

OPEN

SYSTEMS®

Accounting

Software

Contractors' Job Cost

Version 6.0x

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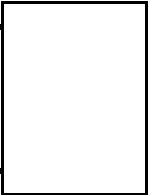
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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Contractors' Job Cost

1

Overview

The Contractors' Job Cost module provides an effective enhancement to the Open Systems Software package to accommodate today's members of the construction industry.

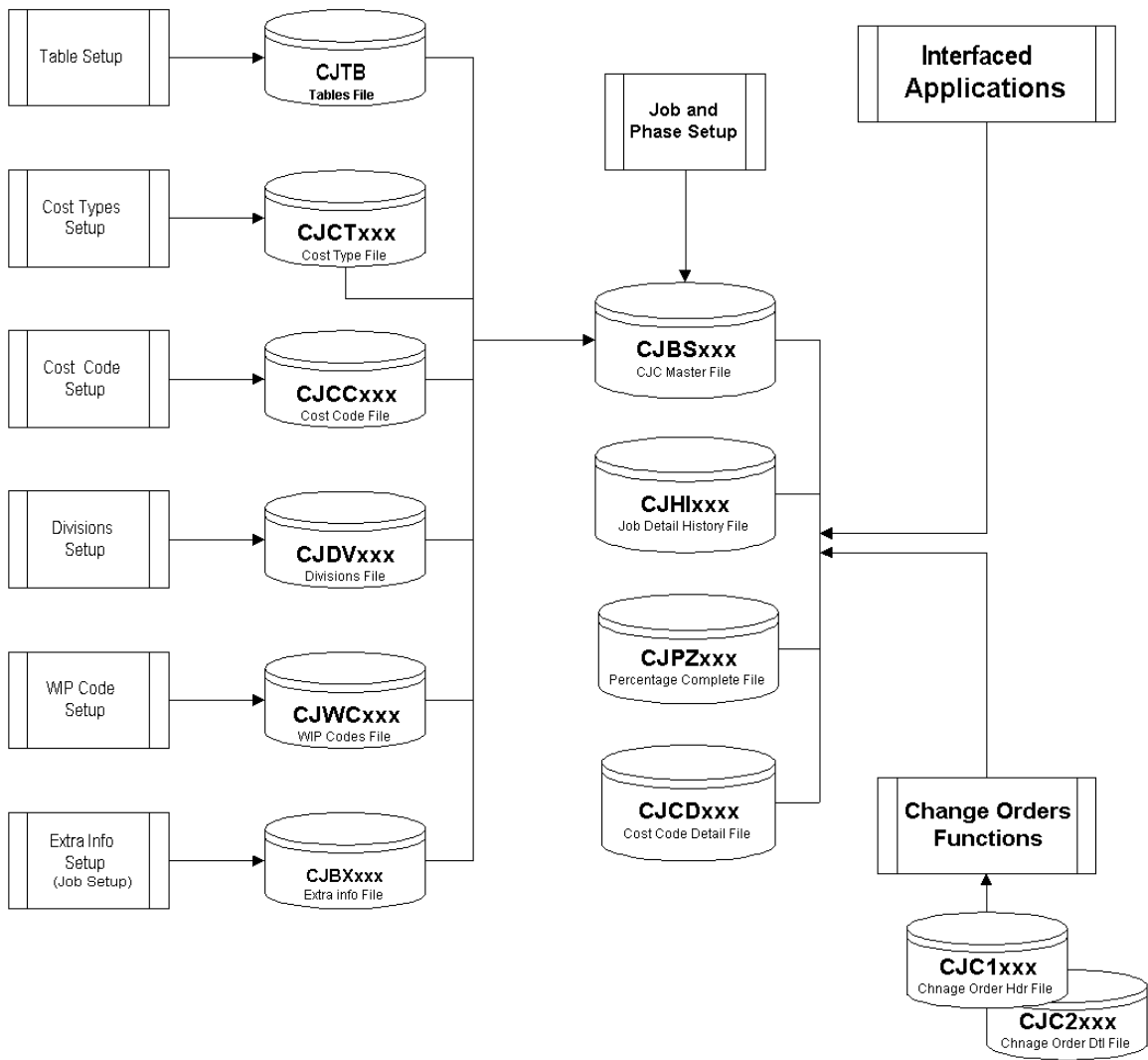
Features and benefits of the Contractors' Job Cost include:

- Comprehensive Construction Job Costing and flexible reporting to track your current and past job activity and scheduling.
- Ability to provide standardized estimates from previous and current jobs, and the ability to refine these estimates if the job needs require enhancements or unforeseen circumstances occur.
- WIP options support percentage of completion, and completed contracts methods of revenue recognition for more accurate periodic matching of revenues and costs.
- Change Order Processing for existing jobs.

Interfacing to Accounts Payable/Purchase Order, Accounts Receivable/Sales Order, and Payroll allows you additional flexibility in the following areas:

- Using a certified payroll including labor burden tracking, worker's compensation and union costs.
- Ability to use retainage for both costing and billing for jobs.
- Multiple billing methods such as AIA Billing, Cost Plus Invoicing, and Job Invoicing.
- Additional reporting features for job activity in all interfaced applications.

Contractors' Job Cost System Flow



Jobs Master File (CJBSx)

The Jobs file holds the job and phase records and the estimated and actual date, cost and overhead data. The Jobs file is updated through the Detail Adjustments and Change Order Entry functions. The Jobs file can also be updated when information from Accounts Receivable, Accounts Payable/ Purchase Order and Payroll is posted.

Note

The Jobs file is updated directly from these functions and applications if the option Direct Post to Job Master is set. If this option is not set, information is posted to the Job Detail History file and you must select the Post Details to Job Master function to update the Jobs file with information from the Detail History file.

Job Extra Information file (CJBXxxx)

The Job Extra Information file supplements the Jobs file. It holds the extra information and original cost estimates for jobs and phases.

Cost Code file (CJCCxxx)

The Cost Code file stores the definitions for all cost codes created.

Cost Code Detail file (CJCDxxx)

As cost codes are created, records are added to this file holding detail information by Job/Phase/Cost Code.

Cost Type Code file (CJCTxxx)

The Cost Type Code file stores the cost types and their descriptions, only types 7 through 9 can be edited.

Division file (CJDVxxx)

The Division file stores division IDs and descriptions for phases that use divisions. The division ID is the first two characters of a phase ID when using the option to group by division.

Job Detail History file (CJHlxxx)

The Job Detail History file stores detailed information about the cost, billing and change order transactions related to current jobs and phases. Use the Detail Adjustments, Change Order Entry functions and post from interfaced applications to update this file.

Percent Completion file (CJPZx)

The Percent Completion file stores the manually entered percent complete for each job and phase. Enter the percent complete for each job and phase in the Percent Completion function. Use this figure to produce the Budget Projection and Work-in-Process Reports.

Change Order Transaction Header file (CJC1x)**Change Order Transaction Detail file (CJC2x)**

The Change Order Transaction Header and Detail files store change order information that is used when you print and post change orders. When you post change orders, the information is posted to the Jobs Master and Job Detail History files.

Tables file (CJTb)

The Tables file stores the following tables that are used with Contractors' Job Cost:

Table ID	Description
JOBGLx	The JOBGLx table stores General Ledger account numbers used in the Post Overhead to GL function and it stores a range of account numbers that can be used to verify job related transactions.
NAMESx	The NAMESx table stores the three user-definable cost type names and job extra information descriptions.
JOSAVx	The JOSAVx tables stores a dummy company ID that can be used to archive closed job information to.
IMPRTn	The IMPRTn table stores the location of fields in an ASCII file that can be imported to the Jobs file.
CNVTx	The CNVTx table stores period conversion information.
FYEARx	The FYEARx table stores the current fiscal year.

WIP Codes file (CJWCxxx)

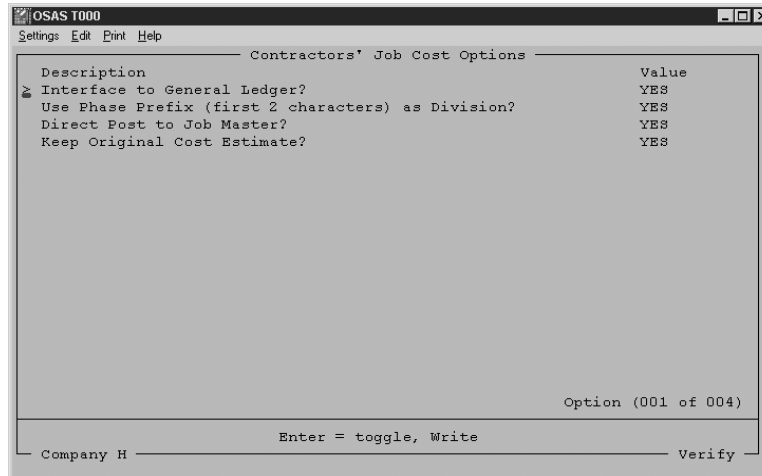
The WIP Codes file stores the WIP account and the COGS accounts assigned for each cost type (1-9) for each WIP code defined.

CJ Setup Checklist

1. Read the Resource Manager User's Guide
2. Read the Contractors' Job Cost User's Guide
3. Set Up Accounts Receivable
4. Set Up Accounts Payable and Payroll (optional)
5. Plan the Implementation Schedule
6. Set Up Options and Interfaces for CJC setup
7. Set Up the tables:
 - CNVTx
 - FYEARx
 - JOBGLx
 - JOSAVx
 - NAMESx
8. Set Up divisions (if used)
9. Set Up Cost Types and Cost Codes
10. Set Up WIP Codes (if used)
11. Set up jobs and phases using File Maintenance, Copy Jobs and Phases, or Import File to Job functions
12. Set up Percent Completion information (optional)
13. Set Up Access Codes
14. Verify and reset any options and interfaces for using the system.
15. Set Up a Backup Schedule

Options and Interfaces

Options & Interfaces Screen



Description	Value
Interface to General Ledger?	YES
Use Phase Prefix (first 2 characters) as Division?	YES
Direct Post to Job Master?	YES
Keep Original Cost Estimate?	YES

Option 001 of 004

Company H Enter = toggle, Write Verify

Select Options and Interfaces from the Resource Manager Company Setup menu to set the options and interfaces for Contractors' Job Cost.

Option

Description

Interface to General Ledger?

You can choose to interface Contractors' Job Cost to General Ledger if General Ledger is installed. Entries are made to General Ledger when you select the Post Overhead to GL function and when you use the GL Job Journal Entry function.

Direct Post to Job Master?

If this option is set to **YES**, both the Jobs and the Job Detail History files are updated from the Detail Adjustments, Change Order Entry, and GL Job Journal Entry functions and posts from interfaced applications.

If this option is set to **NO**, only the Job Detail History file is updated from the Detail Adjustments, Change Order Entry, and GL Job Journal Entry functions and posts from interfaced applications.

Use the Post Details to Master function to update the Jobs file with this information.

Keep Original Cost Estimates?

You can elect to track original estimates in addition to revised estimates in the Jobs Master file. Original estimates can be viewed using Information Inquiry and can be printed on the Estimate List.

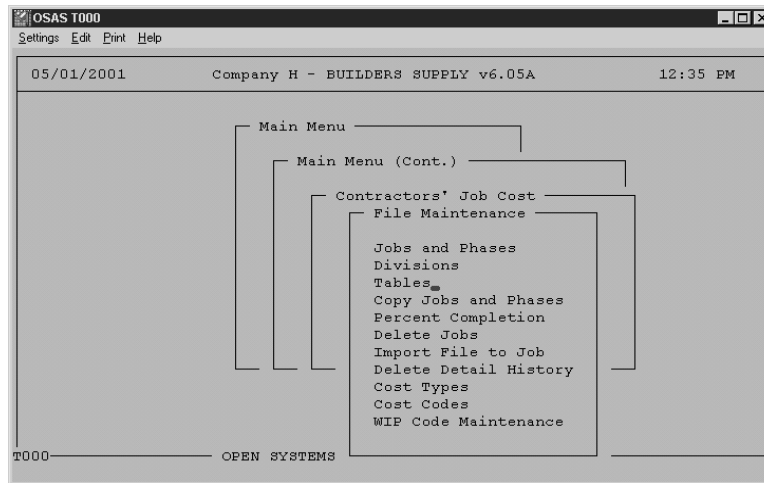
Use Phase Prefix (first 2 characters) as Division?

Enter **YES** if you want to group phases within a job into divisions. You can display division totals in Information Inquiry and on most reports. The first two characters of the phase ID are the division ID.

File Maintenance

Use the File Maintenance functions from the Contractors' Job Cost module to set up jobs and phases and the components needed to create these jobs and phases and to get the most effective use from the module based upon your setup and the requirements of your company.

Contractors' Job Cost File Maintenance Menu Screen



Tables

Select the Tables function from the File Maintenance Menu. At the Contractors' Job Cost Tables screen use the **Inquiry command (F2)** to select one of the following tables.

CJC Tables Inquiry Screen

OSAS T000

Settings Edit Print Help

CJTb

Table ID	Col	Type	Title
< Tables >			
< begin >			
>CNVT	3	N	
CNVTH	3	N	
FYEAR	2	A	FISCAL YEAR
FYEARH	2	A	FISCAL YEAR
IMPRTH	6	A	JOB ESTIMATE IMPORT LAYOUT
JOBGL	2	A	GL Accounts Default Table

Company H Inquiry Verify

CNVTxxx - Period Conversion Table

Select the **CNVTxxx** table the following screen displays the current fiscal period setup for the company you are currently in. If a company specific table does not exist the system will use the default cnvt table to determine the period for which the transaction will be recorded.

You may create a company specific table by entering the table id (CNVTxxx, *xxx is the company id*), because the table does not exist you will be prompted to copy from another table ID, use the generic CNVT table to copy from and then edit the table to reflect your period setup.

Note

This table will only be used if you are not interfaced to General Ledger. All other transactions that may originate from other applications that are interfaced to General Ledger will use the period setup for the company in the Resource Manager

Contractors' Job Cost Conversion Table Screen

Table ID	CNVT	Description	CJTb	Type
1.00	1.01	1.31		N
2.00	2.01	2.29		
3.00	3.01	3.31		
4.00	4.01	4.30		
5.00	5.01	5.31		
6.00	6.01	6.30		
7.00	7.01	7.31		
8.00	8.01	8.31		
9.00	9.01	9.30		
10.00	10.01	10.31		
11.00	11.01	11.30		
12.00	12.01	12.31		
13.00				

The fiscal period comes from the **CNVTxxx** table. If you are posting from an application that is interfaced to General Ledger, the Period Setup from the Resource Manager is used.

FYEARxxx - Fiscal Year Table

The **FYEARxxx** table is used when posting data to the Contractors' Job Cost Detail History file (**CJHIxxx**).

The actual transaction date is posted as well as the fiscal period and year. If you are posting from Accounts Payable/Purchase Order, Payroll or Accounts Receivable, the year is taken from that application's period table (**APPDxxx**, **PACTLxxx**, or **ARPDxxx**).

Contractors' Job Cost Fiscal Year Table Screen

Table ID	FYEAR	Description	FISCAL YEAR	Type
1.00	2001			A
2.00				

The **FYEARxxx** table can be company specific or you can set up one table for all companies. The table is updated when you do the periodic processing and do year end maintenance.

JOBGLxxx - GL Default Accounts Table

Select the **JOBGLxxx** table from the inquiry window, the following screen appears.

Contractors' Job Cost Default Accounts Table Screen

The screenshot shows a window titled "OSAS T000" with a menu bar (Settings, Edit, Print, Help) and a title bar (CJTB). The main area displays the following table configuration:

Table ID	JOBGL	Description	GL Accounts Default Table
Number of Cols	2	Column Length	12
Type	A		
Description	GL Acct #		
Work-in-proc	400000		
Finish Goods	104600		
Overhead WIP	400000		
Job GL From	400000		
Job GL Thru	500000		

At the bottom of the window, there is a "Company H" field and a "Verify" button.

Lines 1 thru 3 in the **JOBGLxxx** table are used when you select the **Post Overhead to GL** function. The **Applied GL account** specified in the phase record for each job is also used. Refer to the Periodic Processing section later in this manual for more information.

Lines 4 and 5 allow you to specify a range of General Ledger accounts that are used for jobs.

If you enter a job and phase ID for a line item in a transaction in Accounts Payable/Purchase Order, the GL account you enter must be within the range specified in the JOBGLxxx table. If you enter a transaction in Payroll with a job and phase ID, the department specified must contain a GL account for the *Employees' default earning code* that is within the range specified in the JOBGLx table.

If you enter a transaction using the GL Job Journal Entry function, the account number you enter must be in the range specified in the JOBGLxxx table if you want to enter a job and phase ID for the transaction.

Note

If you don't want the system to verify account numbers used for job transactions, leave the Job GL From and Job GL Thru fields blank in the JOBGLx table.

JOSAVxxx - Job Archive Table

The **JOSAVxxx** table can be set up with a dummy company ID that can be used to archive closed job information to. Enter the dummy company ID in the first row of the table.

Then create the same company in Resource Manager and use the Data File Creation function on the Resource Manager Company Setup menu to create CJ files for that company. You can set up a company specific table, **JOSAVxxx**, or you can archive closed jobs from all companies to one file by creating a **JOSAV** (no company ID) table. When you delete closed jobs, the information will only be archived to the dummy company's **CJBSxxx**, **CJHIxxx**, and **CJBXxxx** files.

Contractors' Job Cost Archive Table Screen

Table ID	Description	Number of Cols	Column Length	Type
JOSAV	SAVE DELETED JOB DATA TO COMPANY ID?	1	12	A

Company ID: 99

Company H Verify

To access the data after using the Delete Jobs function, press **F3** from the main menu to change the company ID to the dummy one you setup.

NAMESxxx - User Defined Fields Table

Use the **NAMESxxx** table to customize the labels for specific fields in creating your jobs and phases.

Contractors' Job Namesxxx Table Screen

Table ID	Description	Number of Cols	Column Length	Type
NAMES	CJ USER DEFINED FIELDS NAME TABLE	1	12	A

Extra Types

Burdens

Equip Rental

Fee/Permit

Job Address

City/St/Zip

Job Foreman

Architect

P.O. #

Company H Verify

Lines 1 thru 3 of the **NAMESxxx** table store the labels for the **user-definable cost types 7, 8, and 9** that are used in the Jobs file. The last five lines store the labels for the five **user-definable extra information fields** used in the Jobs setup.

IMPRTn - Data Import Table

Use the **IMPRTn** table to define the location of field information for importing external data into the **JOBSxxx** file.

Contractors' Job IMPRTxxx Table Screen

Table ID	IMPRTH	Description	JOB ESTIMATE	IMPORT	LAYOUT
Number of Cols	6	Column Length	12	Type	A
Description	Pos, Len	Description	Pos, Len	Description	Pos, Len
Verification		Phase	1, 6	Desc 1	8, 21
Desc 2		Manager		Est Committ	29, 12
Est Hours	42, 9	Est Units	52, 7	Est Labor	60, 11
Est Material	72, 11	Est Equip	84, 11	Est Overhead	96, 12
Est Misc	108, 11	Est Subc	120, 11	Est Cost 7	132, 12
Est Cost 8	145, 12	Est Cost 9	158, 12	Contract \$	171, 11
Units Inv #		UOM			

Verification

Press <PgDn> to proceed

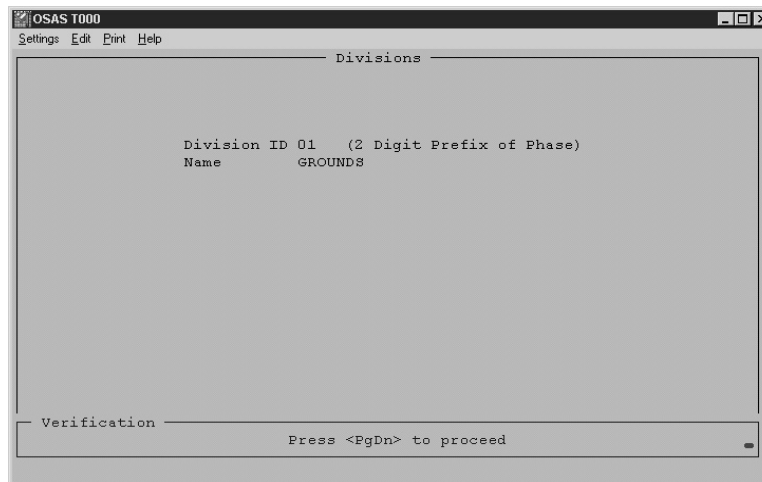
The **IMPRTn** table (n represents the table number) stores information about where data is stored in an ASCII file that you want to use to import data into the Jobs file.

Divisions

If you elect to use divisions in the Options and Interfaces function for the Contractors' Job Cost application. A division is a group of one or more phases. Data can be totaled by division when viewing or printing job information. Divisions are identified as the first two characters of a phase ID. If you use divisions, the phase ID must have three or more characters. If you want to use divisions for one job you must use divisions for all jobs.

Select Divisions from the File Maintenance menu to enter descriptions for the different divisions you are using. This function is not required if you choose to use divisions. Only descriptions are stored here.

File Maintenance Divisions Screen



The screenshot shows a window titled "OSAS T000" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main area is titled "Divisions" and contains a table with the following data:

Division ID	(2 Digit Prefix of Phase)
01	
Name	GROUNDS

At the bottom of the window, there is a "Verification" section with the text "Press <PgDn> to proceed".

Jobs and Phases

Use the Jobs and Phases function to create job and phase records when you book the job into your system. After you've set up a job, do not use the Jobs and Phases function to change these fields. If Contractors' Job Cost is interfaced with other applications, those applications update the jobs when you post transactions. If Contractors' Job Cost is not interfaced with other applications, use the Detail Adjustments and GL Job Journal Entry functions to update the Jobs file.

Jobs and Phases General Information Screen

OSAS T000

Settings Edit Print Help

Jobs and Phases

Job ID 91-135

Phase ID

Job Address 16504 WESTVIEW ROAD

City/st/Zip HOUSTON, TX 77045

Job Foreman MIKE PRESTON

Architect ROBERTS & ASSOC.

P.O. # 23210 77002

	Estimate	Act			
Start Date	05/21/1991	05/21/1991	Units	0	0
Finish Date	07/20/1991		Labor \$	.00	.00
Contract No	3345-72	WIP Info N	Material \$	.00	.00
Customer ID	SUN001		Equipment \$	.00	.00
Contract Date	04/29/1991		Overhead \$	.00	.00
Orig Contract \$	.00		Misc \$	.00	.00
Change Orders \$	.00		Subcont. \$	.00	.00
Rev. Contract \$	.00		Burdens	.00	.00
Billed to Date \$	.00		Equip Rental	.00	.00
Last Bill Date			Fee/Permit	.00	.00
			Total	.00	.00

Company H Verify

Select Jobs and Phases from the File Maintenance menu to add or change a job or phase record.

Contractors' Job Cost tracks all cost information by phases, so phases are required. Before you can set up phases however, you must set up the job record. The job record is designated with a job ID and no phase ID. When you set up the job record, you can only access the fields on the left side of the screen.

Job Record

Jobs and Phases General Information Screen

Jobs and Phases	
Job ID 91-135	Certified PA WC Code
Phase ID	Ovhd Basis 1 Material \$ Rate .0 %
Desc 1 WESTERN OAKS	Applied GL
Desc 2 LOT 5A	Ovhd Accum to Post 276.88
Manager ID MARKS UCM	Accum WIP to Post .00
Post Units From PA or AP PA	
Units Inv. #	
	Cost Type Estimate Actual
	P.O. \$.00 .00
	Labor Hrs .00 .00
	Units 0 0
	Labor \$.00 .00
	Material \$.00 .00
	Equipment \$.00 .00
	Overhead \$.00 .00
	Misc \$.00 .00
	Subcont. \$.00 .00
	Burdens .00 .00
	Equip Rental .00 .00
	Fee/Permit .00 .00
	Total .00 .00
Start Date 05/21/1991 05/21/1991	
Finish Date 07/20/1991	
Contract No 3345-72 WIP Info N	
Customer ID SUN001 SUNSHINE HOMES, I	
Contract Date 04/29/1991	
Orig Contract \$.00	
Change Orders \$.00	
Rev. Contract \$.00	
Billed to Date \$.00	
Last Bill Date	
Verification	

Press <PgDn> to proceed

Enter a Job ID, try to make the Job ID descriptive enough to allow recognition, as a simple number may seem meaningless upon inquiry by Job ID. If this job is similar to one that already exists, use the Copy From function to copy it from an existing job.

Field

Description

Job ID

Enter a new **Job ID of up to 6 characters**. For new jobs you will be prompted to copy from an existing Job ID if you wish.

If you select an existing Job ID to copy from the two description lines, manager ID, and the extra information fields are copied to the new Job ID and can be edited as needed.

Use the **Inquiry command (F2)** to select and maintain an existing Job ID.

Phase ID

Enter a **Phase ID of up to 6 characters**. If you are defining a Job for the first time you will be prompted to create the job record first before you can create the Phase ID.

Use the **Inquiry command (F2)** to select and maintain an existing Phase ID.

Desc 1 and Desc 2

Enter the description for the Job and Phase record.

More (Information)

Select **Y** for yes, or **N** for no, to display the extra job information. The field labels are user-definable and specified in the **NAMESxxx** table.

Manager ID

Enter a **Manager ID of up to 6 characters**. This is the ID of the person responsible for managing the project. It will be displayed on the JTD Cost Summary and Unit Cost Reports and the Estimate List.

If **Payroll** is interfaced to this application the **Inquiry command (F2)** is available to select an **Employee ID** already defined in Payroll, however the manager does not have to be an employee.

Unit of Measure

Used only in the Phase records. Enter the units of measure to **define the units of cost** for this Phase ID.

This information will appear in the Unit Cost Report.

Post Units from PA or AP?

Used only in the Phase records.

Field	Description
Start Date	Enter the Estimated start date to start the Job or Phase. Enter the Actual start date for the Job or Phase. This field will also be updated the first time you post a transaction for any phase of the job. The estimated and actual start and finish dates are used to produce a job schedule that can be viewed on the screen or printed in a report.
Finish Date	Enter the Estimated finish date to complete the Job or Phase. Enter the Actual finish date for the Job or Phase. This field will also be updated through Accounts Receivable if you bill by job and Accounts Receivable is interfaced to this application.
Contract No	Enter the customer's contract number or your own contract number.
WIP Info?	Only available on the phase records.
Customer ID	Enter a Customer ID of up to 6 characters. If Accounts Receivable is interfaced to this application you may use both the Maintenance command (F6) to create a new Customer ID, or use the Inquiry command (F2) to select an existing Customer ID.
Contract Date	Enter the date the contract was signed.
Orig Contract \$	Enter the original amount of the contract. If you will bill by the job, enter an amount in the job record , but not in the phase records.
Change Order \$	Enter the net total amount of Change Orders applied to this job or phase. This field is updated when you enter detail adjustments and post change orders.
Rev, Contract \$	This field is a sum of the Orig Contract \$ and the Change Order \$ and cannot be edited.
Bill to Date \$	The Billed to Date dollars is updated by the system when you post Job Receivables in Accounts Receivable.
Last Bill Date	The Last Bill Date is updated by the system when you post Job Receivables in Accounts Receivable.

If you are billing through any of the Job Receivable functions (AIA Applications, Job Invoicing, or Cost Plus Invoicing) there is a field on the entry screen in each of these functions where you indicate this is the final billing. The actual finish date is updated when you post for the specific Job Receivables function you are using.

If you bill by job through the Accounts Receivable Transactions function, the system prompts you if the job is done. If you enter **Y**, the actual finish date in the job record is updated when you post transactions. You can enter contract information in the job record, or you can break it out into the different phases.

Phase Records

Phase General Information (WIP Info) Screen

Job ID		91-135		Certified PA		Y		WC Code	
Phase ID		02FRAM		Ovhd Basis		0		All Costs	
Desc		1 FRAMING		Applied GL		402000		Rate	
Desc		2		Ovhd Accum to Post				.00	
Manager ID		MARKS		Accum WIP to Post				7531.03	
Post Units From PA or AP		PA							
Units Inv.		#		Cost Type		Estimate		Actual	
Start Date		06/08/1991		P.O. \$		.00		.00	
Estimate		Actual		Labor Hrs		100.00		56.00	
Finish Date		06/19/1991		Units		0		0	
Contract No		WIP Info		Labor \$		1500.00		772.50	
Customer ID				WIP G/L Code 01		0.00		3329.50	
Contract Date				WIP Deferred Post?		5.00		193.13	
Orig Contract \$		75				0.00		.00	
Change Orders \$		.00		Burdens		.00		31.77	
Rev. Contract \$		7500.00		Equip Rental		100.00		100.00	
Billed to Date \$		.00		Fee/Permit		50.00		50.00	
Last Bill Date				Total		6925.00		5801.90	

When you are working with a phase record, you can access any field on the Jobs and Phases screen.

In addition you can set up the WIP accounting method to be used for a specific Job/Phase. There are 3 primary methods of accounting for WIP.

1. DIRECT EXPENSE - In this method you will not use a WIP account. All of your costs associated with the Job/Phase are posted directly to expense(COGS) accounts. **Select No on the WIP Info field.**
2. DEFERRED WIP - All costs are posted to a WIP account. After the job is completed these cost will post to an expense (COGS) account in the Post Overhead to GL function. **You must say Yes to WIP Info, have a WIP G/L code selected, and select Yes for WIP Deferred Post to use this method.**
3. PERCENT COMPLETE - All costs are posted to a WIP account. Each time you run the Post Overhead to GL function the WIP will be cleared to an expense(COGS) account, typically when doing your period end processing. **Select Yes for WIP Info, and select a WIP G/L code, select No for WIP Deferred Post to use this methods.**

Most fields are the same as those discussed for the job record. You can use the Copy From function to copy information from an existing phase if you like.

Field	Description
Job ID	Enter a Job ID of up to 6 characters. For new jobs you will be prompted to copy from an existing Job ID if you wish. If you select an existing Job ID to copy from, the two description lines, manager ID, and the extra information fields, unit of measure, Post Units From, certified payroll, worker's comp code, overhead basis and rate, applied GL, and original and revised estimate amounts are copied to the new Job ID and can be edited as needed. Use the Inquiry command (F2) to select and maintain an existing Job ID and Phase ID.

Field	Description
Phase ID	Enter a Phase ID of up to 6 characters. If you are defining a Job for the first time you will be prompted to create the job record first before you can create the Phase ID. If you have selected the option to Use Phase Prefix as Division? You will need to set up a division to correspond to the phase prefix. Use the Inquiry command (F2) to select and maintain an existing Phase ID.
Desc 1 and Desc 2	Enter appropriate descriptions for the Job/Phase record.
More (Information)	Select Y for yes, or N for no to display the extra job information. The field labels are user-definable and specified in the NAMESxxx table.
Manager ID	Enter a Manager ID of up to 6 characters. This is the ID of the person responsible for managing the project. It will be displayed on the JTD Cost Summary and Unit Cost Reports and the Estimate List. If Payroll is interfaced to this application the Inquiry command (F2) is available to select an Employee ID already defined in Payroll, however the manager does not have to be an employee.
Unit of Measure	Used only in the Phase records. Enter the units of measure to define the units of cost for this Phase ID. This information will appear in the Unit Cost Report.
Post Units from PA or AP?	Used only in the Phase records to update the Actual Units field in the phase record. If Payroll is interfaced with Contractors' Job Cost and you want the number of pieces entered on time tickets to update the Actual Units field for the phase, enter P for Payroll. If Accounts Payable/Purchase Order is interfaced with Contractors' Job Cost and you want the purchase of an item to update the Actual Units field for the phase, enter A. Enter the ID of the item you want to track units for in the Units Inv. # field.
Units Inv. #	Only active if you have elected to post units from AP. Enter the Item ID you wish to track units for in this field. (See Note below).
Start Date	Enter the Estimated start date to start the Job or Phase. Enter the Actual start date for the Job or Phase. This field will also be updated the first time you post a transaction for any phase of the job. The estimated and actual start and finish dates are used to produce a job schedule that can be viewed on the screen or printed in a report.
Finish Date	Enter the Estimated finish date to complete the Job or Phase. Enter the Actual finish date for the Job or Phase. This field will only be updated through Accounts Receivable if you bill by job and Accounts Receivable is interfaced to this application.
Contract No	Enter the customer's contract number or your own contract number.
WIP Info?	Select Y for yes to show additional WIP Information. Enter the WIP GL Code using the Inquiry command (F2) and choose to defer the WIP post Yes or No. Select N for No if you wish not to display additional WIP information.

Field	Description
Customer ID	Enter a Customer ID of up to 6 characters. If Accounts Receivable is interfaced to this application you may use both the Maintenance Command (F6) to create a new Customer ID, or use the Inquiry Command (F2) to select an existing Customer ID.
Contract Date	Enter the date the contract was signed.
Orig Contract \$	Enter the original amount of the contract. If you will bill by the phase leave this field blank on the job record and enter contract amounts for each individual phase record.
Change Order \$	Enter the total amount of Change Order applied to this job or phase. This field is only accessible on the job record and not for phases.
Rev, Contract \$	This field is a sum of the Orig Contract \$ and the Change Order \$ and cannot be edited.
Bill to Date \$	Enter the Billed to Date Amount, including the retained amount. The Billed to Date dollars is updated by the system when you post Job Receivable or Daily Work Transactions in Accounts Receivable.
Last Bill Date	The Last Bill Date is updated by the system when you post Job Receivable adjustments or by Daily Work Transactions in Accounts Receivable.
Certified PA	Enter Y in the Certified PA field if a certified payroll has been generated for the phase. If Payroll is interfaced with Contractors' Job Cost, time entered for this phase is included in the Certified Payroll Report.
WC Code	Enter the worker's compensation (WC) code for this phase. The code defaults during transaction entry in Payroll for time tickets entered for this job and phase. You can change the default during transaction entry. If Payroll is installed, the Inquiry Command (F2) is available so you can select a code from the list that appears.
Ovhd Basis	Enter the overhead basis and rate you use to calculate overhead. You can calculate overhead based on all costs (overhead basis = 0) or any one of the following types: 1 material \$ 2 equipment \$ 3 labor hours 4 miscellaneous \$ 5 labor \$ 6 subcontract \$ 7,8,9 user-definable cost types The rate you enter for all cost types is a percentage, except for type 3 (labor hours), it is a dollar value.
Applied GL	When posting overhead to jobs in progress the Applied GL account specified for the phase is credited and the Overhead WIP account (specified in the third line of the JOBGLx table) is debited for the Ovhd Accum to Post amount. If you interfaced to General Ledger the Inquiry Command (F2) is available to select an account.

Field	Description
Ovhd Accum. to Post	This field is updated when posting transactions with a cost type specified as overhead basis. The Ovhd Accum to Post field is cleared for jobs in progress when you use the Post Overhead to GL function.
Accum WIP to Post	This field is updated with posting of transactions for the phase record and accumulates the actual costs associated with the phase. When the job is finished and you use the Post Overhead to GL function the field is cleared.
P.O. \$	Enter the estimated cost amounts for the phase. The actual P.O. \$ field is updated when you use the Post PO to Committed Jobs function in Purchase Order.
Labor Hours	Enter the estimated cost amounts for the phase. The actual cost is updated when posting transactions from interfaced applications, adjustments, or GI job Journal Entry functions.
Units	If you have the option set to "Keep original cost estimates", a window is displayed after you press Enter at the Actual Units field with original estimate information. You can choose to copy the original estimates to the revised estimates column.

Note

Accounts Payable/Purchase Order does not have to be interfaced with Inventory to use this function. You can track the number of units for an item without using Inventory by specifying the item ID in the Units Inv. # field in the phase record and then specify the same item in the Item ID field on the Accounts Payable/Purchase Order line item entry screen.

The Accum WIP to Post field accumulates the actual costs associated with the phase. The amount in this field should equal the total cost for the phase. When the job is finished and you use the Post Overhead to GL function, this field is cleared. The Finished Goods account specified in the second row of the JOBGLxxx table is debited and the Work-in-proc account specified in the first line of the JOBGLxxx table is credited.

Phases General Information Screen

OSAS 1000

Settings Edit Print Help

Jobs and Phases

Job ID 91-135	Certified PA Y	WC Code
Phase ID 02FRAM	Ovhd Basis 0 All Costs	Rate .0 %
Desc 1 FRAMING	Applied GL 402000	
Desc 2	Ovhd Accum to Post	.00
Manager ID MARKS UOM	Accum WIP to Post	7531.03
Post Units From PA or AP PA		
Units Inv. #		

More N

Cost Type	Estimate	Actual
P.O. \$	.00	.00
ORIGINAL ESTIMATE	100.00	56.00
Labor \$	.00	0
Material \$	.00	1500.00
Equipment \$	.00	3500.00
Overhead \$	.00	.00
Misc \$	.00	375.00
Subcont. \$	.00	1400.00
Burdens	.00	.00
Equip Rental	.00	.00
Fee/Permit	.00	100.00
Total	.00	50.00
	6925.00	5801.90

Estimate

Start Date 06/08/1991

Finish Date 06/19/1991

Contract No WI

Customer ID

Contract Date

Orig Contract \$

Change Orders \$

Rev. Contract \$

Billed to Date \$

Last Bill Date

Copy to Current Est.? ☐

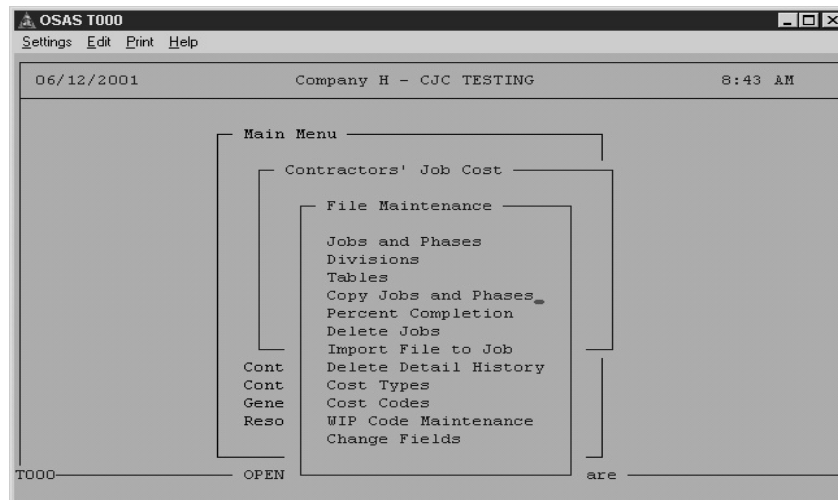
Company H

Verify

Copy Jobs and Phases

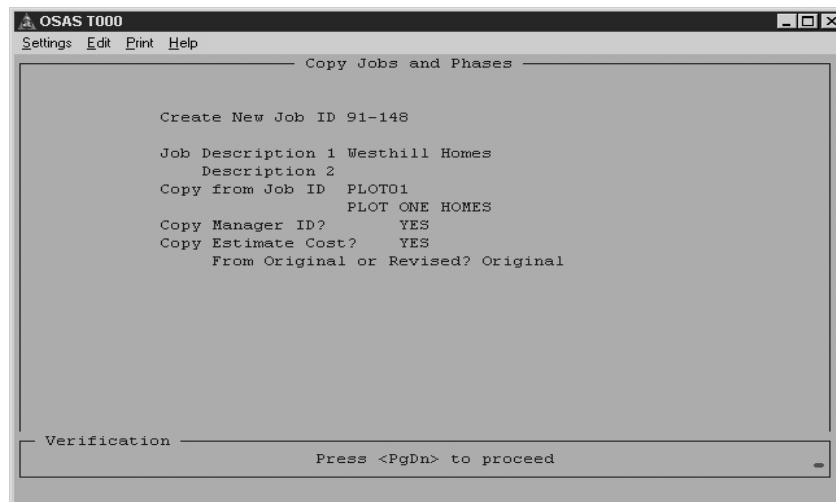
Use the Copy Jobs and Phases function to create a new job that is similar to an old job. All phases, including extra information, are copied to the new job. You can enter a new job description, change the manager ID, and copy the estimate amounts from the original job.

Copy Jobs and Phases Menu



Select the copy Jobs and Phases, the following screen appears.

Copy Jobs and Phases Screen



If you elected to copy estimated costs and you have the option set to keep original cost estimates, you can choose to copy original or revised estimates from the existing job to the revised estimates for the new job. Original cost estimates are not affected by this question. They are always copied from the existing job to the new job. If you choose to copy original estimates, they are copied from the existing job to the revised estimates for the new job. If you choose to copy revised estimates, they are copied from the existing job to the revised estimates for the new job.

Percent Completion

Use the Percent Completion function to update completion progress for a new job already in progress.

Select the Percentage Completion function, the following screen appears.

Percentage Completion Screen

Percent Completion					
Job ID	91-135	Description	WESTERN OAKS	LOT 5A	
Job Totals		13792.49	12740.27	92.37	
Phase ID	Description	Est. Cost	Act. Cost	Calc %	Input %
01FOUN	FOUNDATION	1025.99	1147.97	111.89	90.00
01SITE	SITE PREPARATION	1129.00	2206.25	195.42	92.00
02ELEC	ELECTRICAL	4712.50	3584.15	76.06	74.47
02FRAM	FRAMING	6925.00	5801.90	83.78	92.12

Enter=edit, Next Job, Copy from Calc. %, Input one % for all
Company H _____ Verify

You can let the system calculate completion percentages by dividing estimated costs by actual costs, or you can manually enter percentages using the Percent Completion function. The percentages are used in the Budget Projection and Work-in-Process Reports.

Enter the ID of the job whose percentages you want to modify, or use the **Inquiry command (F2)** to look up and select the ID from the list that appears. Job total information is displayed on the screenheader. Phase detail information is displayed in the scrolling region.

Use the arrow keys to move the cursor to a phase and press **Enter** to change the Input %.

Press **C** to copy the calculated percentage for all phases to the input percentage.

Press **I** to manually input one percentage for all phases of the job.

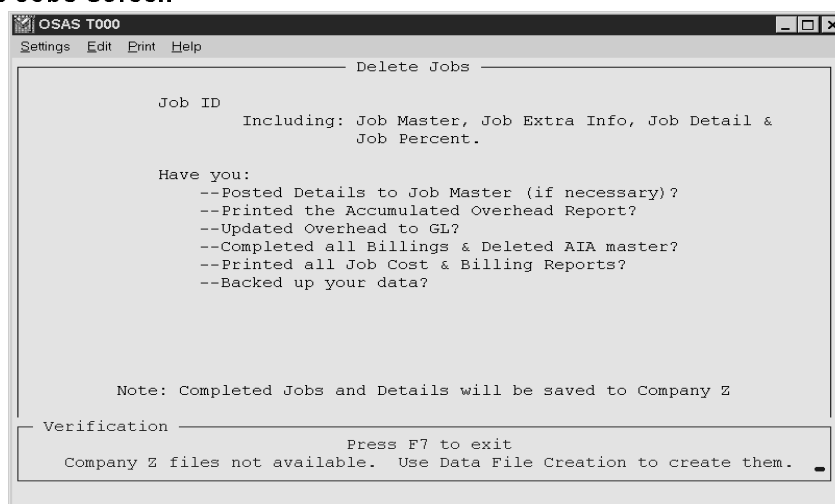
Press **N** to enter a new job ID.

Delete Jobs

Select Delete Jobs to delete completed jobs from the system. Information is deleted from the Job Master (**CJBSx**), Job Detail History (**CJHlx**), Job Extra Information (**CJBXx**) and Percent Completion (**CJPZx**) files.

The following screen appears:

Delete Jobs Screen



If you set up a **JOSAVxxx** table, closed job information is moved to the dummy company's files. A note is displayed at the bottom of the screen indicating this will be done. Likewise, if after setting up the **JOSAVxxx** table you do not create that company and its data files you will also get a message to do so.

All change orders and job and cost plus invoices should be posted and the AIA Schedule should be deleted before you delete a finished job. A message is displayed if Job Receivable invoices exist for a job you are trying to delete.

Import File to Job

Use the Import File to Job function to import job information from an ASCII file to the Jobs file.

The following screen appears after the selection.

Import File to Job Screen

```
OSAS T000
Settings Edit Print Help

Import File to Job

C=Create New Job, M=Merge to Existing Job      C

Job ID          IMPRT1
Job Description  IMPORT

Manager ID      JGE001
Import from File E:\osas605a\sample\test
Use Import Table # H
Default Overhead Basis 0
Default Overhead Rate 1.00

-- Verification --
Press <PgDn> to proceed
```

Before using this function the **IMPRTn** table must contain the field positions and lengths of the ASCII file so that the information is written to the correct fields in the Jobs file.

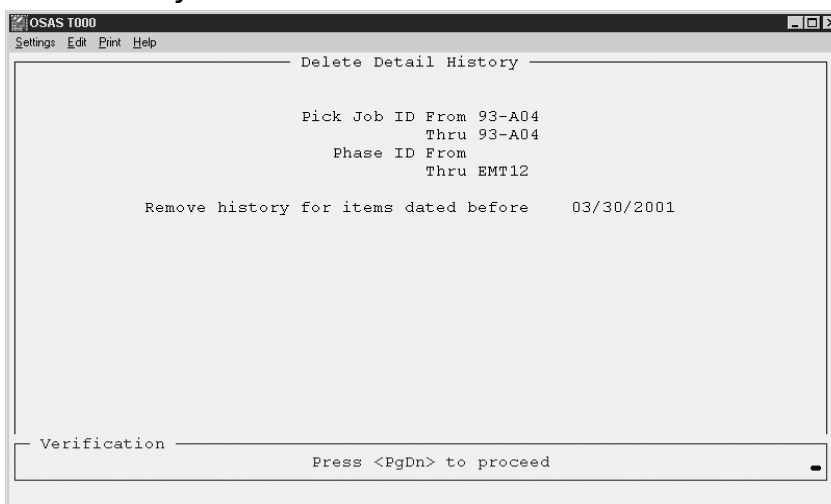
Enter **C** to create a new job or phase or enter **M** to merge information from an ASCII file into an existing job.

Field	Description
Job ID	Enter the ID of the job you want to create or merge information into.
Job Description	Enter the job description, if you are merging into an existing job, the job description is displayed.
Manager ID	Enter the Manager ID, if you are merging into an existing job, the manager id is displayed.
Import from File	Enter the name of the ASCII file you want to import. You must specify the full path name for the file.
Use Import Table #	Enter the number of the import table (IMPRTn) you want to use. The IMPRTn table stores information about where data is stored in the ASCII file that you are importing data from.
Default Overhead Basis	Enter the overhead basis to be assigned, use the Inquiry Command(F2) for available values.
Default Overhead Rate	Enter the overhead rate to be assigned for the job.

Delete Detail History

Use the Delete Detail History function to remove detail history for a job without deleting the job. If you have long-term jobs, your files may be large and slow down processing. Use the Delete Detail History function to delete history without deleting the job and phases from the Jobs master file.

Delete Detail History Screen



Note

Print the Cost Detail Report before you use this function and make a backup of your data files.

Enter a range of jobs and phases whose detail information you want to delete. All history is removed from the **CJHlx** file prior to the date you specify.

Cost Types

Use the Cost Types function to modify the description and type associated with user defined cost types.

Cost Types Screen

OSAS 1000
Settings Edit Print Help

Cost Types

Cost Type ID

Description

Short Description

Use Type

< Cost Type Inquiry >

Type	Description
< begin >	
01	Material
02	Equipment
03	Overhead
04	Misc
05	Labor \$
06	Subcontract
> 07	Burdens
08	Equip Rental
09	Fee/Permit

Company H Inquiry Verify

Loaded with the Contractors' Job Cost application are six industry specific cost types and the ability for the user to add or modify cost types 7-9.

Cost types preloaded are the following:

- Materials
- Equipment
- Overhead
- Miscellaneous
- Labor \$
- Subcontract

If you modify any of the remaining cost types the following fields are available

Field	Description
Cost Type ID	Enter 7, 8, 9 , or use the Inquiry command (F2) to select one that is available. Types 1-6 cannot be modified
Description	The description appears. Press Enter to accept it, or enter a new description for this cost type.
Short Description	Enter a short description for the cost type above. this description will be used through out the software when the long description will not fit (i.e. reports or forms).
Use Type	Select G for General , L for Labor , or O for Overhead .

Cost Codes

Use the Cost Codes function in conjunction with the cost types previously created to better define your grouping and report of job costs. You can create up to 99 cost codes per cost type.

Cost Codes Screen

OSAS T000
Settings Edit Print Help

Cost Codes

Cost Code ID 000

Cost Type ID

Description

Short Description

Unit of Measure

< Cost Code Inquiry >

Code	Description
< begin >	
100	Material
101	Material- Wood
102	Material- Masonry
200	Equipment
300	Overhead
400	Misc
500	Labor \$
600	Subcontract
700	Burdens

NOTE: FIRST DIGIT OF COST CODE MUST BE THE COST TYPE (1-9) FOR THIS CODE

Company H Inquiry Verify

Enter the following information:

Field	Description
Cost Code ID	Enter a numeric cost code. The first character must be the same as the cost type you will have associated
Cost Type ID	Enter 1-9 , or use the Inquiry command (F2) to select one that is available.
Description	The description appears. Press Enter to accept it, or enter a new description for this cost code.
Short Description	Enter a short description for the cost code above. this description will be used through out the software when the long description will not fit (i.e. reports or forms).
Unit of Measure	Enter a unit of measure to be used for this cost type.

WIP Maintenance

Select the WIP Maintenance function from the File Maintenance Menu add, change, and delete WIP Codes. The following screen appears.

WIP Codes Maintenance Screen

Cost Type	Description	WIP G/L Account	COGS G/L Account
1 01	Material	400000	400000
2 02	Equipment	400000	400000
3 03	Overhead	400000	400000
4 04	Misc	400000	400000
5 05	Labor \$	400000	400000
6 06	Subcontract	400000	400000
7 07	Burdens	400000	400000
8 08	Equip Rental	400000	400000
9 09	Fee/Permit	400000	400000

Cost Type (01 of 09)

Company H Enter = edit Verify

Amounts are moved from the WIP account to the COGS account during the Post Expense to GL function.

WIP codes are used when billing completed jobs to allow posting to the appropriate WIP and COGS accounts in General Ledger based upon the cost types associated with the job.

Enter the following information

Field	Description
WIP G/L Code	Enter the WIP Code to be used, the Inquiry Command (F2) is available to maintain existing WIP Codes.
Cost Types	These values default in from those that have already been created and may not be changed in this function.
WIP G/L Account	Enter the account to be credited when posting a completed job or phase. If you are interfaced to General Ledger the Inquiry Command (F2) is available.
COGS G/L Account	Enter the account to be debited when posting a completed job or phase. If you are interfaced to General Ledger the Inquiry Command (F2) is available.

Enter the WIP and the COGS accounts for each cost type displayed. If you have a range of accounts set up in the JOBGLxxx table the accounts selected must be within the range specified.

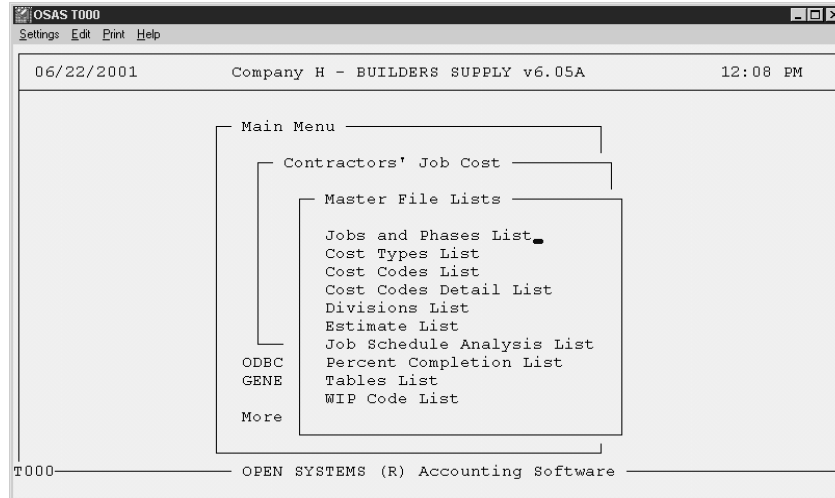
Note

You may have multiple WIP Codes to allow for a more complex division of costs, but that is generally not needed.

Master File Lists

Use the Master File Lists functions to print lists of items you set up in the File Maintenance functions. Use these lists to verify the information was entered correctly. You can also produce a Job Schedule Analysis List.

Master File Lists Menu Screen



Jobs and Phases List

Use the Jobs and Phases List to print a list of jobs with or without phases. You can choose to include job extra information. Information is displayed from the Jobs file (**CJBSx**). Information that is printed in the report includes:

- job ID
- phase ID
- job description and extra information
- manager ID
- estimated and actual start and finish dates
- customer ID
- contract number

Jobs and Phases List Screen

```

OSAS T000
Settings Edit Print Help

Jobs and Phases List

Pick Job ID      From 93-A04
      Phase ID   Thru 93-A04
      From
      Thru

1. Jobs only
2. Phases and Jobs
2

With Extra Information? YES

Output device - (P)rinter p(R)evue (F)ile (S)creen (B)nd
  
```

Enter the following information:

Field	Description
Job ID From Thru	Enter the Job IDs from and through that you wish to view. You may also use the Inquiry Command (F2) to select the information.
Phase ID From Thru	Enter the Phase IDs from and through that you wish to view. You may also use the Inquiry Command (F2) to select the information.
	Select 1 to print Jobs only, or 2, to print Jobs and Phases.
With Extra Information?	Enter Yes to show extra information associated with the selected jobs and phases. Selecting No will not display the extra information.

After selecting a method of output the following report is displayed.

Jobs and Phases List

06/22/2001
12:26 PM

BUILDERS SUPPLY v6.05A
Jobs and Phases List

Page 1

Job ID	Phase	Description	Def.WIP Pst Cd Manager	S t a r t Estimate Actual	F i n i s h Estimate Actual	Cust ID	Contract Number
93-A04		CITY OF FRIENDSWOOD RECREATION CENT	LAIRD	12/10/92 06/08/90	04/03/93	LOS001	502342
		Job Address 502 MAIN					
		City/St/Zip FRIENDSWOOD, TEXAS 77590					
		Job Foreman JERRY BOND					
		P.O. # 105203					
	01FCUN	FOUNDATION	LAIRD	12/20/92 06/08/90	01/13/93		
	01SITE	SITE PREPARATION	LAIRD	12/28/92 06/09/90	02/02/93		
	02ELEC	ELECTRICAL	LAIRD	01/05/93	03/01/93		
	02FRAM	FRAMING	LAIRD	02/02/93	04/02/93		

*** End of Report ***

Cost Types List

Cost Types List Screen

OSAS 1000

Settings Edit Print Help

Cost Types List

Cost Type From 1

Thru

Output device - (P)rinter p(R)evue (F)ile (S)creen (E)nd

Enter the cost types from and thru you wish to display. After selecting a method of output the following report is displayed.

Cost Types List

06/22/2001 BUILDERS SUPPLY v6.05A Page 1
1:41 PM Cost Types List

Cost Type	Description	Short Description	Use Type
01	Material	Material	GENERAL
02	Equipment	Equipmen	GENERAL
03	Overhead	Overhead	OVERHEAD
04	Misc	Misc	GENERAL
05	Labor \$	Labor \$	LABOR
06	Subcontract	Subcontr	GENERAL
07	Burdens	Burdens	GENERAL
08	Equip Rental	Equip Re	GENERAL
09	Fee/Permit	Fee/Perm	GENERAL

End of Report

Cost Codes List

Cost Codes List Screen

Enter the cost codes and cost type you wish to be displayed on the list. After selecting a method of output the following report is displayed.

Cost Codes List

```

06/22/2001          BUILDERS SUPPLY v6.05A          Page    1
1:43 PM              Cost Codes List

Cost Code   Cost Type   Description          Short Desc.   Unit
-----
100          01          Material             Material
101          01          Material- Wood       Mtl-Wood
102          01          Material- Masonry    Mat-Mas.
200          02          Equipment             Equipmen
300          03          Overhead             Overhead
400          04          Misc                 Misc
500          05          Labor $              Labor $
600          06          Subcontract          Subcontr
700          07          Burdens              Burdens
800          08          Equip Rental         Equip Re
900          09          Fee/Permit           Fee/Perm

```

End of Report

Cost Codes Detail List

Cost Codes Detail List Screen

Select the jobs and phases, and the cost types and codes you wish to view. After selecting a method of output the following report is displayed.

Cost Codes Detail List

06/22/2001
2:14 PM

BUILDERS SUPPLY v6.05A
Cost Codes Detail List

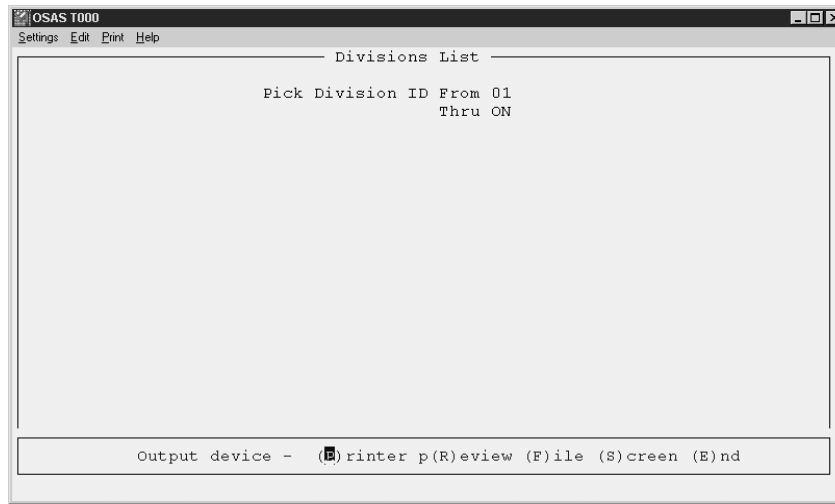
Page 1

Job ID	Phase ID	Description	Cost Code	Description	Short Description
93-A04		SITE PREPARATION			
01SITE		SITE PREPARATION			
			Cost Type 01	Material	Material
			100	Material	Material
			101	Material- Wood	Mtl-Wood
			102	Material- Masonry	Mat-Mas.
			Cost Type 02	Equipment	Equipment
			200	Equipment	Equipment
			Cost Type 03	Overhead	Overhead
			300	Overhead	Overhead
			Cost Type 04	Misc	Misc
			400	Misc	Misc
			Cost Type 05	Labor \$	Labor \$
			500	Labor \$	Labor \$
			Cost Type 06	Subcontract	Subcontr
			600	Subcontract	Subcontr
			Cost Type 07	Burdens	Burdens
			700	Burdens	Burdens
			Cost Type 08	Equip Rental	Equip Re
			800	Equip Rental	Equip Re
			Cost Type 09	Fee/Permit	Fee/Perm
			900	Fee/Permit	Fee/Perm

End of Report

Divisions List

Divisions List Screen



Use the Divisions List function to print a list of division IDs and descriptions. Information is printed from the Divisions file (**CJDVx**). Enter the Division IDs you wish to view, the **Inquiry Command (F2)** is also available used to enter the selections. After selecting a method of output the following report is displayed.

Divisions List

06/22/2001
1:13 PM

BUILDERS SUPPLY v6.05A
Divisions List

Page 1

Division ID	Division Name
01	GROUNDS
02	INTERIOR
ON	PLANNING

*** End of Report ***

Estimate List

Estimate List Screen

```
OSAS T000
Settings Edit Print Help

Estimate List

Pick      Job ID      From 91-135
          Phase ID    From
          Manager ID  From

          Print
          1. Completed Jobs
          2. Jobs In Process
          3. Jobs Not Yet Started
          4. All of the above
          2

Select:
Include Phase Detail? YES
With Division Totals? NO
Include Original Estimate Costs? YES

Output device - (P)rinter p(R)review (F)ile (S)creen (E)nd
```

The Estimate List shows current estimates for the jobs you select. You can produce the list for a range of job, phase, and manager IDs.

You can list completed jobs (those with an actual finish date), jobs in process (those with an actual start date but no actual finish date), jobs not yet started (those without an actual start date), or all jobs.

You can choose to include phase detail. Enter **N** to just print job totals.

If you have the option set to use divisions and you entered **Y** to include phase detail, you can elect to print division totals.

If you have the option set to keep original cost estimates, you can choose to include original estimate costs in the report.

After selecting a method of output the following report is displayed.

This Estimate List includes phase detail and original estimate costs.

Estimate List Sample

05/06/2002		Builders Supply							Page 1	
1:14 PM		Estimate List								
Job ID	Phase ID	Labor	Material	Equipment	Overhead	Misc.	Subcont.	* Total *		
91-135 01FOUN										
	Original:	510.00	200.00	250.00	51.00	.00	.00	.00	.00	1011.00
	Changes:	.00	.00	.00	.00	.00	599.00	.00	.00	599.00
	Current:	510.00	200.00	250.00	51.00	.00	599.00	.00	.00	1610.00
91-135 01SITE										
	Original:	.00	.00	.00	.00	.00	.00	.00	.00	.00
	Changes:	680.00	.00	200.00	20.00	.00	.00	204.00	.00	1129.00
	Current:	680.00	.00	200.00	20.00	.00	.00	204.00	.00	1129.00
91-13501****										
	Original:	510.00	200.00	250.00	51.00	.00	.00	.00	.00	1011.00
	Changes:	680.00	.00	200.00	20.00	.00	599.00	204.00	.00	1728.00
	Current:	1190.00	200.00	450.00	71.00	.00	599.00	204.00	.00	2739.00
91-135 02ELEC										
	Original:	.00	.00	.00	.00	.00	.00	.00	.00	.00
	Changes:	.00	.00	.00	425.00	.00	4287.50	.00	.00	4712.50
	Current:	.00	.00	.00	425.00	.00	4287.50	.00	.00	4712.50
91-135 02FRAM										
	Original:	.00	.00	.00	.00	.00	.00	.00	.00	.00
	Changes:	1500.00	3500.00	.00	375.00	1400.00	565.00	.00	100.00	7490.00
	Current:	1500.00	3500.00	.00	375.00	1400.00	565.00	.00	100.00	7490.00
91-13502****										
	Original:	.00	.00	.00	.00	.00	.00	.00	.00	.00
	Changes:	1500.00	3500.00	.00	800.00	1400.00	4852.50	.00	100.00	12202.50
	Current:	1500.00	3500.00	.00	800.00	1400.00	4852.50	.00	100.00	12202.50
91-135*****										
	Original:	510.00	200.00	250.00	51.00	.00	.00	.00	.00	1011.00
	Changes:	2180.00	3500.00	200.00	820.00	1400.00	5451.50	204.00	100.00	13930.50
	Current:	2690.00	3700.00	450.00	871.00	1400.00	5451.50	204.00	100.00	14941.50
GRAND TOTAL										
	Original:	510.00	200.00	250.00	51.00	.00	.00	.00	.00	1011.00
	Changes:	2180.00	3500.00	200.00	820.00	1400.00	5451.50	204.00	100.00	13930.50
	Current:	2690.00	3700.00	450.00	871.00	1400.00	5451.50	204.00	100.00	14941.50
- End of Report										

Job Schedule Analysis List

Job Schedule Analysis List Screen

```

OSAS 1000
Settings Edit Print Help

Job Schedule Analysis List

Pick Job ID  91-135
              WESTERN OAKS

1. Estimate
2. Actual
3. Both
3

Starting Date  04/06/1994

Scale:
1. Weekly (10 weeks)
2. Monthly (7 months)
1

Output device -  (P)rinter p(R)ewiew (F)ile (S)creen (E)nd
  
```

Use the Job Schedule Analysis List to produce a bar chart that shows the estimated and actual start and finish times for a job. The estimated time is represented by a dotted line and the actual time is represented by a solid line. The information that is printed is the same as the information displayed in the Job Schedule Analysis Inquiry function.

Field	Description
Job ID	Enter the ID of the job you want to see the schedule for.
Time	You can choose to include estimated time, actual time or both.
Starting Date	Enter a starting date for the schedule.
Scale View	Choose the time intervals you want to view: weekly or monthly.

Select the output with which you wish to view your selection.

This example of the Job Schedule Analysis List it includes both estimated and actual times for 10 weekly intervals starting 05/06/1991.

Job Schedule Analysis List

05/06/02		Builders Supply										Page	1			
12:58 PM		Job Schedule Analysis List														
		Starting Date: 05/06/2002 by week														
Job ID: 91-135		WESTERN OAKS		LOT 5A												
Phase	Description	05/05	05/12	05/19	05/26	06/02	06/09	06/16	06/23	06/30	07/07	From	Thru	Days		
		smtwt	fssmtwt	fssmtwt	fssmtwt	fssmtwt	fssmtwt	fssmtwt	fssmtwt	fssmtwt	fssmtwt					
01FOUN	FOUNDATION											Est. 04/01/91				
												Act. 05/02/92				
01SITE	SITE PREPARATION											Est. 05/21/91	05/27/91	7		
												Act. 05/21/91	05/25/91	5		
02ELEC	ELECTRICAL											Est. 07/01/91	07/14/91	14		
												Act. 07/01/91				
02FRAM	FRAMING											Est. 06/08/91	06/19/91	12		
												Act. 06/10/91				
- End of Report																

Percent Completion List

Percent Completion List

OSAS T000

Settings Edit Print Help

Percent Completion List

Pick Job ID From 91-135
Thru 93-A04

Phase ID From
Thru

1. Jobs only
2. Phases and Jobs
2

1. Field Worksheet
2. List
1

With Job Page Break? NO

Output device - p(R)review (F)ile (S)creen (E)nd

Use the Percent Completion List to produce either a worksheet or a list of jobs or jobs and phases with percent complete information. The information is printed from the Jobs file (CJBSx) and the Percent Complete file (**CJPZx**).

The worksheet includes the job and phase ID, description, previous inputted percent completed and a column where you can enter the new percentage.

The list contains the job and phase ID, description, estimated cost, actual cost, calculated percent complete and the input percent complete. The calculated percent complete is the actual cost divided by the estimated cost.

Percent Completion Worksheet

06/25/2001 3:02 PM		BUILDERS SUPPLY v6.05A Percent Completion Worksheet			Page 1
Job ID	Phase ID	Description	Prev. % Complete	New % Complete	
91-135		WESTERN OAKS LOT 5A			
	01FOUN	FOUNDATION	90.00		
	01SITE	SITE PREPARATION	92.00		
	02ELEC	ELECTRICAL	74.47		
	02FRAM	FRAMING	92.12		
			85.92		
93-A04		CITY OF FRIENDSWOOD RECREATION CENTER			
	01FOUN	FOUNDATION	10.00		
	01SITE	SITE PREPARATION			
	02ELEC	ELECTRICAL			
	02FRAM	FRAMING			
			3.65		
*** End of Report ***					

Percent Completion List06/25/2001
3:03 PMBUILDERS SUPPLY v6.05A
Percent Completion List

Page 1

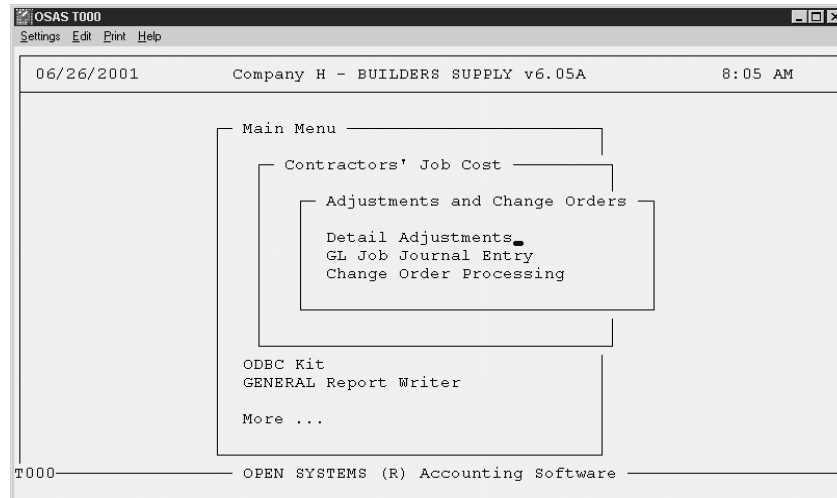
Job ID	Phase ID	Description	Est. Cost	Act. Cost	Calc %	Input %
91-135		WESTERN OAKS LOT 5A				
	01FOUN	FOUNDATION	1011.00	1147.97	113.55	90.00
	01SITE	SITE PREPARATION	1129.00	2206.25	195.42	92.00
	02ELEC	ELECTRICAL	4712.50	3584.15	76.06	74.47
	02FRAM	FRAMING	6925.00	5801.90	83.78	92.12
			13777.50	12740.27	92.47	85.92
93-A04		CITY OF FRIENDSWOOD RECREATION CENTER				
	01FOUN	FOUNDATION	8660.00	1707.79	19.72	10.00
	01SITE	SITE PREPARATION	2420.00	664.63	27.46	.00
	02ELEC	ELECTRICAL	7150.00	.00	.00	.00
	02FRAM	FRAMING	5500.00	20.07	.36	.00
			23730.00	2392.49	10.08	3.65

*** End of Report ***

Adjustments and Change Orders

Use the Adjustments and Change Orders functions to enter adjustments to update jobs and phases, to enter General Ledger transactions that update the Jobs and Job Detail History files, and to process change orders.

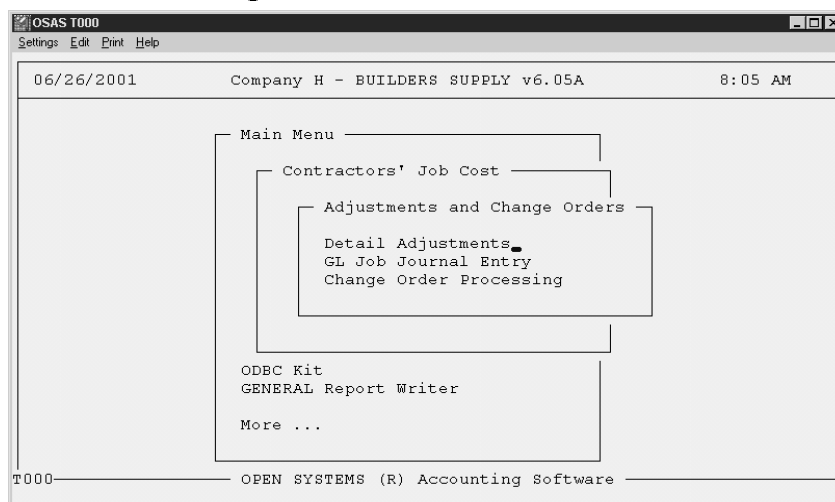
Adjustments and Change Orders Menu



Detail Adjustments

Use the Detail Adjustments function to enter adjustments to jobs and phases. The Job Detail History and the Jobs Master file are updated with the adjustments. Use the Post Details to Job Master function to update the Jobs file if you have the option Post Directly to Job Master set to NO.

Adjustments and Change Orders Menu



Use this function to correct mistakes that do not affect other files. If information was incorrectly posted to a job from another application, you should correct the mistake there so that all files will be correct. You are prompted for an output device for the log that is produced of the adjustments you enter.

Select Detail Adjustments from the Adjustments and Change Orders Menu, the following screen appears.

Detail Adjustments Screen

The screenshot shows the 'Detail Adjustments' screen within the OSAS T000 application. The screen has a menu bar with 'Settings', 'Edit', 'Print', and 'Help'. The title bar says 'OSAS T000'. The main area contains the following fields:

Transaction Type	B= Billing \$
Job ID	L= Labor Hours
Phase ID	U= Units
	S= Start Date
	F= Finish Date
	C= Committed \$
Current Estimate	
Actual	
Change Estimate	
Actual	
Revised Estimate	
Actual	
Description	

Below the fields, there is a note: 'Notes: Data will not post directly to the Job Master file'. At the bottom, there is a prompt: 'Output device - (P)rinter p(D)review (F)ile (E)nd'.

Select an output device before proceeding.

Enter the following information.

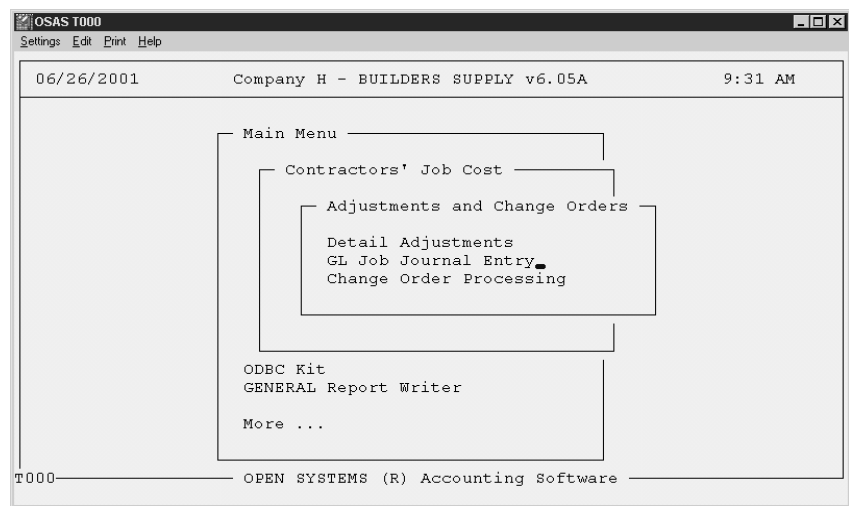
Field	Description
Transaction Type	Enter the cost code for the transaction adjustment. Use the Inquiry Command (F2) for a list of available cost codes.
Job ID	Enter the job you wish to adjust, the Inquiry Command (F2) is available for a list of jobs.
Phase ID	Enter the phase you wish to adjust, the Inquiry Command (F2) is available for a list of phases pertaining to the selected job.
Current Estimate Actual	This information is defaulted in from the job /phase and cannot be changed here.
Change Estimate Actual	Press Enter to accept the estimated and actual values, or change it. If you wish to decrease the current estimate enter a negative value.
Revised Estimate Actual	This information is calculated from the previous entries made in the change estimate and actual fields.
Description	Enter a description of the adjustment for future reference.
Quantity / Hours	Enter the quantity or the number of hours of the adjustment. Hours will only be displayed if the transaction type is 500-599 .
Type	Only available if recording hours, select R for regular, O for overtime, D for double time, and M for miscellaneous.
GL Period	Press Enter to accept the default or change the GL period.

The current fiscal year is displayed from the **FYEARx** table. The fiscal period and year are posted to the Detail History file.

GL Job Journal Entry

Use the GL Job Journal Entry function to enter General Ledger transactions that you also want to update the jobs files.

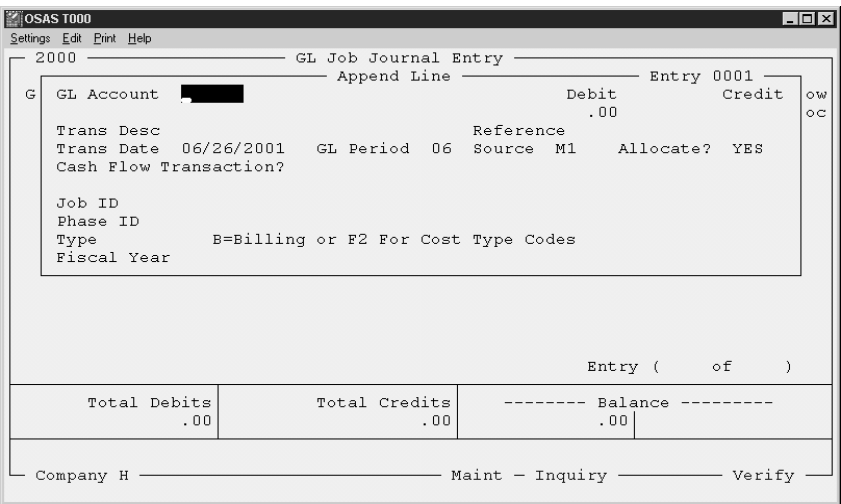
Adjustments and Change Orders Menu



The GL Job Journal Entry function is similar to the Transactions function in General Ledger except that you can enter a job, phase, and cost type associated with the transaction. If you specified a range of Job GL accounts in the **JOBGLxxx** table, you cannot access the job, phase, cost type, and fiscal year fields if the account number you entered is not included in the range of accounts in the table.

The fiscal year is displayed from the **FYEARx** table.

GL Job Journal Entry Screen



When you use this function, a temporary file is created with the name **GLTxxxxyyJ** where **Txxx** is your **terminal ID** and **yyy** is your **company ID**. When you choose **W** to write the transactions, the information is written to the Journal file (**GLJRxxx**) and the entries print on the GL Journal or GL Activity Reports.

Enter the following information:

Field	Description
GL Account	Enter the account you wish to make an entry for. If you have entered a range of accounts in the JOBGLxxx table you will be limited to that account range to select from. Use the Inquiry Command (F2) to view accounts available or the Maintenance Command (F6) to create or edit an existing account.
Debit / Credit	Enter the dollar amount to be debited or credited to the selected account.
Trans Desc	Enter a short description of the transaction.
Reference	Enter a reference, examples may be something related to the job/phase, a person's name, a workstation etc...
Trans Date	Press Enter to accept the default date or change it accordingly.
GL Period	Press Enter to accept the default which will display based upon the Trans Date. You can change the GL period if needed.
Source	M1 is displayed by default, press Enter to accept or change it to another source.
Cash Flow Transaction?	Select Yes if the transaction is to be included in the activity reported in GL Cash Flow reports. Select No if you do not want the transaction to be included in the activity reported in GL Cash Flow reports.
Job ID	Enter the job you wish to adjust, the Inquiry Command (F2) is available for a list of jobs.
Phase ID	Enter the phase you wish to adjust, the Inquiry Command (F2) is available for a list of phases pertaining to the selected job..
Type	Select B if the transaction is a result of the billing process, or use the Inquiry Command (F2) to select a cost code associated with the GL account.
Fiscal Year	Press Enter to accept the year defaulting from the FYEARxxx table, or enter a different year.

Use the Verify Command (**PGDN**) to add your entries, and press (**F7**) to exit to the line entry screen.

GL Job Journal Line Entry Screen

GL Account	Debit	Credit	Description	Ref	Date	Pd	Src	Alloc	Cflow
401000	200.00				06/26/2001	06	M1	Y	Y

Entry (0001 of 0001)

Total Debits	Total Credits	Balance
200.00	.00	200.00

Enter=edit, Append, aLloc-On/off, Write, Print report
Company H Alloc Verify

The following options are available for you:

Command	Description
Edit	Select a transaction and press Enter to edit an existing unwritten transaction.
Append	Press A to append another transaction
Alloc - On/Off	Press L to change the cash flow allocate flag from on to off, or from off to on, for the selected transaction.
Write	Press W to write the transactions to the GLJRxxx file.
Print Report	Press P to print the unwritten transactions journal.

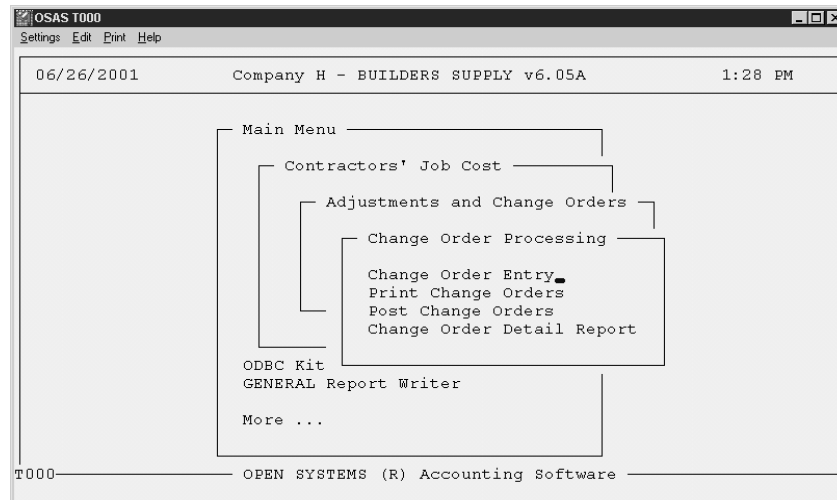
Note

You can exit from the GL Job Journal Entry out of balance, but you cannot write the transactions to the Journal file out of balance. You are forced to enter the out-of-balance password to write transactions to the journal file out of balance

Change Order Processing

Use the Change Order Processing functions to enter changes in the contract. You can enter change orders when you need to add costs to or subtract costs from a job in the original contract, produce a report that shows the detail (by line item) of the change orders on a job, post the change orders to the appropriate job, and produce a copy of the change orders.

Change Order Processing Menu



Change Order Entry

Select the Change Order Entry function from the above menu and enter an existing job ID.

Change Order Entry Header Screen

OSAS T000
Settings Edit Print Help

Change Order Entry

Job ID 91-135 Description WESTERN OAKS LOT 5A
Contract No 3345-72 Contract Date 04/29/1991

Customer SUNSHINE HOMES, INC.
Addr 1 1000 OCEAN BOULEVARD Original Contract \$ 14930.00
Addr 2 Prev Change Order \$ -242.50
City MIAMI Curr Change Order \$
State FL Zip Code 33333-4323 Revised Contract \$ 14687.50
Attention Joe Smith
Change Order No 9843
Change Order Date 04/06/2001
Reference WO 893404 (H)old, (R)elease R

Entry	Description	Billing Cost	Type	CO Amt	Est Cost

Verification Press <PgDn> to proceed

Enter the following information:

Field	Description
Job ID	Enter the Job ID of the job you want to adjust or use the Inquiry Command (F2) to look up and select a job from the list that appears.
Attention	Enter a name to whose attention the change order should be noted. You may leave the field blank too.
Change Order No.	Enter a change order number you wish to assign to the job or leave the field blank if the change order number is not important.
Change Order Date	Press Enter to accept the default date or enter a different date to associate with the change order.
Reference	Enter a reference description that you might want to assign to the change order, or leave the field blank if it is not important.
Hold, Release	Select R if the change order is ready for posting select H if the change order is pending approval.

The job description, contract number, contract date, original contract \$, previous change order \$ and the revised contract \$ are displayed from the job record. They are printed on the Change Order form. The customer name and address are displayed from the Customer file based on the customer ID in the job record.

Use the **Proceed Command (PGDN)** to save the change order header information. The line entry screen is displayed if this is a new change order.

Change Order Entry Append Line Screen

OSAS 1000

Settings Edit Print Help

Change Order Entry

Job ID 91-135 Description WESTERN OAKS LOT 5A
Contract No 3345-72 Contract Date 04/29/1991
Customer SUNSHINE HOMES, INC.
Addr 1 1000 OCEAN BOULEVARD Original Contract \$ 14930.00
Addr 2 Prev Change Order \$ -242.50

Append Entry Entry 01

Description Additional cement needed
Sub-Contractor BOR001 CO Amount 3200.00
Billing Phase 01FOUN AIA Seq # (if any)
Cost Phase 01FOUN
Cost Code 102 Material- Masonry
Cost Amount 1633.00

Verification Press <PgDn> to proceed

Enter the following information:

Field	Description
Description	Enter a description or reason for the change order.
Sub-Contractor	Enter a sub-contractor (vendor) if needed. Leave the field blank or use the Inquiry Command (F2) to select a vendor. The vendor selected must be setup as a subcontractor in the accounts payable module prior to selection.
Billing Phase	If you bill by phase enter the phase ID to which the change order is being billed. Use the (F2) inquiry to select one. If you would like to bill to the job leave this field blank.
AIA Seq #	If you use AIA invoicing to bill for this job, enter an AIA Seq # for the change order. A line item is created in the AIA Set Up Schedule and Application Entry functions when you post change orders.
Cost Phase	Enter the phase ID to which the cost of the change order is added to. Use the (F2) inquiry to select one.
Cost Code	Select and accept the cost code that the change order affects, use the (F2) Inquiry to select an existing cost code. Leave the field blank if no cost amount will be associated with the change order.
Cost Amount	Enter the cost of the change order.

Use the Proceed command to save the entry.

When you are finished adding line entries for the change order, press F7 to exit to the scrolling region.

Change Order Entry Scrolling Screen

OSAS 1000

Settings Edit Print Help

Change Order Entry

Job ID 91-135 Description WESTERN OAKS LOT 5A
 Contract No 3345-72 Contract Date 04/29/1991

Customer SUNSHINE HOMES, INC.
 Addr 1 1000 OCEAN BOULEVARD
 Addr 2
 City MIAMI
 State FL Zip Code 33333-4323
 Attention Joe Smith
 Change Order No 9843
 Change Order Date 04/06/2001
 Reference WO 893404

Original Contract \$ 14930.00
 Prev Change Order \$ -242.50
 Curr Change Order \$ 33200.00
 Revised Contract \$ 47887.50

(H)old, (R)elease R

Entry	Description	Billing	Cost	Type	CO Amt	Est Cost
01	Additional cement needed	01FOUN	01FOUN	102	3200.00	1633.00
02	Additional Wing	02FRAM	02FRAM	101	30000.00	2800.00

Enter=edit, Append, View, Header, Next Job

Company H Verify

Use the arrow keys, PgUp and PgDn to move the cursor to the entry you want to work with.

Command	Description
Edit	Press Enter to edit the selection.
Append	Press A to append another entry for the job.
View	Press V to view the selected entry.
Header	Press H to edit existing information on the change order header.
Next Job	Press N to enter a change order for another job.

Print Change Orders

Select Print Change Orders to print a copy of change orders to plain paper.

Print Change Orders Screen

You can print change orders for a range of jobs. You can elect to print them with or without estimate costs and you can elect to print released change orders, held change orders or both. Your company name and address is displayed from the Company Information function in Resource Manager.

Examples of the Change Order form are on the following page.

Change Order Form without Estimated Costs

BUILDERS SUPPLY v6.05A
Change Order

From: BUILDERS SUPPLY v6.05A
1157 Valley Park Dr
Shakopee, MN 55379
612-496-2465

To: SUNSHINE HOMES, INC. C.O. No.: 9843
1000 OCEAN BOULEVARD C.O. Date: 04/06/2001
MIAMI FL 33333-4323 Job ID: 91-135

Attn: Joe Smith
Ref.: WO 893404
Job Name: WESTERN OAKS LOT 5A

Change Order Description	Add	Deduct
-----	----	-----
Additional cement needed	\$3,200.00	
Additional Wing	\$30,000.00	
Totals	\$33,200.00	

Original Contract:	\$	14,930.00
Previous Revisions:	\$	(242.50)
Current Changes:	\$	33,200.00
Revised Contract:	\$	47,887.50

Change Order printed with Estimate Costs

BUILDERS SUPPLY v6.05A
Change Order (With Estimate Cost)

To: SUNSHINE HOMES, INC.
1000 OCEAN BOULEVARD
MIAMI FL 33333-4323

C.O. No.: 9843
C.O. Date: 04/06/2001
Job ID: 91-135

Attn: Joe Smith
Ref.: WO 893404
Job Name: WESTERN OAKS LOT 5A

Change Order Description	Add	Deduct
Additional cement needed	\$3,200.00	
Post billing to 01FOUN		
Post cost to 01FOUN Material	\$1,633.00	
Additional Wing	\$30,000.00	
Post billing to 02FRAM		
Post cost to 02FRAM Material	\$2,800.00	
Totals	\$33,200.00	

Original Contract:	\$	14,930.00		
Previous Revisions:	\$	(242.50)		
Current Changes:	\$	33,200.00	Est Cost:	\$4,433.00
Revised Contract:	\$	47,887.50		

Post Change Orders

The Post Change Orders function posts released change orders to the Detail History and Jobs Master files. Held change orders are not posted.

Post Change Orders Screen

```

OSAS T000
Settings Edit Print Help

Post Change Orders

Has Change Order entry been completed? YES

Have you:

-- Printed the Change Order Form?
-- Made a backup copy?
    YES

GL Period  6  2001

Output device - (P)rinter p(R)eview (F)ile (E)nd
  
```

The current period is displayed from the CNVTx table. You can change it. The GL period and year are posted to the Detail History file. No entries are made to the General Ledger application.

Sample Post Change Orders posting log

06/27/2001
10:47 AM

BUILDERS SUPPLY v6.05A
Post Change Orders

Page 1

```

POST CHANGE ORDERS TO JOB ..... 34,650.00
POST ESTIMATE COST TO JOB ..... 5,133.00
POST ESTIMATE ITEMS TO AIA JOB ..... .00
  
```

Change Order Detail Report

The Change Order Detail Report shows the history of the change orders that have been posted. The information comes from the Detail History file.

Change Order Detail Report Screen

The following information will determine what information will be displayed and how it will appear on the report.

Field	Description
Job ID	Enter the Job IDs from and thru for the jobs you wish to appear on the report. The Inquiry Command (F2) is available, or leave the fields blank to include all jobs.
Phase ID	Enter the Phase IDs from and thru for the phases you wish to appear on the report. The Inquiry Command (F2) is available, or leave the fields blank to include all phases.
Source Code	Enter the source code from and thru you wish to be included on the report. Leave the fields blank to include all source codes. The Inquiry Command (F2) is available.
Date	Enter the dates from and thru for change orders you wish to include on the report. Leaving the field blank will include all change order records in the detail history.
Fiscal Year	Enter the fiscal years from and thru for which records will be displayed.
GL Period	Enter a GL period if you wish to display records specific to a range of GL periods.
Print Selection	Select 1 for posted change orders only; Select 2 for unposted change orders only; or Select 3 for both posted and unposted change orders. Only if you have the Direct Post to Master option set to NO , you can choose to include change order details that have been posted to the master, details that have not been posted or both.
Page Break on New Job?	Select Yes to begin a new page on the report with each job. Select No to have the report print continuously.

Sample Change Order Detail Report

```

06/27/2001                               BUILDERS SUPPLY v6.05A                               Page    1
11:42 AM                               Change Order Detail Report (Posted & Unposted Details)

Job ID: 91-135    WESTERN OAKS

Phase          Post
ID            Src Ref      Description          Change OU/Mr #      Change          GL
                                Amount          Date    Year &
                                Period

01FOUN         CJ  01FOUN      Additional cement needed      9843              3200.00  04/06/01 01-06
02FRAM         CJ  02FRAM      Additional Wing                9843             30000.00  04/06/01 01-06
              Job Total              WESTERN OAKS              33200.00

Job ID: M9050    NORTH HILLS HOMES
EMT12          CJ  EMT12      additional matrials          1234jge           1450.00  06/24/01 01-06
              Job Total              NORTH HILLS HOMES              1450.00

Grand Totals                                34650.00

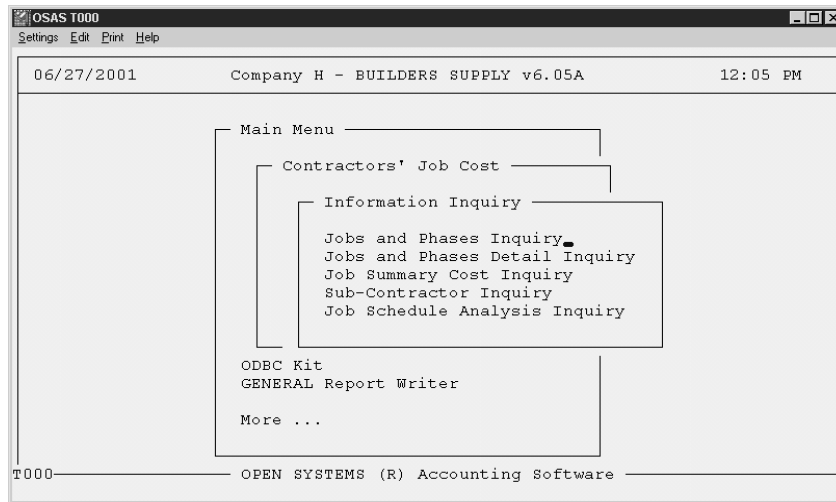
*** End of Report ***

```

Information Inquiry

Use the Information Inquiry functions to view job master, estimates or extra information, view the job schedule, scan open purchase orders, or scan details from the Detail History file.

Information Inquiry Menu



Jobs and Phases Inquiry

Select **Jobs and Phases Inquiry**.

Enter the ID of the job you want to work with. Enter the phase ID if you want to view information for a specific phase. If you have the option set to use divisions and you want to view division totals, press **Enter** at the phase ID field. You are prompted at the bottom of the screen to enter a specific division ID, or press **Enter** to view job totals.

Jobs and Phases - Inquiry Screen

OSAS T000
Settings Edit Print Help

Jobs and Phases - Inquiry

Job ID 91-135	Certified PA	WC Code
Phase ID ***** Total Phases = 4	Ovhd Basis 1 Material \$	Rate .0 %
Desc 1 WESTERN OAKS	Applied GL	
Desc 2 LOT 5A	Ovhd Accum to Post	.00
Manager ID MARKS UOM	Accum WIP to Post	15858.74
Post Units From PA or AP PA		
Units Inv. #		

	Estimate	Actual
Start Date 05/21/1991 05/21/1991		
Finish Date 07/20/1991		
Contract No 3345-72 WIP Info N		
Customer ID SUN001		
Contract Date 04/29/1991		

	Estimate	Actual
Orig Contract \$	14930.00	
Change Orders \$	32957.50	
Rev. Contract \$	47887.50	
Billed to Date \$	2230.00	
Last Bill Date 06/07/1991		

Cost Type	Estimate	Actual
P.O. \$	4575.00	415.00
Labor Hrs	170.00	140.50
Units	100	94
Labor \$	2490.00	2283.72
Material \$	7633.00	3649.50
Equipment \$	450.00	195.00
Overhead \$	896.00	276.88
Misc \$	1500.00	2325.00
Subcont. \$	4287.50	3509.23
Burdens	204.00	330.94
Equip Rental	200.00	100.00
Fee/Permit	75.00	70.00
Total	17735.50	12740.27

Job, Cost, View Schd., sUb., Estimates, Open P.O., eXtra Info., Scan Details, Company H Verify

In this example, all phases for job 91-135 are totaled on this screen. the following options are available to view.

Command	Description
Job	Press J to return to the Job ID field to inquire on a different job.
Cost	Press C to view cost code information associated with the job.
View Sched	Press V to view the job schedule . this option is only available if you are looking at the job record and is not available when inquiring on a phase.
Subcontractors	Press U to view subcontractors associated with the job being viewed.
Estimates	Press E to view original estimates and change orders associated with the job.
Open P.O.	Press O to view open purchase orders associated with the selected job.
Extra Information	Press X to view the extra information screen displayed for each job.
Scan Details	Press D to scan detail history for records associated with the selected job.

Press **C** to view the cost code information for the current job. the following screen appears.

Cost Code Details Inquiry Screen

OSAS T000

Settings Edit Print Help

Cost Code Details

Job ID 91-135 Phase ID 02FRAM FRAMING

Cd Tp Desc	Period to Date	Year to date	Job to Date	Estimate
100 01 Material	.00	.00	3329.50	3000.00
101 01 Mtl-Wood	.00	.00	.00	2800.00
102 01 Mat-Mas.	.00	.00	.00	.00
200 02 Equipmen	.00	.00	.00	.00
299	.00	.00	.00	.00
300 03 Overhead	.00	.00	193.13	400.00
400 04 Misc	.00	.00	1325.00	1500.00
500 05 Labor \$	772.50	772.50	1545.00	1300.00
600 06 Subcontr	.00	.00	.00	.00
700 07 Burdens	.00	.00	31.77	.00
800 08 Equip Re	.00	.00	100.00	200.00
900 09 Fee/Perm	.00	.00	50.00	50.00
Total Cost	772.50	772.50	6574.40	9250.00
Unbilled Cost			6574.40	(008 of 012)

Enter = Jobs and Phases Inquiry View cost codes

Company H Verify

All of the cost codes are displayed, use the arrow keys to move up or down to the cost code you wish to view and press **V**. Press **Enter** to return to the Job Inquiry screen.

View Cost Code Detail Inquiry Screen

OSAS T000

Settings Edit Print Help

Cost Code Details

Job ID 91-135 Phase ID 02FRAM FRAMING

Cd Tp Desc	Period to Date	Year to date	Job to Date	Estimate
100 01 Material	.00	.00	3329.50	3000.00
101 01 Mtl-Wood	.00	.00	.00	2800.00
102 01 Mat-Mas.	.00	.00	.00	.00
200 02 Equipmen	.00	.00	.00	.00
299	.00	.00	.00	.00

View Cost Codes

Cost Code	Use Type	LABOR
500 Labor \$	05	Short Description Labor \$
		Accumulated WIP 772.50

Cost	Period to Date	Year to Date	Job to Date	Estimate
Cost	772.50	772.50	1545.00	1300.00
Units	120.000	120.000	176.000	100.000
Unit of Measure	Hours	Original Estimate		.00

Press any key...

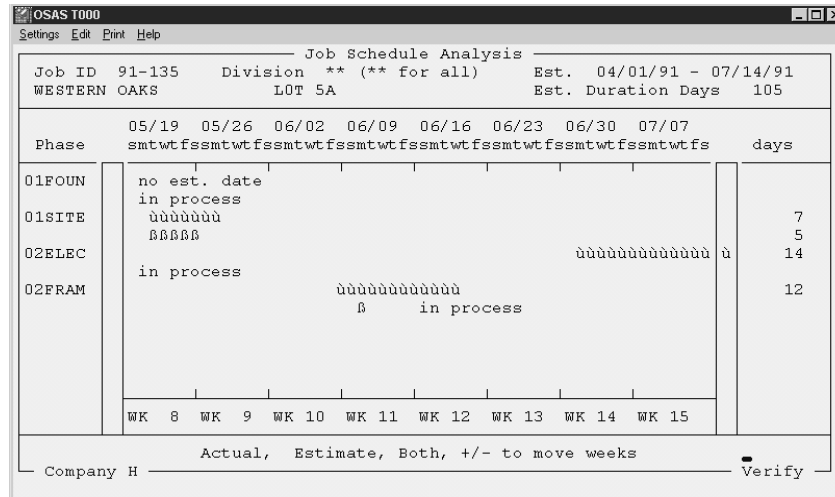
Total Cost	772.50	772.50	6574.40	9250.00
Unbilled Cost			6574.40	(008 of 012)

Enter = Jobs and Phases Inquiry View cost codes

Company H Verify

To inquire on other job information press **Enter** to return to the Job inquiry screen. To view the job schedule press **V** from the job inquiry screen, remember this selection is not available if you are looking at a phase.

Job Schedule Analysis Inquiry Screen



A chart is displayed. The left side lists the phases associated with the job ID. The top of the chart shows each day of the week between the dates in the estimated date fields in the top right corner of the screen. Eight weeks are displayed at a time. The estimated start date that is displayed is the earliest estimated start date for any phase of the job listed. The estimated finish date that is displayed is the latest estimated finish date for any phase of the job listed.

A horizontal line is displayed from the start date through the finish date for each phase. A solid line indicates actual job progress and a dotted line indicates estimated job progress. If a phase has an actual or estimated start date but no finish date, the words "in process" are displayed instead of a horizontal line. The right side of the chart shows the number of days elapsed.

Press **A** to view actual job information or press **E** for estimated job information. You can view both actual and estimated by pressing **B** for both.

If the time schedule extends outside of the screen use the **(+ and - keys)** to move the viewing window. This is the same Inquiry used when selecting the Job Schedule Analysis function from the Information Inquiry menu.

Use the **Abandon Command (F5)** to return to the Job Inquiry screen.

Press **U** to view any subcontractors assigned to the selected job. Press **V** to get a detailed view of the subcontractor setup information. The following screen appears.

Subcontractor's Inquiry Screen

OSAS T000
Settings Edit Print Help

<CJ> Subcontract Inquiry

Job ID	91-135	Description	Estimate	4287.50
			Actual	3509.23
			Committed	6487.36

Phase	Vendor	Ref No	Trans Date	Subc Amt	CO Cost Amt	Total
02ELEC	BOR001	44321	05/17/2001	2254.36	.00	2254.36
02FRAM	MIL001	33421	05/24/2001	4233.00	.00	4233.00

View Entry

Phase ID	02ELEC	ELECTRICAL
Vendor ID	BOR001	BORIS CONSTRUCTION COMPANY
Ref. No.	44321	Previous Invoice
Trans. Date	05/17/2001	Previous Payment
Subcontract Amount	2254.36	Previous Retainage
Change Order Amount	.00	

Press any key...

Company H Verify

Use the **Abandon Command (F5)** to return to the Job Inquiry screen. Press **E** to view the original estimates and change orders for the selected job. the following screen appears.

Jobs and Phases Estimates Inquiry Screen

OSAS T000
Settings Edit Print Help

Jobs and Phases - Inquiry

Job ID	91-135	Certified PA	WC Code
Phase ID	*****	Total Phases = 4	
Desc 1	WESTERN OAKS	Ovhd Basis 1 Material \$	Rate .0 %
Desc 2	L0T 5A	Applied GL	
Manager ID	MARKS UOM	Ovhd Accum to Post	.00
Post Units From PA or AP	PA	Accum WIP to Post	15858.74
Units Inv. #			

Cost Type	Estimate	Actual
P.O. \$	4575.00	415.00
ORDER	170.00	140.50
Labor \$	2010.00	480.00
Material \$	3200.00	4433.00
Equipment \$	250.00	200.00
Overhead \$	451.00	445.00
Misc \$	1500.00	.00
Subcont. \$	.00	4287.50
Burdens	.00	204.00
Equip Rental	200.00	.00
Fee/Permit	50.00	25.00
Total	7661.00	10074.50

Start	Finish	Contra	Custom	Contra	Orig C	Change	Rev. C	Billed	Last B
Labor \$	2010.00	480.00	2490.00	2283.72					
Material \$	3200.00	4433.00	2490.00	2283.72					
Equipment \$	250.00	200.00	7633.00	3649.50					
Overhead \$	451.00	445.00	450.00	195.00					
Misc \$	1500.00	.00	896.00	276.88					
Subcont. \$	.00	4287.50	1500.00	2325.00					
Burdens	.00	204.00	4287.50	3509.23					
Equip Rental	200.00	.00	204.00	330.94					
Fee/Permit	50.00	25.00	200.00	100.00					
Total	7661.00	10074.50	17735.50	12740.27					

Job, Co eXtra Info., Scan Details
Compa Press any key ... Verify

If you have the option set to keep original cost estimates, you can press **E** to view the original estimate costs and changes to the estimates for the job or phase. If you do not have the option set to keep original cost estimates, you cannot select this option.

Press **Enter** to return to the Job Inquiry screen. To inquire as to any open purchase orders associated with this job ID press **O**, the Open P.O. Inquiry screen appears.

Open P.O. Inquiry Screen

Order #	Entry #	Date	Status	Vendor	Phase/Type	Amount
00000041	001	05/24/2001	NEW	BOR001	02ELEC 100	899.56
00000040	001	04/13/2001	NEW	MIL001	02ELEC 600	5022.72
00000039	001	04/13/2001	NEW	BOR001	02FRAM 101	8658.90
Total POs =						14581.18

Enter=job inquiry, New ID, Scan Details, Cost Code
Company H Verify

This option is not displayed if Purchase Order files do not exist for this company. Enter the cost type for the orders you want to view, or press **Enter** to view orders for all cost types for this job/phase. The order number, entry number, order date, order status, vendor ID, phase, cost type, and amount are displayed.

Press **Enter** to return to the job inquiry screen, press **N** to return to a blank job inquiry screen to enter a new job ID, press **S** to start the Open P.O. scan over for the job, phase and cost type selected. Press **C** to enter a different cost code. Press **Enter** to return to the Job Inquiry screen.

Press **X** to view the job extra information. The following screen is displayed.

Jobs and Phases Inquiry with Extra Info Screen

Estimate	Act	Units	100	94
Start Date 05/21/1991	05/21/1991	Labor \$	2490.00	2283.72
Finish Date 07/20/1991		Material \$	7633.00	3649.50
Contract No 3345-72 WIP Info N		Equipment \$	450.00	195.00
Customer ID SUN001		Overhead \$	896.00	276.88
Contract Date 04/29/1991		Misc \$	1500.00	2325.00
Orig Contract \$	14930.00	Subcont. \$	4287.50	3509.23
Change Orders \$	32957.50	Burdens	204.00	330.94
Rev. Contract \$	47887.50	Equip Rental	200.00	100.00
Billed to Date \$	2230.00	Fee/Permit	75.00	70.00
Last Bill Date 06/07/1991		Total	17735.50	12740.27

Job, Cost, View Schd., sUb., Estimates, Open P.O., eXtra Info., Scan Details
Company H Verify

The information displayed is defined in the **NAMESxxx** table, press any key to return to the Job Inquiry screen.

Press **S** to scan detail history information. The following screen appears.

Jobs and Phases Detail Inquiry Screen

OSAS 1000

Settings Edit Print Help

Jobs and Phases Detail Inquiry

Job ID	91-135	Phase ID	02FRAM	FRAMING
Fiscal Year	2001	Period from	1	Thru 13
Code		Summary/Detail	D	Lines per Item (1/2) 2

Phase ID	Code	Year	Pd	Source	Ref. Description	Date	Qty/Hrs Remark	Amount	Post
02FRAM	100	2001-04		CJ	Adjust	06/26/01	2.0000	.00	N
					Material				
02FRAM	100	2001-04		CJ	Adjust	06/26/01	2.0000	.00	N
					Material				
02FRAM	500	2001-06		CJ	Adjust	06/26/01	120.0000	772.50	N
					Labor		1		
02FRAM	500	2001-06		CJ	Adjust	06/26/01	50.0000-	.00	N
					Labor		1		
					Test adjustments				
02FRAM	500	2001-06		CJ	Adjust	06/26/01	10.0000	.00	N
					Labor		2		
Total					Labor Hours =		80.0000	772.50	

Enter=job inquiry, New ID, Scan Details

Company H Verify

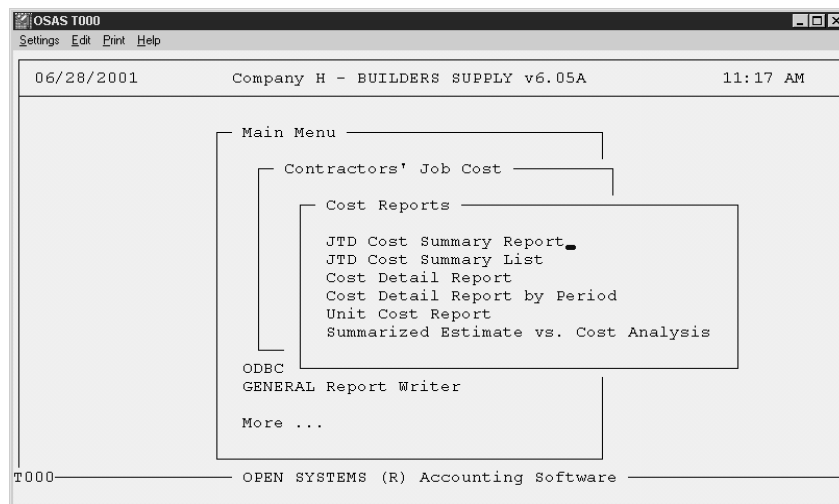
The job and phase ID are displayed from the Jobs and Phases screen. The fiscal year is displayed from the **FYEARxxx** table. You can change it or press **Enter** to view detail history for all fiscal years on file. Enter a range of periods to scan or press **Enter** to scan all periods.

Enter the cost code you want to view: cost types 0-9, A for change orders, B for billing detail, C for committed amounts or leave it blank to scan all types of detail. You can select to scan history in summary or detail. The above example is a detail scan.

Cost Reports

The Cost Reports provide information about your costs. Use the reports as a tracking measure of where you are cutting costs and where you need to improve efficiency and effectiveness. You can produce summaries that show totals by job, division and phase; compare estimated costs with actual costs; and calculate unit costs. You can produce reports that show details of invoices charged to jobs and payroll information for employee activity.

Cost Reports Menu



JTD Cost Summary Report

The JTD Cost Summary Report provides estimated and actual costs and variances for the cost fields for the phases and jobs you select. Produce it when you want to see if you are keeping to your budget or for help in planning budgets and preparing bids and estimates.

The information in this report comes from the Jobs file (**CJBSx**) and the Detail History file (**CJHlx**).

JTD Cost Summary Report Screen

OSAS T000

Settings Edit Print Help

JTD Cost Summary Report

Pick Job ID From 91-135 Thru 91-135

Phase ID From Thru

Manager ID From Thru

Print by:

1. Job ID

2. Phase ID

3. Manager ID

1

Select:

1. Completed Jobs

2. Jobs In Process

3. Jobs Not Yet Started

4. All of the above

4

With Cost Details? YES

With Division Totals? NO

Include Committed Cost? NO

Suppress Zeros? YES

Output device - (B)rinter p(R)eview (F)ile (S)creen (E)nd

Sample JTD Cost Summary Report w/cost detail

06/28/2001
11:22 AMBUILDERS SUPPLY v6.05A
JTD Cost Summary Report
With Cost Detail, Suppress Zero
By Job ID

Page 1

Job ID	Phase	Manager	Job Description	C o s t s				Description	Date	Amount
				Estimate	Actual	Variance	%			
91-135		MARKS	WESTERN OAKS							
			TOTAL \$	.00	.00	.00	0			
91-135	01FOUN	MARKS	WESTERN OAKS							
			Labor Hrs	30.00	41.00	11.00	37			
			Units	100	94	6-	6-			
			Labor \$	510.00	763.72	253.72	50			
			Material \$	1833.00	320.00	1513.00-	83-			
			Equipment \$	250.00	.00	250.00-	100-			
			Overhead \$	51.00	64.25	13.25	26			
						PA	BURDEN	LABOR BURDEN	03/31/91	485.46
			TOTAL \$	2644.00	1147.97	1496.03-	57-			
91-135	01SITE	MARKS	WESTERN OAKS							
			Labor Hrs	40.00	43.50	3.50	9			
			Labor \$	680.00	747.50	67.50	10			
			Equipment \$	200.00	195.00	5.00-	3-			
			Overhead \$	20.00	19.50	.50-	3-			
			Misc \$	.00	1000.00	1000.00	0			
			Burdens	204.00	224.25	20.25	10			
			Fee/Permit	25.00	20.00	5.00-	20-			
			TOTAL \$	1129.00	2206.25	1077.25	95			
91-135	02ELEC	MARKS	WESTERN OAKS							
			Material \$	.00	899.56	899.56	0			
						PO	BOR001	Electrical Package	06/27/01	899.56
			Equipment \$	.00	174.90	174.90	0			
						PO	MIL001	Water Softener	06/27/01	127.40
						PO	MIL001	Sump Pump	06/27/01	47.50
			Overhead \$	425.00	.00	425.00-	100-			
			Subcont. \$	4287.50	3509.23	778.27-	18-			
			Burdens	.00	74.92	74.92	0			
			TOTAL \$	4712.50	4658.61	53.89-	1-			
91-135	02FRAM	MARKS	WESTERN OAKS							
			Labor Hrs	100.00	56.00	44.00-	44-			
			Labor \$	1300.00	772.50	527.50-	41-			
						CJ	Adjust	test	06/26/01	772.50
						CJ	Adjust	Test adjustments	06/26/01	.00
						CJ	Adjust		06/26/01	.00
			Material \$	5800.00	4237.03	1562.97-	27-			
						PO	MIL001	Plumbing Package	06/27/01	907.53
			Equipment \$	.00	227.53	227.53	0			
						PO	MIL001	Water Heater	06/27/01	227.53
			Overhead \$	400.00	193.13	206.87-	52-			
			Misc \$	1500.00	1325.00	175.00-	12-			
			Burdens	.00	31.77	31.77	0			
			Equip Rental	200.00	100.00	100.00-	50-			
			Fee/Permit	50.00	50.00	.00	0			
			TOTAL \$	9250.00	6936.96	2313.04-	25-			
			FRAMING							

Sample JTD Cost Summary Report w/cost detail Page 2

06/28/2001
11:22 AM

BUILDERS SUPPLY v6.05A
JTD Cost Summary Report
With Cost Detail, Suppress Zero
By Job ID

Page 2

Job ID	Phase	Manager	Job Description	Cost Type	Estimate	Actual	Variance	%	Description	Date	Amount
91-135		MARKS	Labor Hrs		170.00	140.50	29.50-	17-			
			Units		100	94	6-	6-			
			Labor \$		2490.00	2283.72	206.28-	8-			
	JOB TOTALS		Material \$		7633.00	5456.59	2176.41-	29-			
			Equipment \$		450.00	597.43	147.43	33			
			Overhead \$		896.00	276.88	619.12-	69-			
			Misc \$		1500.00	2325.00	825.00	55			
			Subcont. \$		4287.50	3509.23	778.27-	18-			
			Burdens		204.00	330.94	126.94	62			
			Equip Rental		200.00	100.00	100.00-	50-			
			Fee/Permit		75.00	70.00	5.00-	7-			
			TOTAL \$		17735.50	14949.79	2785.71-	16-			
			Labor Hrs		170.00	140.50	29.50-	17-			
			Units		100	94	6-	6-			
			Labor \$		2490.00	2283.72	206.28-	8-			
	GRAND TOTALS		Material \$		7633.00	5456.59	2176.41-	29-			
			Equipment \$		450.00	597.43	147.43	33			
			Overhead \$		896.00	276.88	619.12-	69-			
			Misc \$		1500.00	2325.00	825.00	55			
			Subcont. \$		4287.50	3509.23	778.27-	18-			
			Burdens		204.00	330.94	126.94	62			
			Equip Rental		200.00	100.00	100.00-	50-			
			Fee/Permit		75.00	70.00	5.00-	7-			
			TOTAL \$		17735.50	14949.79	2785.71-	16-			

*** End of Report ***

Sample JTD Cost Summary Report wo/cost detail.

06/28/2001 11:23 AM		BUILDERS SUPPLY v6.05A JTD Cost Summary Report Suppress Zero By Job ID						Page 1
Job ID	Phase	Manager	Job Description	Cost Type	Estimate	Actual	Variance	%
91-135		MARKS	WESTERN OAKS					
			TOTAL \$		.00	.00	.00	0
91-135	01FOUN	MARKS	WESTERN OAKS					
			Labor Hrs		30.00	41.00	11.00	37
			Units		100	94	6-	6-
			Labor \$		510.00	763.72	253.72	50
			Material \$		1833.00	320.00	1513.00-	83-
			Equipment \$		250.00	.00	250.00-	100-
			Overhead \$		51.00	64.25	13.25	26
			TOTAL \$		2644.00	1147.97	1496.03-	57-
91-135	01SITE	MARKS	WESTERN OAKS					
			Labor Hrs		40.00	43.50	3.50	9
			Labor \$		680.00	747.50	67.50	10
			Equipment \$		200.00	195.00	5.00-	3-
			Overhead \$		20.00	19.50	.50-	3-
			Misc \$		.00	1000.00	1000.00	0
			Burdens		204.00	224.25	20.25	10
			Fee/Permit		25.00	20.00	5.00-	20-
			TOTAL \$		1129.00	2206.25	1077.25	95
91-135	02ELEC	MARKS	WESTERN OAKS					
			Material \$		.00	899.56	899.56	0
			Equipment \$		.00	174.90	174.90	0
			Overhead \$		425.00	.00	425.00-	100-
			Subcont. \$		4287.50	3509.23	778.27-	18-
			Burdens		.00	74.92	74.92	0
			TOTAL \$		4712.50	4658.61	53.89-	1-
91-135	02FRAM	MARKS	WESTERN OAKS					
			Labor Hrs		100.00	56.00	44.00-	44-
			Labor \$		1300.00	772.50	527.50-	41-
			Material \$		5800.00	4237.03	1562.97-	27-
			Equipment \$		.00	227.53	227.53	0
			Overhead \$		400.00	193.13	206.87-	52-
			Misc \$		1500.00	1325.00	175.00-	12-
			Burdens		.00	31.77	31.77	0
			Equip Rental		200.00	100.00	100.00-	50-
			Fee/Permit		50.00	50.00	.00	0
			TOTAL \$		9250.00	6936.96	2313.04-	25-
91-135		MARKS	Labor Hrs		170.00	140.50	29.50-	17-
			Units		100	94	6-	6-
			Labor \$		2490.00	2283.72	206.28-	8-
JOB TOTALS			Material \$		7633.00	5456.59	2176.41-	29-
			Equipment \$		450.00	597.43	147.43	33
			Overhead \$		896.00	276.88	619.12-	69-
			Misc \$		1500.00	2325.00	825.00	55
			Subcont. \$		4287.50	3509.23	778.27-	18-
			Burdens		204.00	330.94	126.94	62
			Equip Rental		200.00	100.00	100.00-	50-
			Fee/Permit		75.00	70.00	5.00-	7-
			TOTAL \$		17735.50	14949.79	2785.71-	16-
			Labor Hrs		170.00	140.50	29.50-	17-
			Units		100	94	6-	6-
			Labor \$		2490.00	2283.72	206.28-	8-
GRAND TOTALS			Material \$		7633.00	5456.59	2176.41-	29-
			Equipment \$		450.00	597.43	147.43	33
			Overhead \$		896.00	276.88	619.12-	69-
			Misc \$		1500.00	2325.00	825.00	55
			Subcont. \$		4287.50	3509.23	778.27-	18-
			Burdens		204.00	330.94	126.94	62
			Equip Rental		200.00	100.00	100.00-	50-
			Fee/Permit		75.00	70.00	5.00-	7-
			TOTAL \$		17735.50	14949.79	2785.71-	16-
*** End of Report ***								

JTD Cost Summary List

The JTD Cost Summary List shows the total costs to date for the jobs, phases, and managers you select. You can produce the report for jobs that are completed, in process, or not started or for all jobs. You can include subtotals of the cost of the job by phase and by division.

JTD Cost Summary List Screen

OSAS T000
Settings Edit Print Help

JTD Cost Summary List

Pick Job ID From 91-135
Thru 93-A04
Phase ID From
Thru
Manager ID From
Thru

1. Completed Jobs
2. Jobs In Process
3. Jobs Not Yet Started
4. All of the above
4

Select:
Include Phase Detail? YES
With Division Totals? YES

Output device - (B)rinter p(R)review (F)ile (S)creen (E)nd

The information in this report comes from the Jobs file (CJBSx).

Sample JTD Cost Summary List (incl.phase detail)

03/04/2002 — Builders Supply — Page 1 —									
12:18 PM JTD Cost Summary List									
Job ID	Phase ID	Labor	Material	Equipment	Overhead	Misc.	Subcont.		* Total *
91-13501	FOUN	5425.38	320.00	.00	64.25	.00	.00	482.46	6292.09
91-13501	SITE	747.50	.00	195.00	19.50	1000.00	.00	224.25	2206.25
91-13501	****	6172.88	320.00	195.00	83.75	1000.00	.00	706.71	8498.34
91-13502	ELEC	857.78	.00	.00	.00	.00	3509.23	138.54	4505.55
91-13502	FRAM	772.50	3329.50	.00	193.13	1325.00	.00	31.77	5801.90
91-13502	****	1630.28	3329.50	.00	193.13	1325.00	3509.23	170.31	10307.45
91-135	*TOTAL	7803.16	3649.50	195.00	276.88	2325.00	3509.23	877.02	18805.79
93-A0401	FOUN	642.28	320.00	250.00	141.23	.00	.00	154.28	1707.79
93-A0401	SITE	330.92	.00	200.00	53.11	.00	.00	80.60	664.63
93-A0401	****	973.20	320.00	450.00	194.34	.00	.00	234.88	2372.42
93-A0402	ELEC	.00	.00	.00	.00	.00	.00	.00	.00
93-A0402	FRAM	.00	.00	.00	.00	.00	.00	20.07	20.07
93-A0402	****	.00	.00	.00	.00	.00	.00	20.07	20.07
93-A04	*TOTAL	973.20	320.00	450.00	194.34	.00	.00	254.95	2392.49
GRAND TOTAL		8776.36	3969.50	645.00	471.22	2325.00	3509.23	1131.97	21198.28
— End of Report —									

Cost Detail Report

Use the Cost Detail Report to print the detail of the transactions that affect cost fields. The information in this report comes from the Jobs and Job Detail History files. Print this report before you delete completed jobs.

Cost Detail Report

OSAS T000

Settings Edit Print Help

Cost Detail Report

Pick Job ID From 91-135
Thru 91-135

Phase ID From
Thru

Cost Code From 000
Thru 999

Source Code From
Thru

Date From
Thru

Fiscal Year From
Thru

GL Period From
Thru

Select:
Page Break on New Job? NO
Print Job Recap? YES

Output device - (P)rinter p(R)eview (F)ile (S)creen (M)nd

You can specify a range of job and phase IDs, cost types, source codes, transaction dates, fiscal year and period. If you have the option set not to post details directly to the Master file, you can choose to include posted, unposted or both kinds of transactions.

You can also select to print page breaks on each new job and to print a job recap at the end of the report.

Sample Cost Detail Report

03/04/2000		Builders Supply		Page 1						
12:37 PM		Cost Detail Report								
Job ID: 91-135		WESTERN OAKS								
Phase ID	Cost Type	Src Ref	Description	Remark	Quantity	U/M	Unit Cost	Extended Amount	Date	GL Year & Period
01FOUN	Labor \$	PA AIL020	TROY, AILMAN	HR.TIME	10.0000		15.1520	151.52	02/18/02	02-02
01FOUN	Labor \$	PA AIL020	TROY, AILMAN	HR.TIME	8.0000		15.1525	121.22	02/19/02	02-02
01FOUN	Labor \$	PA AIL020	TROY, AILMAN	HR.TIME	6.0000		15.1517	90.91	02/20/02	02-02
01FOUN	Labor \$	PA AIL020	TROY, AILMAN	HR.TIME	7.3300		15.1514	111.06	02/22/02	02-02
01FOUN	Labor \$	PA AIL020	TROY, AILMAN	HR.TIME	4.0000		15.1525	60.61	02/23/02	02-02
01FOUN	Labor \$	<cost type total>			35.3300			535.32		
01FOUN	Subcontract	CJ Adjust			0.0000		100.0000	100.00	02/20/00	02-02
01FOUN	Subcontract	AP BOR001	Electrical Package	11232	1.0000	PKG	500.0000	500.00	02/20/00	00-02
01FOUN	Subcontract	<cost type total>			1.0000			600.00		
01FOUN	Burdens	PA BURDEN	LABOR BURDEN		0.0000		485.4600	485.46	03/31/91	91-03
01FOUN	Burdens	<cost type total>			0.0000			485.46		
01FOUN		<<phase total>>		FOUNDATION				1620.78		
		Job Total	WESTERN OAKS					1620.78		
<----- Job Cost Recap for 91-135 ----->										
	Labor \$				35.3300			535.32		
	Subcontract				1.0000			600.00		
	Burdens				0.0000			485.46		
Grand Totals								1620.78		
- End of Report -										

Cost Detail Report by Period

The Cost Detail Report by Period shows the total costs associated with selected jobs for a period or a range of periods. You can produce the report for jobs that are completed, in process, or not started or for all jobs.

Cost Detail Report by Period Screen

OSAS T000

Settings Edit Print Help

Cost Detail Report by Period

Pick Job ID From 91-135 Thru 91-135

Fiscal Year From 2000 Thru 2001

GL Period From Thru

Select:

Include Phase Detail? YES

With Division Totals? YES

1. Completed Jobs

2. Jobs In Process

3. Jobs Not Yet Started

4. All of the above

4

Output device - (B)rinter p(R)review (F)ile (S)creen (E)nd

You can elect to include phase detail. If you have the option set to use divisions, you can elect to print division totals.

If you have the option set not to post directly to the Master file, you can choose to include posted, unposted, or both types of transactions.

Sample Cost Detail Report by Period

06/29/2001
12:06 PM

BUILDERS SUPPLY v6.05A
Cost Detail Report by Period
GL PERIOD FROM 2000-00 THRU 2001-13

Page 1

Job ID	Phase ID	Labor	Material	Equipment	Overhead	Misc.	Subcont.	Burdens	Equip Rental	Fee/Permit	* Total *
91-13501	FOUN	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
91-13501	SITE	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
91-13501	****	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
91-13502	ELEC	.00	899.56	174.90	.00	.00	.00	.00	.00	.00	1074.46
91-13502	FRAM	772.50	907.53	227.53	.00	.00	.00	.00	.00	.00	1907.56
91-13502	****	772.50	1807.09	402.43	.00	.00	.00	.00	.00	.00	2982.02
91-135	*TOTAL	772.50	1807.09	402.43	.00	.00	.00	.00	.00	.00	2982.02
GRAND TOTALS		772.50	1807.09	402.43	.00	.00	.00	.00	.00	.00	2982.02

*** End of Report ***

Unit Cost Report

The Unit Cost Report shows the usages and variances of the estimate and actual number of units of measure defined for phases in the Jobs and Phases function.

Unit Cost Report Screen

OSAS T000

Settings Edit Print Help

Unit Cost Report

Pick Job ID From 91-135
Thru 93-A04

Phase ID From
Thru

Manager ID From
Thru

1. Completed Jobs
2. Jobs In Process
3. Jobs Not Yet Started
4. All of the above
4

Select:
Phase With UOM Only? NO
Include Phase Detail? YES
With Division Totals? YES

Output device - ☒ Printer p(R)review (F)ile (S)creen (E)nd

You can produce the report for jobs that are completed, in process, or not started or for all jobs.

Sample Unit Cost Report with phase detail

06/29/2001 BUILDERS SUPPLY v6.05A Page 1
1:00 PM Unit Cost Report

Job ID	Phase ID	Description	Unit of Measure	Quantity Estimated	Quantity To Date	% Comp	Cost Estimated	Cost To Date	Unit Estimated	Cost To Date
91-135	01FOUN	FOUNDATION	CUYD	100	94	94	2,644.00	1,147.97	26.44	12.21
91-135	01SITE	SITE PREPARATION				100	1,129.00	2,206.25		
91-135	01****	GROUNDS		100	94	94	3,773.00	3,354.22		
91-135	02ELEC	ELECTRICAL				99	4,712.50	4,658.61		
91-135	02FRAM	FRAMING				75	9,250.00	6,936.96		
91-135	02****	INTERIOR				83	13,962.50	11,595.57		
91-135	TOTAL	WESTERN OAKS		100	94	94	17,735.50	14,949.79		
93-A04	01FOUN	FOUNDATION	CUYD			20	8,660.00	1,707.79		
93-A04	01SITE	SITE PREPARATION				27	2,420.00	664.63		
93-A04	01****	GROUNDS				21	11,080.00	2,372.42		
93-A04	02ELEC	ELECTRICAL				0	7,150.00	.00		
93-A04	02FRAM	FRAMING				0	5,500.00	20.07		
93-A04	02****	INTERIOR				0	12,650.00	20.07		
93-A04	TOTAL	CITY OF FRIENDSWOOD				10	23,730.00	2,392.49		
GRAND TOTAL				100	94	94	41,465.50	17,342.28		

*** End of Report ***

Summarized Estimate vs Cost Analysis

Use this function to view the difference between job estimates and the current costs in process as well as the contracted amount for the job. This report should help to identify discrepancies between costs and estimates and provide documentation for similar jobs for future use. You may also use this function to provide fast information in reporting to clients current expectations as to the completion of and additional cost s for a job.

Summarized Estimate vs. Cost Analysis Screen

OSAS T000
Settings Edit Print Help

Summary Job Cost for G/L Periods

Pick Job ID From 91-135
Thru 91-135
Phase ID From
Thru
Fiscal Year From
Thru
GL Period From
Thru

1. Completed Jobs
2. Jobs In Process
3. Jobs Not Yet Started
4. All of the above
4

Output device - (B)rinter p(R)review (F)ile (S)creen (E)nd

Sample Summarized Estimate vs Cost Analysis Report

06/29/2001
1:51 PM

BUILDERS SUPPLY v6.05A
Summarized Job Cost for G/L Periods
Suppress Zero
for All G/L Periods

Page 1

JOB: 91-135 - WESTERN OAKS-LOT 5A

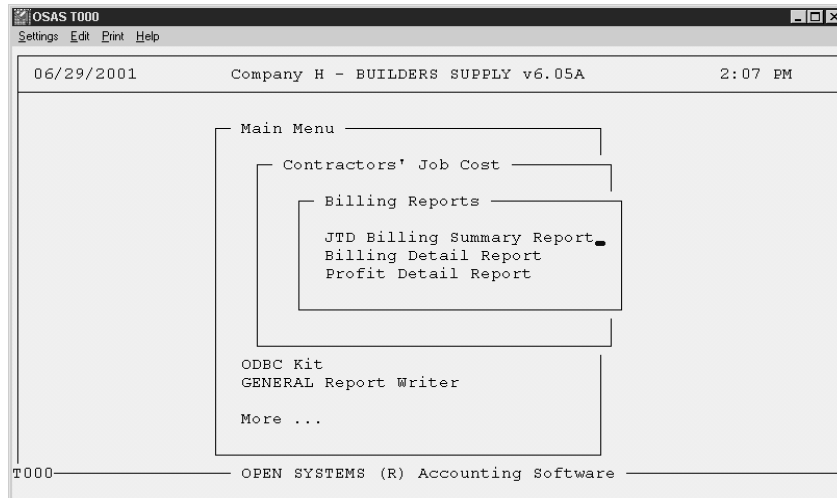
Phase	Description	Original Contract	Change Orders	Current Estimate	Commit	Uncomm	Costs This-Per	Costs To-Date	Cost Remain.
01FOUN	FOUNDATION	880	2,900	256-	200	2,444	485	1,148	2,432
01SITE	SITE PREPARATION	1,350	0	1,129	215	914	0	2,206	1,071-
02ELEC	ELECTRICAL	5,200	58	4,655	5,023	310-	1,074	4,659	4,424-
02FRAM	FRAMING	7,500	30,000	20,750-	8,659	591	1,908	6,937	21,904
	SUB-TOTALS	14,930	32,958	15,222-	14,097	3,639	3,467	14,950	18,841
	JOB TOTALS	14,930	32,958	15,222-	14,097	3,639	3,467	14,950	18,841
	GRAND TOTALS	14,930	32,958	15,222-	14,097	3,639	3,467	14,950	18,841

*** End of Report ***

Billing Reports

The Billing Reports provide information about the amounts you received from, have billed, or intend to bill your clients. Use the reports as a tracking measure of which clients are providing the most revenue.

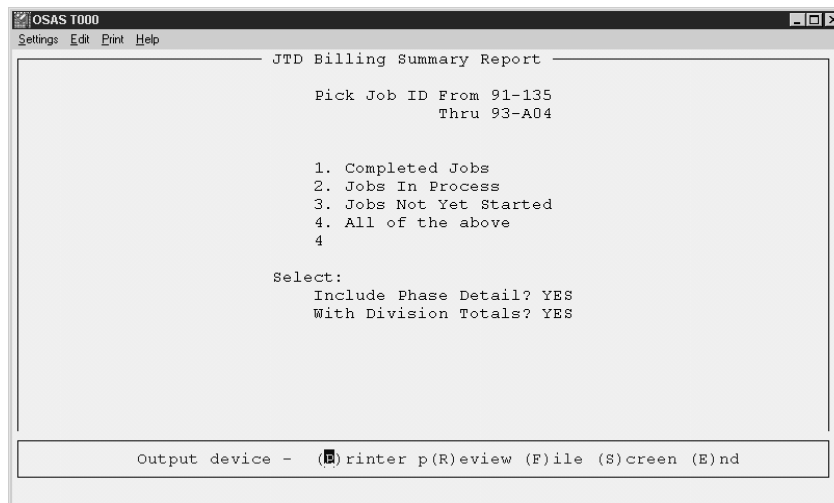
Contractors' Billing Reports Menu



JTD Billing Summary Report

The JTD Billing Summary Report provides summary information about the amount you bill for each job. The information is printed from the Jobs Master file (**CJBSx**).

JTD Billing Summary Report Screen



The screenshot shows a window titled "OSAS T000" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main area is titled "JTD Billing Summary Report" and contains the following text:

```
Pick Job ID From 91-135
                  Thru 93-A04

1. Completed Jobs
2. Jobs In Process
3. Jobs Not Yet Started
4. All of the above
4

Select:
Include Phase Detail? YES
With Division Totals? YES
```

At the bottom, there is a status bar with the text: "Output device - (P)rinter p(R)evue (F)ile (S)creen (E)nd".

You can print the report for a range of jobs. You can select to include completed jobs, jobs in process, jobs not yet started, or all jobs. You can choose to include phase detail and if you have the option set to use divisions, you can choose to include division totals.

Sample JTD Billing Summary Report with phase detail

06/29/2001
2:08 PM

BUILDERS SUPPLY v6.05A
JTD Billing Summary Report

Page 1

ST: N=Not Started, C=Completed, I=In Process

Job ID	Cust ID	Mngr ID	ST Description	Contract Number	Revised Contract	Billed To Date	Contract Balance	% Bill	- Hours Est	- Hours Act	Last % Bill Date	Finish Dates Est Act
91-135	SUN001	MARKS	WESTERN OAKS LOT 5A	3345-72								07/20/91
PHASE	01	FOUN	I FOUNDATION		3780.00	880.00	2900.00	23	30	41	137	06/01/91
PHASE	01	SITE	C SITE PREPARATION		1350.00	1350.00	.00	100	40	44	110	06/07/91 05/27/91 05/25/91
Division Total			GROUNDS		5130.00	2230.00	2900.00	43	70	85	121	
PHASE	02	ELEC	I ELECTRICAL	998640	5257.50	.00	5257.50	0	0	0	0	07/14/91
PHASE	02	FRAM	I FRAMING		37500.00	.00	37500.00	0	100	56	56	06/19/91
Division Total			INTERIOR		42757.50	.00	42757.50	0	100	56	56	
Job Total					47887.50	2230.00	45657.50	5	170	141	83	
93-A04	LOS001	LAIRD	CITY OF FRIENDSWOOD RECREATION CENTER	502342	33700.00	.00	33700.00					04/03/93
PHASE	01	FOUN	I FOUNDATION		.00	.00	.00	0	250	48	19	01/13/93
PHASE	01	SITE	I SITE PREPARATION		.00	.00	.00	0	50	26	52	02/02/93
Division Total			GROUNDS		.00	.00	.00	0	300	74	25	
PHASE	02	ELEC	N ELECTRICAL		.00	.00	.00	0	0	0	0	03/01/93
PHASE	02	FRAM	N FRAMING		.00	.00	.00	0	100	0	0	04/02/93
Division Total			INTERIOR		.00	.00	.00	0	100	0	0	
Job Total					33700.00	.00	33700.00	0	400	74	19	
Grand Totals					81587.50	2230.00	79357.50	3	570	215	38	

*** End of Report ***

Billing Detail Report

The Billing Detail Report prints detail billing information from the Detail History File (CJHIX).

Billing Detail Report Screen

OSAS 1000
Settings Edit Print Help

Billing Detail Report

Pick Job ID From 91-135
Thru 93-A04
Phase ID From
Thru

Source Code From
Thru
Date From
Thru
Fiscal Year From
Thru
GL Period From
Thru

Select:
Page Break on New Job? NO

Output device - (B)rinter p(R)review (F)ile (S)creen (E)nd

You can print the report for a range of job and phase IDs, source codes, dates, and fiscal years and periods. If you have the option set not to post directly to the master file, you can choose to include posted, unposted, or both types of transactions. You can also choose to include a page break on each new job.

Sample Billing Detail Report

07/26/2001 10:38 AM		Builders Supply Billing Detail Report						Page 1	
Job ID: 91-135 WESTERN OAKS									
Phase		Invoice			Unit	Extended	Invoice	GL	
ID	Src Ref	Description	Number	Quantity	U/M	Price	Amount	Date	Year & Period
01FOUN	AR SUN001	TEST	12	1.0000		1.0000	1.00	12/27/90	92-12
01SITE	AR SUN001	SITE PREPARATION	91-13506	1.0000		100.0000	100.00	10/11/90	95-10
02FRAM	AR SUN001	addl foyer labor	637463	1.0000		1770.0000	1770.00	07/23/01	01-07
02FRAM	AR SUN001	addl lumber needs for fo	637463	1.0000		13680.0000	13680.00	07/23/01	01-07
Job Total		WESTERN OAKS					15551.00		
Grand Totals							15551.00		
*** End of Report ***									

Profit Detail Report

The Profit Detail Report provides estimated and actual costs, revenues, and variances to date of a job or a range of jobs. Information in this report is printed from the Jobs and the Detail History files.

Profit Detail Report Screen

OSAS T000
Settings Edit Print Help

Profit Detail Report

Pick Job ID From 91-135
Thru 91-135

1. Completed Jobs
2. Jobs In Process
3. Jobs Not Yet Started
4. All of the above
4

Select:

Sort By	Job/Phase
Include Phase Detail?	YES
With Division Totals?	YES
Include Variance %?	YES
Include Detail?	YES
Page Break on Job?	NO

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

You can print the report for a range of jobs. You can select to include completed jobs, jobs in process, jobs not yet started, or all jobs.

You can choose to include phase detail or job totals. If you have the option set to use divisions, you can choose to include division totals. You can choose to include a variance percentage. You can choose to include detail. If you enter YES, the detail transactions from the Detail History file are included in the report. You can choose to have the system do a page break after each job.

Sample Profit Detail Report

06/29/2001
2:13 PMBUILDERS SUPPLY v6.05A
Profit Detail Report

Page 1

ST: N=Not Started, C=Completed, I=In Process

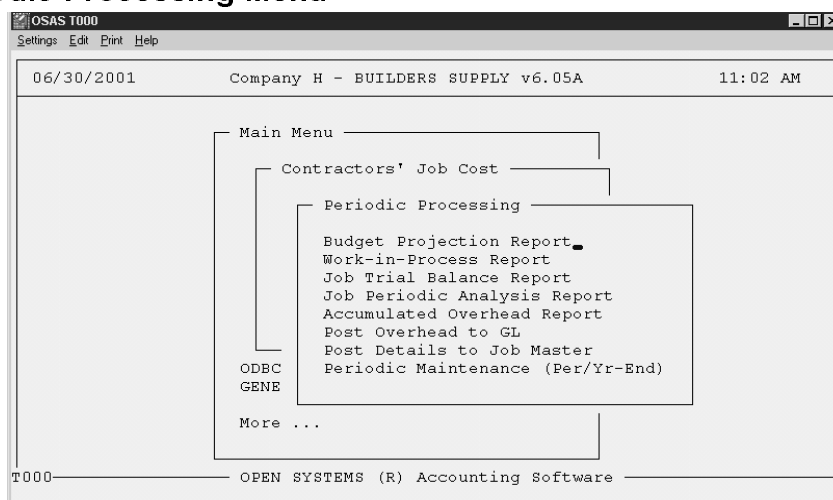
Job ID	Mngr	ST	Description	C o s t s			R e v e n u e			P r o f i t	
				Estimate	Actual	Variance	Estimate	Actual	Variance	Estimate	Actual
91-135	MARKS		WESTERN OAKS				.00	.00	.00		
PHASE 01	FOUN I		FOUNDATION	2644.00	1147.97	1496.03- 57%-	3780.00	880.00	2900.00- 77%-	1136.00	267.97-
			700 LABOR BURDEN		485.46	03/31/91					
						INV. #: 12	1.00	12/27/90			
PHASE 01	SITE C		SITE PREPARATION	1129.00	2206.25	1077.25 95%	1350.00	1350.00	.00 0%	221.00	856.25-
01****			DIVISION TOTAL	3773.00	3354.22	418.78- 11%-	5130.00	2230.00	2900.00- 57%-	1357.00	1124.22-
PHASE 02	ELEC I		ELECTRICAL	4712.50	4658.61	53.89- 1%-	5257.50	.00	5257.50- 100%-	545.00	4658.61-
			100 Electrical Package		899.56	06/27/01					
			200 Water Softener		127.40	06/27/01					
			200 Sump Pump		47.50	06/27/01					
PHASE 02	FRAM I		FRAMING	9250.00	6936.96	2313.04- 25%-	37500.00	.00	37500.00- 100%-	28250.00	6936.96-
			100 Plumbing Package		907.53	06/27/01					
			100		.00	06/26/01					
			200 Water Heater		227.53	06/27/01					
			500 test		772.50	06/26/01					
			500 Test adjustments		.00	06/26/01					
			500		.00	06/26/01					
02****			DIVISION TOTAL	13962.50	11595.57	2366.93- 17%-	42757.50	.00	42757.50- 100%-	28795.00	11595.57-
INTERIOR			JOB TOTAL	17735.50	14949.79	2785.71- 16%-	47887.50	2230.00	45657.50- 95%-	30152.00	12719.79-
			GRAND TOTALS	17735.50	14949.79	2785.71- 16%-	47887.50	2230.00	45657.50- 95%-	30152.00	12719.79-

*** End of Report ***

Periodic Processing

Use the Periodic Processing functions to inquire about the status of projects. Check you budget projection, work in process, trial balance, periodic analysis, and accumulated overhead. You determine how often to produce these reports.

Periodic Processing Menu



Budget Projection Report

The Budget Projection Report compares a job's actual cost with its budgeted cost. Use it to check on what is over or under budget, when you revise estimates, or to review the primary completion of a project. Information is printed from the Jobs file .

The information on the Budget Projection Report comes from the Jobs Master File (**CJBSx**). The Cost Detail file is not used at all, for any of the values. Some numbers are calculated. Here is a summary :

Value	Origination or Calculation formula
Budgeted Cost	Estimate Cost from the CJBSx file
Actual Cost	Actual Cost from the CJBSx file
Remaining Budget	Budgeted Cost - Actual Cost
Percent Comp	The Actual Cost/Budgeted Cost (rounded to two decimal places) (Calculated method). If you print the report using input percentages, the percent complete comes from the Percent Complete file. $(\text{Budgeted Cost} * \% \text{ Comp} / 100) - \text{Actual Cost}$
Current Under or Over Budget	A negative result prints in Over Budget, a positive result in Under Budget If you print the Budget Projection Report letting the system calculate the percent complete, there will be no Current Under or Over Budget amount unless the job or phase is 100% complete. It still does the calculation, but the result will always be zero. If the job or phase is 100% complete, the Current Under or Over Budget amount is the same as the Over or Under Budget amount at completion.
Estimate Total Cost	$\text{Actual Cost} * 100 / \% \text{ Complete (if } \% \text{ Comp} > 0) \text{ or, } = \text{Budgeted Cost (\% Complete} = 0)$
At Completion Under or Over Budget	Budgeted Cost - Estimate Total Cost (a negative result is over budget, positive is under budget)

The totals should be the same whether you choose to include phase detail or not. The job totals for the columns are always the sum of the phase amounts. This is not true for the Work-In-Process Report.

Budget Projection Report Screen

```
OSAS T000
Settings Edit Print Help

Budget Projection Report

Pick Job ID From 91-135
                Thru 93-A04

Print
1. Completed Jobs
2. Jobs In Process
3. Jobs Not Yet Started
4. All of the above
4

Primary Completion % Based on
1. Input
2. Calculation from Estimate
2

Include Phase Detail? YES

With Division Totals? YES

Output device - (B)rinter p(R)evuew (F)ile (S)creen (E)nd
```

You can print the report for a range of jobs. You can select to include completed jobs, jobs in process, jobs not yet started, or all jobs.

Enter **1** for Input to have the completion percentage be based on percentages entered in the Percent Completion function. Enter **2** to have completion percentages be calculated from estimate amounts.

You can choose to include phase detail. If you have the option set to use divisions, you can choose to include division totals.

Sample Budget Projection Report with phase detail

06/30/2001
11:10 AM

BUILDERS SUPPLY v6.05A
Budget Projection Report (with calculated %)

Page 1

Notation for % Completion: *=calculated, c=completed

Job ID	Phase ID	Description	Budgeted Cost	Actual Cost	Remaining Budget	Percent Comp.	Current Under Budget	Current Over Budget	At Completion Estimate Total Cost	Completion Under Budget	Completion Over Budget
91-135		WESTERN OAKS									
	01FOUN	FOUNDATION	2,644	1,148	1,496	43 *			2,644		
	01SITE	SITE PREPARATION	1,129	2,206	1,077	100 *		1,077	2,206		1,077
	01****	GROUNDS	3,773	3,354	419	60		1,077	4,850		1,077
	02ELEC	ELECTRICAL	4,713	4,659	54	99 *			4,713		
	02FRAM	FRAMING	9,250	6,937	2,313	75 *			9,250		
	02****	INTERIOR	13,963	11,596	2,367	83			13,962		
		JOB TOTAL	17,736	14,950	2,786	78		1,077	18,813		1,077
93-A04		CITY OF FRIENDSWOOD									
	01FOUN	FOUNDATION	8,660	1,708	6,952	20 *			8,660		
	01SITE	SITE PREPARATION	2,420	665	1,755	27 *			2,420		
	01****	GROUNDS	11,080	2,372	8,708	21			11,080		
	02ELEC	ELECTRICAL	7,150	0	7,150	0 *			7,150		
	02FRAM	FRAMING	5,500	20	5,480	0 *			5,500		
	02****	INTERIOR	12,650	20	12,630	0			12,650		
		JOB TOTAL	23,730	2,392	21,338	10			23,730		
		G R A N D T O T A L	41,466	17,342	24,123	39		1,077	42,543		1,077

*** End of Report ***

Work-in-Process Report

Print the Work-in-Process Report at the end of the monthly accounting cycle. The calculation of earned income for each job will be used to make a monthly adjustment to income.

The information for the Work-In-Process Report comes from both the Jobs Master file (**CJBSx**) and the Job Detail file (**CJHIx**). The totals costs and billing amounts are taken from the Jobs Master file, but then any amounts posted for a period and year AFTER the period and year you are printing the report for are subtracted from those totals. This is for the Actual Cost and the Billed to Date amounts.

Value	Origination or Calculation formula
Contract Amount	Value from the Jobs file.
Estimate Cost	Value from the Jobs file.
Actual Cost	Calculated from the Jobs file less amounts from the Detail History file posted after the period and year you are printing the report for.
% Comp	$\text{Actual Cost} * 100 / \text{Estimate Cost}$ (when calculated by the system, otherwise the input value comes from the Percent Complete file.
Earned Income	$\text{Contract Amount} * \% \text{ Complete}$.
Earned Current Profit	Earned Income less Actual Cost.
Earned Profit at Completion	$\text{Earned Current Profit} / \% \text{ complete}$.
Billed to Date	Value from the Jobs Master file less any posted billing items from the Cost Detail file posted after the period and year you are printing the report for.
Est. Cost to Comp	The greater value of the Estimate and Actual Cost
Bill Exceed Cost and Cost Exceed Bill	Bill to Date - Earned Income negative value is cost exceed bill, positive is bill exceed cost

If you bill by job, you should print the Work-In-Process report without phase detail. You should print it with phase detail if you bill by phase. Different amounts may result.

There are also differences between the WIP Report and the Budget Projection Report in how the Percent Complete is calculated for a job. The Percent Complete for the Budget Projection Report gives 'a more accurate percentage when the actual costs exceed the estimated costs. The WIP Report Percent complete is calculated as the actual cost/estimated cost for the job total. The Budget Projection Report percent complete is calculated as the actual cost/estimated cost for each phase: if the actual cost exceeds the estimate cost, the percent will be 100%, not over 100%.

Work-in-Process Report Screen

```

OSAS T000
Settings Edit Print Help

Work-in-Process Report

Pick Job ID From 91-135
Thru 91-135

1. Completed Jobs (100% completion)
2. All Jobs (Based on % input)
3. All Jobs (Based on % Calculated)
3

GL Period      6   2001

Select:
Print Job Description?  YES
Include Phase Detail?   YES
With Division Totals?   YES

Output device - (P)rinter p(R)review (F)ile (S)creen (E)nd

```

Enter the following information:

Field	Description
Pick:	
Job ID From	Enter the Job ID 's from and thru for the range of job you wish to print the report for.
Job ID Thru	
Completed jobs or All jobs.	Select 1 , if you wish to print the report for completed jobs only . If you want to include all jobs, you can select 2 , to have the report use percentages you entered in the Percent Complete function . Select 3 , if you would like to have the percent completed be calculated from actual and estimate job information .
GL Period	Specify the GL period and Year you want to print the report for.
Select:	
Print Job Descriptions?	Select "Y" , for yes to include job descriptions on the report, select "N" , if you do not wish to have the job descriptions printed on the report.
Include Phase Detail?	Select "Y" , for yes to include the phase detail associated with the jobs selected on the report, select "N" , if you do not wish to have the phase detail for the jobs selected printed on the report.
With Division Totals?	Select "Y" , for yes to print division totals on the report, select "N" , if you do not wish to have the division totals printed on the report. This is only available if you have the option to "Use Phase Prefix as Division" set to Yes.

Sample Work-in-Process Report with phase detail

06/30/2001
11:30 AM

BUILDERS SUPPLY v6.05A
Work-in-Process Report
GL Period Ending: 6 2001

Page 1

Notations for % Comp. - phase only:
i=input, c=completed, \$=calculated

Job ID	Phase ID	Contract Amount	Estimate Cost	Actual Cost	% Comp	Earned Income	Earned Current Profit	Earned Profit At Comp	Bill To Date	Est Cost At Comp	Bill Exceed Cost	Cost Exceed Bill
91-135					0							
	WESTERN OAKS											
91-135	01FOUN	3780	2644	1148	43 \$	1641	493	1136	880	2644		761
	FOUNDATION											
91-135	01SITE	1350	1129	2206	100 \$	1350	856-	856-	1350	2206		
	SITE PREPARATION											
91-135	01****	5130	3773	3354	88.90	2991	363-	280	2230	4850		761
	GROUNDS											
91-135	02ELEC	5258	4713	4659	99 \$	5197	539	545		4712		5197
	ELECTRICAL											
91-135	02FRAM	37500	9250	6937	75 \$	28123	21186	28250		9250		28123
	FRAMING											
91-135	02****	42758	13963	11596	83.05	33320	21725	28795		13963		33320
	INTERIOR											
91-135	*****	47888	17736	14950	84.29	36311	21362	29075	2230	18813		34081
	WESTERN OAKS											
GRAND TOTAL		47888	17736	14950	84.29	36311	21362	29075	2230	18813		34081

TOTAL COSTS OF:

Labor		2283.72
Material		5456.59
Equipment		597.43
Overhead		276.88
Misc.		2325.00
Subcont.		3509.23
Burdens		330.94
Equip Rental		100.00
Fee/Permit		70.00
**TOTALS		14949.79

*** End of Report ***

Job Trial Balance Report

The Job Trial Balance Report summarizes job costs and income over month-to-date, year-to-date, and job-to-date periods. Estimated costs are compared with actual total costs and the amount of the variance is listed.

Job Trial Balance Report Screen

```
OSAS T000
Settings Edit Print Help

Job Trial Balance Report

Pick Job ID From 91-135
Thru 91-135

1. Cost Type Only
2. Income Type Only
3. Cost & Income Types
3

GL Period 6 2001

Select:
Print with Phases? YES
Print with Cost Types? YES
With Division Totals? NO
Suppress Zero Types? YES
Page Break on Job? NO

Output device - (P)rinter p(R)eview (F)ile (S)creen (E)nd
```

You can select a range of jobs to be included in the report. You can choose to print cost types only, income types only, or both. Enter the GL Period you want to print the report for. You can choose to print the report with phases, cost types, and division totals. You can choose to suppress zero types and have the report do page breaks after each job.

Sample Job Trial Balance Report

07/08/2001
9:50 AMBUILDERS SUPPLY v6.05A
Job Trial Balance Report65

Page 1

GL Period Ending: 6 2001

Job ID	Phase ID	Desc.	Cost Type	Previous Year	Period Beg. Bal.	Current Period	Year To Date	Job To Date	Estimate	Variance
91-135		WESTERN OAKS								
91-135	01FOUN	FOUNDATION								
		* Billing *		880.00	880.00	.00	.00	880.00	3780.00	2900.00-
		Labor		763.72	763.72	.00	.00	763.72	510.00	253.72
		Material		320.00	320.00	.00	.00	320.00	1833.00	1513.00-
		Equipment		.00	.00	.00	.00	.00	250.00	250.00-
		Overhead		64.25	64.25	.00	.00	64.25	51.00	13.25
		Total Costs:		1147.97	1147.97	.00	.00	1147.97	2644.00	1496.03-
		** Profit **		267.97-	267.97-	.00	.00	267.97-	1136.00	1403.97-
91-135	01SITE	SITE PREPARATION								
		* Billing *		1350.00	1350.00	.00	.00	1350.00	1350.00	.00
		Labor		747.50	747.50	.00	.00	747.50	680.00	67.50
		Equipment		195.00	195.00	.00	.00	195.00	200.00	5.00-
		Overhead		19.50	19.50	.00	.00	19.50	20.00	.50-
		Misc.		1000.00	1000.00	.00	.00	1000.00	.00	1000.00
		Burdens		224.25	224.25	.00	.00	224.25	204.00	20.25
		Fee/Permit		20.00	20.00	.00	.00	20.00	25.00	5.00-
		Total Costs:		2206.25	2206.25	.00	.00	2206.25	1129.00	1077.25
		** Profit **		856.25-	856.25-	.00	.00	856.25-	221.00	1077.25-
91-135	02ELEC	ELECTRICAL								
		* Billing *		.00	.00	.00	.00	.00	5257.50	5257.50-
		Material		899.56	899.56	.00	.00	899.56	.00	899.56
		Equipment		174.90	174.90	.00	.00	174.90	.00	174.90
		Overhead		.00	.00	.00	.00	.00	425.00	425.00-
		Subcont.		3509.23	3509.23	.00	.00	3509.23	4287.50	778.27-
		Burdens		74.92	74.92	.00	.00	74.92	.00	74.92
		Total Costs:		4658.61	4658.61	.00	.00	4658.61	4712.50	53.89-
		** Profit **		4658.61-	4658.61-	.00	.00	4658.61-	545.00	5203.61-
91-135	02FRAM	FRAMING								
		* Billing *		.00	.00	.00	.00	.00	37500.00	37500.00-
		Labor		772.50	772.50	.00	.00	772.50	1300.00	527.50-
		Material		4237.03	4237.03	.00	.00	4237.03	5800.00	1562.97-
		Equipment		227.53	227.53	.00	.00	227.53	.00	227.53
		Overhead		193.13	193.13	.00	.00	193.13	400.00	206.87-
		Misc.		1325.00	1325.00	.00	.00	1325.00	1500.00	175.00-
		Burdens		31.77	31.77	.00	.00	31.77	.00	31.77
		Equip Rental		100.00	100.00	.00	.00	100.00	200.00	100.00-
		Fee/Permit		50.00	50.00	.00	.00	50.00	50.00	.00
		Total Costs:		6936.96	6936.96	.00	.00	6936.96	9250.00	2313.04-
		** Profit **		6936.96-	6936.96-	.00	.00	6936.96-	28250.00	35186.96-
91-135	*****	WESTERN OAKS								
		* Billing *		2230.00	2230.00	.00	.00	2230.00	47887.50	45657.50-
		Labor		2283.72	2283.72	.00	.00	2283.72	2490.00	206.28-
		Material		5456.59	5456.59	.00	.00	5456.59	7633.00	2176.41-
		Equipment		597.43	597.43	.00	.00	597.43	450.00	147.43
		Overhead		276.88	276.88	.00	.00	276.88	896.00	619.12-
		Misc.		2325.00	2325.00	.00	.00	2325.00	1500.00	825.00
		Subcont.		3509.23	3509.23	.00	.00	3509.23	4287.50	778.27-
		Burdens		330.94	330.94	.00	.00	330.94	204.00	126.94
		Equip Rental		100.00	100.00	.00	.00	100.00	200.00	100.00-
		Fee/Permit		70.00	70.00	.00	.00	70.00	75.00	5.00-
		Total Costs:		14949.79	14949.79	.00	.00	14949.79	17735.50	2785.71-
		** Profit **		12719.79-	12719.79-	.00	.00	12719.79-	30152.00	42871.79-

Sample Job Trial Balance Report Totals

07/08/2001
9:50 AM

BUILDERS SUPPLY v6.05A
Job Trial Balance Report
GL Period Ending: 6 2001

Page 2

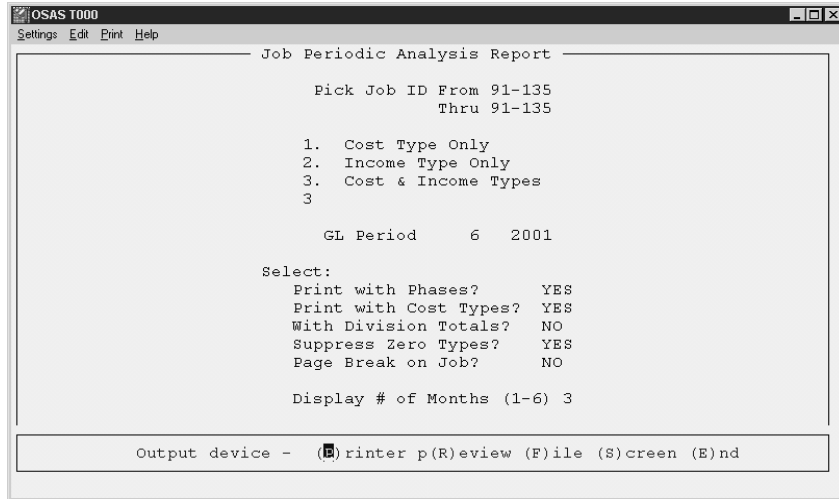
Job ID	Phase ID	Desc.	Cost Type	Previous Year	Period Beg. Bal.	Current Period	Year To Date	Job To Date	Estimate	Variance
GRAND TOTAL			* Billing *	2230.00	2230.00	.00	.00	2230.00	47887.50	45657.50-
			Labor	2283.72	2283.72	.00	.00	2283.72	2490.00	206.28-
			Material	5456.59	5456.59	.00	.00	5456.59	7633.00	2176.41-
			Equipment	597.43	597.43	.00	.00	597.43	450.00	147.43
			Overhead	276.88	276.88	.00	.00	276.88	896.00	619.12-
			Misc.	2325.00	2325.00	.00	.00	2325.00	1500.00	825.00
			Subcont.	3509.23	3509.23	.00	.00	3509.23	4287.50	778.27-
			Burdens	330.94	330.94	.00	.00	330.94	204.00	126.94
			Equip Rental	100.00	100.00	.00	.00	100.00	200.00	100.00-
			Fee/Permit	70.00	70.00	.00	.00	70.00	75.00	5.00-
			Total Costs:	14949.79	14949.79	.00	.00	14949.79	17735.50	2785.71-
			** Profit **	12719.79-	12719.79-	.00	.00	12719.79-	30152.00	42871.79-

*** End of Report ***

Job Periodic Analysis Report

The Job Periodic Analysis Report shows the costs and income for a job over a range of periods. Use it as an aid for estimating, as part of the month-end reports, or to review the status of a job.

Job Periodic Analysis Report Screen



The screenshot shows a terminal window titled "OSAS T000" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main window is titled "Job Periodic Analysis Report". The text inside the window is as follows:

```
Pick Job ID From 91-135
Thru 91-135

1. Cost Type Only
2. Income Type Only
3. Cost & Income Types
3

GL Period      6   2001

Select:
Print with Phases?      YES
Print with Cost Types?  YES
With Division Totals?   NO
Suppress Zero Types?    YES
Page Break on Job?      NO

Display # of Months (1-6) 3
```

At the bottom of the window, there is a line of text: "Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd".

You can select a range of jobs to be included in the report. You can choose to print cost types only, income types only, or both. Enter the GL Period you want to print the report for. You can choose to print the report with phases, cost types, and division totals. You can choose to suppress zero types and have the report do page breaks after each job.

Enter the number of months to display (1-6) prior to the month you are printing the report for.

Sample Job Periodic Analysis Report

07/08/2001
10:17 AMBUILDERS SUPPLY v6.05A
Job Periodic Analysis Report
GL Period Ending: 6 2001

Page 1

JOB ID	PHASE ID	COST TYPE	PREVIOUS YEAR	PERIOD 1 THRU 3	PERIOD 4	PERIOD 5	PERIOD 6	YEAR TO DATE	JOB TO DATE
91-135		WESTERN OAKS							
91-135	01FOUN	FOUNDATION							
		* Billing *	880.00	.00	.00	.00	.00	.00	880.00
		Labor	763.72	.00	.00	.00	.00	.00	763.72
		Material	320.00	.00	.00	.00	.00	.00	320.00
		Overhead	64.25	.00	.00	.00	.00	.00	64.25
		Total Costs:	1147.97	.00	.00	.00	.00	.00	1147.97
		** Profit **	267.97-	.00	.00	.00	.00	.00	267.97-
91-135	01SITE	SITE PREPARATION							
		* Billing *	1350.00	.00	.00	.00	.00	.00	1350.00
		Labor	747.50	.00	.00	.00	.00	.00	747.50
		Equipment	195.00	.00	.00	.00	.00	.00	195.00
		Overhead	19.50	.00	.00	.00	.00	.00	19.50
		Misc.	1000.00	.00	.00	.00	.00	.00	1000.00
		Burdens	224.25	.00	.00	.00	.00	.00	224.25
		Fee/Permit	20.00	.00	.00	.00	.00	.00	20.00
		Total Costs:	2206.25	.00	.00	.00	.00	.00	2206.25
		** Profit **	856.25-	.00	.00	.00	.00	.00	856.25-
91-135	02ELEC	ELECTRICAL							
		Material	899.56	.00	.00	.00	.00	.00	899.56
		Equipment	174.90	.00	.00	.00	.00	.00	174.90
		Subcont.	3509.23	.00	.00	.00	.00	.00	3509.23
		Burdens	74.92	.00	.00	.00	.00	.00	74.92
		Total Costs:	4658.61	.00	.00	.00	.00	.00	4658.61
		** Profit **	4658.61-	.00	.00	.00	.00	.00	4658.61-
91-135	02FRAM	FRAMING							
		Labor	772.50	.00	.00	.00	.00	.00	772.50
		Material	4237.03	.00	.00	.00	.00	.00	4237.03
		Equipment	227.53	.00	.00	.00	.00	.00	227.53
		Overhead	193.13	.00	.00	.00	.00	.00	193.13
		Misc.	1325.00	.00	.00	.00	.00	.00	1325.00
		Burdens	31.77	.00	.00	.00	.00	.00	31.77
		Equip Rental	100.00	.00	.00	.00	.00	.00	100.00
		Fee/Permit	50.00	.00	.00	.00	.00	.00	50.00
		Total Costs:	6936.96	.00	.00	.00	.00	.00	6936.96
		** Profit **	6936.96-	.00	.00	.00	.00	.00	6936.96-
91-135	*****	WESTERN OAKS							
		* Billing *	2230.00	.00	.00	.00	.00	.00	2230.00
		Labor	2283.72	.00	.00	.00	.00	.00	2283.72
		Material	5456.59	.00	.00	.00	.00	.00	5456.59
		Equipment	597.43	.00	.00	.00	.00	.00	597.43
		Overhead	276.88	.00	.00	.00	.00	.00	276.88
		Misc.	2325.00	.00	.00	.00	.00	.00	2325.00
		Subcont.	3509.23	.00	.00	.00	.00	.00	3509.23
		Burdens	330.94	.00	.00	.00	.00	.00	330.94
		Equip Rental	100.00	.00	.00	.00	.00	.00	100.00
		Fee/Permit	70.00	.00	.00	.00	.00	.00	70.00
		Total Costs:	14949.79	.00	.00	.00	.00	.00	14949.79
		** Profit **	12719.79-	.00	.00	.00	.00	.00	12719.79-
GRAND TOTAL		* Billing *	2230.00	.00	.00	.00	.00	.00	2230.00
		Labor	2283.72	.00	.00	.00	.00	.00	2283.72
		Material	5456.59	.00	.00	.00	.00	.00	5456.59
		Equipment	597.43	.00	.00	.00	.00	.00	597.43
		Overhead	276.88	.00	.00	.00	.00	.00	276.88
		Misc.	2325.00	.00	.00	.00	.00	.00	2325.00
		Subcont.	3509.23	.00	.00	.00	.00	.00	3509.23
		Burdens	330.94	.00	.00	.00	.00	.00	330.94
		Equip Rental	100.00	.00	.00	.00	.00	.00	100.00
		Fee/Permit	70.00	.00	.00	.00	.00	.00	70.00
		Total Costs:	14949.79	.00	.00	.00	.00	.00	14949.79
		** Profit **	12719.79-	.00	.00	.00	.00	.00	12719.79-

*** End of Report ***

Accumulated Overhead Report

The Accumulated Overhead Report prints information from the Jobs file (**CJBSx**) that includes the applied general ledger account number, overhead basis and rate, and overhead accrued amounts. If the job or phase is complete, the work-in-process accrued amount is also shown.

Accumulated Overhead Report Screen

OSAS T000

Settings Edit Print Help

Accumulated Overhead Report

Pick Job ID From
Thru

Print Cost Code Breakdown YES
Print Jobs With 0 Accrual YES

Output device - (B)rinter p(R)review (F)ile (S)creen (E)nd

Print this report before you use the Post Overhead to GL function.

Sample Accumulated Overhead Report

07/08/2001
10:34 AM

BUILDERS SUPPLY v6.05A
Accumulated Overhead Report

Page 1

Job ID	Phase	Job Description	Phase Description	GL Acct	Overhead Base	Rate	Accrued	Work-in-process Accrued
M9050	BOND	NORTH HILLS HOMES	PERFORMANCE BOND		All Costs	.100	.00	.00
M9050	DEM	NORTH HILLS HOMES	DEMOLITION		Labor \$	.300	.00	.00
93-A04	01SITE	CITY OF FRIENDSWOOD	SITE PREPARATION	100500	All Costs	.100	53.11	.00
		TOTAL FOR ACCOUNT					53.11	.00
M9050	EMT12	NORTH HILLS HOMES	1/2" EMT CONDUIT	1300	Material \$	.100	50.00-	.00
		TOTAL FOR ACCOUNT					50.00-	.00
91-135	02FRAM	WESTERN OAKS	FRAMING	402000	All Costs	.000	.00	.00
91-135	01FOUN	WESTERN OAKS	FOUNDATION	450000	Equipment	.100	.00	.00
91-135	01SITE	WESTERN OAKS	SITE PREPARATION	450000	Equipment	.100	.00	.00
91-135	02ELEC	WESTERN OAKS	ELECTRICAL	450000	All Costs	.000	.00	.00
93-A04	01FOUN	CITY OF FRIENDSWOOD	FOUNDATION	450000	All Costs	.100	141.23	.00
93-A04	02ELEC	CITY OF FRIENDSWOOD	ELECTRICAL	450000	All Costs	.100	.00	.00
93-A04	02FRAM	CITY OF FRIENDSWOOD	FRAMING	450000	All Costs	.100	.00	.00
		TOTAL FOR ACCOUNT					141.23	.00
		GRAND TOTALS					144.34	.00

*** End of Report ***

Post Overhead to GL

Use the Post Overhead to GL function to update the general ledger with the accumulated overhead for jobs in process and to transfer work-in-process to finished goods for completed jobs.

Post Overhead to GL Screen

OSAS 1000

Settings Edit Print Help

Post Overhead to GL

Be sure that you have Backed Up your data files before posting.

Have you printed the Accumulated Overhead Report? YES

GL Period 6

Post To:

1. Current Fiscal Year (2001)

2. Last Fiscal Year (2000)

1

Output device - (P)rinter p(R)review (F)ile (E)nd

Make sure you have backed up your data files and printed the Overhead Allocation Report. The General Ledger period is displayed. If last-year files exist for General Ledger, you can elect to post to the current-year or last-year files. If last-year files do not exist, entries are made to the current-year files.

Sample Post Overhead to GL posting log

07/08/2001		BUILDERS SUPPLY v6.05A		Page	1
10:45 AM		Post Overhead to GL			
Amount Posted To GL Period 6					
Description GL Account		Debit	Credit		
O/HD ACCRUED	100500		53.11		
O/HD ACCRUED	1300	50.00			
O/HD ACCRUED	450000		141.23		
Overhead WIP	400000	144.34			
BALANCE		194.34	194.34		
*** End of Report ***					

When you post overhead to GL for jobs that are in progress, the Overhead WIP account specified in the JOBG_LX table is debited with the Ovhd Accum to Post amount in the Jobs file. The Applied GL account specified in the Jobs file is credited with the Ovhd Accum to Post amount.

Overhead WIP	Applied GL
-----+-----	-----+-----
DB	CR

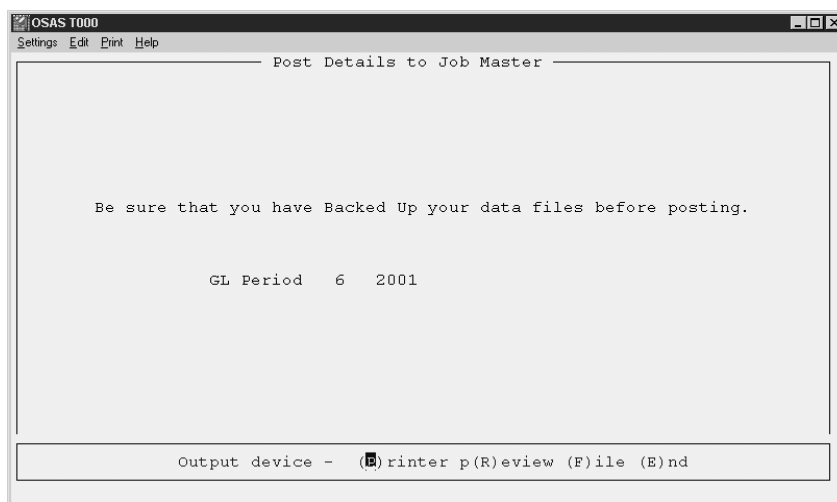
When you post overhead to GL for finished jobs, the Finish Goods account specified in the JOBG_LX table is debited with the Accum WIP to Post amount from the Jobs file. The Work-in-proc account specified in the JOBG_LX table is credited.

Finish Goods	Work-in-proc
-----+-----	-----+-----
DB	CR

Post Detail to Job Master

If you have the option Post Directly to Master set to NO, use the Post Details to Job Master function to update the Jobs file (**CJBSx**) with transaction detail information from the Detail History file (**CJHIx**).

Post Detail to Job Master Screen



The general ledger period is displayed. You can change it.

The fiscal year is displayed from the **FYEARx** table. You cannot change it here. Items for the specified fiscal period and year will be posted.

Sample Posting Log

```
07/08/2001          BUILDERS SUPPLY v6.05A          Page 1
5:32 PM              Post Detail To Master

Amount Posted To GL Period 6 2001
Job      Phase      Type              Hours      Post Amount
-----
91-135   02FRAM    5 Labor $          80.00      772.50

Recap By Type:
              Labor Hrs          80.00
              Material $           .00
              Equip $             .00
              Overhead $          .0075
              Misc $              .00
              Labor $            772.50
              Subcont. $          .00
              Burdens             .00
              Equip Rental        .00
              Fee/Permit           .00
              Committed $         .00
              Billing $            .00

*** End of Report ***
```

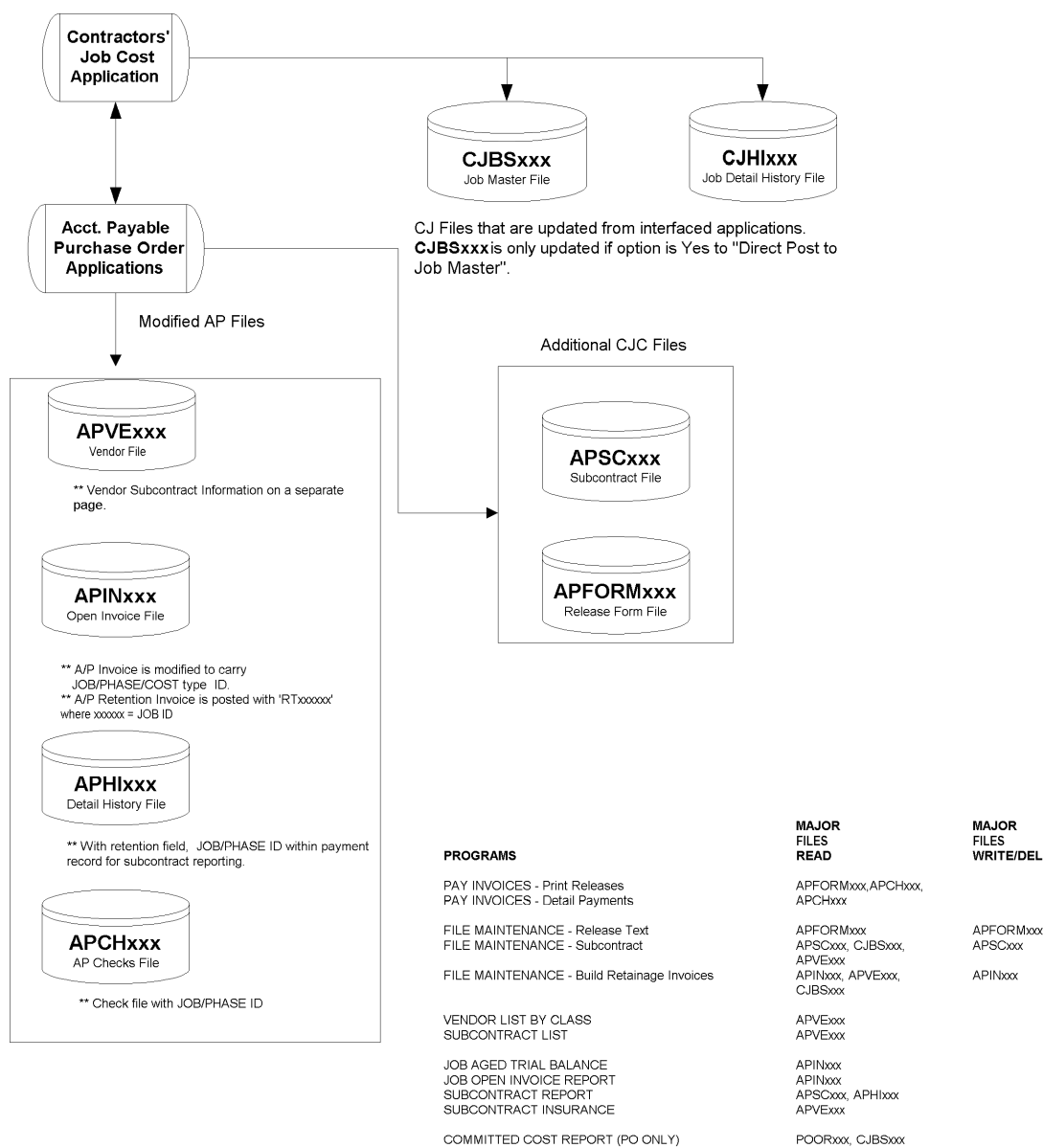
OEnter **C** to search the Customer file, **V** to search the Vendor file, or **E** to search the Employee file.

After you select the file you would like to search, the first screen of the data is displayed. Enter S to enter a search string or press Enter to continue displaying data from the file.

CJC Accounts Payable

2

Contractors' Job Cost System Flowchart
Accounts Payable / Purchase Order



Accounts Payable Files (Modified)

Subcontract file (APSCx)

The Subcontract file stores the subcontract information: job ID, phase ID, vendor ID, subcontract number, subcontract date and subcontract amounts. Data from this file is printed in the Subcontract List and is combined with data from the Detail History file (APHIx) to produce the Subcontract Report.

Subcontract Release Text file (APFORMy)

The Subcontract Release Text file stores the text of the release forms. Use the Release Form Text Maintenance function to update this file. Use the Subcontractor Release function on the Pay Invoices menu to print the release forms.

Vendor file (APVEx)

Subcontractor information is added to the standard OSAS Vendor file. This includes a flag to indicate the vendor is a subcontractor, an option to post job, phase, and cost type information to the Open Invoice file, general liability and worker's compensation insurance information, and an amount retained field.

Open Invoice file (APINx)

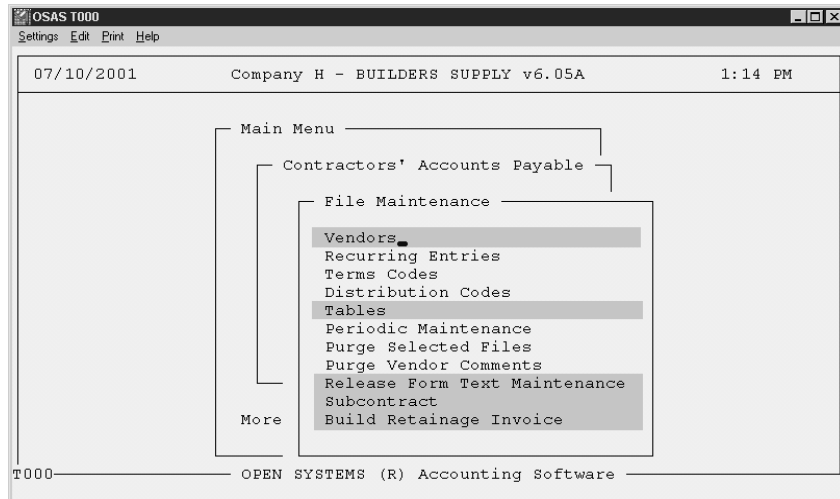
The job, phase, and cost type are posted to the Open Invoice file if you have the option set within a vendor's record to post job information to the Open Invoice file.

Setup Checklist

- _____ Read the Resource Manager User's Guide
- _____ Read the Accounts Payable User's Guide
- _____ Read the CJC Accounts Payable User's Guide section
- _____ Plan the Implementation Schedule
- _____ Set Up Options and Interfaces for setup
- _____ Set Up/Verify Tables
 - _____ CNVTx _____ DMxxxx
 - _____ APGLx _____ DISCx
 - _____ MRGLx _____ D1099x
 - _____ APPDx _____ F 1099
 - _____ DFxxxx _____ Q?xxxx (?=C,D,E,M,P,X)
- _____ Set Up the Terms Codes
- _____ Set Up the Distribution Codes
- _____ Set Up the Vendor File
- _____ Set Up the Recurring Entries File
- _____ Set Up Subcontract Information
- _____ Enter Initial Balances (Summary or Detail) and use the Build Retainage Invoice function if necessary
- _____ Set Up Access Codes
- _____ Reset Options and Interfaces for Using the System
- _____ Set Up a Backup Schedule

File Maintenance

Use the File Maintenance functions to add or change tables, vendor subcontract information or release form text. File Maintenance Menu Screen



Tables

Select Tables from the File Maintenance menu to add or change tables. Enter the AP Retainage account in the third line of the **APGLx** table. This account is used when you post transactions and enter retainage invoices. See the example later in this section for more details.

Tables (APGLxxx) Screen

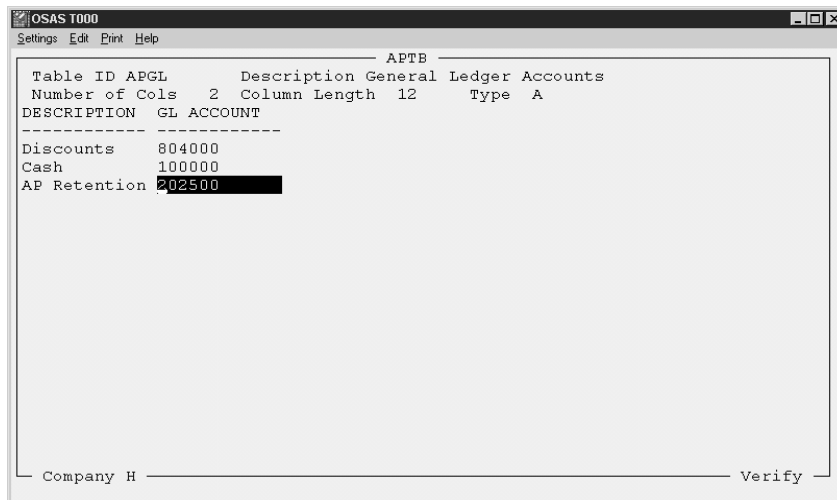


Table ID	APGL	Description	General	Ledger	Accounts
Number of Cols	2	Column Length	12	Type	A
DESCRIPTION	GL ACCOUNT				
Discounts	804000				
Cash	100000				
AP Retention	202500				

Vendors

Select Vendors from the File Maintenance menu to add or change vendor subcontract information.

Vendor Information Screen

OSAS T000
Settings Edit Print Help

<CJ> Vendors

Vendor ID BOR001
Vendor Name BORIS CONSTRUCTION COMPANY

Do you want to maintain:

General Information	NO
History Information	NO
Subcontract information	YES
Vendor Comments	NO

Verification

Press <PgDn> to proceed

The following screen appears.

Subcontract Information Screen

OSAS T000
Settings Edit Print Help

Subcontract Information

Vendor ID BOR001
Name BORIS CONSTRUCTION COMPANY

Subcontractor? YES Post Job to Open Invoice? YES

Insurance: General Liability? YES Expiration Date 05/01/2002
Worker's Compensation? YES Expiration Date 01/01/2002

Amount Retained 200.00

Verification

Press <PgDn> to proceed

Enter the following information:

Field

Description

Subcontractor?

Enter **YES** if this vendor is a subcontractor. You can choose to print some reports for subcontractors only.

Field	Description
Post Job to Open Invoice?	Enter YES if you want a separate invoice created in the Open Invoice file for each line item of a transaction that is posted. You must enter YES to this option for subcontractors so that payment information prints on the Subcontract Report, and you must enter YES if you want to use the job related functions in Accounts Payable: i.e. prepare checks by job ID, print job IDs on checks, or print the Job Receivable reports for a range of jobs.
Insurance:	Enter YES if this subcontractor has general liability and worker's compensation insurance. Enter the expiration dates for the insurance. This information is displayed on the transaction header screen for subcontractors. You can print the Insurance Expiration Report to produce a list of vendors whose insurance expires before a date you specify.
Amount Retained	The amount retained field is updated when you post transactions. The amount retained is added to this field when you post an invoice. When you enter and post a retainage invoice, the amount in this field is reduced. See the example later in this section for more information.

Release Form Text Maintenance

Use the Release Form Text Maintenance function to add or change the text printed on the release form.

Enter the number of the form you want to work with. If you are creating a new form, you can copy it from an existing one. If you enter the number of an existing form, press **D** to display the form to the screen, press **E** to edit the form, or **P** to print it.

Release Form Text Maintenance Screen

OSAS T000
Settings Edit Print Help

<CJ> Release Form Text Maintenance Screen No. 1

Form # 0

ABC HOME BUILDERS, INC.
2116 LIMRICK DRIVE, PEARLAND, TX 77581 (713) 481-8181 FAX # 480-3456

[] RELEASE [] PARTIAL RELEASE

KNOW ALL MEN BY THESE PRESENTS, that _____ of _____ for in consideration of the sum of @CKA, representing the [] final payment / [] partial payment under contract for the @PN1 work, and any and ABC HOME BUILDERS, INC., General Contractor, from all claims and demands arising out of labor performed or material or equipment supplied by the undersigned in connection with the construction of job for @JN1 at @JN2. IN WITNESS WHEREOF, the undersigned has caused this Release to be signed and sealed this _____ day of _____, 19____. (@VID) @VND

Verification _____ Press <PgDn> to proceed

When you press **E** to edit the text, the form is displayed. Use the arrow keys to move the cursor up and down and left and right. Press **Tab** to move to the body of text right or left.

You can enter variable codes for the form that instruct the application to insert the actual information when the form is printed. For example, if you always want the current check amount to appear but the amount changes between subcontractors, you would use the check amount code **@CHA**. The notation for variable codes consists of the prefix **@** and the three character suffix.

Note

When using variable codes be sure to leave enough blank spaces in the form to allow for the length of the information when the form is printed.

These are the available variable codes:

Variable Code	Description
@CHA	Check Amount
@CKD	Check Date
@CKN	Check Number
@INV	Invoice Number

Variable Code	Description
@JID	Job ID
@JN1	Job Description 1
@JN2	Job Description 2
@PID	Phase ID
@PN1	Phase Description 1
@PN2	Phase Description 2
@TOD	Today's Date
@VID	Vendor ID
@VND	Vendor Name

When you press **P** to print the form, you are prompted for the number of copies you want to print. The text can be printed to a file or to a printer.

Sample Release Form

ABC HOME BUILDERS, INC.

2115 LINDRICK DRIVE, DALLAS, TX 75201 (214) 401-1111 FAX 214-3456

| | RELEASE | | PARTIAL RELEASE

KNOW ALL MEN BY THESE PRESENTS, that _____ of _____ For an consideration of the sum of \$_____, representing the | | Final payment / | | partial payment under contract for the 1981 _____ work, and any and ABC HOME BUILDERS, INC., General Contractor, from all claims and demands arising out of labor performed or material or equipment supplied by the undersigned in connection with the construction of job for 1981 _____ at 1981 _____. IN WITNESS WHEREOF, the undersigned has caused this Release to be signed and sealed this _____ day of _____, 19____.

[SIGNED] [SIGNED]
Subcontractor

[Signed Here] By: _____
Authorized Representative
Title _____

***** A F F I D A V I T *****

STATE OF TEXAS | |
COUNTY OF DALLAS | |

MEFORE ME, the undersigned authority, on this day personally appeared _____ being duly sworn, depose and say that he is the _____ of 1981 _____ the Company which executed the foregoing Release and that all bills & claims against it of every nature and kind whatsoever in any manner arising from or growing out of labor performed or material/equipment furnished in connection with the construction of said Project has been paid and satisfied; and that he makes this Affidavit for the purpose of inducing General Contractor to make the | | Final payment / | | partial payment under contract described in foregoing Release.

[Sign Here] By: _____
Authorized Representative

SUBSCRIBED and sworn to before me this _____ day of _____, 19____.

[Notary Sign Here] Notary Public
In and For the State of Texas

Commission Expiration Date

Subcontract

Select Subcontract from the File Maintenance menu to establish and update information about subcontracts you offer.

Subcontract Screen

Subcontract						
Job ID	91-135	Description	WESTERN OAKS LOT 5A	Estimate	4287.50	
				Actual	3509.23	
				Committed	5187.50	

Phase	Vendor	Ref. No.	Trans Date	Subc. Amt.	CO Amt.	Total
01FOUN	ACE001	50234	04/04/1990	2000.00	500.00	2500.00
01FOUN	CLE001	40234	08/02/1990	900.00	.00	900.00
01FOUN	ELL001	020290	02/20/1990	200.00	300.00	500.00
01SITE	CLE001	50235A	04/02/1990	500.00	.00	500.00
02ELEC	HEN001	1023012	01/20/1990	787.50	.00	787.50

Edit Entry			
Phase ID	01FOUN	FOUNDATION	
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY	
Ref. No.	50234	Previous Invoice	1000.00
Trans. Date	04/04/1990	Previous Payment	800.00
Subcontract Amount	2000.00	Previous Retainage	200.00
Change Order Amount	500.00		

Verification
Press <PgDn> to proceed

Enter the following information:

Field	Description
Job ID	Enter the Job ID associated with the subcontract, or use the Inquiry command (F2) to look up and select an ID from the window. The job description is displayed. The total estimate and actual amounts for subcontract S are displayed from the Jobs file. The committed subcontract amount is displayed. It is the sum of the subcontract and change order amounts from the items displayed in the body of the screen.
Phase ID	This field is available only when appending or editing an existing line item.
Vendor ID	Enter the Vendor ID to be used as a subcontractor or use the Inquiry command (F2) to look up and select an ID from the window. The vendor must already be set up as a subcontractor.
Ref No.	Enter a reference (contract) number, for the job. This information is printed on the Subcontract List and Report.
Trans. Date	Enter the transaction date for the job. This information is printed on the Subcontract List and Report.
Subcontract Amount	Enter the amount of the subcontract associated with the job. This information is printed on the Subcontract List and Report.
Change Order Amount	Enter the amount of the change order for this vendor. You can only enter one change order per vendor for a specific job and phase due to the structure of the file.
Previous Invoice	

Field	Description

Previous Payment	

Previous Retainage	

Use the **Proceed** command to save the information. Press **F7** to go to the scrolling region when you are finished entering line items.

Use the arrow keys to move the cursor to a specific item and press **Enter** to edit the information.

Press **A** to append an item.

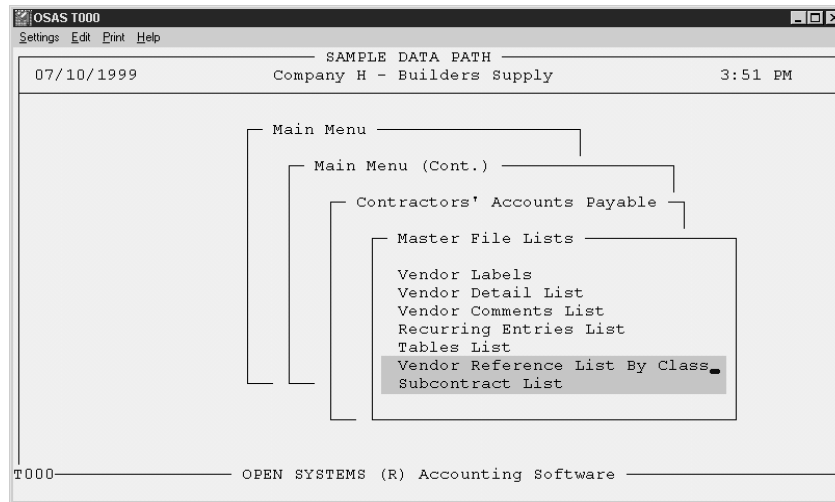
Press **V** to view an item. You cannot make any changes to it.

Press **N** enter a new job ID to work with.

Master File Lists

The Vendor Reference List by Class and Subcontract List are added to the Master File Lists with Contractors' Job Cost.

CJC Master File Lists Menu



Reference List by Class

The Reference List by Class is a list of vendors that includes their class, vendor ID and name, contact person, phone and fax numbers.

Reference List by Class Screen

OSAS T000
Settings Edit Print Help

<CJ> Vendor Reference List by Class

Pick Vendor Class From
Thru

Print:

1. All
2. Subcontractor Only
- 1

Output device - (B)rinter p(R)review (F)ile (S)creen (E)nd

You can select a range of vendor classes to be included in the report. You can elect to include all vendors or only those flagged as subcontractors.

Sample Vendor Reference List

01/11/2003		BUILDERS SUPPLY v6.05A			Page 1
1:39 AM		Vendor Reference List by Class			
Class	Vendor ID	Vendor Name	Contact	Phone #	Fax #
	EL1111	ELLIS ELECTRICAL SUPPLY	CHARLIE S.	(301) 532-3119	(301) 532-6511
	LO1111	LONDON HEATING & AIR CONDITION	Mr. Jack Handcroft	(715) 555-2311	(715) 555-1665
	TE1111	TELL & JACOB	MARY WILLIAMS	(333) 119-9945	(333) 119-5191
2121	JO1111	JONES REALTY COMPANY	BARRY WATKINS	(111) 154-5456	(111) 154-5256
5500	AC1111	ACE FLOORING SUPPLY COMPANY	BILL SOMMERBY	(319) 555-5523	(319) 555-5411
5500	BO1111	BORIS CONSTRUCTION COMPANY	JOLIE C.	(632) 451-2423	(632) 451-5455
5500	CL1111	CLEVELAND INTERIORS, INC.	CARL WILSON	(111) 146-1333	(111) 146-2456
5500	ED1111	EDDY APPLIANCE CO.	RALPH JOHNSON	(239) 459-1123	(239) 459-5464
5500	JO1111	JOHNSON BOOR COMPANY, INC.	BILL SMITH	(454) 111-9919	(454) 111-3232
5500	MI1111	WILMORX LAMBER & CABINETS	SEDLAY	(111) 322-5456	(111) 322-1119
5500	PL1111	PLASTICS & METAL FABRICATORS	CHARLES STARGEL	(312) 119-1199	(312) 119-1191
5500	TH1111	THOMPSON HEATING &	JOEY JOHNSON	(666) 545-5454	(666) 545-1115
5500	TI1111	THUNDERLAND WINDOWS, INC	JOHN S.	(911) 111-9919	(911) 111-5599
0711	AT1111	ATLANTIS TELEPHONE CO.	GEORGE	(111) 451-1515	(111) 451-9393
0711	AR1111	ARROWHEAD MUNICIPAL UTILITIES	MARVY	(632) 413-9393	(632) 413-1133
0711	WI1111	WINDYBLOOM WATER DEPARTMENT	SUSAN SCHMIDT	(456) 551-5323	(456) 551-1191
*** End of Report ***					

Subcontract List

Subcontract List Screen

OSAS 1000

Settings Edit Print Help

<CJ> Subcontract List

Pick Vendor/Subc. ID From
Thru
Job ID From
Thru

Print By:
1. Vendor/Subc. ID
2. Job ID
1

Output device - (B)rinter p(R)review (F)ile (S)creen (E)nd

Data for the Subcontract List is displayed from the Subcontract File (**APSCx**). You can print the report for a range of vendor and job IDs and you can choose to sort the information by vendor or job ID.

Sample Subcontract List

07/11/1999		Builders Supply							Page 1	
8:47 AM		Subcontract List By Vendor/Subc. ID								
Vendor	Job	Phase	Contract	Contract	Contract	Change	Total	-----	Previous	-----
ID	ID	ID	Number	Date	Amount	Order	Amount	Billing	Payment	Retainage
ACE001	91-135	01FOUN	50234	04/04/90	2000.00	500.00	2500.00	1000.00	800.00	200.00
ACE001	92-915	01FOUN	139	04/02/90	200.00	.00	200.00	.00	.00	.00
ACE001	NEGJOB	0202	502	07/12/90	500.00	20.00	520.00	.00	.00	.00
Subtotal					2700.00	520.00	3220.00	1000.00	800.00	200.00
BOR001	JOEMOD	0102	5000	02/04/90	100.00	200.00	300.00	.00	.00	.00
BOR001	NEGJOB	0105	5002	04/02/90	1455.00	.00	1455.00	.00	.00	.00
Subtotal					1555.00	200.00	1755.00	.00	.00	.00
CLE001	91-135	01FOUN	40234	08/02/90	900.00	.00	900.00	.00	.00	.00
CLE001	91-135	01SITE	50235A	04/02/90	500.00	.00	500.00	.00	.00	.00
CLE001	92-A04	01FOUN	012312	02/02/90	1000.00	.00	1000.00	.00	.00	.00
CLE001	M9050	BOND	5023402	08/10/90	1400.00	.00	1400.00	.00	.00	.00
CLE001	NEGJOB	0105	20-402A	09/01/90	5200.00	.00	5200.00	.00	.00	.00
CLE001	NEGJOB	0201	59252222	02/01/90	1200.00	.00	1200.00	.00	.00	.00
CLE001	NEGJOB	0202	205234	04/02/90	1111.00	.00	1111.00	.00	.00	.00
Subtotal					11311.00	.00	11311.00	.00	.00	.00
Grand Total					15566.00	720.00	16286.00	1000.00	800.00	200.00
*** End of Report ***										

Daily Work

The Accounts Payable Transactions function allows you to enter invoices with amounts retained. Separate invoices are created in the Open Invoice file for amounts retained, and total amounts retained per vendor are tracked in the Vendor file. This field is updated when you post transactions.

The following pages provide an example of processing an invoice with retainage. The option to Post Job to Open Invoice is set to YES for this vendor on the subcontract screen for the vendor.

CJ Accounts Payable Transaction Header Screen

OSAS T000
Settings Edit Print Help

Purchases

Vendor ID	Invoice No	PO Number	Loc ID	Batch	Type	Tran

Header Information

Batch ID	000001	Tran No	0009	Tran Type	Invoice	
Loc ID	MN0001			MINNEAPOLIS	WAREHOUSE	

Vendor ID	ACE001	Invoice No	548794	Date	03/04/2002	
ACE PLUMBING SUPPLY COMPANY		PO Number				
6769 GOLDEN GATE DRIVE						
SAN FRANCISCO CA US		Terms Code	AP0003	Type	Reg	
35454-5548		Terms Desc	1/10,n/30			
*** Subcontractor ***		Terms %	1.0	Days	10	Net Days 30
Gen. Liability Exp:02/01/2005		Tax Group	MN			
Workers Comp. Exp:02/01/2005		1099?	NO			
		GL Period	03			

Verification

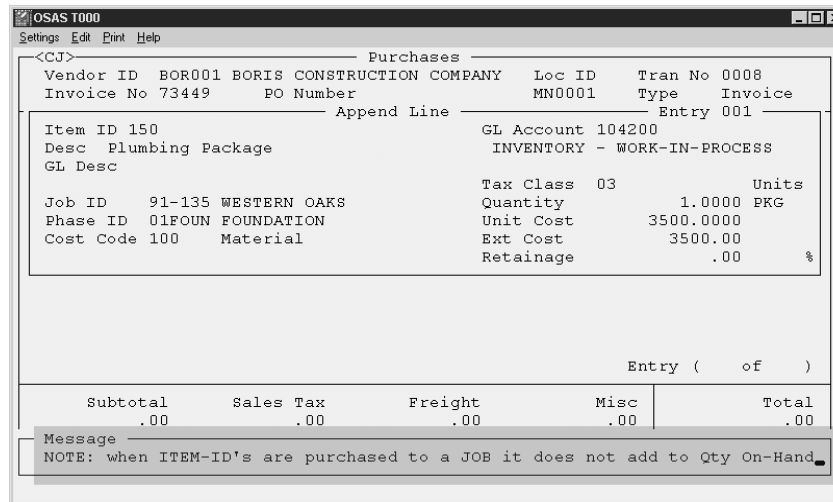
Press <PgDn> to proceed

Select **Purchases** from the Daily Work menu. Enter the following information:

Field	Description
Vendor ID	Enter the vendor ID or use the Inquiry command (F2) to select one. If this vendor is flagged as a subcontractor, *** Subcontractor *** is displayed on the bottom of the invoice header. General liability and worker's compensation insurance information is also displayed.
Invoice No.	Enter the invoice number you wish to assign to the transaction.
Invoice Date	Enter the invoice date you wish to assign to the invoice.
P.O. Number	If you wish to reference the invoice with a P.O. number enter it here or leave it blank if it is not needed.
Terms Code	Defaults in from the vendor general information . Press Enter to use it, or use the Inquiry command (F2) to select a different terms code.
Tax Group	Defaults in from the vendor general information . Press Enter to use it, or use the Inquiry command (F2) to select a different terms code.
GL Period	Defaults in based upon the invoice date selected , you can change the period, however if you change the invoice date the period will be reset relative to that date.

Use the **Proceed** command (**PGDN**) to go to the line item screen.

CJ Accounts Payable Transaction Detail Screen



OSAS T000

Settings Edit Print Help

<CJ> Purchases

Vendor ID BOR001 BORIS CONSTRUCTION COMPANY Loc ID Tran No 0008
 Invoice No 73449 PO Number MN0001 Type Invoice
 Append Line Entry 001

Item ID 150 GL Account 104200
 Desc Plumbing Package INVENTORY - WORK-IN-PROCESS
 GL Desc

Job ID 91-135 WESTERN OAKS Tax Class 03 Units
 Phase ID 01FOUN FOUNDATION Quantity 1.0000 PKG
 Cost Code 100 Material Unit Cost 3500.0000
 Ext Cost 3500.00
 Retainage .00 %

Entry (of)

Subtotal	Sales Tax	Freight	Misc	Total
.00	.00	.00	.00	.00

Message

NOTE: when ITEM-ID's are purchased to a JOB it does not add to Qty On-Hand.

Enter the following information:

Field	Description
Item ID	If you are purchasing an item for a job, enter the Item ID , or use the Inquiry command (F2) to select one; otherwise press Enter to skip the Item ID field and only enter a description for the purchase.
GL Desc	Enter the description to be use for the general ledger entry, or press Enter to leave to the default.
Job ID	Enter the job ID, or use the Inquiry command (F2) to select one of the available jobs. You will receive a message that the item purchased (when interfaced to inventory) will not be added to the quantity on-hand, it is committed directly to the job instead. You may also receive a warning message if the job has a finished date assign to it. You may press Enter to continue if needed.
Phase ID	Enter the phase ID, or use the Inquiry command (F2) to select one of the available phases. You may also receive a warning message if the job/phase has a finished date assign to it. You may press Enter to continue if needed
Cost Code	Enter the cost code to be associated with this purchase, the Inquiry command (F2) is available to select a valid code.
GL Account	Will default from the Item ID being used, press Enter to accept it or use the Inquiry command (F2) to select a different account. If you are not using an item ID and are simply using a description of the purchase the account will default from several locations depending upon your options and setup. <i>You will receive a warning message if this account is not within the range of accounts specified in the table.</i>
Tax Class	Defaults from the item being used, press Enter to accept it, or use the Inquiry command (F2) to select a different one. If you are only using a description and not an item you must enter the tax class. Use the Maintenance command (F6) if you wish to create a new tax class.

Field	Description
Quantity/Units	Enter the quantity and units purchased.
Unit Cost	Enter the unit cost of the items purchased, the <i>extended cost is calculated</i> .
Ext Cost	Enter the extended cost if the unit cost is not known, the <i>unit cost will then be calculated</i> .
Retainage	Enter either a dollar amount or a percentage of the purchase to be retained , which ever field is completed the other will be calculated accordingly.

CJ Accounts Payable Transaction Detail (w/RT) Screen

Use the **Proceed** command (**PGDN**) to save the information.

If you entered a job ID for this line item, the WIP account from the Defaults (DFxxxx) table is displayed for the GL Account. If you did not enter a job ID, the account number that is displayed is selected in the following order:

1. If you assign an account number in the vendor record, that account number is used.
2. If Accounts Payable is interfaced with Inventory and you entered an item ID, the inventory account from the item record is displayed.
3. If Accounts Payable is not interfaced with Inventory or the line entry is for a non--inventory item, the default inventory account from the Defaults (DFxxxx) table is displayed.

If you specified a range of Job GL accounts in the **JOBGLxxx** table and you entered a job, phase, and cost type for this line item, the GL account must be in the specified range. A message is displayed if the account is not in the specified range. Enter a different account number that is in the range or do not enter a job, phase, and cost type for this line item.

Note

If you do not want the system to verify the general ledger account number for transactions that use jobs, leave the Job GL From and Thru values blank in the JOBGLx table.

CJ Accounts Payable Transaction Totals Screen

OSAS T000

Settings Edit Print Help

<CJ> Purchases

Vendor ID BOR001 BORIS CONSTRUCTION COMPANY Loc ID Tran No 0008

Inv Totals/Payments Invoice

*Retainage	350.00	*Ret. Inv.*	.00	
Subtotal	3150.00	Amt Paid	.00	
Freight	.00	Via Check No		
15 Misc	.00	Payment Date		
Sales Tax	210.00	Online Check?	NO	3500.00
Total	3360.00	Cash Disc	.00	0

	Amount	Due Date
First Payment	3360.00	08/10/2001
Second Payment	.00	
Third Payment	.00	

Entry (001 of 001)

Subtotal	Sales Tax	Freight	Misc	Total
3150.00	210.00	.00	.00	3360.00

Verification Press <PgDn> to proceed

After you have finished entering the line items for the transaction, use the **Exit** command (**F7**) to exit or **N** to enter the next transaction. The Totals screen is displayed. The retainage amount is displayed at the top of the screen and is subtracted from the invoice subtotal.

If you have the option set to Post Job to Open Invoice and you enter an amount paid on the totals screen, the payment is applied to the line items in the order they were entered.

Use the **Proceed** command (**PGDN**) to save the information.

```

11/11/2003                                BOLLERS SUPPLY v6.05A                                Page 3
12:43 PM                                Purchases Journal

Detail by Transaction Number

Vendor      Team Inv. No. Tax Class  GL Per. Acct.  Cost      Job      Loc. 10, Item 10      Unitx      Quantity
Amount

Tax  Exp.  Int.  PD Number  Date      Description      Code      Phase  Item Description
-----
BOL003      0002  15449   03          01  104200      100      91-135 BOL003  150      PWS      1.0000
3500.00

      003          11/11/2003          BOLLERS Flooring Package      <Rate= 350.0000 >

BOL003      BOL015 CONSTRUCTION COMPANY      Amount      Sales Tax      Freight      Misc.      Total
Prepaid

CA      0002  15449          01      3350.00      200.00      .00      .00      3550.00
.00

      TOT          11/11/2003      Discount      Amount 1      Date 1      Amount 2      Date 2      Amount 3      Date 3
11991  B      Check Ro.      .00      3350.00      11/11/2003

-----
GRAND TOTAL      3350.00      200.00      .00      .00      3550.00
.00

TOTAL RETAINTAGE:      350.00
TOTAL RET. INV:      .00

End of Report

```

01/11/2003	DEBITORS SUPPLY v6.05A	Page 1	
12:41 PM	Post Account x Payable		
Amount posted to open invoice file	3360.00		
Vendor file	3360.00		
01/11/2003	DEBITORS SUPPLY v6.05A	Page 2	
12:41 PM	Post Account x Payable		
Amount posted to GL period 01	GL Account	Debit Credit	
13449 Plumbing Package	104200	3500.00	
AP Retention			350.00
Tax loc CA cix 03	000000	200.00	
AP	200000		3500.00
Balance		3100.00	3100.00
Amount posted to jobx file.	3500.00		
Amount posted to history file.	3360.00		
End of Report			

EXPENSE/WIP	MISC	FREIGHT
-----+-----	-----+-----	-----+-----
DB	DB	DB
\$3500		
SALES TAX	AP	AP RETAINAGE
-----+-----	-----+-----	-----+-----
DB	CR	CR
\$210	\$3360	\$350

If Accounts Payable is interfaced with General Ledger, debit and credit entries are created in the GL Journal. If you post detail information, entries are made for each line item. If you post summary information, one entry is made for each expense/WIP account.

You specify the expense/WIP account when you enter the transaction. The accounts payable, sales tax, freight, and miscellaneous accounts come from the Distribution Code specified for each vendor. The AP Retainage account comes from the APGLx table.

For the sample transaction that was posted, the WIP account was debited for \$3,500, the sales tax account was debited for \$210, accounts payable was credited for \$3,360 and the AP Retainage account was credited for \$350.

Hold Release Invoices Screen

OSAS 1000
Settings Edit Print Help

Hold/Release Invoices

Vendor ID BOR001 BORIS CONSTRUCTION COMPANY
Priority 0

---- Last Payment ----
Date 10/27/1999
Amount 124661.72

Invoice	Inv Date	Due Date	1099	Gross Due	Discount	St	Chk	No
> 1208	11/17/1999	12/17/1999	N	17080.84	.00	R		
54512	06/27/2001	07/27/2001	N	953.53	.00	R		
73449	07/11/2001	08/10/2001	N	3150.00	.00	R		
73449	07/11/2001	08/10/2001	N	210.00	.00	R		
Rt91-135	07/11/2001	08/10/2001	N	350.00	.00	H		

Vendor, First, Last, Next, Prev
Enter = edit, cHange status, All, pRepay, Split, Totals, Checks
Company H Info Verify

Invoices for \$3150 and \$210 were created (Post Job to Open Invoice ="YES") and a retainage invoice for \$1000 is also created. The invoice number for the retainage invoice is **Rtxxxxxx** where **xxxxxx** is the job ID. It is posted with a held status and you cannot release it. When you want to pay the retainage amount, you must enter a retainage invoice.

Note

If you have the option set to Post Job to Open Invoice, separate invoice records are created in the Open Invoice file for each line item entered for a transaction. Even if two line items are entered for the same job, phase, and cost type, two separate invoices are created.

Separate retainage invoices are tracked per job, phase, and cost type if the vendor has the option Post Job to Open Invoice set to YES. If you post transactions with retainage for vendors who have the Post Job to Open Invoice option set to NO, one Rt invoice is created without any job ID.

Subcontractor Information Inquiry Screen

OSAS T000
Settings Edit Print Help

Subcontract Information Inquiry

Vendor ID BOR001
Name BORIS CONSTRUCTION COMPANY

Subcontractor? YES Post Job to Open Invoice? YES

Insurance: General Liability? YES Expiration Date 05/01/2002
Worker's Compensation? YES Expiration Date 01/01/2002

Amount Retained 350.00

Enter=Vendor Inquiry

Company H Verify

The Amount Retained field in the Vendor file is increased by the retainage amount.

Detail History Inquiry Screen

OSAS T000
Settings Edit Print Help

Detail History

Vendor ID BOR001 BORIS CONSTRUCTION COMPANY
PO Number * Start Date

TP	Invo	Seq No	Type	Invoice	Invoice No	Amount
IN	551	000591			73449	124661.72
	1401					
	PY 551					
		Invoice Date	07/11/2001	GL Account	104200	124661.72
		Date Received		GL Period	07	
	IN 7344			Retainage		3150.00
		PO Number		Amount	350.00	
	IN 7344	PO Date				3150.00
	IN 7344	Item ID	150	Loc	MN0001	.00
	IN 7344	Desc	Plumbing Package			210.00
		Qty Purchased	Units	Unit Cost	Ext Cost	
		1.0000	PKG	3500.0000	3150.00	

Press any key...

Company H Verify

The Detail History Inquiry function shows the invoice that was posted. When you press **I** to view, the retainage amount is displayed.

Releasing and Paying Retainage

When you are ready to pay the retainage, select Purchases from the Daily Work menu. Enter the header information for the invoice, including an invoice number, and press PgDn to proceed.

Release Retainage Entry Screen

Vendor ID BOR001 BORIS CONSTRUCTION COMPANY		Loc ID	Tran No 0001
Invoice No 111245	PO Number	MN0001	Type Invoice
Append Line		Entry 001	
Item ID	GL Account 202500		
Desc	AP Retainage Account		
GL Desc	** Retainage Invoice **		
Job ID 91-135 WESTERN OAKS	Tax Class 00	Quantity 1.0000	Units EA
Phase ID 01FOUN FOUNDATION	Unit Cost 350.0000	Ext Cost 350.00	Retainage .00
Cost Code 100 Material			
Entry (of)			
Subtotal 350.00	Sales Tax 14.00	Freight .00	Misc .00
			Total 364.00
Verification Press <PgDn> to proceed			

Enter the job, phase, and cost type associated with the retainage in the line item entry screen. Enter the AP Retainage account specified in the APGLx table in the GL Account field. The message ** Retainage Invoice ** is displayed. Enter the amount of retainage in the Ext Cost field.

Release Retainage Totals Screen

Vendor ID BOR001 BORIS CONSTRUCTION COMPANY		Loc ID	Tran No 0001
Inv	Totals/Payments	Invoice	
*Retainage .00	*Ret. Inv.* 350.00		
Subtotal 350.00	Amt Paid .00	Ext Cost	
Freight .00	Via Check No		
Misc .00	Payment Date		
Sales Tax 14.00	Online Check? NO	350.00	
Total 364.00	Cash Disc .00	0	
Amount Due Date			
First Payment 364.00	08/12/2001		
Second Payment .00			
Third Payment .00			
Entry (001 of 001)			
Subtotal 350.00	Sales Tax 14.00	Freight .00	Misc .00
			Total 364.00
Verification Press <PgDn> to proceed			

When you press F7 to exit or N to go to the next transaction, the totals screen is displayed. The amount for a retainage invoice is displayed at the top of the screen.

Sample Purchases Journal for a Retainage Invoice

07/13/2001		BUILDERS SUPPLY v6.05A										Page 1	
2:03 PM		Purchases Journal											
Detail by Transaction Number													
Vendor Amount	Trans.	Inv. No.	Tax Class	GL Per.	Acct.	Cost	Job	Loc. ID	Item ID	Units	Quantity		
Tax	Dep.	Ent.	PO Number	Date	Description	Code	Phase	Item Description					

BOR001 350.00	0001	111245	00		07 202500	100	91-135	bor0001		EA	1.0000		
	001			07/13/2001			01F000F					<Ret Invoice>	
BOR001 Prepaid	BORIS CONSTRUCTION COMPANY					Amount	Sales Tax	Freight	Misc.	Total			
CA .00	0001	111245		07	350.00	14.00	.00	.00	.00	364.00			
	1099?	M		07/13/2001	Discount	Amount 1	Date 1	Amount 2	Date 2	Amount 3	Date 3		
				Check No.	.00	364.00	08/12/2001						

GRAND TOTAL .00						350.00	14.00	.00	.00	364.00			
TOTAL RETAINAGE:				.00									
TOTAL RET. INV:				350.00									
End of Report													

Sample Post Log for a Retainage Invoice

07/13/2001		BUILDERS SUPPLY v6.05A	Page	1
2:13 PM		Post Accounts Payable		
Amount posted to open invoice file	364.00			
Vendor file	364.00			
07/13/2001		BUILDERS SUPPLY v6.05A	Page	2
2:13 PM		Post Accounts Payable		
Amount posted to GL period 07	GL Account	Debit	Credit	
111245	202500	350.00		
Tax for CA cl: 00	806000	14.00		
AP	200000		364.00	
Balance		364.00	364.00	
Amount posted to jobs file.	.00			
Amount posted to history file.	364.00			
End of Report				

EXPENSE/WIP	MISC	FREIGHT
-----+-----	-----+-----	-----+-----
DB	DB	DB
SALES TAX	AP	AP RETAINAGE
-----+-----	-----+-----	-----+-----
DB	CR	DB
\$14	\$364	\$350

When you post a retainage invoice, the AP Retainage account is debited for the amount and the accounts payable account is credited. The accounts payable account comes from the Distribution Code for the vendor and the AP Retainage account is specified in the line item of the transaction.

Hold /Release Retainage Invoice Screen

OSAS T000

Settings Edit Print Help

Hold/Release Invoices

Vendor ID BOR001 BORIS CONSTRUCTION COMPANY

Priority 0

---- Last Payment ----

Date 10/27/1999

Amount 124661.72

Invoice	Inv Date	Due Date	1099	Gross Due	Discount	St	Chk	No
	07/13/2001	08/12/2001	N	277.55	.00	H		
	07/13/2001	08/12/2001	N	41.22	.00	H		
	07/13/2001	08/12/2001	N	5.00	.00	H		
	07/13/2001	08/12/2001	N	.20	.00	H		
	07/13/2001	08/12/2001	N	55.00	.00	H		
	07/13/2001	08/12/2001	N	2.20	.00	H		
111245	07/13/2001	08/12/2001	N	350.00	.00	R		
111245	07/13/2001	08/12/2001	N	14.00	.00	R		
73449	07/13/2001	08/12/2001	N	3150.00	.00	R		
73449	07/13/2001	08/12/2001	N	210.00	.00	R		

Vendor, First, Last, Next, Prev, Goto

Enter = edit, cHange status, All, pRepay, Split, Totals, Checks

Company H Info Verify

Since the full retainage amount was invoiced, the **Rt** invoice has been replaced with the retainage invoice number. If only part of the retainage amount had been invoiced, the total of the **Rt** invoice would have been decreased by that amount.

In this example, if a retainage invoice had been entered and posted for \$250, the **Rt** invoice would be reduced to \$100 and the amount for invoice 112345 would be \$250.

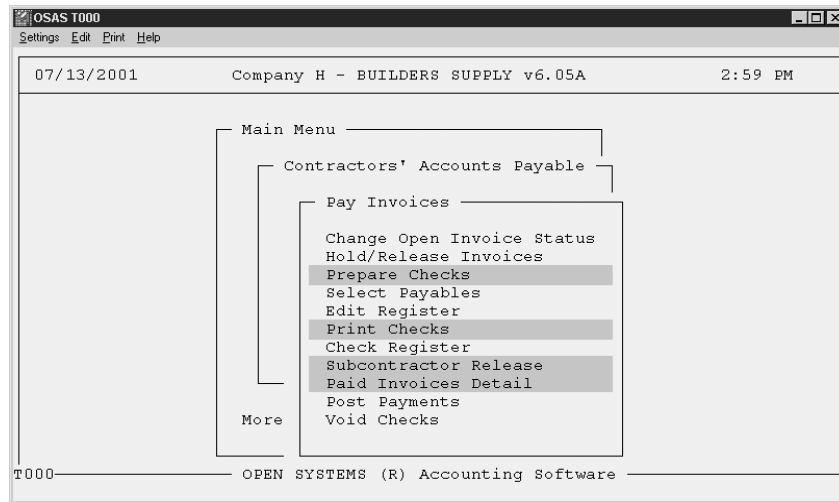
The retainage amount invoiced is also subtracted from the Amount Retained field in the Vendor file.

Detail History Inquiry will show the original invoice and the retainage amount that was invoiced later.

Pay Invoices

Enhancements are made to the Pay Invoices functions highlighted below when Contractors' Job Cost is installed with Accounts Payable/Purchase Order.

CJ Accounts Payable Pay Invoices Menu



Note

You cannot change the status of a retainage invoice (invoice number Rtxxxxxx) to *released*. Use the Transactions function to enter a retainage invoice. See the example earlier in this section.

Prepare Checks Screen

```

OSAS T000
Settings Edit Print Help
----- Prepare Checks -----
Pick Invoices Due  08/12/2001
Vendor ID From *
Thru
Job ID From *
Thru
Take Discounts Due 08/12/2001
Date on Checks     08/20/2001
Post to GL Period  08
Vendor ID:
ACE001 BOR001 EDD001 END
Job ID:
91-135 93-A04 END
Output device - (P)rinter p(R)evue (F)ile (E)nd
  
```

The Prepare Checks function has been enhanced so that you can prepare checks for a list of vendors (up to 20) instead of just a range of vendor IDs. You can also prepare checks for a range of job IDs or a list of up to 20 jobs. Enter an asterisk (*) in the Vendor ID or Job ID From field to enter a list of vendor IDs or Job IDs.

Note

You can only prepare checks for a range or list of jobs for vendors who have the option Post Job to Open Invoice set to YES.

Print Checks Screen

```

OSAS T000
Settings Edit Print Help
----- Print Checks -----
Pick Invoices Due  08/12/2001
Vendor ID From
Thru
Take Discounts Due 08/12/2001
Date on Checks     08/20/2001
Post to GL Period  8
Use Check Saver?   NO
First Check Number 1039  Save Check?   Y
Print Job #?       Y
If Restart, Last Good Check Number
Is the Form Aligned?
Output device - (P)rinter p(R)evue (F)ile (E)nd
  
```

The Print Checks function has been enhanced so that you can elect to use a check saver. If you elect to use the check saver, that means the system does not void checks that it uses to print extra invoice information.

For example, if you have a check for a vendor that is paying 20 invoices and you do not use the check saver, the system prints the check and the first 11 invoices on the stub. The next check is voided and the remaining 9 invoices for the vendor are printed on that stub. If you elect to use the check saver in this example, the check is printed with the first 10 invoices and a note at the bottom ***** With Invoice Details Enclosed *****. Then you can use the Paid Invoices Detail function to print a list of the invoices to plain paper that can be attached to the check.

You can elect to print the job ID on the check stub. The job ID prints only if the option Post Job to Open Invoice is set to YES. The job and phase ID are printed in the deduction column.

Sample Laser Check with job ID

YOUR FIRM NAME HERE
1785 SHERIDAN DR. PH. 133-466 7880
YOUR CITY, STATE 03001

NATIONAL STATE BANK
DOWNTOWN OFFICE
CITY, STATE 12045
00-0788-0000

1040

DATE: 08/20/2001 AMOUNT: \$3,724.00

THREE THOUSAND SEVEN HUNDRED TWENTY-FOUR AND 00/100 DOLLARS

PAY TO THE ORDER OF: BORIS CONSTRUCTION COMPANY
ATTN: A/R
34 EAST MOCKINGBIRD LANE
EDEN PRAIRIE MN 55344 0034

SAMPLE - VOID
FORM 080171
COMPATIBLE ENVELOPES 091552

MP

⑈001040⑈ ⑆000067894⑆ 12345678⑈

YOUR FIRM NAME HERE					
BUILDERS SUPPLY v6.05A					
Vendor No. Vendor Name				Check	1040
BOR001 BORIS CONSTRUCTION COMPANY				0001040	
Trans. Date	Reference	PO No.	Gross Amount	Deduction/Job	Net Amount
07/13/2001	112345		350.00	91-135/01FOUN/1	350.00
07/13/2001	112345		14.00	91-135/01FOUN/1	14.00
06/15/2001	73449		3150.00	91-135/01FOUN/1	3150.00
06/15/2001	73449		210.00	91-135/01FOUN/1	210.00
Check Date	Check No.	Total Gross		Total Ded.	Check Amount
08/20/2001	0001040	3724.00		.00	3724.00

YOUR FIRM NAME HERE					
SUPPLY v6.05A					
Vendor No. Vendor Name				Check	1040
BOR001 BORIS CONSTRUCTION COMPANY				0001040	
Trans. Date	Reference	PO No.	Gross Amount	Deduction/Job	Net Amount
07/13/2001	112345		350.00	91-135/01FOUN/1	350.00
07/13/2001	112345		14.00	91-135/01FOUN/1	14.00
06/15/2001	73449		3150.00	91-135/01FOUN/1	3150.00
06/15/2001	73449		210.00	91-135/01FOUN/1	210.00
Check Date	Check No.	Total Gross		Total Ded.	Check Amount
08/20/2001	0001040	3724.00		.00	3724.00

Paid Invoices Detail Screen

OSAS T000
Settings Edit Print Help

<CJ> Paid Invoices Detail

Pick Invoices Due 08/12/2001

Vendor ID From Thru

Take Discounts Due 08/12/2001

Date On Checks 08/20/2001

Post to G/L Period 8

1. All 2. Selective 1
(Up to 20 checks)

Output device - (P)rinter p(R)evue (F)ile (E)nd

Use the Paid Invoices Detail function to print a list of invoices for checks that were paid in this pay cycle. If you select 1 to print the invoice detail for all checks, a separate page is printed for each check prepared that lists all invoices paid. The list is printed for a check even if all the invoices fit on one check stub.

If you select 2 to print the invoice detail for selective checks, you can specify only those checks that had more than 11 invoices that were paid.

Sample Paid Invoice Detail list

01/16/2003		BOLLERS SUPPLY v5.15A						Page 1
1:49 AM		Paid Invoice Detail						
VENDOR	VENDOR	JOB	PAUSE	TYPE	INVOICE	GROSS		NET
ID	NAME	ID	ID	ID	ID	AMOUNT	DIRECTORS	PAID
000001	BORIS CONSTRUCTION COMPANY					5,124.00	.00	5,124.00
Check #: 000001 Date: 01/16/03								
91-135	000001	1	132345			550.00	.00	550.00
91-135	000001	1	132345			14.00	.00	14.00
91-135	000001	1	13449			5,158.00	.00	5,158.00
91-135	000001	1	13449			210.00	.00	210.00

Use the Subcontractor Release function to print a release form that you set up in the Release Form Text Maintenance function.

Subcontractor Release Screen

OSAS T000
Settings Edit Print Help

<CJ> Subcontractor Release

Pick Invoices Due 08/12/2001

Vendor ID From
Thru

Take Discounts Due 08/12/2001

Date On Checks 08/20/2001

Post to GL Period 8

Form # 0

Cost Type 1

1. All 2. Selective 1
(Up to 20 checks)

Output device - (P)rinter p(R)ewiew (F)ile (E)nd

Enter the Form # and the Cost Type for the release form you want to print. Enter 1 to print release forms for all checks in the the Checks (**APCHx**) file. A release form is printed for those invoices that match the cost type you selected. Enter 2 to print release forms for a list of check numbers. The invoices paid with that check must match the cost type you selected in order for a release form to print.

Note

You must have the option Post Job to Open Invoice set to YES to use this function.

Sample Subcontractor Release Form

ABC HOME BUILDERS, INC.
 2215 LINCOLN DRIVE, FEARLAND, TX 77543 (713) 483-1212 FAX 3 488-5456
 | | RELEASE | | PARTIAL RELEASE

KNOW ALL MEN BY THESE PRESENTS, that _____ of _____ For an consideration of the sum of \$3,158.00, representing the | | final payment / | | partial payment under contract for the ROOFTOP work, and any and ABC HOME BUILDERS, INC., General Contractor, from all claims and demands arising out of labor performed or material or equipment supplied by the undersigned in connection with the construction of job for WESTERN DAZE at LOT 5A. IN WITNESS WHEREOF, the undersigned has caused this Release to be signed and sealed this _____ day of _____, 19__.

(PRINT) | HERRIS CONSTRUCTION COMPANY
 Subcontractor
 (Signed Here) By: _____
 Authorized Representative
 Title _____

***** A F F I D A V I T *****

STATE OF TEXAS | |
 COUNTY OF HARRIS | |

BEFORE ME, the undersigned authority, on this day personally appeared _____ being duly sworn, depose and say that he is the _____ of HERRIS CONSTRUCTION COMPANY the Company which executed the foregoing Release and that all bills & claims against it of every nature and kind whatsoever in any manner arising from or growing out of labor performed or material/equipment furnished in connection with the construction of said Project has been paid and satisfied; and that he makes this Affidavit for the purpose of authorizing General Contractor to make the | | final payment / | | partial payment under contract described in foregoing Release.

(Sign Here) By: _____
 Authorized Representative

SUBSCRIBED and sworn to before me this _____ day of _____, 19__.

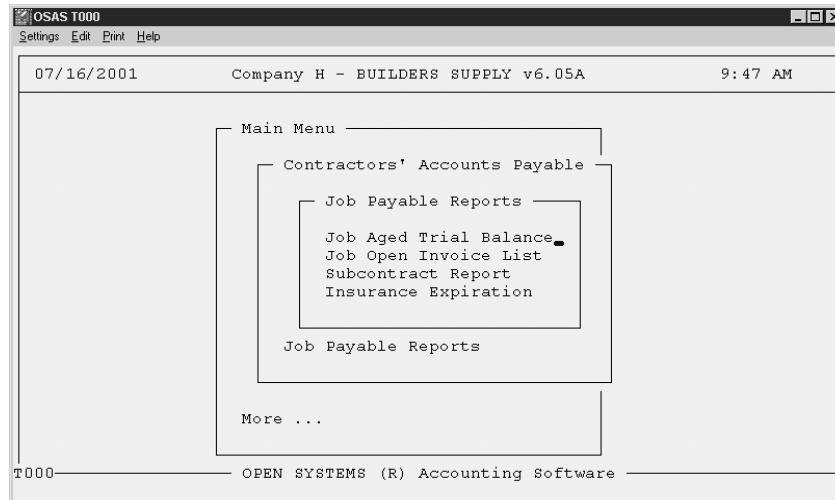
 (Notary Sign Here) Notary Public
 In and For the State of Texas

 Commission Expiration Date

Job Payable Reports

Use the Job Payable Reports function has been added to the standard Osas Accounts Payable menu to incorporate a number of job specific reports for you . Reports available include the Job Aged Trial Balance, Job Open Invoice List, Subcontract Report and Insurance Expiration Report.

CJ Job Payable Reports Menu



Job Aged Trial Balance Report

The Job Aged Trial Balance provides information about what you owe vendors. Job information is printed only for those vendors who have the Post Job to Open Invoice field set to YES on the Subcontract Information screen.

Job Age Trial Balance Screen

OSAS T000
Settings Edit Print Help

<CJ> Job Aged Trial Balance

Pick Vendor ID From
Thru
Job ID From
Thru

Age By:
1. Invoice Date
2. Invoice Due Date
1

Aging Date 08/30/2001
Cutoff Date 08/30/2001

Print Invoices:
1. All
2. Exclude Retainage
1

Aging Breaks: Days Date
Current --- 08/30/2001
Past Due 1 30 07/31/2001
Past Due 2 60 07/01/2001
Past Due 3 90 06/01/2001
Past Due 4 120 05/02/2001

Full Detail? YES
Print Page Breaks? NO

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

Enter the following information:

Field	Description
Vendor ID	Enter the vendor IDs you wish to be included on the report, or use the Inquiry command (F2) to select one. Leave the field blank to include all vendors.
Job ID	Enter the job IDs you wish to be included on the report, or use the Inquiry command (F2) to select one. Leave the field blank to include all jobs.
Aging Date	Enter an aging date, the current workstation date is defaulted in. Press Enter to accept the date or enter a new date. All invoices on the report will be aged based upon this date and the aging breaks will be created based upon this date.
Cutoff Date	Enter a cutoff date, the current workstation date is defaulted in. Press Enter to accept the date or enter a new date. Only invoices before this date will be included on the report.
Aging Breaks	Default based upon the aging date entered above, press Enter to accept them, or enter different dates as you wish for your aging breaks.
AGE BY:	Select 1 to age all invoices on the report by their invoice date . Select 2 to age all invoices on the report by their invoice due date .
PRINT INVOICES:	Select 1 to print all invoices on the report, or select 2 to exclude all retainage invoices from the report.
Full Detail?	Press N for "No" to show the report in summary, or press Enter to accept the default or press Y for "Yes" to show the report in detail.
Print Page Breaks?	Press Y for "Yes" to print page breaks between vendors, or press Enter to accept the default, or press N for "No" to print a continuous report.

Sample Detail Job Aged Trial Balance.

02/20/2001		BUILDERS SUPPLY vs. OSA								Page	1
10:12 AM		Detail Job Aged Trial Balance									
		Aged By Invoice Date									
		Sorted By Job ID									
Job	Vendor	Invoice	Stat	Inv Date	Amount	CURRENT	31- 60	61- 90	91-120	Over 120	Future
	ACE001	5527112		02/16/01	1274.22	1274.22					
		Job	Total		1274.22	1274.22	.00	.00	.00	.00	.00
91-135	ATY001	22791		07/16/01	495.00		495.00				
	ATY001	22791		07/16/01	33.00		33.00				
	ATY001	Rt91-135	H	07/16/01	55.00		55.00				
	BOH001	44756		07/16/01	6755.00		6755.00				
	BOH001	44756		07/16/01	420.00		420.00				
	BOH001	Rt91-135	H	07/16/01	245.00		245.00				
	WIL001	55761		06/12/01	42.50			42.50			
	WIL001	55761		06/12/01	2.55			2.55			
		Job 91-135 Total			2042.05	.00	2003.00	45.05	.00	.00	.00
93-AD4	ACE001	Rt93-AD4	H	02/16/01	50.00	50.00					
	ATY001	66312		07/22/01	657.92		657.92				
	ATY001	66312		07/22/01	36.32		36.32				
	ATY001	Rt93-AD4	H	07/22/01	250.00		250.00				
		Job 93-AD4 Total			994.30	50.00	944.30	.00	.00	.00	.00
		Grand Totals			10917.23	1924.22	2947.30	45.05	.00	.00	.00
*** End of Report ***											

Job Open Invoice Report

The Job Open Invoice Report provides a list of invoices that fall into different categories: released, held, retainage, prepaid, or all. Job information is printed only for those vendors who have the Post Job to Open Invoice field set to YES on the Subcontract Information screen.

Job Open Invoice Report Screen

```
OSAS 1000
Settings Edit Print Help
----- Job Open Invoice List -----
<CJ>

Pick Vendor ID From
                Thru
Pick Job ID From
                Thru

Pick Invoices Due 07/30/2001
Take Discounts Due 07/30/2001

Print:
1. Released Invoices
2. Held Invoices
3. Temporary Hold Invoices
4. Prepaid Invoices
5. All Invoices (include retainage)
6. All Invoices (exclude retainage)
7. Retainage Invoices
5

Output device - (B)rinter p(R)review (F)ile (S)creen (E)nd
```

You can select a range of vendor and job IDs to be included in the report. Enter a due date and discount date to be used in the report. All invoices with a due date on or before the date you enter will be included. Discounts will be taken for all invoices that have a discount date on or after the date you enter. You can choose which type(s) of invoices to be included in the report.

Sample Job Open Invoice List

05/16/2003		BUILDERS SUPPLY v6.05A					Page 1	
2:12 PM		Job Open Invoice List						
		All Invoices Due as of 01/31/03						
		Prepaid						
Vendor	Vendor	Current Invoice	Stat	1899 Invoice	Due	Inv Amt	Discount	Amt Paid Check#
10	Name	Balance Number		Date	Date			
Vendor Total		.00				.00	.00	.00
Subtotal		.00				.00	.00	.00

05/16/2003		BUILDERS SUPPLY v6.05A					Page 2		
2:12 PM		Job Open Invoice List							
		All Invoices Due as of 01/31/03							
Vendor	Vendor	Current Invoice	Stat	1899 Invoice	Due	Gross Due	Discount	Net Due	
10	Name	Balance Number		Date	Date				
ATLANTIS TELEPHONE CO.		5316.38							
Job:91-135	Phase:02ELEC	Type:100	00191	0	01/16/03	01/26/03	495.00	.00	495.00
Job:91-135	Phase:02ELEC	Type:100	00191	0	01/16/03	01/26/03	33.00	.00	33.00
Job:91-135	Phase:02ELEC	Type:100	Rt 91-135 B	0	01/16/03	01/26/03	55.00	.00	55.00
Vendor Total		5316.38				583.00	.00	583.00	
MILLMOCK LUMBER & CABINETS		22934.31							
Job:95-A14	Phase:02ELEC	Type:200	544162	0	05/16/03	05/26/03	204.18	.00	204.18
Job:95-A14	Phase:02ELEC	Type:200	544162	0	05/16/03	05/26/03	306.95	.00	306.95
Job:95-A14	Phase:02ELEC	Type:200	544162	0	05/16/03	05/26/03	315.09	.00	315.09
Job:91-135	Phase:02FRAM	Type:100	55163	0	05/12/03	05/22/03	42.58	.00	42.58
Job:91-135	Phase:02FRAM	Type:100	55163	0	05/12/03	05/22/03	2.55	.00	2.55
Job:95-A14	Phase:02ELEC	Type:200	Rt 95-A14 B	0	05/16/03	05/26/03	100.05	.00	100.05
Vendor Total		22934.31				1068.85	.00	1068.85	
Subtotal		22934.61				1656.52	.00	1656.52	
Grand Total						1656.52	.00	1656.52	

*** End of Report ***

Subcontract Report

The Subcontract Report combines information from the Subcontract file (**APSCx**) and the Detail History file (**APHIx**). Print this report to find out what you currently owe your subcontractors. The report includes contract amounts, gross and net billings, amounts paid and unpaid, amounts retained and a current balance amount.

Subcontract Report Screen

Only items posted as cost type 6 for subcontract \$ are printed in this report. Information from the Subcontract file is not printed unless items exist in the Detail History file for this job, phase, and vendor.

Sample Subcontract Report

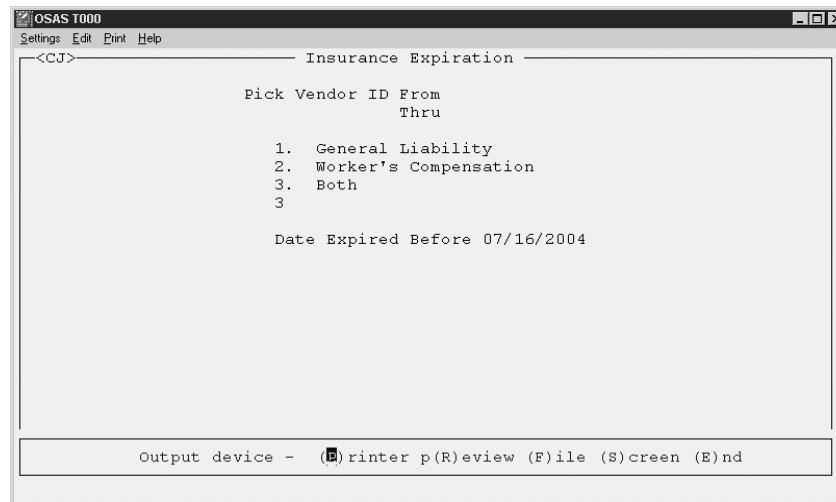
01/16/2003		BUILDERS SUPPLY v6.05A										Page 3	
2:54 PM		Subcontract Report											
Detail By Subcontractor 10													
SUBC.	JOB	PHASE	TRANS.	REF.	CONTRACT	GROSS	NET	AMOUNT	AMOUNT	AMOUNT			
BALANCE													
10	10	10	DATE	NO.	AMOUNT	BILLING	BILLING	PAID	UNPAID	RETAINED	AMOUNT		
NOV01	91-155	REFRAM	06/16/01	004561		5200.00	2120.00				400.00		
NOV01	91-155	REFRAM	SUB-TOTAL		.00	5200.00	2120.00	.00	2120.00		400.00		
2120.00-													
NOV01	91-155		SUB-TOTAL		.00	5200.00	2120.00	.00	2120.00		400.00		
2120.00-													
NOV01			SUB-TOTAL		.00	5200.00	2120.00	.00	2120.00		400.00		
2120.00-													
GRAND TOTAL					.00	5200.00	2120.00	.00	2120.00		400.00		
2120.00-													
*** End of Report ***													

The Contract Amount is the sum of the contract and change order amounts in the Subcontractor file (**APSCx**). The Gross Billing is the invoice amount (including retainage). The Net Billing is the Gross Billing less Amount Retained.

Insurance Expiration Report

The Insurance Expiration Report provides information about whether your subcontractors are insured and the expiration dates of the insurance. This information is valuable if you want to assign work to subcontractors and want a list of who is insured for comparison.

Insurance Expiration Report Screen



The screenshot shows a window titled "OSAS T000" with a menu bar (Settings, Edit, Print, Help) and a title bar. The main area is titled "Insurance Expiration" and contains the following text:

<CJ>

Pick Vendor ID From
Thru

1. General Liability
2. Worker's Compensation
3. Both
3

Date Expired Before 07/16/2004

Output device - (B)rinter p(R)review (F)ile (S)creen (E)nd

You can select a range of vendors to be included in the report. You can choose to include general liability information, worker's compensation information, or both.

To list the subcontractors' certificates that expired before a particular date, enter that date. You must enter a date.

Sample Insurance Expiration Report

```

07/16/2001                                BUILDERS SUPPLY v6.05A                                Page    1
2:09 PM                                Insurance Expiration Report
                                EXPIRE BEFORE 07/16/2004

Vendor ID & Name                Address                Phone                Gen. Liability                Worker's Comp.

ACE001                6769 GOLDEN GATE DRIVE                (309) 555-5221                07/16/02                07/16/02
ACE PLUMBING SUPPLY COMPANY
SAN FRANCISCO , CA 95454-5548

ATT001                49838 65 ST N. SUITE 498                (800) 458-8585                07/13/02                07/15/02
ATLANTIS TELEPHONE CO.
MINNEAPOLIS , MN 49848-2929

BOB001                24 EAST MOCKINGBIRD LANE                (612) 458-2423                05/01/02                01/01/02
BORIS CONSTRUCTION COMPANY
EDEN PRAIRIE , MN 55244-0034

JGE001                ( ) -                12/30/01                06/20/02
Trim and Paint

MIL001                2200 30. 3RD ST.                (800) 222-5456                12/31/01
MILWORK LUMBER & CABINETS
HOUSTON , TX 24242-0323

TIM001                12025 W. 128TH ST                (988) 788-9989                07/16/02
TIMBERLAND WINDOWS, INC
PORTLAND , OR 87888-4566

*** End of Report ***

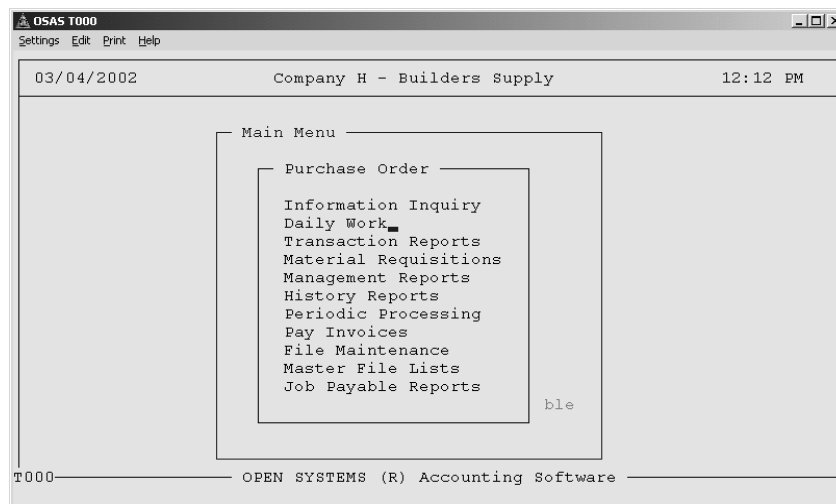
```

Purchase Order

3

All of the application enhancements that Contractor's Job Cost provides to the Accounts Payable module are also provided in the Purchase Order module. there are a few additional changes in the processing and setup that will be addressed further.

CJ Purchase Order Menu



Order entry enhancements

From the main menu for the application you can choose to enter a standard accounts payable transaction or you may enter your transaction as a purchase order. If you enter your transaction in a purchase order fashion for a job you will be required to first post PO to committed jobs, only then can you fully process the purchase order completely.

Additional Reports

Because you must post to committed jobs first (only for job related transactions) an additional report has been provided under the Job Payable menu to allow you to track those committed costs.

Tables

After verifying your options and interaccess for the Purchase Order application you will need to append a retainage account into the APGLxxx table as you did or would have to do using the Contractors' Job Cost Accounts Payable module.

PO Tables (APGLxxx) Screen

Table ID	APGL	Description	General Ledger Accounts	Number of Cols	Column Length	Type
		DISCOUNTS	804000			
		CASH	100000			
		IN Accrual	104400			
		Exp Accrual	806000			
		AP Accrual	200000			
		Job Accrual	104200			
		AP Retainage	202500			

Company H _____ Verify

Enter the AP Retainage account in the seventh line of the APGLx table. This account is used when you post transactions and enter retainage invoices. See the example in the Accounts Payable section for more details.

Note

Do not change the order of the accounts or their descriptions as the table is read by position in all of the programs.

PO Daily Work

Retainage amounts and percentages can be entered on the order line item screen. If you enter the retainage amount, the retainage percentage is calculated. If you enter the retainage percentage, the retainage amount is calculated.

Order Entry Append Line Screen

Vendor ID		MIL001 MILLWORK LUMBER & CABINETS		Loc ID	Order No	00000047
Ship-to ID				MN0001	Status	Inv Rcvd
Line Status	OPEN	Tax Class	00	Job/Phase ID	PROJ01 02FRAM	Entry 001
Item ID				Cost Code	100	
Desc	LUMBER			GL Account	404000	
GL Desc				DISCOUNTS ALLOWED		
Requested Ship Date 09/06/2001						
Ordered	5.0000	EA		Unit Cost	3000.0000	Ext Cost 15000.00
Total Recd	.0000		.0000	Retainage		1500.00
Bal Due	5.0000		5.0000	Retainage %		10.00
Current	.0000		.0000	Invd Ext Cost		.00
Posted	.0000		.0000			.00
Order Totals (Memo)						
Subtotal		Sales Tax		Freight/Misc		Total
.00		.00		.00		.00
Verification						
Press <PgDn> to proceed						

If you are working with an invoiced order and you press **F7** to exit or **N** to go to the next transaction, you are forced to verify the totals information. The retainage amount is displayed from the order. You can change it.

Order Entry Invoice Totals Screen

Vendor ID		MIL001 MILLWORK LUMBER & CABINETS		Loc ID	Order No	00000047
Ship-t					nv Rcvd	
Invoice No	99262	Date	09/06/2001	GL Per	09 1099?	NO
Retainage	1500.00	Pst to Jb/Phse	PROJ01 02FRAM	100	Cost	
Item Desc		Current Class	Posted	Total Invd	Cost	
Taxable	15000.00		.00	15000.00	voice	
Nontaxable	.00		.00	.00	.0000	
LUMB Subtotal	15000.00		.00	15000.00	00.00	
Freight	.00		.00	.00	.0000	
Misc	.00		.00	.00		
Sales Tax	975.00		.00	975.00		
Total	14475.00		.00	14475.00		
Prepayment	.00	Check Number				
Discount	.00	Payment Date			of 001)	
Order S		Online Check? NO				
1		Due Date 1			Total	
Payment 1	.00	Due Date 2			5975.00	
Payment 2	.00	Due Date 3				
Payment 3	.00					
Company H Info Verify						

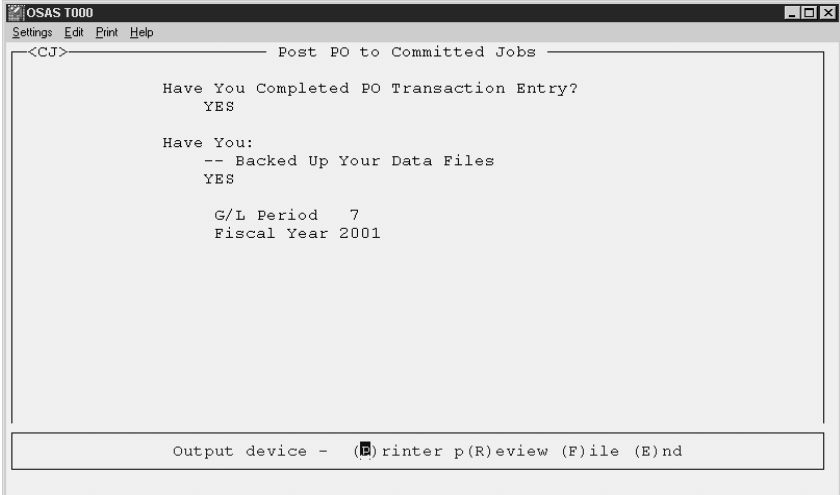
Note

One invoice is posted to only one combination of jobs, phases, and types. if an invoice applies to more than one combination, the first entry's ID is posted.

Post PO to Committed Jobs

After you have finished your transaction entry for purchase orders to jobs you must run the Post PO to Committed Jobs function to update the P.O. \$ field for the job. Committed costs are costs from Purchase Orders that are associated with jobs. The Post PO to Committed Jobs function must be completed before you post transactions. The message **"Must Post Committed Cost to Job Cost First"** is displayed if you try to post transactions and you have not completed the Post PO to Committed Jobs function.

Post PO to Committed Jobs Screen



```
OSAS T000
Settings Edit Print Help
<CJ>
Post PO to Committed Jobs

Have You Completed PO Transaction Entry?
YES

Have You:
-- Backed Up Your Data Files
YES

G/L Period 7
Fiscal Year 2001

Output device - (B)rinter p(R)evuew (F)ile (E)nd
```

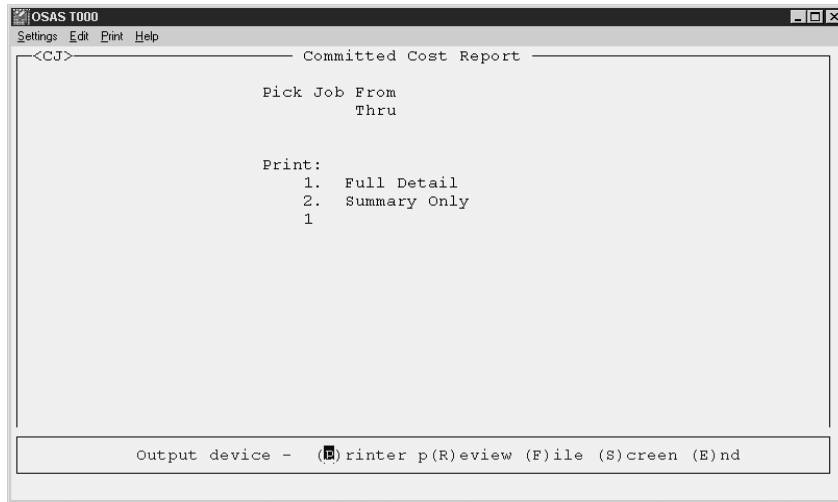
This function updates the Detail History file and, optionally, the Actual P.O. \$ field in the Jobs file. The amount is not cleared from the P.O. \$ field in the Jobs file when an order is invoiced, but total costs are not overstated because P.O. \$ are not included in total costs.

Print the Committed Cost Report to find out what costs are still committed to jobs. The Committed Cost Report does not include costs for items that have been invoiced and posted.

Job Payable Reports

The Committed Cost Report provides a list of committed costs associated with jobs.

Committed Cost Report Screen



The screenshot shows a window titled "OSAS T000" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main area is titled "Committed Cost Report" and contains the following text:

```
<CJ>

      Pick Job From
            Thru

      Print:
        1. Full Detail
        2. Summary Only
        1
```

At the bottom, there is a status bar with the text: "Output device - (P)rinter p(R)eview (F)ile (S)creen (E)nd".

You can select a range of jobs to include in the report. You can elect to print a full detail report or a summarized report. A detail report lists all cost types for each phase. A summarized report combines all costs for each phase.

Sample Committed Cost Report

09/06/2001 11:05 AM		Builders Supply Committed Cost Report				PAGE 1
Phase ID & Name	Cost Type	Current Estimate	Job-To-Date Cost	Committed Cost	Total Cost To-Date	Est. Cost Remaining
JOB: PROJ01 Sandler Condos						
01FOUN	LABOR \$	64000.00	2456.04	.00	2456.04	61543.96
01FOUN	MATERIAL \$	14500.00	1600.00	.00	1600.00	12900.00
01FOUN	EQUIPMENT \$	250.00	.00	.00	.00	250.00
01FOUN	OVERHEAD \$	200.00	217.50	.00	217.50	-17.50
01FOUN	Burdens	4800.00	617.95	.00	617.95	4182.05
01FOUN	Equip Rental	1000.00	.00	.00	.00	1000.00
01FOUN	Fees/Permits	250.00	.00	.00	.00	250.00
01FOUN	FOUNDATION	85000.00	4891.49	.00	4891.49	80108.51
01SITE	LABOR \$	10800.00	2697.33	.00	2697.33	8102.67
01SITE	MATERIAL \$	1500.00	.00	.00	.00	1500.00
01SITE	EQUIPMENT \$	650.00	.00	.00	.00	650.00
01SITE	OVERHEAD \$	1000.00	134.84	.00	134.84	865.16
01SITE	MISC \$	50.00	.00	.00	.00	50.00
01SITE	Burdens	3500.00	837.20	.00	837.20	2662.80
01SITE	Fees/Permits	500.00	.00	.00	.00	500.00
01SITE	SITE PREPARATION	18500.00	3669.37	.00	3669.37	14830.63
02FRAM	LABOR \$	1917000.00	2045.19	.00	2045.19	1914954.81
02FRAM	MATERIAL \$	115000.00	46787.95	.00	46787.95	68212.05
02FRAM	EQUIPMENT \$	3600.00	.00	.00	.00	3600.00
02FRAM	OVERHEAD \$	1600.00	211.50	.00	211.50	1388.50
02FRAM	SUBCONT. \$	1100.00	.00	.00	.00	1100.00
02FRAM	Burdens	40000.00	511.70	.00	511.70	39488.30
02FRAM	Equip Rental	1000.00	.00	.00	.00	1000.00
02FRAM	Fees/Permits	2400.00	.00	.00	.00	2400.00
02FRAM	FRAMING	2081700.00	49556.34	.00	49556.34	2032143.66
02UTIL	LABOR \$	200000.00	.00	.00	.00	200000.00
02UTIL	MATERIAL \$	500.00	.00	.00	.00	500.00
02UTIL	EQUIPMENT \$	1000.00	.00	7500.00	7500.00	-6500.00
02UTIL	OVERHEAD \$	1000.00	.00	.00	.00	1000.00
02UTIL	MISC \$	450.00	.00	.00	.00	450.00
02UTIL	SUBCONT. \$	5000.00	.00	814.80	814.80	4185.20
02UTIL	Burdens	60000.00	.00	.00	.00	60000.00
02UTIL	Equip Rental	4200.00	.00	.00	.00	4200.00
02UTIL	Fees/Permits	1000.00	.00	.00	.00	1000.00
02UTIL	ELECT/PLUMB	273150.00	.00	8314.80	8314.80	264835.20
PROJ01	*** JOB TOTAL ***	2458350.00	58117.20	8314.80	66432.00	2391918.00
R E P O R T T O T A L S		2458350.00	58117.20	8314.80	66432.00	2391918.00
- End of Report						

CJC Accounts Receivable

4

Accounts Receivable Files

AIA Schedule Header file (ARJAx)

AIA Schedule Detail file (ARJBx)

The AIA (American Institute of Architects) Schedule Header and AIA Schedule Detail files store information entered in the Setup Schedule function. The header file holds AIA billing data such as the percentage retained, total amount retained, tax status and terms code. The detail file holds scheduled and billed-to-date amounts.

AIA Invoice Transaction file (ARJCx)

The AIA Invoice Transaction file stores AIA invoice information: the invoice number, invoice date, general ledger period, descriptions and invoice amounts for each scheduled item.

Job Invoice Transaction file (ARJDx)

The Job Invoice Transaction file stores job invoices information: the invoice number, invoice date, general ledger period, descriptions and invoice amount.

Cost Plus Invoice Transaction file (ARJEx)

The Cost Plus Invoice Transaction file stores cost-plus invoice information: the invoice number, invoice date, general ledger period, descriptions and invoice amount.

AIA Application Text file (CJFORMy)

The AIA Application Text file stores the text of the AIA forms that you can modify using the Application Text function on the AIA Invoicing menu.

Open Invoice file (ARINx)

The job and phase ID are posted to the Open Invoice to field 8.

Detail History file (ARHlx)

Retainage amounts are posted to the miscellaneous amount field.

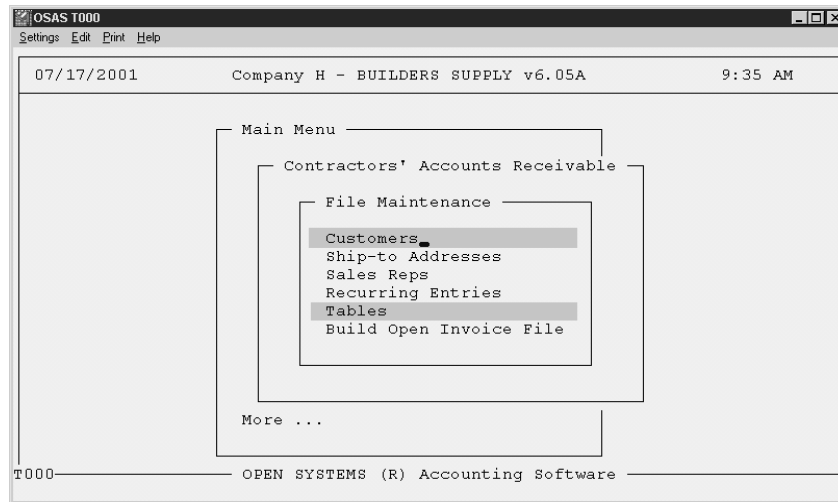
Setup Checklist

- _____ Read the Resource Manager User's Guide
- _____ Read the Accounts Receivable User's Guide
- _____ Read the CJC Accounts Receivable User's Guide section
- _____ Plan the Implementation Schedule
- _____ Set Up Options and Interfaces for setup
- _____ Set Up Sales/COGS Accounts
- _____ Set Up Distribution Accounts
- _____ Set Up Terms Codes
- _____ Set Up Tax Classes
- _____ Set Up Shipping Methods
- _____ Set Up Payment Methods
- _____ Set Up/Verify Tables
 - _____ CNVTx _____ DUNx
 - _____ ARGLx _____ FORMx
 - _____ FINCHx _____ AIARy
 - _____ ARPDx _____ MARKUx
 - _____ DFxxxx _____ Q?xxxx (?=E,I,M)
- _____ Set Up the Sales Rep file
- _____ Set Up the Tax Locations file
- _____ Set Up the Customer file
- _____ Set Up the Ship-to Address file
- _____ Set Up the Recurring Entries File
- _____ Enter Initial Balances (Summary or Detail)
- _____ Set Up Access Codes
- _____ Reset Options and Interfaces for Using the System
- _____ Set Up a Backup Schedule

File Maintenance

Most of the File Maintenance functions are the same as standard OSAS Accounts Receivable. A few changes are made to the Tables and Customers functions.

Accounts Receivable File Maintenance Menu



ARGLxxx

The AR Retainage account is stored in the fifth row of the **ARGLx** table and must be appended to the existing table. When you post AIA invoices, job invoices, or cost plus invoices, this account is debited for the amount retained. When retainage invoices are posted, this account is credited.

AR Tables (ARGLxxx) Screen

Table ID	ARGL	Description	GL Accounts	Table	Number of Cols	Column Length	Type
					2	12	A

Company H Verify

Note

This table is read by position, be sure the retention account is entered on the correct line to ensure its proper usage.

AIARy

The **AIARy** table (where y is the flexible code for the amount retained) stores up to 18 AIA percentages and limits for calculating retainage. The Flexible % Code field appears on both the Set Up Schedule and Application Entry screens in AIA Invoicing. For each percentage of the amount retained, enter the maximum billing amount to which that percentage will apply.

AR Tables (AIARxxx) Screen

OSAS T000
Settings Edit Print Help

Table ID AIARA Description ARTB
Number of Cols 2 Column Length 12 Type N

PERCENT	LIMIT
15.00	5000.00
10.00	20000.00
5.00	60000.00
2.00	100000.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00
.00	.00

Company H Verify

For example, assume you are billing a customer \$10,000 for a job and you enter A for the Flexible Code % for calculating retainage. The retainage on the first \$5,000 is 15% which is \$750. The retainage on the next \$5,000 is 10% which is \$500. The total retainage for the \$10,000 invoice is \$1,250.

MARKUxxx

The **MARKUx** table can store seven markup codes that are used in the Cost Plus Invoicing function. Each markup code details the markup percentages for five cost types: labor, material, equipment, subcontract and others.

AR Tables (MARKUxxx) Screen

OSAS T000
Settings Edit Print Help

Table ID MARKU Description ARTB
Number of Cols 6 Column Length 12 Type N

MARKUP CODE	LABOR	MATERIAL	EQUIPMENT	SUBCONTRACT	OTHERS
1.00	18.00	14.00	12.00	10.00	10.00
2.00	20.00	16.00	14.00	12.00	10.00
3.00	22.50	18.00	15.00	15.00	12.00
4.00	25.00	20.00	20.00	27.50	15.00
5.00	27.50	25.00	23.00	30.00	20.00
6.00	30.00	30.00	30.00	30.00	30.00
7.00	35.00	35.00	35.00	35.00	35.00

Company H Verify

Customers

A Retainage field and Retainage Posted field have been added to the Customer balance screen.

Customer Balance Information Screen

The screenshot shows the 'OSAS T000' window with a menu bar (Settings, Edit, Print, Help) and a title bar. The main area is titled 'Balance Information'. It displays customer details: Customer ID LOS001, LOS ANGELES CONSTRUCTION CO., and Open Invoice. Below this, a table of financial data is shown:

New Fin Chg	.00
Unpaid Fin Chg	.00
Current Due	.00
Balance 31-60	.00
61-90	.00
91+	69250.73
Retaina	.00
Unapplied Cr	-48214.65
Total Due	21036.08
Retainage Posted	.00

At the bottom, there is a 'Company H' field and a 'Verify' button.

Calculated retainage amounts are added to the retainage and retainaged posted fields when you post invoices with amounts retained from any of the Job Receivables functions. When you enter and post a retainage invoice, this field is reduced. Only the retainage amount field will be displayed when you use the Customer Inquiry function. See the AIA invoice example later in this section for more details.

Information Inquiry Customer Screen

The screenshot shows the 'OSAS T000' window with a menu bar (Settings, Edit, Print, Help) and a title bar. The main area is titled 'Customers and Open Invoices'. It displays customer details in two columns:

Cust ID	LOS001	Group Code	1
Name	LOS ANGELES CONSTRUCTION CO.	Stmt/Inv Code	Both
Address 1	98042 VENTURA BOULEVARD	Cust Level	JOBBER
Address 2		Acct Type	Open Invoice
Address 3		Distrib Code	01
City/State	ENCINO CA	Fin Charge?	YES
Zip Code	99999-9584 Country US	Credit Limit	100000
Ship Zone		Part Ship? YES	Cred. Hld? NO
Attention	ACCOUNTS PAYABLE	Tax Group CA	Taxable? NO
Phone/Fax	(999) 555-9802 (999) 555-5465		
Contact	MARY BETH	New Fin Chg	.00
Class	WHSL	Unpaid Fin Chg	.00
Sales Rep	GPD Garry P. Deacon	Current Due	.00
Territory	WEST	Balance 31-60	.00
Terms Code	2PCT 2/10,n/30 Reg	61-90	.00
	2.0% 10 DAYS NET 30	91+	69250.73
Pynt Method CHK		Retainage	.00
Card No	Exp	Unapplied Cr	-48214.65
Name		Total Due	21036.08

At the bottom, there is a 'Company H' field and a 'Verify' button. The text 'Customer, First, Last, Next, Prev, History, Invoices' is also visible.

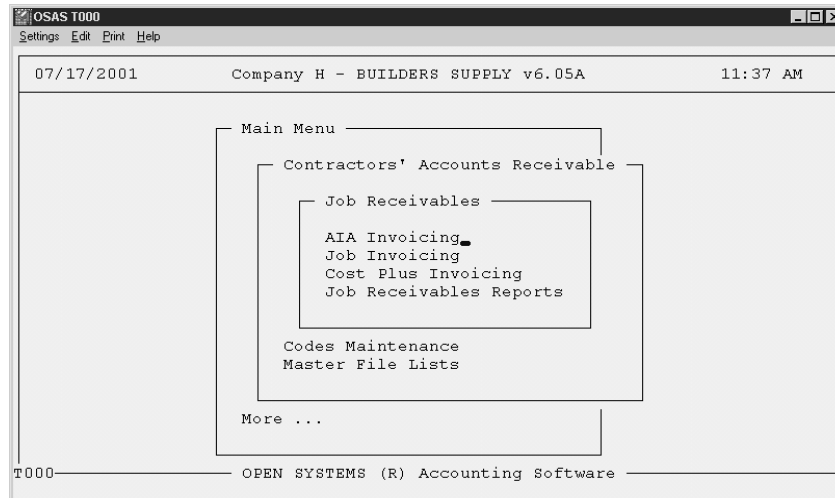
Note

The Retainage amount field is not affected by online aging but retainage invoices are included and aged in the regular balance information.

Job Receivables

There are four ways to bill for a job in Accounts Receivable. If you don't need to track retainage, you can use the standard OSAS Transactions function. The other three methods: AIA Invoicing, Job Invoicing, and Cost Plus Invoicing, do handle retainage amounts.

Job Recievables Menu



When you use the standard OSAS Transactions function, the item/job field defaults to JOB. After you enter the job/phase ID, you are prompted Is Job/Phase Done?. Enter Y if the job/phase is finished. When the transaction is posted, the actual finish date for the job/phase is updated in the Jobs file with the transaction date. The price that is displayed is the revised contract amount less the billed to date amount from the Jobs file.

Standard Transaction Entry Screen

The screenshot shows the OSAS T000 Standard Transaction Entry screen. It includes the following information:

Item/Job JOB Loc ID MN0001 Entry 001

ID 93-A04 01FOUN GL Code R1

Desc CITY OF FRIEND/FOUNDATION Sales Acct 401000

Sls Cat COGS Acct 501000

Tax Class .000% Inv Acct 104400

Ordered 1.0000 Units

Shipped .0000 Price .0000 Ext Price .00

Backord .0000 Cost .0000 Ext Cost .00

Entry (of)

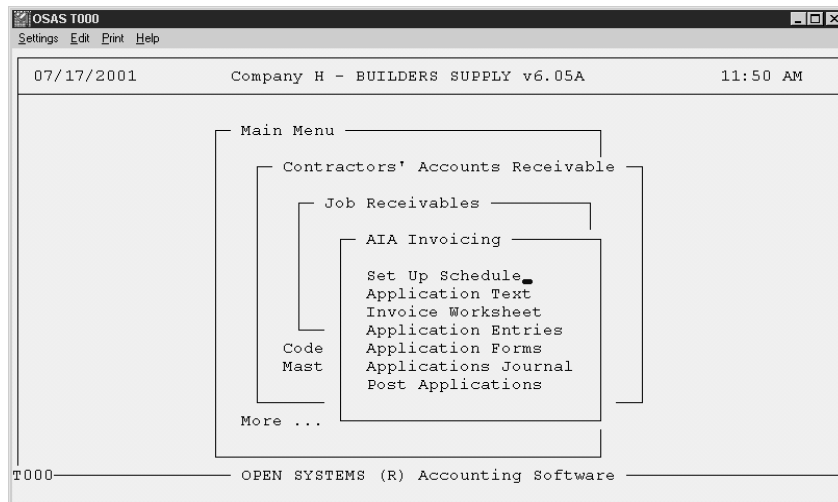
Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
.00	.00	.00	.00	.00

Is Job/Phase done? ☒

Company H Info Verify

AIA Invoicing

AIA Invoicing Menu



The AIA (American Institute of Architects) Invoicing functions include the following:

- setting up a billing schedule
- adding or editing existing application text that is printed on the application form
- printing an invoice worksheet
- entering current applications
- printing the application forms and journals
- posting applications to update customer information

Set Up Schedule Function

Use the Set Up Schedule function to enter schedule, billing, tax, retainage, and terms code information for a job. The information you establish in this function will be used when you enter AIA invoices. Billing items within the schedule usually correspond to phases or segments of phases.

AIA Set Up Schedule Screen

OSAS 1000

Settings Edit Print Help

Set Up Schedule

Job ID 93-A04 Description CITY OF FRIENDSWOOD RECREATION CENTER

Customer LOS ANGELES CONSTRUCTION CO. Customer ID LOS001

Contract For Economy Condominiums

Architect Info. Roberts & Associates 1400 GREENBRIAR, SUITE 610
HOUSTON, TEXAS 77034

Taxable? Y After Ret.? N Tax Grp CA California

Default: Tax Class 04 Sales Acct 401000

Retainage: Flexible % Code [] or Complete % [15.00], Material % [.00]

Form # 0 Invoice Count 0 Last Invoice Date

Terms Code 2PCT 2/10,n/30 Billing (C=Completed/O=Open)? O

Bill ID	CO	Description	Cl	\$ Scheduled	\$ Billed	Mtrl. Str. % Comp.

Verification _____

Press <PgDn> to proceed

Enter the following information:

Field	Descriptions
Job ID	Enter the ID of the job you want to set up a schedule for, or use the Inquiry command to look up and select the ID from the list that appears. The job description and customer ID are displayed from the Jobs file. The customer's name is displayed from the Customer file.
Contract For	Enter the contract information for the job ID. This information will be printed on the application form.
Architect Info.	Enter the architect information for the job ID. This information will be printed on the application form.
Taxable?	Enter Y in the Taxable field if any portion of the job is taxable. Enter N if the job is not taxable.
After Ret.?	If part of the job is taxable, enter Y in the After Ret. field if taxes are calculated after retainage is subtracted from the invoice amount. Enter N if taxes are calculated on the entire invoice amount including retainage.
Tax Loc.	Enter the tax location for this job, or use the Inquiry command (F2) to select an existing one. Taxes are calculated based on a tax class you specify for each line item using percentages from the Tax Locations file.
Tax Class	Enter a default tax class that will be displayed when you enter line items. You can change this tax class in each line item.
Sales Acct.	Enter a default sales account that will be displayed when you enter line items. You can change this account in each line item.
Retainage:	Enter the information for calculating retainage. There are four methods that can be used for calculating retainage. The methods are described below.

Field	Descriptions
Accumulated Retainage	The accumulated retainage amount is displayed from the Schedule Header file (ARJAx). This amount is updated as you post invoices. You should not change this amount.
Form #	Enter an AIA application text form number for this schedule. The text for this form is printed on the AIA invoice. You can have up to ten different form codes (0-9). Use the Application Text function to view or edit the application text.
Invoice Count and Last Invoice Date	The invoice count and last invoice date for this job are displayed from the Schedule Header file (ARJAx). They are updated when you post invoices. You should not change the invoice count number because this is used as part of the invoice number.
Terms Code	The terms code is displayed from the Customer file. Enter a different terms code if different terms apply to this invoice.
Billing	Enter C in the Billing field if billing has been completed for this job. Enter O if the job is still open. When you print the Invoice Worksheet you can choose to include closed jobs only, open jobs only or both.

Use the **Proceed** command to save the schedule header. The information is stored in the Schedule Header file (**ARJAx**).

Flexible Code Method

The flexible code method uses the AIARy table. Enter a code y that corresponds to the table you want to use for retainage calculations. The table is displayed. When you use this method, different amounts are retained based on the amount invoiced.

For example, assume you are billing a customer \$10,000 for a job and you enter A for the Flexible Code % for calculating retainage. The retainage on the first \$5,000 is 15% which is \$750. The retainage on the next \$5,000 is 10% which is \$500. The total retainage for the \$10,000 invoice is \$1,250.

Note

You cannot calculate retainage using the flexible code method if any portion of this job is taxable and taxes are calculated after retainage.

Work Completed (%) Method

The second method for calculating retainage is based on a work completed percentage. The percent you enter is multiplied by each work completed billing amount in the line items entered for the job in the Application Entries function.

Work Completed (% materials stored) Method

The third method for calculating retainage is based on a percentage of materials stored. You enter the dollar amount of materials stored in the Application Entries function. The percent you enter here is multiplied by that amount to calculate retainage.

Work Completed (Combo %) Method

The fourth method is a combination of the second and third methods. You can enter a complete percentage and a material percentage to be used to calculate retainage for a job.

AIA Set Up Schedule Commands Screen

OSAS T000

Settings Edit Print Help

Set Up Schedule

Job ID PROJ01 Description Sandler Condos
 Customer SUNSHINE ABODES INC. Customer ID DEV001
 Contract For NICKEL & DIME
 Architect Info. HOYE & ASSOCIATES

Taxable? Y After Ret.? N Tax Grp MN Minnesota
 Default: Tax Class 00 Sales Acct 401000
 Retainage: Flexible % Code [] or Complete % [5.00], Material % [.00]
 Accumulated Retainage 4000.00
 Form # 0 Invoice Count 2 Last Invoice Date 07/19/2000
 Terms Code 1PCT 1/10,n/30 Billing (C=Completed/O=Open)? O

Bill ID	CO	Description	Cl	\$ Scheduled	\$ Billed	Mtrl.	Str.	% Comp.
0000000		Sandler Condos	03	8500000.00	.00	.00	.00	0.00
01POUN		FOUNDATION	03	185000.00	80000.00	40.00	43.26	
01SITE		SITE PREPARATIO	03	83900.00	.00	.00	0.00	
02FRAM		FRAMING	03	3000000.00	.00	.00	0.00	
02UTIL		ELECT/PLUMB	03	375000.00	.00	.00	0.00	

Enter=edit, generate, Append, View, Header, Next Job, Totals
 Company H Verify

The following commands are available:

Edit	Move the cursor to the line you wish to view and press Enter , to edit the line entry in detail.
Generate	If no line entries are on file for this schedule press E to generate an entry for each Job/Phase available and the scheduled contract dollars from each of those records.
Append	If no line items are on file for this schedule, the Append Entry window appears. If line items do exist, they are displayed in the scrolling region. Press A to add an entry.
View	Move the cursor to the line you wish to view and press V , to view the line entry in detail.
Header	Press H to move back into the header portion of the screen to make any changes and then use the Proceed command (PGDN) to return to the detail portion of the screen.
Next Job	Press N to edit, view, or create a schedule of entries for another job.
Totals	Move the cursor to the line you wish to view the totals for and press T , to view the totals for all schedule entries for this job.

Creating a Schedule Entry

AIA Schedule Append Entry Screen

OSAS 1000

Settings Edit Print Help

Set Up Schedule

Job ID 91-135 Description WESTERN OAKS LOT 5A
Customer SUNSHINE HOMES, INC. Customer ID SUN001

Append Entry

Billing ID 109 Change Order No. (if any)
Description ADDLTNL ELECTRCL WORK (Garage)
Interface to Phase 02ELEC (if any)
Sales Acct 402000 INC. FROM COMPLETED CONTR Tax Class 03
\$ Scheduled 350.00
\$ Billed 350.00 Material Stored \$.00
% Completion 100.00

Bill ID	CO	Description	Cl	\$ Scheduled	\$ Billed	Mtrl. Str.	% Comp.
01FOUN		FOUNDATION	04	1000.00	1000.00	.00	100.00
01SITE		SITE PREPARATIO	00	1350.00	1065.00	250.00	97.41
02ELEC		ELECTRICAL	01	5000.00	1100.00	.00	22.00
02ELEC	01	LIGHT FOR ENTRA	04	100.00	57.50	.00	57.50
02FRAM		FRAMING	04	7500.00	3900.00	100.00	53.33
103			04	-100.00	.00	.00	0.00
104			04	.00	.00	.00	0.00

Verification _____

Press <PgDn> to proceed

Enter the following information:

Field

Description

Billing ID

Enter the billing ID for this line item. You can enter up to six characters.

Change Order No.

Enter a change order number if there is one associated with this entry. Press **Enter** to skip this field.

Description

Enter a description for the billing item (up to 40 characters).

Interface to Phase

If you want to bill by phase, enter the phase ID the billing item is associated with. The **Inquiry** command (**F2**) is available. If you enter a phase ID, the Billed to Date and Last Bill Date fields are updated in the phase record when you post AIA invoices.

If you press **Enter** to skip this field (bill by the job), the Billed to Date and Last Bill Date fields are updated in the job record when you post AIA invoices.

Sales Account

The sales account is displayed from the schedule header. Press **Enter** to accept it, or use the **Inquiry** command (**F2**) if Accounts Receivable is interfaced with General Ledger to select a different account.

Tax Class

The tax class is displayed from the schedule header. Press **Enter** to accept it, or use the **Inquiry** command (**F2**) to select a different one.

\$ Scheduled

Enter the scheduled contract amount of the billing item.

\$ Billed

If this is a new job, leave these fields blank. It will be updated when you post AIA invoices with amounts entered in the Application Entries.

If you previously billed this customer prior to setting up the schedule in OSAS, enter the dollar amount billed here.

Material Stored \$

If this is a new job, leave these fields blank. It will be updated when you post AIA invoices with amounts entered in the Application Entries.

If you previously billed this customer prior to setting up the schedule in OSAS, enter the material dollars amount here.

Field	Description
% Completed	The % Completion field is updated by the system when you post AIA invoices. The percentage is calculated as the billed amount (which consists of work completed and stored materials) divided by the scheduled amount.

Use the **Proceed** command to save the entry. The information is stored in the Schedule Detail file **ARJBx**.

Note

Entering a change order number here does not create a change order entry in the Change Order Transactions file.

Press **F7** to exit the line item entry screen when you are finished. The scrolling region is displayed and the available commands are listed at the bottom of the screen. Use the arrow keys to move the cursor to the item you want to work with.

The Application Text Function

Use the Application Text function to create, edit and print AIA invoice text information. You can set up 10 different forms (0-9) that you can use to print AIA invoices. Form 0 and 1 are provided with the software.

Application Text Screen

OSAS 7000
Settings Edit Print Help

Form # 0 Command (D=Display, P=Print, E=Edit) E Screen # 1 <-

The undersigned Contractor certifies that the best of the Contractor's knowle
Application for Payment has been completed in accordance with the Contract Do
Contractor for Work for which previous Certificates for Payment were issued a
payment shown herein is now due.

Contractor: _____ State of _____
Subscribed and swo
Nortary Public: _____
By: _____ Date: _____ My Commission expi

Architect's Certificate for Payment
In accordance with the Contract documents, based on on-site observations and
Architect certifies to the Owner that to the best of the Architect's knowledg
indicated, the quality of the Work in accordance with the Contract Documents,
Amount Certified.

Architect: _____

Company H _____ Verify _____

Enter the following information:

Field	Description
Form #	Enter the form number you want to work with. If you are setting up a new form you can copy it from an existing form. You can have up to 10 forms (0-9).
Commands	Press D to display the form, press E to display and edit the form, or press P to print the text. In the edit or display modes use the arrow keys, PgUp , and PgDn to move between lines of text. Press Tab to move right or left on the form. Use the Proceed command (PGDN) to save any changes when editing.

Invoice Worksheet

Use the Invoice Worksheet function to plan completed amounts retained, material amounts retained, and total amounts retained for each phase of a job. Use the information in the Application Entries function.

Invoice Worksheet Screen

OSAS T000
Settings Edit Print Help

Invoice Worksheet

Pick Job ID From M9050
Thru
Invoice Form From
Thru

Print
1. Completed Jobs
2. Open Jobs
3. All of the above
3

Pick
1. Detail
2. Summary
1

New page per job (Y/N)? N

Output device - (P)rinter p(R)evuew (F)ile (E)nd

You can produce the worksheet for a specified range of job IDs and invoice form numbers. You can produce the worksheet for completed jobs, open jobs or both. You can include detail or summary information, and you can elect to print each job on a separate page. A detail invoice worksheet lists all jobs and phases. A summary invoice worksheet lists job totals only.

Sample Detail Invoice Worksheet

01/28/2003		Builder's Supply		Page 1					
9:00 AM		Invoice Worksheet							
JOB NO	DESCRIPTION	FORM	STAT.	CUSTOMER	LA ST	REV.	REV.	MTPL.	REV.
		1			REV. DATE	CDCHY	2	2	ACCOUNT
00151	NORTH HILLS HOMES	1	OPEN	LOS ANGELES CONSTRUCTION CO.		1	.00	.00	.00
	149 NORTH HILLS RD								
00000	NORTH HILLS HOMES	149 NORTH HILLS RD			EST.: 400.00	CONF.: 300.00	MTPL.: .00	.00	25.00
00000	PERMITS/HOME	00000			EST.: 2500.00	CONF.: 50.00	MTPL.: .00	.00	3.92
00000	RESOLUTION	00000			EST.: 3000.00	CONF.: .00	MTPL.: .00	.00	.00
00000	3/2" INT CORRUGIT	00000			EST.: 1500.00	CONF.: .00	MTPL.: .00	.00	.00
TOTALS					EST.: 1500.00	CONF.: 150.00	MTPL.: .00	.00	2.00
00000	Sandler Corbox	1	OPEN	SANDLER ANDRES INC.	01/19/00	2	5.00	.00	4000.00
00000	Sandler Corbox				EST.: 150000.00	CONF.: .00	MTPL.: .00	.00	.00
00000	FOUNDATION	00000			EST.: 105000.00	CONF.: 0000.00	MTPL.: 40.00	45.25	
00000	SITE PREPARATION	00000			EST.: 15900.00	CONF.: .00	MTPL.: .00	.00	.00
00000	FRAMING	00000			EST.: 300000.00	CONF.: .00	MTPL.: .00	.00	.00
00000	ELECT/PLUMB	00000			EST.: 315000.00	CONF.: .00	MTPL.: .00	.00	.00
TOTALS					EST.: 1024500.00	CONF.: 0000.00	MTPL.: 40.00	.00	.00
GRAND TOTALS					EST.: 1024500.00	CONF.: 0000.00	MTPL.: 40.00	.00	.00
*** End of Report ***									

AIA Application Entries

Use the Application Entries function to enter AIA invoice items.

Application Entries Screen

Bill ID	CO	Desc.	Scheduled	Previous Billed	Current Invoice	%
000000		Sandler Cond	8500000			0
01FOUN		FOUNDATION	185000	80000	40	43
01SITE		SITE PREPARA	83900		20000	50 24
02FRAM		FRAMING	3000000			0
02UTIL		ELECT/PLUMB	375000			0

Enter the following information:

Field

Description

Job ID

Enter the job ID or use the **Inquiry** command (**F2**) to look up and select a job from the window. The job description is displayed from the Jobs file (CJBSxxx).
The customer name, job-to-date retainage, and invoice count are displayed from the Schedule Header file (**ARJAx**).

Invoice No.

The system automatically generates an invoice number that is a combination of the job ID and the next invoice count. Press **Enter** to accept it or enter a different number.

Invoice Date

The system date is displayed for the invoice date. Press **Enter** to accept the date or enter a new date.

Retainage %

The retainage percentages are displayed from the Schedule Header file. Enter different percentages or press **Enter** to accept the percentages.
If you want to invoice a customer for all amounts retained, leave all the percentage fields blank.

Material %

The material percentages are displayed from the Schedule Header file. Enter different percentages or press **Enter** to accept the percentages.

Billing Period

Enter a description of the billing period for the invoice.

GL Period

The GL Period is displayed based on the invoice date and the period setup in the Resource Manager.

Final Billing?

Enter **Y** if this is the final billing for the job. If you bill by job, the actual finish date in the job record is updated in the Jobs file when this invoice is posted.
If you bill by phase in the line items, the actual finish date in the phase record is updated in the Jobs file when this invoice is posted.

Field	Description
On Hold?	Enter Y to put this invoice on hold. If an invoice is on hold, it will not be posted.

Note

Changing the retainage percentages will effect the retainage amopunt as a whole either increasing or decreasing the retainage amount for the application and all previous billed entries

Use the **Proceed Command (PGDN)** to save the information. It is stored in the header record of the AIA Invoice file (**ARJCx**).

The billing line items are displayed in the scrolling region. They are displayed from the Schedule Detail file. Use the arrow keys to move between line items. Select the billing line item you wish to edit.

Press **Enter** to edit a line item to add billing amounts. You cannot change any fields through the Previous Billing information displayed.

AIA Application Entry Edit Screen

The screenshot shows the 'OSAS T000' application window with the title bar 'Settings Edit Print Help'. The main window is titled 'Application Entries' and contains the following information:

Job ID PROJ01 Description Sandler Condos
Customer SUNSHINE ABODES INC.

Below this is an 'Edit Entry' section with a table of billing details:

Billing ID	01SITE	Change Order No. (if any)	
Description	SITE PREPARATION		
Sales Acct	401000		Tax Class 03
Scheduled Amount	83900.00		
Work Completed		Material Stored	% Comp.
Prev. Billing	.00	.00	.00
This Billing	20000.00	50.00	23.90
Total Billing	20000.00	50.00	23.90

Below the table is a list of billing line items:

Bill ID	CO	Desc.	Scheduled	Previous Billed	Current Invoice	%
000000		Sandler Cond	8500000			0
01FOUN		FOUNDATION	185000	80000	40	43
01SITE		SITE PREPARA	83900			0
02FRAM		FRAMING	3000000			0
02UTIL		ELECT/PLUMB	375000			0

At the bottom of the screen, there is a prompt: 'Enter=edit, View, Header, Next Job, Totals' and a 'Company H' field with a 'Verify' button.

Enter the amounts for this billing for the work completed and any materials stored. You cannot bill for more than the scheduled amount. Retainage is calculated on the amounts you enter here either based on the fixed percentages or flexible percent code you entered on the header. The total billing amounts and percent complete are calculated.

Use the **Proceed Command (PGDN)** to save the information. It is stored in the AIA Invoice file (**ARJCx**). Use the **Exit (F7) Command** to leave the line item entry screen and to go to the scrolling region.

After you have completed the line item billing entry or after bringing up a job ID, the following commands will be available to you.

Command	Description
Edit	
View	Press V to view the detail for a bill ID. You cannot change anything here.
Header	Press H to go back to the invoice header.
Next Job	Press N to enter invoice information for another job.
Totals	Press T to view the totals information. See example, T was pressed to view the application totals.
GoTo	Press G to go to a particular billing item.

Application Entry Totals Screen

OSAS T000
Settings Edit Print Help

Application Entries

Job ID PROJ01 Description Sandler Condos
Customer SUNSHINE ABODES INC.

Totals

Description	TOTAL OF 5 TRANSACTION(S)			
Scheduled Amount	12143900.00			
	Work Completed	Material Stored	% Comp.	
Prev. Billing	80000.00	40.00	.66	
This Billing	20000.00	50.00	.17	
Total Billing	100000.00	90.00	.82	
Total Completed & Stored To Date				100090.00
Less Amount Retained				5000.00
Less Previous Applications ...				76040.00
Amount of This Application				19050.00
Total Tax				.00
Total Application After Tax				19050.00

Press any key ...

Enter=edit, View, Header, Next Job, Totals

Company H Verify

Use the Application Forms function to produce AIA invoices. You can specify a range of jobs whose invoices you want to print. You can elect to print held invoices, released invoices, or both. You can produce detailed or summarized AIA invoices. Summarized AIA invoices do not include the application text. The company information is displayed that is printed on the form

Application for Payment Form.

09/25/2001 1:04 PM	Builders Supply Application for Payment	Page 1

TO : CJC TESTING ATB	PROJECT: AGE TRIAL BAL TEST	
	JOB ID: AIA001	
	INVOICE #: AIA00106	INVOICE DATE: 09/25/2001
	APPLICATION #: 06	
	BILLING PERIOD:	
FROM: Builders Supply 1157 valley Park Dr Shakopee MN 55379	VIA ARCHITECT:	
	CONTRACT FOR:	
	CONTRACT DATE:	

STATEMENT OF CONTRACT ACCOUNT:

1. ORIGINAL CONTRACT AMOUNT	\$	122,800.00	
2. APPROVED CHANGES (NET) (ADD/DEDUCT)	\$	.00	
3. ADJUSTED CONTRACT AMOUNT			\$ 122,800.00
4. VALUE OF WORK COMPLETED TO DATE	\$	111,800.00	
5. VALUE OF APPROVED CHANGE ORDERS COMPLETED TO DATE	\$	.00	
6. MATERIAL STORED ON SITE	\$	11,000.00	
7. TOTAL (4 + 5 + 6)			\$ 122,800.00
8. LESS AMOUNT RETAINED (COLUMN 1)			\$ 3,794.00
9. TOTAL LESS RETAINAGE			\$ 119,006.00
10. LESS PREVIOUS APPLICATIONS			\$ 122,300.00
11. AMOUNT OF THIS APPLICATION			\$ (3,294.00)
12. BALANCE TO FINISH, INCLUDING RETAINAGE			\$ 3,794.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: _____ State of _____ County of _____
 Subscribed and sworn to before me this _____ day of _____, 19____
 Notary Public: _____
 By: _____ Date: _____ My Commission expires: _____

Architect's Certificate for Payment
 In accordance with the Contract documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the work has progressed as indicated, the quality of the work in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount Certified.

Architect: _____

by: _____ Date: _____
 This Certificate is not negotiable. The amount Certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Application for Payment Form (Page 2)

09/25/2001
1:04 PMBuilders Supply
Application for Payment

Page 2

TO : CJC TESTING ATB

PROJECT: AGE TRIAL BAL TEST

JOB ID: AIA001

INVOICE #: AIA00106

INVOICE DATE: 09/25/2001

APPLICATION #: 06

BILLING PERIOD:

FROM: Builders Supply
1157 Valley Park Dr
Shakopee MN 55379

VIA ARCHITECT:

CONTRACT FOR:

CONTRACT DATE:

-A-	-B-	-C-	-D-	-E-	-F-	-G-	-H-	-I-
ENTRY NO	DESCRIPTION OF WORK	SCHEDULED VALUE	<--- COMPLETED WORK ---> FROM PREV. THIS APPLICATIONS PERIOD (D+E)	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED & STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE 3% of D+E 4% of F
01FOUND	FOUNDATION	6,300*	5,800	500	6,300	100		189
01SITE	SITE PREPARATION	13,500*	13,500		13,500	100		405
02ELEC	ELECTRICAL	28,000*	27,000	1,000	28,000	100		850
02FRAM	FRAMING	75,000*	65,000	10,000	75,000	100		2,350
TOTALS		122,800	111,300	500	11,000	122,800	100	3,794

Applications Journal

Use the Applications Journal function to print AIA invoice information before posting. If you find mistakes, use the Application Entries function to edit the invoices.

Applications Journal Screen

OSAS T000
Settings Edit Print Help

Applications Journal

Pick Job ID From PROJ01
Thru PROJ01

Pick
1. On Hold Only
2. Released Only
3. Both
3
Print
1. Detail
2. Summary
1

New Page per Invoice? NO

Output device - (B)rinter p(R)review (F)ile (S)creen (E)nd

You can specify a range of jobs to be printed in the report. You can elect to include held invoices, released invoices, or both. You can elect to print detail or summary information. A detail journal prints job and phase information. A summarized journal prints job totals only.

Sample Detail Applications Journal

09/25/2001
1:28 PM

Builders Supply
Applications Journal

Page 1

TO : CJC TESTING ATB

PROJECT: AGE TRIAL BAL TEST

JOB NO.: AIA001
INVOICE #: AIA00106
APPLICATION #: 06
BILLING PERIOD:

RETAINAGE METHOD: Comp. % = 3.00% Mtrl % = 4.00%
DATE: 09/25/2001 TERMS: 5/10,n/30
TAX: GROUP=CA Non-taxable

GL PERIOD: 09

ENTRY CO DESCRIPTION OF WORK SALES GL Cl PREV. APP. CUR. COMP. MATERIALS TOTAL APP. RETAINAGE

01FOUN FOUNDATION 401000 0 5,800.00 500.00 .00 6,300.00 189.00

01SITE SITE PREPARATION 401000 0 13,500.00 .00 .00 13,500.00 405.00

02ELEC ELECTRICAL 401000 0 28,000.00 .00 .00 28,000.00 850.00

02FRAM FRAMING 401000 0 75,000.00 .00 .00 75,000.00 2,350.00

TOTALS 122,300.00 500.00 .00 122,800.00 3,794.00

PREVIOUS AMOUNT 122,300.00 .00

CURRENT APPLICATION 500.00 3,794.00

CURRENT APPLICATION (AFTER RETAINAGE) -3,294.00

TO : CJC TESTING AGING AIA

PROJECT: AIA RETNGE TESTING

JOB NO.: AIART1
INVOICE #: AIART101
APPLICATION #: 01
BILLING PERIOD:

RETAINAGE METHOD: Comp. % = 3.00% Mtrl % = 2.50%
DATE: 09/25/2001 TERMS: 1/10,n/30
TAX: GROUP=MN Non-taxable

GL PERIOD: 09

ENTRY CO DESCRIPTION OF WORK SALES GL Cl PREV. APP. CUR. COMP. MATERIALS TOTAL APP. RETAINAGE

TOTALS 401000 0 3,500.00 .00 .00 3,500.00 100.00

PREVIOUS AMOUNT 3,500.00 .00

CURRENT APPLICATION .00 100.00

CURRENT APPLICATION (AFTER RETAINAGE) -100.00

GRAND TOTALS

CURRENT APPLICATION/RETAINAGE 500.00 3,894.00

CURRENT APPLICATION (AFTER RETAINAGE) -3,394.00

TAX AMOUNT .00

CURRENT APPLICATION (AFTER TAX) -3,394.00

End of Report

Post Applications

Separate invoices for retained amounts are posted to the Open Invoice file with invoice number **Rtxxxxxx** where **xxxxxx** is the job ID. The retained amount in the Customer file is also updated during the post.

Post Applications Screen

OSAS T000
Settings Edit Print Help

Post Applications

Have You Backed Up Your Data Files? YES

Post To:

1. Current Fiscal Year (2001)
2. Last Fiscal Year (2000)
- 1

Age All Customers? YES

Output device - (P)rinter p(R)review (F)ile (E)nd

Sample Post Applications Log

```

07/20/2001                               Builders Supply                               Page 1
11:25 AM                                Post Applications

Terminal:      T000
Posted to CURRENT YEAR (2001)

TOTAL POSTED TO OPEN INVOICE FILE      19050.00
                      CUSTOMER FILE      19050.00
INVOICE/CUSTOMER RETAINAGE              1000.00
JOB COST JOBS FILE                      20050.00

TRANSACTIONS POSTED TO GL PERIOD 7
DESCRIPTION          GL ACCOUNT  REFERENCE    DEBIT      CREDIT

AR                   101000      AR          19050.00
RETAINAGE            204500      AR           1000.00
SALES                401000      AR                   20050.00

PERIOD 7 BALANCE                                20050.00      20050.00

TOTAL GL POSTINGS                                20050.00      20050.00

*** End of Report ***

```

SALES	SALES TAX	A/R	A/R RETAINAGE
-----+-----	-----+-----	-----+-----	-----+-----
CR	CR	DB	DB

When you post an invoice with retainage, the sales account specified in the Application Entries line item is credited for the entire amount billed.

The accounts receivable account specified in the Distribution Code for each customer is debited for the invoice amount less retainage. The AR Retainage account specified in the ARGLx table is debited for the retained amount.

The sales tax account is specified in the Tax Locations file.

SALES	SALES TAX	A/R	A/R RETAINAGE
-----+-----	-----+-----	-----+-----	-----+-----
		DB	CR

When you post a retainage invoice, the accounts receivable account specified in the Distribution Code for the customer is debited for the invoice amount. The accounts receivable retainage account specified in the **ARGLx** table is credited.

AIA Invoice Example

Use the Set Up Schedule function to setup the billing schedule for the job and to enter the Retainage calculation method. For this example, retainage will be calculated as 10% of completed work.

Set up Schedule Screen

OSAS T000

Settings Edit Print Help

Set Up Schedule

Job ID PROJ02 Description Building Res Home

Customer LOS ANGELES CONSTRUCTION CO. Customer ID LOS001

Contract For Building Residential Homes

Architect Info. Contract # 666871

Taxable? N After Ret.? Tax Grp CA California

Default: Tax Class 00 Sales Acct 401000

Retainage: Flexible % Code [] or Complete % [10.00], Material % [.00]

Accumulated Retainage .00

Form # 0 Invoice Count 0 Last Invoice Date

Terms Code 2PCT 2/10,n/30 Billing (C=Completed/O=Open)? O

Bill ID	CO	Description	Cl	\$ Scheduled	\$ Billed	Mtrl.	Str.	% Comp.

Verification

Press <PgDn> to proceed

Enter a line item for each billing ID which may be a phase or a segment of a phase. For this example we will use one billing ID. The scheduled amount for this job is \$100,000.

Set up Schedule - Append Entry Screen

OSAS T000

Settings Edit Print Help

Set Up Schedule

Job ID PROJ02 Description Building Res Home

Customer LOS ANGELES CONSTRUCTION CO. Customer ID LOS001

Append Entry

Billing ID 1 Change Order No. (if any)

Description Foundation

Interface to Phase FOUN01 (if any)

Sales Acct 401000 RETAIL SALES Tax Class 00

\$ Scheduled 100000.00

\$ Billed .00 Material Stored \$.00

% Completion .00

Bill ID	CO	Description	Cl	\$ Scheduled	\$ Billed	Mtrl.	Str.	% Comp.

Verification

Press <PgDn> to proceed

Use the Application Entries function to enter the billing amount. The header information is displayed from the schedule.

Application Entry Header Screen

OSAS T000
Settings Edit Print Help

Application Entries

Job ID PROJ02 Description Building Res Home
Customer LOS ANGELES CONSTRUCTION CO.
JTD Retainage .00 Invoice Count 0

Invoice No. [PROJ0201]
Invoice Date [07/23/2001]
Retainage %: Flexible % Code []
or Complete % [10.00] Material % [.00]
Billing Period []
GL Period [07]
Final Billing? [N]
On Hold? [N]

Bill ID	CO	Desc.	Scheduled	Previous Billed	Current Invoice	%

Verification _____
Press <PgDn> to proceed

Enter the billing amount for each billing ID. You cannot bill for more than the scheduled value. For this example, enter 50000 for this Billing.

Application Entry Edit Screen

OSAS T000
Settings Edit Print Help

Application Entries

Job ID PROJ02 Description Building Res Home
Customer LOS ANGELES CONSTRUCTION CO.

Edit Entry

Billing ID 1 Change Order No. (if any)
Description Foundation
Sales Acct 401000 Tax Class 00
Scheduled Amount 100000.00
Work Completed Material Stored % Comp.
Prev. Billing .00 .00 .00
This Billing 50000.00 .00 50.00
Total Billing 50000.00 .00 50.00

Bill ID	CO	Desc.	Scheduled	Previous Billed	Current Invoice	%
1		Foundation	100000			0

Verification _____
Press <PgDn> to proceed

Print the Application Forms and the Application Journal. When everything is correct, select Post Applications.

Two invoices are created in the Open Invoice file. One is the regular invoice for the billing amount less the retainage. In this example it is invoice number PROJ02 01 for \$45,000 (\$50,000-\$5000). The Rt invoice is for the retainage amount. In this example it is invoice RtPROJ02 for \$5000. The Rt invoice is posted with a status of held and you cannot release it. When you want to invoice the customer for the retainage, use the Application Entries function. See the example later in this section.

Hold / Release Invoices Screen

OSAS T000
Settings Edit Print Help

Hold/Release Invoices

Customer ID LOS001 LOS ANGELES CONSTRUCTION CO.
Account Type Open Invoice

Invoice	Type	Stat	Inv Date	Check No	Gross Amount	Discount
6306	INVC	REL	11/21/1990		10734.18	214.68
6306	PYMT	REL	11/30/1990	2323	9078.00	.00
6507	INVC	REL	12/06/1990		28280.40	565.61
6507	PYMT	REL	12/19/1990	1003	28000.00	.00
6604	INVC	REL	12/12/1990		1855.10	37.10
6701	INVC	REL	12/18/1990		1027.62	20.55
6708	INVC	REL	12/21/1990		1596.02	31.92
PROJ0201	INVC	REL	07/23/2001		45000.00	900.00
RtPROJ02	INVC	HOLD	07/23/2001		5000.00	.00

Hold/release, All, Split/reapply, Customer, First, Last, Next, Prev
Company H Info Verify

The Retainage field in the Customer file is also updated when you post applications. Amounts retained are added to the Retainage field. The Retainage Posted field is also updated with the total retainage posted to this customer, including retainage from other jobs.

Customer Balance Information Screen

OSAS T000
Settings Edit Print Help

Balance Information

Customer ID LOS001 LOS ANGELES CONSTRUCTION CO. Open Invoice

New Fin Chg	.00
Unpaid Fin Chg	.00
Current Due	45000.00
Balance 31-60	.00
61-90	.00
91+	6415.32
Retaina	5000.00
Unapplied Cr	.00
Total Due	56415.32
Retainage Posted	5000.00

Verification Press <PgDn> to proceed

Let's assume it is now six months later and we will bill the customer for the rest of this job. Select Application Entries to enter the invoice. Enter **Y** on the header screen to indicate this is the final billing. This will update the Actual Finish Date for the job when this application is posted.

Application Entry Header Screen

OSAS T000
Settings Edit Print Help

Application Entries

Job ID PROJ02 Description Building Res Home
Customer LOS ANGELES CONSTRUCTION CO.
JTD Retainage 5000.00 Invoice Count 1
Invoice No. [PROJ0202]
Invoice Date [12/15/2001]
Retainage %: Flexible % Code []
or Complete % [10.00] Material % [.00]
Billing Period []
GL Period [12]
Final Billing? [Y]
On Hold? [N]

Bill ID	CO	Desc.	Scheduled	Previous Billed	Current Invoice	%
1		Foundation	100000	50000		50

Enter=edit, View, Header, Next Job, Totals
Company H Verify

Enter 50000 for This Billing. The job is 100% complete.

Application Entry Edit Screen

OSAS T000
Settings Edit Print Help

Application Entries

Job ID PROJ02 Description Building Res Home
Customer LOS ANGELES CONSTRUCTION CO.
Edit Entry

Billing ID 1 Change Order No. (if any)
Description Foundation
Sales Acct 401000 Tax Class 00
Scheduled Amount 100000.00
Work Completed Material Stored % Comp.
Prev. Billing 50000.00 .00 50.00
This Billing 50000.00 .00 50.00
Total Billing 100000.00 .00 100.00

Bill ID	CO	Desc.	Scheduled	Previous Billed	Current Invoice	%
1		Foundation	100000	50000		50

Verification
Press <PgDn> to proceed

Print the Application Forms and Application Journal. When everything is correct, select Post Applications.

Invoice number PROJ02 02 is created for \$45,000 (\$50,000 less the retainage of \$5,000). The amount of the retainage invoice, RtPROJ02, is changed to \$10,000 (\$5,000 from the first invoice and \$5,000 from the second invoice).

Hold / Release Invoices Screen

OSAS T000
Settings Edit Print Help

Hold/Release Invoices

Customer ID LOS001 LOS ANGELES CONSTRUCTION CO.
Account Type Open Invoice

Invoice	Type	Stat	Inv Date	Check No	Gross Amount	Discount
6306	INVC	REL	11/21/1990		10734.18	214.68
6306	PYMT	REL	11/30/1990	2323	9078.00	.00
6507	INVC	REL	12/06/1990		28280.40	565.61
6507	PYMT	REL	12/19/1990	1003	28000.00	.00
6604	INVC	REL	12/12/1990		1855.10	37.10
6701	INVC	REL	12/18/1990		1027.62	20.55
6708	INVC	REL	12/21/1990		1596.02	31.92
PROJ0201	INVC	REL	07/23/2001		45000.00	900.00
PROJ0202	INVC	REL	12/15/2001		45000.00	900.00
RtPROJ02	INVC	HOLD	12/15/2001		10000.00	.00

Hold/release, All, Split/reapply, Customer, First, Last, Next, Prev
Company H Info Verify

The Retainage amount in the Customer file is increased by \$5,000 as is the Retainage Posted field.

Customer Balance Information Screen

OSAS T000
Settings Edit Print Help

Balance Information

Customer ID LOS001 LOS ANGELES CONSTRUCTION CO. Open Invoice

New Fin Chg	.00
Unpaid Fin Chg	.00
Current Due	45000.00
Balance 31-60	.00
61-90	.00
91+	51415.32
Retaina	10000.00
Unapplied Cr	.00
Total Due	106415.32
Retainage Posted	10000.00

Company H Verify

When the job has been approved and you want to invoice the customer for the retained amounts, select Application Entries from the AIA Invoicing menu. Change the retention percentages to 0 on the application header and press PgDn to save the information.

Application Entries Header Screen

OSAS T000

Settings Edit Print Help

Application Entries

Job ID PROJ02 Description Building Res Home

Customer LOS ANGELES CONSTRUCTION CO.

JTD Retainage 10000.00 Invoice Count 2

Invoice No. [PROJ0203]

Invoice Date [12/15/2001]

Retainage %: Flexible % Code []

or Complete % [.00] Material % [.00]

Billing Period []

GL Period [12]

Final Billing? [N]

On Hold? [N]

Bill ID	CO	Desc.	Scheduled	Previous Billed	Current Invoice	%
>1		Foundation	100000	100000		100

Enter=edit, View, Header, Next Job, Totals

Company H Verify

Print the Application Forms and Application Journal. When everything is correct, select Post Applications.

In the Open Invoice file, the retainage invoice RtPROJ 02 has been replaced with invoice PROJ02 03 for \$10,000. This invoice now has a status of **released**.

Hold / Release Invoices Screen

OSAS T000

Settings Edit Print Help

Hold/Release Invoices

Customer ID LOS001 LOS ANGELES CONSTRUCTION CO.

Account Type Open Invoice

Invoice	Type	Stat	Invc Date	Check No	Gross Amount	Discount
6306	INVC	REL	11/21/1990		10734.18	214.68
6306	PYMT	REL	11/30/1990	2323	9078.00	.00
6507	INVC	REL	12/06/1990		28280.40	565.61
6507	PYMT	REL	12/19/1990	1003	28000.00	.00
6604	INVC	REL	12/12/1990		1855.10	37.10
6701	INVC	REL	12/18/1990		1027.62	20.55
6708	INVC	REL	12/21/1990		1596.02	31.92
PROJ0201	INVC	REL	07/23/2001		45000.00	900.00
PROJ0202	INVC	REL	12/15/2001		45000.00	900.00
> PROJ0203	INVC	REL	12/15/2001		10000.00	200.00

Hold/release, All, Split/reapply, Customer, First, Last, Next, Prev

Company H Info Verify

The Retainage field in the Customer file is decreased when a retainage invoice is posted.

Customer Balance Information Screen

Balance Information	
Customer ID	LOS001 LOS ANGELES CONSTRUCTION CO. Open Invoice
New Fin Chg	.00
Unpaid Fin Chg	.00
Current Due	55000.00
Balance 31-60	.00
61-90	.00
91+	51415.32
Retaina	.00
Unapplied Cr	.00
Total Due	106415.32
Retainage Posted	.00

Company H Verify

Note

You can enter the final billing for a job and invoice the customer for the retained amounts in one step. To do this, clear the retainage fields on the Application Entries header screen when you enter the final billing. The system recalculates the retainage for the entire job. The amount it calculates will be 0 since all the retainage percentages are blank. When the application is posted, the Rt invoice is removed since the new retention amount is 0, and a regular invoice is created for the original retainage amount.

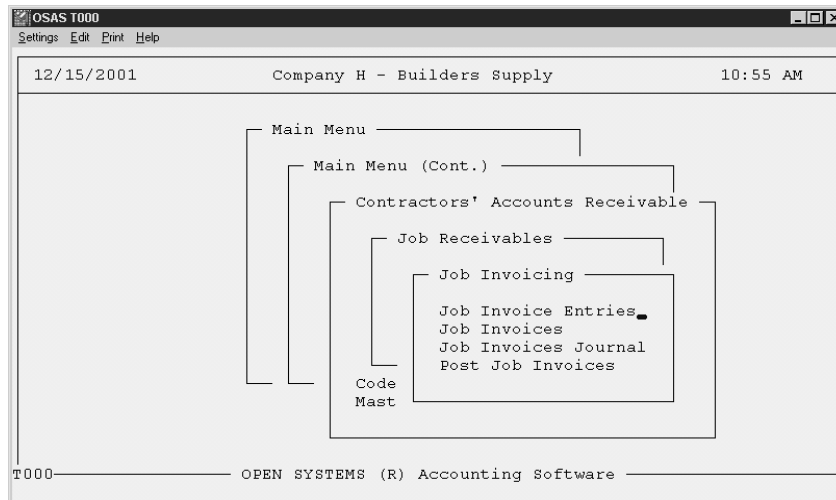
The same concept can be applied if you want to invoice a customer for part of the retainage amount. To do this, change the retainage percentage to a new rate. The system recalculates the retainage for the entire job. When the application is posted, the Rt invoice is decreased to the new retainage amount and a regular invoice is created for the difference between the original retainage amount and the new amount.

For example, if you had previously billed a customer \$10,000 with retainage of 10%, the retainage amount would be \$1000. If you change the retainage to 6% and post applications, the new retainage amount would be \$600 (\$10,000 X 6%). The Rt invoice would be decreased to \$600 and a regular invoice would be created for \$400.

Job Invoicing

Use the Job Invoicing functions to enter invoices for general jobs based on a fixed billing amount.

Job Invoicing Menu



Select the Job Invoice Entries function to enter invoices. The header screen is displayed.

Job Invoice Entries Screen

OSAS T000

Settings Edit Print Help

Job Invoice Entries

Job ID PROJ03 Description Driveway
Customer GREATER NEW YORK DOMES, INC. Customer ID GRE001

Address 1001 AVE OF THE AMERICAS
NEW YORK CITY NY 10012-4335

Invoice No. 881243
Invoice Date 07/23/2001
GL Period 07
Reference

Taxable? N After Ret.? Minnesota
Tax Grp MN

Ret. Invoice? N
Retainage % 10.00
Terms Code NET n/30
Final Billing? Y

Line #	Description	Tax	Phase	Amount

Verification Press <PgDn> to proceed

Enter the following information:

Field	Description
Job ID	Enter the ID of the job you are billing or use the Inquiry command (F2) to look up and select an ID from the window. The job description and customer ID are defaulted in from the Jobs (CJBSxxx) file. The customer name and address are defaulted in from the Customer (ARCUxxx) file.
Invoice No.	Enter an invoice number. It is required.
Invoice Date	The workstation date is defaulted in. Press Enter to accept it or enter a different date.
GL Period	The GL period is defaulted in based upon the invoice date previously entered. Press Enter to accept it or change it to something different.
Reference	You can enter a reference for this invoice (up to 20 characters) to be printed on the invoice.
Taxable	Select Y for yes if the invoice will be taxed. Select N if the invoice will not be taxed.
After Ret.?	This field is only available for taxable invoices. Select Y to have taxes calculated after retainage amounts are subtracted, or N to have taxes calculated the full invoice amount.
Tax Location	Defaults from the customer file. Press Enter to accept it or use the Inquiry (F2) or Maintenance (F6) commands to create and/or select another location.
Ret Invoice?	If you are entering a retainage invoice, enter Y in the Ret. Invoice? field. The Retainage % field is skipped. If this is a regular invoice, enter N and then enter the retainage percentage. This percentage is multiplied by the total billing amount for the invoice to calculate retainage.
Terms Code	Defaults from the customer file. Press Enter to accept it or use the Inquiry (F2) or Maintenance (F6) commands to create and/or select another terms code.

Field	Description
Final Billing?	Enter Y in the Final Billing field when the job is finished. When you post job invoices the Actual Finish Date is updated in the Jobs file. If you bill by phase, the Actual Finish Date is updated in the phase record. If you bill by job, the Actual Finish Date is updated in the job record.

Use the **Proceed** command (**PGDN**) to save the header information. It is stored in the header record of the Job Invoice file (**ARJDx**).

If no line items exist for this invoice, the Append Entry box is displayed. Enter a description for the line item (up to 50 characters).

Job Invoice Append Entry Screen

If you want to bill by phase, enter the phase ID the billing item is associated with. The **Inquiry** command is available. Press **Enter** to bill by job. If you enter a phase ID, the Billed to Date and Last Bill Date fields are updated in the phase record when you post job invoices. If you press **Enter** to skip this field, the Billed to Date and Last Bill Date fields are updated in the job record when you post job invoices.

Enter the sales account number, tax class, and billing amount for this line item. If this is a retainage invoice, enter the retainage amount in the Billing Amount field.

Use the **Proceed** command (**PGDN**) to save the entry. The information is stored in the detail record of the Job Invoice file (**ARJDx**).

Use the **Exit** command (**F7**) to go to the scrolling region when you are finished entering line items. The totals screen will appear for the transaction change or verify the information before exiting the screen.

Job Invoicing Totals Screen

OSAS T000

Settings Edit Print Help

Job Invoice Entries

Job ID PROJ03 Description Driveway
Customer GREATER NEW YORK DOMES, INC. Customer ID GRE001

Invoice Totals

Taxable Amount	.00
Nontaxable Amount	5000.00
Subtotal Amount	5000.00
Retainage Amount	-500.00
Sales Tax Amount	.00

Invoice Total	4500.00

Line #	Description	Tax	Phase	Amount
01	Completed gravel grating and leveling	00		5000.00

Verification -----
Press <PgDn> to proceed

Use the arrow keys to move the cursor to the item you want to work with. When in the scrolling region of the screen the following commands are available:

View	Press V to view the detail for a bill ID. You cannot change anything here.
Header	Press H to go back to the invoice header.
Next Job	Press N to enter invoice information for another job.
Totals	Press T to view the totals information. In this example, T was pressed to view the application totals.
GoTo	Press G to go to a particular line item.

Job Invoices

Use the Job Invoices function on the Job Invoicing Menu to print invoices you have entered billing transactions for.

Print Job Invoices Screen

OSAS T000

Settings Edit Print Help

Print Job Invoices

Pick Job ID From PROJ03
Thru PROJ03

Message: Thank you for your business.

Print Company Heading? ☒ Y

Company Info: Builders Supply
1157 Valley Park Dr
Shakopee MN 55379
612-496-2465

Output device - (P)rinter p(R)evue (F)ile (Q)nd

Enter a range of jobs for which you want to print invoices. Enter a message (up to 40 characters) to be printed on all invoices and choose if you want the company heading to print on the form.

Sample Job Invoice Form

Buildmax Supply
 1151 Valley Park Dr
 Shakopee MN 55319
 612-495-2455

***** INVOICE *****

000000
 TO: GREATER NEW YORK HOMES, INC.
 1111 AVE OF THE AMERICAS
 NEW YORK CITY NY 10012-4335
 ATTN: MARTY B

INVOICE #: 000243
 INVOICE DATE: 01/25/2003
 TERMS: n/30

PAGE: 1

OUR JOB NO: 000013
 DESCRIPTION: Driveway
 REFERENCE:

DESCRIPTION	AMOUNT
Completed gravel grading and leveling	{ 5,000.00

Thank you for your business.

SUBTOTAL	{ 5,000.00
RETAINAGE	{ (500.00)

INVOICE SUBTOTAL ...	{ 4,500.00

INVOICE TOTAL	{ 4,500.00
	=====

Job Invoices Journal

Use the Job Invoices Journal function to print a record of Job Invoice transactions to be posted.

Job Invoices Journal Screen

You can enter a range of job IDs to be included in the Job Invoices Journal. You can choose to print a detailed or summarized journal. A detailed journal includes job and phase information. A summarized journal includes job totals only.

Sample Detail Job Invoice Journal

07/23/2001		Builders Supply						Page 1	
2:00 PM		Job Invoices Journal							
Job No.	Cust. ID	Invoice Number	Invoice Date	Terms Desc.	GL Period	Tax Status	Ret. Inv.	Ret. Percent	
PROJ03	GEE001	881242	07/23/2001	n/30	07	No	N	10.00	
Phase	Description	Sales GL	Class	Amount	Retainage	Sales Tax	Total		
	Completed gravel grading and leveling	401.000	00	5000.00					
INVOICE TOTAL					5000.00	500.00	.00	4500.00	
Grand Total					5000.00	500.00	.00	4500.00	

Post Job Invoices

The Post Job Invoices function creates regular invoices and retainage invoices in the Open Invoice file. Retainage invoices are assigned the invoice number **Rtxxxxxx** where **xxxxxx** is the job ID. The retained amount and other balance fields are updated in the Customer file.

Post Job Invoices Screen

OSAS T000

Settings Edit Print Help

Post Job Invoices

Have You Backed Up Your Data Files? YES

Post To:

- 1. Current Fiscal Year (2001)
- 2. Last Fiscal Year (2000)
- 1

Age All Customers? NO

Output device - (P)rinter p(R)evue (F)ile (E)nd

If last-year General Ledger files exist, you can choose to post to the current- or last-year files; otherwise entries are created in the current-year files.

If you post a retainage invoice, the amount is subtracted from the Rt invoice and a new invoice is created for the amount billed. The amount is subtracted from the Retainage field in the Customer file.

Sample Job Invoices Post Log.

01/25/2003

Builders Supply

Page 1

2:35 PM

POST JOB INVOICES

Terminal: 7111

Posted to CURRENT YEAR (2003)

TOTAL POSTED TO OVER INVOICE FILE	4500.00
CUSTOMER FILE	4500.00
INVOICE/CUSTOMER RETAINAGE	500.00
JOB COST JOBS FILE	5000.00

TRANSACTIONS POSTED TO GL PERIOD 1

DESCRIPTION	GL ACCOUNT	REFERENCE	DEBIT	CREDIT
A/R	202000	A/R	4500.00	
SALES TAX/NET	203000	TAX	.00	
RETAINAGE	204500	NAR	500.00	
SALES	401000	SAR		5000.00
PERIOD 1 BALANCE			5000.00	5000.00
TOTAL GL POSTINGS			5000.00	5000.00

*** End of Report ***

SALES	SALES TAX	A/R	A/R RETAINAGE
-----+-----	-----+-----	-----+-----	-----+-----
CR	CR	DB	DB

When you post an invoice with retainage, the sales account specified in the line item is credited for the entire amount billed.

The accounts receivable account specified in the Distribution Code for each customer is debited for the invoice amount less retainage. The AR Retainage account specified in the ARGLx table is debited for the retained amount.

The sales tax account is specified in the Tax Locations file.

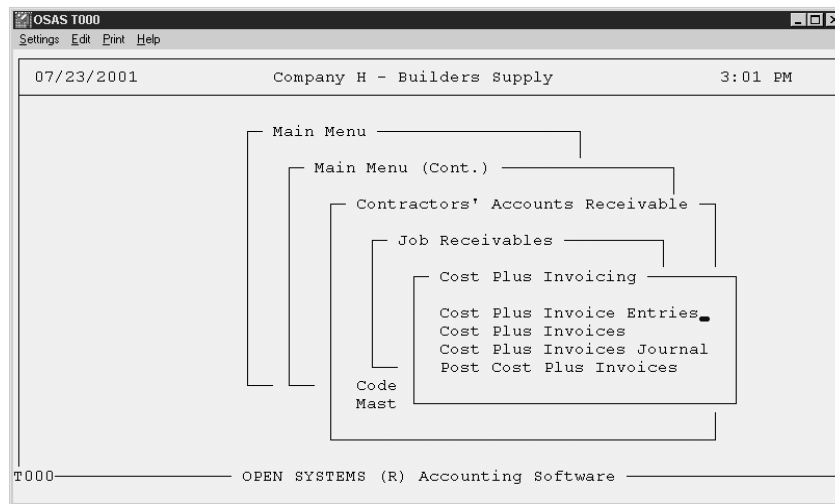
SALES	SALES TAX	A/R	A/R RETAINAGE
-----+-----	-----+-----	-----+-----	-----+-----
		DB	CR

When you post a retainage invoice, the accounts receivable account specified in the Distribution Code for the customer is debited for the invoice amount. The accounts receivable retainage account specified in the **ARGLx** table is credited.

Cost Plus Invoicing

Use the Cost Plus Invoicing functions to enter invoices for cost-plus work, or work whose bill consists of a fixed amount plus a percentage of the cost of materials and labor.

Cost Plus Invoicing Menu



Select the Cost Plus Invoice Entries function to enter invoices. The header screen is displayed.

Cost Plus Invoice Entry Screen

OSAS T000

Settings Edit Print Help

Cost Plus Invoice Entries

Job ID 91-135 Description WESTERN OAKS LOT 5A
Customer SUNSHINE HOMES, INC. Customer ID SUN001

Address 1000 OCEAN BOULEVARD
MIAMI FL 33333-4323

Invoice No. 637463
Invoice Date 07/23/2001
GL Period 07
Reference

Taxable? N After Ret.? Minnesota
Tax Grp MN

Ret. Invoice? N
Retainage % .00
Terms Code 1PCT 1/10, n/30
Markup Code 1
Final Billing? N

Line #	Description	Tax	Phase	Amount	After M.U.

<MARKUPS> LABOR:18%, MTRL:14%, EQUIP:12%, SUBC:10%, OTHER:10%

Company H Verify

Enter the following information:

Field	Description
Job ID	Enter the ID of the job you are billing or use the Inquiry command (F2) to look up and select an ID from the window. The job description and customer ID are defaulted in from the Jobs (CJBSxxx) file. The customer name and address are defaulted in from the Customer (ARCUxxx) file.
Invoice No.	Enter an invoice number. It is required.
Invoice Date	The workstation date is defaulted in. Press Enter to accept it or enter a different date.
GL Period	The GL period is defaulted in based upon the invoice date previously entered. Press Enter to accept it or change it to something different.
Reference	You can enter a reference for this invoice (up to 20 characters) to be printed on the invoice.
Taxable	Select Y for yes if the invoice will be taxed. Select N if the invoice will not be taxed.
After Ret.?	This field is only available for taxable invoices. Select Y to have taxes calculated after retainage amounts are subtracted, or N to have taxes calculated the full invoice amount.
Tax Location	Defaults from the customer file. Press Enter to accept it or use the Inquiry (F2) or Maintenance (F6) commands to create and/or select another location.
Ret Invoice?	If you are entering a retainage invoice, enter Y in the Ret. Invoice? field. The Retainage % field is skipped. If this is a regular invoice, enter N and then enter the retainage percentage. This percentage is multiplied by the total billing amount for the invoice to calculate retainage.
Terms Code	Defaults from the customer file. Press Enter to accept it or use the Inquiry (F2) or Maintenance (F6) commands to create and/or select another terms code.

Field	Description
Markup Code	Enter the code from the MARKUx table that you want to use for this invoice or press Enter to skip this field (blank = no markup). The markup percentages are displayed at the bottom of the screen.
Final Billing?	Enter Y in the Final Billing field when the job is finished. When you post job invoices the Actual Finish Date is updated in the Jobs file. If you bill by phase, the Actual Finish Date is updated in the phase record. If you bill by job, the Actual Finish Date is updated in the job record.

Use the **Proceed** command to save the header information. It is stored in the header record of the Cost Plus Invoice file (**ARJEx**).

If no line items exist for this invoice, the Append Entry box is displayed.

Cost Plus Invoice Append Entry Screen

OSAS T000

Settings Edit Print Help

Cost Plus Invoice Entries

Job ID 91-135 Description WESTERN OAKS LOT 5A
Customer SUNSHINE HOMES, INC. Customer ID SUN001

Append Entry

Cost Type M L=Labor, M=Material, E=Equip., S=Subcontract, O=Others
Line No. 01
Description addl lumber needs for foyer

Interface to Phase 02FRAM FRAMING
Sales GL Account 401000 RETAIL SALES Tax Class 00
Billing Amount 12000.00 Markup % 14.00

Line #	Description	Tax	Phase	Amount	After M.U.

Verification

Press <PgDn> to proceed

Enter the following information:

Field	Description
Cost Type	Enter the cost type for this line item: L for labor, M for material, E for equipment, S for subcontract, or O for other cost types. The percentage for the cost type appears in the Markup % field if you entered a code on the header screen.
Description	Enter a description for the billing item.
Interface to Phase	If you want to bill by phase, enter the phase ID the billing item is associated with. The Inquiry command is available. If you enter a phase ID, the Billed to Date and Last Bill Date fields are updated in the phase record when you post job invoices. Press Enter to bill by job. If you press Enter to skip this field, the Billed to Date and Last Bill Date fields are updated in the job record when you post job invoices.
Sales GL Account	Defaults from the GL Code in the DFxxx table. Press Enter to accept it or use the Inquiry command (F2) enter a different account.
Tax Class	Enter the tax class you wish to use.

Field	Description
Billing Amount	Enter the dollar amount to be billed for this line item. If this is a retainage invoice, enter the retainage amount in the Billing Amount field.
Markup %	Defaults in based upon the markup code from the transaction header the percentage defined in the MARKU table for that cost type. Press Enter to accept it or change the percent as you wish.

Use the **Proceed** command to save the entry. The information is stored in the detail record of the Cost Plus Invoice file (**ARJEx**). Use the **Exit (F7)** command to go to the scrolling region when you are finished entering line items.

Cost Plus Invoice Totals Screen

OSAS T000

Settings Edit Print Help

Cost Plus Invoice Entries

Job ID 91-135 Description WESTERN OAKS LOT 5A

Customer SUNSHINE HOMES, INC. Customer ID SUN001

	Labor	Material	Equip.	Subc.	Others	Totals
Taxable	0	0	0	0	0	.00
Nontaxable	1770	13680	0	0	0	15450.00
Subtotal	1770	13680	0	0	0	15450.00
Retainage						.00
Sales Tax						.00
Invoice Total						15450.00

Press any key ...

Line #	Description	Tax	Phase	Amount	After M.U.
L-01	addl foyer labor	00	02FRAM	1500.00	1770.00
M-01	addl lumber needs for foye	00	02FRAM	12000.00	13680.00

Enter=edit, Append, View, Header, Next Job, Totals

Company H Verify

Use the arrow keys to move the cursor to the item you want to work with. the following commands are available:

Edit	Press Enter to view and edit the selected line item.
View	Press V to view the detail for a bill ID. You cannot change anything here.
Header	Press H to go back to the invoice header.
Next Job	Press N to enter invoice information for another job.
Totals	Press T to view the totals information. In this example, T was pressed to view the application totals.
GoTo	Press G to go to a particular line item. This option will only appear when all cannot be viewed in the scrolling region.

Cost Plus Invoices

Use the Cost Plus Invoices function to print your cost plus invoices.

Cost Plus Invoices Screen

OSAS T000

Settings Edit Print Help

Print Cost Plus Invoices

Pick Job ID From 91-135
Thru 91-135

Message: THANK YOU FOR YOUR BUSINESS!

Print Company Heading? Y

Company Info: Builders Supply
1157 Valley Park Dr
Shakopee MN 55379
612-496-2465

Output device - (P)rinter p(R)review (F)ile (E)nd

Enter a range of jobs for which you want to print invoices. Enter a message (up to 40 characters) to be printed on all invoices and choose if you want the company heading to print on the form.

Sample Cost Plus Invoice Form

```

Builderx Supply
1151 Valley Park Dr
Shakopee MN 55319
612-426-2465

***** INVOICE *****

SERIES
TO: SORRENTO HOMES, INC.
1111 OAKRIDGE DR
MINNAPOLIS MN 55333-4323
INVOICE #: 631463
INVOICE DATE: 01/25/2003
TERMS: 1/10, n/30
ATTN: JERRY SULLIVAN
PAGE: 1

OUR JOB NO: 91-135
DESCRIPTION: WESTERN DAKOTA LOT 5A
REFERENCE:

DESCRIPTION          COST          QUANTITY          EXTENSION

** LABOR **
Add'l Coyar Labor          $1500.00          10.0000          $1500.00
Subtotal .....          $1500.00          $210.00          $1710.00

** MATERIAL **
Add'l lumber needed for Coyar          $12000.00          14.0000          $16800.00
Subtotal .....          $12000.00          $1680.00          $18480.00

11

THANK YOU FOR YOUR BUSINESS!

SUBTOTAL .....          $15450.00

-----
INVOICE TOTAL .....          $15450.00

```

Cost Plus Invoice Journal

Select the Cost Plus Invoices Journal function to create and record your cost plus invoice transactions for future reference and analysis.

Print Cost Plus Invoices Journal Screen

You can enter a range of job IDs to be included in the Cost Plus Invoices Journal. You can choose to print a detailed or summarized journal. A detailed journal includes job and phase information. A summarized journal includes job information only.

Sample Cost Plus Invoices Journal

01/24/2003		Builders Supply						Page 1			
1:45 PM		Cost Plus Invoices Journal									
Job	Cost.	--- Invoice ---		Term	GL	Tax	--- Retainage ---				
10	10	Printer	Date	Desc.	Period	Status	Invoice	Percent			
91-135	500000	051465	01/23/2003	1/10,n/30	11	80	0	.00			
Phase 10 Description				Sales GL	Class	Amount	Markup	Subtot.	Retainage	Sales Tax	Total
020000	addl Foyer labor			40000	00	3500.00	30.00%	3170.00			
020000	addl lumber needed for Foyer			40000	00	3000.00	34.00%	3500.00			
Invoice Total						3500.00	3500.00	3500.00	.00	.00	3500.00
Grand Total								3500.00	.00	.00	3500.00

Post Cost Plus Invoices

Use the Post Cost Plus Invoices function to post yopur cost plus invoices to Contractors' Job Cost and to other applications that may be interfaced to Contractors' Accounts Receivable.

Post Cost Plus Invoices Screen

OSAS T000
Settings Edit Print Help

Post Cost Plus Invoices

Have You Backed Up Your Data Files? YES

Post To:

1. Current Fiscal Year (2001)
2. Last Fiscal Year (2000)

1

Age All Customers? YES

Output device - (P)rinter p(R)review (F)ile (E)nd

The Post Cost Plus Invoices function works similarly to the Post Job Invoices function. Regular invoices and retainage invoices are created in the Open Invoice file. Retainage invoices are assigned the invoice number **Rtxxxxxx** where **xxxxxx** is the job ID. The retained amount and other balance fields are updated in the Customer file.

If last-year General Ledger files exist, you can choose to post to the current- or last-year files; otherwise entries are created in the current-year files.

If you post a retainage invoice, the amount is subtracted from the Rt invoice and a new invoice is created for the amount billed. The amount is subtracted from the Retainage field in the Customer file.

Sample Cost Plus Invoices Post Log.

01/24/2003	Builders Supply	Page 1		
1:59 PM	POST COST PLUS INVOICES			
Terminal: 7000				
Posted to CURRENT YEAR (2003)				
TOTAL POSTED TO OPEN INVOICE FILE	15958.58			
CUSTOMER FILE	15958.58			
INVOICE/CUSTOMER RETAINAGE	56.58			
JOB COST JOBS FILE	16015.16			
TRANSACTIONS POSTED TO GL PERIOD 1				
DESCRIPTION	GL ACCOUNT	REFERENCE	DEBIT	CREDIT
A/R	202000	AR	15958.58	
SALES TAX/NET	203000	AR	.00	
RETAINAGE	204500	AR	56.58	
SALES	400000	AR		16015.16
PERIOD 1 BALANCE			16015.16	16015.16
TOTAL GL POSTINGS			16015.16	16015.16
*** End of Report ***				

SALES	SALES TAX	A/R	A/R RETAINAGE
-----+-----	-----+-----	-----+-----	-----+-----
CR	CR	DB	DB

When you post an invoice with retainage, the sales account specified in the line item is credited for the entire amount billed.

The accounts receivable account specified in the Distribution Code for each customer is debited for the invoice amount less retainage. The AR Retainage account specified in the **ARGLx** table is debited for the retained amount.

The sales tax account is specified in the Tax Locations file.

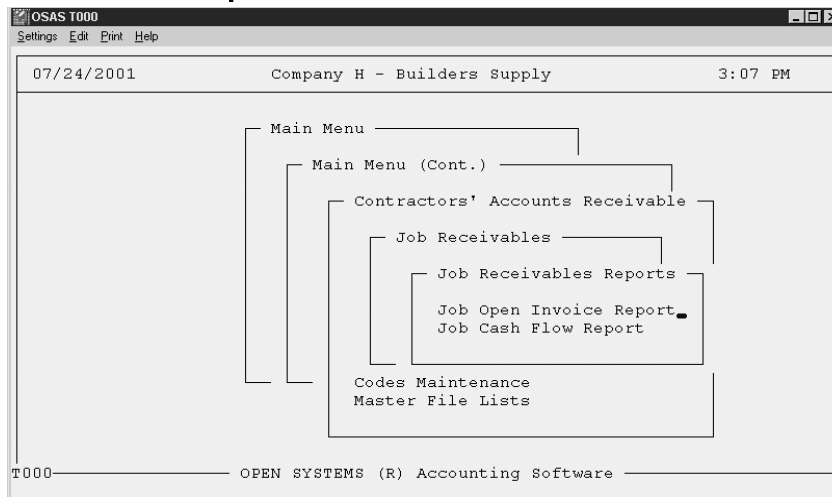
SALES	SALES TAX	A/R	A/R RETAINAGE
-----+-----	-----+-----	-----+-----	-----+-----
		DB	CR

When you post a retainage invoice, the accounts receivable account specified in the Distribution Code for the customer is debited for the invoice amount. The accounts receivable retainage account specified in the **ARGLx** table is credited.

Job Receivables Reports

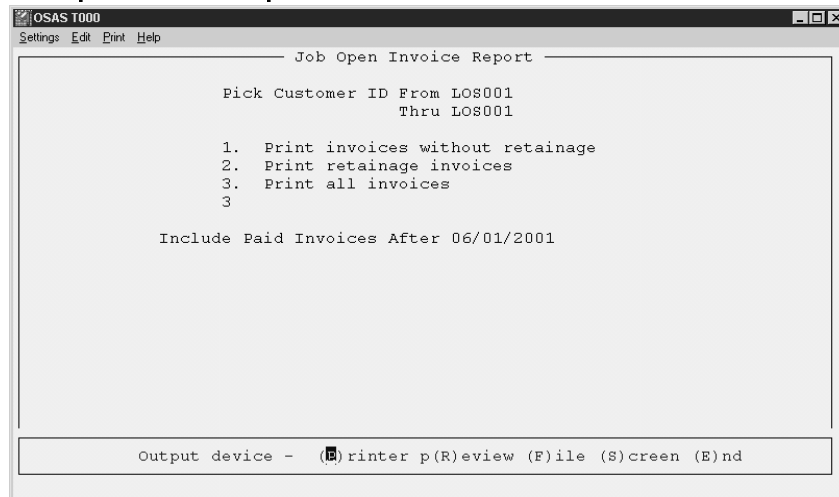
Use the Job Receivables Reports functions to produce a list of open invoices or a cash flow report with job IDs.

Job Receivables Reports Menu



The Job Open Invoice Report is a list of the invoices with job IDs. This report is valuable if you want to track the job-related bills you send as your jobs progress.

Job Open Invoice Report Screen



You can select a range of customers to include in the report. You can select to print invoices without retainage, only retainage invoices, or all invoices.

Sample Job Open Invoice Report

01/24/2003		Builders Supply						Page 1	
3:43 PM		Job Open Invoice Report							
Invoice Type	Invoice	Due	Discount	Gross	Discount		Max.		
Job ID Number	Stat	Date	Date	Amount	Amount	Payments	Credits	Balance	

Customer 105000 LOS ANGELES CONSTRUCTION CO.									
00150	22354	10	01/24/2003	01/25/2003	01/03/2003	500.50	30.30	500.50	
	0500	10	11/23/1999	12/23/1999	12/03/1999	10154.30	234.60	10242.60	
	0500	00	11/30/1999			9000.00		2364.60	
	0501	10	12/06/1999	02/05/2000	12/06/1999	20200.40	565.60	20445.00	
	0501	00	12/30/1999			20000.00		2445.00	
	0504	10	12/30/1999	01/31/2000	12/22/1999	1055.30	31.30	4500.30	
	0503	10	12/30/1999	01/31/2000	12/28/1999	1021.62	20.55	5321.00	
	0500	10	12/31/1999	01/28/2000	12/31/1999	1596.02	33.92	6923.02	
000000	00000000	10	01/23/2003	01/22/2003	01/02/2003	45000.00	900.00	50923.02	
000000	00000000	10	12/30/2002	01/30/2003	12/25/2002	45000.00	900.00	96923.02	
000000	00000000	10	12/30/2002	01/30/2003	12/25/2002	10000.00	200.00	108923.02	
00150	00000000	10	01/24/2003	01/24/2003	01/24/2003	500.50	.00	108900.32	
TOTAL						344050.32	5100.00	.00	108900.32

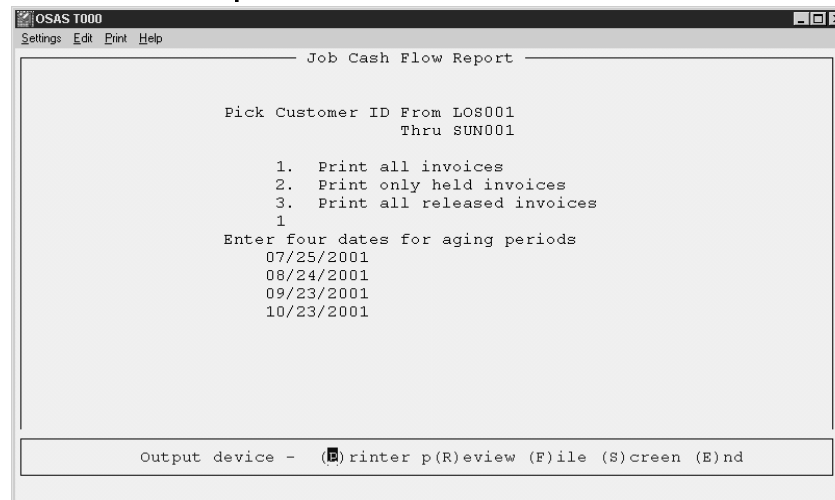
GRAND TOTAL						344050.32	5100.00	.00	108900.32

End of Report									

Job Cash Flow Report

Print the Job Cash Flow Report to see how much cash is due within five aging periods with job IDs.

Job Cash Flow Report Screen



The screenshot shows a window titled "OSAS T000" with a menu bar (Settings, Edit, Print, Help) and a title bar "Job Cash Flow Report". The main area contains the following text:

```
Pick Customer ID From LOS001
                        Thru SUN001

1. Print all invoices
2. Print only held invoices
3. Print all released invoices
1
Enter four dates for aging periods
07/25/2001
08/24/2001
09/23/2001
10/23/2001
```

At the bottom, there is a status bar with the text: "Output device - (B)rinter p(R)review (F)ile (S)creen (E)nd".

You can select a range of customers to include in the report. You can elect to include all invoices, only held invoices, or released invoices. Enter four dates for the aging periods.

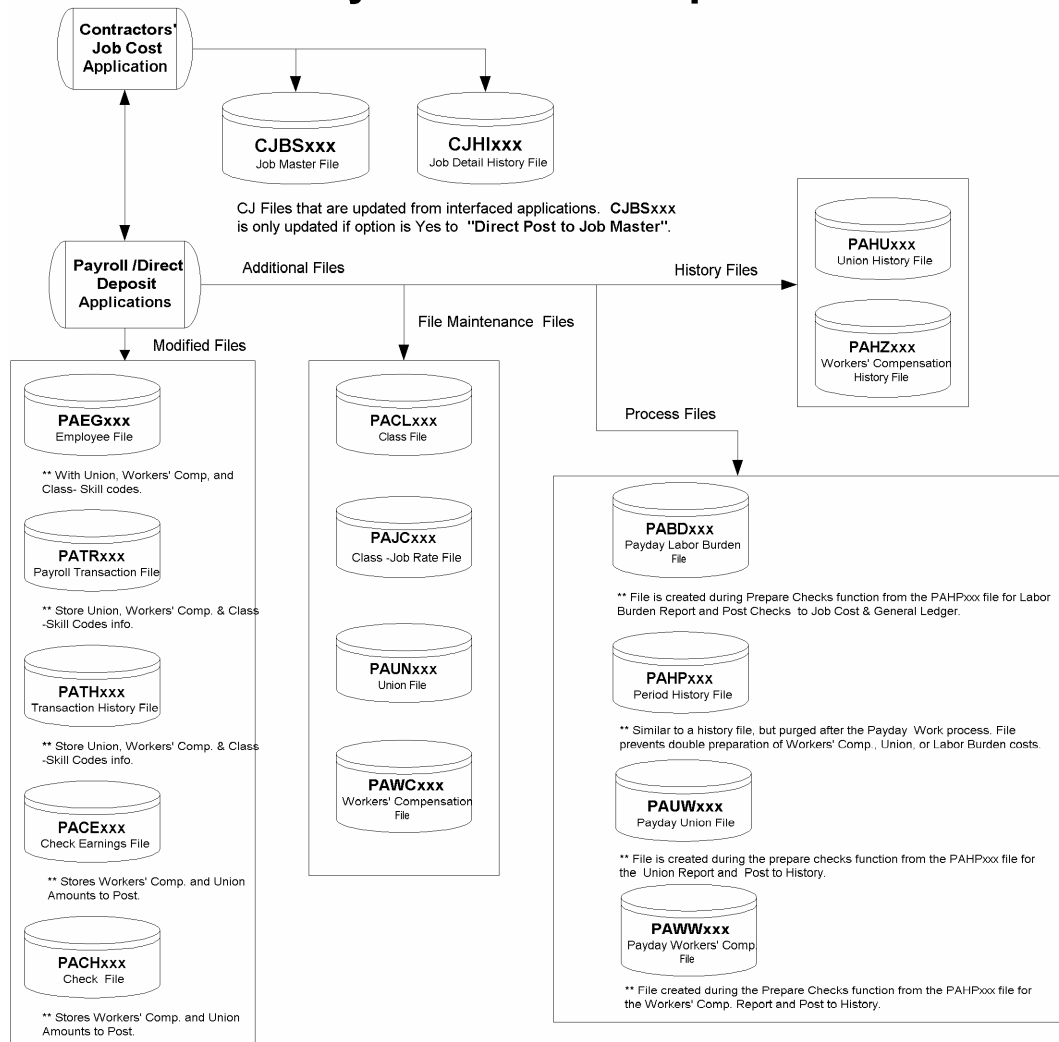
Sample Job Cash Flow Report

11/25/2013		Builderz Supply								Page 1			
1:18 AM		Job Cash Flow Report											
		All Invoices											
CUSTOMER	JOB	INVOICE	STAT	QTY	DISC					AFTER	AFTER	AFTER	AFTER
ID	NAME	ID	ID	TYPE	DATE	DATE	AMOUNT	CORRECT		11/25/13	11/24/13	11/23/13	11/22/13
LOS111 LOS ANGELES CONSTRUCT													
	49151	22334	3R		11/23/13	11/23/13	511.51			511.51			
		6316	3R		12/23/98	12/23/98	11734.31						
		6316	PY			12/31/98	9111.11~	1656.31					
		6317	3R		12/15/93	12/16/98	21211.41						
		6317	PY			12/31/98	21111.11~	211.41					
		6314	3R		12/13/93	12/22/98	1155.31	1155.31					
		6313	3R		12/11/93	12/21/98	1121.62	1121.62					
		6311	3R		12/21/93	12/31/98	1596.12	1596.12					
	990112	99011213	3R		11/22/13	11/22/13	45111.11			45111.11			
	990112	99011212	3R		12/14/12	12/25/13	45111.11						45111.11
	990112	99011213	3R		12/14/12	12/25/13	11111.11						11111.11
	49151	9901151	3R	B	11/24/13	11/24/13	56.51	56.51					
		CUSTOMER TOTAL					116911.32	6413.12		45111.51	.11	.11	55111.11
991111 BUREAU OF ARMS, INC.													
		1233	3R		12/11/98	11/23/98	111.11~	111.11~					
		1234	3R		12/11/98	11/23/98	211.11~	211.11~					
		1235	3R		12/11/98	11/23/98	511.11	511.11					
	91-135	631463	3R		11/22/13	11/22/13	15451.11			15451.11			
		6316	3R		12/14/93	12/15/98	3996.61						
		6316	PY			12/31/98	996.11~						
		6316	PY			12/31/98	1232.11~	1111.61					
		6315	3R		12/12/93	12/15/98	143.33						
		6315	PY		12/23/98	12/23/98	211.11~	543.33					
		6314	3R		12/11/93	12/19/98	2111.11	2111.11					
	91-135	91-13516	3R		12/11/98	11/23/98	94.11	94.11					
	91-135	91-13517	3R		11/19/13	11/31/13	35.11~	35.11~					
	91-135	91-13518	3R	B	11/23/13	11/23/13	155.11~	155.11~					
		CUSTOMER TOTAL					19113.93	4433.93		15451.11	.11	.11	.11
		GRAND TOTALS					126064.25	11915.13		60561.51	.11	.11	55111.11
*** End of Report ***													

CJC Payroll

5

Contractors' Job Cost System Flowchart Payroll / Direct Deposit



PROGRAMS

DAILY WORK - TRANSACTION ENTRY

DAILY WORK - POST TRANSACTIONS

PAYDAY WORK - CALCULATE CHECKS

PAYDAY WORK - CJ REPORTS

PAYDAY WORK - POST CHECKS

FILE MAINT. - CJ P/R INFO

FILE MAINT. - CLASS CODE

FILE MAINT. - WORKERS' COMP.

FILE MAINT. - UNION CODE

FILE MAINT. - CLASS PAY RATE

FILE MAINT. - PURGE CJ HISTORY

MAJOR FILES

READ

PAEGxxx, PAUNxxx, PAWCxxx, PACLxxx, PAJCxxx, PATRxxx,

PADPxxx, CJBSxxx

PATRxxx

PATPxxx, PAHPxxx, PAEGxxx, PAUNxxx, PATB, PAUNxxx, PAWCxxx

PAWWxxx, PAUWxxx, PAHPxxx, PABDxxx

PACHxxx, PACExxx, PACDxxx, PACWxxx, PAWWxxx, PAUWxxx,

PAHPxxx, PABDxxx, PAEGxxx, PADPxxx

PATB

PACLxxx

PAWCxxx

PAUNxxx, PACLxxx, PAUNxxx

PAJCxxx, PACLxxx

PAHZxxx, PAHUxxx

MAJOR FILES

WRITE/DEL

PATRxxx, XXTB

PAEGxxx, PATHxxx, PATRxxx, PAHPxxx,

PATPxxx, CJBSxxx, CJHIxxx

PAUWxxx, PAWWxxx, PABDxxx, PACHxxx

PACExxx, PACDxxx, PACWxxx

PAHWxxx, PAHUxxx, PAHPxxx, PAHCxxx,

PAHDxxx, PAHExxx, PAHWxxx, PAEGxxx,

PADPxxx, CJBSxxx, CJHIxxx

PATB

PACLxxx

PAWCxxx

PAUNxxx

PAJCxxx

PAHZxxx, PAHUxxx

CJC Payroll Files

Payroll Class Code file (PACLxxx)

The Payroll Class Code file stores the labor job class information: the class description, up to 10 skill levels, descriptions and pay rates for the skill levels.

Payroll Class Job Pay Rate file (PAJCxxx)

The Payroll Class Job Pay Rate file holds the pay rate for a class and job combination. You can specify a pay rate that is specific to a particular job class or skill level for a particular job/phase. Pay rate information is used when you enter payroll transactions.

Payroll Union Code file (PAUNxxx)

The Payroll Union Code file stores labor union information: the union description, type (benefit or deduction), period, percent, amount, hourly rate and calculation method. Union deduction and benefit amounts are calculated when you use the Calculate Checks function on the Payday Work menu.

Payroll Union History file (PAHUxxx)

The Payroll Union History file stores union history information: the transaction date, employee ID, regular and overtime amounts, and union amounts. This file is updated by the Post Checks function and the information from this file is printed on the Union History Report.

Payroll Worker's Compensation Code file (PAWCxxx)

The Payroll Worker's Compensation Code file stores worker's compensation information: the worker's compensation description, calculation method, rates and maximum amount. Worker's compensation amounts are calculated when you use the Calculate Checks function on the Payday Work menu.

Payroll Worker's Compensation file (PAHZxxx)

The Payroll Worker's Compensation file stores the worker's compensation history information: the transaction date, employee ID, regular and overtime hours, regular and overtime amounts, and worker's compensation amounts. This file is updated by the Post Checks function and the information from this file is printed on the Worker's Compensation History Report.

Payroll Period History file (PAHPxxx)

The Payroll Period History file stores the transaction history information posted through the Post Transactions function. The system references the file when calculating the union benefits and deductions, worker's compensation and labor burden in the Calculate Checks function. The Post Checks function deletes the transactions from the file.

Payroll Period Union file (PAUWxxx)

The Payroll Period Union file stores the union detail information for the period created through the Calculate Checks function. The system references the file when the Union Report is printed. The Post Checks function purges the file and updates the Payroll Union History file.

Payroll Period Worker's Compensation file (PAWWxxx)

The Payroll Period Worker's Compensation file stores the worker's compensation detail information for the period created through the Calculate checks function. The system references the file when the Worker's Compensation Report is printed. The Post Checks function purges the file and updates the Payroll Worker's Compensation History file.

Payroll Period Labor Burden file (PABDxxx)

The Payroll Period Labor Burden file stores the labor burden information for the period created through the Calculate Checks function. The system references the file when the Labor Burden Register is printed. The Post Checks function purges the file and optionally updates the Jobs, Job Detail History and General Ledger Journal files.

Setup Checklist

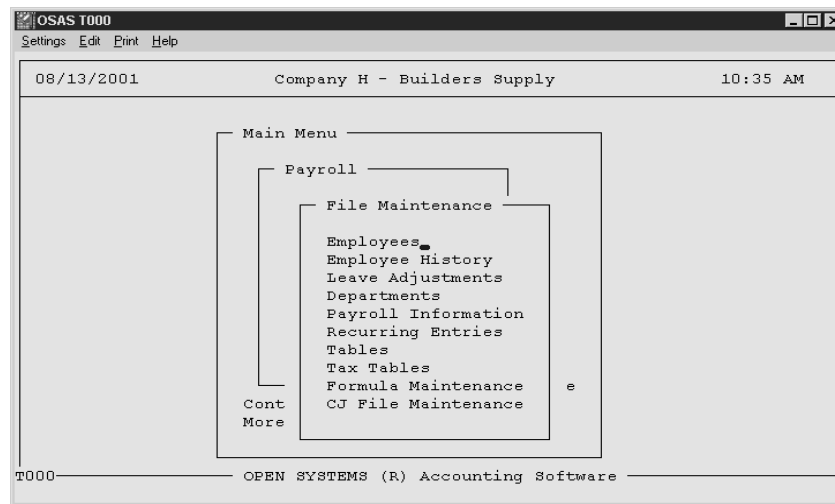
- _____ Read the Resource Manager User's Guide
- _____ Read the Payroll User's Guide
- _____ Read the CJC Payroll User's Guide section
- _____ Plan the Implementation Schedule
- _____ Update the tax tables (install Payroll Tax Routines)
- _____ Set Up Options and Interfaces for setup
- _____ Set Up/Verify Tables
 - _____ CNVTx _____ USRDFx
 - _____ GLPAYx _____ LTXyyz
 - _____ FUTAx _____ MAXVSx
 - _____ SUTyy _____ SICxxy
 - _____ FREQx _____ VACxxy
 - _____ PACTLx _____ PERSTx
- _____ Set Up Payroll Information:
 - _____ Deductions
 - _____ Other Pay
 - _____ Withholdings
 - _____ Quarterly State Unemployment Report
- _____ Set Up CJ Payroll Information:
 - _____ Quick Entry Table
 - _____ Union Options
 - _____ Worker's Compensation Options
 - _____ Labor Burden Options
- _____ Set Up Class Codes
- _____ Set Up Worker's Compensation Codes
- _____ Set Up Union Codes
- _____ Set Up Departments

- _____ Set Up Employees
 - _____ General Information
 - _____ Salary Information
 - _____ Tax Information
 - _____ History
- _____ Set Up Job Pay Rates by Class
- _____ Set Up Access Codes
- _____ Reset Options and Interfaces for Using the System
- _____ Set Up a Backup Schedule

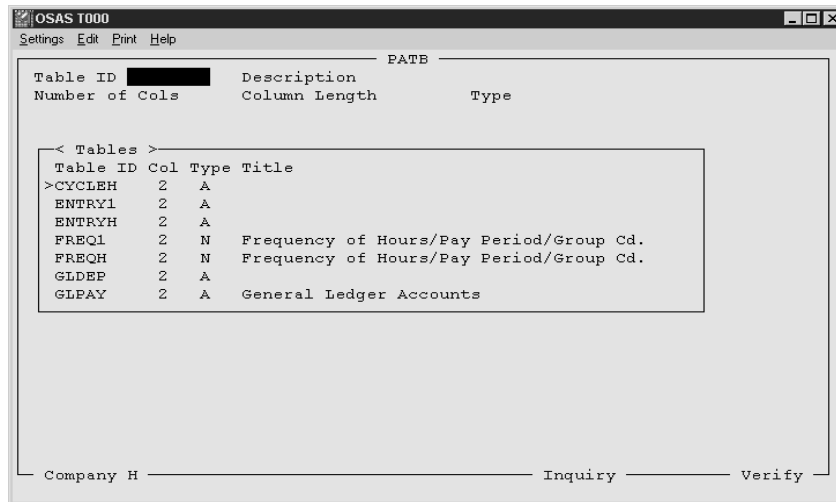
File Maintenance

Use the file Maintenance menu functions to make the necessary setup changes to effectively incorporate the CJC features into your standard OSAS set up.

Payroll File Maintenance Menu Screen



Select the Tables function first, the following screen appears.

Tables (w/Inquiry) Screen


OSAS T000

Settings Edit Print Help

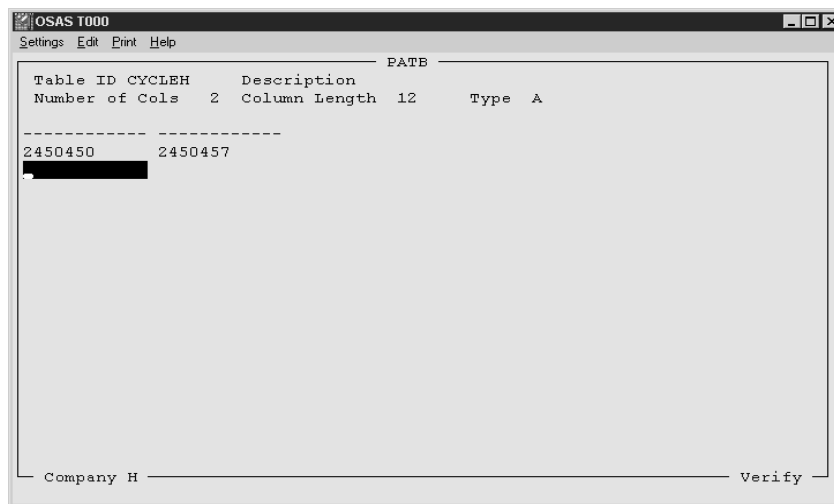
Table ID XXXXXXXXXX Description PATE

Number of Cols Column Length Type

< Tables >

Table ID	Col	Type	Title
>CYCLEH	2	A	
ENTRY1	2	A	
ENTRYH	2	A	
FREQ1	2	N	Frequency of Hours/Pay Period/Group Cd.
FREQH	2	N	Frequency of Hours/Pay Period/Group Cd.
GLDEP	2	A	
GLPAY	2	A	General Ledger Accounts

Company H Inquiry Verify

Tables**CYCLExxx**


OSAS T000

Settings Edit Print Help

Table ID CYCLEH Description PATE

Number of Cols 2 Column Length 12 Type A

2450450 2450457

Company H Verify

The CYCLEx table stores the beginning and ending dates (julian format) from the date range entered in the Transactions function. This table is updated by the system.

ENTRYxxx

OSAS T000

Settings Edit Print Help

Table ID ENTRYH Description FATEB
Number of Cols 2 Column Length 12 Type A

Field

Dept N
Union NM Y
Class N
W.C. NM Y
Hourly Rate N
Units N

Burden Cost 700YY

CertPayQuick YES
User Field 1 P01
User Field 2 P02

Company H Verify

The **ENTRYx** table stores quick entry stops and union, workers' comp, and labor burden options. It is updated through the CJ File Maintenance function.

GLPAYxxx

OSAS T000

Settings Edit Print Help

Table ID GLPAY Description General Ledger Accounts FATEB
Number of Cols 2 Column Length 12 Type A

DESCRIPTION G/L NUMBER

Cash 100000
Holding Acct 202000
Adv EIC Pymt 203000
ETAX EX FUTA 530000
ETAX EX SUI 530000
ETAX EX EFIC 530000

WC PAYABLE 202100
WC EXPENSE 506000
UNION PAYBLE 202200
UNION EXPENS 507000
ACC. BURDEN 209000
BURDEN EXP. 522000

Company H Verify

Worker's comp payable and expense, union payable and expense and labor burden payable and expense accounts are added to the GLPAY table. These accounts are posted to when you post checks and you have the options set in CJ File Maintenance to post these amounts to General Ledger.

Note

Be sure to leave the seventh row of the table blank. This position is reserved for future use.

Employees

Before using the daily work functions select the Employees function from the File Maintenance menu to add or change employee information.

Verify or enter the employee's class code, skill level, union code, and worker's compensation code on the Salary Information screen. These will be used as defaults when you use the Daily Work Transactions function.

Employee Salary Information Screen

OSAS T000

Settings

Edit

Print

Help

Salary Information

Employee ID

ADA010

William, Adams K

--- Pay Information ---

Dept

150

Lbr Clas

019

Skill

1L

Corporate Officer?

NO

Seasonal Employee?

NO

Type (H or S)

H

Exempt?

NO

Adjust to Minimum?

NO

Group Code (0-9)

2

Pay Periods/Year

52

Chk Loc

Earn Cd

REG

Union

1120

WC

8030

Salary

.00

Hourly Rate

17.250

Override Pay

.00

Status

Full-time

Sick Accrual Code

XX

Vac Accrual Code

XX

--- Scheduled Deductions ---

No	Description	12345	Amount	Balance
1	Medical Ins	YNNNN	5.68	.00
2	Dental Ins	YNNNN	3.39	.00
3	United Way	YNNNN	7.50	.00
4	Credit Union	YNNNN	10.00	.00

Deduction (

of

)

Sick Hours Remaining

16.000

Vacation Hours Remaining

-4.000

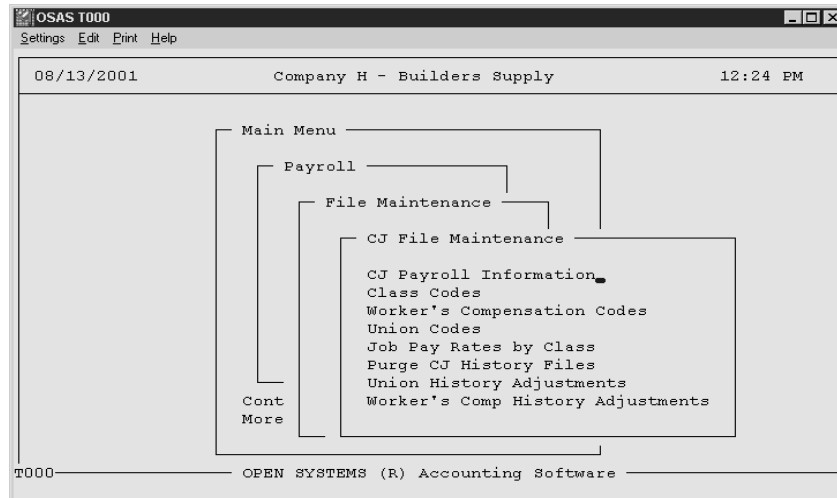
Verification

Press <PgDn> to proceed

CJ File Maintenance

Use the functions on the CJ File Maintenance menu to set up CJ Payroll Information, class codes, worker's compensation codes, union codes, job pay rates by class, purge worker's compensation and union history, and enter adjustments to the union and worker's compensation history files.

CJ File Maintenance Menu



Select CJ Payroll Information to set the quick entry stops for transaction entry and to set options for union, worker's compensation and labor burden calculations.

CJ Information Screen

OSAS T000

Settings Edit Print Help

<CJ> CJ Payroll Information

1. Quick Entry Table
2. Union Options
3. Worker's Compensation Options
4. Labor Burden Options

1

Company H Verify

Select Quick Entry Table.

OSAS T000

Settings Edit Print Help

<CJ> CJ Payroll Information

Payroll Transactions Quick Entry

Field	Skip
Dept ID	NO
Union Code	NO
Class Code	NO
WC Code	NO
Hourly Rate	NO
Units	NO
Use Certified Payroll Grid	YES
Regular Code	P01
Overtime Code	P02
DoubleTime Code	
Earning Code #1	
Earning Code #2	

Company H Verify

Enter **YES** in the Skip column if you want the system to skip this field when you press **Enter** on the Enter Transactions screen to speed up data entry. If a field is skipped you can use the up arrow key to go back to it.

Select Union Options

Description	Option
Multiple Codes per Employee?	YES
Post to GL?	YES

Company H Verify

The Union and Worker's Comp Options screens look the same. New options let you choose to have these amounts posted to General Ledger when you post checks.

If you set the Multiple Codes per Employee option to YES, the system will use the union and workers' compensation codes specified in the transactions to calculate union and workers' compensation amounts. If you set the Multiple Codes per Employee option to NO, all union and workers' comp amounts will be calculated using the default union and workers' comp codes in the Employee file.

Workers' Compensation Options

Description	Option
Multiple Codes per Employee?	YES
Post to GL?	YES

Company H Verify

Labor Burden Options.

Description	Option
Post to Job Cost?	YES
Post to GL?	YES
Job Cost Code?	700 (First Digit Must be 5,7,8 or 9)

Company H Verify

Labor burden is calculated by adding employer paid taxes plus union amounts and worker's compensation amounts. You can choose to post labor burden amounts to Job Cost and GL and which cost type should be updated in the Jobs Master file.

Class Codes

Use the Class Codes function to create or change class codes and skill levels, descriptions and pay rates. Every employee must have a class code. Skill levels are not required. You can specify up to ten different skill levels and pay rates for each class code.

Class Codes Screen

Level ID	Description	Pay Rate
1. C1	CARPENTER 92 Z1	17.4800
2. C2	CARPENTER 92 Z1	17.6700
3. C3	CARPENTER 92 Z1	17.8500
4. A2	APPRENTICE	11.7200
5. A3	APPRENTICE	13.3900
6.		.0000
7.		.0000
8.		.0000
9.		.0000
10.		.0000

The pay rates are used as defaults when you enter time tickets. You can also set up union deductions and benefits to be calculated on certain classes and/or skill levels.

Workers' Compensation Codes

Use the Workers' Compensation Codes function to create or change worker's compensation codes and calculation information.

Workers' Compensation Codes Screen

OSAS T000
Settings Edit Print Help

<CJ> Worker's Compensation Codes

Worker's Comp. Code 5610

Description CLEANUP

1. Gross Limits Table - NYS ONLY: Calculated by Hour

Up to \$ Limit .00 Adjusted Premium Y

Maximum Gross \$ Limit .00 Percent Rate .0000

Percent Rate .0000

2. Percent of Gross: Percent Rate .0000 Adjusted Premium Y

-OR-

3. Hourly Rate: Reg. Rate .4000

O.T. Rate .6000

D.T. Rate .8000

-OR-

4. Fixed Amount: Amount .00

Maximum Amount .00

Company H Verify

Enter the following information.

Field

Descriptions

Work Comp Code

Description

Calculated By

Enter **P** to calculate worker's compensation as a percentage of gross wages, enter **H** to calculate it on an hourly rate, or enter **F** if the worker's compensation premium is a fixed amount for each pay period.

- **Percent**

Enter the percentage rate of the employee's gross pay to be calculated for worker's compensation.

- **Hourly**

Enter the regular, overtime and double-time hourly rates for calculating worker's compensation.

- **Fixed Amount**

Enter the fixed premium amount to be applied each pay period for the worker's compensation premium.

Adjusted Premium?

Enter **Y** in the Adjusted Premium field to have overtime and double-time pay rates adjusted back to the regular pay rate for the calculation. Enter **N** if you do not want these rates adjusted back to regular pay.

Gross Limits: Up to \$ Percent Rate

Enter either the up to dollar limit, or a percent rate up to which workers' compensation premium will be calculated on for New York employees.

Gross Limits: Max. \$ Percent Rate

Enter either the maximum gross dollar limit, or percent rate on which workers' compensation premium will be calculated on for New York employees.

Field	Descriptions
Percent of Gross: Rate Adjusted Premium?	Enter a percentage of gross wages to be used for calculating workers' compensation premium, and YES or NO to adjust the overtime and double pay wages to regular pay rate.
Hourly Rate	Enter the hourly rate to be used for calculating workers' compensation premium to be paid by the employer for regular, overtime and double time earnings codes.
Fixed Amount	Enter a fixed amount of workers compensation premium to be paid by the employer each pay period. This field is only available when using a Fixed method of calculation.
Maximum Amount	For any calculation method you choose, you can specify a maximum amount of the premium to be paid by the employer each pay period. If there is no maximum, enter 0 for no limit.

Union Codes

Use the Union Codes function to create or change union deductions and benefits and the calculation information. Union benefit and deduction amounts are calculated when you use the Calculate Checks function. The information is printed in the Union Report.

Union Codes Screen

Line No.	Description	Type	Period	Percent	Amount	Hourly Rate
B1	VACATION	Benefit	PPPPP	2.40	.00	.0000
B2	PENSION	Benefit	HHHHH	.00	.00	1.4000
D1	DUES	Deduct. 005	YYYYY	.00	1.20	.0000

Enter the following information:

Field	Description
Union Code	Enter a new union code or use the Inquiry (F2) command to select an existing code to be edited.
Description	Enter the description for the union code or edit an existing description for an existing union code.

Press PgDn to save the information. The following commands are available:

Command	Description
Edit	Press Enter to edit an existing line on the screen.
Append	Press A to add a line to this union code.
View	Press V to view a line on the screen. You cannot change the information that is displayed.
New Union	Press N to enter a new union code or to return to the screen header.

Union Code (Append) Screen

OSAS T000

Settings Edit Print Help

<CJ> Union Codes

Union Code ELEC

Description ELECTRICAL

Line

No.	Description	Type	Period	Percent	Amount	Hourly Rate
Append Entry						
Line No.						
Description						
Type (B/D)						
Deduction No.						
Period	12345					
Percentage	NNNNN					
Fixed Amount	.00					
Hourly Rate	Reg. .0000	O.T. .0000	D.T. .0000			
Maximum Amount	.00					
For Class Code: A (A=All/S=Selective)						
Class: 1	2	3	4	5	6	7
Level:						
Enter=edit, Append, View, New Union						
Company H Verify						

If you are adding a line item, enter the following information.

Field**Description****Line No.**

Enter the line number for this entry. The line number does effect the order in which a deduction is taken from earnings.

Description

Enter a description for the line item.

Type (B / D)

Enter a **B** if the line is for a union benefit (employer paid). Enter a **D** if the line is for a union deduction (employee paid).

Deduction No.

Enter the deduction entry number from the payroll deductions function associated with this entry. This field is not available if the entry is for a type (B), use the **Inquiry (F2)** command to select a deduction code.

Period**Percentage****Fixed Amount****Hourly Rates**

Specify how the deduction or benefit should be calculated for five pay periods.

Enter **N** if the deduction/benefit should not be applied in the pay period, **Y** if the amount you enter in the Fixed Amount field should be applied, **P** if a percentage of the employee's gross pay should be applied, or **H** if a fixed rate per hour worked should be applied.

Enter the percentage, fixed amount or hourly rates as needed for the pay periods.

Maximum Amount

Enter the maximum amount of the benefit or deduction for a pay period. Enter **0** if there is no maximum.

For Class Code

Enter **A (All)** if the deduction/benefit applies to all classes, or enter **S (Selective)** if it applies to only a particular class and skill levels. A Selective choice allows you to specify up to 10 job classes for the deduction/benefit. For each job class, you can specify a skill level. If the deduction/benefit applies to all skill levels for that job class, press **Enter**. The **Inquiry (F2)** command is available.

Note

Union deductions are withheld from an employee's paycheck without being entered as a scheduled deduction in the employee file. Union benefits are not added to an employee's paycheck unless an Other Pay transaction is entered and posted through the Transactions function.

Job Pay Rates by Class

Use the Job Pay Rates by Class function to establish a pay rate that is specific only to a particular job class or skill level for a particular job and/or phase. The pay rates default when you enter payroll transactions.

Job Pay Rates by Class Screen

Skill	Job ID	Job Description	Phase ID	Phase Description	Hourly Rate
**	91-135	WESTERN OAKS	*****		15.1520
**	93-A04	CITY OF FRIENDSWOO	*****		15.2550
**	M9050	NORTH HILLS HOMES	BOND	PERFORMANCE BOND	14.1250
**	M9050	NORTH HILLS HOMES	DEM	DEMOLITION	16.2500
**	M9050	NORTH HILLS HOMES	EMT12	1/2" EMT CONDUIT	14.0000

Enter the following information:

Field	Description
Class Code	Enter the class code you want to set pay rates for, or use the Inquiry (F2) command to look up and select a code from the list that appears. The description and skill levels available are displayed.
Skill Level	If you are adding an entry, enter a skill level available from the class or press Enter to select all skill levels for this class (denoted by **).
Job Id	Enter the job ID associated with this rate.
Phase ID	Enter the phase ID or press Enter to indicate all phases for this job should use the rate. All phases is represented by *****.
Pay Rate	Enter the pay rate for this skill level, job and phase.

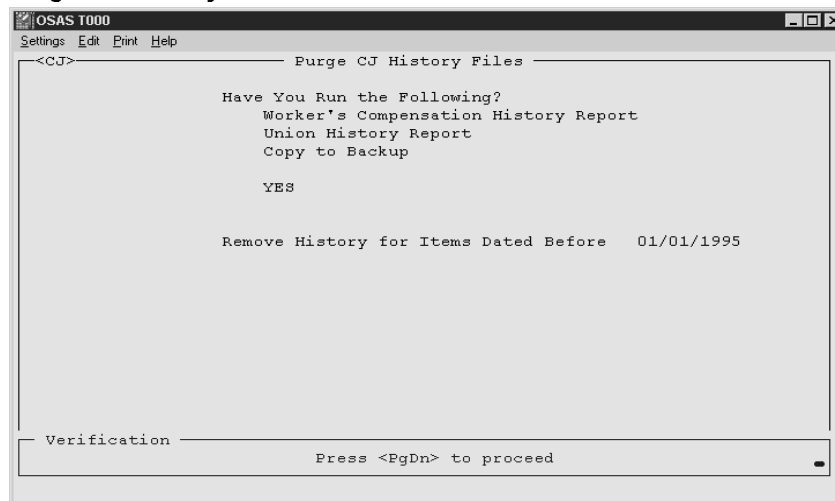
Press **F7** to exit the line item entry screen and to go back to the scrolling region. the following commands are available:

Edit	Press Enter to edit a line item.
Append	Press A to append an line item.
View	Press V to view an entry.
New Class Code	Press N to enter job pay rates for a new class code.
Clear Old Jobs	Press C to remove job pay rates for old jobs that have been deleted.

Purge CJ History Files

Use the Purge CJ History Files function to purge old worker's compensation and union history information from the PAWUx and PAHUX files.

Purge CJ History Files Screen



Make sure you have printed the Worker's Compensation and Union History Reports and made a backup of your files. If you do not answer yes to all of the questions the function will prompt you to exit the function.

Enter a date prior to which all workers compensation and union history will be deleted. Confirm the date before paging down to verify and complete the function.

Union History Adjustments

Use the Union History Adjustments function to correct union benefit and deduction amounts that were posted incorrectly. This function does not let you edit existing history information but you can add adjusting records.

Union History Adjustments Append Screen

OSAS 1000
Settings Edit Print Help

<CJ> Union History Adjustments

Emp. ID	Union Code	Date	Regular Hours	Regular Amount	OT / DT Hours	OT / DT Amount	Benefit/Deduction
Employee ID	AIL020	TROY			AILMAN	J	Entry 000001
Union Code	ELEC	ELECTRICAL					
Line No.	D1	DUES					
Date	09/15/2000						
Regular Hours	30.00				1.20		
Overtime Hours	10.00				3.00		
Double-Time Hours	.00				.00		
Benefit Amount	.00						
Deduction Amount	4.20						Deduction Code 05

Company H Verify

Enter the following information:

Fields	Description
Employee ID	Enter the ID you wish to correct a union adjustment for. Use the Inquiry (F2) command when available
Union Code	The union code from the employee file defaults in for the entry. Press Enter to accept it or use the Inquiry (F2) command to select a different union code that is available.
Line No.	Enter a line number from those setup in the union code record, or use the Inquiry (F2) command to select one that is available.
Date	Enter the date assigned for the transaction to be corrected.
Regular Hrs / Amt	Enter the regular hours and /or the amount of the adjustment. Use negative numbers to reduce amounts and positive numbers to increase amounts.
Overtime Hrs / Amt	Enter the overtime hours and /or the amount of the adjustment. Use negative numbers to reduce amounts and positive numbers to increase amounts.
Double Time Hrs / Amt	Enter the double time hours and /or the amount of the adjustment. Use negative numbers to reduce amounts and positive numbers to increase amounts.
Benefit Amount	Enter the total benefit amount to be adjusted. Use negative numbers to reduce amounts and positive numbers to increase amounts.
Deduction Amount	Enter the total deduction amount to be adjusted. Use negative numbers to reduce amounts and positive numbers to increase amounts.

Fields	Description
Deduction Code	If the line number used is a deduction type, the associated deduction code will default in. Press Enter to use it or use the Inquiry (F2) command to enter a different one.

Use the Verification (PGDN) command to enter the adjustments. The following screen with all of your unwritten adjustments appears.

Union History Adjustments Screen

Emp. ID	Union Code	Date	Regular Hours	Regular Amount	OT / DT Hours	OT / DT Amount	Benefit/Deduction
BOU001	ELEC D1	01/04/99	2.00-	20.00-	.00	.00	3.00
GER001	1120 01	01/07/99	.00	.00	.00	.00	14.00

Enter=edit, Append, View, Write To File

Company H Verify

The following commands are available:

Edit	Press Enter to edit an existing entry.
Append	Press A to append another entry. If there are no entries on file the append screen will appear by default.
View	Press V to view the entries available. You cannot edit the entries from this function.
Write to File	Press W to write the entries to the union history file when everything is correct.

After the transactions have been entered and everything is correct, press **W** to write the transactions to the history file. An asterisk (*) is printed on the Union History Report next to manual adjustment transactions. You must manually update General Ledger for any adjustments made.

Workers' Compensation History Adjustments

Use the Worker's Comp History Adjustments function to correct worker's compensation amounts that were posted incorrectly. This function does not let you edit existing history information but you can add adjusting records.

Workers' Compensation History Adjustments Append Screen

OSAS 1000
Settings Edit Print Help

<CJ> Worker's Comp. History Adjustments

Emp. ID	WC Code	Date	Regular Hours	Regular Amount	OT / DT Hours	OT / DT Amount	Premium
Employee ID	AIL020	TROY	Append Entry		AILMAN	J	000001
WC Code	5641	CARPENTRY					
Date	09/15/2000						
Regular Hours	3.00		Amount	2.00			
Overtime Hours	3.00		Amount	3.00			
Double-Time Hours	.00		Amount	.00			
Worker's Comp Premium	1.75						

Verification
Press <PgDn> to proceed

Enter the following information:

Fields	Description
Employee ID	Enter the ID you wish to correct a workers' compensation adjustment for. Use the Inquiry (F2) command when available.
WC Code	The workers' compensation code from the employee file defaults in for the entry. Press Enter to accept it or use the Inquiry (F2) command to select a different workers' compensation code that is available.
Date	Enter the date assigned for the transaction to be corrected.
Regular Hrs / Amt	Enter the regular hours and /or the amount of the adjustment. Use a negative number to reduce amounts and positive number to increase amounts.
Overtime Hrs / Amt	Enter the overtime hours and /or the amount of the adjustment. Use a negative number to reduce amounts and positive number to increase amounts.
Double Time Hrs / Amt	Enter the double time hours and /or the amount of the adjustment. Use a negative number to reduce amounts and positive number to increase amounts.
Workers' Comp Premium	Enter the total workers' compensation premium adjustment. Use a negative numbers to reduce amounts and positive numbers to increase amounts.

Use the Verification (PGDN) command to enter the adjustments. The following screen with all of your unwritten adjustments appears.

Workers' Compensation History Adjustments Screen

Emp. ID	WC Code	Date	--- Regular --- Hours	Amount	--- OT / DT --- Hours	Amount	Premium
AIL020	5641	09/15/00	3.00	2.00	3.00-	3.00-	1.75

Enter=edit, Append, View, Write To File

Company H Verify

The following commands are available:

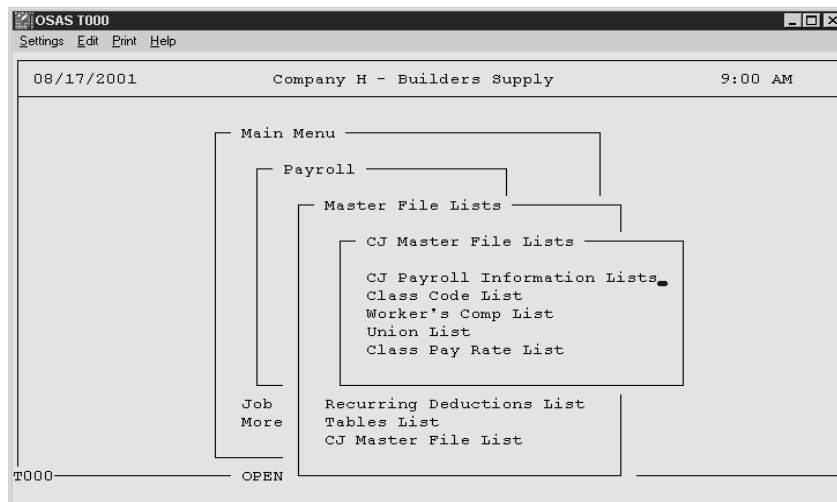
Edit	Press Enter to edit an existing entry.
Append	Press A to append another entry. If there are no entries on file the append screen will appear by default.
View	Press V to view the entries available. You cannot edit the entries from this function.
Write to File	Press W to write the entries to the union history file when everything is correct.

After the transactions have been entered and everything is correct, press W to write the transactions to the history file. An asterisk (*) is printed on the Worker's Comp History Report next to manual adjustment transactions. You must manually update General Ledger for any adjustments made.

CJ Master File Lists

Use the CJ Master File Lists function to print lists of CJ payroll information, class codes, worker's compensation codes, union codes, and class pay rates.

CJ Master File List Menu



Use the CJ Payroll Information List to review the Quick Entry table setup and the Union, Worker's Comp and Labor Burden options. You can elect to print the list for one or all items.

```
08/17/2001                      Builders Supply                      Page 1
9:08 AM                          CJ Payroll Information List

Payroll Transactions Quick Entry
      Field      Skip
      -----
      Dept ID    NO
      Union ID    NO
      Class Code  NO
      Workers Comp NO
      Hourly Rate NO
      Units       NO
      Use Certified Payroll Grid NO
      Earning Code #1 REG
      Earning Code #2 OVT

Union Options
Description      Option
-----
Multiple Code per Employee? YES
Post to GL?      YES

Worker's Compensation Options
Description      Option
-----
Multiple Codes per Employee? YES
Post to GL?      YES

Labor Burden Options
Description      Option
-----
Post to Job Cost? YES
Post to GL?      YES
Job Cost Code?   700

*** End of Report ***
```

CJ Payroll Information List Screen

OSAS T000

Settings Edit Print Help

<CJ> CJ Payroll Information List

1. Quick Entry Table
2. Union Options
3. Worker's Compensation Options
4. Labor Burden Options
5. All of the Above

5

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

Sample CJ Payroll Information List

08/17/2001
9:08 AM

Builders Supply
CJ Payroll Information List

Page 1

Payroll Transactions Quick Entry

Field	Skip
Dept ID	NO
Union ID	NO
Class Code	NO
Workers Comp	NO
Hourly Rate	NO
Units	NO
Use Certified Payroll Grid	NO
Earning Code #1	REG
Earning Code #2	CVT

Union Options

Description	Option
Multiple Code per Employee?	YES
Post to GL?	YES

Worker's Compensation Options

Description	Option
Multiple Codes per Employee?	YES
Post to GL?	YES

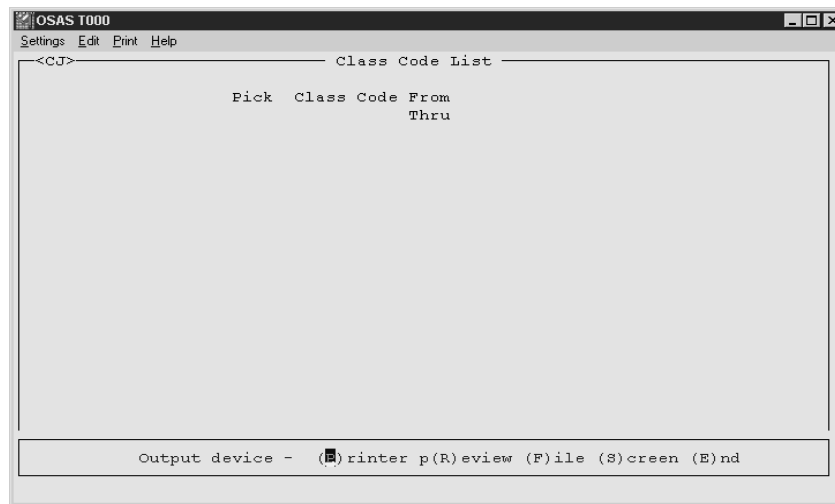
Labor Burden Options

Description	Option
Post to Job Cost?	YES
Post to GL?	YES
Job Cost Code?	700

*** End of Report ***

Use the Class Code List to review class and skill level information. You can print the list for a range of class codes you specify.

Class Code List Screen



Sample Class Code List

```

08/17/2001                      Builders Supply
9:46 AM                          Class Code List
Class   Class                     Level  Level
Code    Description                  Code   Description    Pay Rate
019     LABORER                        1L     LABORER 90 Z-1  14.0800
                                2L     LABORER 90 Z-1  14.2300
                                3L     FOREMAN 90 Z-1  14.6300

160     CEMENT MASON                   M1     FINISHER 91     17.3200
                                M2     LD FINISHER 91  17.8200

180     CARPENTER                     C1     CARPENTER 92 Z1  17.4800
                                C2     CARPENTER 92 Z1  17.6700
                                C3     CARPENTER 92 Z1  17.8500
                                A2     APPRENTICE      11.7200
                                A3     APPRENTICE      13.3900

ADM     ADMINISTRATIVE

OFF     OFFICE

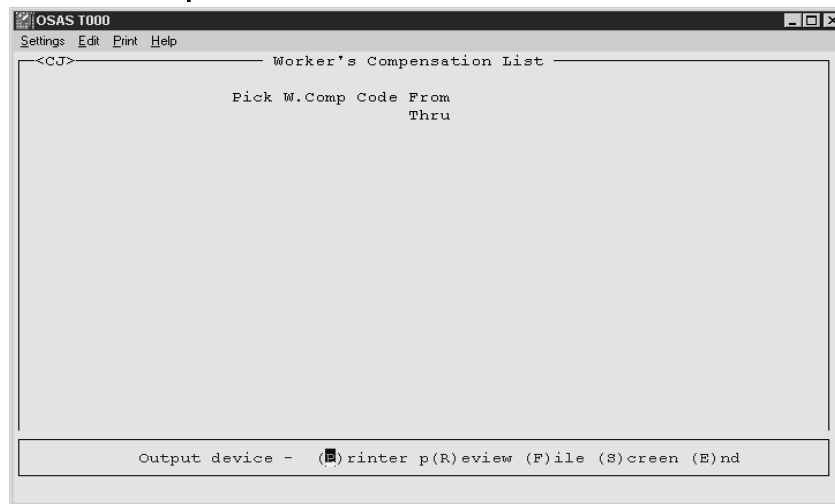
*** End of Report ***

```

Page 1

Use the Worker's Compensation List to review the worker's compensation codes. You can print the list for a range of worker's compensation codes you specify.

Workers' Compensation List Screen



Sample Worker's Compensation List

```

08/17/2001                      Builders Supply                      Page   1
10:20 AM                        Worker's Compensation List

Worker's Compensation      Calculate *** Percentage of Gross ***      Hourly Rate      * Fixed *      Maximum
Code   Description        Method   Percent   Adj. Prem.   Reg.   O.T.   D.T.   Amount   Amount

5610   CLEANUP               HOUR     .0000      Y           .4000   .6000   .8000   .00      .00

5641   CARPENTRY              PERCENT  .5000      Y           .0000   .0000   .0000   .00      5000.00

8000   WORKERS COMP           PERCENT  3.0000      Y           .0000   .0000   .0000   .00      .00

8010   OFFICERS               PERCENT  .3000      N           .0000   .0000   .0000   .00      .00

8020   CLERICAL               PERCENT  .2500      N           .0000   .0000   .0000   .00      .00

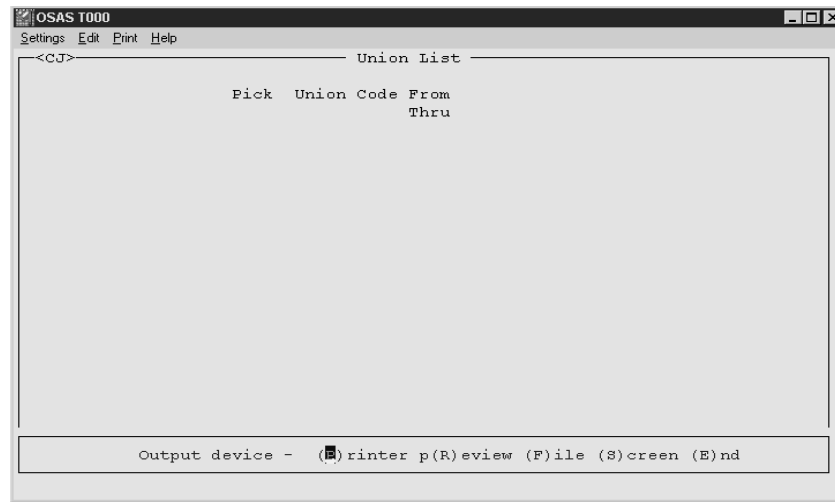
8030   CONCRETE              PERCENT  5.6400      Y           .0000   .0000   .0000   .00      .00

*** End of Report ***

```


Use the Union List function to review union codes information. You can print the list for a range of union codes you specify.

Union List Screen



Sample Union List

08/17/2001 Builders Supply Page 1
 10:34 AM Union List

Union ID & Desc.	Ben/ Line Ded Name	PA Ded	GL Acct	Period 12345	Amount/ Percent	** Hourly Rates ** Reg. O.T. D.T.	Maximum Amount	For Class ALL/Sel.
1120 LOCAL 1120								
	01 Ben. DUES	0		PPPPP	5.00	.00 .00 .00	.00	S
	Valid Class-Skill: 180, 160-M1							
	03 Ded. PENSION	007		HHHHH	.00	.75 .90 1.20	.00	A
	20 Ded. DUES	005		PPPPP	1.50	.00 .00 .00	.00	A
ELEC ELECTRICAL								
	B1 Ben. VACATION	0		PPPPP	2.40	.00 .00 .00	.00	A
	B2 Ben. PENSION	0		HHHHH	.00	1.40 .80 .50	.00	S
	Valid Class-Skill: 160-M1							
	D1 Ded. DUES	005		YYYYY	1.20	.00 .00 .00	.00	S
	Valid Class-Skill: 180-C1, 180-C2, 180-C3, 180-A2							
*** End of Report ***								

Use the Class Pay Rate List to review job pay rates you set up per class. You can print the report for a range of class codes and job IDs that you specify.

Class Pay Rate Screen

Sample Class Pay Rate List.

08/17/2001
10:56 AM

Builders Supply
Class Pay Rate List

Page 1

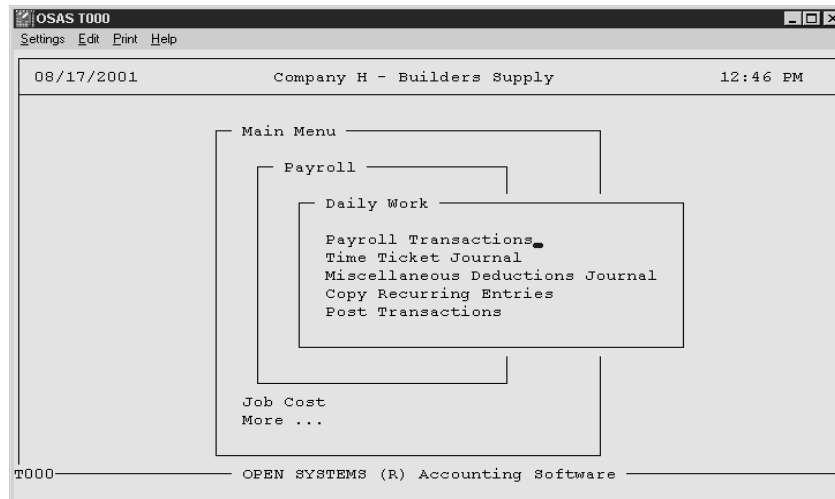
Class Code	Class Description	Skill Level	Job ID & Description	Phase ID & Description	Pay Rate
019	LABORER	2L	93-A04 CITY OF FRIENDSWOOD	All Phases	14.9500
180	CARPENTER	**	91-135 WESTERN OAKS	All Phases	15.1520
		**	93-A04 CITY OF FRIENDSWOOD	All Phases	15.2550
		**	M9050 NORTH HILLS HOMES	BOND PERFORMANCE BOND	14.1250
		**	M9050 NORTH HILLS HOMES	DEM DEMOLITION	16.2500
		**	M9050 NORTH HILLS HOMES	EMT12 1/2" EMT CONDUIT	14.0000
APP		**	91-135 WESTERN OAKS	All Phases	12.0000
FOR		**	91-135 WESTERN OAKS	01FOUN FOUNDATION	15.1500
		01	91-135 WESTERN OAKS	01FOUN FOUNDATION	20.1250
		A1	M9050 NORTH HILLS HOMES	All Phases	35.0000

*** End of Report ***

Daily Work

Use the Daily Work functions to enter employees' time, print the Time Ticket and Miscellaneous Payroll Journals to verify the time entered, and to post transactions. If you specify a job and phase, the phase records are updated with labor expense (excluding deductions) and hours when you post transactions.

Payroll Daily Work Menu



Before using the daily work functions select the Employees function from the File Maintenance menu to add or change employee information. Verify or enter the employee's class code, skill level, union code, and worker's compensation code on the Salary Information screen. These will be used as defaults when you use the Daily Work Transactions function.

You can change the defaults during transaction entry.

Employee Salary Information Screen

OSAS 1000				Salary Information			
Employee ID ADA010 William, Adams K							
--- Pay Information ---				--- Scheduled Deductions ---			
Dept	150		No	Description	12345	Amount	Balance
Lbr Clas	019	Skill 1L	1	Medical Ins	YNNNN	5.68	.00
Corporate Officer?	NO		2	Dental Ins	YNNNN	3.39	.00
Seasonal Employee?	NO		3	United Way	YNNNN	7.50	.00
Type (H or S)	H		4	Credit Union	YNNNN	10.00	.00
Exempt?	NO						
Adjust to Minimum?	NO						
Group Code (0-9)	2						
Pay Periods/Year	52						
Chk Loc	Earn Cd REG						
Union	1120	WC	8030				
Salary					Deduction (		of)
Hourly Rate	17.250						
Override Pay	.00						
Status	Full-time						
Sick Accrual Code	XX		Sick Hours Remaining		16.000		
Vac Accrual Code	XX		Vacation Hours Remaining		-4.000		
Verification							
Press <PgDn> to proceed							

Select Payroll Transactions to enter employees' time with union, worker's compensation and class/skill codes. The first time you use this function for a pay period, you must enter a date range. The begin and end dates are stored in the **CYCLEx** table.

Payroll Transactions Screen

OSAS T000

Settings Edit Print Help

<CJ> Payroll Transactions

Date Range: From 09/15/2000 Thru 09/22/2000 (8)
(HOURLY)

Employee ID	ADA010	William, Adams K
Dept ID	150	
Union Code	1120	WC Code 8030
Date	08/17/2001	Class 019 - 1L Rate 17.2500

Date	Dept	Job/Phase	TypeCode	Hours	Rate	Amount Class

Entry (000001 of 000001)

Enter = edit, Add, Emp., Range, First, Last, Next, Prev, Totals, Hour Tot.
Company H _____ Verify _____

Enter the following information:

Field	Description
Date Range: From Thru	Enter the date range for all transactions to be entered during this pay cycle. If using the certified payroll your range of dates must be at least seven days apart.

Field**Description****Employee ID**

Enter the Employee ID you wish to make a transaction for, use the **Inquiry (F2)** command to select an existing employee.

The employee's department, union, worker's compensation, class, and skill level codes, and hourly rate are displayed from the employee file.

Press **A** to add a transaction. The default employee information is displayed. Enter the job and phase associated with this transaction.

Payroll Transactions (Append) Screen

OSAS T000
Settings Edit Print Help

<CJ> Payroll Transactions
Enter Transactions

Employee ID AIL020 TROY, AILMAN J (HOURLY)
State MN Minnesota Locality
Date 09/15/2000 Dept 150 Construction
Job 91-135 Phase 01FOUN Cost Code Union 1120 W/C 5641
Class 180-C3 Sequence No 0 Pieces 0 Rate .000

Earn Code	Description	Hours	Rate	Amount

Deduction	Description	Note	Hours	Amount

Message Invalid Entry
No Job Should Be Entered for This Department and Pay Type

If a range of Job GL accounts was entered in the **JOBGLx** table and you enter a job and phase for a transaction, the system checks if the Hourly Wage account in the department file for that earning code is within the Job GL account range. A message is displayed if the account is not in the range and you cannot proceed until you enter a different department ID or do not enter a job and phase.

Payroll Transactions (Append [Certified Job]) Screen

OSAS T000
Settings Edit Print Help

<CJ> Payroll Transactions
Enter Transactions

Employee ID ADA010 William, Adams K (HOURLY)
State MN Minnesota Locality
Date 09/21/2000 Dept 150 Construction
Job 91-135 Phase 01FOUN Cost Code 500 Union 1120 W/C 8030

Certified Payroll Quick Entry								
	09/15 Fri	09/16 Sat	09/17 Sun	09/18 Mon	09/19 Tue	09/20 Wed	09/21 Thu	Total Hours
REG	8.000	.000	.000	8.000	8.000	7.500	8.000	39.500
OVT	.500	.000	.000	.330	.500	.000	.000	1.330
DBL	.000	.000	.000	.000	.000	.000	.000	
P01	.000	.000	.000	.000	.000	.000	.000	.000
P04	.000	.000	.000	.000	.000	.000	.000	.000
Total	8.500	.000	.000	8.330	8.500	7.500	8.000	

Company H Verify

Enter the union, worker's compensation, class and skill level codes or press Enter to accept the defaults.

If the transactions being created are for jobs that have the "Certified Payroll" flag as YES the following above transaction screen will appear for you to enter in all the time tickets that apply for that employee ID.

The rate is displayed from the Job Class Pay Rate file (**PAJcX**). If no job pay rate is found, the rate is displayed from the Class Code file. If no rate is found in the Class Code file, the hourly rate is displayed from the Employee file. It can be changed.

Enter the number of hours and/or amounts. Use the Proceed command to save the entry.

Use the **Exit** command when you are finished entering transactions to go to the scrolling region.

Payroll Transactions Screen

Date	Dept	Job/Phase	TypeCode	Hours	Rate	Amount	Class
09/15	150	91-135 01FOUN Pay REG	REG	8.000	14.080	112.64	019-1L
09/18	150	91-135 01FOUN Pay REG	REG	8.000	14.080	112.64	019-1L
09/19	150	91-135 01FOUN Pay REG	REG	8.000	14.080	112.64	019-1L
09/20	150	91-135 01FOUN Pay REG	REG	7.500	14.080	105.60	019-1L
09/21	150	91-135 01FOUN Pay REG	REG	8.000	14.080	112.64	019-1L
09/15	150	91-135 01FOUN Pay OVT	OVT	.500	21.120	10.56	019-1L
09/18	150	91-135 01FOUN Pay OVT	OVT	.330	21.120	6.97	019-1L
09/19	150	91-135 01FOUN Pay OVT	OVT	.500	21.120	10.56	019-1L

Entry (000001 of 000008)

Enter = edit, Add, Emp., Range, First, Last, Next, Prev, Totals, Hour Tot.
Company H Verify

The following commands are available:

Edit	If you have existing transactions available move the cursor up or down to select a transaction and press Enter to edit it. Press F3 to delete a transaction.
Add	Press A to add a transaction for the selected employee during this date range.
Employee	Press E to return to the Employee ID field and select a new employee ID.
Range	Press R to change date range for the transactions to be entered. all unposted transactions for all employees will
First	Press F to change to the first employee ID available.
Last	Press L to change to the last employee ID available.
Next	Press N to advance to the next employee ID available.
Previous	Press P to move to the previous employee ID available.
Totals	Press T to view the totals for both posted and non posted transactions for the selected employee ID.
Hour Totals	Press H to view the the hourly totals for regular, overtime, and double time earning codes by day of the payroll period assigned. Use this view for certified payroll information.

Press **T** to view transactions totals for the employee. The total hours and amounts are displayed for posted and unposted transactions.

Payroll Transaction Totals Screen

OSAS T000
Settings Edit Print Help

<CJ> Payroll Transactions
Date Range: From 09/15/2000 Thru 09/22/2000 (8)
Employee ID ADA010 William, Adams K (HOURLY)

Employee Transaction Totals						
	HOURS			PAY		
Code	Posted	Unposted	Total	Posted	Unposted	Total
REG	20.000	39.500	59.500	281.60	556.16	837.76
OVT	.000	1.330	1.330	.00	28.09	28.09
Totals						
	20.000	40.830	60.830	281.60	584.25	865.85

Press ENTER to continue.

Deductions	.00	.00	.00
Rpt Tips	.00	.00	.00
Pieces	20	0	20

Company H Verify

Press **H** to view hourly totals by transaction date for the pay period.

Payroll Transactions Hourly Totals Screen

OSAS T000
Settings Edit Print Help

<CJ> Payroll Transactions
Date Range: From 09/15/2000 Thru 09/22/2000 (8)
Employee ID ADA010 William, Adams K (HOURLY)

Employee Hour Totals By Date					
Date	Regular	Overtime	Dbl Time	Misc.	Totals
09/15/2000 Fri	8.000	.500	.000	.000	8.500
09/16/2000 Sat	.000	.000	.000	.000	.000
09/17/2000 Sun	.000	.000	.000	.000	.000
09/18/2000 Mon	8.000	.330	.000	.000	8.330
09/19/2000 Tue	8.000	.500	.000	.000	8.500
09/20/2000 Wed	7.500	.000	.000	.000	7.500
09/21/2000 Thu	8.000	.000	.000	.000	8.000
09/22/2000 Fri	.000	.000	.000	.000	.000
Totals					
	39.500	1.330	.000	.000	40.830

Press any key...

Company H Verify

Use the **Exit** command to go back to the menu.

Time Ticket Journal

Print the Time Ticket Journal to verify the transactions entered before you post. The Journal includes regular, overtime, and double time hours. If you find mistakes, use the Transactions function to correct them. The report includes union and worker's compensation codes that are not included in the standard OSAS Time Ticket Journal.

Time Ticket Journal Screen

OSAS T000

Settings Edit Print Help

<CJ> Time Ticket Journal

Pick Employee ID From
Thru

Print by

1. Transaction Date
2. Employee
3. Job and Phase
4. Department
5. Labor Class
6. Group Code

2

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

You can print the journal for a range of employee IDs and you can choose to print it by transaction date, employee, job/phase ID, department or class.

Sample Time Ticket Journal

08/22/2001		Builders Supply										Page	1	
8:58 AM		Time Ticket Journal												
		By Employee												
Employee ID	Name	Type Group	Date	State Code	Local Code	Dept. ID	Job ID	Phase ID	Cost Code	Union W/C	Class Seq.	Earn Code	Rate Hours	Pieces Amount
ADA010	William, A K	H	09/15/2000	MN		150	91-135	01FOUN	500	1120	019-1L	REG	14.080	0
		2								8030	000		8.000	112.64
ADA010	William, A K	H	09/18/2000	MN		150	91-135	01FOUN	500	1120	019-1L	REG	14.080	0
		2								8030	000		8.000	112.64
ADA010	William, A K	H	09/19/2000	MN		150	91-135	01FOUN	500	1120	019-1L	REG	14.080	0
		2								8030	000		8.000	112.64
ADA010	William, A K	H	09/20/2000	MN		150	91-135	01FOUN	500	1120	019-1L	REG	14.080	0
		2								8030	000		7.500	105.60
ADA010	William, A K	H	09/21/2000	MN		150	91-135	01FOUN	500	1120	019-1L	REG	14.080	0
		2								8030	000		8.000	112.64
ADA010	William, A K	H	09/15/2000	MN		150	91-135	01FOUN	500	1120	019-1L	OVT	21.120	0
		2								8030	000		.500	10.56
ADA010	William, A K	H	09/18/2000	MN		150	91-135	01FOUN	500	1120	019-1L	OVT	21.120	0
		2								8030	000		.330	6.97
ADA010	William, A K	H	09/19/2000	MN		150	91-135	01FOUN	500	1120	019-1L	OVT	21.120	0
		2								8030	000		.500	10.56

Pieces Totals														0
OVT Overtime Pay													1.330	28.09
REG Regular Pay													39.500	556.16
Employee ADA010 Totals													40.830	584.25
													=====	
Pieces Totals														0
OVT Overtime Pay													1.330	28.09
REG Regular Pay													39.500	556.16
Grand Total													40.830	584.25
End of Report														

Miscellaneous Payroll Journal

Print the Miscellaneous Payroll Journal to verify the transactions entered before you post. The journal includes sick, vacation, other pay and miscellaneous deduction transactions. If you find mistakes, use the Transactions function to correct them. The report includes union and worker's compensation codes that are not included in the standard OSAS Miscellaneous Payroll Journal.

Miscellaneous Payroll Journal Screen

OSAS T000
Settings Edit Print Help
<CJ> Miscellaneous Deductions Journal
Pick Employee ID From
Thru
Print by
1. Transaction Date
2. Employee
3. Department
4. Group Code
2
Output device - (B)rinter p(R)review (F)ile (S)creen (E)nd

You can print the journal for a range of employee IDs and you can choose to print it by transaction date, employee, or department.

Sample Miscellaneous Payroll Journal

08/22/2001		Builders Supply										Page 1		
1:48 PM		Miscellaneous Deductions Journal												
By Employee														
Employee ID	Name	Type	Group	Date	Dept.	Job	Phase	Class	Union	WC	Ded. Code	Hours	Amount	Note

ADA010	William A K	H	2	09/21/2000	150			019-1L	1120	8030	006	.000	54.95	
-----Deduction---														
Code Description														

006 401K												.000	54.95	
Emp. ADA010 Totals												.000	54.95	
ROS001	Rossini L A	H	1	09/18/2000	150			OFF-	1120	8020	005	2.000	34.00	
ROS001	Rossini L A	H	1	09/18/2000	150			OFF-	1120	8020	009	.000	50.00	
-----Deduction---														
Code Description														

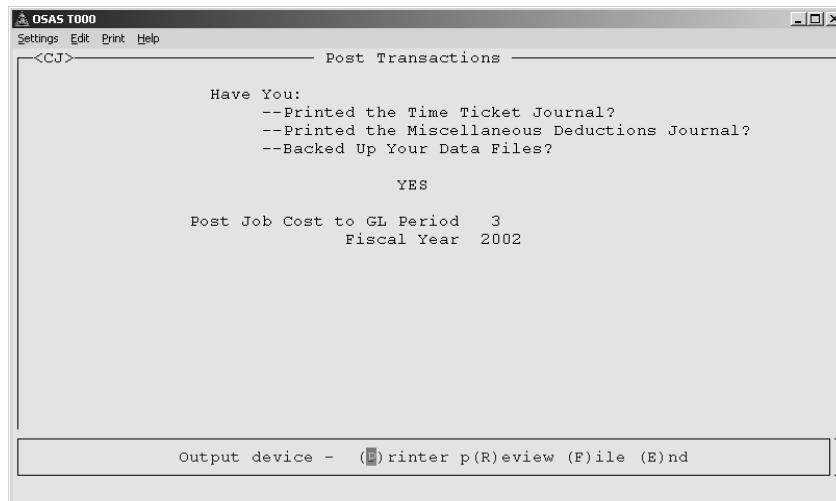
005 Dues												2.000	34.00	
009 Cash Advance												.000	50.00	
Emp. ROS001 Totals												2.000	84.00	
=====														
005 Dues												2.000	34.00	
006 401K												.000	54.95	
009 Cash Advance												.000	50.00	
Grand Total												2.000	138.95	

End of Report

Post Transactions

When you post transactions, time ticket and miscellaneous payroll information is transferred from the Transaction file to the Transaction Post file, upon which check calculations are based.

Post Transaction Screen



Be sure you have backed up your data files and printed the Time Ticket and Miscellaneous Payroll Journals before you post. The GL period is determined by workstation date and can be changed, the fiscal year is determined from the FYEARxxx table in the Contractors' Job Cost application.

The Department file is also updated so that department records show the number of hours and units and the amount of the payroll expenses on the time tickets. The job and phase records are updated with labor expense (excluding deductions), hours, and units. If you elected to save transaction history, the Transaction History file is also updated with the detail from the time tickets and miscellaneous payroll entries.

The post transactions function posts time ticket information to the Pay Period History file (**PAHPx**). This information is used in the Calculate Checks function to calculate union, worker's compensation, and labor burden amounts. The file was added to avoid duplicating union, worker's comp, and labor burden amounts if you process more than one payroll for the same pay period. The **PAHPx** file is cleared when you post checks.

Note

Information posted is not accessible through the Employees function at this time. You can see hours and amounts posted when you press T to view employee totals in the Transactions function. During the post, the detail from the time tickets is lost; only the summary information necessary to produce the next group of paychecks is stored.

Sample Post Transactions log07/15/2001
12:05 PMBuilders Supply
Payroll Post Transactions

PAGE 1

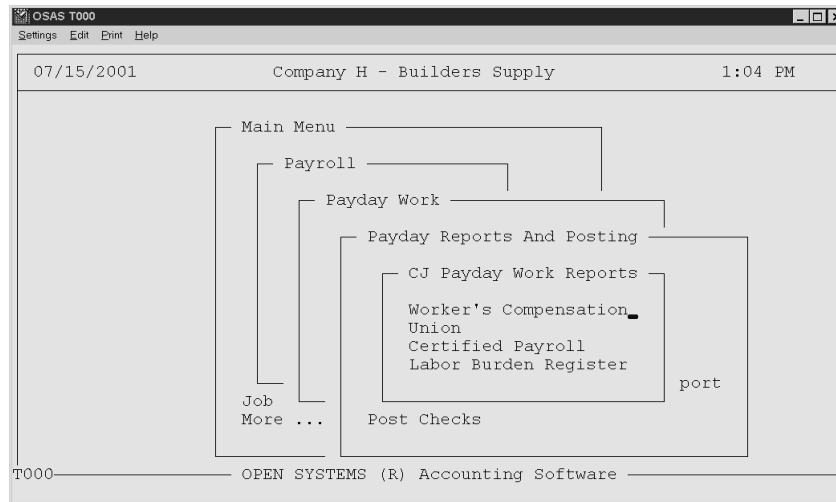
Pay or Deduction Code	Description	--- Total Posted --- Hours	Wages
OVT	Overtime Pay	2.000	45.46
REG	Regular Pay	107.000	1013.44
SIC	Sick Pay	8.000	46.00
VAC	Vacation Pay	4.000	23.00
EARNING TOTALS		121.000	1127.90
001	Medical Ins		2.54
002	Dental Ins		1.73
005	Dues		25.00
011	Uniform		7.50
DEDUCTION TOTALS			36.77

Post Job Cost to GL Period: 07, Fiscal Year: 2001
Jobs Total 48.000 708.15

End of Report

Payday Work

CJ Payday Work Reports Menu



The Payday Work functions include four reports that are specific to Contractors' Job Cost. The reports are:

- Worker's Compensation Report
- Union Report
- Certified Payroll Report
- Labor Burden Register

Information for these reports is calculated in the Prepare Checks function using data from the Period History file (PAHPx). There are no pick or print by options for any of the reports. The screen information is displayed from the Prepare Checks function. Examples of the reports are on the following pages.

Note

You cannot print these reports for manual checks.

Sample Worker's Compensation Report

08/24/2001 9:00 AM		Builders Supply Worker's Compensation Report For Pay Period Ending 09/25/2001 Group Codes 1 2						Page 1	
WC Code: 5610 CLEANUP									
Emp. ID	Employee Name	Soc. Sec. #	Class	Hours	Regular Amount	OT/DT Hours	OT/DT Amount	Total Amount	WC Premium
AIL020	TROY, AILMAN J	129-31-9233	180	74.830	1335.72	2.000	53.55	1389.27	31.13
ST0001	Stockard, Albert W	449-58-4392	180	37.080	648.16	1.250	32.78	680.94	15.58
WC	Total of CLEANUP			111.910	1983.88	3.250	86.33	2070.21	46.71
WC Code: 5641 CARPENTRY									
Emp. ID	Employee Name	Soc. Sec. #	Class	Hours	Regular Amount	OT/DT Hours	OT/DT Amount	Total Amount	WC Premium
AIL020	TROY, AILMAN J	129-31-9233	180	20.000	357.00	4.000	107.10	464.10	13.50
JGE001	ECONOMY, JIM	616-81-6161	180	36.000	629.28	6.250	163.88	793.16	23.26
WC	Total of CARPENTRY			56.000	986.28	10.250	270.98	1257.26	36.76
WC Code: 8000 WORKERS COMP									
Emp. ID	Employee Name	Soc. Sec. #	Class	Hours	Regular Amount	OT/DT Hours	OT/DT Amount	Total Amount	WC Premium
JGE001	ECONOMY, JIM	616-81-6161	180	14.000	212.13	2.000	45.46	257.59	7.27
ST0001	Stockard, Albert W	449-58-4392	180	5.000	75.76	.000	.00	75.76	2.27
WC	Total of WORKERS COMP			19.000	287.89	2.000	45.46	333.35	9.54
WC Code: 8010 OFFICERS									
Emp. ID	Employee Name	Soc. Sec. #	Class	Hours	Regular Amount	OT/DT Hours	OT/DT Amount	Total Amount	WC Premium
BOU001	Bourne, Linda C	459-30-1099	ADM	173.330	7500.00	.000	.00	7500.00	22.50
GER001	Gerard, Timothy G	468-22-4819	ADM	173.330	5550.00	.000	.00	5550.00	16.65
JEN001	Jenkins, Kathy M	460-39-9093	ADM	173.330	7500.00	.000	.00	7500.00	22.50
WC	Total of OFFICERS			519.990	20550.00	.000	.00	20550.00	61.65
WC Code: 8020 CLERICAL									
Emp. ID	Employee Name	Soc. Sec. #	Class	Hours	Regular Amount	OT/DT Hours	OT/DT Amount	Total Amount	WC Premium
JON001	Jonchim, Maria K	468-80-9944	OFF	33.000	247.50	.000	.00	247.50	.62
LUK001	Lukas, George	488-30-1281	OFF	173.330	2500.00	.000	.00	2500.00	6.25
ROS001	Rossini, Lucinda A	460-39-9982	OFF	113.000	649.75	2.500	21.56	671.31	1.68
WC	Total of CLERICAL			319.330	3397.25	2.500	21.56	3418.81	8.55
WC Code: 8030 CONCRETE									
Emp. ID	Employee Name	Soc. Sec. #	Class	Hours	Regular Amount	OT/DT Hours	OT/DT Amount	Total Amount	WC Premium
ADA010	William, Adams K	570-29-3456	019	91.500	1288.32	4.330	91.45	1379.77	76.10
JGE001	ECONOMY, JIM	616-81-6161	180	40.000	699.20	.000	.00	699.20	39.44
WC	Total of CONCRETE			131.500	1987.52	4.330	91.45	2078.97	115.54
Grand Total of All Worker's Compensation				1157.730	29192.82	22.330	515.78	29708.60	278.75
- End of Report									

Sample Union Report

08/29/2001 6:49 AM Builders Supply Union Report Page 1
 For Pay Period Ending 09/25/2001
 Group Codes 1 2

Union 1120 LOCAL 1120

Emp. ID	Employee Name	Soc. Sec. #	Class	--- Regular --- Hours	Gross	---- OT/DT ---- Hours	Gross	Total Gross	Deduction Amount	Benefit Amount
AIL020	TROY, AILMAN J	129-31-9233	180	94.830	1692.72	6.000	160.65	1853.37		92.67
JGE001	ECONOMY, JIM	616-81-6161	180	90.000	1540.61	8.250	209.34	1749.95		87.50
ST0001	Stockard, Albert W	449-58-4392	180	42.080	723.92	1.250	32.78	756.70		37.84
***	Item Total of DUES			226.910	3957.25	15.500	402.77	4360.02	.00	218.01
ADA010	William, Adams K	570-29-3456	019	91.500	1288.32	4.330	91.45	1379.77	72.52 <007>	
AIL020	TROY, AILMAN J	129-31-9233	180	94.830	1692.72	6.000	160.65	1853.37	76.52 <007>	
JGE001	ECONOMY, JIM	616-81-6161	180	90.000	1540.61	8.250	209.34	1749.95	74.93 <007>	
ROS001	Rossini, Lucinda A	460-39-9982	OFF	40.000	230.00	2.500	21.56	251.56	32.25 <007>	
ST0001	Stockard, Albert W	449-58-4392	180	42.080	723.92	1.250	32.78	756.70	32.69 <007>	
***	Item Total of PENSION			358.410	5475.57	22.330	515.78	5991.35	288.91	.00
ADA010	William, Adams K	570-29-3456	019	91.500	1288.32	4.330	91.45	1379.77	20.70 <005>	
AIL020	TROY, AILMAN J	129-31-9233	180	94.830	1692.72	6.000	160.65	1853.37	27.80 <005>	
JGE001	ECONOMY, JIM	616-81-6161	180	90.000	1540.61	8.250	209.34	1749.95	26.25 <005>	
ROS001	Rossini, Lucinda A	460-39-9982	OFF	40.000	230.00	2.500	21.56	251.56	3.77 <005>	
ST0001	Stockard, Albert W	449-58-4392	180	42.080	723.92	1.250	32.78	756.70	11.35 <005>	
***	Item Total of DUES			358.410	5475.57	22.330	515.78	5991.35	89.87	.00
***	Union Total of LOCAL 1120								378.78	218.01
***	Grand Total of All Unions								378.78	218.01

- End of Report -

Sample Certified Payroll Report

08/29/2001 8:38 AM Builders Supply Certified Payroll Report
For Pay Period Ending 09/02/2001
Group Code 2 Page 1

Job PROJ01 Sandler Condos

Employee Address	Hrs. Type	8/27 *Mon*	8/28 *Tue*	8/29 *Wed*	8/30 *Thu*	8/31 *Fri*	9/1 *Sat*	9/2 *Sun*	Total	Pay Rate Job Total	Tax W/H	Other Pay Total Ded	Gross Wages Net Pay
ADA010 SSN:570-29-3456	R	8.00	8.00			7.50	6.00	6.00	35.50	14.0800	FWH 175.00	.00	1341.12
William, Adams K	O					1.50		2.50	4.00		OAS 83.15		759.70
3123 EAGLE WAY	D								.00	654.72	MED 19.45	222.66	
EDEN PRAIRE ,MN 88204	M						2.50	2.50	5.00		SWH: MN 81.16		
											Other State: .00		
Married (3)											Deduction Detail:		
Sex: Male											Medical Ins = 5.68	Dental Ins = 3.39	
EE0= White											United Way = 7.50	Credit Union = 10.00	
Class/Level/Skill: LABORER 019 1L LABORER 90 Z-1											Dues = 60.62	401K = 66.92	
											IRA Plan = 68.55		
AIL020 SSN:129-31-9233	R	8.00		8.00					16.00	17.3200	FWH 174.07	.00	892.73
TROY, AILMAN J	O	1.00		2.50			8.00		11.50		OAS 55.35		528.50
502 GARDEN ROAD	D								.00	575.89	MED 12.94	67.00	
RIVER SIDE ,MN 50234	M								.00		SWH: MN 54.87		
											Other State: .00		
Single (0)											Deduction Detail:		
Sex: Male											Medical Ins = 5.25	Dental Ins = 13.26	
EE0= Black											IRA Plan = 35.10	Dues = 13.39	
Class/Level/Skill: CEMENT MASON 160 M1 FINISHER 91													
AIL020 SSN:129-31-9233	R		6.00		8.00				14.00	17.8500	FWH 174.07	.00	892.73
TROY, AILMAN J	O				2.50				2.50		OAS 55.35		528.50
502 GARDEN ROAD	D								.00	316.84	MED 12.94	67.00	
RIVER SIDE ,MN 50234	M								.00		SWH: MN 54.87		
											Other State: .00		
Single (0)											Deduction Detail:		
Sex: Male											Medical Ins = 5.25	Dental Ins = 13.26	
EE0= Black											IRA Plan = 35.10	Dues = 13.39	
Class/Level/Skill: CARPENTER 180 C3 CARPENTER 92 Z1													

Job Total PROJ01

***** Earnings *****		***** Taxes *****	
Job Total	1547.45	Fed W/H	349.07
Net Pay	1288.20	SWH All States:	190.90
Hours	88.50	LWH:	.00
		LWH All Locals:	.00
		OASDI W/H	138.50
		Medicare	32.39
		Other State	.00

Grand Total

***** Earnings *****		***** Taxes *****	
Job Total	1230.61	Fed W/H	349.07
Gross Wages	2233.85	OASDI	138.50
Net Pay	1288.20	Medicare	32.39
Hours	72.00	SWH: MN	136.03
		Total State W/H's	136.03
		Other State W/H's	.00
		Total Local W/H's	.00
		Other Local W/H's	.00

- End of Report -

Note

You must use a date range of exactly seven days when you prepare checks in order to print the Certified Payroll Report.

Labor burden is everything an employer pays on behalf of its employees: employer FICA, FUTA, SUI, union benefits, and worker's compensation. The Labor Burden Register lists the labor burden amounts for each employee/job/phase.

Sample Labor Burden Register

08/29/2001 9:35 AM			Builders Supply Labor Burden Register For Pay Period Ending 09/02/2001 Group Code 2								Page 1
Job ID	Phase ID	Emp. ID	Total Hours	Total Amount	Worker's Comp.	Union	OASDI	Medicare	FUTA	SUI	Total
PROJ01	01FOUN	AIL020	16.50	316.84	16.61	15.84	19.64	4.59	.00	28.83	85.52
PROJ01	01SITE	ADA010	88.50	1341.12	38.10	.00	83.15	19.45	.00	115.95	256.65
PROJ01	02FRAM	AIL020	27.50	575.89	15.00	28.79	35.71	8.35	.00	52.41	140.25
PROJ01	*Job Total*		132.50	2233.85	69.71	44.63	138.50	32.39	.00	197.19	482.42
Grand Total			132.50	2233.85	69.71	44.63	138.50	32.39	.00	197.19	482.42
- End of Report -											

The post checks function posts union, worker's compensation and labor burden amounts in addition to the regular payroll amounts to General Ledger if you elected to post them in CJ File Maintenance.

Sample Post Checks Log

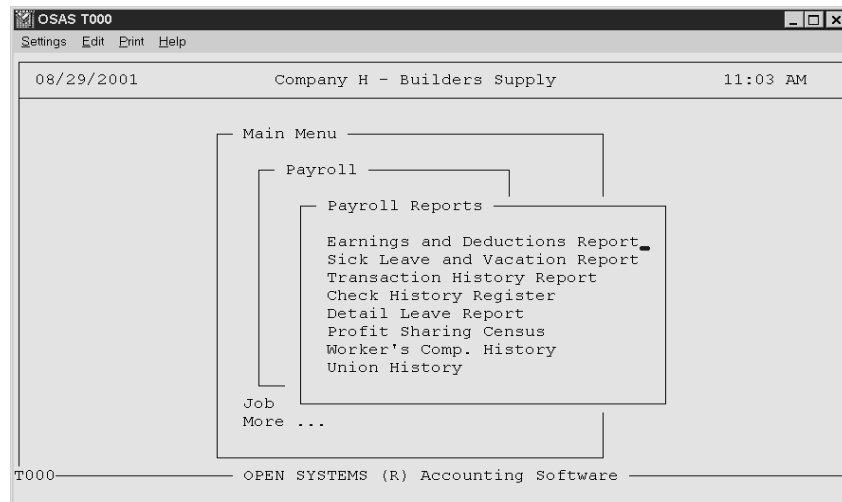
08/29/2001 Builders Supply PAGE 1
 Posted to Job Cost 482.42

08/29/2001 9:55 AM		Builders Supply Post Checks	PAGE 2
Description	GL Account	Debit	Credit
Medical Ins	535000		10.93
Dental Ins	535000		16.65
United Way	204000		7.50
Credit Union	999900		10.00
Dues	999900		74.01
401K	205000		66.22
IRA Plan	200000		103.65
Empl'r Medicare	203200		22.39
Empl'r OASDI	203200		138.50
Federal UM	203000		349.07
Empl'ee Medicare	203200		22.39
Empl'ee OASDI	203200		138.50
MN Unemp Ins	203700		197.19
MN W/H	203400		126.03
Net Cash Entry	100000		1,288.20
Hold. Acct Double Time	202000	28.15	
Hold. Acct Overtime Pay	202000	608.59	
Hold. Acct Commissions	202000	70.40	
Hold. Acct Regular Pay	202000	1,526.70	
Empl'r Medicare	530000	32.39	
Empl'r OASDI	530000	138.50	
MN Unemp Ins	530000	197.19	
UNION PAYABLE	202200		44.63
UNION EXPENSE	507000	44.63	
WC PAYABLE	202100		69.71
WC EXPENSE	506000	69.71	
ACC. BURDEN	209000		482.42
BURDEN EXP.	522000	482.42	
GL Balance - Period 09		3,198.69	3,198.69
Posted to Bank Account			0.00
End of Report			

Payroll Reports

Contractors' Job Cost adds the Worker's Compensation and Union History Reports to the Payroll Reports menu.

Payroll Reports Menu



Workers' Compensation History Report

Use the Workers' Compensation History Report to view workers compensation history by employee, workers' comp code or by date. If you find missing or incorrect information you should then use the Workers' Comp History Adjustments function to correct the information.

Worker's Compensation History Report Screen

OSAS T000

Settings Edit Print Help

<CJ> Worker's Compensation History Report

Pick Employee ID From
Thru

Worker's Comp From
Thru

Date From
Thru

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

You can print the report for a range of employee IDs, worker's compensation codes, and dates. The information is printed from the Worker's Compensation History file (**PAHWx**).

The Worker's Compensation History Report lists the worker's compensation code; transaction date; employee's name, social security number, class code, regular and overtime hours and earnings; and amount of the worker's compensation premium.

An asterisk (*) is printed next to items that were entered manually through the Worker's Comp History Adjustments function.

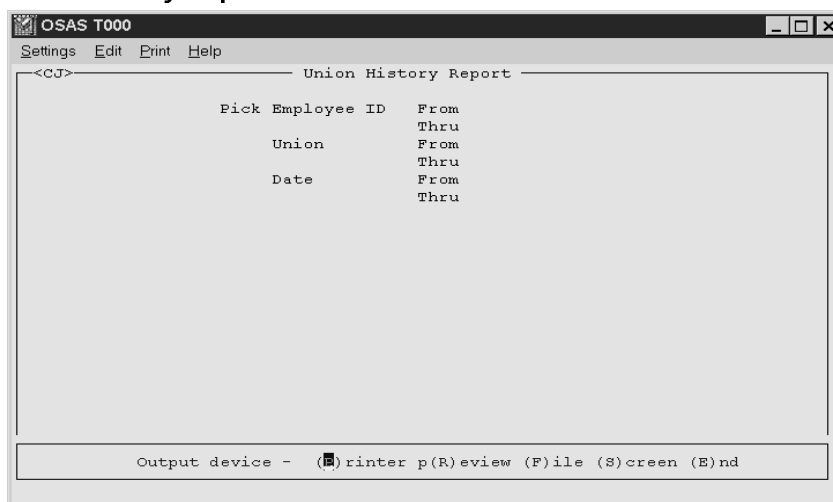
Sample Workers' Comp History Report

08/29/2001 11:21 AM		Builders Supply Worker's Compensation History Report (Date: All)						Page 1	
WC Code: 5610		CLEANUP							
Date	Employee Name	Soc. Sec. #	Class	Hours	Regular Amount	Hours	OT/DT Amount	Total Amount	WC Amount
09/02/01	William, Adams K	570-29-3456	019	76.000	1070.08	12.500	271.04	1341.12	38.10
09/25/01	TROY, AILMAN J	129-31-9233	180	74.830	1335.72	2.000	53.55	1389.27	31.13
09/25/01	Stockard, Albert W	449-58-4392	180	37.080	648.16	1.250	32.78	680.94	15.58
CLEANUP Total				187.910	3053.96	15.750	357.37	3411.33	84.81
WC Code: 5641		CARPENTRY							
Date	Employee Name	Soc. Sec. #	Class	Hours	Regular Amount	Hours	OT/DT Amount	Total Amount	WC Amount
09/02/01	TROY, AILMAN J	129-31-9233	180	16.000	277.12	11.500	298.77	575.89	15.00
09/25/01	TROY, AILMAN J	129-31-9233	180	20.000	357.00	4.000	107.10	464.10	13.50
09/25/01	ECONOMY, JIM	616-81-6161	180	36.000	629.28	6.250	163.88	793.16	23.26
09/27/01	TROY, AILMAN J	129-31-9233	180	12.000	212.04	.000	.00	212.04	6.68
CARPENTRY Total				84.000	1475.44	21.750	569.75	2045.19	58.44
WC Code: 8000		WORKERS COMP							
Date	Employee Name	Soc. Sec. #	Class	Hours	Regular Amount	Hours	OT/DT Amount	Total Amount	WC Amount
09/25/01	ECONOMY, JIM	616-81-6161	180	14.000	212.13	2.000	45.46	257.59	7.27
09/25/01	Stockard, Albert W	449-58-4392	180	5.000	75.76	.000	.00	75.76	2.27
WORKERS COMP Total				19.000	287.89	2.000	45.46	333.35	9.54
WC Code: 8010		OFFICERS							
Date	Employee Name	Soc. Sec. #	Class	Hours	Regular Amount	Hours	OT/DT Amount	Total Amount	WC Amount
09/25/01	Bourne, Linda C	459-30-1099	ADM	173.330	7500.00	.000	.00	7500.00	22.50
09/25/01	Gerard, Timothy G	468-22-4819	ADM	173.330	5550.00	.000	.00	5550.00	16.65
09/25/01	Jenkins, Kathy M	460-39-9093	ADM	173.330	7500.00	.000	.00	7500.00	22.50
OFFICERS Total				519.990	20550.00	.000	.00	20550.00	61.65
WC Code: 8020		CLERICAL							
Date	Employee Name	Soc. Sec. #	Class	Hours	Regular Amount	Hours	OT/DT Amount	Total Amount	WC Amount
09/25/01	Jonchim, Maria K	468-80-9944	OFF	33.000	247.50	.000	.00	247.50	.62
09/25/01	Lukas, George	488-30-1281	OFF	173.330	2500.00	.000	.00	2500.00	6.25
09/25/01	Rossini, Lucinda A	460-39-9982	OFF	113.000	649.75	2.500	21.56	671.31	1.68
CLERICAL Total				319.330	3397.25	2.500	21.56	3418.81	8.55
WC Code: 8030		CONCRETE							
Date	Employee Name	Soc. Sec. #	Class	Hours	Regular Amount	Hours	OT/DT Amount	Total Amount	WC Amount
09/02/01	TROY, AILMAN J	129-31-9233	180	14.000	249.90	2.500	66.94	316.84	16.61
09/25/01	William, Adams K	570-29-3456	019	91.500	1288.32	4.330	91.45	1379.77	76.10
09/25/01	ECONOMY, JIM	616-81-6161	180	40.000	699.20	.000	.00	699.20	39.44
09/27/01	William, Adams K	570-29-3456	019	40.500	570.24	4.000	84.48	654.72	35.34
09/27/01	TROY, AILMAN J	129-31-9233	180	4.000	71.28	.000	.00	71.28	4.02
CONCRETE Total				190.000	2878.94	10.830	242.87	3121.81	171.51
Grand Total				1320.230	31643.48	52.830	1237.01	32880.49	394.50
- End of Report -									

Union History Report

Use the Union History Report to view union history by employee, union ID, or by date. If you find missing or incorrect information you should then use the Union History Adjustments function to correct the information.

Union History Report Screen



You can print the report for a range of employee IDs, union codes, and dates. The information is printed from the Union History file (**PAHUX**).

The Union History Report lists the union code; transaction date; and employee's name, social security number, class code, regular and overtime hours and earnings, and deduction and benefit amounts.

An asterisk (*) is printed next to items that were entered manually through the Union History Adjustments function.

Sample Union History Report

08/29/2001 12:39 PM			Builders Supply Union History Report (Date: All)				Page 1		
Union 1120			LOCAL 1120						
Date	Employee Name	Soc. Sec. #	---- Regular Hours	---- Gross	----- OT/DT Hours	----- Gross	Total Gross	Deduction Amount	Benefit Amount
09/02/01	TROY, AILMAN J	129-31-9233	16.000	277.12	11.500	298.77	575.89		28.79
09/02/01	TROY, AILMAN J	129-31-9233	14.000	249.90	2.500	66.94	316.84		15.84
09/25/01	TROY, AILMAN J	129-31-9233	94.830	1692.72	6.000	160.65	1853.37		92.67
09/25/01	ECONOMY, JIM	616-81-6161	90.000	1540.61	8.250	209.34	1749.95		87.50
09/25/01	Stockard, Albert W	449-58-4392	42.080	723.92	1.250	32.78	756.70		37.84
09/27/01	TROY, AILMAN J	129-31-9233	12.000	212.04	.000	.00	212.04		10.60
Item Total of DUES			268.910	4696.31	29.500	768.48	5464.79	.00	273.24
09/02/01	William, Adams K	570-29-3456	76.000	1070.08	12.500	271.04	1341.12	68.55 <007>	
09/02/01	TROY, AILMAN J	129-31-9233	16.000	277.12	11.500	298.77	575.89	22.35 <007>	
09/02/01	TROY, AILMAN J	129-31-9233	14.000	249.90	2.500	66.94	316.84	12.75 <007>	
09/25/01	William, Adams K	570-29-3456	91.500	1288.32	4.330	91.45	1379.77	72.52 <007>	
09/25/01	TROY, AILMAN J	129-31-9233	94.830	1692.72	6.000	160.65	1853.37	76.52 <007>	
09/25/01	ECONOMY, JIM	616-81-6161	90.000	1540.61	8.250	209.34	1749.95	74.93 <007>	
09/25/01	Rossini, Lucinda A	460-39-9982	40.000	230.00	2.500	21.56	251.56	32.25 <007>	
09/25/01	Stockard, Albert W	449-58-4392	42.080	723.92	1.250	32.78	756.70	32.69 <007>	
09/27/01	William, Adams K	570-29-3456	40.500	570.24	4.000	84.48	654.72	33.98 <007>	
09/27/01	TROY, AILMAN J	129-31-9233	4.000	71.28	.000	.00	71.28	3.00 <007>	
09/27/01	TROY, AILMAN J	129-31-9233	12.000	212.04	.000	.00	212.04	9.00 <007>	
Item Total of PENSION			520.910	7926.23	52.830	1237.01	9163.24	438.54	.00
09/02/01	William, Adams K	570-29-3456	76.000	1070.08	12.500	271.04	1341.12	20.12 <005>	
09/02/01	TROY, AILMAN J	129-31-9233	16.000	277.12	11.500	298.77	575.89	8.64 <005>	
09/02/01	TROY, AILMAN J	129-31-9233	14.000	249.90	2.500	66.94	316.84	4.75 <005>	
09/25/01	William, Adams K	570-29-3456	91.500	1288.32	4.330	91.45	1379.77	20.70 <005>	
09/25/01	TROY, AILMAN J	129-31-9233	94.830	1692.72	6.000	160.65	1853.37	27.80 <005>	
09/25/01	ECONOMY, JIM	616-81-6161	90.000	1540.61	8.250	209.34	1749.95	26.25 <005>	
09/25/01	Rossini, Lucinda A	460-39-9982	40.000	230.00	2.500	21.56	251.56	3.77 <005>	
09/25/01	Stockard, Albert W	449-58-4392	42.080	723.92	1.250	32.78	756.70	11.35 <005>	
09/27/01	William, Adams K	570-29-3456	40.500	570.24	4.000	84.48	654.72	9.82 <005>	
09/27/01	TROY, AILMAN J	129-31-9233	4.000	71.28	.000	.00	71.28	1.07 <005>	
09/27/01	TROY, AILMAN J	129-31-9233	12.000	212.04	.000	.00	212.04	3.18 <005>	
Item Total of DUES			520.910	7926.23	52.830	1237.01	9163.24	137.45	.00
Union Total of LOCAL 1120								575.99	273.24
Union ELEC			ELECTRICAL						
Date	Employee Name	Soc. Sec. #	---- Regular Hours	---- Gross	----- OT/DT Hours	----- Gross	Total Gross	Deduction Amount	Benefit Amount
09/15/00	TROY, AILMAN J	129-31-9233	30.000	1.20	10.000	3.00	4.20	4.20 <05>*	
Item Total of DUES			30.000	1.20	10.000	3.00	4.20	4.20	.00
* Item was entered through Union History Adjustments									
Union Total of ELECTRICAL								4.20	.00
Grand Total of All								580.19	273.24
- End of Report -									

