OPEN

SYSTEMS®

Accounting

Software

Contractors' Job Cost

Version 6.0x

Open Systems Accounting Software for UNIX uses PKUNZIP utilities from Ascent Solutions, Inc., 9009 Springboro Pike, Miamisburg, OH 45342. Phone: (937) 847-2374 Internet: www.asizip.com

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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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Overview

The Contractors' Job Cost module provides an effective enhancement to the Open Systems Software package to accomodate 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 Recievable/Sales Order, and Payroll allows you additional flexibilty 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
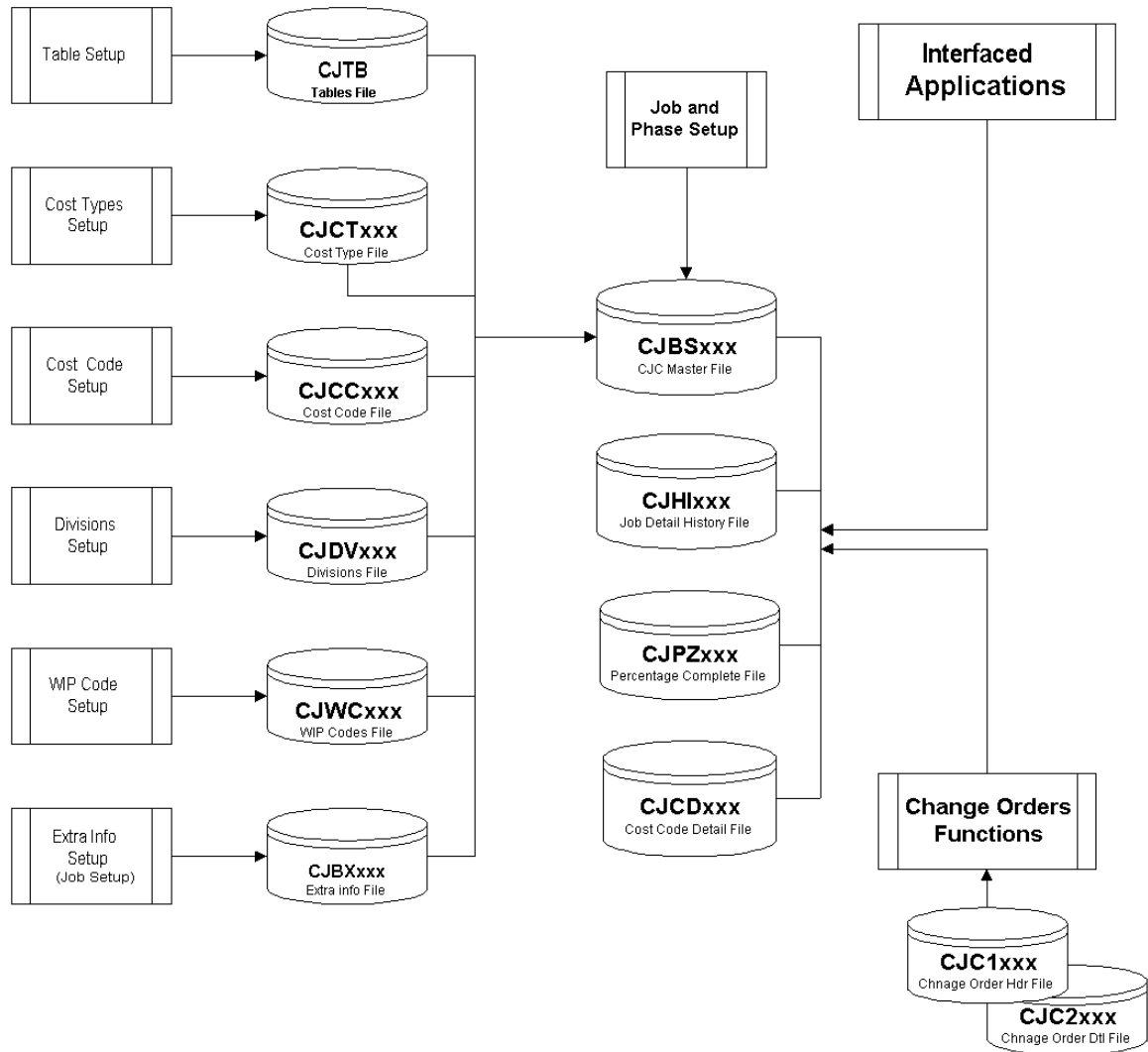
Jobs Master File (CJBSx)

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 (CJHIxxx)

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 Cot:

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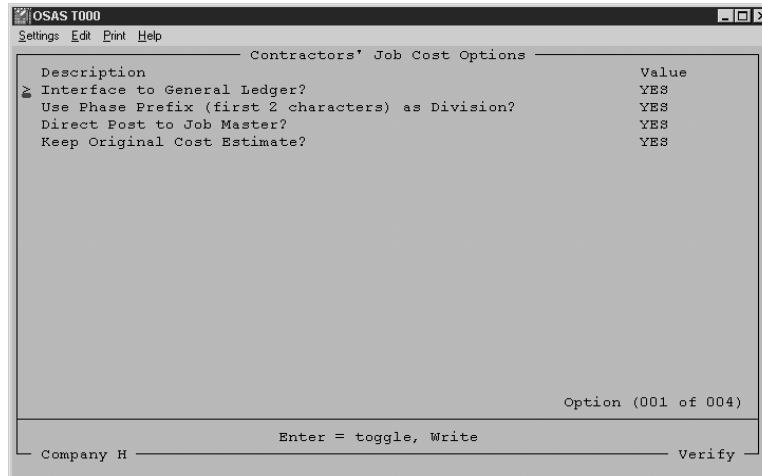
The WIP Codes file stores the WIP account and the COGS accounts assigned for each cost type (1-9) for each WIP code defined.

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 & Interfaces Screen

```
OSAS T000                                                    _ □ X
Settings  Edit  Print  Help
                    ──── Contractors' Job Cost Options ────
   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)

                       Enter = toggle, Write
 ─ Company H ──────────────────────────────────── 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
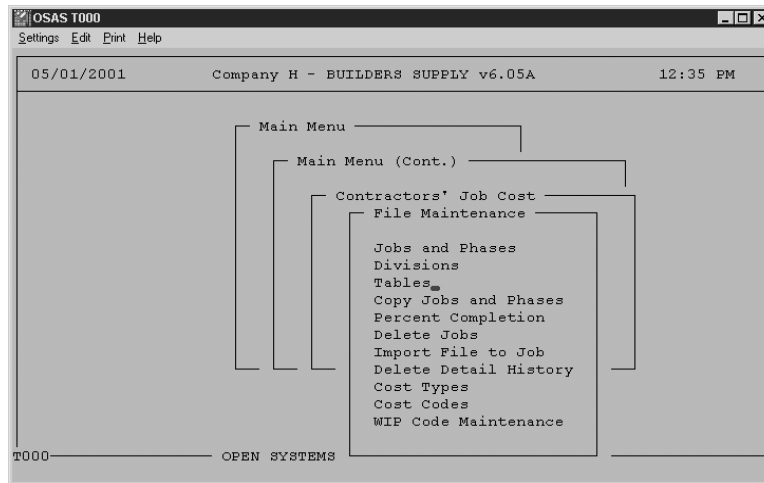
```
OSAS T000                                                    _ □ X
 Settings  Edit  Print  Help

  05/01/2001          Company H - BUILDERS SUPPLY v6.05A          12:35 PM


                  ┌ Main Menu ─────────┐
                    ┌ Main Menu (Cont.) ─────────┐
                      ┌ Contractors' Job Cost ──────┐
                          File Maintenance ─────┐

                          Jobs and Phases
                          Divisions
                          Tables
                          Copy Jobs and Phases
                          Percent Completion
                          Delete Jobs
                          Import File to Job
                          Delete Detail History
                          Cost Types
                          Cost Codes
                          WIP Code Maintenance

  T000──────────── OPEN SYSTEMS
```

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                                                    _ □ X
Settings  Edit  Print  Help
                                    CJTB
  Table ID ▇▇▇▇▇▇▇      Description
  Number of Cols        Column Length          Type


  ─< Tables >─────────────────────────────────────
   Table ID Col Type Title
   < 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**
>
> <u>**This table will only be used if you are not interfaced to General Ledger.**</u> **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

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                           CJTB
 Table ID CNVT        Description
 Number of Cols   3  Column Length  12      Type  N
     PERIOD      FIRST DAY     LAST DAY
------------ ------------ ------------
        1.00         1.01         1.31
        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

 Company H                                        Verify
```

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

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                           CJTB
 Table ID FYEAR       Description FISCAL YEAR
 Number of Cols   2  Column Length  12      Type  A
 Description
------------ ------------
 Current Year 2001


 Company H                                        Verify
```

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

```
OSAS T000                                                              _ □ X
Settings  Edit  Print  Help
                              CJTB
 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




 Company H                                                  Verify
```

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

```
┌ OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                          ┌────── CJTB ──────┐
 Table ID JOSAV        Description SAVE DELETED JOB DATA TO COMPANY ID?
 Number of Cols   1  Column Length  12     Type  A
Company
------------
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

```
┌ OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                          ┌────── CJTB ──────┐
 Table ID NAMES        Description CJ USER DEFINED FIELDS NAME TABLE
 Number of Cols   1  Column Length  12     Type  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

```
OSAS T000                                                      _ □ ×
Settings  Edit  Print  Help
                            ─── CJTB ───
  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                        ■
```
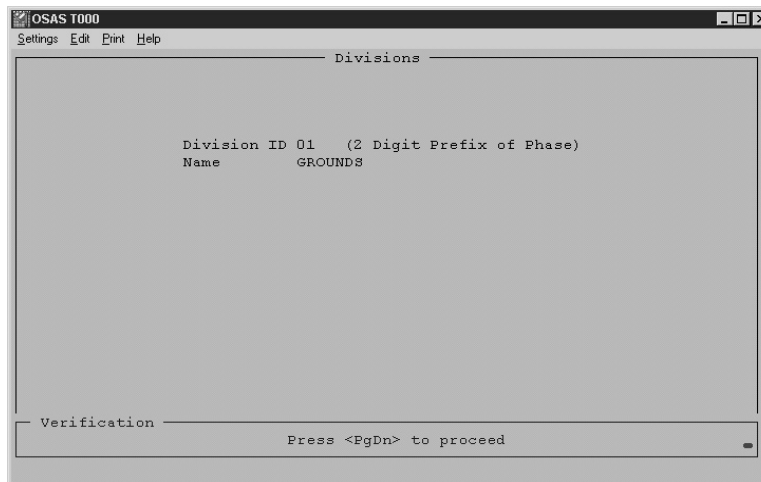
The **IMPRTn** table (n represents the table number) stores information about where data is stored in an ASCII file that you want to use to import data into the Jobs file.

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

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

```
                                  ┌─ Jobs and Phases ─┐
                                  ┌─<Extra Information>─┐
  Job ID    91-135                │ Job Address  16504 WESTVIEW ROAD        │
  Phase ID                        │ City/St/Zip  HOUSTON,TX 77045           │
  Desc 1 WESTERN OAKS             │ Job Foreman  MIKE PRESTON               │
  Desc 2 LOT 5A                   │ Architect    ROBERTS & ASSOC.           │
  Manager ID  MARKS   UOM         │ P.O. #       23210  77002               │
  Post Units From PA or AP  PA    └─────────────────────────────────────────┘
    Units Inv. #

                  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
                                       Misc $              .00         .00
  Orig Contract  $          .00        Subcont. $          .00         .00
  Change Orders  $          .00        Burdens             .00         .00
  Rev. Contract  $          .00        Equip Rental        .00         .00
  Billed to Date $          .00        Fee/Permit          .00         .00
  Last Bill Date                         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

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 Recievable 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

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	Eenter 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	equiptment $
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.

Field	Description
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 Gl 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 T000                                              _ □ X        ║
║ 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             More N Ovhd Accum to Post            .00       ║
║  Manager ID  MARKS   UOM   Accum WIP to Post        7531.03        ║
║  Post Units From PA or AP  PA                                      ║
║    Units Inv. #            Cost Type        Estimate      Actual   ║
║                            P.O. $               .00         .00    ║
║        Estimate   ┌─ ORIGINAL ESTIMATE ─┐   100.00       56.00    ║
║  Start Date  06/08/1991   Labor $      .00        0           0    ║
║  Finish Date 06/19/1991   Material $   .00   1500.00      772.50   ║
║  Contract No        WI    Equipment $  .00   3500.00     3329.50   ║
║  Customer ID              Overhead $   .00        .00        .00   ║
║  Contract Date            Misc $       .00    375.00      193.13   ║
║                           Subcont. $   .00   1400.00     1325.00   ║
║  Orig Contract  $         Burdens      .00        .00        .00   ║
║  Change Orders  $         Equip Rental .00        .00       31.77  ║
║  Rev. Contract  $         Fee/Permit   .00    100.00      100.00   ║
║  Billed to Date $         Total        .00     50.00       50.00   ║
║  Last Bill Date                              6925.00     5801.90   ║
║                           Copy to Current Est.?  N                 ║
║  ─ 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

```
OSAS T000                                                    _ □ X
Settings  Edit  Print  Help

06/12/2001            Company H - CJC TESTING        8:43 AM

                 ┌─ Main Menu ─────────────────────────┐
                    ┌─ Contractors' Job Cost ─────────┐
                       ┌─ File Maintenance ─────────┐
                          Jobs and Phases
                          Divisions
                          Tables
                          Copy Jobs and Phases
                          Percent Completion
                          Delete Jobs
                          Import File to Job
                   Cont   Delete Detail History
                   Cont   Cost Types
                   Gene   Cost Codes
                   Reso   WIP Code Maintenance
                          Change Fields
       T000──────────── OPEN                        are
```
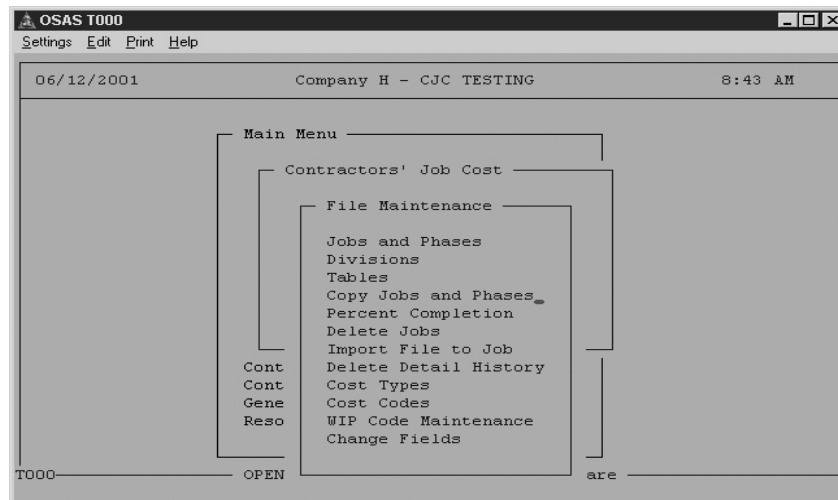
Select the copy Jobs and Phases, the following screen appears.

Copy Jobs and Phases Screen

```
OSAS T000                                                    _ □ X
Settings  Edit  Print  Help
                    ┌─ Copy Jobs and Phases ─────────┐

          Create New Job ID 91-148

          Job Description 1 Westhill Homes
                  Description 2
          Copy from Job ID  PLOT01
                            PLOT ONE HOMES
          Copy Manager ID?       YES
          Copy Estimate Cost?    YES
                  From Original or Revised? Original




    ┌─ Verification ────────────────────────────────┐
                    Press <PgDn> to proceed
```
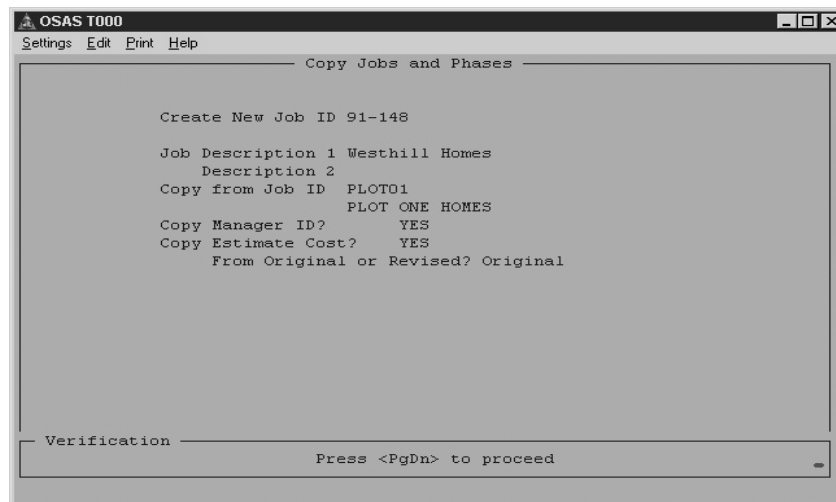
If you elected to copy estimated costs and you have the option set to keep original cost estimates, you can choose to copy original or revised estimates from the existing job to the revised estimates for the new job. Original cost estimates are not affected by this question. They are always copied from 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

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                    ─── 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 **(CJHIx)**, Job Extra Information **(CJBXx)** and Percent Completion **(CJPZx)** files.

The following screen appears:

Delete Jobs Screen

```
┌─ OSAS T000 ──────────────────────────────────────────── _ □ × ┐
│ Settings  Edit  Print  Help                                    │
│ ┌──────────────────────── Delete Jobs ──────────────────────┐ │
│ │                                                            │ │
│ │      Job ID                                                │ │
│ │            Including: Job Master, Job Extra Info, Job Detail & │ │
│ │                       Job Percent.                         │ │
│ │                                                            │ │
│ │      Have you:                                             │ │
│ │          --Posted Details to Job Master (if necessary)?    │ │
│ │          --Printed the Accumulated Overhead Report?        │ │
│ │          --Updated Overhead to GL?                         │ │
│ │          --Completed all Billings & Deleted AIA master?    │ │
│ │          --Printed all Job Cost & Billing Reports?         │ │
│ │          --Backed up your data?                            │ │
│ │                                                            │ │
│ │                                                            │ │
│ │                                                            │ │
│ │          Note: Completed Jobs and Details will be saved to Company Z │ │
│ │                                                            │ │
│ ┌─ Verification ────────────────────────────────────────────┐ │
│ │                    Press F7 to exit                        │ │
│ │   Company Z files not available.  Use Data File Creation to create them. ▪ │ │
│ └────────────────────────────────────────────────────────────┘ │
└────────────────────────────────────────────────────────────────┘
```

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 it's 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                                                    _ □ X
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

```
OSAS T000                                                              _ □ X
Settings  Edit  Print  Help
                         ─── Delete Detail History ───


                            Pick Job ID From 93-A04
                                        Thru 93-A04
                              Phase ID From
                                        Thru EMT12

                 Remove history for items dated before    03/30/2001






    ─ Verification ─
                         Press <PgDn> to proceed               ■
```

> **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 **CJHIx** 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 T000                                                    _ □ X
Settings  Edit  Print  Help
                          ─ Cost Types ─


Cost Type ID        ■

Description
                    ─< Cost Type Inquiry >─
Short Description   │ Type    Description         │
                    │ < begin >                   │
Use Type            │ 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 specifc cost types and the ability for the user to add or modify cost types 7-9.

Cost types preloaded are the following:

- Materials
- Equiptment
- 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
                        ┌─< Cost Code Inquiry >──────────────┐
   Description          │   Code    Description              │
                        │   < begin >                        │
   Short Description    │ >  100    Material                 │
                        │    101    Material- Wood           │
   Unit of Measure      │    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.

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

WIP Codes Maintenance Screen

```
OSAS T000                                                          _ □ X
Settings  Edit  Print  Help
                          ─── WIP Code Maintenance ───


    WIP G/L Code 01

    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 )
                        Enter = edit
  ─ Company H ──────────────────────────────────── 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

```
┌─ OSAS T000                                                      _ □ ✕ ┐
│ Settings  Edit  Print  Help                                           │
│                                                                       │
│   06/22/2001          Company H - BUILDERS SUPPLY v6.05A    12:08 PM   │
│                                                                       │
│               ┌─ Main Menu ──────────────────────────┐                │
│                  ┌─ Contractors' Job Cost ──────────┐                  │
│                     ┌─ Master File Lists ──────────┐                   │
│                                                                        │
│                        Jobs and Phases List                            │
│                        Cost Types List                                 │
│                        Cost Codes List                                 │
│                        Cost Codes Detail List                          │
│                        Divisions List                                  │
│                        Estimate List                                   │
│                        Job Schedule Analysis List                      │
│               ODBC  │  Percent Completion List                         │
│               GENE  │  Tables List                                     │
│                        WIP Code List                                   │
│               More                                                     │
│                                                                        │
│   T000─────────────── OPEN SYSTEMS (R) Accounting Software ───────────  │
└───────────────────────────────────────────────────────────────────────┘
```

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                                                          _ □ X
Settings  Edit  Print  Help
                          ┌──── Jobs and Phases List ────
              Pick    Job ID      From 93-A04
                                  Thru 93-A04
                      Phase ID    From
                                  Thru


                      1. Jobs only
                      2. Phases and Jobs
                      2


                      With Extra Information?  YES




        ┌──────────────────────────────────────────────────────────┐
        │ Output device -  (P)rinter p(R)eview (F)ile (S)creen (■)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                              BUILDERS SUPPLY v6.05A                        Page    1
12:26 PM                                 Jobs and Phases List


                                 Def.WIP        S t a r t      F i n i s h    Cust   Contract
 Job ID Phase  Description       Pst Cd Manager Estimate Actual Estimate Actual  ID    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
           01FOUN 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 T000                                                         _ □ ×
Settings  Edit  Print  Help
                          ┌──── Cost Types List ────
                          Cost Type From    1
                                     Thru




          Output device -   (P)rinter p(R)eview (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

```
OSAS T000                                                        _ □ ×
Settings  Edit  Print  Help
                         ───── Cost Codes List ─────

                         Cost Code From
                                   Thru
                         Cost Type From
                                   Thru









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

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

```
OSAS T000                                                    _ □ ✕
Settings  Edit  Print  Help
┌──────────────── Cost Codes Detail List ────────────────┐
│                                                         │
│                                                         │
│            Pick   Job ID    From   93-A04               │
│                             Thru   93-A04               │
│                   Phase ID  From   01SITE               │
│                             Thru   01SITE               │
│                   Cost Type From                        │
│                             Thru                        │
│                   Cost Code From                        │
│                             Thru                        │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
├─────────────────────────────────────────────────────────┤
│      Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd │
└─────────────────────────────────────────────────────────┘
```

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                    BUILDERS SUPPLY v6.05A                      Page    1
2:14 PM                       Cost Codes Detail List

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          Equipmen
                                       200            Equipment          Equipmen

                                       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

```
OSAS T000                                                          _□X
Settings  Edit  Print  Help
                     ──────── Divisions List ────────

                    Pick Division ID From 01
                                     Thru ON




      Output device -    (P)rinter p(R)eview (F)ile (S)creen (E)nd
```
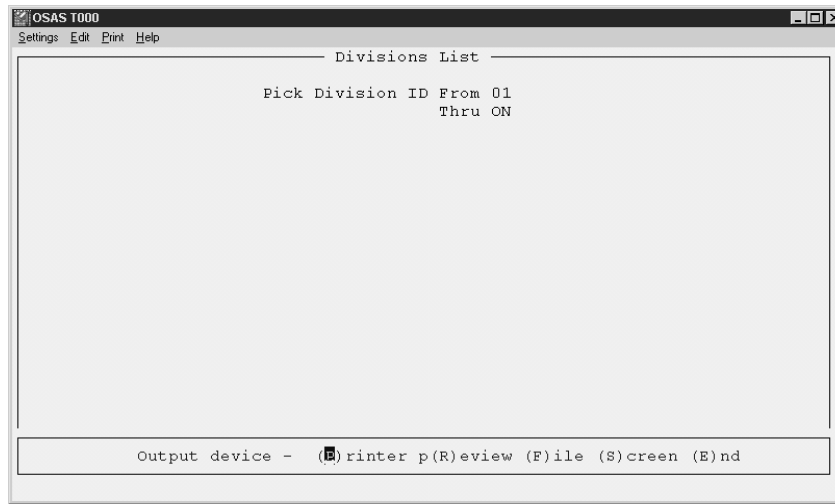
Use the Divisions List function to print a list of division IDs and descriptions. Information is printed from the Divisions file **(CJDVx)**. Enter the Division IDs you wish to view, the **Inquiry Command (F2)** is also available used to enter the selections. After selecting a method of output the following report is displayed.

Divisions List

```
06/22/2001                          BUILDERS SUPPLY v6.05A                          Page    1
1:13 PM                                 Divisions List

 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
                                   Thru 91-135
                       Phase ID     From
                                    Thru
                       Manager ID   From
                                    Thru

                       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)eview  (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    Phase
ID      ID     Labor    Material  Equipment  Overhead    Misc.    Subcont.                              * Total *

91-135 01FOUN
   Original:   510.00    200.00    250.00      51.00      .00        .00       .00       .00       .00    1011.00
   Changes:      .00       .00       .00        .00       .00      599.00      .00       .00       .00     599.00
   Current:    510.00    200.00    250.00      51.00      .00      599.00      .00       .00       .00    1610.00
91-135 01SITE
   Original:      .00       .00       .00        .00       .00        .00       .00       .00       .00       .00
   Changes:    680.00       .00    200.00      20.00      .00        .00     204.00      .00      25.00   1129.00
   Current:    680.00       .00    200.00      20.00      .00        .00     204.00      .00      25.00   1129.00
91-13501****
   Original:   510.00    200.00    250.00      51.00      .00        .00       .00       .00       .00    1011.00
   Changes:    680.00       .00    200.00      20.00      .00      599.00     204.00      .00      25.00   1728.00
   Current:   1190.00    200.00    450.00      71.00      .00      599.00     204.00      .00      25.00   2739.00
91-135 02ELEC
   Original:      .00       .00       .00        .00       .00        .00       .00       .00       .00       .00
   Changes:      .00       .00       .00      425.00      .00     4287.50      .00       .00       .00    4712.50
   Current:      .00       .00       .00      425.00      .00     4287.50      .00       .00       .00    4712.50
91-135 02FRAM
   Original:      .00       .00       .00        .00       .00        .00       .00       .00       .00       .00
   Changes:   1500.00   3500.00       .00      375.00  1400.00      565.00      .00     100.00     50.00   7490.00
   Current:   1500.00   3500.00       .00      375.00  1400.00      565.00      .00     100.00     50.00   7490.00
91-13502****
   Original:      .00       .00       .00        .00       .00        .00       .00       .00       .00       .00
   Changes:   1500.00   3500.00       .00      800.00  1400.00     4852.50      .00     100.00     50.00  12202.50
   Current:   1500.00   3500.00       .00      800.00  1400.00     4852.50      .00     100.00     50.00  12202.50
91-135******
   Original:   510.00    200.00    250.00      51.00      .00        .00       .00       .00       .00    1011.00
   Changes:   2180.00   3500.00    200.00      820.00  1400.00     5451.50    204.00    100.00     75.00  13930.50
   Current:   2690.00   3700.00    450.00      871.00  1400.00     5451.50    204.00    100.00     75.00  14941.50


GRAND TOTAL
   Original:   510.00    200.00    250.00      51.00      .00        .00       .00       .00       .00    1011.00
   Changes:   2180.00   3500.00    200.00      820.00  1400.00     5451.50    204.00    100.00     75.00  13930.50
   Current:   2690.00   3700.00    450.00      871.00  1400.00     5451.50    204.00    100.00     75.00  14941.50




─ End of Report ──────────────────────────────────────────────────────────────────────────
```

Job Schedule Analysis List

Job Schedule Analysis List Screen

```
OSAS T000                                                    _ □ X
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)eview (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


             05/05 05/12 05/19 05/26 06/02 06/09 06/16 06/23 06/30 07/07
Phase  Description  smtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfs    From      Thru      Days

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 ──────────────────────────────────────────────── _□X ┐
│ 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 -  (■)rinter p(R)eview (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 inputed 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                          BUILDERS SUPPLY v6.05A                      Page    1
3:02 PM                           Percent Completion Worksheet

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 List

```
06/25/2001                            BUILDERS SUPPLY v6.05A                          Page    1
3:03 PM                              Percent Completion List

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

```
OSAS T000                                                        _ □ ×
Settings  Edit  Print  Help

  06/26/2001           Company H - BUILDERS SUPPLY v6.05A         8:05 AM


                  ┌─ Main Menu ──────────────────────────────┐
                  │                                           │
                  │   ┌─ Contractors' Job Cost ───────────┐   │
                  │   │                                   │   │
                  │   │   ┌─ Adjustments and Change Orders ─┐ │
                  │   │   │                                 │ │
                  │   │   │  Detail Adjustments▪            │ │
                  │   │   │  GL Job Journal Entry           │ │
                  │   │   │  Change Order Processing        │ │
                  │   │   │                                 │ │
                  │   │   └─────────────────────────────────┘ │
                  │   │                                   │   │
                  │   │  ODBC Kit                         │   │
                  │   │  GENERAL Report Writer            │   │
                  │   │                                   │   │
                  │   │  More ...                         │   │
                  │   │                                   │   │
   T000───────────┴───┴─ OPEN SYSTEMS (R) Accounting Software ──┘
```
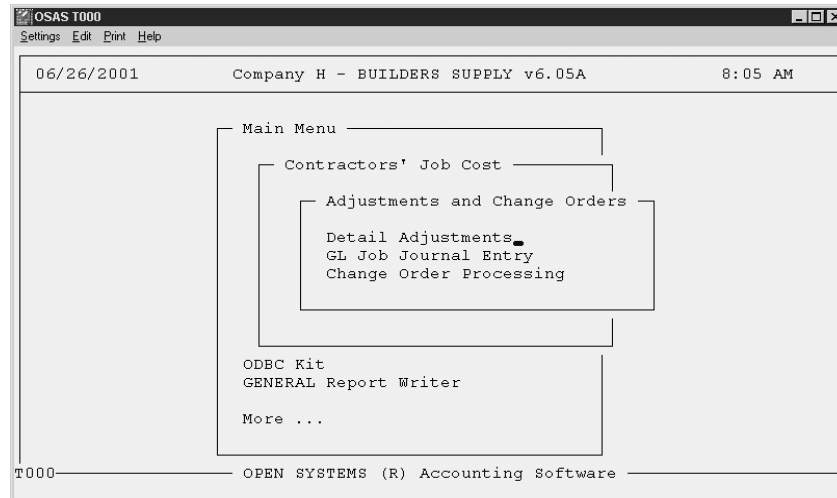
Detail Adjustments

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

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help

06/26/2001          Company H - BUILDERS SUPPLY v6.05A          8:05 AM


               ┌─ Main Menu ──────────────────────────┐
               │  ┌─ Contractors' Job Cost ─────────┐  │
               │  │  ┌─ Adjustments and Change Orders ─┐  │
               │  │  │                                  │  │
               │  │  │    Detail Adjustments▄           │  │
               │  │  │    GL Job Journal Entry          │  │
               │  │  │    Change Order Processing       │  │
               │  │  └──────────────────────────────────┘  │
               │  │                                      │
               │  │  ODBC Kit                            │
               │  │  GENERAL Report Writer               │
               │  │                                      │
               │  │  More ...                            │
               │  └──────────────────────────────────────┘
T000───────────── OPEN SYSTEMS (R) Accounting Software ───────────
```
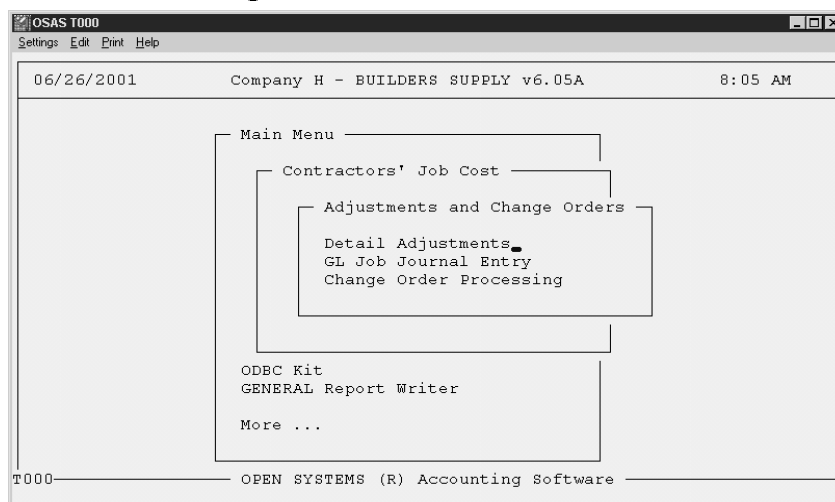
Use this function to correct mistakes that do not affect other files. If information was incorrectly posted to a job from another application, you should correct the mistake there so that all files will be correct. You are prompted for an output device for the log that is produced of the adjustments you enter.

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

Detail Adjustments Screen

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
               ┌─────────── Detail Adjustments ───────────┐

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

           Change Estimate
                   Actual

           Revised Estimate
                   Actual

           Description


       Notes: Data will not post directly to the Job Master file

─────────────────────────────────────────────────────────────────
         Output device -   (P)rinter p(R)eview (F)ile (E)nd
```
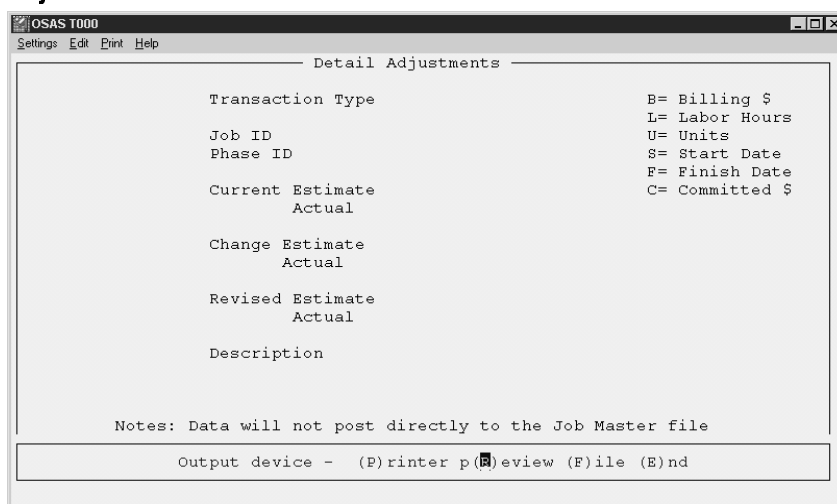
Select an output device before proceeding.

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.

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
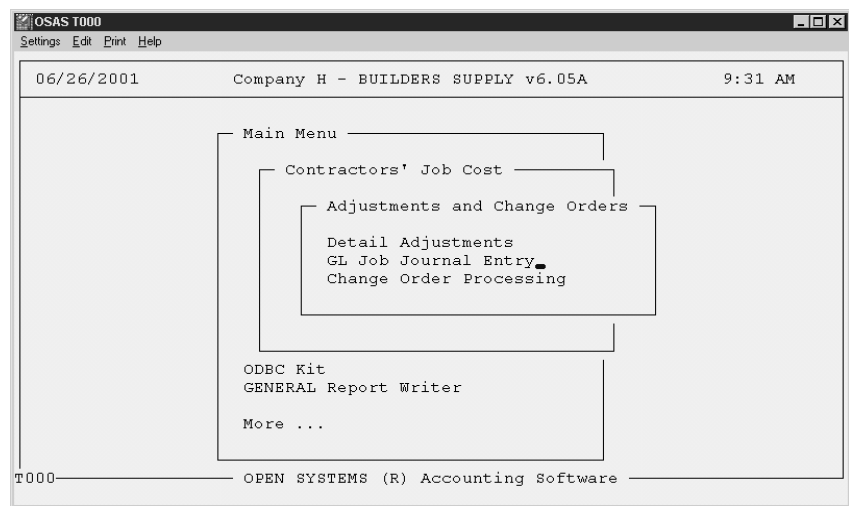
The GL Job Journal Entry function is similar to the Transactions function in General Ledger except that you can enter a job, phase, and cost type associated with the transaction. If you specified a range of Job GL accounts in the **JOBGLxxx** table, you cannot access the job, phase, cost type, and fiscal 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
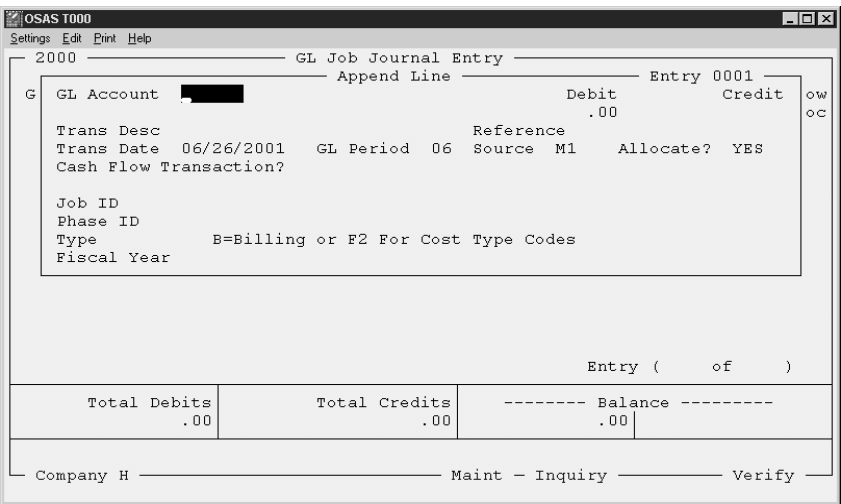
When you use this function, a temporary file is created with the name **GLTxxxyyyJ** where **Txxx** is your **terminal ID** and **yyy** is your **company ID**. When you choose **W** to write the transactions, the information is written to the Journal file **(GLJRxxx)** and the entries print on the GL 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 and 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 t**o 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 activty 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

```
OSAS 1000                                                    _ □ X
Settings  Edit  Print  Help
┌─ 2000 ──────────── GL Job Journal Entry ──────────────

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




                                              Entry (0001 of 0001)
  ┌─────────────────┬─────────────────┬──────── Balance ─────────
  │  Total Debits   │  Total Credits  │
  │      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 tranactions 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

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help

  06/26/2001          Company H - BUILDERS SUPPLY v6.05A        1:28 PM


                    ┌ Main Menu ──────────────────────┐
                      ┌ Contractors' Job Cost ───────┐
                        ┌ Adjustments and Change Orders ┐
                          ┌ Change Order Processing ──┐
                            Change Order Entry▪
                            Print Change Orders
                            Post Change Orders
                            Change Order Detail Report

                    ODBC Kit
                    GENERAL Report Writer

                    More ...

  T000─────────────── OPEN SYSTEMS (R) Accounting Software ──────────
```
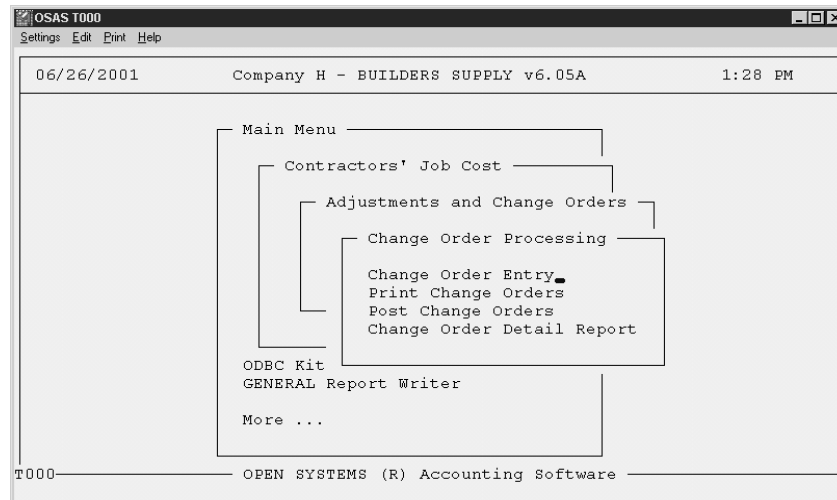
Change Order Entry

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
 ┌──────────────────────── Phases ───────────────────────────┐
 │ 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 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
 ─────────────────────── 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 and 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 T000 ──────────────────────────────────────────┬─[_][□][X]┐
│ 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 $   33200.00 │ │
│ │ State     FL   Zip Code 33333-4323    Revised Contract  $   47887.50 │ │
│ │ Attention      Joe Smith                                    │ │
│ │ Change Order No 9843                                        │ │
│ │ Change Order Date    04/06/2001                             │ │
│ │ Reference      WO 893404                    (H)old,(R)elease R │ │
│ │ ┌──────────────────── Phases ───────────────────────────┐   │ │
│ │ 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

```
┌─ OSAS T000 ──────────────────────────────────────────── _ □ X ─┐
│ Settings  Edit  Print  Help                                     │
│                      ┌─ Print Change Orders ─┐                  │
│                                                                 │
│                   Pick Job ID From ███████                      │
│                               Thru                              │
│                                                                 │
│                   1. Without Estimate Cost                      │
│                   2. With Estimate Cost                         │
│                                                                 │
│                   1. Release Only                               │
│                   2. Hold Only                                  │
│                   3. Both                                       │
│                                                                 │
│                                                                 │
│           Company Info:  BUILDERS SUPPLY v6.05A                 │
│                          1157 Valley Park Dr                    │
│                          Shakopee, MN 55379                     │
│                          612-496-2465                           │
│                                                                 │
│                                                                 │
│                                                                 │
│  ─ Company H ───────────────────── Inquiry ──────── Verify ─    │
└─────────────────────────────────────────────────────────────────┘
```

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.                  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
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

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                              BUILDERS SUPPLY v6.05A                        Page    1
10:47 AM                                   Post Change Orders


   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

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                         ┌──────── Change Order Detail Report ────────
     Pick   Job ID      From                   1.   Posted
                        Thru                   2.   Unposted
            Phase ID    From                   3.   Both
                        Thru                   3


            Source Code From
                        Thru
            Date        From                Select:
                        Thru                   Page Break on New Job?    NO
            Fiscal Year From 2001
                        Thru 2001
            GL Period   From
                        Thru




        ┌──────────────────────────────────────────────────────────┐
        │ Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd │
        └──────────────────────────────────────────────────────────┘
```

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 Inqquiry 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
                                                                                    Change            GL
Phase                    Post                                                       Order             Year &
ID                       Src Ref       Description                 Change OU/Mr #    Amount    Date    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 ***
```

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

```
OSAS T000                                                          _ □ ✕
Settings  Edit  Print  Help

 06/27/2001          Company H - BUILDERS SUPPLY v6.05A        12:05 PM


                  ┌ Main Menu ─────────────────────────┐
                  │   ┌ Contractors' Job Cost ────────┐ │
                  │   │   ┌ Information Inquiry ──────┐│ │
                  │   │   │                           ││ │
                  │   │   │ Jobs and Phases Inquiry▄  ││ │
                  │   │   │ Jobs and Phases Detail Inquiry│
                  │   │   │ Job Summary Cost Inquiry  ││ │
                  │   │   │ Sub-Contractor Inquiry    ││ │
                  │   │   │ Job Schedule Analysis Inquiry │
                  │   │   │                           ││ │
                  │   │ ODBC Kit                      ││ │
                  │   │ GENERAL Report Writer         ││ │
                  │   │                               ││ │
                  │   │ More ...                      ││ │
                  │   │                               ││ │
 T000─────────────┴───┴ OPEN SYSTEMS (R) Accounting Software ┘
```
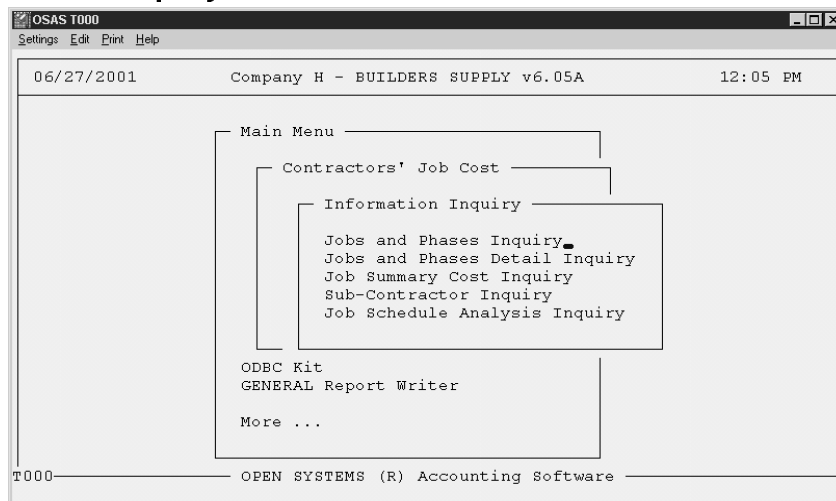
Select **Jobs and Phases Inquiry**.

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 ──────────────────────────────────────────── _ □ X ┐
 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            More Y  │ Ovhd Accum to Post         .00
   Manager ID  MARKS    UOM         │ Accum WIP to Post       15858.74
   Post Units From PA or AP  PA     │
     Units Inv. #                   │ Cost Type      Estimate       Actual
                                    │ P.O. $           4575.00       415.00
              Estimate     Actual   │ Labor Hrs         170.00       140.50
   Start Date  05/21/1991  05/21/1991 │ Units             100          94
   Finish Date 07/20/1991           │ Labor $          2490.00      2283.72
   Contract No 3345-72  WIP Info N  │ Material $        7633.00      3649.50
   Customer ID SUN001               │ Equipment $        450.00       195.00
   Contract Date    04/29/1991      │ Overhead $         896.00       276.88
                                    │ 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 ┘
```

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 inquirying on a phase.
Subcontractors	Press **U** to view **subcontractors** associated with the job being viewed.
Estimates	Press **E** to view original estyimates and change orders associated with the job.
Open P.O.	Press **O** to view open purchase orders associated wwith 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 folloowing screen appears.

Cost Code Details Inquiry Screen

```
┌─ OSAS T000 ──────────────────────────────────────────── _ □ X ─┐
│ 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 ──────────────────────────────────────────── _ □ X ─┐
│ 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     500 Labor $         Use Type LABOR               │
│  Cost Type     05                  Short Description   Labor $   │
│  Description   Labor $             Accumulated WIP     772.50    │
│                                                                 │
│            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

```
┌────────────────────────────────────────────────────────────────────────┐
│  OSAS T000                                                    _ □ ✕      │
├────────────────────────────────────────────────────────────────────────┤
│ Settings  Edit  Print  Help                                             │
│ ───────────────────── Job Schedule Analysis ─────────────────────       │
│  Job ID  91-135     Division  ** (** for all)    Est.  04/01/91 - 07/14/91│
│  WESTERN OAKS           LOT 5A                    Est. Duration Days  105 │
│ ──────────────────────────────────────────────────────────────────────  │
│          05/19  05/26  06/02  06/09  06/16  06/23  06/30  07/07          │
│  Phase   smtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfs   days  │
│ ┌─────┐ ┌──────────────────────────────────────────────────────┐        │
│ 01FOUN │ │ no est. date                                         │        │
│        │ │ in process                                           │        │
│ 01SITE │ │  ùùùùùùù                                             │    7   │
│        │ │  ßßßßß                                               │    5   │
│ 02ELEC │ │                                    ùùùùùùùùùùùù │ù│  14   │
│        │ │ in process                                           │        │
│ 02FRAM │ │                   ùùùùùùùùùùù                        │   12   │
│        │ │             ß       in process                       │        │
│        │ │                                                      │        │
│        │ │                                                      │        │
│        │ └──────────────────────────────────────────────────────┘        │
│ └─────┘  WK  8   WK  9   WK 10   WK 11   WK 12   WK 13   WK 14   WK 15    │
│ ──────────────────────────────────────────────────────────────────────  │
│            Actual,  Estimate, Both, +/- to move weeks           ■        │
│  └─ Company H ─────────────────────────────────────────────── Verify ─┘  │
└────────────────────────────────────────────────────────────────────────┘
```

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                                                          _ □ X
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         .00
 Trans. Date  05/17/2001         Previous Payment         .00
 Subcontract Amount     2254.36  Previous Retainage       .00
 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 Esimates Inquiry Screen

```
OSAS T000                                                          _ □ X
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          More Y  Ovhd Accum to Post         .00
 Manager ID  MARKS   UOM       Accum WIP to Post      15858.74
 Post Units From PA or AP  PA
   Units Inv. #                Cost Type       Estimate       Actual
                               P.O. $          4575.00        415.00
        ── ORIGINAL ESTIMATE & CHANGE ORDER ──  170.00        140.50
 Start │ Labor $     2010.00    480.00          100            94
 Finish│ Material $  3200.00   4433.00         2490.00       2283.72
 Contra│ Equipment $  250.00    200.00         7633.00       3649.50
 Custom│ Overhead $   451.00    445.00          450.00        195.00
 Contra│ Misc $      1500.00       .00          896.00        276.88
        Subcont. $        .00  4287.50         1500.00       2325.00
 Orig C│ Burdens          .00   204.00         4287.50       3509.23
 Change│ Equip Rental  200.00      .00          204.00        330.94
 Rev. C│ Fee/Permit     50.00    25.00  l       200.00        100.00
 Billed│ Total        7661.00 10074.50           75.00         70.00
 Last B                                        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

```
OSAS T000                                                          _ □ ×
Settings  Edit  Print  Help
                        ┌──────── Open P.O. Inquiry ────────┐
   Job ID     91-135           WESTERN OAKS
   Phase ID
   Cost Code     All Cost Codes

   Order # Entry #    Date         Status        Vendor    Phase/Type    Amount

   00000041  001      05/24/2001   NEW           BOR001    02ELEC 100      899.56
                                   Electrical Package
   00000040  001      04/13/2001   NEW           MIL001    02ELEC 600     5022.72
                                   Exterior Panels
   00000039  001      04/13/2001   NEW           BOR001    02FRAM 101     8658.90
                                   Entry Door

                                                 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

```
OSAS T000                                                          _ □ ×
Settings  Edit  Print  Help
                    ┌──── Jobs and Phases - Inquiry ────┐
   Job ID     91-135        ┌──<Extra Information>─────────────────┐
   Phase ID ******  Total Phase │Job Address  16504 WESTVIEW ROAD    │
   Desc 1 WESTERN OAKS           │City/St/Zip  HOUSTON,TX 77045        │
   Desc 2 LOT 5A                 │Job Foreman  MIKE PRESTON            │
   Manager ID  MARKS    UOM      │Architect    ROBERTS & ASSOC.        │
   Post Units From PA or AP  PA  │P.O. #        23210  77002           │
     Units Inv. #              └──────────────────────────────────────┘
                              ┌─Press any key ... ■──┐
           Estimate       Act └─────────────────────┘
   Start Date  05/21/1991  05/21/1991    Units            100       94
   Finish Date 07/20/1991                Labor $        2490.00  2283.72
   Contract No 3345-72  WIP Info N       Material $      7633.00  3649.50
   Customer ID SUN001                    Equipment $      450.00   195.00
   Contract Date  04/29/1991             Overhead $       896.00   276.88
                                         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 T000                                                        _ □ ×
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   Code Year Pd  Source  Ref.        Date     Qty/Hrs      Amount    Post
  ID                   Description                  Remark

 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          test                           1
 02FRAM  500 2001-06   CJ      Adjust    06/26/01    50.0000-       .00     N
         Labor          Test adjustments               1
 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 efficieny 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

```
┌─ OSAS T000 ──────────────────────────────────────────────[_][□][X]─┐
│ Settings  Edit  Print  Help                                        │
│  ┌──────────────────────────────────────────────────────────────┐ │
│  │ 06/28/2001        Company H - BUILDERS SUPPLY v6.05A    11:17 AM │
│  │                                                              │ │
│  │         ┌─ Main Menu ──────────────────────┐                 │ │
│  │         │  ┌─ Contractors' Job Cost ──────┐ │                 │ │
│  │         │  │   ┌─ Cost Reports ──────────┐ │                 │ │
│  │         │  │   │                         │ │                 │ │
│  │         │  │   │ JTD Cost Summary Report │ │                 │ │
│  │         │  │   │ JTD Cost Summary List   │ │                 │ │
│  │         │  │   │ Cost Detail Report      │ │                 │ │
│  │         │  │   │ Cost Detail Report by Period │              │ │
│  │         │  │   │ Unit Cost Report        │ │                 │ │
│  │         │  │   │ Summarized Estimate vs. Cost Analysis │     │ │
│  │         │  │   └─────────────────────────┘ │                 │ │
│  │         │ ODBC                              │                 │ │
│  │         │ GENERAL Report Writer             │                 │ │
│  │         │                                   │                 │ │
│  │         │ More ...                          │                 │ │
│  │  T000───────────── OPEN SYSTEMS (R) Accounting Software ──────┘ │
│  └──────────────────────────────────────────────────────────────┘ │
└────────────────────────────────────────────────────────────────────┘
```
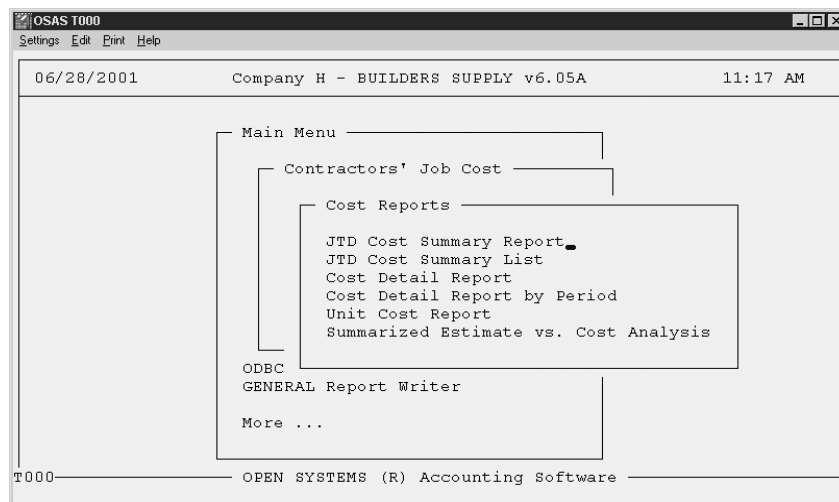
JTD Cost Summary Report

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 **(CJHIx)**.

JTD Cost Summary Report Screen

```
OSAS T000                                                          _ □ ×
Settings  Edit  Print  Help
                          ┌─── JTD Cost Summary Report ───┐

 Pick   Job ID      From 91-135           Print by:
                    Thru 91-135           1.   Job ID
        Phase ID    From                  2.   Phase ID
                    Thru                  3.   Manager ID
        Manager ID  From                  1
                    Thru


                                          Select:
        1.   Completed Jobs               With Cost Details?       YES
        2.   Jobs In Process              With Division Totals?    NO
        3.   Jobs Not Yet Started         Include Committed Cost?  NO
        4.   All of the above             Suppress Zeros?          YES
        4



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

Sample JTD Cost Summary Report w/cost detail

```
06/28/2001                        BUILDERS SUPPLY v6.05A                    Page    1
11:22 AM                          JTD Cost Summary Report
                              With Cost Detail, Suppress Zero
                                       By Job ID

Job ID  Phase   Manager Job Description - - - - - - - C o s t s - - - - - - - -
                        Cost Type     Estimate    Actual   Variance   %
                                                                    Src   Ref. #   Description            Date        Amount
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
        FOUNDATION      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-
        SITE PREPARATION 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
        ELECTRICAL      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
                                                                    CJ   Adjust                          06/26/01        .00
                        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
        FRAMING         TOTAL $       9250.00    6936.96   2313.04-  25-
```

Sample JTD Cost Summary Report w/cost detail Page 2

```
06/28/2001                           BUILDERS SUPPLY v6.05A                        Page    2
11:22 AM                             JTD Cost Summary Report
                                  With Cost Detail, Suppress Zero
                                           By Job ID

Job ID  Phase   Manager  Job Description - - - - - - - C o s t s - - - - - - - -
                         Cost Type      Estimate      Actual     Variance     %
                                                                   Src    Ref. #  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                          BUILDERS SUPPLY v6.05A                    Page    1
11:23 AM                           JTD Cost Summary Report
                                        Suppress Zero
                                         By Job ID
Job ID  Phase   Manager  Job Description - - - - - - - C o s t s - - - - - - - -
                         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
         FOUNDATION      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-
         SITE PREPARATION 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
         ELECTRICAL      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
         FRAMING         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                                                    _ □ X    │
│ 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 -  (P)rinter  p(R)eview  (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   Phase
ID    ID        Labor   Material   Equipment   Overhead     Misc.    Subcont.                           * Total *

91-13501FOUN    5425.38    320.00       .00      64.25        .00        .00     482.46       .00       .00    6292.09
91-13501SITE     747.50       .00    195.00      19.50    1000.00        .00     224.25       .00     20.00    2206.25
91-13501****    6172.88    320.00    195.00      83.75    1000.00        .00     706.71       .00     20.00    8498.34

91-13502ELEC     857.78       .00       .00        .00        .00    3509.23     138.54       .00       .00    4505.55
91-13502FRAM     772.50   3329.50       .00     193.13    1325.00        .00      31.77    100.00     50.00    5801.90
91-13502****    1630.28   3329.50       .00     193.13    1325.00    3509.23     170.31    100.00     50.00   10307.45

91-135*TOTAL    7803.16   3649.50    195.00     276.88    2325.00    3509.23     877.02    100.00     70.00   18805.79

93-A0401FOUN     642.28    320.00    250.00     141.23        .00        .00     154.28       .00    200.00    1707.79
93-A0401SITE     330.92       .00    200.00      53.11        .00        .00      80.60       .00       .00     664.63
93-A0401****     973.20    320.00    450.00     194.34        .00        .00     234.88       .00    200.00    2372.42
93-A0402ELEC        .00       .00       .00        .00        .00        .00        .00       .00       .00        .00
93-A0402FRAM        .00       .00       .00        .00        .00        .00      20.07       .00       .00      20.07
93-A0402****        .00       .00       .00        .00        .00        .00      20.07       .00       .00      20.07

93-A04*TOTAL     973.20    320.00    450.00     194.34        .00        .00     254.95       .00    200.00    2392.49


GRAND TOTAL     8776.36   3969.50    645.00     471.22    2325.00    3509.23    1131.97    100.00    270.00   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               Select:
                      Thru                  Page Break on New Job?    NO
         Fiscal Year  From                  Print Job Recap?         YES
                      Thru
         GL Period    From
                      Thru




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

                                                                                       GL
Phase  Cost                                                        Unit     Extended         Year &
ID     Type        Src Ref      Description      Remark   Quantity  U/M  Cost     Amount   Date   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 ─────────────────────────────────────────────────────────────────────────
```

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            Select:
                        Thru 91-135               Include Phase Detail? YES
            Fiscal Year From 2000                With Division Totals? YES
                        Thru 2001
            GL Period   From
                        Thru


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




            Output device -   (P)rinter p(R)eview (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                              BUILDERS SUPPLY v6.05A                              Page    1
12:06 PM                             Cost Detail Report by Period
                                  GL PERIOD FROM 2000-00   THRU 2001-13


Job   Phase
ID     ID      Labor    Material   Equipment   Overhead    Misc.    Subcont.   Burdens Equip Rental  Fee/Permit   * Total *

91-13501FOUN      .00        .00         .00        .00      .00        .00       .00         .00         .00          .00
91-13501SITE      .00        .00         .00        .00      .00        .00       .00         .00         .00          .00
91-13501****      .00        .00         .00        .00      .00        .00       .00         .00         .00          .00

91-13502ELEC      .00     899.56      174.90        .00      .00        .00       .00         .00         .00      1074.46
91-13502FRAM   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 ──────────────────────────────────────────────── _ □ X ─┐
│ 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 -  (P)rinter p(R)eview (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    Phase                    Unit of  Q u a n t i t y    %   ---------- C o s t ----------  --- U n i t   C o s t ---
ID     ID    Description        Measure  Estimated To Date  Comp    Estimated       To Date     Estimated      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 descrepancies 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                                                    _ □ X
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 -  (P)rinter p(R)eview (F)ile (S)creen (E)nd
```

Sample Summarized Estimate vs Cost Analysis Report

```
06/29/2001                        BUILDERS SUPPLY v6.05A                        Page     1
1:51 PM                       Summarized Job Cost for G/L Periods
                                     Suppress Zero
                                  for All G/L Periods

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

Phase    Description                Original  Change  Current  Commit  Uncomm   Costs    Costs   Cost
                                    Contract  Orders  Estimate                 This-Per  To-Date 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 ***
```

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.
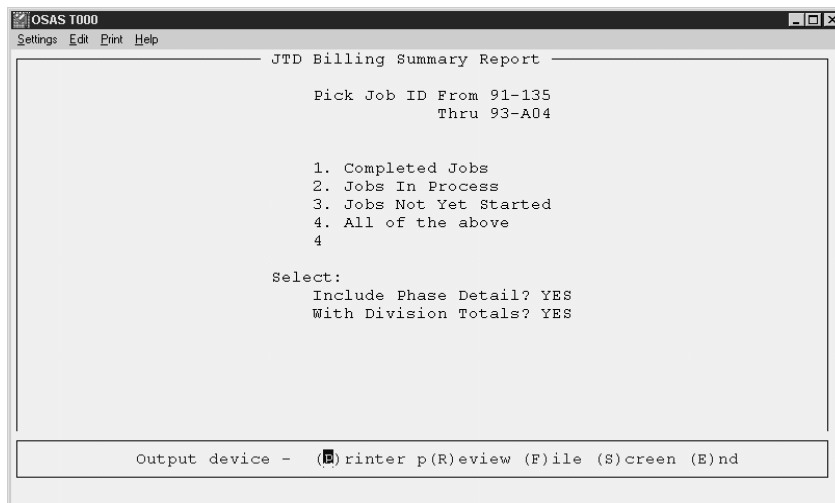
Contractors' Billing Reports Menu

```
┌─OSAS T000──────────────────────────────────────────────[_][□][X]─┐
│ Settings  Edit  Print  Help                                      │
│                                                                  │
│   06/29/2001          Company H - BUILDERS SUPPLY v6.05A   2:07 PM│
│                                                                  │
│                  ┌─ Main Menu ──────────────────────┐            │
│                  │                                   │            │
│                  │   ┌─ Contractors' Job Cost ─────┐ │            │
│                  │   │                             │ │            │
│                  │   │   ┌─ Billing Reports ──────┐│ │            │
│                  │   │   │                        ││ │            │
│                  │   │   │  JTD Billing Summary Report ▪│        │
│                  │   │   │  Billing Detail Report ││ │            │
│                  │   │   │  Profit Detail Report  ││ │            │
│                  │   │   │                        ││ │            │
│                  │   │   └────────────────────────┘│ │            │
│                  │   │                             │ │            │
│                  │   ODBC Kit                      │ │            │
│                  │   GENERAL Report Writer         │ │            │
│                  │                                 │ │            │
│                  │   More ...                      │ │            │
│                  │                                 │ │            │
│   T000───────────── OPEN SYSTEMS (R) Accounting Software ─────────│
└──────────────────────────────────────────────────────────────────┘
```
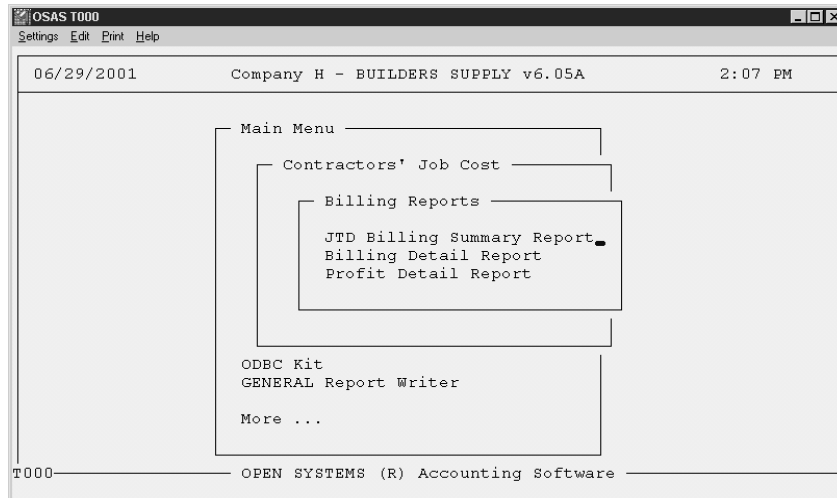
JTD Billing Summary Report

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

```
┌─ OSAS T000 ──────────────────────────────────────────────────── _ □ ✕ ┐
│ Settings  Edit  Print  Help                                             │
│  ┌──────────────────── JTD Billing Summary Report ─────────────────┐   │
│  │                                                                  │   │
│  │              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                           │   │
│  │                                                                  │   │
│  │                                                                  │   │
│  │                                                                  │   │
│  ├──────────────────────────────────────────────────────────────────┤   │
│  │   Output device -   (P)rinter p(R)eview (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                              BUILDERS SUPPLY v6.05A                          Page    1
2:08 PM                               JTD Billing Summary Report

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

Job    Cust  Mngr              Contract  Revised    Billed    Contract  %   - Hours -   Last      Finish Dates
ID     ID    ID  ST Description Number    Contract   To Date   Balance  Bill Est  Act % Bill Date Est      Act

91-135 SUN001 MARKS  WESTERN OAKS                                                                 07/20/91
                     LOT 5A      3345-72
       PHASE  01FOUN     I FOUNDATION      3780.00    880.00    2900.00  23   30    41 137 06/01/91

       PHASE  01SITE     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  02ELEC     I ELECTRICAL      5257.50       .00    5257.50   0    0     0   0           07/14/91
                     998640
       PHASE  02FRAM     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  33700.00       .00   33700.00                            04/03/93
                     RECREATION CENTER  502342
       PHASE  01FOUN     I FOUNDATION          .00       .00       .00    0  250    48  19           01/13/93

       PHASE  01SITE     I SITE PREPARATION    .00       .00       .00    0   50    26  52           02/02/93

       Division Total    GROUNDS              .00       .00       .00    0  300    74  25

       PHASE  02ELEC     N ELECTRICAL         .00       .00       .00    0    0     0   0           03/01/93

       PHASE  02FRAM     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

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                              Builders Supply                              Page    1
10:38 AM                              Billing Detail Report

Job ID: 91-135    WESTERN OAKS
                                                                                    GL
Phase                                 Invoice                    Unit    Extended  Invoice  Year &
ID              Src Ref   Description  Number    Quantity   U/M   Price   Amount    Date     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)eview (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                          BUILDERS SUPPLY v6.05A                        Page    1
2:13 PM                             Profit Detail Report

ST: N=Not Started, C=Completed, I=In Process
                          - - - - - - C o s t s - - - - - - -  - - - - R e v e n u e - - - -  - - - P r o f i t - -
Job ID Mngr ST Description     Estimate    Actual   Variance   Estimate    Actual   Variance   Estimate    Actual

91-135 MARKS   WESTERN OAKS                                         .00       .00       .00
PHASE 01FOUN I FOUNDATION      2644.00   1147.97   1496.03-   3780.00    880.00   2900.00-   1136.00    267.97-
                                                     57%-                              77%-
               700 LABOR BURDEN           485.46 03/31/91
                                                   INV. #: 12            1.00 12/27/90


PHASE 01SITE C SITE PREPARATION  1129.00   2206.25   1077.25   1350.00   1350.00       .00    221.00    856.25-
                                                     95%                               0%
       01****   DIVISION TOTAL    3773.00   3354.22    418.78-   5130.00   2230.00   2900.00-   1357.00   1124.22-
       GROUNDS                                       11%-                             57%-
PHASE 02ELEC I ELECTRICAL        4712.50   4658.61     53.89-   5257.50       .00   5257.50-    545.00   4658.61-
                                                      1%-                            100%-
               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 02FRAM I FRAMING           9250.00   6936.96   2313.04-  37500.00       .00  37500.00-  28250.00   6936.96-
                                                     25%-                            100%-
               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-  42757.50       .00  42757.50-  28795.00  11595.57-
       INTERIOR                                      17%-                            100%-
               JOB TOTAL         17735.50  14949.79   2785.71-  47887.50   2230.00  45657.50-  30152.00  12719.79-
                                                     16%-                             95%-


               GRAND TOTALS      17735.50  14949.79   2785.71-  47887.50   2230.00  45657.50-  30152.00  12719.79-
                                                     16%-                             95%-

*** 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

```
┌─ OSAS T000 ──────────────────────────────────────────[_][□][X]─┐
│ Settings  Edit  Print  Help                                     │
│ ┌─────────────────────────────────────────────────────────────┐│
│ │ 06/30/2001      Company H - BUILDERS SUPPLY v6.05A  11:02 AM ││
│ │                                                             ││
│ │        ┌─ Main Menu ─────────────────────────┐              ││
│ │        │   ┌─ Contractors' Job Cost ───────┐ │              ││
│ │        │   │   ┌─ Periodic Processing ────┐ │ │              ││
│ │        │   │   │                          │ │ │              ││
│ │        │   │   │ Budget Projection Report▄│ │ │              ││
│ │        │   │   │ Work-in-Process Report   │ │ │              ││
│ │        │   │   │ Job Trial Balance Report │ │ │              ││
│ │        │   │   │ Job Periodic Analysis Report                ││
│ │        │   │   │ Accumulated Overhead Report                 ││
│ │        │   │   │ Post Overhead to GL      │ │ │              ││
│ │        │   │   │ Post Details to Job Master                  ││
│ │    ODBC│   │   │ Periodic Maintenance (Per/Yr-End)           ││
│ │    GENE│   │   │                          │ │ │              ││
│ │        │   │   └──────────────────────────┘ │ │              ││
│ │        │   More ...                          │ │              ││
│ │        │                                     │ │              ││
│ │ T000───┴─── OPEN SYSTEMS (R) Accounting Software ─┘          ││
│ └─────────────────────────────────────────────────────────────┘│
└─────────────────────────────────────────────────────────────────┘
```

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.
Current Under or Over Budget	(Budgeted Cost * % Comp/100) - Actual Cost 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	Actual Cost * 100/ % Complete (if % Comp <>0) or, = 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                                                    _ □ X
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 -   (P)rinter p(R)eview (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

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

Job ID	Phase ID	Description	Budgeted Cost	Actual Cost	Remaining Budget	Percent Comp.	- - Current - - Under Budget	Over Budget	- - - - At Completion - - - - Estimate Total Cost	Under Budget	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	Actual Cost*100/Estimate Cost (when calculated by the system, otherwise the input value comes from the Percent Complete file.
Earned Income	Contract Amount * % Complete.
Earned Current Profit	Earned Income less Actual Cost.
Earned Profit at Completion	Earned Current Profit / % 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                                                    _ □ X
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 -  (▣)rinter p(R)eview (F)ile (S)creen (E)nd │
└──────────────────────────────────────────────────────────┘
```

Enter the following ionformation:

Field	Description
Pick:	
Job ID From **Job ID Thru**	Enter the **Job ID's** from and thru for the range of job you wish to print the report for.
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                        BUILDERS SUPPLY v6.05A                      Page    1
11:30 AM                          Work-in-Process Report
                                  GL Period Ending: 6 2001

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

                                                  Earned   Earned                 Bill    Cost
Job    Phase  Contract  Estimate  Actual    %     Earned   Current  Profit  Bill To  Est Cost  Exceed  Exceed
ID     ID     Amount    Cost      Cost    Comp   Income   Profit   At Comp  Date   At Comp   Cost    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 ***
```

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                                                    _ □ X
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

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

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

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                        ─── Job Periodic Analysis 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

                           Display # of Months (1-6) 3


              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.

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                          BUILDERS SUPPLY v6.05A                        Page    1
10:17 AM                          Job Periodic Analysis Report
                                   GL Period Ending: 6 2001

JOB     PHASE  COST        PREVIOUS      PERIOD                                    YEAR TO      JOB TO
ID      ID     TYPE        YEAR          1 THRU 3    PERIOD 4    PERIOD 5    PERIOD 6    DATE         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 ──────────────────────────────────────────────────[_][□][X]─┐
│ 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 -   (P)rinter p(R)eview (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                              BUILDERS SUPPLY v6.05A                              Page    1
10:34 AM                               Accumulated Overhead Report

                                                  - - - - O v e r h e a d  - - - -    Work-in-process
Job ID Phase Job Description    Phase Description    GL Acct     Base     Rate   Accrued      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 T000                                                          _ □ ✕
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)eview (F)ile (E)nd
```
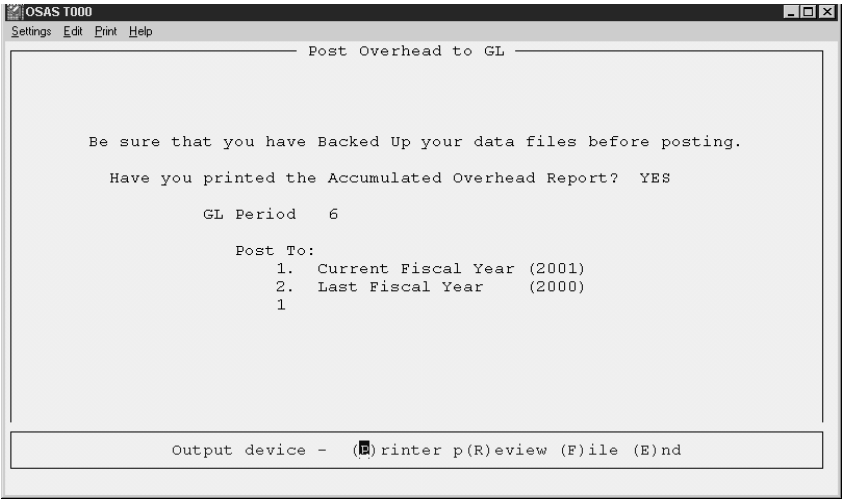
Make sure you have backed up your data files and printed the Overhead Allocation Report. The General Ledger period is displayed. If last-year files exist for General Ledger, you can elect to post to the current-year or last-year files. If last-year files do not exist, entries are made to the current-year 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

    OVHD ACCRUED    100500                          53.11
    OVHD ACCRUED    1300             50.00
    OVHD 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 JOBGLx 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 JOBGLx table is debited with the Accum WIP to Post amount from the Jobs file. The Work-in-proc account specified in the JOBGLx table is credited.

```
       Finish Goods             Work-in-proc
      —————+—————           —————+—————
         DB |                      | CR
            |                      |
            |                      |
```

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

```
OSAS T000                                              _ □ X
Settings  Edit  Print  Help
                    ┌─── Post Details to Job Master ───┐




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


                    GL Period   6   2001







        ┌────────────────────────────────────────────────────┐
          Output device -   (P)rinter p(R)eview (F)ile (E)nd
```
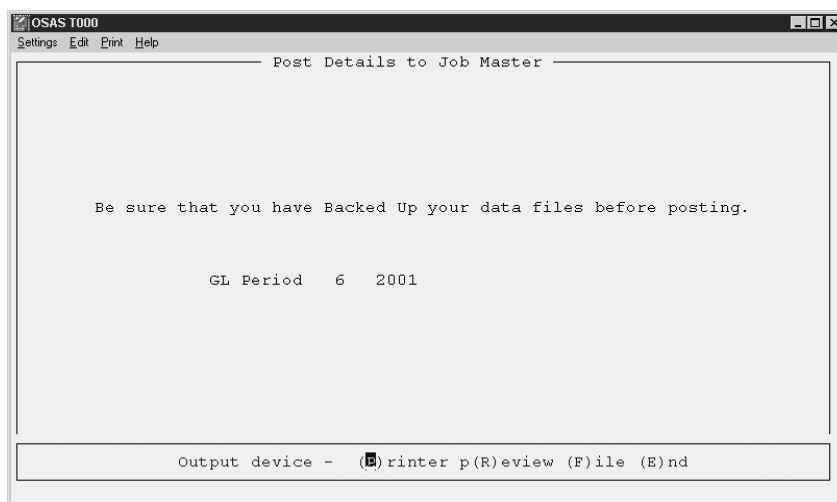
The general ledger period is displayed. You can change it.

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

Contractors' Job Cost Application

CJBSxxx
Job Master File

CJHIxxx
Job Detail History File

CJ Files that are updated from interfaced applications.
CJBSxxx is only updated if option is Yes to "Direct Post to Job Master".

Acct. Payable Purchase Order Applications

Modified AP Files

Additional CJC Files

APVExxx
Vendor File

** Vendor Subcontract Information on a separate page.

APSCxxx
Subcontract File

APINxxx
Open Invoice File

** A/P Invoice is modified to carry JOB/PHASE/COST type ID.
** A/P Retention Invoice is posted with 'RTxxxxxx' where xxxxxx = JOB ID

APFORMxxx
Release Form File

APHIxxx
Detail History File

** With retention field, JOB/PHASE ID within payment record for subcontract reporting.

APCHxxx
AP Checks File

** Check file with JOB/PHASE ID

PROGRAMS	MAJOR FILES READ	MAJOR FILES WRITE/DEL
PAY INVOICES - Print Releases	APFORMxxx,APCHxxx,	
PAY INVOICES - Detail Payments	APCHxxx	
FILE MAINTENANCE - Release Text	APFORMxxx	APFORMxxx
FILE MAINTENANCE - Subcontract	APSCxxx, CJBSxxx,	APSCxxx
	APVExxx	
FILE MAINTENANCE - Build Retainage Invoices	APINxxx, APVExxx,	APINxxx
	CJBSxxx	
VENDOR LIST BY CLASS	APVExxx	
SUBCONTRACT LIST	APVExxx	
JOB AGED TRIAL BALANCE	APINxxx	
JOB OPEN INVOICE REPORT	APINxxx	
SUBCONTRACT REPORT	APSCxxx, APHIxxx	
SUBCONTRACT INSURANCE	APVExxx	
COMMITTED COST REPORT (PO ONLY)	POORxxx, CJBSxxx	

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.

_____ 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	_____	F1099
_____	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

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

```
OSAS T000                                                        _ □ ×
Settings  Edit  Print  Help

 07/10/2001         Company H - BUILDERS SUPPLY v6.05A       1:14 PM

                 ┌ Main Menu ──────────────────┐
                    ┌ Contractors' Accounts Payable ┐
                       ┌ File Maintenance ─────────────┐
                          Vendors▮
                          Recurring Entries
                          Terms Codes
                          Distribution Codes
                          Tables
                          Periodic Maintenance
                          Purge Selected Files
                          Purge Vendor Comments
                          Release Form Text Maintenance
                          Subcontract
                 More     Build Retainage Invoice

 T000──────────── OPEN SYSTEMS (R) Accounting Software ─────────
```

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
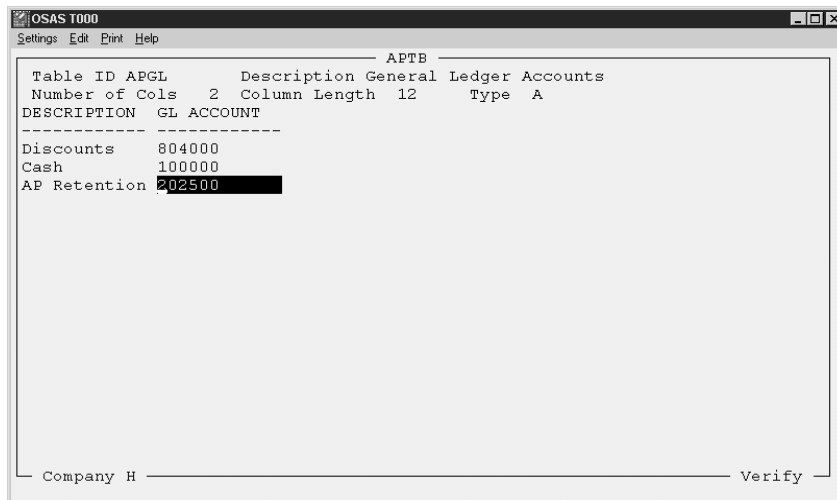
```
┌─ OSAS T000 ────────────────────────────────────────────── _ □ × ─┐
│ Settings  Edit  Print  Help                                       │
│                          ──────── APTB ────────                   │
│  Table ID APGL       Description General Ledger Accounts          │
│  Number of Cols    2  Column Length  12     Type  A               │
│ DESCRIPTION  GL ACCOUNT                                            │
│ ------------ ------------                                          │
│ Discounts    804000                                               │
│ Cash         100000                                               │
│ AP Retention 202500                                               │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│ └─ Company H ─────────────────────────────── Verify ─┘            │
└───────────────────────────────────────────────────────────────────┘
```

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 ──────────────
  Form #  0                                        Screen No.      1

                        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.

2116 LIMRICK DRIVE, PEARLAND, TX 11583 |113| 443-0383   FAX # 443-3456

| | RELEASE | | PARTIAL RELEASE

KNOW ALL MEN BY THESE PRESENTS, that _____ of
_____ for in consideration of the sum of
$CXA   , representing the | | final payment / | | partial payment
under contract for the |JOB| 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 |JOB|
at |JOB| .   IN WITNESS WHEREOF, the undersigned has
caused this Release to be signed and mailed this _____ day of
_____, 19____.
                        |VEN | |VEN0
                                Subcontractor
                |Signed Here| By: _____
                                Authorized Representative
                        Title _____

                * * * * AFFIDAVIT * * * *

STATE OF TEXAS | |
COUNTY OF HARRIS | |

BEFORE ME, the undersigned authority, on this day personally appeared
_____ being duly sworn, deposes and says that he
is the _____ of |VEN0
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

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

Subcontract Screen

```
OSAS T000                                                           _ □ X
Settings  Edit  Print  Help
 ─<CJ>─────────────────────── Subcontract ──────────────────
 Job ID   91-135    Description WESTERN OAKS          Estimate      4287.50
                                LOT 5A                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 $ 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 subcontractoror 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 chnge 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
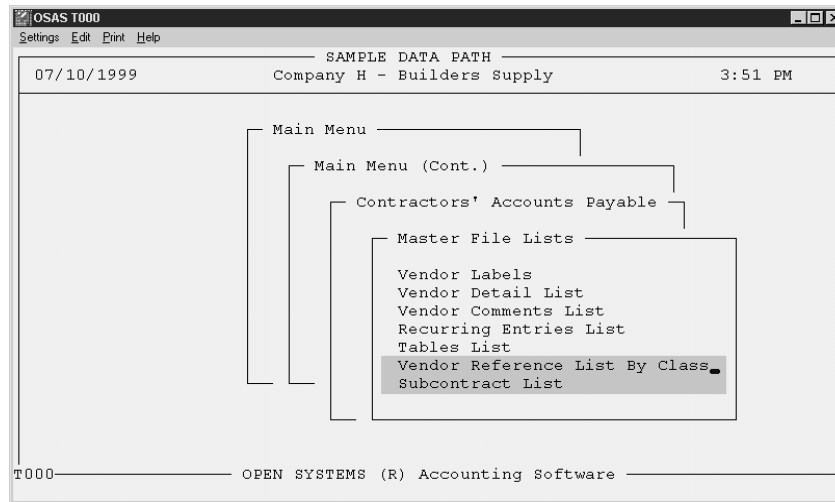
Reference List by Class

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 -   (P)rinter p(R)eview (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

Subcontract List

Subcontract List Screen

```
┌─ OSAS T000 ──────────────────────────────────────── _ □ X ┐
│ 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 -  (P)rinter p(R)eview (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  199       04/02/90     200.00       .00     200.00      .00       .00        .00
ACE001    NEWJOB  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    JOBMOD  0102    5000      02/04/90     100.00    200.00     300.00      .00       .00        .00
BOR001    NEWJOB  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    93-A04  01FOUN  012312    02/02/90    1000.00       .00    1000.00      .00       .00        .00
CLE001    M9050   BOND    5023403   08/10/90    1400.00       .00    1400.00      .00       .00        .00
CLE001    NEWJOB  0105    20-402A   09/01/90    5200.00       .00    5200.00      .00       .00        .00
CLE001    NEWJOB  0201    59252222  02/01/90    1200.00       .00    1200.00      .00       .00        .00
CLE001    NEWJOB  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 ***
```

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 PayableTransaction Header Screen

```
OSAS T000                                                          _ □ ×
Settings  Edit  Print  Help
                            ─── Purchases ───
   Vendor ID                                 Batch          Tran
   Invoice No              PO Number        Loc ID         Type
                       ─── 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
                                  Terms Code  AP0003    Type  Reg
                                  Terms Desc  1/10,n/30
    SAN FRANCISCO    CA  US       Terms %   1.0  Days  10  Net Days  30
    35454-5548                    Tax Group   MN
   *** Subcontractor ***          1099?      NO
   Gen. Liability    Exp:02/01/2005
   Workers Comp.     Exp:02/01/2005   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 PayableTransaction 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
                                      Tax Class  03          Units
   Job ID    91-135 WESTERN OAKS      Quantity        1.0000 PKG
   Phase ID  01FOUN FOUNDATION        Unit Cost      3500.0000
   Cost Code 100    Material          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 recieve 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. *You will recieve a warning message if this account is not within the range of accounts specified in the table.*
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 *extended cost is calculated.*
Ext Cost	Enter the **extended cost** if the unit cost is not known, the *unit cost will then be calculated.*
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

```
OSAS T000                                                         _□X
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
                                    Tax Class  03            Units
 Job ID    91-135 WESTERN OAKS      Quantity          1.0000 PKG
 Phase ID  01FOUN FOUNDATION        Unit Cost      3500.0000
 Cost Code 100    Material          Ext Cost          3500.00
                                    Retainage      350.0010.00 %


                                         Entry (    of   )

     Subtotal      Sales Tax      Freight      Misc         Total
     3150.00        210.00          .00         .00        3360.00
 Verification
                     Press <PgDn> to proceed                      ■
```

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 P)ayable 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─
  It │ *Retainage        350.00     *Ret. Inv.*      .00││
     │ Subtotal         3150.00      Amt Paid        .00││ Ext Cost
     │            Class             Via Check No         ││
     │ Freight            .00        Payment Date         ││
  15 │ Misc               .00        Online Check?   NO  ││   3500.00
     │ Sales Tax        210.00       Cash Disc       .00 ││ 0
     │ Total           3360.00                           ││
     │                                                   ││
     │                     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.

Sample Purchases Journal

Sample Posting Log

```
   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 T000──────────────────────────────────────────────────[_][□][X]─┐
│ Settings  Edit  Print  Help                                           │
│                    ─── Hold/Release Invoices ───                      │
│                                        ──── Last Payment ────         │
│   Vendor ID  BOR001  BORIS CONSTRUCTION COMPANY    Date    10/27/1999  │
│   Priority   0                                     Amount    124661.72 │
│                                                                       │
│   Invoice   Invc 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 **Rt*xxxxxx*** 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 ──────────────────────────────────────────────[_][□][X]─┐
│ 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 ──────────────────────────────────────────────[_][□][X]─┐
│ Settings  Edit  Print  Help                                         │
│ ┌──────────────────── Detail History ─────────────────────────────┐ │
│ │                                                                  │ │
│ │   Vendor ID    BOR001   BORIS CONSTRUCTION COMPANY               │ │
│ │   PO Number    *                           Start Date           │ │
│ │ Tp Invo ┌───────────────── View Line ──────────────┐    Amount  │ │
│ │    PO N │ Seq No 000591    Type  Invoice   Invoice No 73449  │   │ │
│ │ IN 551  │                                            │ 124661.72 │ │
│ │    1401 │ Invoice Date    07/11/2001    GL Account  104200 │       │ │
│ │ PY 551  │                               GL Period   07   │ 124661.72 │
│ │         │ Date Received                              │          │ │
│ │ IN 7344 │                               ┌─ Retainage ─────┐ 3150.00 │
│ │         │ PO Number                     │   Amount    350.00 │     │ │
│ │ IN 7344 │ PO Date                       └────────────────┘ 3150.00 │
│ │         │                                            │          │ │
│ │ IN 7344 │ Item ID  150              Loc   MN0001      │    .00   │ │
│ │         │ Desc  Plumbing Package                     │          │ │
│ │ IN 7344 │                                            │  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

```
OSAS T000                                                          _ □ ×
Settings  Edit  Print  Help
┌<CJ>─────────────────── Purchases ──────────────────────────
  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 **      │
│                                 Tax Class  00         Units  │
│  Job ID    91-135 WESTERN OAKS  Quantity       1.0000 EA     │
│  Phase ID  01FOUN FOUNDATION    Unit Cost      350.0000      │
│  Cost Code 100    Material      Ext Cost       350.00        │
│                                 Retainage         .00     %  │
│                                                              │
│                                                              │
│                                                              │
│                                          Entry (    of   )   │
├──────────────────────────────────────────────────────────────┤
     Subtotal      Sales Tax       Freight       Misc      Total
       350.00         14.00           .00         .00     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

```
OSAS T000                                                          _ □ ×
Settings  Edit  Print  Help
┌<CJ>─────────────────── Purchases ──────────────────────────
  Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY    Loc ID    Tran No 0001
  Inv ┌──────────────── Totals/Payments ──────────────┐ Invoice
      │ *Retainage        .00    *Ret. Inv.*   350.00 │
   It │ Subtotal       350.00    Amt Paid         .00 │ Ext Cost
      │                 Class    Via Check No         │
      │ Freight           .00    Payment Date         │
      │ Misc              .00    Online Check?     NO │   350.00
      │ Sales Tax       14.00    Cash Disc        .00 │ 0
      │ Total          364.00                         │
      │                                               │
      │                  Amount      Due Date         │
      │ First Payment    364.00    08/12/2001         │
      │ Second Payment      .00                       │
      │ Third Payment       .00                       │
      │                                               │
      │                          Entry (001 of 001)   │
      └───────────────────────────────────────────────┘
├──────────────────────────────────────────────────────────────┤
     Subtotal      Sales Tax       Freight       Misc      Total
       350.00         14.00           .00         .00     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
2:09 PM                               Purchases Journal
                                  Detail by Transaction Number


Vendor   Tran. Inv. No. Tax Class GL Rec. Acct.    Cost     Job    Loc. ID, Item ID        Units     Quantity
Amount
Tax Grp. Ent.  PO Number   Date   Description      Code     Phase  Item Description
--------------------------------------------------------------------------------------------------------
----

BOR001   0001  111245    00         07 202500      100      91-135 RA00001              EA        1.0000
350.00
         001           07/13/2001                         01FORM                                    <Ret Invoice>

BOR001   BORIS CONSTRUCTION COMPANY        Amount     Sales Tax        Freight       Misc.       Total
Prepaid
CA       0001  111245           07     350.00      14.00           .00         .00        364.00
.00
         TOT           07/13/2001      Discount    Amount 1   Date 1       Amount 2    Date 2      Amount 3   Date 3
10997  N      Check No.              .00        364.00  08/12/2001


----------------------------------------------------------------------------------
GRAND TOTAL                            350.00      14.00           .00         .00        364.00
.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 loc CA cls 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                                                               _ □ X
Settings  Edit  Print  Help
                      ———— Hold/Release Invoices ————
                                              ———— Last Payment ————
    Vendor ID  BOR001  BORIS CONSTRUCTION COMPANY     Date         10/27/1999
    Priority   0                                      Amount        124661.72


    Invoice  Invc 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.

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

```
┌─ OSAS T000 ──────────────────────────────────────────────────── _ □ × ┐
  Settings  Edit  Print  Help

    07/13/2001          Company H - BUILDERS SUPPLY v6.05A          2:59 PM


              ┌─ Main Menu ──────────────────────────┐
              │   ┌─ Contractors' Accounts Payable ─┐ │
              │   │   ┌─ Pay Invoices ──────────┐     │
              │   │   │                          │     │
              │   │   │   Change Open Invoice Status   │
              │   │   │   Hold/Release Invoices        │
              │   │   │   Prepare Checks               │
              │   │   │   Select Payables             │
              │   │   │   Edit Register               │
              │   │   │   Print Checks                │
              │   │   │   Check Register              │
              │   │   │   Subcontractor Release       │
              │   │   │   Paid Invoices Detail        │
              │   │   │   Post Payments               │
              │       More  Void Checks               │
              │   └──┴──────────────────────────┘     │

    T000 ──────────── OPEN SYSTEMS (R) Accounting Software ──────────────
```

> **Note**
>
> **You cannot change the status of a retainage invoice (invoice number Rt*xxxxxx*) 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
┌─<CJ>─────────────────── 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)eview (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
┌─<CJ>──────────────────── 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)eview (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: 123-466-7890
YOUR CITY, STATE 00001

NATIONAL STATE BANK
DOWNTOWN OFFICE
CITY, STATE 12345
00-9789-0000

1040

DATE   AMOUNT

0001040 08/20/2001 *********$3,724.00

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

PAY
TO THE
ORDER
OF.

BORTS CONSTRUCTION COMPANY
ATTN: A/R
34 EAST MOCKINGBIRD LANE
EDEN PRAIRIE MN 55344-0034

SAMPLE - VOID
FORM 080171
COMPATIBLE ENVELOPES 091552

⑆001040⑆ ⑈000067894⑈ 12345678⑈

YOUR FIRM NAME HERE BUILDERS SUPPLY v6.05A					
	Vendor No.	Vendor Name		Check	1040
	BOR001	BORTS 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	BORTS 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

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

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)eview (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.
        2336 LIMRICK DRIVE, PEARLAND, TX 11583    (113) 441-1313    FAX 3 441-3456
                    | | RELEASE                | | PARTIAL RELEASE


        KNOW ALL MEN BY THESE PRESENTS, that _____ of
        _____ for in consideration of the sum of
            $3,351.00    , representing the | | final payment / | | partial payment
        under contract for the FOUNDATION           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 OAKS
        at LOT 5A                     . IN WITNESS WHEREOF, the undersigned has
        caused this Release to be signed and mailed this _____ day of
        _____, 19____.


                     [MORRIS]|      MORRIS 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, deposes and says that he
        is the _____ of MORRIS 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 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
```

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

```
┌─ OSAS T000 ──────────────────────────────────────────── _ □ × ┐
 Settings  Edit  Print  Help
 ┌──────────────────────────────────────────────────────────────┐

   07/16/2001         Company H - BUILDERS SUPPLY v6.05A        9:47 AM

                ┌─ Main Menu ─────────────────────────┐
                │  ┌─ Contractors' Accounts Payable ─┐ │
                │  │                                 │ │
                │  │  ┌─ Job Payable Reports ──────┐ │ │
                │  │  │                            │ │ │
                │  │  │  Job Aged Trial Balance▪   │ │ │
                │  │  │  Job Open Invoice List     │ │ │
                │  │  │  Subcontract Report        │ │ │
                │  │  │  Insurance Expiration      │ │ │
                │  │  └────────────────────────────┘ │ │
                │  │                                 │ │
                │  │  Job Payable Reports            │ │
                │  │                                 │ │
                │  │                                 │ │
                │  │  More ...                       │ │
                │  └─────────────────────────────────┘ │
  T000─────────── OPEN SYSTEMS (R) Accounting Software ─┘
 └──────────────────────────────────────────────────────────────┘
```
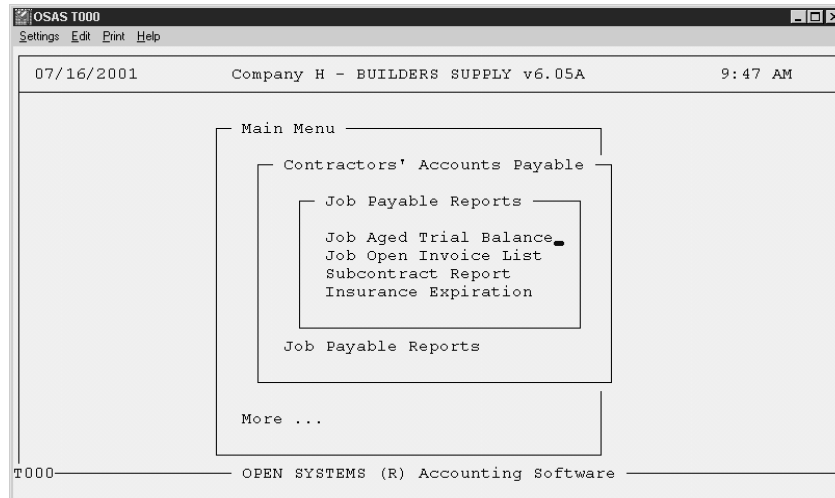
Job Aged Trial Balance Report

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                                                          _ □ X
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                   │
 │    Aging Breaks:  Days    Date        2.  Exclude Retainage     │
 │      Current       --- 08/30/2001     1                         │
 │      Past Due 1     30 07/31/2001                               │
 │      Past Due 2     60 07/01/2001   Full Detail?          YES   │
 │      Past Due 3     90 06/01/2001   Print Page Breaks?     NO   │
 │      Past Due 4    120 05/02/2001                               │
 │                                                                 │
 ├─────────────────────────────────────────────────────────────────┤
 │     Output device -   (P)rinter p(R)eview (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 baed 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.

```
08/30/2001                        BUILDERS SUPPLY v6.05A                      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  5587112           08/16/01  1874.88   1874.88
                  Job     Total               1874.88   1874.88     .00       .00       .00       .00         .00

91-135    AII001  88791             07/16/01   495.00              495.00
          AII001  88791             07/16/01    33.00               33.00
          AII001  Rt91-135    H     07/16/01    55.00               55.00
          EOR001  44756             07/16/01  6755.00             6755.00
          EOR001  44756             07/16/01   420.00              420.00
          EOR001  Rt91-135    H     07/16/01   245.00              245.00
          MIL001  55761             06/12/01    42.50                        42.50
          MIL001  55761             06/12/01     2.55                         2.55
                  Job 91-135 Total            8048.05    .00      8003.00    45.05      .00       .00         .00

93-A04    ACE001  Rt93-A04    H     08/16/01    50.00    50.00
          AII001  66312             07/22/01   657.98              657.98
          AII001  66312             07/22/01    36.32               36.32
          AII001  Rt93-A04    H     07/22/01   250.00              250.00
                  Job 93-A04 Total             994.30    50.00     944.30     .00       .00       .00         .00



                  Grand Totals               10917.23  1924.88    8947.30    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 T000                                                        _ □ ×
Settings  Edit  Print  Help
─<CJ>──────────────── Job Open Invoice List ──────────────

                Pick Vendor ID From
                            Thru
                     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 -  (P)rinter p(R)eview (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

```
16/16/2113                          BUILDERS SUPPLY v6.15A                          Page    1
2:12 PM                             Job Open Invoice List
                                 All Invoices Due As of 11/31/13
                                          Prepaid

Vendor      Vendor              Current Invoice Stat 1199 Invoice      Due      Inv Amt   Discount   Amt Paid Check#
  ID        Name                Balance Number             Date       Date


      Vendor Total                .00                                  .00       .00       .00


      Subtotal                    .00                                  .00       .00       .00


16/16/2113                          BUILDERS SUPPLY v6.15A                          Page    2
2:12 PM                             Job Open Invoice List
                                 All Invoices Due As of 11/31/13

Vendor      Vendor              Current Invoice Stat 1199 Invoice      Due      Gross Due  Discount   Net Due
  ID        Name                Balance Number             Date       Date

ATT113   ATLANTIS TELEPHONE CO.        6336.38
         Job:93-135  Phase:12ELEC  Type:300  11193       R  11/16/13  11/26/13   495.00     .00      495.00
         Job:93-135  Phase:12ELEC  Type:300  11193       R  11/16/13  11/26/13    33.00     .00       33.00
         Job:93-135  Phase:12ELEC  Type:300  Rt93-135 B  R  11/16/13  11/26/13    55.00     .00       55.00

      Vendor Total               6336.38                                         513.00     .00      513.00

MIL111   MILLWORK LUMBER & CABINETS   22934.31
         Job:93-A14  Phase:12ELEC  Type:200  544162      R  16/16/13  16/26/13   214.70     .00      214.70
         Job:93-A14  Phase:12ELEC  Type:200  544162      R  16/16/13  16/26/13   316.95     .00      316.95
         Job:93-A14  Phase:12ELEC  Type:200  544162      R  16/16/13  16/26/13   335.19     .00      335.19
         Job:93-135  Phase:12FRAM  Type:303  55163       R  16/12/13  16/22/13    42.50     .00       42.50
         Job:93-135  Phase:12FRAM  Type:303  55163       R  16/12/13  16/22/13     2.55     .00        2.55
         Job:93-A14  Phase:12ELEC  Type:200  Rt93-A14 B  R  16/16/13  16/26/13   311.85     .00      311.85

      Vendor Total              22934.31                                        3153.52     .00     3153.52


      Subtotal                  29251.61                                        3636.52     .00     3636.52

      Grand Total                                                               3636.52     .00     3636.52

*** 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

```
┌──────────────────────────────────────────────────────────────────────┐
│ ▣ OSAS T000                                                  _ □ ✕     │
│ Settings  Edit  Print  Help                                            │
│ ┌─<CJ>──────────────── Subcontract Report ──────────────────────────┐ │
│ │                                                                    │ │
│ │                                                                    │ │
│ │             Pick Subcontractor ID From                             │ │
│ │                                  Thru                              │ │
│ │                      Job ID From                                   │ │
│ │                             Thru                                   │ │
│ │                                                                    │ │
│ │                                                                    │ │
│ │             Print By:                    Print:                    │ │
│ │               1. Subcontractor ID          1. Detail               │ │
│ │               2. Job ID                     2. Summary              │ │
│ │               1                             1                      │ │
│ │                                                                    │ │
│ │                                                                    │ │
│ │                                                                    │ │
│ │                                                                    │ │
│ ├────────────────────────────────────────────────────────────────── │ │
│ │   Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd        │ │
│ └────────────────────────────────────────────────────────────────── ┘ │
└──────────────────────────────────────────────────────────────────────┘
```

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

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

```
OSAS T000                                                         _ □ ×
Settings  Edit  Print  Help
┌─<CJ>──────────────── Insurance Expiration ──────────────────┐
│                                                             │
│              Pick Vendor ID From                            │
│                           Thru                              │
│                                                             │
│              1.  General Liability                          │
│              2.  Worker's Compensation                      │
│              3.  Both                                       │
│              3                                              │
│                                                             │
│              Date Expired Before 07/16/2004                 │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
├─────────────────────────────────────────────────────────────┤
│  Output device -  (P)rinter p(R)eview (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
3:09 PM                      Insurance Expiration Report
                              EXPIRE BEFORE 07/16/2004


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


ACE001                    6769 GOLDEN GATE DRIVE   (209) 555-5221      07/16/02       07/16/03
ACE PLUMBING SUPPLY COMPANY

                          SAN FRANCISCO  , CA 35454-5548
ATT001                    49838 65 ST N. SUITE 498  (800) 458-8585      07/13/02       07/15/02
ATLANTIS TELEPHONE CO.

                          MINNEAPOLIS   , MN 49848-3939
BOR001                    34 EAST MOCKINGBIRD LANE  (612) 458-2423      05/01/02       01/01/02
BORIS CONSTRUCTION COMPANY

                          EDEN PRAIRIE  , MN 55344-0034
JGE001                                            (  )   -            12/30/01       06/30/02
Trim and Paint

                                         '
MIL001                    3200 SO. 3RD ST.         (800) 322-5456                     12/31/01
MILLWORK LUMBER & CABINETS

                          HOUSTON       , TX 34242-0333
TIM001                    12035 W. 128TH ST        (988) 788-9989      07/16/02
TIMBERLAND WINDOWS, INC

                          PORTLAND      , OR 87888-4566


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

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


```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help

 03/04/2002          Company H - Builders Supply       12:12 PM

                ┌─ Main Menu ─────────────────────────────┐
                │  ┌─ Purchase Order ──────┐               │
                │  │                        │               │
                │  │  Information Inquiry    │               │
                │  │  Daily Work_            │               │
                │  │  Transaction Reports    │               │
                │  │  Material Requisitions  │               │
                │  │  Management Reports     │               │
                │  │  History Reports        │               │
                │  │  Periodic Processing    │               │
                │  │  Pay Invoices           │               │
                │  │  File Maintenance       │               │
                │  │  Master File Lists      │               │
                │  │  Job Payable Reports    │               │
                │  └──────────────────┬─────┘  ble          │
                │                                            │
                │                                            │
 T000───────────── OPEN SYSTEMS (R) Accounting Software ─────┘
```
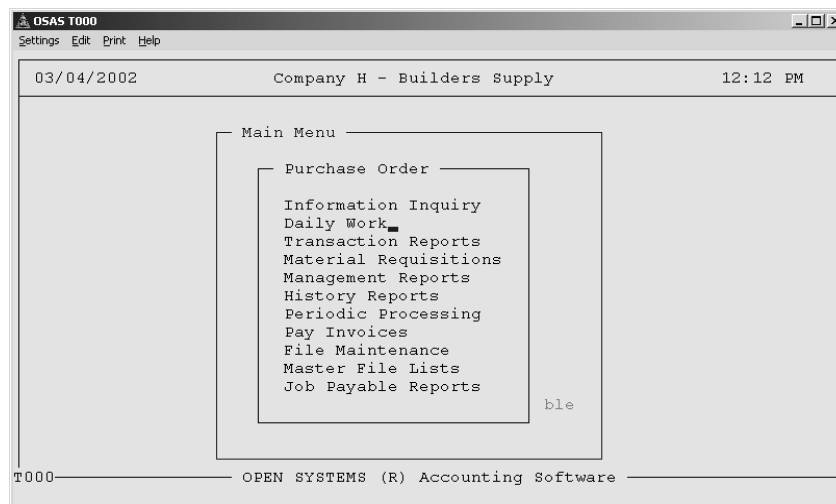
Order entry enhancements

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 puchase order completely.

Additional Reports

Because you must post to commited 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 interfacess 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

```
OSAS T000                                                           _□×
Settings  Edit  Print  Help
                             ──────────── POTB
  Table ID APGL        Description General Ledger Accounts
  Number of Cols    2  Column Length  12      Type   A
 DESCRIPTION    G/L ACCOUNT
 ------------  ------------
 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.

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

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                    ───── Enter Orders ─────
  Vendor ID    MIL001 MILLWORK LUMBER & CABINETS     Loc ID   Order No 00000047
  Ship-to ID                                         MN0001   Status   Inv Rcvd
  ────────────────── Append Line ──────────  Entry 001 ─────
    Line Status   OPEN          Tax Class 00    Job/Phase ID PROJ01 02FRAM
    Item ID                                     Cost Code    100
    Desc   LUMBER                               GL Account   404000
    GL Desc                                     DISCOUNTS ALLOWED
    Requested Ship Date 09/06/2001
                    Goods Qty Units  Invoice Qty      Unit Cost       Ext Cost
    Ordered           5.0000  EA                      3000.0000       15000.00
    Total Recd         .0000            .0000         Retainage        1500.00
    Bal Due           5.0000           5.0000         Retainage %        10.00
                                                         Invd Ext Cost
    Current            .0000            .0000                              .00
    Posted             .0000            .0000                              .00

  ── Order Totals  (Memo) ──────────────────────────────────────────────
      Subtotal     Sales Tax   Freight/Misc   Disc/Prepaid        Total
         .00          .00           .00           .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

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                    ───── Enter Orders ─────
  Vendor ID    MIL001 MILLWORK LUMBER & CABINETS     Loc ID   Order No 00000047
  Ship-t ──────────── Invoice Totals ─────────────────────nv Rcvd
         Invoice No 99262    Date 09/06/2001 GL Per 09   1099? NO
   Item  Retainage       1500.00 Pst to Jb/Phse   PROJ01 02FRAM 100 Cost
   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
                                                                 .0000
         Freight             .00            .00             .00
         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)
                                   Online Check? NO
  ── Order  S  Payment 1        .00   Due Date 1              Total
         1   Payment 2        .00   Due Date 2              5975.00
             Payment 3        .00   Due Date 3

  ── Company H ──────────────── Info ────────────────── Verify ──
```
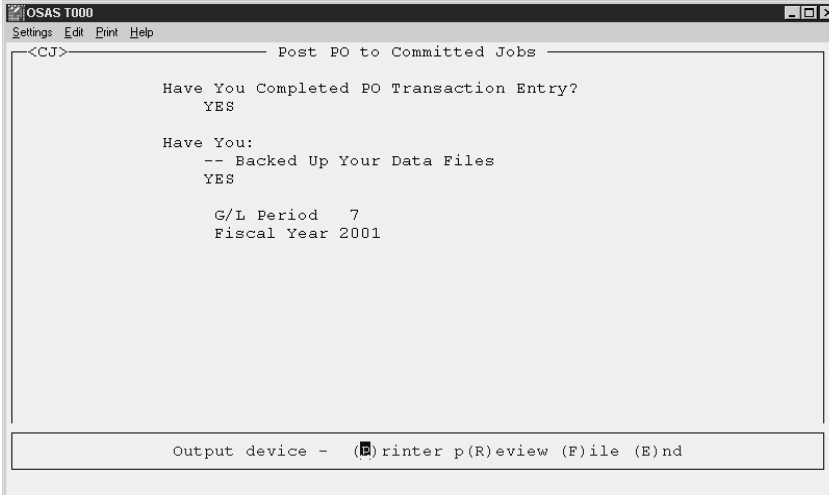
┌──────────┐
│   Note   │
└──────────┘╲

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 Commited Jobs Screen

```
┌─ OSAS T000 ───────────────────────────────────────────── _ □ X ┐
│ 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 -  (P)rinter p(R)eview (F)ile (E)nd   │  │
│ │                                                            │  │
│ └────────────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────────┘
```
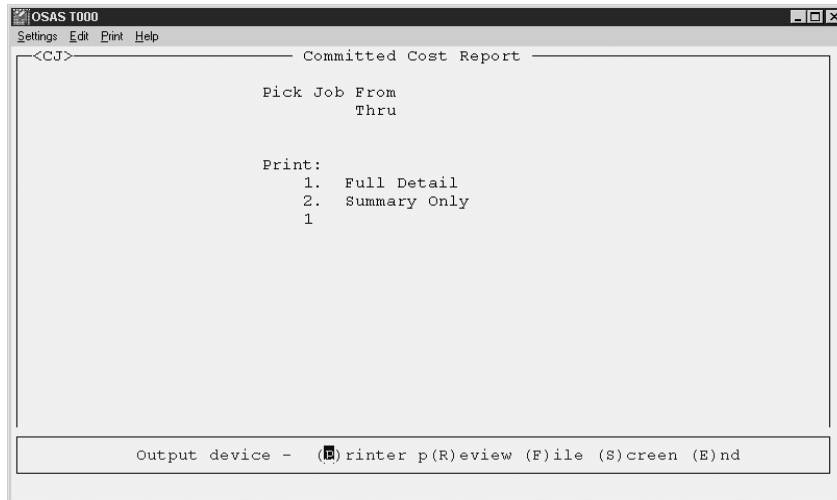
This function updates the Detail History file and, optionally, the Actual P.O. $ field in the Jobs file. The amount is not cleared from the P.O. $ field in the Jobs file when an order is invoiced, but total costs are not overstated because P.O. $ are not included in total costs.

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.

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

Committed Cost Report Screen

```
OSAS T000                                                    _ □ X
Settings  Edit  Print  Help
 ┌<CJ>──────────────── Committed Cost Report ───────────────
 │
 │                   Pick Job From
 │                           Thru
 │
 │
 │                   Print:
 │                       1.   Full Detail
 │                       2.   Summary Only
 │                       1
 │
 │
 │
 │
 │
 │
 │
 │
 │──────────────────────────────────────────────────────────
 │        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─────────────────────Builders Supply────────────────────────PAGE    1───────
11:05 AM                        Committed Cost Report

Phase        Cost           Current       Job-To-Date    Committed     Total Cost    Est. Cost
ID & Name    Type           Estimate      Cost           Cost          To-Date       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 $\boxed{4}$

Contractors' Job Cost System Flowchart
Accounts Receivable / Sales Order
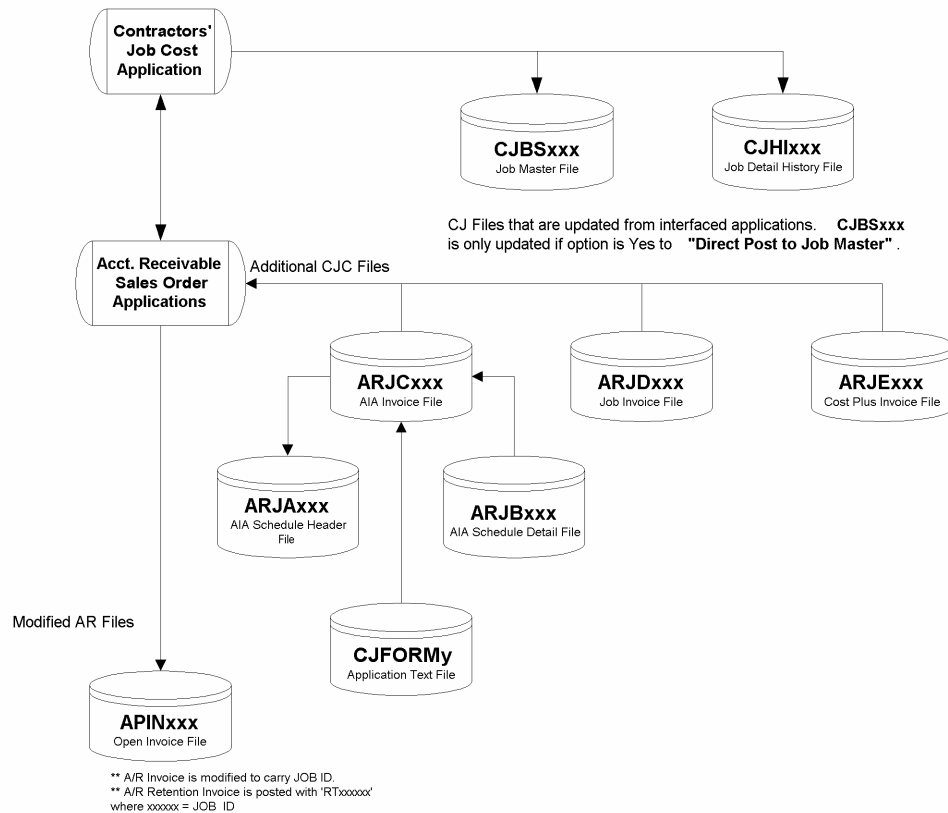
Contractors' Job Cost Application

CJBSxxx
Job Master File

CJHIxxx
Job Detail History File

CJ Files that are updated from interfaced applications.   **CJBSxxx** is only updated if option is Yes to   **"Direct Post to Job Master"** .

Acct. Receivable Sales Order Applications

Additional CJC Files

ARJCxxx
AIA Invoice File

ARJDxxx
Job Invoice File

ARJExxx
Cost Plus Invoice File

ARJAxxx
AIA Schedule Header File

ARJBxxx
AIA Schedule Detail File

CJFORMy
Application Text File

Modified AR Files

APINxxx
Open Invoice File

** A/R Invoice is modified to carry JOB ID.
** A/R Retention Invoice is posted with 'RTxxxxxx'
where xxxxxx = JOB ID

PROGRAMS	MAJOR FILES READ	MAJOR FILES WRITE/DEL
AIA SET UP SCHEDULE	ARJAxxx, ARJBxxx, CJBSxxx, ARCUxxx	ARJAxxx, ARJBxxx
APPLICATION TEXT	CJFORMy	CJFORMy
PRINT AIA WORKSHEET	ARJAxxx, ARJBxxx	
AIA INVOICE ENTRY	ARJAxxx, ARJBxxx, ARJCxxx	ARJCxxx
PRINT AIA INVOICE	ARJAxxx, ARJBxxx, ARJCxxx	
PRINT AIA JOURNAL	ARJAxxx, ARJBxxx, ARJCxxx	
POST AIA INVOICE	ARJAxxx, ARJBxxx, ARJCxxx, CJBSxxx, ARCUxxx	ARJAxxx, ARJBxxx, ARJCxxx, CJBSxxx, CJHIxxx, ARCUxxx, ARHIxxx, ARHSxxx, ARINxxx
JOB INVOICE ENTRY	ARJDxxx, ARCUxxx, CJBSxxx	ARJDxxx
PRINT JOB INVOICE	ARJDxxx	
PRINT JOB INVOICE JOURNAL	ARJDxxx	
POST JOB INVOICE	ARJDxxx, ARCUxxx, CJBSxxx	ARJDxxx, CJBSxxx, CJHIxxx, ARCUxxx, ARHIxxx, ARHSxxx, ARINxxx
COST PLUS INVOICE ENTRY	ARJExxx, ARCUxxx, CJBSxxx	ARJExxx,
PRINT COST PLUS INVOICE	ARJExxx	
PRINT COST PLUS INVOICE JOURNAL	ARJExxx	
POST COST PLUS INVOICE	ARJExxx, ARCUxxx, CJBSxxx	ARJExxx, CJBSxxx, CJHIxxx, ARCUxxx, ARHIxxx, ARHSxxx, ARINxxx
JOB OPEN INVOICE REPORT	ARCUxxx, ARINxxx	
JOB CASH FLOW REPORT	ARCUxxx, ARINxxx	

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 (ARHIx)

Retainage amounts are posted to the miscellaneous amount field.

_____ 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

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

```
OSAS T000                                                      _ □ ×
Settings  Edit  Print  Help

  07/17/2001        Company H - BUILDERS SUPPLY v6.05A       9:35 AM


               ┌ Main Menu ─────────────────────────┐
               │ ┌ Contractors' Accounts Receivable ┐│
               │ │ ┌ File Maintenance ─────────────┐ ││
               │ │ │ Customers                     │ ││
               │ │ │ Ship-to Addresses             │ ││
               │ │ │ Sales Reps                    │ ││
               │ │ │ Recurring Entries             │ ││
               │ │ │ Tables                        │ ││
               │ │ │ Build Open Invoice File       │ ││
               │ │ │                               │ ││
               │ │ └───────────────────────────────┘ ││
               │ │                                    ││
               │ More ...                             ││
               │ └────────────────────────────────────┘
  T000──────────── OPEN SYSTEMS (R) Accounting Software ──────┘
```
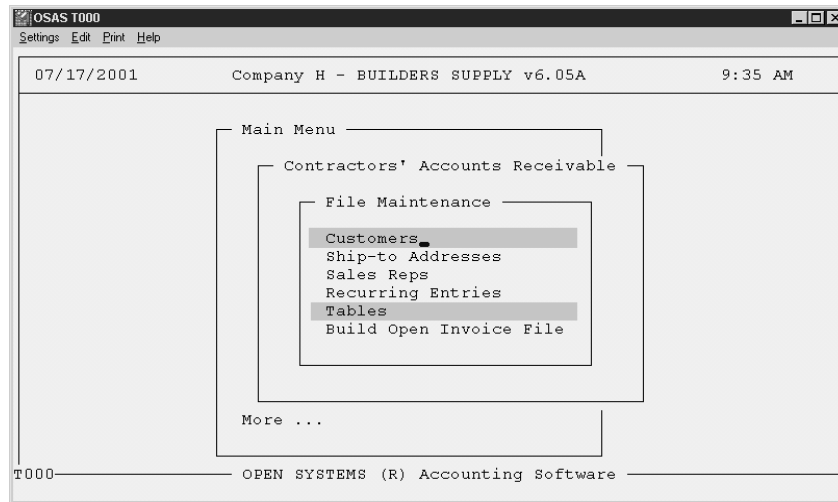
ARGLxxx

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

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                            ── ARTB ──
  Table ID ARGL        Description GL Accounts Table
  Number of Cols    2   Column Length  12     Type  A
 DESCRIPTION   G/L NUMBER
 ───────────── ─────────────
 CASH RECPTS   100000
 DISCOUNTS     404000
 INVENTORY     104400
 FIN CHRG      802000
 AR Retainage  204500




 ─ 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 (AIARAxxx) Screen

```
 OSAS T000                                                      _ □ ×
Settings  Edit  Print  Help
                                          ARTB
  Table ID AIARA        Description
  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
  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
                                          ARTB
  Table ID MARKU        Description
  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
```

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

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              .00
                        Balance 31-60            .00
                                61-90            .00
                                91+         69250.73
                                Retaina          .00
                        Unapplied Cr       -48214.65
                                           ─────────────
                        Total Due           21036.08

                        Retainage Posted         .00



 └─ Company H ──────────────────────────────────────── Verify ─┘
```

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

```
┌─OSAS T000────────────────────────────────────────────┐─□×
 Settings  Edit  Print  Help
        ┌──────────── Customers and Open Invoices ────────┐
   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
   Class       WHSL                       New Fin Chg           .00
   Sales Rep   GPD Garry P. Deacon        Unpaid Fin Chg        .00
   Territory   WEST                       Current Due           .00
   Terms Code  2PCT   2/10,n/30    Reg    Balance 31-60         .00
               2.0%  10 DAYS  NET  30             61-90         .00
                                                  91+      69250.73
   Pymt Method CHK                        Retainage             .00
   Card No                    Exp         Unapplied Cr    -48214.65
   Name                                   Total Due        21036.08

        Customer, First, Last, Next, Prev, History, Invoices
 └─ Company H ────────────────── Info ──────────────── Verify ─┘
```

┌─────────┐
│ Note   │
└─────────┘╲

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

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

```
OSAS T000                                                          _ □ ×
Settings  Edit  Print  Help

  07/17/2001          Company H - BUILDERS SUPPLY v6.05A        11:37 AM


                  ┌─ Main Menu ─────────────────────────────┐
                  │  ┌─ Contractors' Accounts Receivable ──┐ │
                  │  │  ┌─ Job Receivables ──────────────┐  │ │
                  │  │  │                                │  │ │
                  │  │  │  AIA Invoicing                 │  │ │
                  │  │  │  Job Invoicing                 │  │ │
                  │  │  │  Cost Plus Invoicing           │  │ │
                  │  │  │  Job Receivables Reports       │  │ │
                  │  │  │                                │  │ │
                  │  │  │  Codes Maintenance             │  │ │
                  │  │  │  Master File Lists             │  │ │
                  │  │  └────────────────────────────────┘  │ │
                  │  │                                       │ │
                  │  │  More ...                             │ │
                  │  └───────────────────────────────────────┘ │
  T000─────────────── OPEN SYSTEMS (R) Accounting Software ──────
```
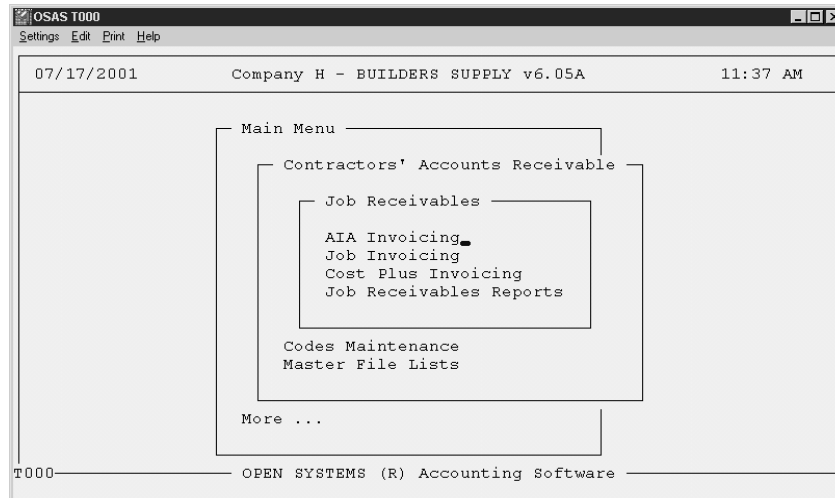
When you use the standard OSAS Transactions function, the item/job field defaults to JOB. After you enter the job/phase ID, you are prompted Is Job/Phase Done?. Enter Y if the job/phase is finished. When the transaction is posted, the actual finish date for the job/phase is updated in the Jobs file with 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

```
OSAS T000                                                          _ □ ×
Settings  Edit  Print  Help
                      ┌──────── Invoices ─────────┐
                      ─ Append Line ──            Entry 001
  Item/Job   JOB         Loc ID    MN0001
  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
                        Units
  Ordered          1.0000
  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 Menu

```
OSAS T000                                                        _ □ ×
Settings  Edit  Print  Help

07/17/2001          Company H - BUILDERS SUPPLY v6.05A        11:50 AM

              ┌ Main Menu ─────────────────────────────────────┐
              │  ┌ Contractors' Accounts Receivable ─┐          │
              │  │ ┌ Job Receivables ─────────┐        │          │
              │  │ │ ┌ AIA Invoicing ──────┐   │        │          │
              │  │ │ │  Set Up Schedule▄    │   │        │          │
              │  │ │ │  Application Text    │   │        │          │
              │  │ │ │  Invoice Worksheet   │   │        │          │
              │  │ │ │  Application Entries │   │        │          │
              │  │ │ Code  Application Forms │   │        │          │
              │  │ │ Mast  Applications Journal │  │     │          │
              │  │ │ │  Post Applications   │   │        │          │
              │  │                                                 │
              │  More ...                                          │
T000─────────── OPEN SYSTEMS (R) Accounting Software ──────────────
```
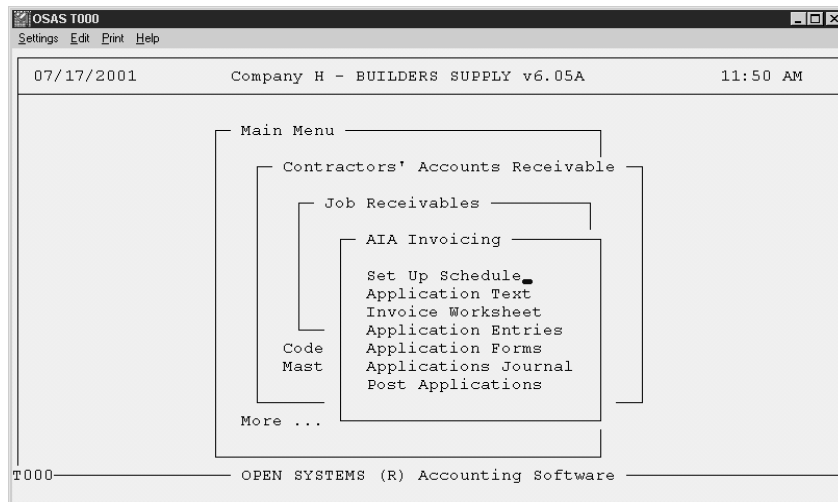
The AIA (American Institute of Architects) Invoicing functions include the following:

- 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 T000                                                        _ □ ×
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]
           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 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.
>000000     Sandler Condos 03  8500000.00        .00          .00   0.00
 01FOUN     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 T000                                                              _ □ ×
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 T000                                                          _□X
Settings  Edit  Print  Help
┌──────────────────────── Application Text ────────────────────────┐
│ 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)eview (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

```
11/20/2003                          Builders Supply                        Page   1
9:00 AM                            Invoice Worksheet


                      ITEM                      LAST    INV.    RET.    MTRL.         RET.
JOB ID    DESCRIPTION    #   STAT.  CUSTOMER    INV. DATE  COMP    %       %           AMOUNT

N9151     NORTH HILLS HOMES   I   OPEN   LOS ANGELES CONSTRUCTION CO.        0    .00    .00        .00
          149 NORTH HILLS RD
   000000  NORTH HILLS HOMES   149 NORTH HILLS RD   |    |   EST.:    400.00  COMP.:   300.00  MTRL.:    .00    25.00
                                                                      _____         _____        _____
   BOND    PERFORMANCE BOND                  |BOND  |  EST.:   2600.00  COMP.:    50.00  MTRL.:    .00    3.92
                                                                      _____         _____        _____
   DEM     DEMOLITION                        |DEM   |  EST.:   3000.00  COMP.:     .00  MTRL.:    .00     .00
                                                                      _____         _____        _____
   INT12   1/2" INT CONDUIT                  |INT12 |  EST.:   3500.00  COMP.:     .00  MTRL.:    .00     .00
                                                                      _____         _____        _____
                             TOTALS ...... EST.:   1500.00  COMP.:   350.00  MTRL.:    .00     2.00

PROJ01    Sandler Condos      I   OPEN   SUNSHINE ASSOCS INC.       11/19/00    2    5.00    .00      4000.00

   000000  Sandler Condos                    |    |   EST.: 150000.00  COMP.:     .00  MTRL.:    .00     .00
                                                                      _____         _____        _____
   11FDCON  FOUNDATION                       |11FDCON| EST.:  315000.00  COMP.:  00000.00  MTRL.:  40.00    43.26
                                                                      _____         _____        _____
   11SITE   SITE PREPARATION                 |11SITE|  EST.:   13900.00  COMP.:     .00  MTRL.:    .00     .00
                                                                      _____         _____        _____
   12FRAM   FRAMING                          |12FRAM|  EST.:  300000.00  COMP.:     .00  MTRL.:    .00     .00
                                                                      _____         _____        _____
   12OT11   ELECT/PLUMB                      |12OT11|  EST.:  315000.00  COMP.:     .00  MTRL.:    .00     .00
                                                                      _____         _____        _____
                             TOTALS ...... EST.:12343900.00  COMP.:  00000.00  MTRL.:  40.00     .66


                                                                                              4000.00
GRAND TOTALS                        EST:12353400.00  COMP.:  00350.00  MTRL.:  40.00     .66

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

AIA Application Entries

Use the Application Entries function to enter AIA invoice items.

Application Entries Screen

```
OSAS T000                                                          _ □ X
Settings  Edit  Print  Help
                         ──────── Application Entries ────────
   Job ID  PROJ01    Description Sandler Condos
   Customer          SUNSHINE ABODES INC.
   JTD Retainage         4000.00         Invoice Count   2
        Invoice No.       [PROJ0103]
        Invoice Date      [07/20/2001]
        Retainage %:      Flexible % Code  [ ]
                  or  Complete % [ 5.00]       Material % [  .00]
        Billing Period   [3RD WEEK JULY                  ]
        GL Period        [07]
        Final Billing?   [N]
        On Hold?         [N]

   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=edit, View, Header, Next Job, Totals
   └ Company H ─────────────────────────────────────────── Verify ─
```

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

```
┌─ OSAS T000                                              _ □ X
 Settings  Edit  Print  Help
 ┌──────────────── Application Entries ────────────────┐
  Job ID  PROJ01      Description Sandler Condos
  Customer         SUNSHINE ABODES INC.
 ┌──────────────── Edit Entry ─────────────────────────┐
 │   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  │
 └────────────────────────────────────────────────────┘

 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

              Enter=edit, View, Header, Next Job, Totals
 └─ Company H ──────────────────────────────────────── Verify ─┘
```

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 ──────────────────────────────────────────── _ □ X ┐
 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                          Builders Supply                    Page    1
1:04 PM                         Application for Payment

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        VIA ARCHITECT:
      Shakopee  MN 55379

                                 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 I)           $      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 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 amount 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        date 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 name 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                              Builders Supply                          Page    2
1:04 PM                              Application for Payment

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            VIA ARCHITECT:
      Shakopee MN 55379
                                     CONTRACT FOR:
                                     CONTRACT DATE:

-A-        -B-              -C-         -D-        -E-         -F-       -G-            -H-       -I-

ENTRY  | DESCRIPTION OF WORK |SCHEDULED |<--- COMPLETED WORK --->|MATERIALS |TOTAL       |%      |BALANCE   |RETAINAGE
NO     |                     |VALUE     |FROM PREV.     THIS    |PRESENTLY |COMPLETED & |(G/C)  |TO FINISH |
       |                     |          |APPLICATIONS   PERIOD  |STORED (NOT|STORED TO  |       |(C-G)     |3% at D+E
       |                     |          |(D+E)                  |IN D OR E) |DATE (D+E+F)|       |          |4% of F

01FOUN | 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                                                      _ □ X
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 -   (P)rinter p(R)eview (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 ─────────────────────Builders Supply────────────────────── Page   1───
1:28 PM                           Applications Journal


  TO : CJC TESTING ATB              PROJECT:  AGE TRIAL BAL TEST

                          JOB NO.:   AIA001      RETAINAGE METHOD: Comp. % =  3.00%  Mtrl % =  4.00%
                          INVOICE #: AIA00106    DATE: 09/25/2001    TERMS: 5/10,n/30
                          APPLICATION #: 06      TAX:  GROUP=CA      Non-taxable
                          BILLING PERIOD:                                      GL PERIOD: 09

ENTRY  CO DESCRIPTION OF WORK     SALES GL   C1   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      RETAINAGE METHOD: Comp. % =  3.00%  Mtrl % =  2.50%
                          INVOICE #: AIART101    DATE: 09/25/2001    TERMS: 1/10,n/30
                          APPLICATION #: 01      TAX:  GROUP=MN      Non-taxable
                          BILLING PERIOD:                                      GL PERIOD: 09

ENTRY  CO DESCRIPTION OF WORK     SALES GL   C1   PREV. APP.   CUR. COMP.   MATERIALS   TOTAL APP.   RETAINAGE

                                  401000     0      3,500.00         .00        .00      3,500.00       100.00
          TOTALS                                    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 **Rtxxxxx** where *xxxxx* 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)eview  (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.

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   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
   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                    ■ ││
└└────────────────────────────────────────────────────────────┘
```
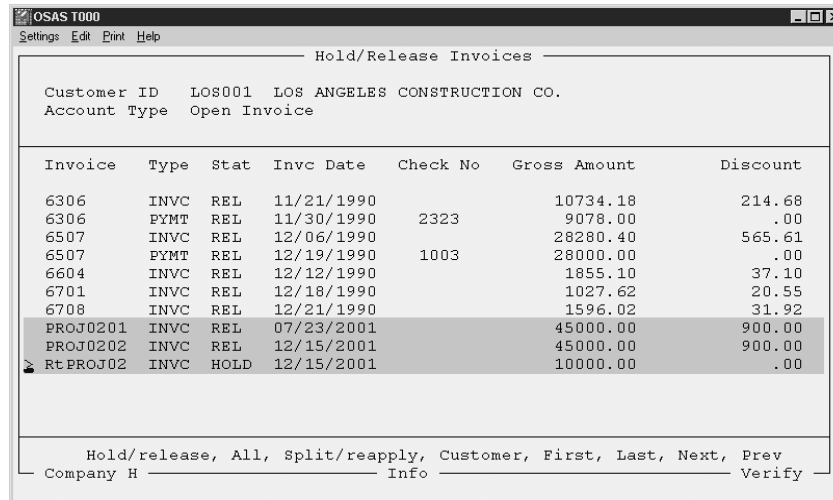
Print the Application Forms and Application Journal. When everything is correct, select Post Applications.

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
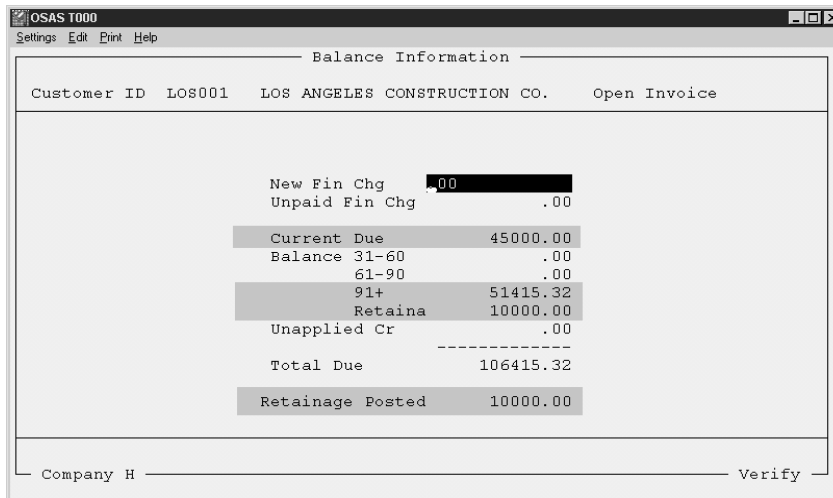
```
OSAS T000                                                      _ □ ×
Settings  Edit  Print  Help
                        ──── Hold/Release Invoices ────

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


   Invoice   Type   Stat   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
 ⋗ 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

```
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         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

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help

  12/15/2001            Company H - Builders Supply        10:55 AM

                     ┌─ Main Menu ───────────────────┐
                       ┌─ Main Menu (Cont.) ──────────┐
                         ┌─ Contractors' Accounts Receivable ─┐
                           ┌─ Job Receivables ───────┐
                             ┌─ Job Invoicing ───────┐
                                 Job Invoice Entries▪
                                 Job Invoices
                                 Job Invoices Journal
                                 Post Job Invoices
                           Code
                           Mast

  T000─────────── OPEN SYSTEMS (R) Accounting Software ──────────
```
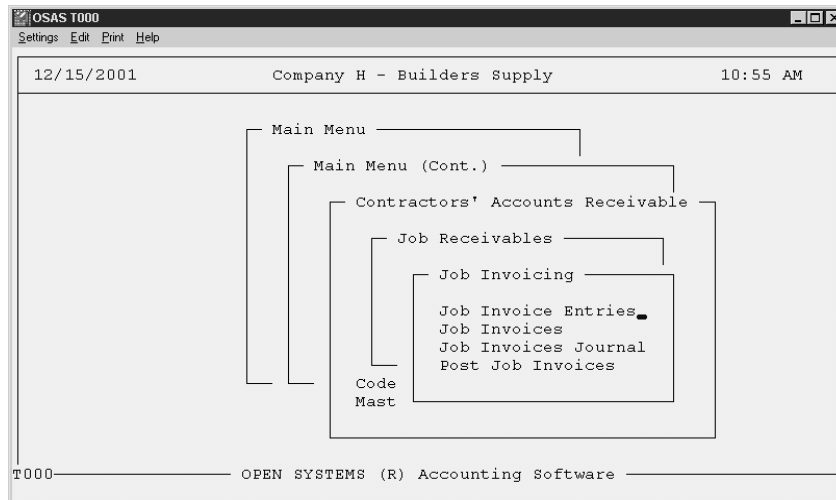
Select the Job Invoice Entries function to enter invoices. The header screen is displayed.

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      │ Taxable?  N       After Ret.? │
 │         NEW YORK CITY NY 10012-4335   │ Tax Grp   MN    Minnesota     │
 │                                       │                               │
 │ Invoice No.   881243                  │ Ret. Invoice?   N             │
 │ Invoice Date  07/23/2001              │ Retainage %  10.00            │
 │ GL Period     07                      │ Terms Code NET     n/30       │
 │ Reference                             │                               │
 │                                       │ 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

```
OSAS T000                                                        _ □ X
Settings  Edit  Print  Help
─────────────────────── Job Invoice Entries ───────────────
 Job ID   PROJ03     Description Driveway
 Customer  GREATER NEW YORK DOMES, INC.              Customer ID  GRE001
────────────────────────── Append Entry ──────────────── Line # 01──
  Description       Completed gravel grating and leveling


  Interface to Phase            Driveway
  Sales GL Account     401000        RETAIL SALES          Tax Class   00
  Billing Amount            5000.00

│ Line #   Description                        Tax    Phase      Amount




│
┌─ Verification ─────────────────────────────────────────────
│                      Press <PgDn> to proceed                      ■
```

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 ────────────────────────────────────────── _ □ X ┐
│ 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)eview (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 Job Invoice Form

```
Builders Supply
1151 Valley Park Dr
Shakopee  MN 55319
612-496-2465


            * * * * *  I N V O I C E  * * * * *


      GNY111
TO: GREATER NEW YORK HOMES, INC.          INVOICE #:    113245
    1111 AVE OF THE AMERICAS
                                          INVOICE DATE: 11/25/2003
    NEW YORK CITY  NY 10032-4555
                                          TERMS: n/30
    ATTN: MARTY D
                                                        PAGE:  1
_____
    OUR JOB NO:   PRDJ11
    DESCRIPTION: Driveway
    REFERENCE:
_____
   D E S C R I P T I O N                          AMOUNT


Completed gravel grating and leveling        $     5,111.11




            Thank you for your business.
                              SUBTOTAL ...... $      5,111.11
                              RETAINAGE ..... $       (511.11)
                              --------------------------------
                              INVOICE SUBTOTAL ... $   4,511.11

                              --------------------------------
                              INVOICE TOTAL ...... $   4,511.11
                                              ===============
```

Job Invoices Journal

Use the Job Invoices Journal function to print a record of Job Invoice transactions to be posted.

Job Invoices Journal Screen

```
┌─ OSAS T000 ──────────────────────────────────────────────────┬─□─×─┐
│ Settings  Edit  Print  Help                                         │
│                    ┌─ Print Job Invoices Journal ─┐                 │
│                                                                     │
│                    Pick Job ID From    PROJ03                       │
│                              Thru      PROJ03                       │
│                                                                     │
│                                                                     │
│                    Full Detail?     YES                             │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│   ┌───────────────────────────────────────────────────────────┐   │
│      Output device -   (P)rinter p(R)eview (F)ile (S)creen (E)nd    │
└─────────────────────────────────────────────────────────────────────┘
```

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       Cust.    Invoice   Invoice   Terms          GL      Tax         Ret.    Ret.
No.       ID       Number    Date      Desc.          Period  Status      Inv.    Percent


PROJ03    GRE001   881243    07/23/2001   n/30           07      No          N      10.00
    Phase   Description                        Sales GL  Class   Amount   Retainage   Sales Tax   Total
            Completed gravel grating and leveling  401000    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 **Rt*xxxxx*** where ***xxxxx*** 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)eview (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.


```
11/25/2003                              Builders Supply                              Page    1
2:55 PM                                 POST JOB INVOICES


Terminal:     T000
Posted to CURRENT YEAR (2003)

TOTAL POSTED TO  OPEN 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                  102000       AAR          4500.00
   SALES TAX/AR         203000       TAR             .00
   RETAINAGE            204500       NAR           500.00
   SALES                403000       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

```
OSAS T000                                                          _ □ ✕
Settings  Edit  Print  Help

07/23/2001            Company H - Builders Supply          3:01 PM

                  ┌─ Main Menu ──────────────────┐
                  ┌─ Main Menu (Cont.) ──────────────┐
                   ┌─ Contractors' Accounts Receivable ─┐
                    ┌─ Job Receivables ───────────┐
                     ┌─ Cost Plus Invoicing ────────┐
                        Cost Plus Invoice Entries_
                        Cost Plus Invoices
                        Cost Plus Invoices Journal
                        Post Cost Plus Invoices
                     Code
                     Mast

T000──────────── OPEN SYSTEMS (R) Accounting Software ──────
```
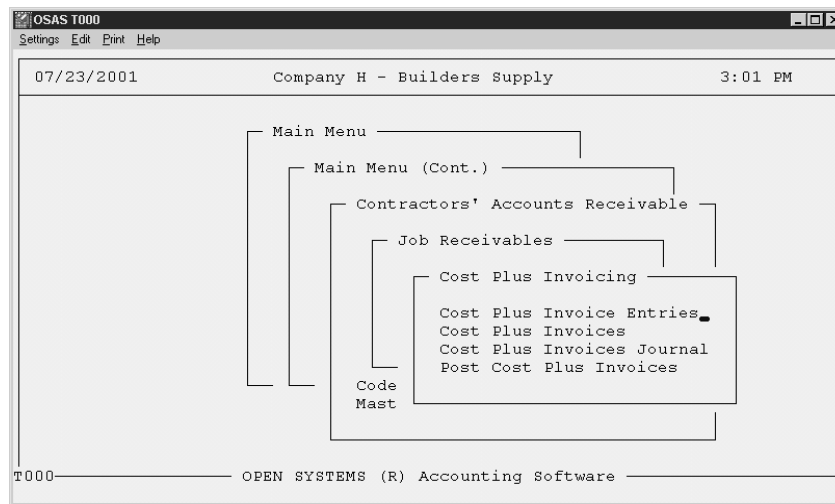
Select the Cost Plus Invoice Entries function to enter invoices. The header screen is displayed.

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    Taxable?  N      After Ret.?   │
│          MIAMI FL 33333-4323     Tax Grp   MN     Minnesota     │
│                                                                 │
│  Invoice No.   637463            Ret. Invoice?   N              │
│  Invoice Date  07/23/2001        Retainage %     .00            │
│  GL Period     07                Terms Code 1PCT    1/10,n/30   │
│  Reference                       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 **MARKU***x* 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 **(ARJE***x***)**.

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 **DF***xxx* 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                                                    _ □ X
Settings  Edit  Print  Help
                      ─── Cost Plus Invoice Entries ───
  Job ID  91-135    Description WESTERN OAKS        LOT 5A
  Customer   SUNSHINE HOMES, INC.                   Customer ID  SUN001
                    ─── Invoice Totals ───
              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 ──
```
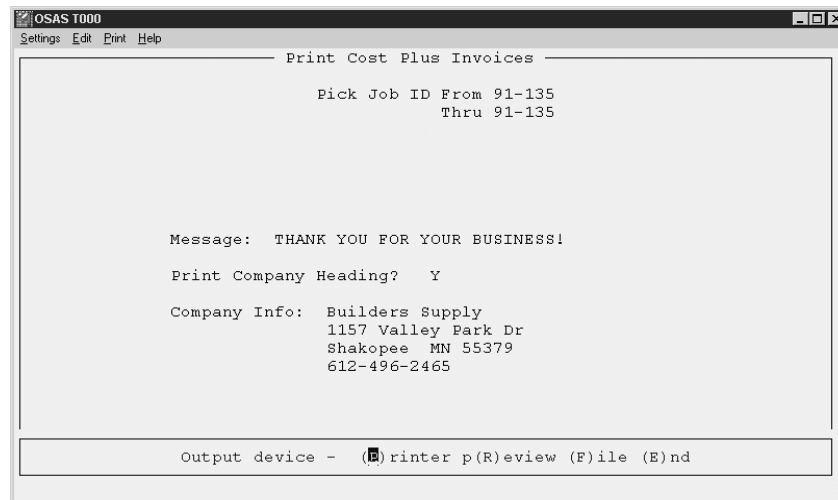
Use the arrow keys to move the cursor to the item you want to work with. the following commands are available:

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)eview (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

```
Builders Supply

1151 Valley Park Dr

Shakopee  MN 55319

612-496-2465


            * * * * *  I N V O I C E  * * * * *


        SUN111
    TO: SUNSHINE HOMES, INC.            INVOICE #:    631463
        1111 OCEAN BOULEVARD
        MIAMI  FL 33333-4123            INVOICE DATE: 11/25/2003


                                        TERMS: 1/10,n/30


        ATTN: RANDY SULIVAN

                                                     PAGE:  1


    _____

        OUR JOB NO:  91-135
        DESCRIPTION: WESTERN OAKS   LOT 5A
        REFERENCE:
    _____

        DESCRIPTION                 COST      MARKUP    EXTENSION


    ** LABOR **
    Add'l Foyer labor            $1500.00      10.00%


            Subtotal ......      $1500.00     $210.00    $1710.00


    ** MATERIAL **
    Add'l lumber needs for foyer $12000.00     10.00%


            Subtotal ......      $12000.00    $1800.00   $13800.00




    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

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)eview (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.


```
11/24/2003                          Builders Supply                         Page   1
1:59 PM                             POST COST PLUS INVOICES


Terminal:      T111
Posted to CURRENT YEAR (2003)


TOTAL POSTED TO  OPEN INVOICE FILE      15951.51
                 CUSTOMER FILE          15951.51
       INVOICE/CUSTOMER RETAINAGE          56.51
             JOB COST JOBS FILE         16035.11


TRANSACTIONS POSTED TO GL PERIOD 1
   DESCRIPTION          GL ACCOUNT   REFERENCE      DEBIT        CREDIT


   A/R                  303000       AR         15951.51
   SALES TAX/NB         203000       AR              .00
   RETAINAGE            204500       AR            56.51
   SALES               403000       AR                          16035.11


   PERIOD 1 BALANCE                             16035.11        16035.11


   TOTAL GL POSTINGS                            16035.11        16035.11


*** 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

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help

  07/24/2001            Company H - Builders Supply        3:07 PM


                    ┌─ Main Menu ───────────────────────┐
                    │  ┌─ Main Menu (Cont.) ───────────┐ │
                    │  │  ┌─ Contractors' Accounts Receivable ─┐
                    │  │  │  ┌─ Job Receivables ───────┐ │
                    │  │  │  │  ┌─ Job Receivables Reports ─┐
                    │  │  │  │  │  Job Open Invoice Report▪ │
                    │  │  │  │  │  Job Cash Flow Report     │
                    │  │  │  │                              │
                    │  │  │  Codes Maintenance             │
                    │  │  │  Master File Lists             │


  T000──────────── OPEN SYSTEMS (R) Accounting Software ──────────
```
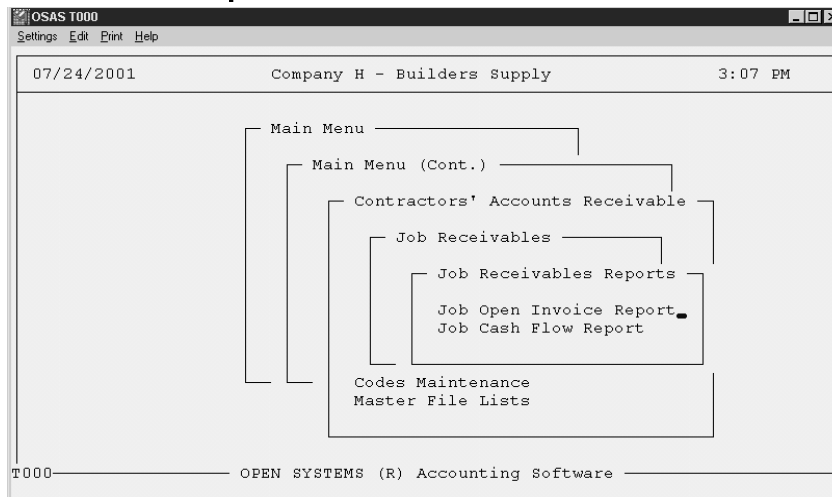
The Job Open Invoice Report is a list of the invoices with job IDs. This report is valuable if you want to track the job-related bills you send as your jobs progress.

Job Open Invoice Report Screen

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                 ┌──── Job Open Invoice Report ────┐

             Pick Customer ID From LOS001
                             Thru LOS001

             1.  Print invoices without retainage
             2.  Print retainage invoices
             3.  Print all invoices
             3

        Include Paid Invoices After 06/01/2001








        Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd
```
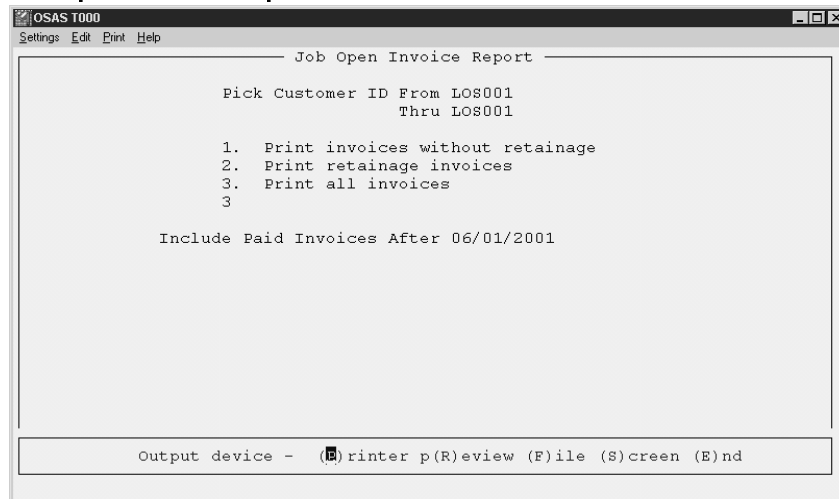
You can select a range of customers to include in the report. You can select to print invoices without retainage, only retainage invoices, or all invoices.

Sample Job Open Invoice Report

```
11/24/2003                          Builders Supply                          Page   1

3:43 PM                          Job Open Invoice Report


       Invoice Type  Invoice    Due        Discount         Gross      Discount                    Misc.
Job ID Number  Stat  Date       Date       Date             Amount     Amount       Payments      Credits      Balance
------------------------------------------------------------------------------------------------------------------------

Customer LOS001 LOS ANGELES CONSTRUCTION CO.

N9150  22334    IN   11/24/2003 11/23/2003 11/13/2003       500.50       30.37                                   500.50
       6316     IN   11/23/1998 12/23/1998 12/13/1998     33134.30      234.60                                 33242.60
       6316     PY   11/30/1998                                                        9010.00                   2364.60
       6501     IN   12/16/1998 01/15/1999 12/16/1998     21200.40      565.63                                 31445.00
       6501     PY   12/19/1998                                                       21000.00                   2445.00
       6604     IN   12/12/1998 01/11/1999 12/22/1998      3155.30       31.30                                   4500.30
       6103     IN   12/30/1998 01/31/1999 12/20/1998      1021.62       21.55                                   5521.00
       6100     IN   12/23/1998 01/20/1999 12/13/1998      1596.12       33.92                                   6923.12
PRJ02  PRJ0201  IN   11/23/2003 11/22/2003 11/12/2003     45000.00      900.00                                 51923.12
PRJ02  PRJ0202  IN   12/15/2003 01/14/2002 12/25/2003     45000.00      900.00                                 96923.12
PRJ02  PRJ0203  IN   12/15/2003 01/14/2002 12/25/2003     20000.00      200.00                                116923.12
N9150  RTN9150  IN B 11/24/2003 11/24/2003 11/24/2003        55.50         .00                                116988.32
                                                          ------------------------------------------------------------
                     TOTAL                                144988.32                    31010.00       .00     116988.32


                     GRAND TOTAL                          144988.32                    31010.00       .00     116988.32


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

```
OSAS T000                                                    _ □ ✕
Settings  Edit  Print  Help
                  ──── Job Cash Flow Report ────


          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




       Output device -  (P)rinter p(R)eview (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

```
11/25/2003                          Builders Supply                         Page    1
1:30 AM                           Job Cash Flow Report
                                     All Invoices

CUSTOMER      JOB      INVOICE  STAT DUE      DISC                      AFTER     AFTER     AFTER     AFTER
  ID    NAME    ID        NO    TYPE DATE     DATE    AMOUNT   CURRENT  11/25/03  11/24/03  09/25/03  08/25/03

LOS000 LOS ANGELES CONSTRUCT
               N9050     2234     IN   11/25/03 11/15/03   500.50            500.50
               6506     IN   12/23/90 12/03/90  10154.30
               6506     PY            11/30/90  9000.00-  1656.30
               6507     IN   03/15/93 12/16/90  2020.40
               6507     PY            12/19/90  2000.00-   20.40
               6604     IN   03/03/93 12/22/90  3055.30   3055.30
               6003     IN   03/31/93 12/20/90  3021.62   3021.62
               6000     IN   03/20/93 12/50/90  1596.12   1596.12
       PRDJ02  PRDJ0201  IN   11/22/03 11/02/03  45000.00           45000.00
       PRDJ02  PRDJ0202  IN   03/24/03 12/25/03  45000.00                                          45000.00
       PRDJ02  PRDJ0203  IN   03/24/03 12/25/03  30000.00                                          30000.00
       N9050   REN9050   IN B 11/24/03 11/24/03    56.50     56.50
               CUSTOMER TOTAL              306900.32  8403.02  45500.50      .00       .00   55000.00


SUN000 SUNSHINE HOMES, INC.
               123      IN   11/30/90 10/23/90   300.00-   300.00-
               1234     IN   11/30/90 10/23/90   200.00-   200.00-
               1235     IN   11/30/90 10/23/90   500.00    500.00
       93-155  631463   IN   11/22/03 11/02/03  35450.00           35450.00
               6506     IN   03/14/93 12/15/90  3996.60
               6506     PY            12/01/90   996.00-
               6506     PY            12/30/90  3232.00-  3000.60
               6605     IN   03/12/93 12/15/90   143.33
               6605     PY   12/23/90 12/23/90   200.00-   543.33
               6004     IN   03/30/93 12/19/90  2000.00   2000.00
       93-155  93-15506  IN   11/30/90 10/23/90    94.00    94.00
       93-155  93-15507  IN   11/19/03 11/50/03    35.00-   35.00-
       93-155  REN93-155 IN B 11/25/03 11/25/03   355.00-   355.00-
               CUSTOMER TOTAL               39003.93  4453.93  35450.00      .00       .00       .00


               GRAND TOTALS               326004.25  12905.13  80950.50      .00       .00   55000.00


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

CJC Payroll 5

Contractors' Job Cost System Flowchart
Payroll / Direct Deposit

Contractors' Job Cost Application

CJBSxxx — Job Master File

CJHIxxx — Job Detail History File

CJ Files that are updated from interfaced applications. **CJBSxxx** is only updated if option is Yes to **"Direct Post to Job Master"**.

Payroll /Direct Deposit Applications

Additional Files

History Files

Modified Files

File Maintenance Files

Process Files

PAHUxxx — Union History File

PAHZxxx — Workers' Compensation History File

PAEGxxx — Employee File
** With Union, Workers' Comp, and Class- Skill codes.

PATRxxx — Payroll Transaction File
** Store Union, Workers' Comp. & Class -Skill Codes info.

PATHxxx — Transaction History File
** Store Union, Workers' Comp. & Class -Skill Codes info.

PACExxx — Check Earnings File
** Stores Workers' Comp. and Union Amounts to Post.

PACHxxx — Check File
** Stores Workers' Comp. and Union Amounts to Post.

PACLxxx — Class File

PAJCxxx — Class -Job Rate File

PAUNxxx — Union File

PAWCxxx — Workers' Compensation File

PABDxxx — Payday Labor Burden File
** File is created during Prepare Checks function from the PAHPxxx file for Labor Burden Report and Post Checks to Job Cost & General Ledger.

PAHPxxx — Period History File
** Similar to a history file, but purged after the Payday Work process. File prevents double preparation of Workers' Comp., Union, or Labor Burden costs.

PAUWxxx — Payday Union File
** File is created during the prepare checks function from the PAHPxxx file for the Union Report and Post to History.

PAWWxxx — Payday Workers' Comp File
** File created during the Prepare Checks function from the PAHPxxx file for the Workers' Comp. Report and Post to History.

PROGRAMS	MAJOR FILES READ	MAJOR FILES WRITE/DEL
DAILY WORK - TRANSACTION ENTRY	PAEGxxx, PAUNxxx, PAWCxxx, PACLxxx, PAJCxxx, PATRxxx, PADPxxx, CJBSxxx	PATRxxx, XXTB
DAILY WORK - POST TRANSACTIONS	PATRxxx	PAEGxxx, PATHxxx, PATRxxx, PAHPxxx, PATPxxx, CJBSxxx, CJHIxxx
PAYDAY WORK - CALCULATE CHECKS	PATPxxx, PAHPxxx, PAEGxxx, PAINxxx, PATB, PAUNxxx, PAWCxxx	PAUWxxx, PAWWxxx, PABDxxx, PACHxxx PACExxx, PACDxxx, PACWxxx
PAYDAY WORK - CJ REPORTS	PAWWxxx, PAUWxxx, PAHPxxx, PABDxxx	
PAYDAY WORK - POST CHECKS	PACHxxx, PACExxx, PACDxxx, PACWxxx, PAWWxxx, PAUWxxx, PAHPxxx, PABDxxx, PAEGxxx, PADPxxx	PAHWxxx, PAHUxxx, PAHPxxx, PAHCxxx, PAHDxxx, PAHExxx, PAHWxxx, PAEGxxx, PADPxxx, CJBSxxx, CJHIxxx
FILE MAINT. - CJ P/R INFO	PATB	PATB
FILE MAINT. - CLASS CODE	PACLxxx	PACLxxx
FILE MAINT. - WORKERS' COMP.	PAWCxxx	PAWCxxx
FILE MAINT. - UNION CODE	PAUNxxx, PACLxxx, PAINxxx	PAUNxxx
FILE MAINT. - CLASS PAY RATE	PAJCxxx, PACLxxx	PAJCxxx
FILE MAINT. - PURGE CJ HISTORY	PAHZxxx, PAHUxxx	PAHZxxx, PAHUxxx

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 transaaction 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
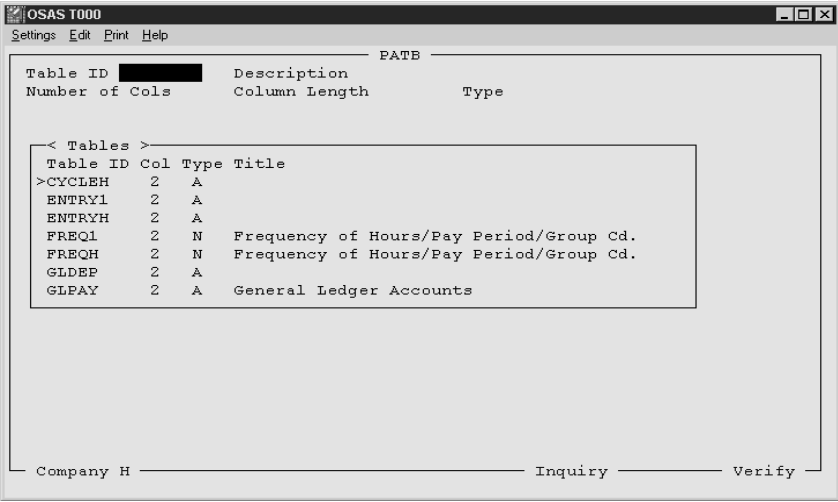
Use the file Maintenance menu functions to make the necessary setup changes to effectively incorporate the CJC features into your standard OSAS set up.

Payroll File Maintenance Menu Screen

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▨ OSAS T000                                              _ □ ✕       │
│ Settings  Edit  Print  Help                                         │
│                                                                      │
│   08/13/2001            Company H - Builders Supply      10:35 AM    │
│                                                                      │
│                   ┌─ Main Menu ─────────────────────────┐           │
│                   │                                       │           │
│                   │  ┌─ Payroll ──────────────┐          │           │
│                   │  │                          │         │           │
│                   │  │  ┌─ File Maintenance ───────┐     │           │
│                   │  │  │                           │     │           │
│                   │  │  │  Employees▪              │     │           │
│                   │  │  │  Employee History        │     │           │
│                   │  │  │  Leave Adjustments       │     │           │
│                   │  │  │  Departments             │     │           │
│                   │  │  │  Payroll Information      │     │           │
│                   │  │  │  Recurring Entries       │     │           │
│                   │  │  │  Tables                  │     │           │
│                   │  │  │  Tax Tables              │     │           │
│                   │  │  │  Formula Maintenance   e │     │           │
│                   │  Cont│ CJ File Maintenance     │     │           │
│                   │  More│                          │     │           │
│                   │      └──────────────────────────┘     │           │
│                   └───────────────────────────────────────┘           │
│  T000──────────── OPEN SYSTEMS (R) Accounting Software ──────         │
└─────────────────────────────────────────────────────────────────────┘
```
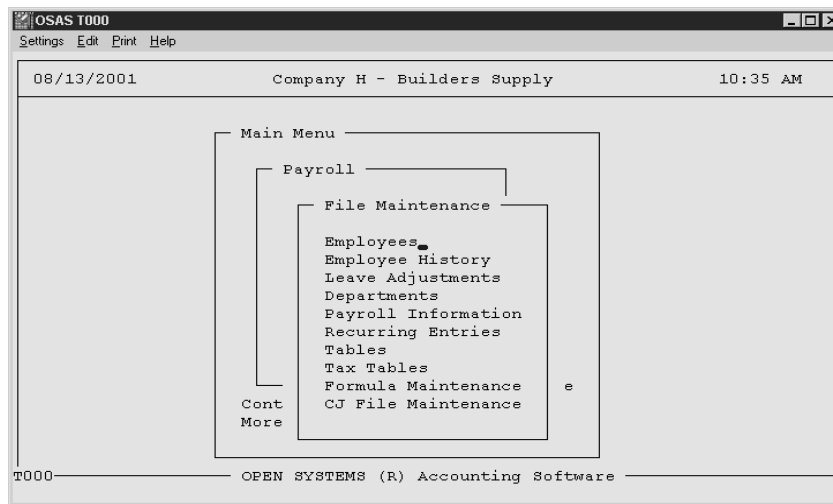
Select the Tables function first, the following screen appears.

Tables (w/Inquiry) Screen
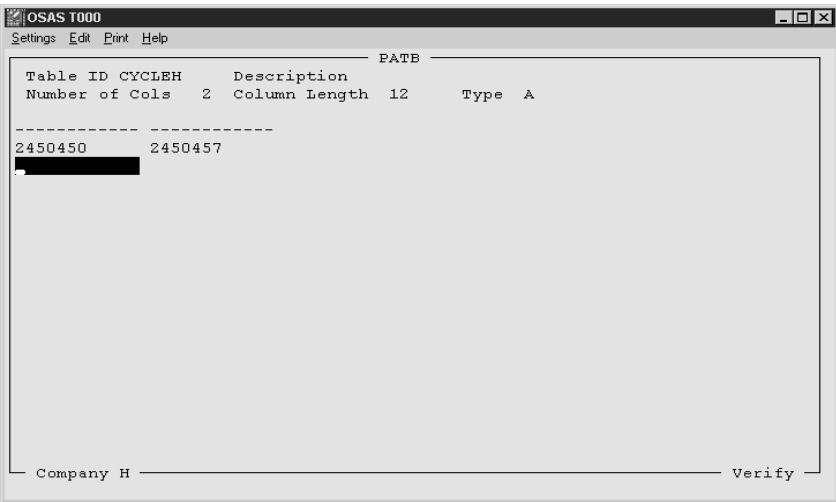
```
OSAS T000                                                    _ □ ✕
Settings  Edit  Print  Help
┌─────────────────────────── PATB ───────────────────────────┐
  Table ID ▮▮▮▮▮▮▮▮     Description
  Number of Cols        Column Length          Type


  ┌─< 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
┌─────────────────────────── PATB ───────────────────────────┐
  Table ID CYCLEH      Description
  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
┌──────────────────────────── PATB ───────────────────────────┐
│  Table ID ENTRYH      Description                            │
│  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
┌──────────────────────────── PATB ───────────────────────────┐
│  Table ID GLPAY       Description General Ledger Accounts    │
│  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 ---            --- 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             .00
   Hourly Rate      17.250
   Override Pay        .00                Deduction (    of     )
   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                   ■
```

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

```
OSAS T000                                                    _ □ ✕
Settings  Edit  Print  Help

 08/13/2001              Company H - Builders Supply          12:24 PM

                    ┌─ Main Menu ──────────────────────┐
                    │                                   │
                      ┌─ Payroll ──────────────────────┐
                      │                                 │
                        ┌─ File Maintenance ───────────┐
                        │                              │
                          ┌─ CJ File Maintenance ─────┐
                          │                           │
                          │  CJ Payroll Information    │
                          │  Class Codes               │
                          │  Worker's Compensation Codes │
                          │  Union Codes               │
                          │  Job Pay Rates by Class    │
                          │  Purge CJ History Files    │
                          │  Union History Adjustments │
                    Cont  │  Worker's Comp History Adjustments │
                    More  │                           │
                          └───────────────────────────┘
 T000──────────── OPEN SYSTEMS (R) Accounting Software ───────────
```

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

```
OSAS T000                                                          [_][□][X]
Settings  Edit  Print  Help
┌<CJ>─────────────────── CJ Payroll Information ──────────────────────┐
│                                                                       │
│                                                                       │
│         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

```
┌─ OSAS T000 ─────────────────────────────────────────── _□X ─┐
│ Settings  Edit  Print  Help                                  │
│  ┌─<CJ>───────────── CJ Payroll Information ──────────────┐   │
│  │                                                        │   │
│  │                                                        │   │
│  │       Worker's Comp Options                            │   │
│  │                                                        │   │
│  │                                                        │   │
│  │       Description                  Option              │   │
│  │       -----------                  --------            │   │
│  │       Multiple Codes per Employee?  YES                │   │
│  │       Post to GL?                   YES                │   │
│  │                                                        │   │
│  │                                                        │   │
│  │                                                        │   │
│  │                                                        │   │
│  │                                                        │   │
│  │                                                        │   │
│  └─ Company H ─────────────────────────────── Verify ─────┘   │
└──────────────────────────────────────────────────────────────┘
```

Labor Burden Options.

```
┌───────────────────────────────────────────────────────────┐
│ Settings  Edit  Print  Help                                │
│  ┌─<CJ>───────────── CJ Payroll Information ──────────────┐ │
│  │                                                        │ │
│  │                                                        │ │
│  │       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

```
OSAS T000                                                      _ □ ×
Settings  Edit  Print  Help
┌<CJ>──────────────────────── Class Codes ────────────────────
│
│  Class Code    180
│
│  Description       CARPENTER
│
│                 Level ID    Description         Pay Rate
│  Skill Levels: 1.   C1      CARPENTER 92 Z1       17.4800
│  (Optional)    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
│
│
│
└ Company H ─────────────────────────────────────── Verify ─
```

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.

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                 Calculated by   Hour
│  1. Gross Limits Table - NYS ONLY:     Adjusted Premium  Y
│            Up to $ Limit        .00        Percent Rate     .0000
│       Maximum Gross $ Limit     .00        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

```
OSAS T000                                                        _ □ X
Settings  Edit  Print  Help
┌─<CJ>──────────────────── Union Codes ────────────────────────┐
 Union Code  ELEC
 Description ELECTRICAL
  Line                                                   Hourly
   No.    Description           Type      Period  Percent  Amount   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=edit, Append, View, New Union ──────────────┐
 └ Company H ───────────────────────────────────────────── Verify ────┘
```

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                                                        Hourly
   No.   Description              Type      Period  Percent  Amount    Rate
 ┌──────────────────────────── Append Entry ─────────────────
 Line No.        ■
 Description
 Type (B/D)              Deduction No.
             12345
 Period      NNNNN
 Percentage      .00        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      8      9     10
 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

```
OSAS T000                                                    _ □ X
Settings  Edit  Print  Help
 ─<CJ>─────────────── Job Pay Rates by Class ───────────
  Class Code  180
  Description CARPENTER
            Skill Levels: <C1> <C2> <C3> <A2> <A3>
   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=edit, Append, View, New Class, Clear Old Jobs
 ─ Company H ──────────────────────────────────────  Verify ─
```

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.

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

```
OSAS T000                                                    _ □ X
Settings  Edit  Print  Help
┌<CJ>─────────────────── Purge CJ History Files ───────────────────┐
│                                                                   │
│          Have You Run the Following?                              │
│              Worker's Compensation History Report                 │
│              Union History Report                                 │
│              Copy to Backup                                       │
│                                                                   │
│              YES                                                  │
│                                                                   │
│                                                                   │
│          Remove History for Items Dated Before   01/01/1995      │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│ ┌ Verification ──────────────────────────────────────────────────│
│ │                    Press <PgDn> to proceed                    ■ │
└─┴─────────────────────────────────────────────────────────────────┘
```
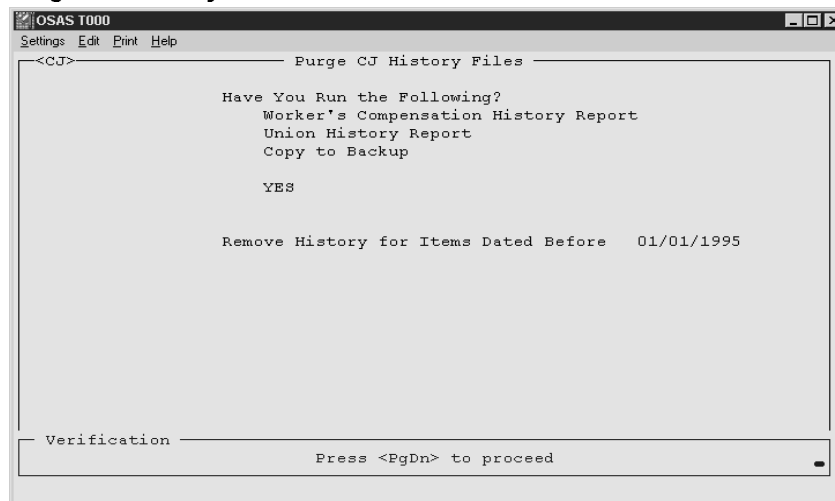
Make sure you have printed the Worker's Compensation and Union History Reports and made a backup of your files. If you do not answer yes to all of the questions the function will prompt you to exit the function.

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 T000                                                          _ □ ×
Settings  Edit  Print  Help
 <CJ>───────────── Union History Adjustments ──────────────
 
 
 Emp.    Union           ---- Regular ----   ---- OT / DT ---    Benefit/
 ID      Code    Date     Hours    Amount     Hours    Amount    Deduction
 ─────────────────────── Append Entry ────────────── Entry 000001 ─────
 Employee ID AILO2O    TROY              AILMAN          J
 Union Code  ELEC      ELECTRICAL
 Line No.    D1        DUES
 Date        09/15/2000
 Regular     Hours  30.00      Amount        1.20
 Overtime    Hours  10.00      Amount        3.00
 Double-Time Hours    .00      Amount         .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

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 T000                                                          _ □ ✕
Settings  Edit  Print  Help
┌<CJ>─────────── Worker's Comp. History Adjustments ──────────┐
│                                                              │
│                                                              │
│  Emp.    WC              ---- Regular ----    ---- OT / DT ---│
│  ID      Code    Date    Hours    Amount    Hours   Amount    Premium│
│  ┌──────────────────── Append Entry ────────┬─ Entry 000001 ─┐│
│  │Employee ID AIL020    TROY            AILMAN      J         ││
│  │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

```
┌─ OSAS T000 ──────────────────────────────────────────[_][□][X]─┐
│ Settings  Edit  Print  Help                                     │
│ ┌─<CJ>─────────── Worker's Comp. History Adjustments ────────┐ │
│ │                                                             │ │
│ │                                                             │ │
│ │   Emp.    WC            ---- Regular ----   ---- OT / DT --- │ │
│ │   ID     Code   Date   Hours     Amount    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.

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

```
┌─ OSAS T000 ──────────────────────────────────────── _ □ × ─┐
│ Settings  Edit  Print  Help                                │
│ ┌────────────────────────────────────────────────────────┐ │
│ │ 08/17/2001          Company H - Builders Supply   9:00 AM│ │
│ │                                                          │ │
│ │              ┌─ Main Menu ─┐                             │ │
│ │              │             │                             │ │
│ │            ┌─ Payroll ─┐   │                             │ │
│ │            │           │   │                             │ │
│ │          ┌─ Master File Lists ─┐                         │ │
│ │          │                     │                         │ │
│ │        ┌─ CJ Master File Lists ─┐                        │ │
│ │        │                        │                        │ │
│ │        │ CJ Payroll Information Lists                     │ │
│ │        │ Class Code List        │                        │ │
│ │        │ Worker's Comp List     │                        │ │
│ │        │ Union List             │                        │ │
│ │        │ Class Pay Rate List    │                        │ │
│ │        │                        │                        │ │
│ │   Job  │ Recurring Deductions List                        │ │
│ │   More │ Tables List            │                        │ │
│ │        │ CJ Master File List    │                        │ │
│ │ T000 ──────────── OPEN                                    │ │
│ └────────────────────────────────────────────────────────┘ │
└────────────────────────────────────────────────────────────┘
```
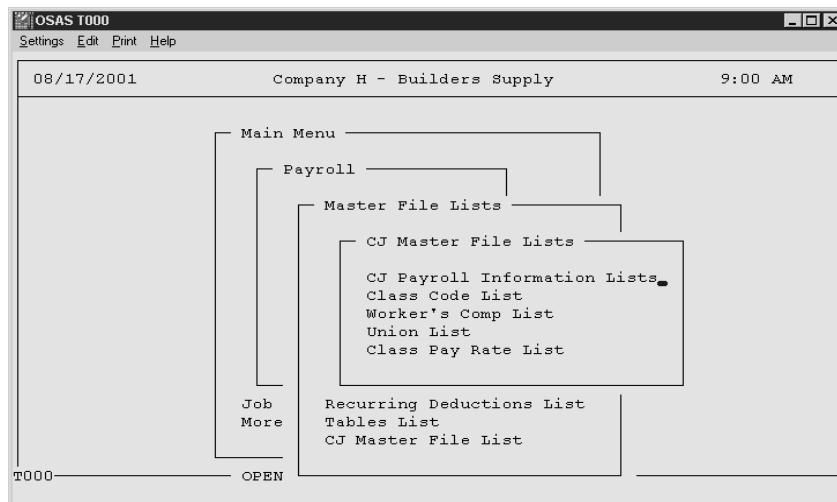
Use the CJ Payroll Information List to review the Quick Entry table setup and the Union, Worker's Comp and Labor Burden options. You can elect to print the list for one or all items.

```
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 ──────────────────────────────────────────────── _ □ X ─┐
│ 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 -   (█)rinter p(R)eview (F)ile (S)creen (E)nd   │ │
│ └─────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────────┘
```

Sample CJ Payroll Information List

```
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 ***
```

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

```
┌──────────────────────────────────────────────────────────────────┐
│ ▓ OSAS T000                                              _ □ X    │
│ Settings  Edit  Print  Help                                      │
│  ┌<CJ>─────────────────────── Class Code List ──────────────┐    │
│  │                                                           │    │
│  │             Pick  Class Code From                         │    │
│  │                              Thru                         │    │
│  │                                                           │    │
│  │                                                           │    │
│  │                                                           │    │
│  │                                                           │    │
│  │                                                           │    │
│  │                                                           │    │
│  │                                                           │    │
│  │                                                           │    │
│  │                                                           │    │
│  └───────────────────────────────────────────────────────────┘    │
│  ┌───────────────────────────────────────────────────────────┐    │
│  │ Output device -   (▣)rinter  p(R)eview  (F)ile  (S)creen  (E)nd │
│  └───────────────────────────────────────────────────────────┘    │
└──────────────────────────────────────────────────────────────────┘
```
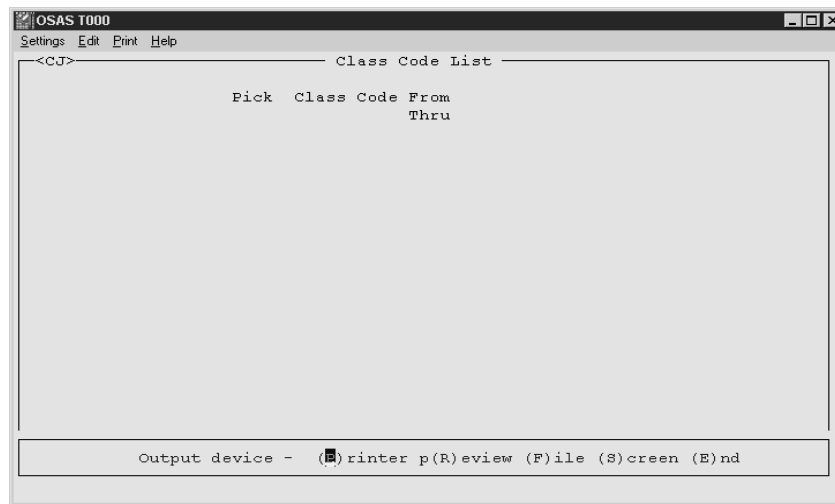
Sample Class Code List

```
08/17/2001                          Builders Supply                        Page    1
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 ***
```

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

```
OSAS T000                                                          _ □ ✕
Settings  Edit  Print  Help
 ┌<CJ>─────────────── Worker's Compensation List ──────────────────┐
 │                                                                  │
 │              Pick W.Comp Code From                               │
 │                           Thru                                   │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 ├──────────────────────────────────────────────────────────────────┤
 │   Output device -   (P)rinter p(R)eview (F)ile (S)creen (E)nd    │
 └──────────────────────────────────────────────────────────────────┘
```
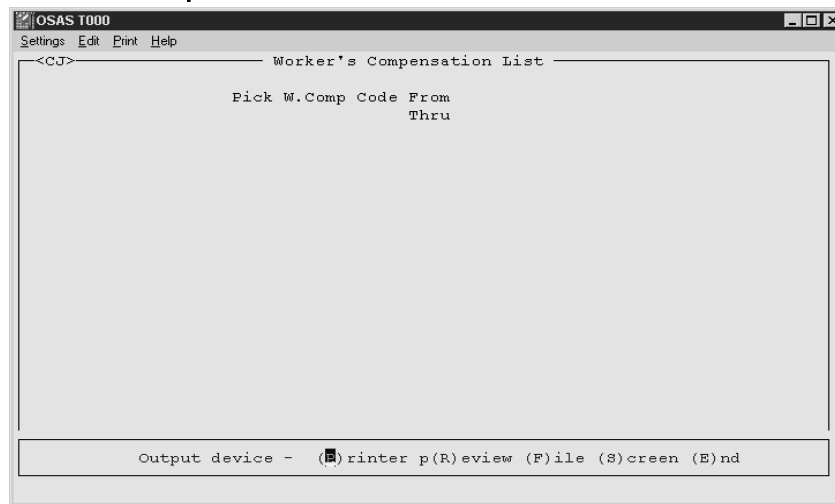
Sample Worker's Compensation List

```
08/17/2001                              Builders Supply                            Page    1
10:20 AM                          Worker's Compensation List
```

Worker's Compensation Code	Description	Calculate Method	*** Percentage of Gross *** Percent	Adj. Prem.	******* Hourly Rate ******* Reg.	O.T.	D.T.	* Fixed * Amount	Maximum 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

```
┌─ OSAS T000 ──────────────────────────────────────────── _ □ X ─┐
│ Settings  Edit  Print  Help                                     │
│ ┌─<CJ>──────────────────── Union List ──────────────────────┐   │
│ │                                                           │   │
│ │              Pick   Union Code From                       │   │
│ │                                Thru                       │   │
│ │                                                           │   │
│ │                                                           │   │
│ │                                                           │   │
│ │                                                           │   │
│ │                                                           │   │
│ │                                                           │   │
│ │                                                           │   │
│ │                                                           │   │
│ │                                                           │   │
│ │                                                           │   │
│ └───────────────────────────────────────────────────────────┘   │
│ ┌───────────────────────────────────────────────────────────┐   │
│ │ Output device -  (■)rinter p(R)eview (F)ile (S)creen (E)nd │   │
│ └───────────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────────┘
```
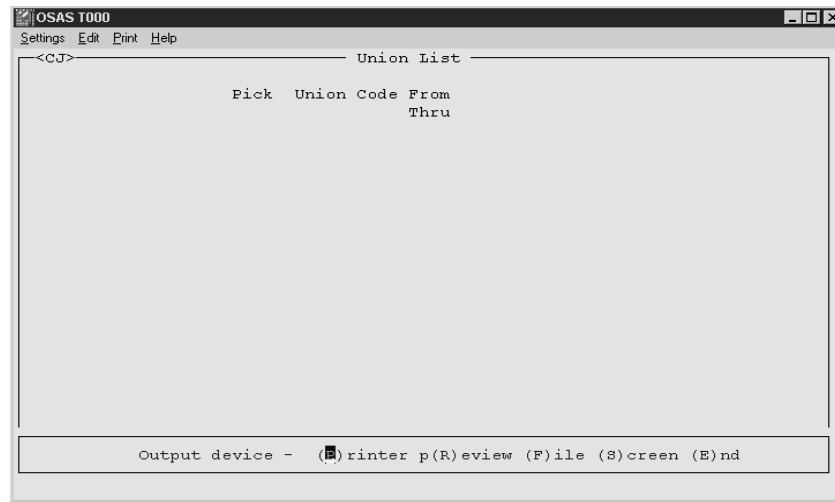
Sample Union List

```
08/17/2001                               Builders Supply                              Page    1
10:34 AM                                   Union List

Union ID & Desc.    Ben/                              Period  Amount/ ** Hourly Rates **  Maximum  For Class
              Line  Ded  Name        PA Ded    GL Acct  12345  Percent  Reg.  O.T.  D.T.   Amount   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

```
OSAS T000                                                    _ □ X
Settings  Edit  Print  Help
   <CJ>──────────────────── Class Pay Rate List ─────────────

              Pick   Class Code From
                                Thru

                      Job ID From
                            Thru




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

Sample Class Pay Rate List.

```
08/17/2001                          Builders Supply                          Page    1
10:56 AM                          Class Pay Rate List

Class   Class              Skill   Job                      Phase
Code    Description        Level   ID & Description         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
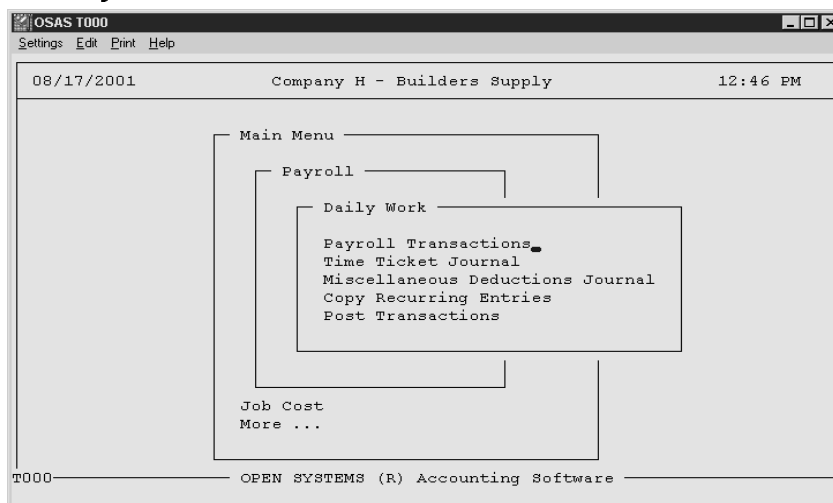
```
OSAS T000                                                        _ □ ×
Settings  Edit  Print  Help

 08/17/2001              Company H - Builders Supply          12:46 PM


            ┌ Main Menu ──────────────────────────────────┐
            │                                             │
            │   ┌ Payroll ──────────────────────────┐     │
            │   │                                   │     │
            │   │   ┌ Daily Work ─────────────────┐ │     │
            │   │   │                             │ │     │
            │   │   │   Payroll Transactions▪     │ │     │
            │   │   │   Time Ticket Journal       │ │     │
            │   │   │   Miscellaneous Deductions Journal │ │
            │   │   │   Copy Recurring Entries    │ │     │
            │   │   │   Post Transactions         │ │     │
            │   │   │                             │ │     │
            │   │   └─────────────────────────────┘ │     │
            │   │                                   │     │
            │   Job Cost                            │     │
            │   More ...                                  │
            │                                             │
 T000───────────── OPEN SYSTEMS (R) Accounting Software ──────
```

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 T000 ──────────────────────────────────────────────── _ □ X ┐
│ Settings  Edit  Print  Help                                         │
│ ┌──────────────────── 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            .00                                               │
│   Hourly Rate    17.250                                              │
│   Override Pay      .00          Deduction (    of    )              │
│   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 ──────────────────────────────────────────────── _ □ X ┐
│ 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)       │
│   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   09/16   09/17   09/18   09/19   09/20   09/21     Total
           Fri     Sat     Sun     Mon     Tue     Wed     Thu      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

```
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)
   Dept ID      150
   Union Code  1120    WC Code  8030
   Date  08/21/2001    Class  019 - 1L Rate        17.2500

     Date   Dept   Job/Phase      TypeCode   Hours      Rate      Amount Class

   ≥ 09/15   150    91-135 01FOUN Pay REG    8.000     14.080     112.64 019-1L
     09/18   150    91-135 01FOUN Pay REG    8.000     14.080     112.64 019-1L
     09/19   150    91-135 01FOUN Pay REG    8.000     14.080     112.64 019-1L
     09/20   150    91-135 01FOUN Pay REG    7.500     14.080     105.60 019-1L
     09/21   150    91-135 01FOUN Pay REG    8.000     14.080     112.64 019-1L
     09/15   150    91-135 01FOUN Pay OVT     .500     21.120      10.56 019-1L
     09/18   150    91-135 01FOUN Pay OVT     .330     21.120       6.97 019-1L
     09/19   150    91-135 01FOUN Pay 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      L
                                                                               L
                                                                               L
                                                                               L
                                                                               L
                                                                               L
                                                                               L
          ─────────  ─────────   ─────────  ──────────  ──────────  ──────────  L
 Totals    20.000     40.830      60.830     281.60     584.25      865.85  L

                            ┌─────────────────────────────────────────┐
                            │ Deductions        .00        .00     .00 │
                            │ Rpt Tips          .00        .00     .00 │
  Press ENTER to continue.  │ 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    L
  09/20/2000  Wed   7.500       .000       .000     .000        7.500    L
  09/21/2000  Thu   8.000       .000       .000     .000        8.000    L
  09/22/2000  Fri    .000       .000       .000     .000         .000    L
                                                                         L
                                                                         L
                                                                         L
                                                                         L

                 ────────   ────────   ────────  ────────     ────────
  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 -   (■)rinter p(R)eview (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                Type  Date       State Local Dept.  Job   Phase  Cost Union  Class     Earn          Rate      Pieces
ID      Name            Group            Code  Code  ID     ID    ID     Code W/C    Seq.      Code          Hours     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 -  (▉)rinter p(R)eview (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              Type Group Date      Dept.                        Ded.    Hours       Amount Note
ID     Name                                        Job    Phase  Class  Union WC  Code
----------------------------------------------------------------------------------------------------------

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 ──────────────────────────────────────────────────────────────────────
```
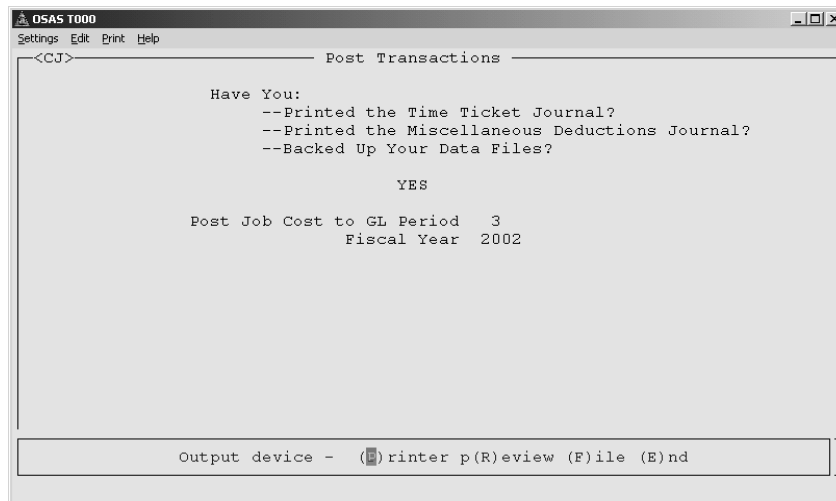
Post Transactions

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

```
OSAS T000                                                    _ □ x
 Settings  Edit  Print  Help
 ─<CJ>─────────────────── Post Transactions ────────────────────
                Have You:
                     --Printed the Time Ticket Journal?
                     --Printed the Miscellaneous Deductions Journal?
                     --Backed Up Your Data Files?

                             YES

                Post Job Cost to GL Period   3
                             Fiscal Year  2002




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

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 log

```
07/15/2001                      Builders Supply                 PAGE    1
12:05 PM                   Payroll Post Transactions


 Pay or Deduction                   --- Total Posted ---
 Code     Description               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
```
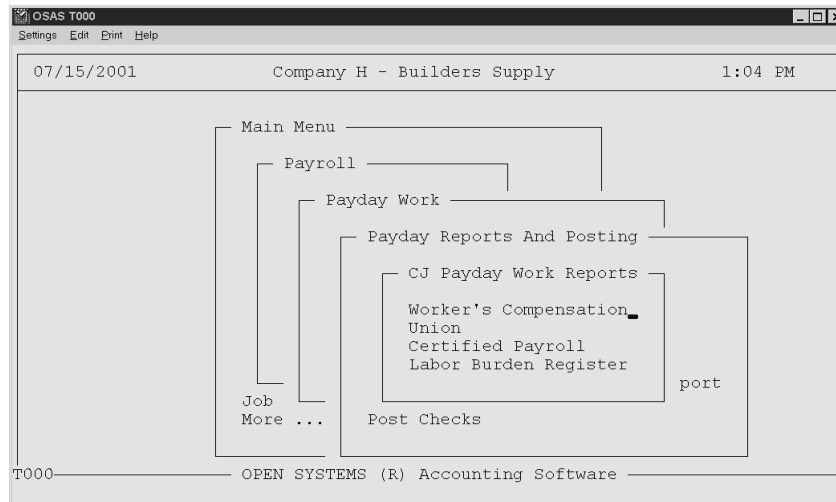
CJ Payday Work Reports Menu

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 ─────────────────────────Builders Supply──────────────────────────── Page    1──────
9:00 AM                               Worker's Compensation Report
                                   For Pay Period Ending 09/25/2001
                                          Group Codes  1 2

WC Code: 5610  CLEANUP

Emp.    Employee                                   ---- Regular ----  ----- OT/DT -----   Total    WC
ID      Name               Soc. Sec. #   Class    Hours     Amount    Hours    Amount    Amount   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.    Employee                                   ---- Regular ----  ----- OT/DT -----   Total    WC
ID      Name               Soc. Sec. #   Class    Hours     Amount    Hours    Amount    Amount   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.    Employee                                   ---- Regular ----  ----- OT/DT -----   Total    WC
ID      Name               Soc. Sec. #   Class    Hours     Amount    Hours    Amount    Amount   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.    Employee                                   ---- Regular ----  ----- OT/DT -----   Total    WC
ID      Name               Soc. Sec. #   Class    Hours     Amount    Hours    Amount    Amount   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.    Employee                                   ---- Regular ----  ----- OT/DT -----   Total    WC
ID      Name               Soc. Sec. #   Class    Hours     Amount    Hours    Amount    Amount   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.    Employee                                   ---- Regular ----  ----- OT/DT -----   Total    WC
ID      Name               Soc. Sec. #   Class    Hours     Amount    Hours    Amount    Amount   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 ─────────────────────────Builders Supply──────────────────────── Page    1────
6:49 AM                                      Union Report
                                   For Pay Period Ending 09/25/2001
                                         Group Codes  1 2


Union 1120        LOCAL 1120

Emp.     Employee                                  --- Regular ---   ---- OT/DT ----    Total  Deduction     Benefit
ID       Name                  Soc. Sec. #  Class   Hours    Gross   Hours    Gross     Gross  Amount         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 ─────────────────────────Builders Supply──────────────────────── Page   1────
8:38 AM                            Certified Payroll Report
                               For Pay Period Ending 09/02/2001
                                     Group Code  2


Job   PROJ01     Sandler Condos

Employee            Hrs.  8/27  8/28  8/29  8/30  8/31  9/1   9/2      Pay Rate            Other Pay  Gross Wages
Address             Type *Mon* *Tue* *Wed* *Thu* *Fri* *Sat* *Sun* Total  Job Total  Tax W/H    Total Ded   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
EEO= 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
EEO= 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
EEO= 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 ─────────────────────────────Builders Supply──────────────────────────── Page    1────
9:35 AM                                  Labor Burden Register
                                 For Pay Period Ending 09/02/2001
                                        Group Code  2

Job     Phase   Emp.      Total      Total    Worker's
ID      ID      ID        Hours      Amount    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.
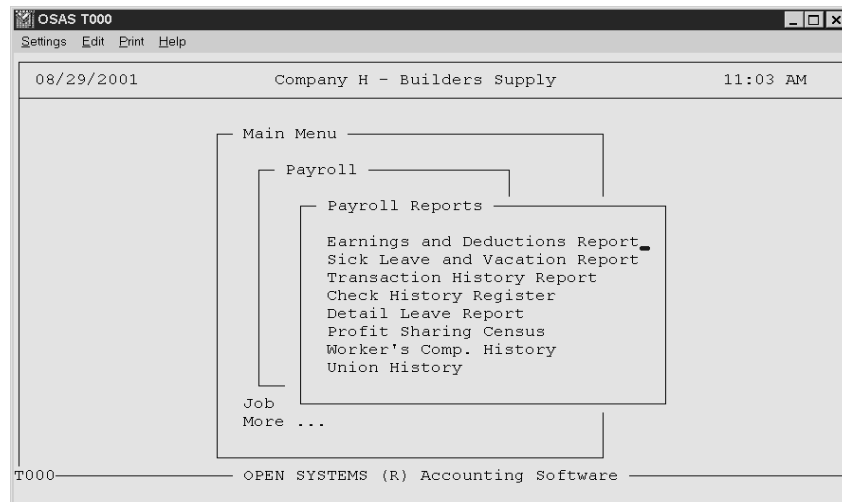
Sample Post Checks Log

```
08/29/2001                    Builders Supply              PAGE     1
   Posted to Job Cost          482.42


   _____


08/29/2001                    Builders Supply              PAGE     2
9:55 AM                         Post Checks
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                                 66.92
IRA Plan                  200000                                103.65
Emplyr Medicare           203200                                 32.39
Emplyr OASDI              203200                                138.50
Federal WH                203000                                349.07
Emplye Medicare           203200                                 32.39
Emplye OASDI              203200                                138.50
MN Unemp Ins              203700                                197.19
MN W/H                    203400                                136.03
Net Cash Entry            100000                              1,288.20
Hold. Acct Double Time    202000             28.16
Hold. Acct Overtime Pay   202000            608.59
Hold. Acct Commissions    202000             70.40
Hold. Acct Regular Pay    202000          1,526.70
Emplyr Medicare           530000             32.39
Emplyr OASDI              530000            138.50
MN Unemp Ins              530000            197.19
UNION PAYBLE              202200                                 44.63
UNION EXPENS              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
```

Contractors' Job Cost adds the Worker's Compensation and Union History Reports to the Payroll Reports menu.

Payroll Reports Menu

```
┌──────────────────────────────────────────────────────────────────┐
│ ▓ OSAS T000                                              _ □ X │
│ Settings  Edit  Print  Help                                        │
│                                                                    │
│  08/29/2001           Company H - Builders Supply        11:03 AM  │
│                                                                    │
│            ┌─ Main Menu ──────────────────────────────┐           │
│            │                                           │           │
│            │  ┌─ Payroll ──────────────────┐           │           │
│            │  │                             │           │           │
│            │  │  ┌─ Payroll Reports ────────────┐       │           │
│            │  │  │                              │       │           │
│            │  │  │  Earnings and Deductions Report       │           │
│            │  │  │  Sick Leave and Vacation Report       │           │
│            │  │  │  Transaction History Report  │       │           │
│            │  │  │  Check History Register      │       │           │
│            │  │  │  Detail Leave Report         │       │           │
│            │  │  │  Profit Sharing Census       │       │           │
│            │  │  │  Worker's Comp. History      │       │           │
│            │  │  │  Union History               │       │           │
│            │  │                             │           │           │
│            │  Job                          │           │           │
│            │  More ...                                  │           │
│            │                                           │           │
│  T000───────────── OPEN SYSTEMS (R) Accounting Software ──────────  │
└──────────────────────────────────────────────────────────────────┘
```

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)eview (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.
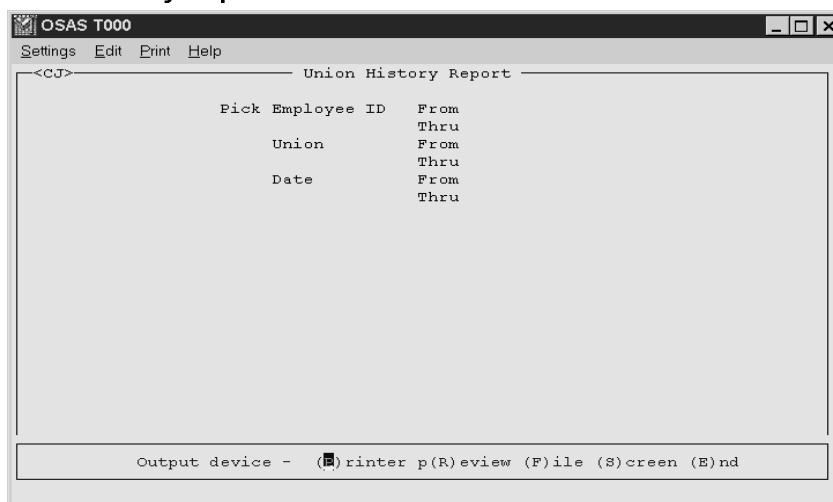
Sample Workers' Comp History Report

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08/29/2001 ─────────────────────────Builders Supply─────────────────────── Page    1────
11:21 AM                      Worker's Compensation History Report
                                      (Date: All)
WC Code: 5610     CLEANUP

          Employee                          ---- Regular ----   ---- OT/DT ----    Total      WC
Date      Name            Soc. Sec. #  Class  Hours    Amount   Hours   Amount    Amount    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

          Employee                          ---- Regular ----   ---- OT/DT ----    Total      WC
Date      Name            Soc. Sec. #  Class  Hours    Amount   Hours   Amount    Amount    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

          Employee                          ---- Regular ----   ---- OT/DT ----    Total      WC
Date      Name            Soc. Sec. #  Class  Hours    Amount   Hours   Amount    Amount    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

          Employee                          ---- Regular ----   ---- OT/DT ----    Total      WC
Date      Name            Soc. Sec. #  Class  Hours    Amount   Hours   Amount    Amount    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

          Employee                          ---- Regular ----   ---- OT/DT ----    Total      WC
Date      Name            Soc. Sec. #  Class  Hours    Amount   Hours   Amount    Amount    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

          Employee                          ---- Regular ----   ---- OT/DT ----    Total      WC
Date      Name            Soc. Sec. #  Class  Hours    Amount   Hours   Amount    Amount    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 ──────────────────────────────────────────────────────────────────────
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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

```
OSAS T000                                                _ □ ✕
Settings  Edit  Print  Help
<CJ>                       Union History Report
              Pick Employee ID    From
                                  Thru
                   Union          From
                                  Thru
                   Date           From
                                  Thru




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

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

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08/29/2001 ──────────────────────────Builders Supply─────────────────────────── Page   1──────
12:39 PM                              Union History Report
                                        (Date: All)

Union 1120      LOCAL 1120

        Employee                      ---- Regular ----   ----- OT/DT -----   Total Deduction      Benefit
Date    Name                Soc. Sec. #  Hours    Gross   Hours     Gross     Gross  Amount        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

        Employee                      ---- Regular ----   ----- OT/DT -----   Total Deduction      Benefit
Date    Name                Soc. Sec. #  Hours    Gross   Hours     Gross     Gross  Amount        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 ───────────────────────────────────────────────────────────────────────────────────
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