balance by an immaterial amount, it is much more important that everything that makes up a balance is correct.

Toolbox Timesuite User Conference
Evaluation Form

	Poor - - - - - - - - - - - - - - - - Excellent 1	2	3	4	5
Presentation Skills					
Subject Knowledge					
Materials					
Overall					

Comments/Suggestions_____