**BUILDER
INFORMATION
SYSTEM**

BIS®
Beginning Balances
Reference Manual

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Conventions Used in this Manual

Every effort has been used to try to make this manual as useful and informative as possible. To accomplish that goal, several conventions have been used to assist the reader.

⚠ **Caution** | These boxes contain warnings about things the user MUST check or of items the user should be aware before proceeding. In many cases, the advice is to check with the C.P.A. or other tax advisor.

ⓘ **Tip** | Tips offer special information, considerations, or other insights when undertaking the task described.

Hyperlink
A hyperlink is shown with an underline as it is shown by default in the program. Hyperlinks may be found in screen forms or in screen previews of reports.

Access
Menu access to selected items is shown in the two or three ways available (depending on the item). Here is an example for access to a functional menu element:

Modular Menu Access
GL | Cash Disbursements | Vendor Checks

Modular Menu Access

AP | Manual Checks | Vendor Checks

These both represent access to Vendor Checks from the Modular menu, irrespective of Reports Group or List.

Standard Menu Access
Transactions | Cash Disbursements | Vendor Checks
This represents access to Vendor Checks records from the Standard menu.

Here is an example of access to a report item:

Module Menu with Reports Group
GL | Reports | Activity by Job
This represents access to the Activity by Job report from the Report Group menu.

Module Menu with Reports List
GL | Activity by Job
This represents access to the Activity by Job report from the Module Menu with Reports List.

Standard Menu
Reports | General Ledger | Activity by Job
This represents access to the Activity by Job report from the Standard (legacy) menu.

In some instances, individual screen buttons are shown in the text, such as the Magnifying Glass 🔍 icon.

Section 1 – Overview
Primary Purpose
The primary purpose of any accounting system is to provide the owner(s) with information about the financial status of the business. Beyond that simple statement, the purpose of the accounting system is to provide data to allow business managers to make decisions that affect the progress of the business. This information may also be needed for tax preparation, investor and bank reports, and more.

Just as the construction of a building require a stable site and a carefully prepared foundation, so too an accounting system requires solid information from any pre-existing systems, and careful entry of that information into the new accounting system.

The initial financial data that is entered into a new accounting system is called beginning balances. This data differs from other data. Other data that should have been entered into a new accounting system should have included settings and master records, fundamental information needed by later transactions that include such mundane items like names, addresses, and phone numbers, but may include more esoteric data like tax information.

This manual is not intended to provide users with lessons in basic bookkeeping. Indeed, it presumes that knowledge of its readers. For the remainder of this manual, the following abbreviations may be used:

Abbreviation	Description
BB	Beginning Balance(s)
COA	Chart of Accounts
JE(s)	Journal Entry(ies)
FY	Fiscal Year
CY	Calendar Year
GL	General Ledger
AP	Accounts Payable
PO	Purchase Order
AR	Accounts Receivable
PR	Payroll
JC	Job Cost
JB	Job Billing
IV	Inventory

In the example comparing the setup of an accounting system to a construction project, the two elements have their analogs: the Site Work is roughly equivalent to obtaining stable and correct information from the prior accounting system that is in balance and reasonably well organized. If the old information is not balanced, within the General Ledger, and to each associated journal, the new system cannot be in balance.

The construction foundation is roughly analogous to the Beginning Balances of a new accounting system. Just as the old system's information must be in balance, both in the General Ledger, and with the associated journal, so too must the Beginning Balances entered in the new system be balanced in the General Ledger and the associated journals.

This purpose of this manual is to assist new users of Builder Information System software (BIS®) with entering their beginning balances properly. Due, in part, to the great variety of other systems, it is not intended to provide assistance to users with balancing their old systems.

One last comment is appropriate: Informal systems allow users to enter BB in each journal separately, but require users to carefully analyze data to ensure that journals match the General Ledger. Maintaining the integrity of the

audit trail, BIS® employs a more formal method of beginning balance entry that ensures that errors are noted immediately.

Section 2 – Beginning Balances Quick Start Guide

This section is a quick start guide to some essential Beginning Balance processes. The more thorough and detailed process begins in Section 3.

The Quick Start Beginning Balances will be entered into BIS® in the following sequence:

1. General Ledger
2. Accounts Payable
3. Payroll
4. Job Billing/Accounts Receivable

In this description, several terms are used rather interchangeably. Accounts Receivable can mean that, or it can mean Contracts Receivable. Revenue or Contracts Revenue can also be listed as Sales. Retainage and Retention are used interchangeably.

General Ledger

General Ledger Beginning Balances will be entered as Journal Entries based on the balances obtained from the previous accounting system.

There will be several exceptions of posting accounts, however. If the user employed one of the standard Charts of Accounts, several suspense accounts were already created. If not, the user will now need to set up the Accounts Payable Suspense, Accounts Receivable (or Contract Receivable) Suspense, and a Payroll Suspense account. These suspense accounts can be numbered adjacently to their regular counterparts in the Chart of Accounts, or grouped together, preferably in the Assets or Liabilities section of the Chart of Accounts. It is important that the new Accounts Receivable Suspense (or Contracts Receivable Suspense) account is set as "None" under the Job Cost type in List/Chart of Accounts.

Once these accounts are added to the Chart of Accounts, the Beginning Balances from the old system can be entered into the BIS® General Ledger as Transaction/Journal Entries. There will be two (or three) exceptions to the posting accounts from the old system: Rather than post Accounts Payable to the Accounts Payable account, it will be posted to the Accounts Payable Suspense Account. Rather than post Accounts (or Contracts) Receivable to the Accounts (or Contracts) Receivable account, it will be posted to the Accounts (or Contracts) Receivable Suspense Account. Finally, rather than post Retainage Receivable to the Retainage Receivable account, it will also be posted to the Accounts Receivable Suspense Account.

If the new system is started at the beginning of the new fiscal year, and the user has only the GL account balances from the end of the prior year, the entries from the income statement portion of the chart of accounts will all be posted to the retained earnings account in the new GL. If the transition date is other than the beginning of the fiscal year, the income and expenses will be posted to their corresponding accounts in the BIS® General Ledger.

At the end of the process, the General Ledger must be balanced. The General Ledger can be verified by printing the Trial Balance from Reports/Financial Statements/Trial Balance. If not, the error must be located and corrected.

Accounts Payable

Each unpaid, or the unpaid portion of each invoice must be entered into the Accounts Payable Transactions/Vendor Invoices. It is crucial to note that if an invoice has been partially paid, only the amount not yet paid will be entered.

Unlike the normal entry of invoices, the expenses of all of these invoices will be posted to the Accounts Payable Suspense Account (shown as the GL Account on the screen form). The Accounts Payable Account will remain unchanged, however.

The process will be correct and complete when the GL Accounts Payable Suspense account is zero, meaning that the total of all unpaid invoices matches the amount transferred from the prior accounting system. If the suspense account does not reach zero, the error must be located and corrected.

Thus, in General Ledger (as it applies to Accounts Payable), entries from the old system:

Debit (+)		**Credit(-)**
In GL: Total of AP Invoices	|	Cash (Already reflected in the net cash entry)
In GL:	|	Accounts Payable Suspense
	|	(Instead of AP Account)

When entering the open portion of each invoice in the Accounts Payable module, the entries will be ultimately posted to General Ledger as follows:

Debit (+)		**Credit(-)**
In AP: Accounts Payable Suspense	|	AP Account

Thus, if the entries in the new Accounts Payable module match the value already entered in the AP Suspense account of General Ledger, entering all of the unpaid invoices in this manner will zero the AP Suspense Account.

After successfully completing this step, all subsequent AP Invoices should use the normal accounts and NOT the Accounts Payable Suspense Account.

Please note that subcontractor invoices may have an applicable Retainage even though it is not posted to a Retainage payable account in General Ledger. Vendor invoices allow BIS® to compute and apply Retainage to invoices either by percentage or by a fixed amount. Thus, when partially paid subcontractor invoices with applicable Retainage are entered, the previously computed amount of Retainage should be entered as a fixed amount rather than as a percentage.

Payroll

The simplest way to enter previous payroll data, and still get important payroll reports, is to enter one Payroll Check for each employee for each quarter, or portion of a quarter, in the current Calendar Year. (As it is noted below, these payroll "checks" will affect only the Payroll Suspense account in General Ledger.) These entries can be done from Transactions/Cash Disbursements/Payroll Checks. Each "check" should be dated with the last day of the applicable quarter (or month). Each account in the Payroll Accounts (second) tab must be set to the Payroll Suspense account.

To ensure that all postings are to the Suspense account, it is useful to temporarily change all of the applicable payroll accounts in Administrator, System Wide Parameters, Payroll, as well as those in Payroll Adjustments, Union (if applicable), Workers' Comp. Classifications, and the Employee master records. After the beginning balance process is complete, they can be changed back to their original settings. It may be useful to have screen shots of the original default settings for later reference. By pressing and holding the Shift key while pressing the <PrntScrn> key, a copy of the screen is placed in the computer's memory. Open any word processor, and simply paste that image into a document. Once all of the screen shots are in the document, save it with a name and print it for later reference.

When entering hours, the user can either enter the total hours worked and the actual hourly rate, or will enter one (1) hour in the Hours column, and set the payroll rate for that line to the total for that quarter. Again, it is very important that the GL account on the "hours" line is charged to the Payroll Suspense account.

In addition, the quarter-to-date additions, deductions, and tax deferred items are recorded, also using the Payroll Suspense account for posting. Using the Totals tab, the user should record the quarter-to-date taxes, based on information from the prior accounting system records.

This process will be duplicated for each quarter of the employee's tenure in the current incomplete calendar year of the current fiscal year. The process must be completed accurately for each employee.

An alternative method is to enter each check of the calendar year, using the same method as described above, if check-by-check detail is needed, or if the fiscal year changed only shortly before initializing BIS® Accounting Software.

Each "check" should be saved, but does not need to be printed. After each "check" is saved, it is important to go to Reports, General Ledger, General Ledger, Report Type: Detail GL & Journals. Then select the specific GL account for the Payroll Suspense. Set the Options to Show the Running Balance. (It will not hurt to also show the Reversing Entries, Bold Account Number & Name, and GL Extended Description.) After each check is entered and saved in the system, the account balance for the Payroll Suspense account should be zero. (If the account balance is not zero, one or more postings were entered incorrectly.)

Once all of the prior payroll data has been entered, all subsequent Payroll processing should use the normal accounts and NOT the Payroll Suspense Account. You can use the document with the screen shots to reset the default accounts to their correct number.

Jobs in Progress
For each job being tracked from the old system, a Budget and Schedule of Values must be entered. However, a Schedule of Values is only necessary if the particular job had lump sum or cost plus styles of billing in the prior accounting system.

Both the Budget and Schedule of Values should be created manually for each job's initial setup via the Job Menu. It is important to note that the entries will be for the entire job and not just the portion of the job still incomplete.

Next, Job Cost Adjustments (done via Transactions/Job Adjustments) will be entered for each job. Lump entries can be made for each cost code cost type (or, for greater detail, an entry can be created for each item in the old system).

Accounts Receivable/Billing
Simple Contract Invoice
If the prior billing was a simple Contract Invoice for the job, a similar transaction can be done in BIS® via Transactions/Customer Invoices/Contract Invoices. The total should be the same as what had been billed for the job so far, and should be coded to the Accounts Receivable Suspense, Contracts Receivable Suspense, and/or Retainage Receivable Suspense account(s) already created.

Thus, in General Ledger (as it applies to Accounts Receivable), entries from the old system:

Debit (+)	**Credit(-)**
In GL: Cash	Total of AR Invoices
In GL: AR Suspense	
(Instead of AR Account)	
In GL: Retainage Receivable Suspense	
(Instead of Retainage Account)	

When entering the open portion of each invoice in the Accounts Receivable module, the entries will be ultimately posted as follows:

Debit (+)		Credit(-)
In AR: AR Account	|	Accounts Receivable Suspense
In AR: Retainage Account	|	Retainage Receivable Suspense

If the entries in the new Accounts Receivable module match the value already entered in the AR Suspense and/or Retainage Suspense accounts of General Ledger, entering all of the unpaid invoices in this manner will zero them both.

Progress or AIA® Billing

If prior billing was based on progress (or AIA® billing), the Schedule of Values will need to be adjusted.

A progress or AIA® billing from a lump sum or cost plus method requires that each line in the Schedule of Values be updated to the state prior to the last billing in the prior accounting system. This process is done via Job/Schedule of Values/Schedule of Values. An Application for Payment is the created from the Transactions/Customer Invoices/Application for Payment. Under the AR Account tab, the Contract Revenue (or Sales) account must be reset for the Accounts Receivable/Contracts Receivable Suspense account.

Finally, Job Receipts prior to current billing must be entered via Transactions/Cash Receipts/Customer Payments. It is vital that all accounts under the CR (Contracts Receivable) tab are set to the suspense account for this billing. However, the Accounts Receivable account setting is left untouched.

After posting the initial billing history, the last billing from the former accounting system will need to be entered for each job. The Schedule of Values will need to be updated a second time (to reflect these latest numbers), and another Application for Payment will need to be completed. For this Application for Payment, only the income account on the CR Account tab should be set to the suspense account.

At this point, all current jobs should now accurately reflect the current billing. The process will be correct and complete when the Accounts Receivable Suspense account is zero, meaning that the total of all unpaid invoices matches the amount transferred from the prior accounting system. If the suspense account does not reach zero, the error must be located and corrected.

From this point forward, all subsequent Billings and Cash Receipts should use the normal Accounts Receivable, Contracts Receivable, or Retainage accounts, and NOT the Suspense accounts.

What's Next?

The section that follows provides far more detailed information about almost every aspect of the process prior to Beginning Balances, entering Beginning Balances, and the transitional phase that follows the Beginning Balances.

Section 3 – Prior System, Dates & Accounts

Before beginning, users need to make some initial decisions. Although almost everyone wants to get started immediately, and the following comment is counterintuitive, proper planning and preparation will make the process go smoother and faster than proceeding rapidly.

The Old System

There are two possibly surprising facts about the old accounting system:

1. It's data must be correct, both in its General Ledger and in its associate journals. Please note however, that the data may be corrected external to the old system, such as via spreadsheets that correct pre-existing errors.

2. There is a high likelihood that the old system will continue to be employed even after the new system is first installed. Until the new system has been installed, setup, and beginning balances entered and checked, it will NOT be ready for contemporary transactions.

ⓘ **Tip** | Everyone wishes for a "time machine" that could allow time to stop while the new accounting system is installed, setup, and has it beginning balances entered and checked, but reality imposes the undeniable fact that life and business must

Installation Date versus Full Deployment Date versus Transition Date

Of the three calendar dates in this topic, the most important is the Transition Date.

Installation Date

It should not surprise anyone that the installation date is the date that the BIS® program is installed on one or more machines. The details about installation are discussed fully in the Administrator Installation & Setup Reference Manual.

However, it is worth noting that even if the computer installation is not completely ready, even the networked version of BIS® can be installed on a single computer, allowing the bookkeeper to initiate the Beginning Balance process. Later, once the computer network is ready, the data can be migrated to the network server.

Full Deployment Date

The Full Deployment Date is more of a goal than a date absolute. It is the date by which uses should have full use of BIS® and will no longer have any dependence on the old system, save for archival purposes.

Transition Date

Unlike the other dates, the Transition Date is an accounting date. It is the date of the beginning balance entries that are transferred from the old system into BIS®. At any given moment in time, an accountant may provide a "snapshot" data set of the company. The date of that snapshot is the transition date.

The Transition Date doesn't mean that the old system will be discontinued, or that full reliance will be imposed on the new system.

"Good" Transition Dates

Technically, any date may be used as the Transition Date. However, some are better than others due to the complexity of the entries required. For example, one of the best dates is always the beginning of the calendar year. The beginning of the calendar year ensures that there are few if any Payroll Beginning Balance entries. Also, the Income Statement entries are, by definition, zero.

The beginning of each calendar quarter is also a good choice. Although payroll may need to be entered, often an entire quarter's set of entries can be combined into a single set of entries for the quarter.

After the beginning of the calendar year or quarter, the beginning of a calendar month is the next best choice.

Calendar Year versus Fiscal Year

Another factor that guides the choice of transition dates is whether the company's books are based on the Fiscal Year being the same as the Calendar Year, or whether the Fiscal Year is different than the Calendar Year.

When the Fiscal Year and Calendar Year are the same, the books are closed on December 31. When the Fiscal Year is different than the Calendar Year, the books are closed on the last day of the defined year. One example may be a Fiscal Year that begins April 1 and ends March 31.

If there is flexibility, the user must decide whether it is more useful to not have to enter Payroll Beginning Balances or not have to enter Income Statement Beginning Balances.

Time of the Year

Another factor for some users is how late in the year, Calendar or Fiscal, the new system will be installed. Clearly, if the installation date is early in the year (or very end of the prior year), it may be best to wait for the end of year transition date.

Chart of Accounts

Suspense Accounts

To effectively process Beginning Balances, it is important to employ Suspense accounts in the Chart of Accounts. Suspense Accounts are accounts used by accountants and bookkeepers to maintain balance in the Chart of Accounts while making certain journal entries. In the context of Beginning Balances, Suspense accounts enable entries that are needed to some accounts to be balanced to zero while awaiting the full range of entries needed for the system setup.

The default sample Charts of Accounts that are available in BIS® already contain most, if not all of the Suspense accounts that users may need. However, it is important to verify that those needed accounts are present prior to beginning the work.

Those Suspense accounts include (for a 4-digit account numbering system):

- 1999   Accounts Receivable Suspense
- 2999   Accounts Payable Suspense
- 2998   Payroll Suspense

The Payroll Suspense is probably be listed in the Liability area, perhaps 2998. Remember, however, that the Payroll Suspense account probably will NOT be needed if the transition date is January 1. In addition, most if not all other Payroll Accounts will be temporarily set to the PR Suspense account while Beginning Balances are entered through the Payroll module.

Result Account

Every BIS® company setup requires a Result Account. This account type shows the result of all transaction accounts. Accounts of this type do not show individual transactions, but show the results of all transactions.

⚠ **Caution**   There should be only one Result account in the entire Chart of

Retained Earnings Account

Every BIS® company setup requires a Retained Earnings account. This account type shows the result from prior periods (years) that have been closed. This account shows individual journal entry transactions, and is vital to the Beginning Balance entry process.

⚠ **Caution**   There should be only one Retained Earnings account in the entire

ⓘ **Tip**   Details about how to add new accounts are listed in the Appendix to this manual, in the Administrator Installation & Setup Reference Manual, and in the Financial Statements Reference Manual.

Other Accounts

The transition to a new accounting system provides an opportunity to modify the Chart of Accounts. Competent bookkeepers and accountants realize that some accounts are mandatory for any accounting system. However, other accounts may be modified to render financial reports that may offer clearer information.

Therefore it is vital that revised Charts of Accounts "have a home" for each non-zero account from the old system. It is not necessary that there be a one-to-one relationship between the accounts, especially if some sort of informational consolidation is needed.

Often it is helpful for those responsible for setting up the new accounting system to create two lists:

- Old Accounts to New Accounts
- New Accounts to Old Accounts

The purpose of these lists is to guide and facilitate the entry of the account balances in the new system.

Section 4 – Transition Date Beginning Balance Decision Process

This Decision Tree is intended to enable the user to select the scenario that fits the Implementation Plan. Once the scenario is selected, the appropriate describe actions can be implemented from directions in this manual.

⚠ **Caution**

> Read ALL of the scenarios listed below. Make a selection of the scenario that describes the installation that will be implemented.

Is the Fiscal Year and the Calendar Year the same? (FY=CY)

If yes>

Is the Transition Date the same as the beginning of the Calendar Year?

If yes>

1. No Income Statement GL Beginning Balances are needed. Balance Sheet BB's are needed.
2. PO Beginning Balances needed unless PO Module is not used or zero at end of prior year.
3. SC Beginning Balances needed unless PO Module is not used or zero at end of prior year.
4. AP Beginning Balances needed unless zero at end of prior year.
5. No Payroll Beginning Balances will be needed.
6. SO Beginning Balances needed unless Sales Orders are not used or zero at end of prior year.
7. AR Beginning Balances needed unless zero at beginning of prior year.
8. JC, JB, CR Beginning Balances needed.
9. Inventory Beginning Balances needed, if used.

If no>

Is the Transition Date the same as the beginning of a Calendar Quarter other than the beginning of the Calendar Year?

If yes>

1. Income Statement and Balance Sheet Beginning Balances entries will be needed.
2. PO Beginning Balances needed unless PO Module is not used or zero at end of prior year.
3. SC Beginning Balances needed unless PO Module is not used or zero at end of prior year.
4. AP Beginning Balances needed.
5. Payroll entries will be needed for the completed Calendar Quarters, but possibly may be limited to one entry group per employee per Calendar Quarter.
6. SO Beginning Balances needed unless Sales Orders are not used or zero at end of prior year.
7. AR Beginning Balances needed.
8. JC, JB, CR Beginning Balances needed.
9. Inventory Beginning Balances needed, if used.

If no>

Is the Transition Date the same as the beginning of a month other than the beginning of a Calendar Quarter?

1. Income Statement and Balance Sheet Beginning Balances entries will be needed.
2. PO Beginning Balances needed unless PO Module is not used or zero at end of prior year.
3. SC Beginning Balances needed unless PO Module is not used or zero at end of prior year.
4. AP Beginning Balances needed.

5. Payroll entries will be needed for the completed Calendar Quarters, but possibly may be limited to one entry group per employee per Calendar Quarter.
6. Additional payroll entries will be needed for each completed Calendar Month and pay period of any partial month (new or terminated employees).
7. SO Beginning Balances needed unless Sales Orders are not used or zero at end of prior year.
8. AR Beginning Balances needed.
9. JC, JB, CR Beginning Balances needed.
10.   Inventory Beginning Balances needed, if used.

Is the Fiscal Year and the Calendar Year the same? (FY=CY)

If no> (FY ≠ CY)

Is the Transition Date the same as the beginning of the Fiscal Year?

Yes>
1. No Income Statement GL Beginning Balances are needed. Balance Sheet BB's are needed.
2. PO Beginning Balances needed unless PO Module is not used or zero at end of prior year.
3. SC Beginning Balances needed unless PO Module is not used or zero at end of prior year.
4. AP Beginning Balances needed unless zero at end of prior year.
5. Payroll entries will be needed for the completed Calendar Quarters, but possibly may be limited to one entry group per employee per Calendar Quarter.
6. Additional payroll entries will be needed for each completed Calendar Month and pay period of any partial month (new or terminated employees).
7. SO Beginning Balances needed unless Sales Orders are not used or zero at end of prior year.
8. AR Beginning Balances needed unless zero at beginning of prior year.
9. JC, JB, CR Beginning Balances needed.
10.   Inventory Beginning Balances needed, if used.

If no>

Is the Transition Date the same as the beginning the Calendar Year but not the Fiscal Year?

If yes>
1. Income Statement and Balance Sheet Beginning Balances entries will be needed.
2. PO Beginning Balances needed unless PO Module is not used or zero at end of prior year.
3. SC Beginning Balances needed unless PO Module is not used or zero at end of prior year.
4. AP Beginning Balances needed.
5. No Payroll Beginning Balances will be needed.
6. SO Beginning Balances needed unless Sales Orders are not used or zero at end of prior year.
7. AR Beginning Balances needed unless zero at beginning of prior year.
8. JC, JB, CR Beginning Balances needed.
9. Inventory Beginning Balances needed, if used.

If no>

Is the Transition Date the same as the beginning of a Calendar Quarter other than the beginning of the Fiscal Year (and Calendar Year)?

If yes>
1. Income Statement and Balance Sheet Beginning Balances entries will be needed.
2. PO Beginning Balances needed unless PO Module is not used or zero at end of prior year.

3. SC Beginning Balances needed unless PO Module is not used or zero at end of prior year.
4. AP Beginning Balances needed.
5. Payroll entries will be needed for the completed Calendar Quarters, but possibly may be limited to one entry group per employee per quarter.
6. SO Beginning Balances needed unless Sales Orders are not used or zero at end of prior year.
7. AR Beginning Balances needed unless zero at beginning of prior year.
8. JC, JB, CR Beginning Balances needed.
9. Inventory Beginning Balances needed, if used.

If no>
Is the Transition Date the same as the beginning of a month other than the beginning of a Calendar Quarter?
1. Income Statement and Balance Sheet Beginning Balances entries will be needed.
2. PO Beginning Balances needed unless PO Module is not used or zero at end of prior year.
3. SC Beginning Balances needed unless PO Module is not used or zero at end of prior year.
4. AP Beginning Balances needed.
5. Payroll entries will be needed for the completed Calendar Quarters, but possibly may be limited to one entry group per employee per quarter.
6. Additional payroll entries will be needed for each completed Calendar Month and pay period of any partial month (new or terminated employees).
7. SO Beginning Balances needed unless Sales Orders are not used or zero at end of prior year.
8. AR Beginning Balances needed unless zero at beginning of prior year.
9. JC, JB, CR Beginning Balances needed.
10. Inventory Beginning Balances needed, if used.

Section 5 – Sequence & Methodology of Beginning Balances
Overview of Modules & Start Dates

This method employs AR Suspense account that will received the Contract and Retention Accounts Receivable totals from the old system, and the AP Suspense account that will receive the Accounts Payable total from the old system.

In this method, the actual Accounts Receivable and Accounts Payable will be posted in their modules to their respective suspense accounts with the other side of the transaction posted to the normal accounts.

This method ensures that only if the Suspense Accounts balances are zero are the subsidiary ledgers in balance with their respective General Ledger accounts.

The following is a series of two accounting T-Charts to show a summary of the entries that will be made into the AP and AR modules.

Entries if the TD = FY Start (Transition Date is the same as the beginning of the Fiscal Year)

GL Beginning Balances	Debit (+)	Credit (-)
Cash	Cash Acct	
Contract AR	AR Suspense	
Retention AR	AR Suspense	
Accounts Payable		AP Suspense
Retained Earnings		Retained Earnings Account

AR Module Beginning Balances	Debit (+)	Credit (-)
Contract AR Invoice Entry	AR Account	
Retention AR Invoice Entry	AR Account	
Sales Account	AR Account	AR Suspense

AP Module Beginning Balances	Debit (+)	Credit (-)
AP Invoice Entry	AP Suspense	
Expense Account		AP Account

Entries if the TD ≠ FY Start (Transition Date is NOT the same as the beginning of the Fiscal Year)

GL Beginning Balances	**Debit (+)**	**Credit (-)**
Cash	Cash Acct	
Contract AR	AR Suspense	
Retention AR	AR Suspense	
Accounts Payable		AP Suspense
Retained Earnings		Retained Earnings Account
Sales		Revenue Account
COGS or WIP		COGS or WIP Accounts
Expenses		Expense Accounts

AR Module Beginning Balances	**Debit (+)**	**Credit (-)**
Contract AR Invoice Entry	AR Account	
Retention AR Invoice Entry	AR Account	
Sales Account		AR Suspense

AP Module Beginning Balances	**Debit (+)**	**Credit (-)**
AP Invoice Entry	AP Suspense	
Expense Account		AP Account

Other modules will also have beginning balances, but theirs' will not affect the General Ledger in the same way. They include Purchase Order, Subcontract Control, Inventory, Job Cost, Job Billing.

General Ledger

The first module and ledger that will receive its Beginning Balances is the General Ledger. Although theoretically, any module could be processed first, the General Ledger is the central repository of financial data of the company and the source of the two primary records, the Balance Sheet and the Income (Profit & Loss) Statement.

Beginning Balance Preparation

The Summary Trial Balance report must be obtained from the old accounting system. Depending on the system, this report may have a variety of names, but essential what is needed is a listing of the non-zero accounts from the old system showing each account's balance as of the close of business the day before the transition date.

It is vital that several accounts in the General Ledger will have been balanced against the totals of their respective ledgers. Thus, the AP account in the General Ledger must be the same as the total accounts payable as shown on the ageing report from the AP module of the old system. Similarly, the old system's AR account balance (or the total of the AR and Retention AR) must equal the total of the receivables shown on the AR Ageing report. The same rule applies to the balance for the GL Inventory account and the Inventory valuation list.

⚠ **Caution**

> If the balances in the subsidiary journals and ledgers doe not match their corresponding GL accounts, the beginning balance must stop until the errors are identified and corrected. In many cases, the advice

Year-End Transition Date, But Prior Year Not Closed

Irrespective of whether the Calendar Year is the same as the Fiscal Year, if the transition date is the beginning of the Fiscal Year, the Income Statement entries will be zero. However, if the old system has not been closed for end of the year, the Income Statement portion of the old system's accounts may be entered in the new system's Retained Earnings account.

The reason is simple: When a business fiscal year is closed, the net result of the income and expenses is applied to Retained Earnings. Entering the Income Statement account balances to the new system's Retained Earnings account simply replicate's this process.

However, if the old system has been closed for the year, there will be no entries for the Income Statement since the close process would have already moved the net value of all of those balances to the Retained Earnings account.

Transition Date Other Than Fiscal Year Beginning

If the transition date is other than the beginning of the Fiscal Year, all of the account balances from the old system will be entered into their corresponding accounts in the new accounting system.

Beginning Balance Journal Account Exceptions

Several journal entries from the old system will NOT be entered into their corresponding account in the new system, at least initially. The original and beginning balance accounts are show in the table:

Old System Account Descriptions	BIS® Account Name Descriptions
Job or Trade Accounts Receivable	Retention Receivable
Accounts Receivable Suspense	Accounts Receivable Suspense
Accounts Payable	Accounts Payable Suspense

Chart of Accounts

Several temporary changes need to be made to the Chart of Accounts before entering the General Ledger Beginning Balances. For purposes of Beginning Balances ONLY, GL accounts that have been assigned to Job Cost Accounts need to be temporarily changed to None.

> ⓘ **Tip**
>
> It may be very useful to make "screen shots" of the various screens described below prior to making changes, so that the settings can be returned to their proper defaults after the Beginning Balances are complete.
>
> When a particular screen form is shown, press the Print Screen <PrintScrn> key that is probably located to the right of the <F12> key. When this key is pressed, the screen image is copied to the computer's "clipboard." All that is necessary is to open a word processor to a new document, and Paste the image by pressing

Modular Menu Access
Financials | Chart of Accounts

Standard Menu Access
List | Chart of Accounts

The Chart of Accounts is a listing of all the categories to which a business will record its assets, liabilities, revenues and expenses. BIS® makes these accounts easy to maintain and offers a visual representation of the accounts, as seen in the tree structure on the left portion of the screen.

Figure: BB-1
Chart of Accounts screen form sample.
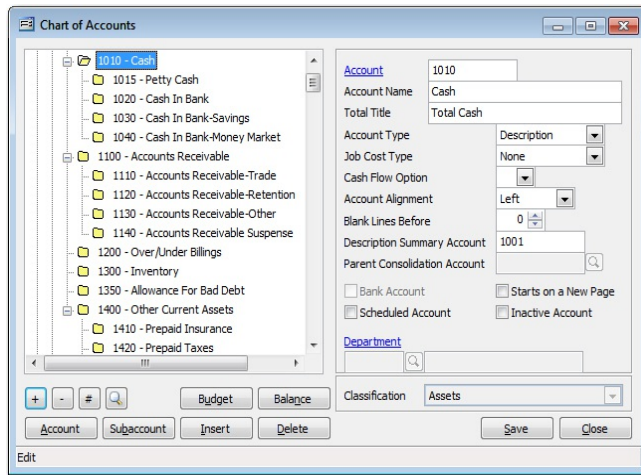
Accounts
Several accounts may have been set as Job Cost Type accounts. These may include:

Account Name	Job Cost Type
Trade Accounts Receivable	Contract
Retention Receivable	Contract
Contract Revenue	Contract
Service Revenue	Contract
Cost of Contracts - Labor	Labor
Cost of Contracts - Material	Material
Cost of Contracts - Subcontractor	Subcontractor
Cost of Contracts - Other	Other

Job Cost Type

It is necessary to change the selected account's Job Cost categories from Contract, Labor, Material, Subcontract, or Other to None. Click on the drop down control to select None from the list. When all of GL Beginning Balance entries have been made and have been verified, the Job Cost Types must be reset to their normal defaults.

⚠ **Caution**

> These accounts must be reset to Job Cost Type: None for the duration

Beginning Balance Journal Entries

This option is used to make bookkeeping Beginning Balance entries into the general journal. These entries are automatically posted to the selected general ledger accounts. Although they may be posted to a job, beginning balances are NOT posted to jobs. Entries can be distributed to the general ledger accounts by dollar amounts or percentages.

For purposes of Beginning Balances ONLY, GL accounts that have been assigned to Job Cost Accounts need to be temporarily changed to None.

To record a new journal entry:

1. In the Module menu, go to Financials, and select Journal Entries. In the Standard menu, go to the Transactions menu and select Journal Entries. Transaction information is entered on the Main tab, while other comments or information can be kept on the Notes tab.
2. Assign a journal entry number. Next, enter the date of the entry. The session date will be entered automatically, but can be changed if needed. Type a brief description of why the entry is being made.
3. In the spreadsheet grid below, enter one line of detail for each debit or credit entry. In addition to line item descriptions, extended notes can be recorded in a separate text box by clicking the button in the Description column. A column is provided for assigning a report code to the line item.
4. Since none of the Beginning Balances Journal Entries will be posted to a Job Cost type, click on the button in the Job column should not open the Job Cost screen.
5. Continue to enter as many line items as needed.
6. The net amount posted to the general ledger will appear at the bottom of the screen. The amount must be balanced to zero sum in order to save the record.

A journal entry can easily be modified or deleted as long as the fiscal month and year have not been closed, and any Cash portion of the transaction has not been cleared in Bank Reconciliation. (If necessary, the fiscal month can be reopened in order to modify a record, or the reconciliation can be deleted.) Journal entries created from a build assembly, however, cannot be modified or deleted.

To modify a journal entry:

1. Select Journal Entries from the Financials items in the Module menu or in the Transactions items in the Standard menu.
2. Locate the journal entry to be modified by using the Find, Lookup or VCR buttons.
3. When the correct record is located, click Open.
4. To modify the record, make the necessary changes and save the record.

At the conclusion of the GL Beginning Balance entries, a Trial Balance report should be printed, and compared against the old system's entries . Any errors or omissions must be corrected, and the verification process repeated.

Modular Menu Access
Financials | Journal Entries

Standard Menu Access
Transactions | Journal Entries

New Record
Initial access to journal entries from the menu opens the Journal Entries – New form. The form is used to enter new journal entry information. However, access to a new form when another journal entry record is on the screen only requires by pressing Ctrl+N or use the New ⬜ icon on the toolbar. The system will ask, however, if any changes to the open record should be saved.

Figure: BB-2
Journal Entries – New
screen form.
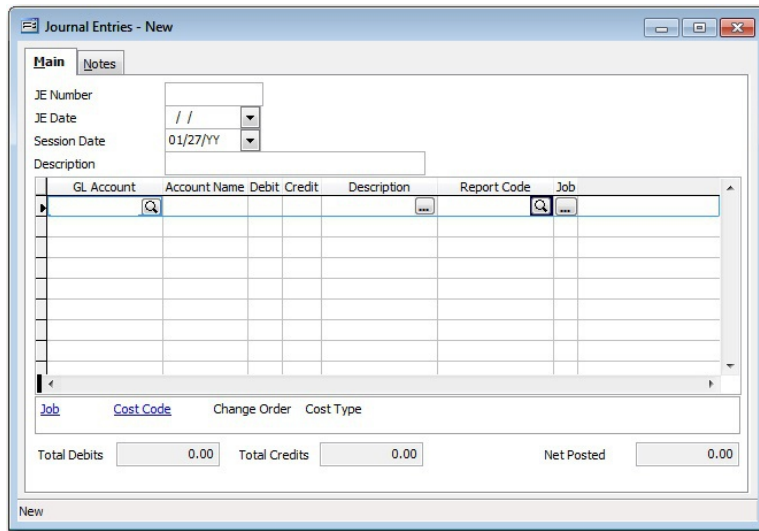
Scrolling Through Journal Entry Records
Journal Entry records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to JE Number. Clicking on the Previous ◀ icon (at the top of the screen) will open the next record of the list according to JE Number. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to the JE Number. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list according to the JE Number.

Editing an Existing Record
The list of existing journal entries can be checked by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: BB-3
Journal Entries
Find/Search screen form.
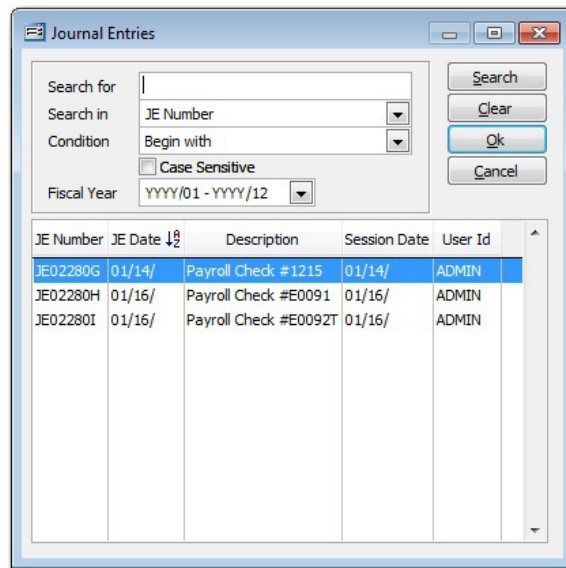
Note that when the invoice screen form appears, all of the fields at the top are shaded; new information cannot be entered and existing information cannot be changed. To access the information when the record appears on the screen, it is necessary to press the Open [icon] icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

Figure: BB-4
Sample Journal Entry
screen form that is
completed and closed.
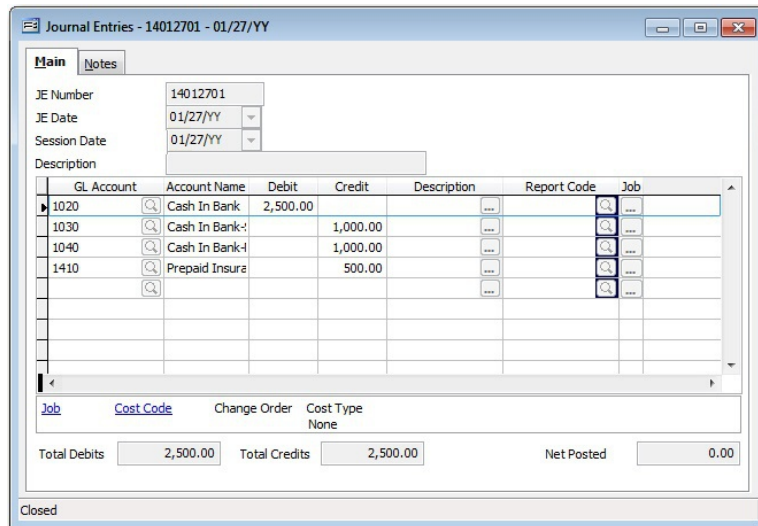
If the journal entry can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the General Ledger Journal. The revised record will be saved with new entries to the affected journals. If the journal entry cannot be edited or changed, a message will appear on the screen.

Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete ☒ icon (at the top of the screen). The system will ask, "Do you want to delete this transaction?" Click on the Yes button to delete it, or click on the No button to leave the process. If the journal entry cannot be deleted, a message will appear on the screen.

Figure: BB-5
Sample editable Journal Entries screen form that has been re-opened.
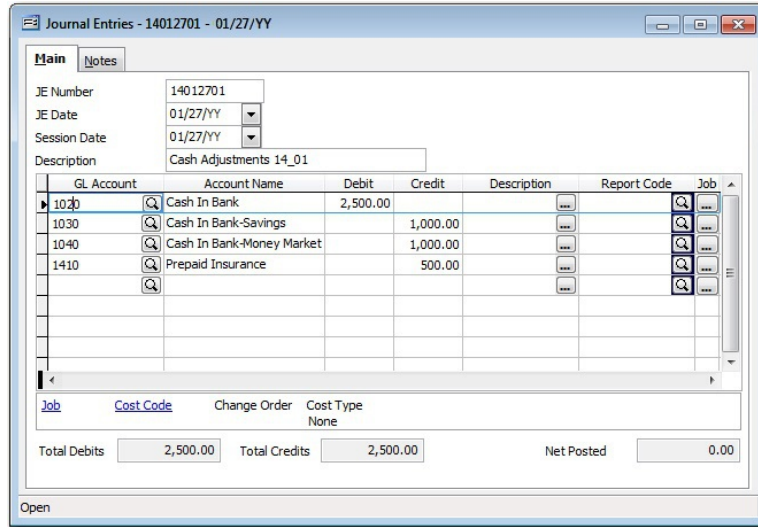
Deleting a journal entry will result in reversing journal entries being created in the General Ledger Journal.

Main Tab

This option is used to make bookkeeping entries into the general journal. These entries are automatically posted to the general ledger accounts that are selected, or they may be posted to a job. Entries can be distributed to the general ledger accounts by dollar amounts or percentages.

Figure: BB-6
Sample editable Journal Entries screen form that has been re-opened.
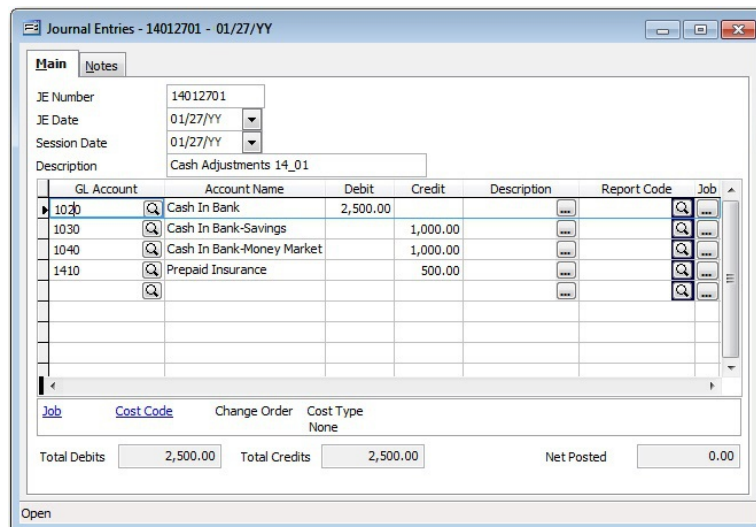
As each entry is made, BIS® automatically updates the general ledger and the financial statements. Immediately after entering one or more journal entries, the results of the transaction can be seen by viewing or printing the general ledger or any financial statements. All journal entries entered are included in each report.

JE Number

This field records an identification number for the journal entry. The entry is an alphanumeric field limited to ten digits. A common practice for journal entry number coding is to begin with the month, followed by a

sequential number. For example, 06-005 would be the fifth journal entry in June, or 06-124 would represent the 124th journal entry since the beginning of the year, occurring in June. For Beginning Balances, it may be useful to add the letters BB to the numbering.

JE Date

This field is used to record the date of the journal entry transaction. The date may be entered by using the Calendar tool. If entered manually, the input will be masked in mm/dd/yy format.

Session Date

This field records the session date, which will default to the session date entered at the time of login to BIS®. The date may be entered by using the Calendar tool. If entered manually, the input will be masked in mm/dd/yy format.

Description

The Description field records a general description for the transaction and is limited to 30 alphanumeric characters. Again, it may be useful to note the Beginning Balance nature of the entries.

Detail Distribution Columns

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon 🔲 (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line 🔳 icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

GL Account

The GL Account column records the general ledger account number that the line of the journal entry will be posted

The GL account number may be entered manually, or the list of accounts can be examined by clicking on the Find tool (Magnifying Glass 🔍 icon in the column on the right), and double clicking on the selected account number. The Find tool may be used to select an account number from those recorded in Chart of Accounts .

Account Name

The Account Name column displays the name of the account selected.

Debit

The Debit column records the debit amount to be applied to the account selected for the line item. The amount is entered as a positive number. A corresponding credit entry must be entered to balance the posting.

Credit

The Credit column records the credit amount to be applied to the account selected for the line item. The amount is entered as a positive number. A corresponding debit entry must be entered to balance the posting.

Description

The Description column is used to record a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. The entry is an alphanumeric field limited to 30 characters. To record an extended description for the item, click the button 🔳 to open a Notes box, where unlimited information related to the line item may be stored.

Report Code

The Report Code column is used to record a report code related to the line item, which can be used for creating customized reports.

Job
Since none of the GL Beginning Balances should have a Job Cost Type, and the accounts' Job Cost Types were reset to None, the Job Cost sub-screen should not open.

Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click the Cancel button to do further editing of the entries.

Line/Job Detail Area
This area displays additional detail information pertaining to the journal entry line item selected, including the job, cost code, change order, and/or cost type from the Job Cost files.

<u>**Job**</u>
If the focus is on a journal entry line, no job information will appear since these entries are Beginning Balances.

Summary Area
This area displays summary information pertaining to the journal entry, including total debits and credits, and net posted.

Notes Tab
The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: BB-7
Sample Journal Entries' screen form Notes tab.
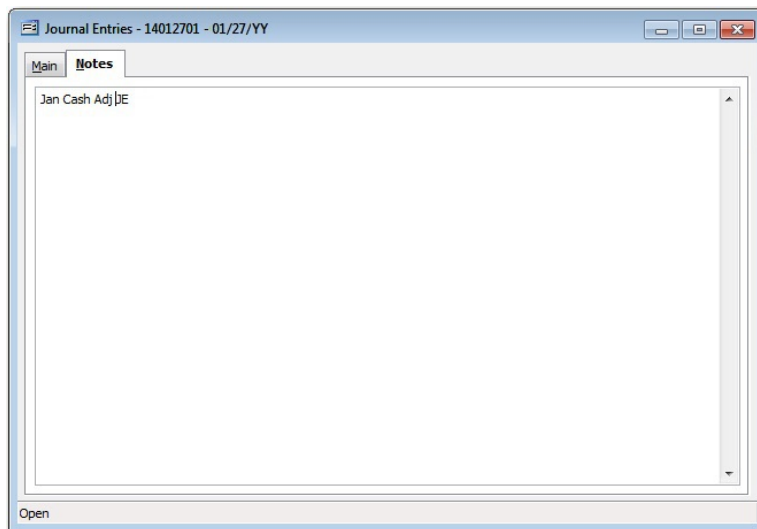
Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

Reviewing GL Beginning Balances

It is critically important to review and verify the beginning balance entries made to the General Ledger. Not only must the system be in balance (BIS® will not permit the program to be closed with unbalanced entries.), it is vital that the entries to the AP Suspense and AR Suspense accounts are accurate. Two report types may be used to verify the data entered, the Trial Balance Report and the General Ledger Report.

Trial Balance Report

The trial balance is a snapshot of all account balances for any given month, including the beginning, debit, credit, and ending balances. The trial balance report is used to make sure that entries have been made to the correct accounts and that the entire Chart of Accounts is in balance. When the accounts are in balance, the total ending balance should be zero. The report can be used to check the account balances after updating the general ledger beginning balances or after making adjustments to correct an error.

Access to Trial Balance Report
Module Menu with Reports Group

Financials | Reports | Trial Balance

Module Menu with Reports List

Financials | Trial Balance

Standard Menu

Reports | Financial Statements | Trial Balance

Report Types
Summary

The Summary Report includes the account number and name, beginning balance, debit total, credit total, and ending balance.

Detail

The Detail Report also provides columns for manual adjustments that should be entered into the General Journal. Often the report is used by accountants to show end-of-year adjustments needed.

Order By	**Options**	**Fields**
• GL Account	• Show Report Criteria	• Months (mm/yy)
	• Suppress Accounts with Zero Balance	

Trial Balance — Summary Report

Best Construction Company

Trial Balance

Summary Report for January YYYY   Page 1

Account#	Account Name	Beginning Balance	Debit	Credit	Ending Balance
1015	Petty Cash	0.00	0.00	0.00	0.00
1020	Cash In Bank	183,276.64	3,782.84	0.00	187,059.48
1030	Cash In Bank-Savings	0.00	0.00	1,000.00	-1,000.00
1040	Cash In Bank-Money Market	0.00	0.00	1,000.00	-1,000.00
1110	Accounts Receivable-Trade	73,502.20	0.00	0.00	73,502.20
1120	Accounts Receivable-Retention	12,920.84	0.00	0.00	12,920.84
1130	Accounts Receivable-Other	0.00	0.00	0.00	0.00
1140	Accounts Receivable Suspense	0.00	0.00	0.00	0.00
1200	Over/Under Billings	0.00	0.00	0.00	0.00
1300	Inventory	10.00	0.00	0.00	10.00
1350	Allowance For Bad Debt	0.00	0.00	0.00	0.00
1410	Prepaid Insurance	0.00	0.00	500.00	-500.00
1420	Prepaid Taxes	0.00	0.00	0.00	0.00
1430	Employee Advances	0.00	0.00	0.00	0.00
1440	Current Notes Receivable	0.00	0.00	0.00	0.00
1510	Real Estate	0.00	0.00	0.00	0.00
1515	Leasehold Improvements	0.00	0.00	0.00	0.00
1520	(Less Accum Depr-Leasehold)	0.00	0.00	0.00	0.00
1525	Computer & Office Equipment	0.00	0.00	0.00	0.00
1530	(Less Accum Depr-Computer & Office)	0.00	0.00	0.00	0.00
1535	Office Furniture & Fixtures	0.00	0.00	0.00	0.00
1540	(Less Accum Depr-Ofc Furn. & Fixtures)	0.00	0.00	0.00	0.00
1545	Autos & Trucks	0.00	0.00	0.00	0.00
1550	(Less Accum Depr-Autos & Trucks)	0.00	0.00	0.00	0.00
1555	Construction Equipment	0.00	0.00	0.00	0.00
1560	(Less Accum Depr-Construction Equip)	0.00	0.00	0.00	0.00
1565	Shop Tools & Equipment	0.00	0.00	0.00	0.00
1570	(Less Accum Depr-Shop Tools & Equip)	0.00	0.00	0.00	0.00
1575	Other Fixed Assets	0.00	0.00	0.00	0.00
1580	(Less Accum Depr-Other Fixed Assets)	0.00	0.00	0.00	0.00
1610	Other Assets	0.00	0.00	0.00	0.00
1620	Other Assets-Long Term Notes	0.00	0.00	0.00	0.00
1630	Other Assets-Investments	0.00	0.00	0.00	0.00
1640	Other Assets-Deposits Held	0.00	0.00	0.00	0.00
1650	Payroll Suspense	0.00	0.00	0.00	0.00
1999	Accounts Receivable Suspense	0.00	0.00	0.00	0.00
2050	Accrued Salaries, Wages & Bonus Payable	0.00	0.00	0.00	0.00
2060	Customer Deposits	-1,343.48	0.00	1,000.00	-2,343.48
2110	Accounts Payable-Trade	-7,694.50	0.00	0.00	-7,694.50
2120	Accounts Payable-Retention	0.00	0.00	0.00	0.00
2130	Accounts Payable-Other	0.00	0.00	0.00	0.00
2210	Payroll Taxes Payable-FIT	-9,294.89	0.00	87.00	-9,381.89
2220	Payroll Taxes Payable-FICA	-5,185.23	0.00	155.68	-5,340.91
2230	Payroll Taxes Payable-FUTA	-4,540.47	0.00	8.14	-4,548.61
2240	Payroll Taxes Payable-SIT	-6,300.15	0.00	68.00	-6,368.15
2250	Payroll Taxes Payable-State Disability	-727.44	0.00	0.00	-727.44
2260	Payroll Taxes Payable-State Unemployment	-149.60	0.00	0.00	-149.60

Figure: BB-8   Trial Balance – Summary Report.

Trial Balance — Detail Report

Trial Balance
Detail Report for January YYYY

Best Construction Company

Page 1

Account#	AccountName	Beginning Balance	Debit	Credit	Ending Balance	Adjustments Debit	Adjustments Credit	Ending Balance
1015	Petty Cash	0.00	0.00	0.00	0.00			
1020	Cash In Bank	183,276.64	3,782.84	0.00	187,059.48			
1030	Cash In Bank-Savings	0.00	0.00	1,000.00	-1,000.00			
1040	Cash In Bank-Money Market	0.00	0.00	1,000.00	-1,000.00			
1110	Accounts Receivable-Trade	73,502.20	0.00	0.00	73,502.20			
1120	Accounts Receivable-Retention	12,920.84	0.00	0.00	12,920.84			
1130	Accounts Receivable-Other	0.00	0.00	0.00	0.00			
1140	Accounts Receivable Suspense	0.00	0.00	0.00	0.00			
1200	Over/Under Billings	0.00	0.00	0.00	0.00			
1300	Inventory	10.00	0.00	0.00	10.00			
1350	Allowance For Bad Debt	0.00	0.00	0.00	0.00			
1410	Prepaid Insurance	0.00	0.00	500.00	-500.00			
1420	Prepaid Taxes	0.00	0.00	0.00	0.00			
1430	Employee Advances	0.00	0.00	0.00	0.00			
1440	Current Notes Receivable	0.00	0.00	0.00	0.00			
1510	Real Estate	0.00	0.00	0.00	0.00			
1515	Leasehold Improvements	0.00	0.00	0.00	0.00			
1520	(Less Accum Depr-Leasehold)	0.00	0.00	0.00	0.00			
1525	Computer & Office Equipment	0.00	0.00	0.00	0.00			
1530	(Less Accum Depr-Computer & Office)	0.00	0.00	0.00	0.00			
1535	Office Furniture & Fixtures	0.00	0.00	0.00	0.00			
1540	(Less Accum Depr-Ofc Furn. & Fixtures)	0.00	0.00	0.00	0.00			
1545	Autos & Trucks	0.00	0.00	0.00	0.00			
1550	(Less Accum Depr-Autos & Trucks)	0.00	0.00	0.00	0.00			
1555	Construction Equipment	0.00	0.00	0.00	0.00			
1560	(Less Accum Depr-Construction Equip)	0.00	0.00	0.00	0.00			
1565	Shop Tools & Equipment	0.00	0.00	0.00	0.00			
1570	(Less Accum Depr-Shop Tools & Equip)	0.00	0.00	0.00	0.00			
1575	Other Fixed Assets	0.00	0.00	0.00	0.00			
1580	(Less Accum Depr-Other Fixed Assets)	0.00	0.00	0.00	0.00			
1610	Other Assets	0.00	0.00	0.00	0.00			
1620	Other Assets-Long Term Notes	0.00	0.00	0.00	0.00			

Figure: BB-9

Trial Balance – Detail Report suppressing zero balance accounts.

General Ledger Report
The General Ledger provides a detailed listing of transactions by account number from the chart of accounts. The amounts shown on the General Ledger are also used on financial statements. With the General Ledger, business activities can be analyzed one account at a time. This report can help with locating possible problem areas before they become critical.

BIS® automatically updates the financial statements to reflect General Ledger transactions. BIS® does not allow the General Ledger and financial statements to get out of balance. For instance, if an amount that does not seem right is found while reviewing financial statements, check the General Ledger. Every transaction that has been distributed to an account can be examined. The General Ledger demonstrates the accuracy (or error) of an amount shown in any financial statement.

Access to General Ledger Report
Module Menu with Reports Group
GL | Reports | General Ledger

Module Menu with Reports List
GL | General Ledger

Standard Menu
Reports | General Ledger | General Ledger

Report Types
Summary
The Summary Report displays the report period, general ledger account number and name, beginning balance, transaction date, source journal of the transaction, debit or credit amount, monthly ending balances, activity totals and year-to-date balances.

Detail
The Detail Report also displays general ledger detail information and journal summaries.

Detail and Journals
The Detail and Journals Report also displays general ledger and journal details.

Extended
The Extended Report Type also displays the job, cost code, change order number, and cost type for all line items posted to job cost files, and is not needed for Beginning Balances.

Order By
• GL Account

Options
• Show Report Criteria
• Reversing Entries
• Bold Account Number and Name
• Show GL Extended Description
• Show Running Balance
• Show User Id

Fields
• GL Account
• Month (mm/yy)

General Ledger — Summary Report

Best Construction Company

General Ledger

Summary Report, Beginning Month 01/YY   Ending Month 01/YY   Page 1

GL Account Date	Account Name Journal Reference	Description	Debit	Credit	Balance
1015	Petty Cash				0.00
	No Activity				
1020	Cash In Bank				183,276.64
01/	CD Summary	See CD Journal		717.16	182,559.48
01/	CR Summary	See CR Journal	2,000.00		184,559.48
01/	JE Summary	See JE Journal	2,500.00		187,059.48
		January Activity	4,500.00	717.16	
		January Balance			**187,059.48**
		Total Activity Listed	3,782.84	Year to Date Balance	187,059.48
1030	Cash In Bank-Savings				0.00
01/	JE Summary	See JE Journal		1,000.00	-1,000.00
		January Activity	0.00	1,000.00	
		January Balance			**-1,000.00**
		Total Activity Listed	-1,000.00	Year to Date Balance	-1,000.00
1040	Cash In Bank-Money Market				0.00
01/	JE Summary	See JE Journal		1,000.00	-1,000.00
		January Activity	0.00	1,000.00	
		January Balance			**-1,000.00**
		Total Activity Listed	-1,000.00	Year to Date Balance	-1,000.00
1110	Accounts Receivable-Trade				73,502.20
01/.	AD Summary	See AD Journal		1,000.00	72,502.20
01/	AR Summary	See AR Journal	1,000.00		73,502.20
		January Activity	1,000.00	1,000.00	
		January Balance			**73,502.20**
		Total Activity Listed	0.00	Year to Date Balance	73,502.20
1120	Accounts Receivable-Retention				12,920.84
	No Activity				
1130	Accounts Receivable-Other				0.00
	No Activity				
1140	Accounts Receivable Suspense				0.00
	No Activity				
1200	Over/Under Billings				0.00
	No Activity				
1300	Inventory				10.00
	No Activity				

Figure: BB-10   General Ledger Summary Report showing Reversing Entries, Bold Account Number and Name, GL Extended Description, and Running Balance.

General Ledger — Detail GL Report

Figure: BB-11   General Ledger Detail GL Report showing Reversing Entries, Bold Account Number and Name, GL Extended Description, and Running Balance.

General Ledger — Detail GL and Journals Report

Best Construction Company

General Ledger

Detail GL and Journals Report, Beginning Month 01/YY   Ending Month 01/YY   Page 1

GL Account		Account Name				
Date		Journal Reference	Description	Debit	Credit	Balance
1015		**Petty Cash**				0.00
			No Activity			
1020		**Cash In Bank**				183,276.64
01/14/	CD	1215	Tim Hardaway		717.16	182,559.48
01/14/	CR	TEST	Customer C003, San Luis Obispo County	2,000.00		184,559.48
01/16/	CD	E0091	Mick Jones		1,561.26	182,998.22
01/16/	CD	E0092T	Mick Jones	1,561.26		184,559.48
01/27/	JE	14012701		2,500.00		187,059.48
			January Activity	6,061.26	2,278.42	
			January Balance			187,059.48
			Total Activity Listed	3,782.84	Year to Date Balance	187,059.48
1030		**Cash In Bank-Savings**				0.00
01/27/	JE	14012701			1,000.00	-1,000.00
			January Activity	0.00	1,000.00	
			January Balance			-1,000.00
			Total Activity Listed	-1,000.00	Year to Date Balance	-1,000.00
1040		**Cash In Bank-Money Market**				0.00
01/27/	JE	14012701			1,000.00	-1,000.00
			January Activity	0.00	1,000.00	
			January Balance			-1,000.00
			Total Activity Listed	-1,000.00	Year to Date Balance	-1,000.00
1110		**Accounts Receivable-Trade**				73,502.20
01/14/	AD	9999	Payment		1,000.00	72,502.20
01/14/	AR	1011	Customer C003, San Luis Obispo County	1,000.00		73,502.20
01/22/	AR	1012	Customer C002, Harmon Brothers	14,753.77		88,255.97
01/22/	AR	1012	*** Reversing Entry ***		14,753.77	73,502.20
			January Activity	15,753.77	15,753.77	
			January Balance			73,502.20
			Total Activity Listed	0.00	Year to Date Balance	73,502.20
1120		**Accounts Receivable-Retention**				12,920.84
01/22/	AR	1013	Customer C002, Harmon Brothers	1,639.31		14,560.15
01/22/	AR	1013	*** Reversing Entry ***		1,639.31	12,920.84
			January Activity	1,639.31	1,639.31	
			January Balance			12,920.84
			Total Activity Listed	0.00	Year to Date Balance	12,920.84
1130		**Accounts Receivable-Other**				0.00
			No Activity			
1140		**Accounts Receivable Suspense**				0.00

Figure: BB-12   General Ledger Detail GL and Journals Report showing Reversing Entries, Bold Account Number and Name, GL Extended Description, and Running Balance.

Purchase Orders

Purchase Order Beginning Balances do not affect the General Ledger, but do affect the listing of Committed Costs on Job Cost reports and assist with processing subsequent Accounts Payable Invoices that began as purchase orders. The goal of entering Purchase Order Beginning Balances is to record those Purchase Orders that were partially or completely unfilled as of the Transfer Date.

This section covers several options including adding, editing, or deleting purchase orders, identifying a ship-to address, modifying the GL AP accounts to which the invoice created from a purchase order will post, and adding notes. The Purchase Order function is used to enter and change purchase orders.

When an item or service is to be ordered from a vendor, the information should be recorded using this screen to update the purchase order records. Job-related and saved purchase orders update Job Cost as a committed cost.

> ⓘ **Tip**   If a user enters a purchase order and needs to change it before it has been converted to an invoice, it may done by using the Open icon. Instructions for converting a Purchase Order using this option appear in the Appendix of this

Modular Menu Access
PO | Purchase Orders

Standard Menu Access
Transactions | Purchase Orders

Beginning Balance Preparation
It is essential to obtain the list of open Purchase Orders from the old accounting system. Depending on the system, this report may have a variety of names, but essential what is needed is a listing of the non-zero purchase orders from the old system showing each line item's balance as of the close of business the day before the transition date.

New Record
Initial access to purchase orders from the menu opens the Purchase Orders - New form. This form is used to enter new purchase order information. However, access to a new form when another purchase order record is on the screen only requires users to press Ctrl+N or use the New ☐ icon on the toolbar. However, the system will ask the user to save any changes to the open record.

Figure: BB-13
Purchase Orders – New
screen form.
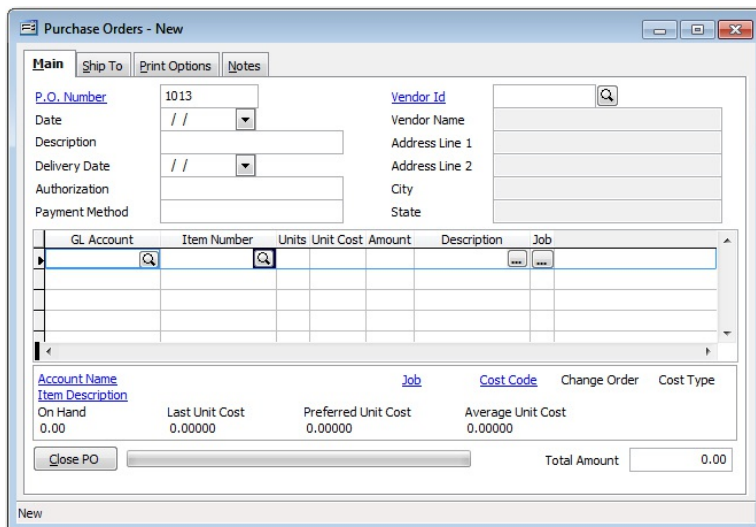
Scrolling Through Purchase Order Records

Purchase order records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list, according to P.O. Number. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately prior record of the list, according to P.O. Number. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list, according to the P.O. Number. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list, according to the P.O. Number.

Editing an Existing Record

To examine the list of existing purchase orders, click on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited. Note that when the purchase order screen form appears, all of the fields at the top are shaded; new information cannot entered or existing information changed.

Figure: BB-14
Existing Purchase Order accessed for viewing from the Find/Search screen. The data cannot be changed without opening this record.
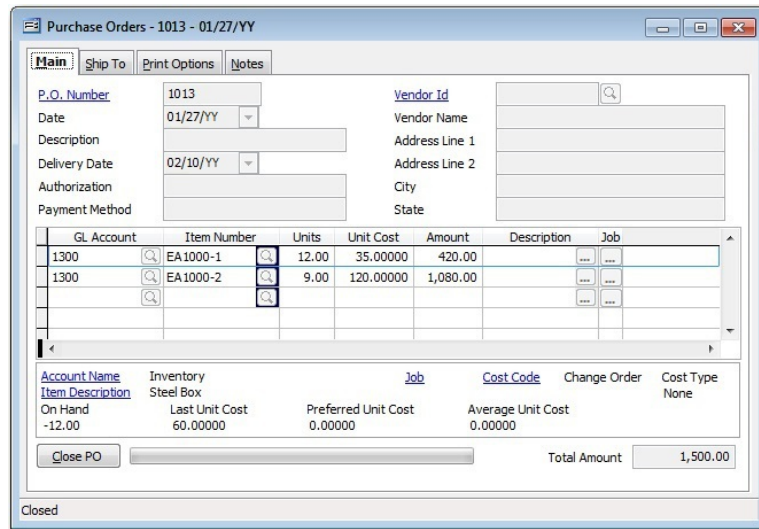
To access the information when the record appears on the screen, it is necessary to press the Open 📂 icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O. If the purchase order can be edited or changed, all of its fields will be accessible. Changes made to a pre-existing purchase order can result in changes in the Job Cost and/or Inventory records. The revised record will be saved with new entries to the affected records.

Figure: BB-15
Sample Purchase Order that is editable.
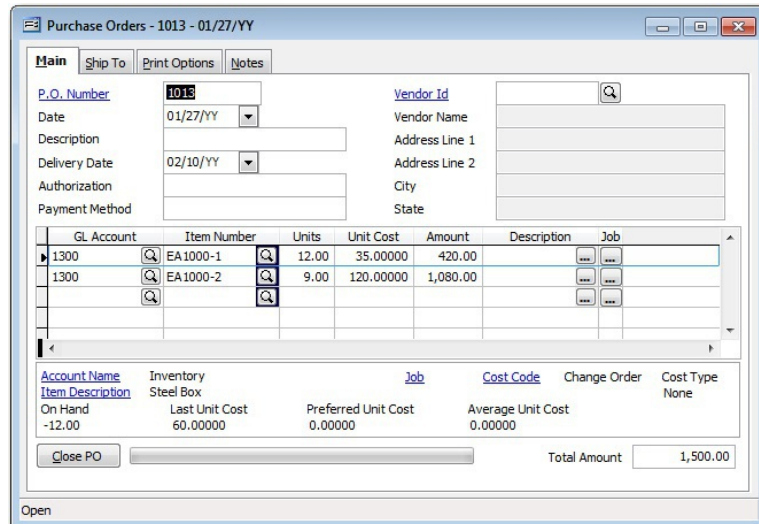
Deleting an Existing Record
Existing records can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete ⊠ icon (at the top of the screen). The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave this process.

Beginning Balance Purchase Order Entries
The goal is to enter ONLY the incomplete portion of any purchase order that existed as of the start of business on the transition date. This process will enable the user to enter the normal posting accounts and entering the Job Cost data that may apply.

Main Tab
The Purchase Orders' file records all pertinent information related to purchase orders. The information recorded on these tabs is used throughout BIS® whenever a purchase order is referenced in other transactions or in reports. The Main tab records detailed information about this purchase order.

Figure: BB-16
New Purchase Order record Main tab screen form.
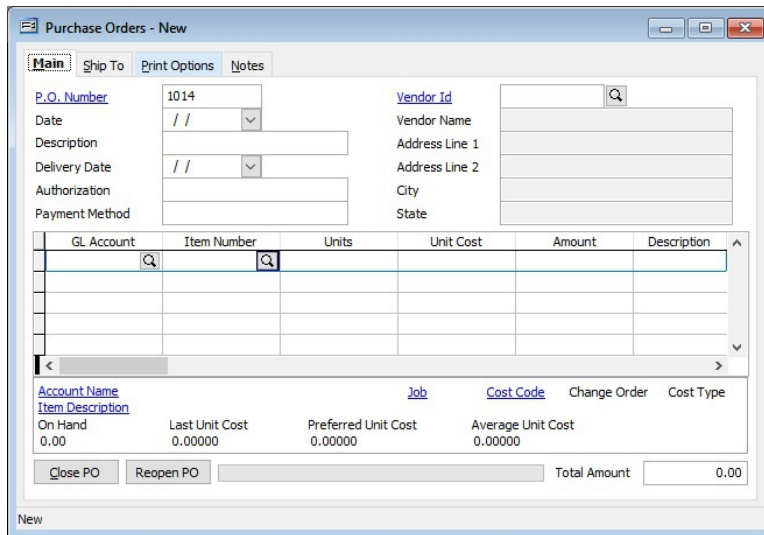
P. O. Number
The P.O. Number field records a purchase order number that is used to identify this record. The program assigns a consecutive number automatically. The number assigned can be changed in the AP tab of the System Wide Parameters by changing the number listed in the Last Purchase Order Number field. The AP tab also offers an option to allow the user to assign an invoice number manually for every record.

Date
This field usually records the date that appears on the purchase order. However, for prior year purchase orders, it will be necessary to either use the transition date as the purchase order date, or if the transition date is later in the Fiscal Year, possibly the first day of the system's Fiscal Year. The date may be typed or selected from the drop-down arrow using the Calendar tool.

Description
This field records a general description for this purchase order. This is an alphanumeric field limited 30 characters.

Delivery Date
The Due Date field records the date the shipment is scheduled to arrive. The date may be typed or selected from the drop-down arrow using the Calendar tool, but it must be in the current year.

Authorization
This field records the name or code that authorizes this purchase. If there is no authorization code, enter the name of the person authorizing this purchase, or leave the field blank. This is an alphanumeric field limited to 15 characters.

Payment Method
This field records the method of payment intended for his purchase. If there is no pre-planned payment method, leave the field blank. This entry is an alphanumeric field limited to 15 characters.

Vendor Id
The Vendor Id field records the identification for the vendor whose purchase order is to be entered in BIS®. The vendor ID may be entered manually, or it can be selected from the list of vendors by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the right of the Vendor Id code.

Vendor Name
This field displays the name of the selected vendor Id.

Street Address 1
This field displays the first line of the vendor address that will appear on the purchase order.

Street Address 2
This field displays the second line of the vendor address that will appear on the purchase order.

City
This field displays the city name of the vendor address that will appear on the purchase order.

State
This field displays the full state name of the vendor that will appear on the purchase order.

Column Fields
Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon 🔲 (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line 🔲 icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

GL Account
This field records the general ledger account number that will be affected by the transaction line item when the purchase order is converted to an invoice. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Item Number
The item Column field records the code of the inventory item ordered, but only if the Inventory module license is active. The code may be entered manually or by using the Find tool, but it must be recorded in the Inventory Items file. If the Inventory module is not installed, no Item Number may be used. Whether or not the Inventory module is installed, the field is not required and may be left blank.

Units
This field usually records the quantity (based upon the unit of measure) to be ordered. For Beginning Balance purchase order, the field should only record the quantity that has not yet been invoiced.

Unit Cost
This field records the unit cost for the item.

Amount
This important field calculates the extended amount (cost per unit times the number of units) for the line item.

Description
This field is used to record a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. The entry is an alphanumeric field limited to 30 characters. To record an extended description for the item, click the button to open a Notes box, where unlimited information related to the line item may be stored. If the line item refers to an inventory item, the description is retrieved from the Inventory module.

Job
If the account number selected for the line item has been assigned a Job Cost Type, the button in this column will open the Job Cost screen, where the item can be assigned to a specific job, change order, and cost code.
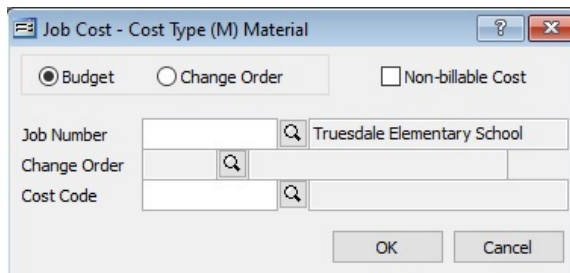
ⓘ **Tip** | The Purchase Order module is not considered to be a substitute for the Subcontract Control module, and will not permit posting to a Subcontract GL

The Job Cost screen allows transaction line items to be applied to the Job Cost files. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type (other than Labor or Subcontract) in the Chart of Accounts. To reach this box, click the Job button that appears in the final column of the invoice entry table.

The specific Job Cost sub-screen that. appears depends on the Job Cost Type associated with the GL Account number entered.

Figure: BB-17
Purchase Orders, Job Cost
– Cost Type (M) Material
sub-screen form.

Budget/Change Order Radio Buttons
If the purchase order applies to a budget item, select the Budget radio button. If the purchase order applies to a Budget Change Order item, select the Change Order radio button.

Job Number
Enter or select a Job number to be associated with this purchase order line. The job number may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon or pressing Ctrl+F.

Change Order
If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with this invoice line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon or pressing Ctrl+F.

Cost Code
Enter or select a Cost Code to be associated with this purchase order line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon.

Figure: BB-18
Purchase Orders, Job Cost
– Cost Type (O) Other
sub-screen form used for
Other Job Cost type
transactions.

The program will offer to allow users to choose either a cost code already in the budget (Job Budget), or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for this job.

Line Detail Area
This area displays additional information pertaining to the line item selected, including the account name and item description. Also displayed are the job, cost code, change order and/or cost type from the Job Cost files.

Account Name
This field displays the account name to which this purchase order will be assigned when converted to an invoice. The default account is recorded in the grid above.

Item Description
If the Inventory module is installed, and the focus is on an inventoried item, this field displays the Inventory Item Description. Please note that the Item Description is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Inventory - New form to add a new Inventory items. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Job
If the focus is on a purchase order line that is job related, this field displays the Job number applicable to that line item.

Cost Code
If the focus is on a purchase order line that is job related, this field displays the Cost Code applicable to that line item. Please note that the Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Cost Code Library – New form. Right-clicking this hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order
If the focus is on a purchase order line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Cost Type
If the focus is on a purchase order line that is related to a job, this field displays the Material or Other cost type applicable to that line item.

Summary Area
This area displays enables the user to close the purchase order and displays the total of the P.O.

Close Purchase Order
The Close Purchase Order selection is not used with Beginning Balance entries.

Total

This field displays the total of all the vendor invoice line item amounts. This amount must balance with the Amount field shown above.

Ship To Tab

The Ship To section of this form records the shipping address that will appear on the purchase order.

Figure: BB-19
Purchase Orders Ship To
tab screen form.

Ship Name

This field records the addressee that will appear on the purchase order. This is an alphanumeric field limited to 30 characters.

Ship Via

This field records the shipping method for this purchase order. This may be typed or entered using the Find tool, but must exist in the Ship Via file.

Ship to Street Address 1

This field records the first line of the shipping address. This is an alphanumeric field limited to 30 characters.

Ship to Street Address 2

This field records the second line of the shipping address. This is an alphanumeric field limited to 30 characters.

Ship to City

This field records the ship-to city for this purchase order, up to 30 characters.

Ship to State

The state abbreviation may be typed manually or selected from the list of defined state codes. Click on the Find tool, or the drop down button (whichever is available on this form) to see an extended list of states. This is a two-character field.
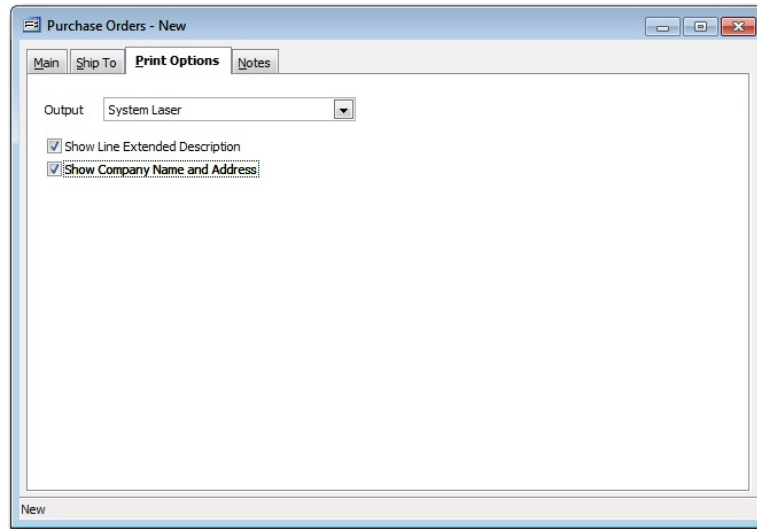
Ship to Zip Code

This field records the postal zip code. This number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered. This field is masked to accept only numeric values.

Print Options Tab
Beginning Balance Purchase Orders do not need to be printed unless desired. This section allows for the Purchase Order to have its output changed from the default setting found in User Preferences section.

Figure: BB-20
Purchase Order Print
Options tab screen form.

Output
This field offers a selection of formats to print this form. It also may be viewed on the screen using the Preview button.

💡 **Tip**

If other Purchase Order formats have been created and saved , they will be listed here along with the system formats.

⚠ **Caution**

Prior to printing or previewing a Purchase Order, the system will ask to save it. Even if the Purchase Order is saved, it can be edited if necessary

Show Line Extended Descriptions
This box should be checked if the Extended Line Descriptions should be printed on the purchase order.

Show Company Name and Address
This box should be checked if the Company Name and Address should be printed on the purchase order. This box should not be checked if the purchase order is to be printed on a pre-printed form that already includes that information.

Purchase Order Form

Purchase Order Number: 1014
Purchase Order Date: 01/27/YY   Page 1

Central Coast Building Supply   Best Construction Warehouse
3987 Hwy 1
                                              1400 Main Street
Pismo Beach, CA 93448   Arroyo Grande, CA 93420

Deliver Date: 01/27/YY   Ship Via: UPS   Payment Method: By:

Item	Description	Quantity	Unit Cost	Amount	Job
EA1000-1	Steel Box	15.00	45.00000	675.00	
EA1000-2	Circut Breaker	9.00	65.00000	585.00	
			Total	1,260.00	

Figure: BB-21   Sample Purchase Order of inventory items not applied to a job for a pre-printed form.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: BB-22
Sample Purchase Order
Notes tab screen form.
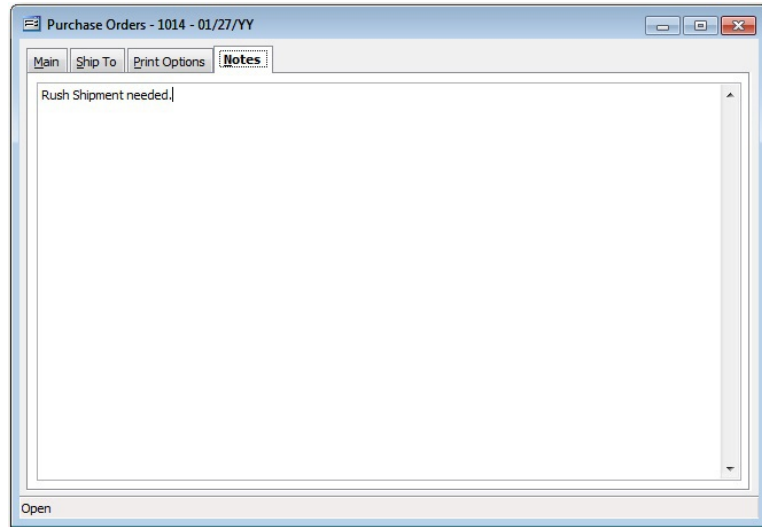
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Reviewing Purchase Order Beginning Balances

This section covers the Purchase Order List report needed to check Beginning Balance entries for purchase orders. Access to specific reports begins with the Query screen that enable users to select the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open pop-up reports menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Menu Access

Access to reports can be achieved via 3 different menus: Modules with Reports Group, Modules with Reports Listed, and Standard.

Reports Access via Modules with Reports Group

PO | Reports

Reports Access via Modules with Reports Listed

PO

Standard Menu

Reports | Accounts Payable

Purchase Order List

This report provides a listing of current purchase orders on file. A variety of report types are available to produce as detailed a listing as needed.

Access to Purchase Order List
Module Menu with Reports Group

PO | Reports | Purchase Order List

Module Menu with Reports List

PO | Purchase Order List

Standard Menu

Reports | Accounts Payable | Purchase Order List

Report Types
Summary

The Summary Report Type displays the purchase order number, date, description, vendor ID and name, purchase order status, order amount and list total.

Detail

The Detail Report Type also shows the line item detail including inventory item number, item description, posting account, quantity ordered, unit cost and extended amount.

Extended

The Extended Report Type also provides the job, cost code, change order and cost type for items applied to a job cost file.

Order By
- P.O. Number
- Date
- Vendor Id
- Amount

Options
- List Open Purchase Orders
- List Closed Purchase Orders
- Show Report Criteria
- Show PO Notes
- Show Line Extended Description

Fields
- Fields
- Date
- Vendor Id
- Amount

Purchase Order List – Summary Report

Best Construction Company

Purchase Order List
Summary Report
Page 1

PO#	Date	Description	Vendor Id	Vendor Name	Status	Amount
1000	01/02/	Site Work Consumables	0101	Central Coast Building Supply	Open	39,000.00
1001	01/20/	Lumber for job 1000	0101	Central Coast Building Supply	Open	120,000.00
1002	01/27/	Demolition Materials	0201	BK Contracting	Open	10,000.00
1012	06/30/		0201	BK Contracting	Open	10.00
1013	01/27/				Open	1,500.00
1014	01/27/		0101	Central Coast Building Supply	Open	1,260.00
					Total Listed	171,770.00

Figure: BB-23   Purchase Order List – Summary Report, sorted by P.O. Number.

Purchase Order List – Detail Report

Best Construction Company

Purchase Order List
Detail Report   Page 1

PO#	Date	Description		Vendor Id	Vendor Name		Status	
Item		Item Description	GL Account	Description		Quantity	Unit Cost	Amount
1000	01/02/	Site Work Consumables		0101	Central Coast Building Supply		Open	
			5015	Central Coast Building Supply		1.00	39,000.00000	39,000.00
							Total	39,000.00
1001	01/20/	Lumber for job 1000		0101	Central Coast Building Supply		Open	
			5015	Central Coast Building Supply		1.00	120,000.00000	120,000.00
							Total	120,000.00
1002	01/27/	Demolition Materials		0201	BK Contracting		Open	
			5015	BK Contracting		1.00	10,000.00000	10,000.00
							Total	10,000.00
1012	06/30/			0201	BK Contracting		Open	
			5015			10.00	1.00000	10.00
							Total	10.00
1013	01/27/						Open	
EA 1000-1		Steel Box	1300			12.00	35.00000	420.00
EA 1000-2		Circut Breaker	1300			9.00	120.00000	1,080.00
							Total	1,500.00
1014	01/27/			0101	Central Coast Building Supply		Open	
EA 1000-1		Steel Box	1300			15.00	45.00000	675.00
EA 1000-2		Circut Breaker	1300			9.00	65.00000	585.00
							Total	1,260.00
							Total Listed	171,770.00

Figure: BB-24   Purchase Order List – Detail Report, sorted by P.O. Number.

Purchase Order List – Extended Report

Best Construction Company

Purchase Order List
Extended Report

Page 1

PO#	Date	Description	Vendor Id	Vendor Name	Quantity	Status	Amount	Job	Cost Code	C/O#	Type
Item		Item Description	GL Account	Description		Unit Cost					
1000	01/02/	Site Work Consumables	0101	Central Coast Building Supply		Open					
			5015	Central Coast Building Supply	1.00	39,000.00000	39,000.00	1000	02000		M
						Total	39,000.00				
1001	01/20/	Lumber for job 1000	0101	Central Coast Building Supply		Open					
			5015	Central Coast Building Supply	1.00	120,000.00000	120,000.00	1000	06100		M
						Total	120,000.00				
1002	01/27/	Demolition Materials	0201	BK Contracting		Open					
			5015	BK Contracting	1.00	10,000.00000	10,000.00	1010	02110		M
						Total	10,000.00				
1012	06/30/		0201	BK Contracting		Open					
			5015		10.00	1.00000	10.00	1000	02000		M
						Total	10.00				
1013	01/27/					Open					
EA1000-1		Steel Box	1300		12.00	35.00000	420.00				
EA1000-2		Circuit Breaker	1300		9.00	120.00000	1,080.00				
						Total	1,500.00				
1014	01/27/		0101	Central Coast Building Supply		Open					
EA1000-1		Steel Box	1300		15.00	45.00000	675.00				
EA1000-2		Circuit Breaker	1300		9.00	65.00000	585.00				
						Total	1,260.00				
						Total Listed	171,770.00				

Figure: BB-25

Purchase Order List, Extended Report, sorted by P.O. number, showing job information.

Accounts Payable

The third module and ledger that will receive its Beginning Balances is Accounts Payable. It is vital that the total payables in this ledger matches the beginning balance entry entered into the AP Suspense account of the General Ledger.

This method requires that each open AP invoice will be posted to the Suspense account (rather than it its original Expense, Cost of Goods Sold (COGS), or Work In Progress (WIP).

Preparation

An Aged Payable report must be obtained from the old accounting system as of the last business day prior to the transition date. Depending on the system, other reports may have a the needed information, but what is needed is a listing of all of the vendor invoices that are fully or partially unpaid of the close of business the day before the transition date.

It is vital that several accounts in the General Ledger will have been balanced against the totals of their respective ledgers. Thus, the AP account in the General Ledger must be the same as the total accounts payable as shown on the ageing report from the AP module of the old system.

⚠ **Caution**

> If the balances in the subsidiary journals and ledgers doe not match their corresponding GL accounts, the beginning balance must stop until the errors are identified and corrected. In many cases, the advice is to check

Unless the business is brand new, or all of the vendor invoices that pre-existed the transition date were fully paid, there will be entries to put into the BIS® Accounts Payable module as beginning balances.

Accounts Payable Beginning Balance Posting Account Exception

To ensure that the module's entry will match the summary amount entered into the General Ledger, the invoice will be posted to the temporary AP Suspense account rather than to the original Expense, COGS, or WIP account. By posting these debits to the AP Suspense account, the credit amount previously entered via General Ledger will be reduced. Proof that the AP ledger and the General Ledger AP account are in balance is be provided by a zero balance in the AP Suspense account.

The following is a series of two accounting T-Charts to show a summary of the AP entries that will be made into each module.

GL Beginning Balances	**Debit (+)**	**Credit (-)**
Cash	Cash Acct	
Accounts Payable		AP Suspense
Retained Earnings		Retained Earnings Account
AP Module Beginning Balances	**Debit (+)**	**Credit (-)**
AP Invoice Entry	AP Suspense	AP Account

When the AP Invoice debit entries completely offset the GL AP Suspense entries, yielding a zero balance, the AP module and the AP account in the General Ledger are in balance.

Vendor Invoices Beginning Balances

This section covers the methods to be used to enter the Accounts Payable invoices that were open as of the close of business the day prior to the Transition Date. Users can user several options, add, edit, or delete accounts payable invoices, set up joint check payees, identify invoices requiring a 1099 records, and add notes. The Vendor Invoices function is used to enter and change accounts payable invoices.

The primary difference between normal AP Invoice entry and the Beginning AP Invoice entry is the account to which the invoice will be posted. Rather than selecting an Expense, COGS, or WIP account, the user MUST use the AP Suspense account.

If an accounts payable invoice is entered and it needs to be changed before it has been paid, it may done by using the Open 📂 icon. Instructions for changing an unpaid accounts payable invoice using the option appear elsewhere in the section.

Modular Menu Access
AP | Vendor Invoices

Standard Menu Access
Transactions | Vendor Invoices

New Record
Initial access to vendor invoices from the menu opens the Vendor Invoices - New form. The form is used to enter new vendor invoice information. However, access to a new form when another vendor invoice record is on the screen only requires pressing Ctrl+N or using the New ☐ icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: BB-26
Sample Vendor Invoice screen form.
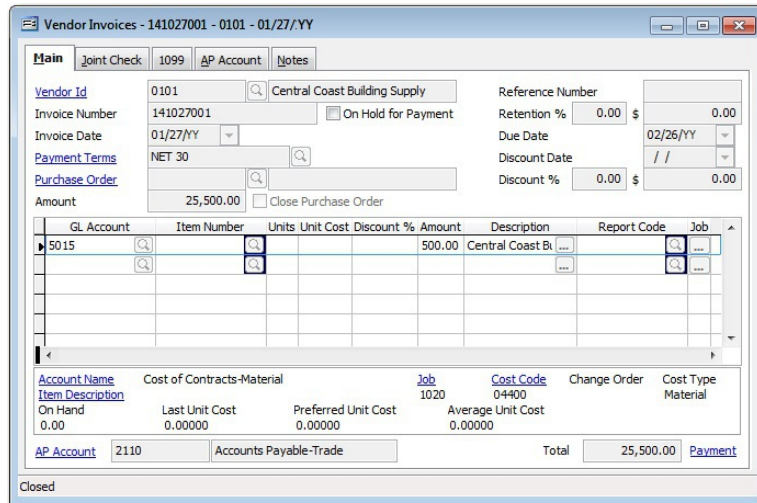
Scrolling Through Vendor Invoice Records
Vendor Invoice records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to the Vendor Invoice. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately prior record of the list according to the Vendor Invoice. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to the Vendor Invoice. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list according to the Vendor Invoice.

Editing an Existing Record

The list of existing vendor invoices may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.
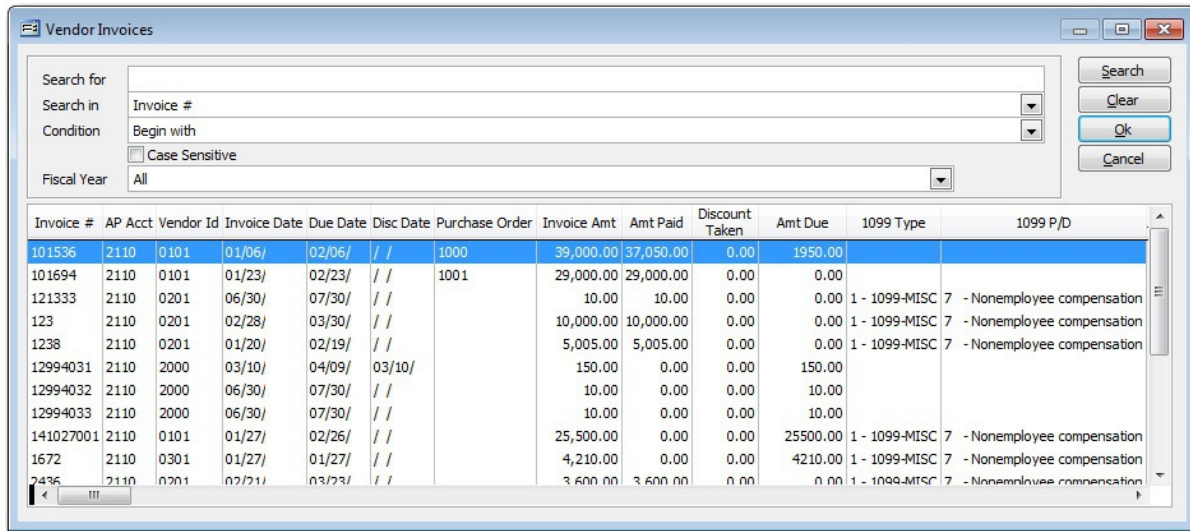
Figure: BB-27   Vendor Invoice Find/Search screen form.

Note that when the invoice screen form appears, all of the fields at the top are shaded; new information cannot be entered or existing information changed. To access the information when the record appears on the screen, it is necessary to press the Open 📂 icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

If the invoice can be edited or changed, all of its fields will be accessible. Any changes made to a pre-existing invoice will result in reversing journal entries being created in both the Accounts Payable and General Ledger Journals, and potentially in the Job Cost and/or Inventory Journals. The revised record will be saved with new entries to the affected journals.

Figure: BB-28
Sample Vendor Invoice
that is editable.
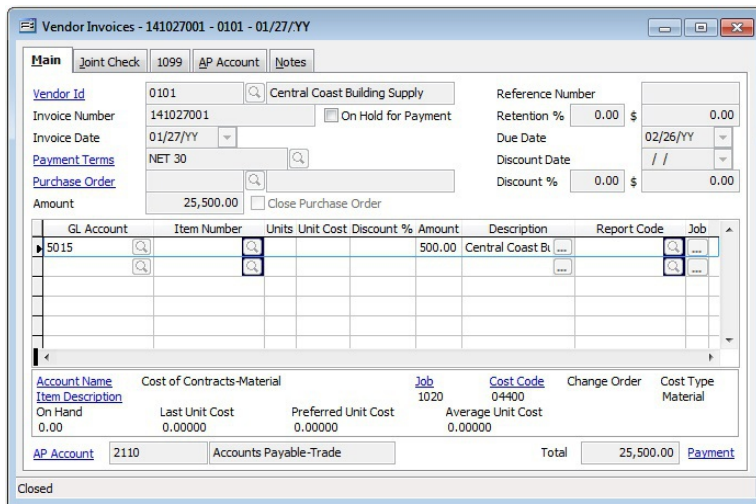
Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete ✖ icon (at the top of the screen). The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave the process. Deleting a pre-existing invoice will result in reversing journal entries being

created in both the Accounts Payable and General Ledger Journals, and potentially in the Job Cost and/or Inventory Journals.

Main Tab

The Vendors Invoices file records all pertinent information related to beginning balance vendor invoices. The information recorded on these tabs is used throughout BIS® whenever a vendor invoice is referenced in other transactions or in reports. The Main tab records detailed information about the vendor invoice.

Figure: BB-29
New Vendor Invoice
screen form Main tab.
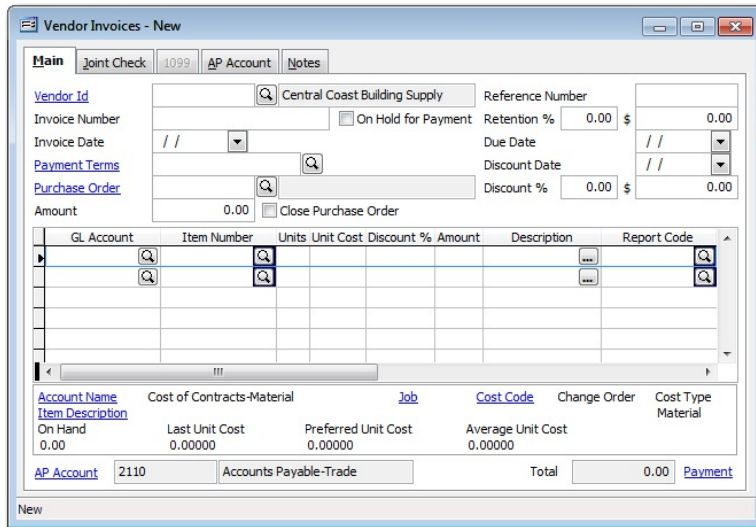
Vendor Id

The Vendor Id field records the identification for the vendor whose invoice is to be entered in BIS®. The vendor ID may be entered manually, or the list of vendors may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the right of the Vendor Id code.

Invoice Number

This field records the invoice number that appears on the invoice from the vendor. This is an alphanumeric field limited to ten characters.

On Hold for Payment

When this box is checked, no payment can be issued for the invoice. This might be done if there is a problem or dispute about the order, and payment is withheld until the problem is resolved. The option blocks all types of payments that reference the invoice number.

Invoice Date

This field usually records the date that appears on the vendor invoice. However, for prior year invoices, it will be necessary to either use the transition date as the invoice date, or if the transition date is later in the Fiscal Year, possibly the first day of the system's Fiscal Year. The date may be typed or selected from the drop-down arrow using the Calendar tool.

Payment Terms

Any Payment Terms associated with the Vendor are automatically entered. The terms can be entered manually or by using the Find tool.

Due Date

The Due Date field records the due date for the vendor invoice. BIS® will calculate the date based on the Number of Days to Due Date entered in the Vendor file. However, if the date of the Beginning Balance Invoice is not the original Invoice Date, it may be manually entered.

Purchase Order

The Purchase Order field records the purchase order number (if any) related to the invoice. BIS® will verify that the purchase order is assigned to the vendor entered above and ask whether the line item information from the purchase order should be loaded into the invoice. Doing so will save time spent reentering duplicate information. Once loaded, the purchase order data can be changed, if necessary. The description of the purchase order selected is also displayed.

Amount

The Amount field records the total amount of the invoice.

Close Purchase Order

If this box is marked, the corresponding purchase order will be closed upon posting. If no purchase order is selected, the box will be disabled. Once closed, a purchase order cannot be changed.

Retention Percent

This field records the percentage to be retained. If the retention is entered as a dollar amount, the percentage will be calculated.

Retention Amount

The Retention Amount field records the dollar amount to be retained. If the retention is entered as a percentage, the amount will be calculated.

Discount Date

The Discount Date field records the date by which the invoice must be paid to receive a discount, if applicable. The date may be typed or entered using the Calendar tool.

Discount Percent

This field records the discount percentage, if applicable. If the discount is entered as a dollar amount, the percentage will be calculated.

Discount Amount

The Discount Amount field records the dollar amount of the discount offered, if applicable. If the discount is entered as a percentage, the amount will be calculated.

Column Fields

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon ⊞ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ⊟ icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

GL Account

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Item

The item Column field records the code of the inventory item ordered, but only if the Inventory module license is active. The code may be entered manually or by using the Find tool, but must be recorded in the Inventory Items file. The field is not required and may be left blank.

Units

This field records the quantity (based upon the unit of measure) to be ordered.

Unit Cost

This field records the unit cost for the item.

Discount Percentage
The Discount Percentage Column records the percentage of the discount offered by the vendor for early payment for the line item (if applicable).

Amount
This important field calculates the extended amount (cost per unit times the number of units) for the line item.

Description
This field is used to record a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters. To record an extended description for the item, click the button to open a Notes box, where unlimited information related to the line item may be stored. If the line item refers to an inventory item, the description is retrieved from the Inventory module.

Report Code
The Report Code column is used to record a report code related to the line item, which can be used for creating customized reports.

Job
If the account number selected for the line item has been assigned a Job Cost Type, the button in the column will open the Job Cost screen, where the item can be posted to a specific job, change order, and cost code. If the invoice is for a subcontract not yet entered into the Subcontract module, the new subcontract can be added from the screen.

The Job Cost screen allows transaction line items to be applied to the Job Cost files. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type (other than Labor) in the Chart of Accounts. To reach the box, click the Job button that appears in the final column of the invoice entry table. The specific Job Cost sub-screen that appears depends on the Job Cost Type associated with the GL Account number entered.

Line Detail Area
This area displays additional information pertaining to the line item selected, including the account name and item description. Also displayed are the job, cost code, change order and/or cost type from the Job Cost files.

Account Name
This field displays the account name to which the invoice will be debited. The default account is recorded in the grid above.

Please note that the underlined Account Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form to add a new GL account. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Item Description
If the Inventory module is installed, and the focus is on an inventoried item, the field displays the Inventory Item Description. Please note that the underlined Item Description is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Inventory - New form to add a new Inventory items. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Job
If the focus is on an invoice line that is job related, the field displays the Job number applicable to that line item. Please note that the underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs – New form to add a new Jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Summary Area
This area displays summary information pertaining to the invoice, including AP account number and name and invoice.

AP Account
This field displays the accounts payable account to which the invoice will be credited. The default AP account is recorded in System Wide Parameters, but may be changed on the AP Account tab. The AP account may be entered manually, or the chart of accounts may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the AP Account number.

Total
This field displays the total of all the vendor invoice line item amounts. The amount must balance with the Amount field shown above.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Joint Check Tab

If the payee requires a check with multiple names on it, the Joint Check tab allows up to two additional names to appear on the check. The first payee will be the vendor selected on the Main tab.

Figure: BB-30
Vendor Invoices form Joint Check tab.
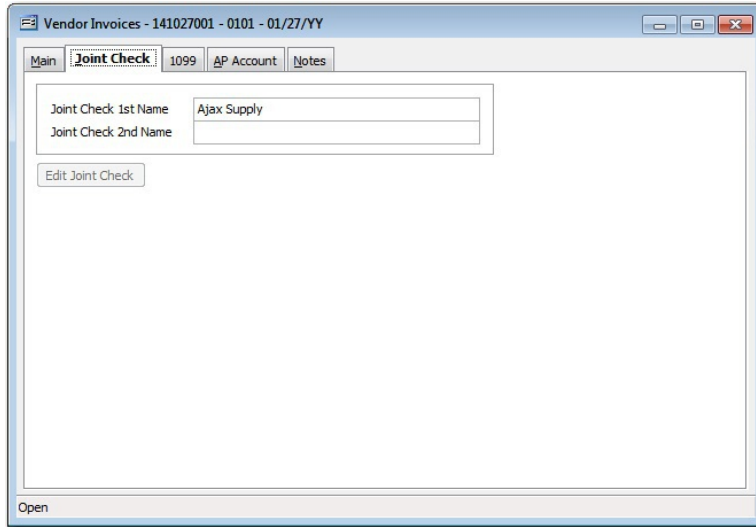
Joint Check First Name

This field records a second payee to appear on the check. This is an alphanumeric field limited to 30 characters.

Joint Check Second Name

This field records a third payee to appear on the check. This is an alphanumeric field limited to 30 characters.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save save button on the toolbar or press Ctrl-S to save the changes.

1099 Tab

This tab allows information to be recorded for the vendor payment which will be applied to the vendor's 1099 tax form.

Figure: BB-31
Vendor Invoices form 1099 tab.

Exclude Form 1099

Checking this option will exclude the check from the 1099 form prepared for the vendor at the end of the calendar year.

1099 Type

This field displays the current vendor's 1099 type and provides a selection of 1099 types from which to choose. If the current check is of a different type than the default displayed, click on the drop down control to select an option from the list. The available form types are:

    Type 1: 1099-MISC, Miscellaneous Income
    Type 2: 1099-DIV, Dividends and Distributions
    Type 3: 1099-INT, Interest

BIS® will accumulate the vendor's payments by these types. 1099 forms are also printed according to type.

1099 Payment/Deduction

This field displays the type of payment or deduction that the expense should appear as on the company's 1099 and provides a selection of types to choose from. Click on the drop down control to select an option from the list.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

AP Account Tab

This screen is used to change the account and session date defaults. However, for Beginning Balances, the default account should have already been set.

Figure: BB-32
Vendor Invoices form AP Account tab.

AP Account

The AP Account field displays the accounts payable account to be used for posting the transaction. The default AP account is set up in the System Wide Parameters, but can be changed here.

Session Date

The Session Date field records the session date for the transaction (i.e. the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for the transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: BB-33
Sample Vendor Invoices form Notes tab.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

Reviewing Accounts Payable Beginning Balances

This section covers the Accounts Payable reports needed to check Beginning Balance entries for vendor invoices. Access to specific reports begins with the Query screen that enables selecting the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open pop-up reports menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Invoices List

This report creates a listing of all accounts payable invoices. This option provides the flexibility to generate specific invoice reports based on a variety of criteria including vendor, invoice date, corresponding purchase order and due date.

Access to Invoices List
Module Menu with Reports Group
AP | Reports | Invoices List

Module Menu with Reports List
AP | Invoices List

Standard Menu
Reports | Accounts Payable | Invoices List

Report Types
Detail
The Invoice List Detail Report displays the invoice date, invoice number, vendor ID and name, purchase order number, 1099 type, accounts payable account, Account Status, invoice amount and total.

Extended
The Invoice List Detail Report also shows any reversing information.

Order By	Options	Fields
• Invoice Number	• Show Report Criteria	• Invoice Number
• Invoice Date	• Reversing Entries	• Invoice Date
• Vender Id	• Open Invoices	• Vender Id
• AP Account	• Paid Invoices	• AP Account
• Invoice Amount	• On Hold for Payment Invoices	• Invoice Amount
• Due Date	• Finance Charge Invoices	• Due Date
• Purchase Order	• Subtotals	• Purchase Order
• Session Date	• Case Sensitive	• Session Date

AP Invoice List – Detail Report

Best Construction Company

AP Invoice List
Detail Report   Page 1

Date	Invoice #	Vendor Id	Vendor Name	PO#	1099 Type	AP Account	Status	Amount
01/06/	101536	0101	Central Coast Building Supply	1000		2110	Open	39,000.00
01/07/	890	0201	BK Contracting		1099-MISC	2110	Open	5,000.00
01/14/	895	0201	BK Contracting		1099-MISC	2110	Open	795.00
01/23/	101694	0101	Central Coast Building Supply	1001		2110	Paid	29,000.00
01/27/	1672	0301	Dry Gulch Concrete		1099-MISC	2110	Open	4,210.00
01/27/	906	0201	BK Contracting	1002	1099-MISC	2110	Paid	10,000.00
01/31/	919	0201	BK Contracting		1099-MISC	2110	Paid	3,000.00
02/03/	3210-A	0202	Nagel Foundations		1099-MISC	2110	Open	785.00
02/28/	123	0201	BK Contracting		1099-MISC	2110	Paid	10,000.00
03/10/	12994031	2000	Credit Card Bank Institution			2110	Open	150.00
06/30/	121333	0201	BK Contracting		1099-MISC	2110	Paid	10.00
06/30/	12994032	2000	Credit Card Bank Institution			2110	Open	10.00
06/30/	12994033	2000	Credit Card Bank Institution			2110	Open	10.00
01/20/	1238	0201	BK Contracting		1099-MISC	2110	Paid	5,005.00
02/21/	2436	0201	BK Contracting		1099-MISC	2110	Paid	3,600.00
03/21/	34278	0201	BK Contracting		1099-MISC	2110	Paid	2,790.00
05/14/	5008	0201	BK Contracting		1099-MISC	2110	Paid	9,087.00
06/21/	6435	0201	BK Contracting		1099-MISC	2110	Paid	3,650.00
08/21/	87421	0201	BK Contracting		1099-MISC	2110	Paid	7,004.00
01/27/	141027001	0101	Central Coast Building Supply		1099-MISC	2110	Open	25,500.00

Total of Invoices Listed   158,606.00

Figure: BB-34   AP Invoice List – Detail Report showing Open Invoices and Subtotals, sorted by Vendor.

AP Invoice List — Extended Report

Best Construction Company

AP Invoice List
Extended Report   Page 1

Date	Invoice#	Vendor Id	Vendor Name	PO#	1099 Type	AP Account	Status	User	Rev Date	Amount
01/06/	101536	0101	Central Coast Building Supply	1000		2110	Open	ADMIN		39,000.00
01/07/	890	0201	BK Contracting		1099-MISC	2110	Open	ADMIN		5,000.00
01/14/	895	0201	BK Contracting		1099-MISC	2110	Open	ADMIN		795.00
01/23/	101694	0101	Central Coast Building Supply	1001		2110	Paid	ADMIN		29,000.00
01/27/	1672	0301	Dry Gulch Concrete		1099-MISC	2110	Open	ADMIN		4,210.00
01/27/	906	0201	BK Contracting	1002	1099-MISC	2110	Paid	ADMIN		10,000.00
01/31/	919	0201	BK Contracting		1099-MISC	2110	Paid	ADMIN		3,000.00
02/03/	3210-A	0202	Nagel Foundations		1099-MISC	2110	Open	ADMIN		785.00
02/28/	123	0201	BK Contracting		1099-MISC	2110	Paid	ADMIN		10,000.00
03/10/	12994031	2000	Credit Card Bank Institution			2110	Open	ADMIN		150.00
06/30/	121333	0201	BK Contracting		1099-MISC	2110	Paid	ADMIN		10.00
06/30/	12994032	2000	Credit Card Bank Institution			2110	Open	ADMIN		10.00
06/30/	12994033	2000	Credit Card Bank Institution			2110	Open	ADMIN		10.00
01/20/	1238	0201	BK Contracting		1099-MISC	2110	Paid	ADMIN		5,005.00
02/21/	2436	0201	BK Contracting		1099-MISC	2110	Paid	ADMIN		3,600.00
03/21/	34278	0201	BK Contracting		1099-MISC	2110	Paid	ADMIN		2,790.00
05/14/	5008	0201	BK Contracting		1099-MISC	2110	Paid	ADMIN		9,087.00
06/21/	6435	0201	BK Contracting		1099-MISC	2110	Paid	ADMIN		3,650.00
08/21/	87421	0201	BK Contracting		1099-MISC	2110	Paid	ADMIN		7,004.00
01/27/	141027001	0101	Central Coast Building Supply		1099-MISC	2110	Open	ADMIN		25,500.00

Total of Invoices Listed   158,606.00

Figure: BB-35 AP Invoice List – Extended Report, showing Open Invoices and subtotals, sorted by Vendor..

Vendor Aging

The Vendor Aging report is a valuable tool for managing vendor beginning balances.

Access to Vendor Aging Report
Module Menu with Reports Group

AP | Reports | Vendor Aging

Module Menu with Reports List

AR | Vendor Aging

Standard Menu

Reports | Accounts Payable | Vendor Aging

Report Types
Summary

The Vendor Aging Summary Report displays account number, aging date, vendor ID and name, vendor telephone, total amount owed, total current amount, amount 1-30 days past due, 31-60 days past due, 61-90 days past due, over 90 days past due and list totals.

Detail

The Vendor Aging Detail Report also lists open invoices including the invoice number and date, due date, days past due, amount due, and retention.

Alternate

The Vendor Aging Alternate Report moves the retention to its own column.

Extended

The Vendor Aging Extended Report also lists the reference and discount date.

Order By
- Vendor Id & Invoice Number
- Vendor Id & Invoice Date
- Due Date & Vendor Id

• **Options**
- Show Invoice Notes
- Show Report Criteria
- Show Retention

Fields
- AP Account
- Vendor Id
- Aging Date
- Invoice Number
- Invoice Date

Vendor Aging – Summary Report

Best Construction Company

Accounts Payable Aging
Summary Report - All AP Accounts, Aging Date: 01/27/YY   Page 1

Vendor Id	Vendor Name	Total	Telephone Current	1-30 Past	31-60 Past	61-90 Past	Over 90
0101	Central Coast Building Supply		(805)543-7000				
	Total Owed	27,450.00	25,500.00	0.00	0.00	0.00	1,950.00
0201	BK Contracting		(805)543-7000				
	Total Owed	579.50	0.00	0.00	0.00	0.00	579.50
0202	Nagel Foundations		(805)543-7000				
	Total Owed	785.00	0.00	0.00	0.00	0.00	785.00
0301	Dry Gulch Concrete		(805)543-7000				
	Total Owed	4,210.00	0.00	0.00	0.00	0.00	4,210.00
2000	Credit Card Bank Institution						
	Total Owed	170.00	0.00	0.00	0.00	0.00	170.00
	Total Listed	33,194.50	25,500.00	0.00	0.00	0.00	7,694.50

───────────────── **Report Criteria** ─────────────────

```
       Company: Best Construction Company
   Fiscal Year: Selected Period 01/01/   to 12/31/
        Report: Accounts Payable Aging
          Type: Summary
    Created by: Administrator
          Date: Tuesday, 01/27/   10:45 AM
      Order by: Vendor Id + Invoice Number (Ascending)
       Options: Show Report Criteria (Yes)
                Show Invoice Notes (No)
                Show Retention (No)
                Separation Line (No)
                Case Sensitive (No)
    Conditions: AP Account (All)
                Vendor Id (All)
                Vendor Name (All)
                Aging Date = 01/27/
                Invoice Number (All)
                Invoice Date (All)
```

Figure: BB-36   Accounts Payable Aging – Summary Report showing the Report Criteria.

Vendor Aging – Detail Report

Best Construction Company

Accounts Payable Aging
Detail Report - All AP Accounts, Aging Date: 01/27/YY   Page 1

Vendor Id Invoice #	InvDate	Due Date	Days	Telephone Current	1-30 Past	31-60 Past	61-90 Past	Over 90
0101		Central Coast Building Supply		(805)543-7000				
101536	01/06/	02/06/	720					1,950.00
141027001	01/27/	02/26/		25,500.00				
		Total Owed	27,450.00	25,500.00	0.00	0.00	0.00	1,950.00
0201		BK Contracting		(805)543-7000				
890	01/07/	02/06/	720					500.00
895	01/14/	02/13/	713					79.50
		Total Owed	579.50	0.00	0.00	0.00	0.00	579.50
0202		Nagel Foundations		(805)543-7000				
3210-A	02/03/	03/03/	695					785.00
		Total Owed	785.00	0.00	0.00	0.00	0.00	785.00
0301		Dry Gulch Concrete		(805)543-7000				
1672	01/27/	01/27/	730					4,210.00
		Total Owed	4,210.00	0.00	0.00	0.00	0.00	4,210.00
2000		Credit Card Bank Institution						
12994031	03/10/	04/09/	658					150.00
12994032	06/30/	07/30/	546					10.00
12994033	06/30/	07/30/	546					10.00
		Total Owed	170.00	0.00	0.00	0.00	0.00	170.00
		Total Listed	33,194.50	25,500.00	0.00	0.00	0.00	7,694.50

Figure: BB-37   Accounts Payable Aging – Detail Report.

Vendor Aging – Alternate Report

Best Construction Company

Accounts Payable Aging
Alternate Report - All AP Accounts, Aging Date: 01/27/YY   Page 1

Vendor Id	Vendor Name		Telephone					
Invoice #	Inv Date	Due Date	Days	Current	1-30 Past	31-60 Past	61-90 Past	Over 90
0101	Central Coast Building Supply		(805)543-7000					
101536	01/06/	02/06/	720					1,950.00
141027001	01/27/	02/26/		25,500.00				
			Total Owed	25,500.00	0.00	0.00	0.00	1,950.00
0201	BK Contracting		(805)543-7000					
890	01/07/	02/06/	720					500.00
895	01/14/	02/13/	713					79.50
			Total Owed	0.00	0.00	0.00	0.00	579.50
0202	Nagel Foundations		(805)543-7000					
3210-A	02/03/	03/03/	695					785.00
			Total Owed	0.00	0.00	0.00	0.00	785.00
0301	Dry Gulch Concrete		(805)543-7000					
1672	01/27/	01/27/	730					4,210.00
			Total Owed	0.00	0.00	0.00	0.00	4,210.00
2000	Credit Card Bank Institution							
12994031	03/10/	04/09/	658					150.00
12994032	06/30/	07/30/	546					10.00
12994033	06/30/	07/30/	546					10.00
			Total Owed	0.00	0.00	0.00	0.00	170.00
			Total Listed	25,500.00	0.00	0.00	0.00	7,694.50

Figure: BB-38   Accounts Payable Aging – Alternate Report that shows retention in its own column.

Vendor Aging – Extended Report

Best Construction Company

Accounts Payable Aging
Extended Report - All AP Accounts, Aging Date: 01/27/YY   Page 1

Vendor Id Invoice#	Vendor Name Reference	Inv Date	Disc Date	Telephone Due Date	Days	Current	1-30 Past	31-60 Past	61-90 Past	Over 90
0101	Central Coast Building Supply			(805)543-7000						
101536		01/06/	/ /	02/06/	720					1,950.00
141027001		01/27/	/ /	02/26/		25,500.00				
				Total Owed	27,450.00	25,500.00	0.00	0.00	0.00	1,950.00
0201	BK Contracting			(805)543-7000						
890		01/07/	/ /	02/06/	720					500.00
895		01/14/	/ /	02/13/	713					79.50
				Total Owed	579.50	0.00	0.00	0.00	0.00	579.50
0202	Nagel Foundations			(805)543-7000						
3210-A		02/03/	/ /	03/03/	695					785.00
				Total Owed	785.00	0.00	0.00	0.00	0.00	785.00
0301	Dry Gulch Concrete			(805)543-7000						
1672		01/27/	/ /	01/27/	730					4,210.00
				Total Owed	4,210.00	0.00	0.00	0.00	0.00	4,210.00
2000	Credit Card Bank Institution									
12994031		03/10/	03/10/	04/09/	658					150.00
12994032		06/30/	/ /	07/30/	546					10.00
12994033		06/30/	/ /	07/30/	546					10.00
				Total Owed	170.00	0.00	0.00	0.00	0.00	170.00
				Total Listed	33,194.50	25,500.00	0.00	0.00	0.00	7,694.50

Figure: BB-39   Accounts Payable Aging – Extended Report.

Payroll

The Payroll Manual Checks screen form is used to enter the payroll beginning balances when setting up existing employees for the first time in BIS®. The Main tab records basic information related to the check written.

Preparation

A Year-to-Date Payroll report must be obtained from the old accounting system as of the last business day prior to the transition date. Depending on the system, other reports may have a the needed information, but what is needed is a listing of all of the employee payrolls that were paid as of the close of business the day before the transition date. Further, it is only necessary to obtain the summary records for each full Calendar Quarter, subsequent Calendar Month, and subsequent individual Pay Periods processed in the prior system.

The Payroll Module's entries will not be balances against the General Ledger except by comparing payroll reports against specific accounts listed in the General Ledger. Thus, the PR accounts in the General Ledger must be the same as the various payroll accounts as shown on the reports from the PR module of the old system.

⚠ **Caution**

> If the balances in the subsidiary journals and ledgers doe not match their corresponding GL accounts, the beginning balance must stop until the errors are identified and corrected. In many cases, the advice is to check with the C.P.A.

There are two conditions under which no Payroll Beginning Balances will be entered:
1. The business is brand new, and there is no prior payroll.
2. The Transition Date for the new system is the beginning of the Calendar Year irrespective of the Fiscal Year.

Payroll Beginning Balance Posting Account Exceptions
Overview

Unlike Accounts Payable, all Payroll entries will be posted to the Payroll Suspense account. Thus, the net balance of any full payroll transaction entered will be zero, and have no effect on the General Ledger. To ensure that the module's entries will match the payroll accounts' beginning balances entered into the General Ledger, Payroll report balances will be compared against prior Payroll Beginning Balance entries to the General Ledger. The following is a series of two accounting T-Charts to show a summary of the PR entries that will be made into each module, unless the Transition Date is January 1 of the Calendar Year.

GL PR Beginning Balances	Debit (+)	Credit (-)
Cash		Cash Account
PR Liabilities		PR Liabilities
Job Wages	COGS or WIP	
Non-Job Wages	Salaries	
Employer PR Expenses	Expenses	
PR Module Beginning Balances	**Debit (+)**	**Credit (-)**
Cash		PR Suspense
PR Liabilities		PR Suspense
Job Wages	PR Suspense	
Non-Job Wages	PR Suspense	
Employer PR Expenses & Taxes	PR Suspense	

PR Accounts to Change for Beginning Balances

This section will indicate a number of account numbers that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Since individual companies may employ unique Additions, Deductions, Tax Exempt, or Local Tax entries, the information here should be used as a guide. Users will have to adapt the directions and procedures included to the specific circumstances needed.

The table on the previous page illustrated the need to temporarily change the default PR accounts to the PR Suspense account. These accounts are set in a wide variety of areas of the program.

ⓘ **Tip**
> It may be very useful to make "screen shots" of the various screens described below prior to making changes, so that the settings can be returned to their proper defaults after the Payroll Beginning Balances are complete.
>
> When a particular screen form is shown, press the Print Screen <PrintScrn> key that is probably located to the right of the <F12> key. When this key is pressed, the screen image is copied to the computer's "clipboard." All that is necessary is to open a word processor to a new document, and Paste the image by pressing

System Wide Parameters – PR Tab

The PR tab of the System Wide Parameters contains sub-tabs with a wide variety of settings that affect payroll processing.

ⓘ **Tip**
> The PR tab will only be available if the Payroll module is installed.

Menu Access

Accounts Sub-Tab

Administrator | System Wide Parameters | PR Tab | Accounts Sub-Tab

Figure: BB-40.1
Administrator, System Wide Parameters PR tab, Accounts sub-tab screen form.
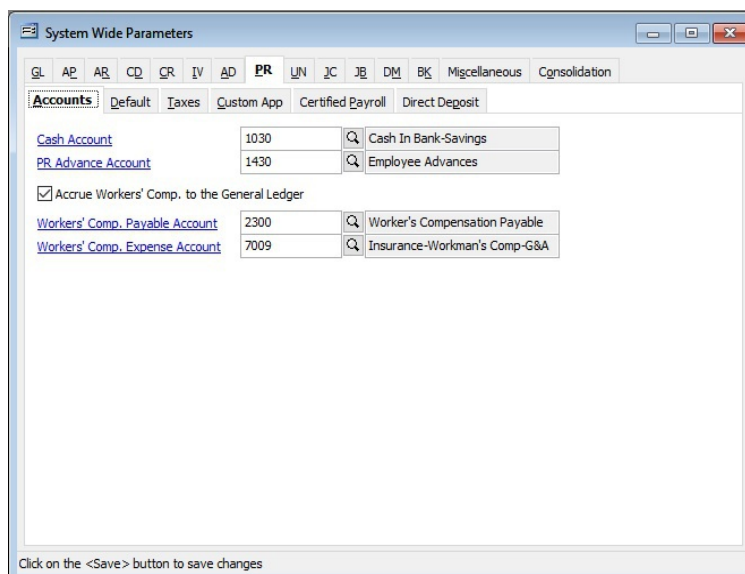
Settings
Set all check mark settings to the desired defaults

Change the following accounts to the Payroll Suspense Account:
- Cash Account
- PR Advance Account
- Union Payable Account
- Union Expense Account
- Workers' Comp. Payable Account
- Workers' Comp. Expense Account

Default Sub-Tab
Administrator | System Wide Parameters | PR Tab | Default Sub-Tab

Figure: BB-40.2
Administrator, System Wide Parameters PR tab, Default sub-tab screen form.
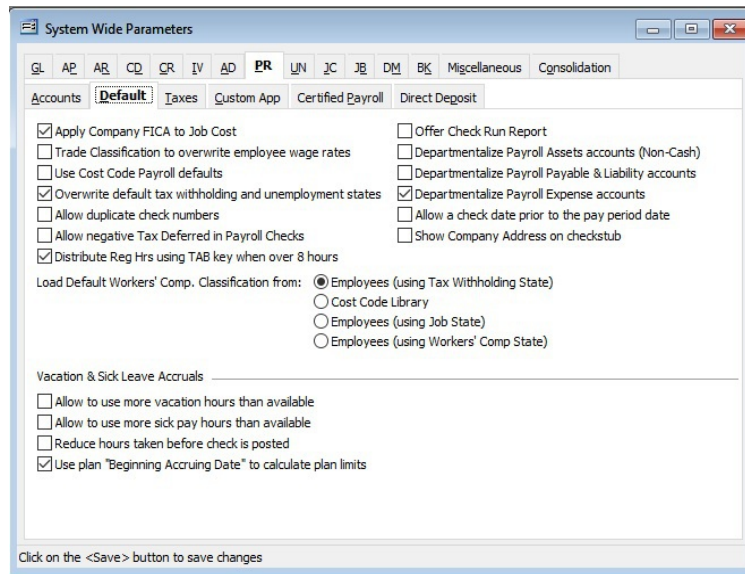
Taxes Sub-Tab
Administrator | System Wide Parameters | PR Tab | Taxes Sub-Tab

Figure: BB-40.3
Administrator, System Wide Parameters PR tab, Taxes sub-tab screen form.
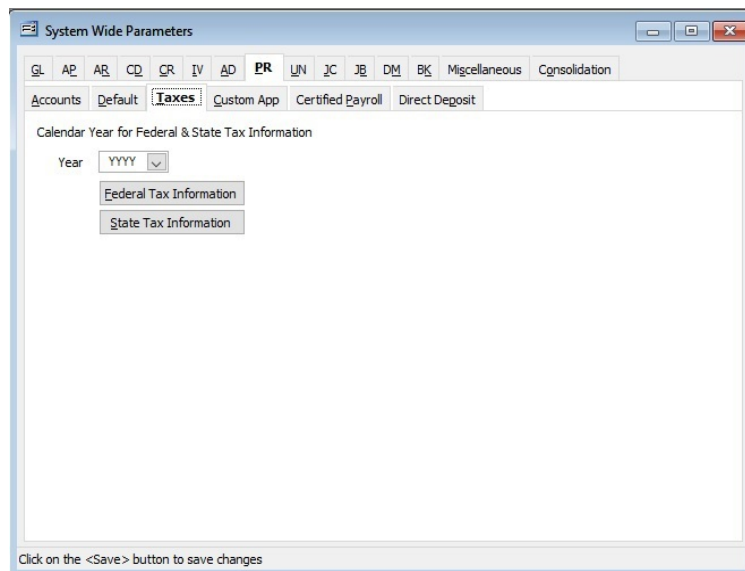
Calendar Year Dropdown
Calendar Year dropdown to select year for viewing Federal & State Information settings

Federal Tax Information Button
The button opens the Federal Tax Information form that is used to set basic federal tax information, including tax rates and default posting accounts, for the company.

State Tax Information Button
The button opens the State Tax Information form that is used to activate states for use by the company and to set up basic tax information for each state selected, including tax rates and default posting accounts.

Custom App Sub-Tab
Administrator | System Wide Parameters | PR Tab | Custom App Sub-Tab

Custom App Sub-tab allows the additional of specialized custom PR apps available for a fee.

Figure: BB-40.3
Administrator, System Wide Parameters PR tab, Custom App sub-tab screen form.

Certified Payroll Sub-Tab
Administrator | System Wide Parameters | PR Tab | Certified Payroll Sub-Tab

Certified Payroll Sub-tab allows for optional settings and accounts specific to Certified Payroll.

Include employees with no trade classification
When checked will make available in Certified Payroll runs those employees that do not have a designated Trade Classification set in their Employee master record.

Combine Regular & Certified Tabs
When checked it eliminates Certified tab on Payroll Hours & Adjustments form. Certified Payroll hours are then entered on the Hours tab and recognized as certified hours when a Certified Job is selected on the Job form.

Accrue Fringe Benefits to the General Ledger
When checked allows for selecting separate Payable and Expense accounts for accruing Fringe Benefits pertaining to Certified Payroll.

Figure: BB-40.3
Administrator, System
Wide Parameters PR tab,
Certified Payroll sub-tab
screen form.

Direct Deposit

The button opens the Direct Deposit Information form that is used to enter the bank, routing, and other information needed for direct deposit of payroll for enrolled employees.

ⓘ **Tip**   The Direct Deposit function is available with the Professional or Enterprise

Information about these three buttons in included in the Direct Deposit section that follows.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar, or press Ctrl-S to save the changes.

Federal Tax Information Button
The form, opened from the Payroll (PR) tab of the System Wide Parameters, is used to set and maintain all federal tax information that is required to complete payroll. It is necessary to change the Federal Withholding, Expense, and Payable accounts to the Payroll Suspense Account number while the Payroll Beginning Balances are begin entered.
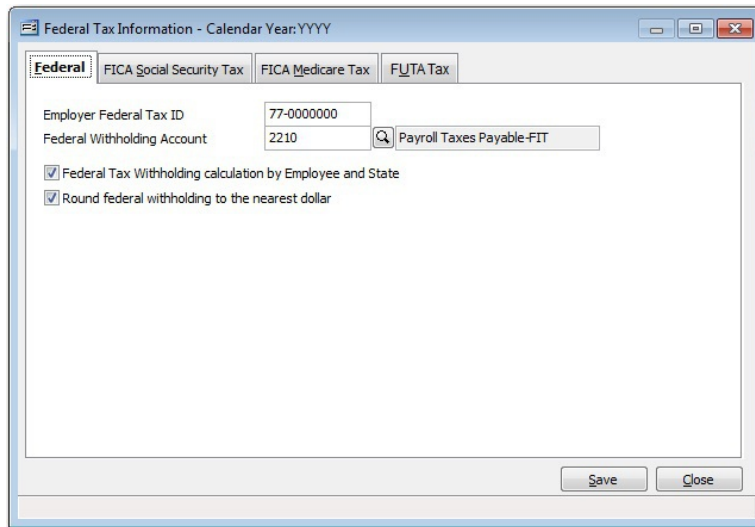
Menu Access
Administrator | System Wide Parameters | PR Tab | Taxes Sub-Tab | Federal Tax Information Button

Federal Tax Information – **Federal Tab**
Federal Withholding Account
After obtaining a screen shot of this screen form, change the default Federal Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Figure: BB-41
System Wide Parameters
PR tab, Federal Tax
Information, Federal tab
screen form.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar, or press Ctrl-S to save the changes.

Federal Tax Information – FICA Social Security Tax Tab

The FICA Social Security Tax tab is used for recording detailed information related to Federal Insurance Contributions Act (FICA) Social Security withholdings. It is necessary to change the Social Security Withholding, Payable, and Expense accounts to the Payroll Suspense Account number while the Payroll Beginning Balances are begin entered.

⚠ **Caution**   For BIS® to correctly compute the withholding amount for each

Social Security Withholding Account

After obtaining a screen shot of this screen form, change the default Social Security Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool.

Figure: BB-42
System Wide Parameters
PR tab, Federal Tax
Information, FICA Social
Security Tax tab screen
form.

After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Social Security Payable Account

After obtaining a screen shot of this screen form, change the default Social Security Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Social Security Expense Account

After obtaining a screen shot of this screen form, change the default social Security Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

Federal Tax Information – FICA Medicare Tax Tab

The FICA Medicare Tax tab is used for recording detailed information related to Federal Insurance Contributions Act (FICA) Medicare withholdings. It is necessary to change the Medicare Withholding, Payable, and Expense accounts to the Payroll Suspense Account number while the Payroll Beginning Balances are begin entered.

⚠ **Caution**

For BIS® to correctly compute the withholding amount for each

Figure: BB-43
System Wide Parameters PR tab, Federal Tax Information, FICA Medicare Tax tab screen form.

Medicare Withholding Account

After obtaining a screen shot of this screen form, change the default Medicare Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Medicare Payable Account

After obtaining a screen shot of this screen form, change the default Medicare Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Medicare Expense Account

After obtaining a screen shot of this screen form, change the default Medicare Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar, or press Ctrl-S to save the changes.

Federal Tax Information – FUTA Tax Tab

The FUTA Tax tab is used for recording detailed information related to employer Federal Unemployment Tax Act (FUTA) taxes. It is necessary to change the FUTA Payable and Expense accounts to the Payroll Suspense Account number while the Payroll Beginning Balances are begin entered.

⚠ **Caution**

For BIS® to correctly compute the company's tax obligation for each

Figure: BB-44
System Wide Parameters PR tab, Federal Tax Information, FUTA Tax tab screen form.

FUTA Payable Account

After obtaining a screen shot of this screen form, change the default FUTA Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

FUTA Expense Account

After obtaining a screen shot of this screen form, change the default FUTA Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar, or press Ctrl-S to save the changes.
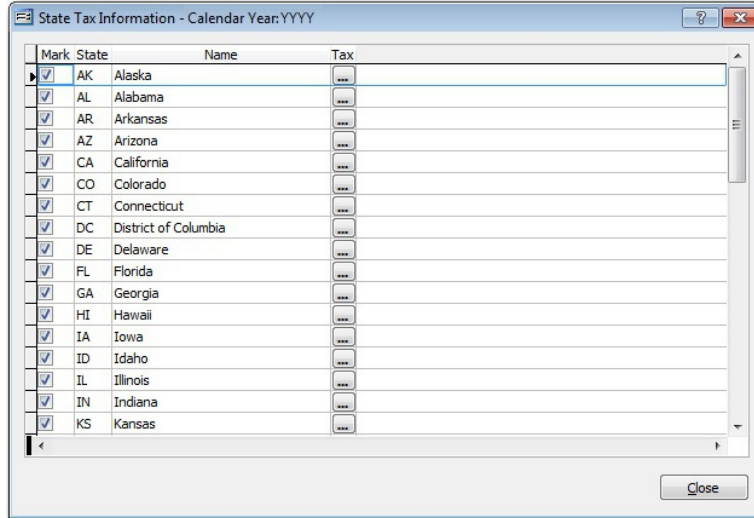
State Tax Information Button

The form, opened from the Payroll (PR) tab of the System Wide Parameters, is used to activate states for payroll use by the company. It is necessary to change the State Withholding, Expense, and Payable accounts to the Payroll Suspense Account number while the Payroll Beginning Balances are begin entered.

Menu Access

Administrator | System Wide Parameters | PR Tab | State Tax Information Button

Figure: BB-45

System Wide Parameters PR tab, State Tax Information screen form.

To select a state, simply place a checkmark in the box shown in the Mark column on the line for that state.

State Tax Information – State Tab

Figure: BB-46

System Wide Parameters PR tab, State Tax Information, State tab screen form.
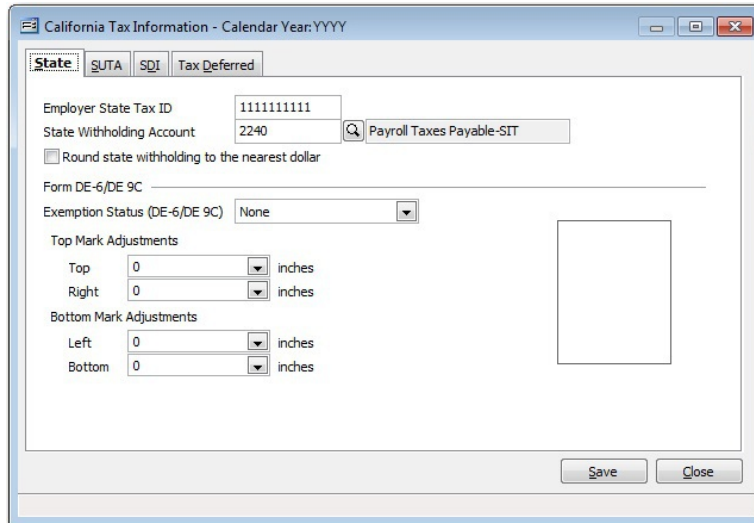
State Withholding Account

After obtaining a screen shot of this screen form, change the default State Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

State Tax Information – SUTA Tax Tab

The SUTA Tax tab is used for recording detailed information related to employer State Unemployment Tax Act (SUTA) tax. It is necessary to change the SUTA Expense and Payable accounts to the Payroll Suspense Account number while the Payroll Beginning Balances are begin entered.

Figure: BB-47
System Wide Parameters
PR tab, State Tax
Information, SUTA Tax tab
screen form.

SUTA Payable Account

After obtaining a screen shot of this screen form, change the default SUTA Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

SUTA Expense Account

After obtaining a screen shot of this screen form, change the default SUTA Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

State Tax Information – SDI Tax Tab

The SDI Tax tab is used for recording detailed information related to employee State Disability Insurance Act (SDI) withholdings. It is necessary to change the SDI Expense and Payable accounts to the Payroll Suspense Account number while the Payroll Beginning Balances are begin entered.

💡 **Tip**
> State Disability Tax exists in California, but may not be applicable in other states. SDI should not be confused with Workers' Compensation Insurance.

Figure: BB-48
System Wide Parameters PR tab, State Tax Information, SDI Tax tab screen form.

SUTA Withholding Account

After obtaining a screen shot of this screen form, change the default SDI Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar, or press Ctrl-S to save the changes.
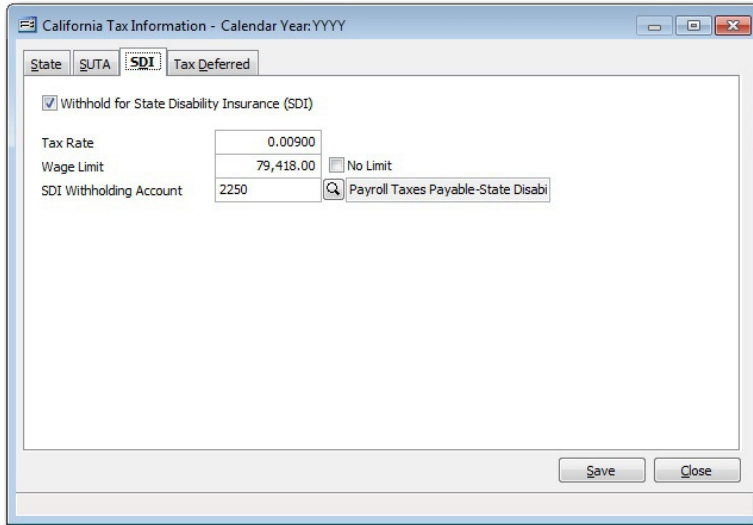
Direct Deposit Button

The National Automated Clearing House Association (NACHA), from whose initials the more commonly used "ACH" was derived, governs the direct deposit standards used by banks nationally. The direct deposit features within BIS® will allow users to create an ACH standard file to send to the bank for electronic payroll distribution.

It is necessary to disable the Direct Deposit functionality while the Payroll Beginning Balances are begin entered.

ⓘ **Tip** | The Direct Deposit function is available with the Professional or Enterprise

To disenable Direct Deposit within the system, the Enable Direct Deposit check box found in three sections must be deactivated:

- System Wide Parameters | Payroll Tab | Payroll Direct Deposit
- Employee Master Record | Direct Deposit Tab
- Print Payroll Checks
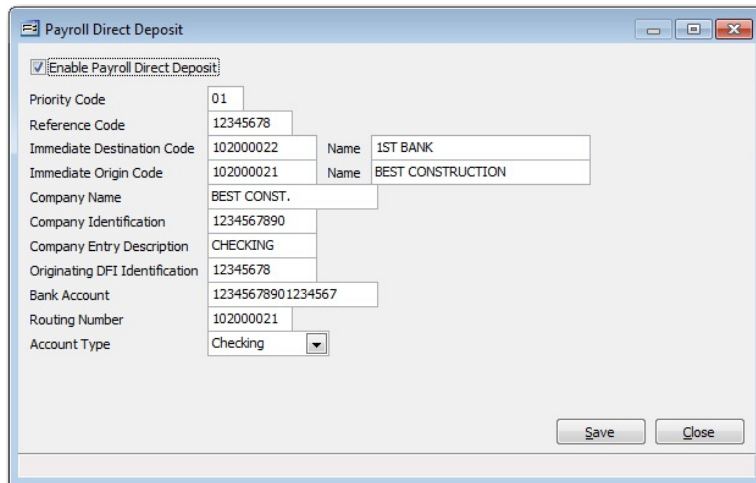
The section covers the setup required in the System Wide Parameters.

Menu Access
Administrator | System Wide Parameters | PR Tab | Direct Deposit Button

Figure: BB-49
System Wide Parameters
PR tab, Direct Deposit
screen form.

Enable Direct Deposit
After obtaining a screen shot of this screen form, and during the period that the Payroll Beginning Balances are entered, uncheck the box to enable direct deposits to employee's accounts. Direct Deposit must be disenabled in three places to work properly; in the System Wide Parameters PR Tab, in the Employee Master File Direct Deposit Tab and in Print Payroll Checks.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

Union Accounts to Change for Beginning Balances
This section will indicate a number of account numbers that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Union Accounts Tab
The Account section is used for listing the general ledger accounts used for posting union contributions and deductions. It is necessary to change the Union Expense and Payable accounts to the Payroll Suspense Account number while the Payroll Beginning Balances are begin entered.

Figure: BB-50
Union Accounts tab screen form sample.

Union Payable Account
After obtaining a screen shot of this screen form, change the default Union Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Union Taxable Addition Account
After obtaining a screen shot of this screen form, change the default Union Taxable Addition Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default..

Union Taxable Deduction Account
After obtaining a screen shot of this screen form, change the default Union Taxable Deduction Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

Payroll Adjustments

This section covers 4 types of Payroll Adjustments master files: Additions, Deductions, Tax Deferred, and Local Taxes that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Modular Menu Access

Payroll | Payroll Adjustments

Standard Menu Access

List | Payroll Adjustments

Additions

This section covers one type of payroll adjustment: Additions. This section will indicate a number of account numbers that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Modular Menu Access

Payroll | Payroll Adjustments | Additions

Standard Menu Access

List | Payroll Adjustments | Additions

BIS® maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. If any of these adjustments are used when setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry, they must be changed temporarily.

There are a number of system addition codes that are already set up in BIS®:

10	Vacation Pay
11	Holiday Pay
12	Sick Pay
13	Special Pay
14	Other Earnings
15	Other Earnings
16	Other Earnings
17	Non-Payroll Addition: Addition code 17 is used for non-payroll additions, such as reimbursements. This is permanently marked as a non-payroll adjustment and cannot be marked for tax withholding.
20	Adjust Box 12 on W-2 and Pay C: Addition code 20 is used for fringe benefits that will increase the employee's total gross wages subject to taxes. Any additions that reference the code will increase the amount in box 12 of the employee's W-2 form.
21	Adjust Box 12 on W-2 but NOT P: Addition code 21 is used for fringe benefits that will not increase the employee's gross wages, but will appear in box 12 of the employee's W-2 form.
22	Earned Income Credit: Addition code 22 is used for Advance EIC payments for those employees who qualify. The amount of the adjustment will not increase the employee's gross wages and will not be taxed. Any additions that reference the code will increase the amount in box 9 of the employee's W-2 form.
26	Union Tax Automatic Addition: Addition code 26 is used by the system to reflect adjustments made for taxable union company contributions. The addition amount should be left blank. Union contributions should be set up using the Union form.

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an addition not included above. Thus, these codes, or new ones created, will need to be temporarily changed during the Payroll Beginning Balances process.

Scrolling Through Payroll Adjustment Addition Records

Payroll adjustment additions' records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon(at the top of the screen) will open the first record of the list, according to Addition Code. Clicking on the Previous ◀ icon (at the top of the screen) will open the next record of the list, according to Addition Code. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list, according to the Addition Code. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list, according to the Addition Code.

Editing an Existing Record

The list of existing addition codes may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: BB-51
Payroll Adjustments,
Additions Find/Search
screen form.
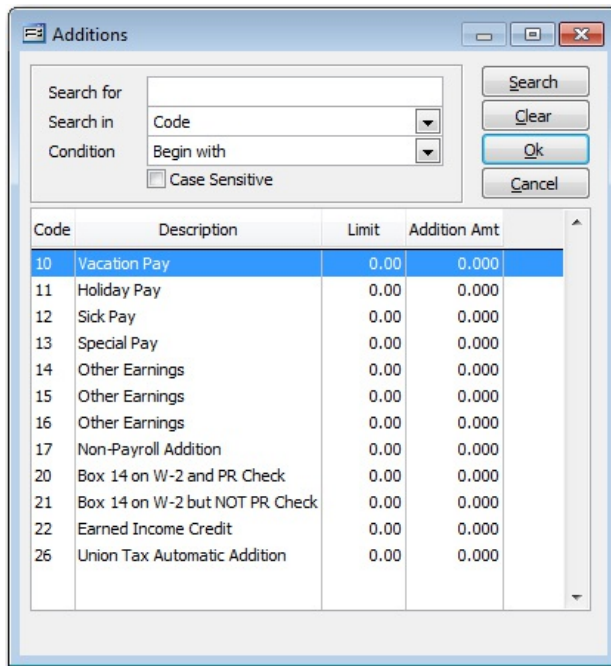
Note that when the addition code form appears, some of the fields at the top are shaded; information cannot be entered or changed. However, information in non-shaded areas can be edited.

Figure: BB-52
Sample Payroll
Adjustments master
record, Additions screen
form.
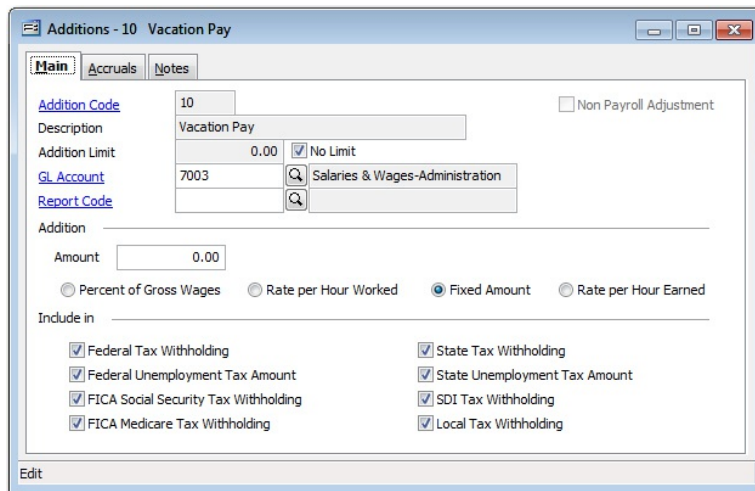
Main Tab

This section will indicate a number of account numbers that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Form Fields

There are a number of system addition codes that are already set up in BIS®:

10   Vacation Pay
11   Holiday Pay
12   Sick Pay
13   Special Pay
14   Other Earnings
15   Other Earnings
16   Other Earnings
17   Non-Payroll Addition: Addition Code 17 is used for non-payroll additions, such as reimbursements. This is permanently marked as a non-payroll adjustment and cannot be marked for tax withholding. The details from the code can be duplicated as other specifically named codes for other reimbursements.
20   Adjust Box 12 on W 2 and Pay C: Addition code 20 is used for fringe benefits that will increase the employee's total gross wages subject to taxes. Any additions that reference the code will increase the amount in box 12 of the employee's W-2 form.
21   Adjust Box 12 on W 2 but NOT P: Addition Code 21 is used for fringe benefits that will not increase the employee's gross wages, but will appear in box 12 of the employee's W-2 form.
22   Earned Income Credit: Addition Code 22 is used for Advance EIC payments for those employees who qualify. The amount of the adjustment will not increase the employee's gross wages and will not be taxed. Any additions that reference the code will increase the amount in box 9 of the employee's W 2 form.
26   Union Tax Automatic Addition: Addition Code 26 is used by the system to reflect adjustments made for taxable union company contributions. The addition amount should be left blank. Union contributions should be set up using the Union form.

These codes cannot be changed or deleted. However other codes that may be been added may also need the temporary changes indicated below.

GL Account

After obtaining a screen shot of this screen form, change the default GL Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

Payroll Adjustments - Deductions

This section covers one type of payroll adjustment: Deductions. This section will indicate a number of account numbers that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Modular Menu Access
Payroll | Payroll Adjustments | Deductions

Standard Menu Access
List | Payroll Adjustments | Deductions

BIS® maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

There are a number of system deduction codes that are already set up in BIS®:

30   Insurance Deduction
31   Advance Payback Deduction
32   Savings Deduction
35   Other Deduction
36   Other Deduction
37   Extra Federal Withholding
38   Extra State Withholding
55   Union Automatic Deduction: Deduction Code 55 is used by the system to reflect adjustments made for union employee deductions. The deduction amount should be left blank. Union deductions should be set up using the Union form.
56   Union Tax Automatic Deduction: Deduction Code 56 is used by the system to reflect adjustments made for taxable union company contributions. The deduction amount should be left blank. Union contributions should be set up using the Union form.
57   W/C Automatic Deduction: Deduction Code 57 is used by the system to reflect employee deductions for Worker's Compensation. The deduction amount should be left blank.

These codes cannot be changed or deleted. However other codes that may be been added may also need the temporary changes indicated below.

Scrolling Through Payroll Adjustment Deduction Records
Payroll adjustment deductions' records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to Deduction Code. Clicking on the Previous ◀ icon (at the top of the screen) will open the next record of the list according to Deduction Code. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to the Deduction Code. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list according to the Deduction Code.

Editing an Existing Record
The list of existing deduction codes may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: BB-53
Payroll Adjustments,
Deductions Find/Search
screen form.

Note that when the deduction code form appears, some of the fields at the top are shaded; information cannot be entered or changed. However, information in non-shaded areas can be edited.

Cloning an Existing Record

Once a record is selected, it can be cloned to create a new record, making modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record ⊞ icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Deduction Code, Description, etc. to be saved as a new record.

Deleting an Existing Record

Existing records that were added by the user can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete ⊠ icon (at the top of the screen). The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave the process.

Main Tab

This section will indicate a number of account numbers that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Figure: BB-54
Sample Payroll
Adjustments master
record, Deductions screen
form.

There are a number of system deduction codes that are already set up in BIS®:

30	Insurance Deduction
31	Advance Payback Deduction
32	Savings Deduction
35	Other Deduction
36	Other Deduction
37	Extra Federal Withholding
38	Extra State Withholding
55	Union Automatic Deduction: Deduction Code 55 is used by the system to reflect adjustments made for union employee deductions. The deduction amount should be left blank. Union deductions should be set up using the Union form.
56	Union Tax Automatic Deduction: Deduction Code 56 is used by the system to reflect adjustments made for taxable union company contributions. The deduction amount should be left blank. Union contributions should be set up using the Union form.
57	W/C Automatic Deduction: Deduction Code 57 is used by the system to reflect employee deductions for Worker's Compensation. The deduction amount should be left blank.

These codes cannot be changed or deleted. However other codes that may be been added may also need the temporary changes indicated below.

GL Account

After obtaining a screen shot of this screen form, change the default GL Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

Payroll Adjustments – Tax Deferred

This section covers one type of payroll adjustment: Tax Deferred. This section will indicate an account that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Modular Menu Access

Payroll | Payroll Adjustments | Tax Deferred

Standard Menu Access

List | Payroll Adjustments | Tax Deferred

Two tax deferred compensation codes are already set up in BIS®:
- 50   401(k)
- 52   Cafeteria Plan

These codes cannot be changed or deleted. However other codes that may be been added may also need the temporary changes indicated below.

Scrolling Through Payroll Adjustment Tax Deferred Records

Payroll adjustment tax deferred records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to Tax Deferred Code. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately previous record of the list according to Tax Deferred Code. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to the Tax Deferred Code. Clicking on the ⏭ Last icon (at the top of the screen) will open the last record of the list according to the Tax Deferred Code.

Editing an Existing Record
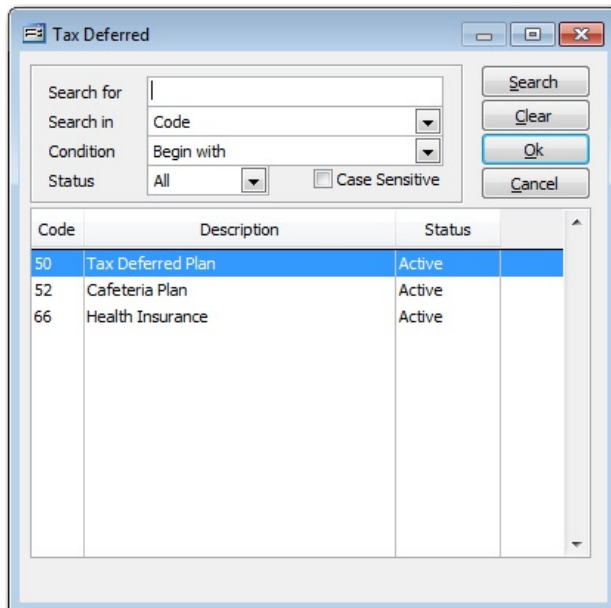
The list of existing tax deferred codes may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: BB-55
Payroll Adjustments, Tax Deferred Find/Search screen form.

Note that when the tax deferred code form appears, some of the fields at the top are shaded; information cannot be entered or changed. However, information in non-shaded areas can be edited.

Figure: BB-56
Sample Payroll
Adjustments master
record, Tax Deferred
screen form.

Employee Tab

This section will indicate an account that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Figure: BB-57
Sample Payroll
Adjustments master record
Employee tab screen form.

GL Account

After obtaining a screen shot of this screen form, change the default GL Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

Company Tab
This section will indicate two accounts that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Payable Account
After obtaining a screen shot of this screen form, change the default GL Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Expense Account
After obtaining a screen shot of this screen form, change the default GL Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

Payroll Adjustments – Local Taxes

This section covers one type of payroll adjustments: Local Taxes. This section will indicate several accounts that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Modular Menu Access

Payroll | Payroll Adjustments | Local Taxes

Standard Menu Access

List | Payroll Adjustments | Local Taxes

This option allows setting up local tax codes that can be used for collecting local (not federal or state) taxes. BIS® maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. There are a number of system addition codes that are already set up in BIS®:

33	Local Tax
34	Other Local Tax
40	City of New York
41	City of Yonkers
42	Maryland Residents

These codes cannot be changed or deleted. However other codes that may be been added may also need the temporary changes indicated below.

Scrolling Through Payroll Adjustment Deduction Records

Payroll adjustment local taxes' records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to Local Tax Code. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately previous record of the list according to Local Tax Code. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to the Local Tax Code. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list according to the Local Tax Code.

Editing an Existing Record

The list of existing local tax codes may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Note that when the Local Taxes form appears, some of the fields at the top are shaded; information cannot entered or changed. However, information in non-shaded areas can be edited.

Figure: BB-58
Payroll Adjustments, Local Taxes Find/Search screen form.

Main Tab
This section will indicate an account that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Figure: BB-59
Sample Local Taxes Main tab screen form.

There are a number of system addition codes that are already set up in BIS®:

33   Local Tax:
       Local tax code 33 relates to the Deduction code 33 ("Local Deductions") in the DOS versions of BIS®. When importing data from BIS® for DOS, deductions associated with deduction code 33 will be linked to the BIS® for Windows® local tax code 33.

34   Other Local Tax

40   City of New York

41   City of Yonkers

42   Maryland Residents

These codes cannot be changed or deleted. However, new codes can be added at any time to cover additional local taxes. However other codes that may be been added may also need the temporary changes indicated below.

GL Account

After obtaining a screen shot of this screen form, change the default GL Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Workers' Comp. Classifications

The Workers' Comp. Classification option is used to record company and employee rates for state specific Workers' Comp. classifications that are applied to an employee's payroll hours. This section will indicate an account that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Modular Menu Access
Payroll | Workers' Comp. Classifications

Standard Menu Access
List | Workers' Comp. Classifications
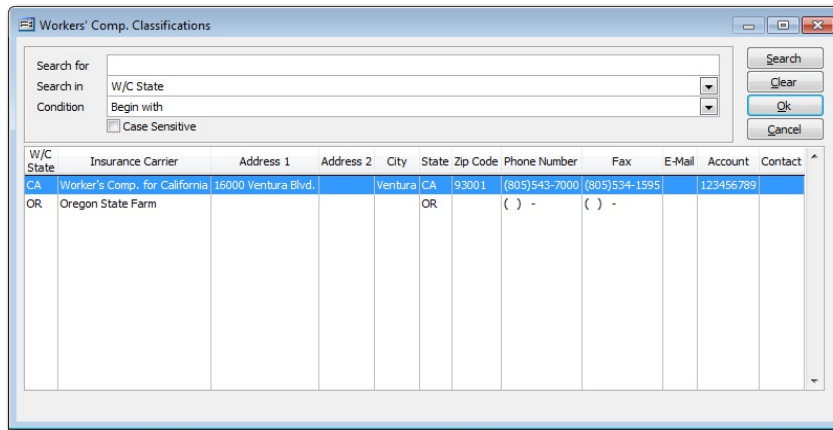
Editing an Existing Record
The list of workers' compensation classifications may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: BB-60
Workers' Comp.
Classification Find/Search
screen form.
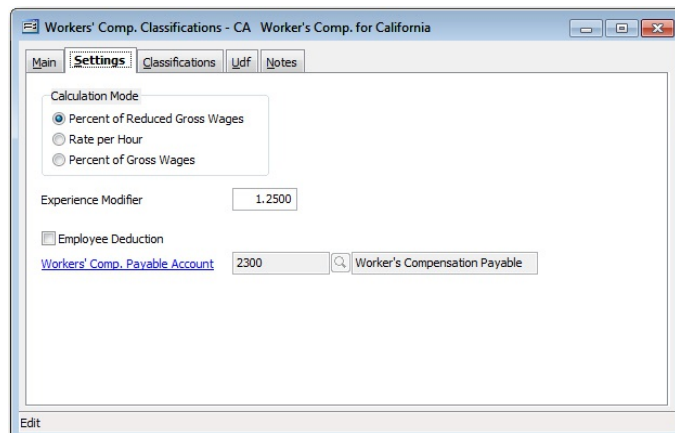
Scrolling Through Workers' Comp. Classification Records

Users can scroll through the workers' compensation classification records by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to State. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately previous record of the list according to State. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to the State. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list according to the State.

Settings Tab

This section is used to set the methods for calculating Workers' Comp. Classifications and the Workers' Compensation Payable Account.

Figure: BB-61
Workers' Comp.
Classifications master
record Settings tab screen
form.

Workers' Comp. Payable Account

After obtaining a screen shot of this screen form, change the default Workers' Comp. Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

Employee Master Records

The Employees master file records all pertinent payroll information related to each person employed by the company. This section will indicate several accounts that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Once an employee record has been saved, it cannot be deleted (or the employee ID changed) if payroll information for the employee has been recorded or if a paycheck for him/her has been saved. The Employee Id can only be deleted or changed after the W-2 forms have been printed and the books have been closed for the current fiscal year. However, an employee can be classified as inactive at any time.

Menu Access
Modular Menu Access
Payroll | Employees

Standard Menu Access
Transactions | Employees

Editing an Existing Record
The list of employees may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: BB-62
Employee Find/Search
screen.

Figure: BB-63
Sample employee record
for editing.

Scrolling Through Employee Records

User may scroll through the employee records by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to Employee Id. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately previous record of the list according to Employee Id. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to Employee Id. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list according to Employee Id.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

Default Tab

The Default tab section of the Employee maintenance form is used for setting up the default values for information related to the employee selected. This section will indicate an account that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Figure: BB-64
Employee master record
sample Default tab screen
form for a salaried, non-
union employee.

GL Account Number
After obtaining a screen shot of this screen form, change the default GL Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Departmentalized
After obtaining a screen shot of this screen form, uncheck this box if the employee is in a department used for accounting purposes. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Adjustments Tab

This tab is used to set up automatic additions and deductions for an employee. This section will indicate some accounts that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Figure: BB-65
Employees master record, Adjustments tab screen form.

For each addition marked, the hours and/or amount must be entered. The default withholding information for the addition can be changed by opening the drop down menu and clicking on a withholding type displayed to toggle the checkmark on or off. Also, the default account can be changed in the GL Account column. Withholding and account information entered here will override the addition's normal defaults for the employee only.

Automatic Additions
Code

The addition codes listed here include system addition codes as well as those created by the user. There are a number of system addition codes that are already set up in BIS®:

     10 Vacation Pay
     11 Holiday Pay
     12 Sick Pay
     13 Special Pay
     14 Other Earnings
     15 Other Earnings
     16 Other Earnings
     17 Non-Payroll Addition
     20 Adjust Box 12 on W-2 and Pay C
     21 Adjust Box 12 on W-2 but NOT P
     22 Earned Income Credit
     26 Union Tax Automatic Addition

GL Account Number

After obtaining a screen shot of this screen form, change the default GL Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

Automatic Deductions Form
Code
There are a number of system deduction codes that are already set up in BIS®:

> 30 Insurance Deduction
> 31 Advance Payback Deduction
> 32 Savings Deduction
> 35 Other Deduction
> 36 Other Deduction
> 37 Extra Federal Withholding
> 38 Extra State Withholding
> 55 Union Automatic Deduction
> 56 Union Tax Automatic Deduction
> 57 W/C Automatic Deduction

These codes cannot be changed or deleted. However other codes that may be been added may also need the temporary changes indicated below.

GL Account Number
After obtaining a screen shot of this screen form, change the default GL Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

Tax Def (Deferred) Tab
The Tax Deferred tab is used to set up semiautomatic or automatic deferred employee and/or employer contributions for the employee. This section will indicate some accounts that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Figure: BB-66
Sample employee master record, Tax Deferred screen form.

Automatic Tax Deferred Employee Contributions Form
Code

The addition codes listed here include system addition codes as well as those created by the user. However other codes that may be been added may also need the temporary changes indicated below. There is a number of system tax deferred compensation codes that are already set up in BIS®:

     50   401(k)
     52   Cafeteria Plan

GL Account Number

After obtaining a screen shot of this screen form, change the default GL Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🔲 button on the toolbar or press Ctrl-S to save the changes.

Automatic Tax Deferred Company Contributions Form
Code

The addition codes listed here include system addition codes as well as those created by the user. Two system tax deferred compensation codes are already set up in BIS®:

     50 401(k)
     52 Cafeteria Plan

These codes cannot be changed or deleted.

Liability Account

After obtaining a screen shot of this screen form, change the default GL Liability Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Expense Account

After obtaining a screen shot of this screen form, change the default GL Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🔲 button on the toolbar or press Ctrl-S to save the changes.

Departments

This master form allows codes to be recorded for different departments within the company. These departments can be used in the Chart of Accounts department field to designate certain accounts for each department's records. This section will indicate accounts that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

> ⓘ **Tip**   Often, users will postpone any department creation until later in the setup process. However, it is important to consider the need for departments early in the process so as to not foreclose any options later.

> ⓘ **Tip**   Unless there are departmentalized payroll reports (System or Custom) that are needed, the modifications in this section will not be needed if employees have been temporarily assigned to NO department.

Modular Menu Access
Financials | Departments

Standard Menu Access
List | Departments

Scrolling Through Department Records
Department records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list, according to Department. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately prior record of the list, according to Department. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list, according to the Department. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list, according to the Department.
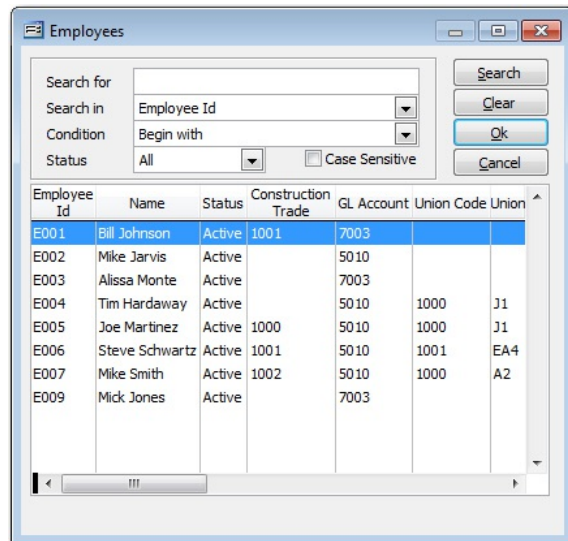
Editing an Existing Record
The list of existing departments can be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: BB-67
Departments Find/Search screen form.

To access the information when the record appears on the screen, it is necessary to press the Open 📂 icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

PR General Tab

This tab shows the general accounts assigned to the selected department. This section will indicate accounts that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

> ℹ **Tip**
> ♦ Not all categories of Payroll must be departmentalized.
> ♦ If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in

> ℹ **Tip**
> Unless there are departmentalized payroll reports (System or Custom) that are needed, the modifications in this section will not be needed if employees have been temporarily assigned to NO department.

Figure: BB-68
Departments, PR General
Account tab screen form.

Cash Account

After obtaining a screen shot of this screen form, change the default Cash Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

PR Advance Account

After obtaining a screen shot of this screen form, change the default PR Advance Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Union Payable Account

After obtaining a screen shot of this screen form, change the default Union Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Union Expense Account

After obtaining a screen shot of this screen form, change the default Union Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Workers' Comp. Payable Account

After obtaining a screen shot of this screen form, change the default Workers' Comp. Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Workers' Comp. Expense Account

After obtaining a screen shot of this screen form, change the default Workers' Comp. Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

PR Federal Tab

This tab shows the Federal accounts assigned to the selected department. This section will indicate accounts that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

> 🔵 **Tip**
>
> - ♦ Not all categories of Payroll must be departmentalized.
> - ♦ If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in

> 🔵 **Tip**
>
> Unless there are departmentalized payroll reports (System or Custom) that are needed, the modifications in this section will not be needed if employees have been temporarily assigned to NO department.

Federal Withholding Account

Figure: BB-69
Departments, PR Federal
Account tab screen form.

After obtaining a screen shot of this screen form, change the default Federal Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Social Security Withholding Account

After obtaining a screen shot of this screen form, change the default Social Security Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.
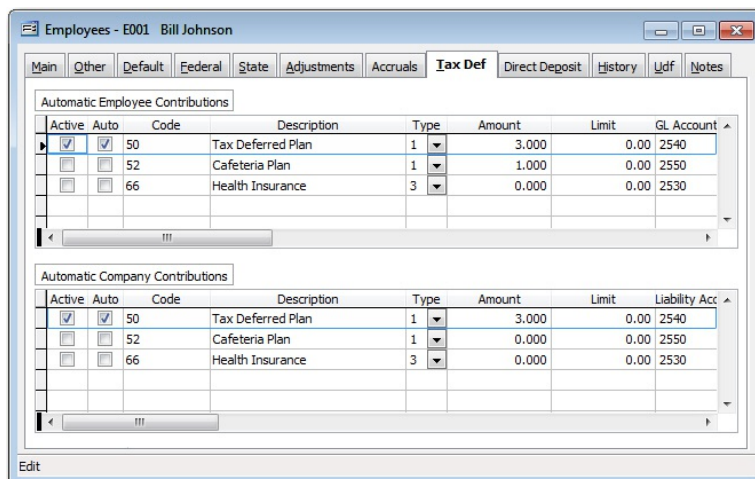
Medicare Withholding Account

After obtaining a screen shot of this screen form, change the default Medicare Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Social Security Payable Account

After obtaining a screen shot of this screen form, change the default Social Security Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Social Security Expense Account

After obtaining a screen shot of this screen form, change the default Social Security Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Medicare Payable Account

After obtaining a screen shot of this screen form, change the default Medicare Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Medicare Expense Account

After obtaining a screen shot of this screen form, change the default Medicare Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

FUTA Payable Account

After obtaining a screen shot of this screen form, change the default FUTA Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

FUTA Expense Account

After obtaining a screen shot of this screen form, change the default FUTA Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, click on the Save button on the toolbar or press Ctrl-S to save the changes.

PR State Tab

Click the Acct ⬛ button to open the PR State Accounts form and display the default accounts for the selected state and department. This section will indicate accounts that will be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

> ⓘ **Tip**
> ♦ Not all categories of Payroll must be departmentalized.
> ♦ If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in

> ⓘ **Tip**
> Unless there are departmentalized payroll reports (System or Custom) that are needed, the modifications in this section will not be needed if employees have been temporarily assigned to NO department.

Figure: BB-70
Departments, PR State Account tab screen form used for selecting the state(s) required by the company.

State Withholding Account

After obtaining a screen shot of this screen form, change the default State Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Figure: BB-71
Departments, PR State Account tab screen form.

SDI Withholding Account

After obtaining a screen shot of this screen form, change the default SDI Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

SUTA Payable Account

After obtaining a screen shot of this screen form, change the default SUTA Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

SUTA Expense Account

After obtaining a screen shot of this screen form, change the default SUTA Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

Payroll Beginning Balances

This section covers the methods to be used to enter the Payroll ledger Beginning Balances. It uses the Manual Payroll Check function to enter these numbers.

Unlike the Payroll Hours and Adjustments form, the Payroll Manual Checks form optionally calculate Federal and State taxes. These amounts should be calculated and entered manually on the Totals tab. However, the fields and tabs on this form function in a similar manner to those on Payroll Hours and Adjustments. Unlike the Payroll Hours and Adjustments form, Payroll Manual Checks does not process Certified Payroll.

BIS® ensures that there is a clear audit trail for all Beginning Balance "checks" entered. Normally as each entry is made, BIS® automatically updates the payroll journal, the general ledger, the job cost files, and financial statements. However, since all of the default accounts have been set to the same Payroll Suspense account, none of these entries should have any effect on the General Ledger.

Immediately after entering one or more checks, the results of the transaction can be seen by viewing or printing the payroll journal, the general ledger, or any financial statements. All checks entered are included in each report.

⚠ **Caution** | If after any entry, the Payroll Suspense account balance is NOT zero, an error was made, and must be corrected before continuing.

ⓘ **Tip** | Once a record is saved, only information on the Main and Payroll Accounts tabs may be viewed. To view detailed information for payroll checks on file, use the related reports (such as the Employee Ledger).

The idea is to enter one "check" per employee for each completed quarter of the Calendar Year. By entering one check for each quarter, quarterly reports can be verified against prior records more easily. After the process of entering one check per completed quarter of the Calendar Year, the user should enter one check per completed Calendar Month. Finally, the user should enter one check for each previously completed payroll that remains.

If the user does not care about begin able to easily print quarter reports, a single Beginning Balance "check" per employee could be processed for the entire year-to-date.

Modular Menu Access
Payroll | Manual Payroll Checks

Standard Menu Access
Transactions | Cash Disbursements | Payroll Checks

New Record
Initial access to manual (or cash disbursements) payroll checks from the menu opens the Payroll Checks - New form. This form is used to enter new payroll check information. However, access to a new form when another payroll check record is on the screen only requires pressing Ctrl+N or use the New 🗋 icon on the toolbar. The system will be ask if any changes to the record should be saved.
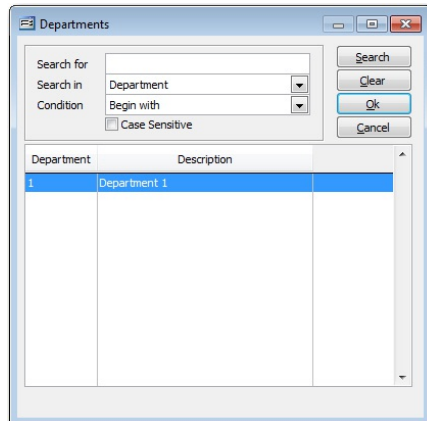
Editing an Existing Record
The list of existing payroll checks may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records cannot be edited, however.

Figure: BB-72
Payroll Check Find/Search
screen form.

Figure: BB-73
Sample manual Payroll
Check screen form.

Note that when the payroll check screen form appears, most of the fields at the top are shaded; the information cannot be entered or changed.

ⓘ **Tip**

Payroll checks cannot be edited or changed. However, they can be voided,

Voiding an Existing Record

Existing records can be voided but not deleted. Once the source record is brought to the screen, use the Void button in the screen form. The system will ask, "Do you want to void this transaction?" Click on the Yes button to void it, or click on the No button to leave this process. Voiding a pre-existing payroll check will result in reversing journal entries being created in both the Payroll and General Ledger Journals, and potentially in the Job Cost Journal.

Main Tab

The Payroll Manual Checks is used to enter the payroll beginning balances when setting up existing employees for the first time in BIS®.

> ⓘ **Tip**
>
> There are some differences between the screen forms for hourly and salaried employees. The first section deals with hourly employees. Differences for

The Main tab records information related to the Beginning Balance check written. BIS® ensures that there is a clear audit trail for all checks entered. Normally as each entry is made, BIS® automatically updates the payroll journal, the general ledger, the job cost files, and financial statements. However, since all of the default accounts have been set to the same Payroll Suspense account, none of these entries should have any effect on the General Ledger.

Figure: BB-74
Manual or Cash
Disbursements Payroll
Check - New screen form.

Check Number

This field records the check number. This is an alphanumeric field limited to ten characters. It is suggested to use a special numbering system for these Beginning Balance checks that will not be used by normal checks.

Check Date

This field records the date of the check. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool. It is suggested to use either a check date of the last day of the period covered, such as the end of the quarter, end of the month, or end of the pay period.

Employee ID

The Employee Id field records the employee identification number related to this record. The employee Id may be entered manually or by using the Find tool.

The employee ID may be entered manually, or the list of employees may be examined by clicking on the Magnifying Glass 🔍 icon or pressing Ctrl+F, and double clicking on the selected employee, but it must exist in the Employee master file. When an existing employee is selected, his or her name appears to the right of the Employee Id code.

Figure: BB-75
Payroll Manual Check,
Employee Find/Search
screen form.

S.S.N.
This field displays the social security number of the employee selected.

Tax Withholding State
This field records the appropriate tax withholding state for this payroll record. Use the drop down menu to select a state from those allowed for this employee.

Unemployment State
This field records the appropriate unemployment state for this payroll record. Use the drop down menu to select a state from those allowed for this employee.

Amount
This field displays the total amount of the payroll check, based on the Net Pay shown on the Totals tab. This entry will be the total of the pay for the completed quarter, month or pay period, as appropriate.

Calculate Withholding
This box must be checked to have BIS® calculate the withholding for the check.

⚙ **Tip**

Manually entered taxes are useful for Beginning Balances. Some users may find it helpful to allow BIS® to initially calculate taxes, especially Social Security and Medicare. They continue to use the calculated amounts, even if they change the

Void Button
This button voids the check selected. Once a check is voided, it can no longer be edited and the associated check number cannot be used again.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

Accounts Tab

Most of the accounts in this section will likely have been changed already. However, if any accounts were omitted, this section indicates accounts that may need to be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Figure: BB-76
Manual or Cash Disbursements Payroll Check, Accounts screen form.

Cash Account

After obtaining a screen shot of this screen form, change the default Cash Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

PR Advance Account

After obtaining a screen shot of this screen form, change the default PR Advance count number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Federal Withholding Account

After obtaining a screen shot of this screen form, change the default Federal Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.
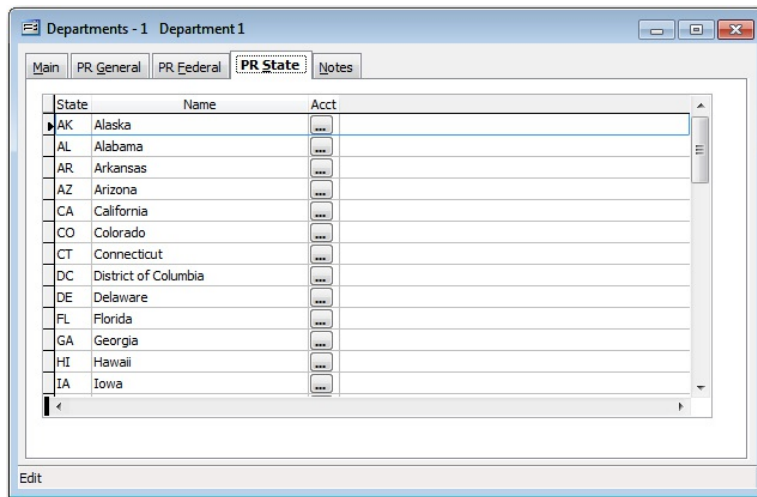
Social Security Withholding Account

After obtaining a screen shot of this screen form, change the default Social Security Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Medicare Withholding Account

After obtaining a screen shot of this screen form, change the default Medicare Withholding Amount number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Social Security Payable Account

After obtaining a screen shot of this screen form, change the default Social Security Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find

tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Social Security Expense Account

After obtaining a screen shot of this screen form, change the default Social Security Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Medicare Payable Account

After obtaining a screen shot of this screen form, change the default Medicare Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Medicare Expense Account

After obtaining a screen shot of this screen form, change the default Medicare Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

FUTA Payable Account

After obtaining a screen shot of this screen form, change the default FUTA Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

FUTA Expense Account

After obtaining a screen shot of this screen form, change the default FUTA Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Union Payable Account

If it is used, after obtaining a screen shot of this screen form, change the default Union Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Union Expense Account

If it is used, after obtaining a screen shot of this screen form, change the default Union Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Workers' Comp. Payable Account

After obtaining a screen shot of this screen form, change the default Workers' Comp. Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Worker's Comp. Expense Account

After obtaining a screen shot of this screen form, change the default Workers' Comp. Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save [icon] button on the toolbar, or press Ctrl-S to save the changes.

State Acct. Tab
Most of the accounts in this section will likely have been changed already. However, if any accounts were omitted, this section indicates accounts that may need to be changed in BIS® temporarily during the time when Payroll Beginning Balances will be entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Figure: BB-77
Manual or Cash Disbursements Payroll Check, Accounts screen form.

State Withholding Account
After obtaining a screen shot of this screen form, change the default State Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

SDI Withholding Account
If it is needed, after obtaining a screen shot of this screen form, change the default SDI Withholding Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

SUTA Payable Account
After obtaining a screen shot of this screen form, change the default SUTA Payable Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

SUTA Expense Account
After obtaining a screen shot of this screen form, change the default SUTA Expense Account number to the Payroll Suspense account. The information may be selected from the Chart Accounts by using the Find tool. After the Payroll Beginning Balance entries are complete, the account number may be reset to its original default.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

Hours Tab (Hourly Employee)

The table on this tab is used to enter the payroll distribution for hours worked during the current pay period. There is no limit to the number of distributions that can applied to one check. A distribution is the assignment of a specified portion of the employee's wages to a specific accounting subdivision. The sum of the distributions equals the total wages.

Please note that salaried employees' information is covered in the section that follows.

> ⓘ **Tip**
> ♦ It is probably unimportant to enter hours based on jobs, since the Job Adjustment function enables users to enter specific labor information for jobs.
>
> ♦ The general rule of thumb will be to organize the hours by divisions of Workers' Comp, states and rates, as well as by regular, overtime, and pay rate.

Detail Distribution Grid Fields (Hourly Employee)

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line ⊞ icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ⊟ icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: BB-78
Payroll Check record,
Hours tab screen form for
an hourly employee.
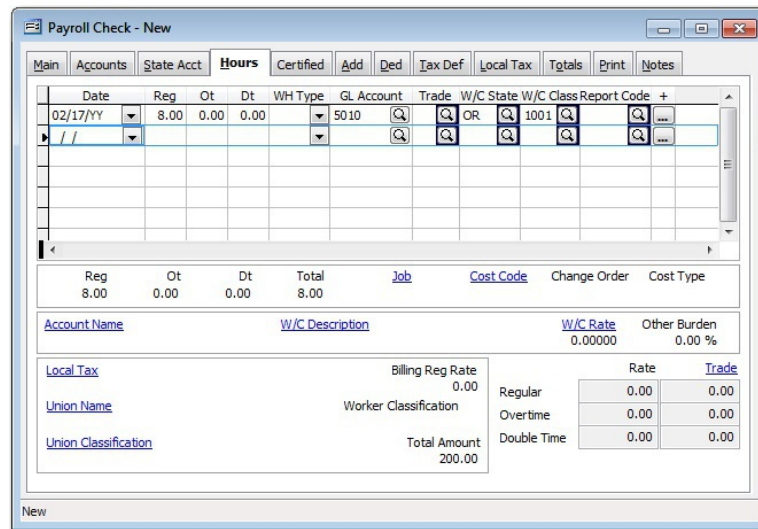
Date Column

The Date column records the date the hours were worked. If possible, it is suggested to use either a check date of the last day of the period covered, such as the end of the quarter, end of the month, or end of the pay period.

Reg (Regular Hours) Column

Regular hours must be entered as a decimal (5.25 for 5¼ hours).

Ot (Overtime Hours) Column

Overtime hours must be entered as a decimal (5.25 for 5¼ hours). BIS® calculates overtime at the wage rate set in the Employee master record Default tab.

Dt (Double Time Hours) Column

Double-time hours must be entered as a decimal (5.25 for 5¼ hours). BIS® calculates double-time at wage rate set in the Employee master record Default tab.

> ⓘ **Tip**
>
> These three columns are one area of BIS® in which the Tab and Enter keys have different function in a screen form. When the Tab key is used, the cursor will move to the next column as normal. However, when the Enter key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over

W/H (Withholding) Column

The W/H type column allows the default withholding information to be changed for each payroll item entered. Change the withholding by using the drop down menu and clicking on a withholding type displayed to toggle the checkmark on or off. Default information is entered in the Employees master file.

The withholding options include: Blank (as set by employee default), Federal Withholding, FUTA Amount, Social Security Withholding, Medicare Withholding, State Withholding, SUTA Amount, SDI Withholding, and Local Withholding.

GL Account Column

This field records the general ledger account number that will be affected by this transaction line item.

Trade Column

If a trade classification is used, enter the classification code in the Trade column. The pay rates for the trade classification entered will override the employee's default pay rates. The Find tool may be used to select an account number from those recorded in the Trade Classification master record.

W/C (Workers' Compensation) State

The employee's default state for worker's compensation can be changed in the W/C State column for this item.

W/C (Workers' Compensation) Class

The W/C Class column records the applicable worker's compensation classification for this payroll item. The default classification can be entered from the State Tax tab of the employee's master record.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

+ Column

The button in the final column opens the Job Cost sub-screen, where job cost, billing rate, classification, union, and local tax information is recorded. Since the Payroll Suspense Account is not a Job Cost Type of account this Job Cost screen will not be needed except for potential Union data.

Job Cost - Cost Type (L) Labor

The Job Cost screen allows transaction line items to be applied to the Job Cost files. When opened from payroll entry, this screen allows entering or verifying the employee's union information. If local tax is applied to this line item, the local tax code can be entered here. To reach this box, click the + (Plus) button that appears in the final column of the payroll entry table.

Figure: BB-79
Payroll Check, + (Plus)
column, Job Cost - Cost
Type (L) Labor sub-screen
form.

Classification (Construction Trade)
This field specifies the classification for this job cost labor entry. Use the drop down menu to select the correct classification. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

Union Code
If applicable, enter or select a Union Code to be associated with this payroll line. The union code may be entered manually or by using the Find tool, the Magnifying Glass [icon] icon or pressing Ctrl+F.

Union Class
If applicable, enter or select a Union Class to be associated with this payroll line. The union class may be entered manually or by using the Find tool, the Magnifying Glass [icon] icon or pressing Ctrl+F.

Local Tax
If applicable, enter or select a Local Tax to be associated with this payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass [icon] icon or pressing Ctrl+F.

Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Summary of Hours Detail Area (Hourly Employee)

In the section just below the table, BIS® additional detail information pertaining to the line item selected, including the job, cost code, change order, and/or cost type from the Job Cost files.

Reg, Ot, Dt, Total Hours

If the focus is on a payroll check line that is related to hours entries, this field displays the regular, overtime, and double-time hours applicable to this line item.

> **Tip**
>
> These three columns are one area of BIS® in which the Tab and Enter keys have different function in a screen form. When the Tab key is used, the cursor will move to the next column as normal. However, when the Enter key is pressed, the system will presume that a normal day is 8 hours, and it will apply any time over 8 hours to the Overtime and Double Time columns as may be appropriate.

Job

If the focus is on a payroll check line that is job related, this field displays the job number applicable to that line item. Please note that the underlined Job title is a hyperlink field as well as the description of the information to be entered.

Cost Code

If the focus is on a payroll check line that is job related, this field displays the Cost Code applicable to that line item. Please note that the Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Cost Code Library - New form. Right-clicking this hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on a payroll check line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Cost Type

If the focus is on a payroll check line that is related to a job, this field displays the Cost Type applicable to that line item.

Summary Area (Hourly Employee)

This area displays summary information pertaining to the employee check, including cash account name and check total.

Account Name

This field displays the account name to be used for posting these hours. The default cash account is set up in the System Wide Parameters, but can be changed in the GL Account column for this line. Since it is possible to have more than one labor account in the general ledger, make sure the correct account number is displayed.

W/C Description

This field displays the workers' compensation description to be used for posting these hours. The default description is set up in the Workers' Comp. master record, but can be changed in the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the W/C Description title is a hyperlink field as well as the description of the information.

W/C Rate
This field displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed in the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed.

Please note that the W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Other Burden
BIS® tracks labor burden in 5 ways: FICA/Medicare, Workers' Comp., Union, Other Burden, and Production Expense – Labor. This field displays the other burden percentage to be used for posting these hours. The default rate is set up in the employee's master record, but can be changed in the Job Cost - Cost Type (L) Labor sub-screen accessible from the + (Plus) column for this line. Make sure the correct rate is displayed.

Summary Area (Hourly Employee)
This area displays summary information pertaining to the employee check, including any local tax, union name and classification, billing rate, worker classification, total amount and hours information.

Local Tax
If used, this field displays the local tax used for posting this check. The default local tax is set up in the Employee or Job master record, but can be changed in the Job Cost - Cost Type (L) Labor sub-screen accessible from the + (Plus) column for this line. Make sure the correct local tax, if applicable, is displayed. Please note that the Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Local Tax - New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Union Name
This field displays the union name, if applicable, used for posting this check. This set up in the Employee master record, but can be changed in the Job Cost - Cost Type (L) Labor sub-screen accessible from the + (Plus) column for this line. Make sure the correct union, if applicable, is displayed. Please note that the Union Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Union - New form. Right-clicking on the Union Name hyperlink directly accesses the Union File report.

Union Classification
If used, this field displays the union classification, if applicable, used for posting this check. The default union classification is set up in the Employee master record, but can be changed in the Job Cost - Cost Type (L) Labor sub-screen accessible from the + (Plus) column for this line. Make sure the correct union classification, if applicable, is displayed. Please note that the Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Union - New form. Right-clicking on the Union Classification hyperlink directly accesses the Union File report.

Worker Classification (Construction Trade)
This field displays the classification for this job cost labor entry. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

Total Amount
This field will display the gross wage amount for the employee for the selected line.

Rate

This field displays Regular, Overtime, and Double Time pay rate for the selected line item. The default pay rate is set up in the Employee master record, but it can be changed in the Payroll Check – New screen Reg, Ot, or Dt columns for this line. Make sure the correct pay rate is displayed.

Trade

This field displays Regular, Overtime, and Double Time Construction Trade pay rate for the selected line item. The default construction trade is set up in the Employee master record, but can be changed in the Job Cost – Cost Type (L) Labor sub-screen accessible from the + (Plus) column for this line. Make sure the correct trade classification, if applicable, is displayed.

Please note that the Trade title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Construction Trades - New form. Right-clicking on the Trade hyperlink directly accesses the Trade Classifications report.

Hours Tab (Salary Employee)

The table on this tab is used to enter the payroll distribution for hours worked during the current pay period. There is no limit to the number of distributions which can applied to one check. A distribution is the assignment of a specified portion of the employee's wages to a specific other accounting subdivision. The sum of the distributions equals the total wages.

### Detail Distribution Fields (Salary Employee)

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line ⬚ icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ⬚ icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: BB-80
Payroll Check record Hours tab screen form for salaried employee.
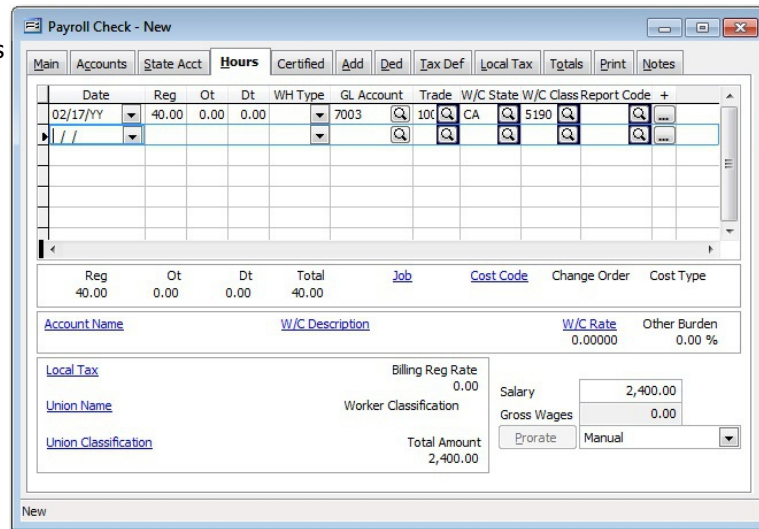
Although most of the columns and fields for salaried employees are the same as for hourly employees, there are differences. This section will focus only on those differences.

Reg (Regular Hours) Column

Regular hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is not necessary to record the number of hours worked.

Ot (Overtime Hours) Column

Overtime hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is not necessary to record the number of hours worked.

Dt (Double Time Hours) Column

Double-time hours must be entered as a decimal (5.25 for 5¼ hours). If the employee is on a salary, it is not necessary to record the number of hours worked.

ⓘ **Tip**

These three columns are one area of BIS® in which the Tab and Enter keys have different function in a screen form. When the Tab key is used, the cursor will move to the next column as normal. However, when the Enter key is pressed, the system will presume that a normal day is 8 hours, and will apply any time over

GL Account Column

This field records the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

W/C Description

This field displays the workers' compensation description to be used for posting these hours. The default description is set up in the Workers' Comp. master record, but can be changed in the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

ⓘ **Tip**

> Remember, salaried employees often have Workers Compensation rates for office work than they do for field (job) work. It is important to make the correct

W/C Rate

This field displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed in the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

+ Column
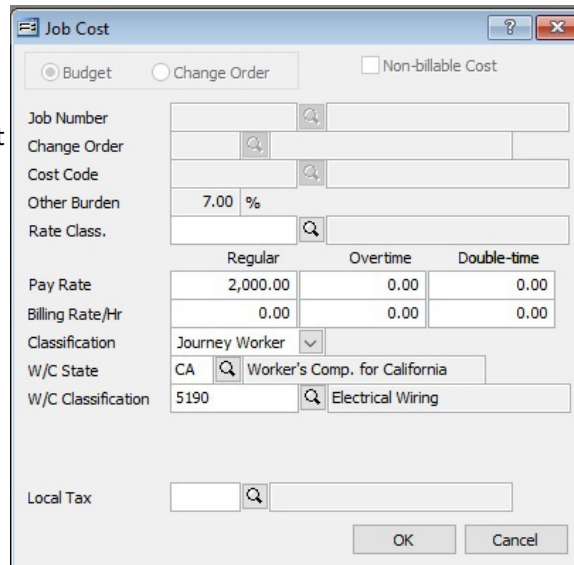
The button in the final column opens the Job Cost sub-screen, where classification, union, and local tax information is recorded.

"Job Cost" (Salary, Non-Job Cost GL Account)

When the GL account chosen is not a Job Cost Type, the Job Cost sub-screen does not allow transaction line items to be applied to the job cost files. If local tax is applied to this line item, the local tax code can be entered here. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type in the Chart of Accounts. To reach this box, click the + (Plus) button that appears in the final column of the payroll entry table.

Figure: BB-81
Payroll check, + (Plus) column, Job Cost sub-screen form for salary employee for non- job cost hours.

Billing Rate/Hr
If the payroll entry is not applicable to a job, the Regular, Overtime, and Double-time billing rates do not apply.

Classification (Construction Trade)
If the payroll entry is not applicable to a job, the construction trade classification does not apply.

Local Tax
If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon or pressing Ctrl+F.

Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Summary of Hours Detail Area
In the section just below the table, BIS® additional detail information pertaining to the line item selected. If the line is posted to a job cost labor GL account, the detail will include the job, cost code, change order, and/or cost type from the Job Cost files.

Reg, Ot, Dt, Total Hours
If the employee is salaried, the presumed 40 hours will appear in the Reg and Total fields.

Summary Area
This area displays summary information pertaining to the vendor check, including cash account number and name and check total.

Account Name
This field displays the account name to be used for posting these hours. The default account is set up in the Employee master record, but can be changed in the GL Account column for this line. Since it is possible to have more than one labor account in the general ledger, make sure the correct account number is displayed.

W/C Description
This field displays the workers' compensation description to be used for posting these hours. The default description corresponds to the Workers' Comp. setting in the employee's master record, but can be changed in the W/C State and/or W/C Class columns for this line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications – New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

ⓘ **Tip**

> Remember, salaried employees often have Workers' Compensation rates for

W/C Rate
This field displays the workers' compensation rate to be used for posting these hours. The default rate is set up in the Workers' Comp. master record, but can be changed in the W/C State and/or W/C Class columns for this

line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Workers' Comp. Classifications – New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Other Burden
BIS® tracks labor burden in 5 ways: FICA/Medicare, Workers' Comp., Union, Other Burden, and Production Expense – Labor. This field displays the other burden percentage to be used for posting these hours. The default rate is set up in the employee's master record, but can be changed in the Job Cost - Cost Type (L) Labor sub-screen accessible from the + (Plus) column for this line. Make sure the correct rate is displayed. If the focus is on a line that is not related to any job, this field will be blank.

Summary Area
This area displays summary information pertaining to the employee check, including any local tax, union name and classification, billing rate, worker classification, total amount and hours information.

Local Tax
If used, this field displays the local tax used for posting this check. The default local tax is set up in the Employee or Job master record, but can be changed in the Job Cost sub-screen accessible from the + (Plus) column for this line. Make sure the correct local tax, if applicable, is displayed. Please note that the underlined Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Local Tax – New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Union Name
This field will be blank for salaried employees. Please note that the Union Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Union - New form. Right-clicking on the Union Name hyperlink directly accesses the Union File report.

Union Classification
This field will be blank for salaried employees. Please note that the underlined Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Union - New form. Right-clicking on the Union Classification hyperlink directly accesses the Union File report.

Worker Classification (Construction Trade)
This field displays the classification for this job cost labor entry. These classifications may be any of the following: Journey Worker, Apprentice, or Trainee.

Total Amount
This field will display the gross wage amount for this employee for the selected line.

Additions Tab

The table on this tab is used to enter the payroll additions for the Beginning Balances. Addition codes must exist in the Additions master file prior to being used here. Payroll additions increase an employee's gross pay for a reason other than hours worked. Some additions are added on a hourly basis, such as vacation or sick pay. Other additions are a fixed amount, such as a bonus or an employee reimbursement.

Defaults for payroll additions are set in the Addition record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic addition established on the Adjustment tab of the employee's record, the default information set there will override the basic addition defaults.

The default withholding information can be changed by using the drop down menu in the W/H Type column and clicking on a withholding type displayed to toggle the checkmark on or off. The GL Acct column is used to record the general ledger account to which the addition will be posted. A description can be recorded as a reminder of the reason for the addition. If extended notes are needed, click the button in the Description column for unlimited notepad space.

The employee's default state for worker's compensation can be changed in the W/C State column for the item. The W/C Class column records the applicable worker's compensation classification for the payroll item. The default classification can be entered from the State Tax tab of the employee's master record. A report code can also be entered for each addition. The button in the final column opens the Job Cost screen, where job cost and local tax information is recorded.

Detail Distribution Columns

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line ⊞ icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ⊟ icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: BB-82
Payroll Check - New, Additions tab screen form.
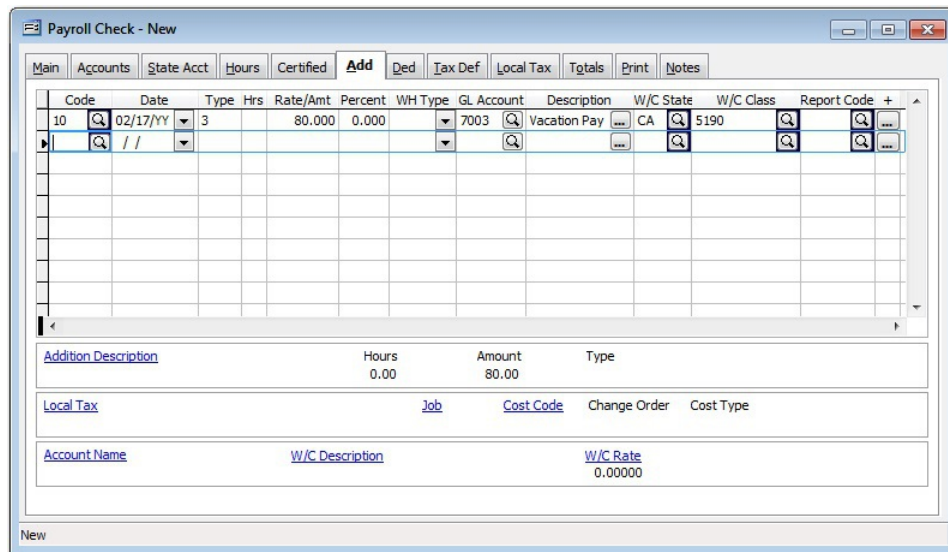
Code Column

The Code column records the code number assigned to the payroll addition entered on the line. Defaults for payroll additions are set in the Addition record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic addition established on the Adjustment tab of the employee's record, the default information set there will override the basic addition defaults.

Date Column

The date that the adjustment occurred, entered in the Date column, must fall within the pay period.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour, Fixed Amount, or Rate per Hour Earned. Defaults for payroll additions' types are set in the Addition record.

Hrs Column

If the entry is an hourly adjustment, enter the number of hours (as a decimal) in the Hour column.

Rate/Amt Column

This field determines the total amount of the addition, which is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in the field.

WH (Withholding) Type Column

The default withholding information can be changed by using the drop down menu in the W/H Type column and clicking on a withholding type displayed to toggle the checkmark on or off. The withholding options include: Blank (as set by employee default), Federal Withholding, FUTA amount, Social Security Withholding, Medicare Withholding, State Withholding, SUTA Amount, SDI Withholding, and Local Withholding.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

ⓘ **Tip**

> To apply addition items to a job, a general ledger account with an Other job cost type must be selected. Accounts with cost type Labor, Material, Subcontract, or

Description Column

A description can be recorded as a reminder of the reason for the addition. If extended notes are needed, click the ▣ button in the Description column for unlimited notepad space.

W/C (Workers' Compensation) State

The employee's default state for worker's compensation can be changed in the W/C State column for the item.

W/C (Workers' Compensation) Class

The W/C Class column records the applicable worker's compensation classification for the payroll item. The default classification can be entered from the State Tax tab of the employee's master record.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

+ (Plus) Column

The button in the final column opens the Job Cost screen, where local tax information is recorded.

ⓘ **Tip**

> To apply addition items to a job, a general ledger account with an Other job cost type must be selected. Accounts with cost type Labor, Material, Subcontract, or

Job Cost Sub-screen

The Job Cost screen allows transaction line items to have a local tax applied. If local tax is applied to the line item, the local tax code can be entered here. To reach the box, click the + (Plus) button that appears in the final column of the payroll entry table.

Figure: BB-83
Payroll Addition, + (Plus) column, Job Cost (non-job GL account), Local Tax sub-screen form.

Local Tax

If applicable, enter or select a Local Tax to be associated with the payroll line. The local tax may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon or pressing Ctrl+F.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Summary of Additions Detail

In the section just below the table, BIS® additional detail information pertaining to the line item selected, including the addition description, hours, amount, type, local tax, job, cost code, change order, and/or cost type from the Job Cost files.

Addition Description

This field displays the description associated with the addition code entered on the line item selected above. Please note that underlined Addition Description title is a hyperlink field as well as the description of the information of that line above. Left-clicking on the hyperlink opens the Additions – New form to add new additions (or edit existing ones). Right-clicking on the Addition Description hyperlink opens access to the Payroll Additions report.

Hours

This field displays the total number of hours entered for all line items.

Amount

This field displays the total dollar amount for the additions entered in the table.

Type

This field displays the type selected for the addition entered in the table.

Summary Job Detail Area

This area displays summary information pertaining to the job information related to the payroll addition.

Local Tax

If used, this field displays the local tax used for posting the check. The default local tax is set up in the Employee or Job master record, but can be changed in the Job Cost - Cost Type (L) Labor sub-screen accessible from the + (Plus) column for the line. Make sure the correct local tax, if applicable, is displayed. Please note that the

underlined Local Tax title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Local Tax - New form. Right-clicking on the Local Tax hyperlink directly accesses the Local Tax report.

Summary Area
This area displays summary information pertaining to the employee check, including any local tax, union name and classification, billing rate, worker classification, total amount and hours information.

Account Name
Displays the account name to be used for posting the addition. The default cash account is set up in the Payroll Adjustments, Additions, but can be changed in the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information.

W/C Description
Displays the workers' compensation description to be used for posting the addition. The default description is set up in the Workers' Comp. master record, but can be changed in the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct account number is displayed. Please note that the underlined W/C Description title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications – New form. Right-clicking on the W/C Description hyperlink directly accesses the Workers' Compensation Report.

W/C Rate
Displays the workers' compensation rate to be used for posting the addition. The default rate is set up in the Workers' Comp. master record, but can be changed in the W/C State and/or W/C Class columns for the line. Since it is possible to have more than one workers' compensation state and class in the master record, make sure the correct rate is displayed. Please note that the underlined W/C Rate title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Workers' Comp. Classifications - New form. Right-clicking on the W/C Rate hyperlink directly accesses the Workers' Compensation Report.

Deductions Tab

The table on this tab is used to enter the payroll deductions for the Beginning Balances. Deduction codes must exist in the Deductions master file prior to being used here. Payroll deductions decrease an employee's gross pay. Deductions could occur for a variety of reasons, including insurance, to pay back advance payments, for extra tax withholding or union dues. Deductions can be taken as a percentage of the employee's gross wages, as a rate per hour paid or as a simple fixed amount. Deductions are made from an employee's net pay.

Defaults for payroll deductions are set in the Deduction record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Adjustment tab of the employee's record, the default information set there will override the basic deduction defaults.

The date that the adjustment occurred, entered in the Date column, must fall within the Beginning Balance period. The number in the Type column determines how the deduction is made: as a percentage, as an hourly rate, or a fixed amount. The drop down menu can be used to view or change the option. The type selected determines whether an Amount or Percent is entered to calculate the total amount for the deduction. The GL Acct column is used to record the general ledger account to which the deduction will be posted. A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space. A report code can also be entered for each deduction.

Detail Distribution Fields

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line ⊞ icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ⊟ icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: BB-84
Payroll Check - New,
Deductions tab screen
form.
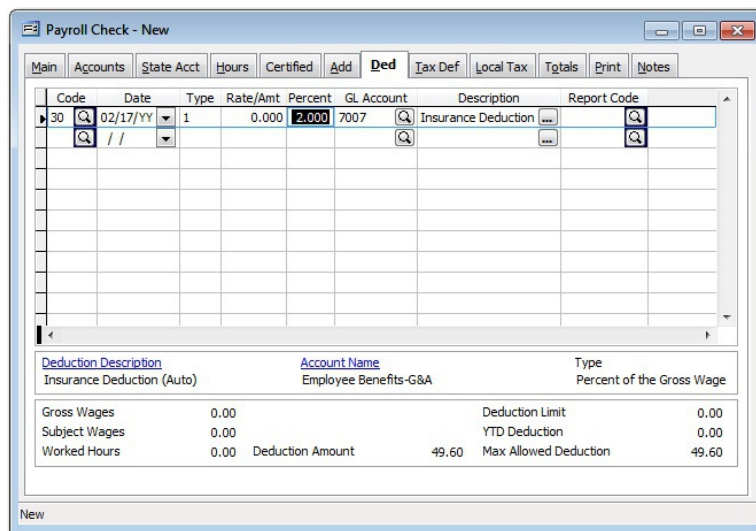
Code Column

The Code column records the code number assigned to the payroll deduction entered on the line. Defaults for payroll deductions are set in the Deduction record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Adjustment tab of the employee's record, the default information set there will override the basic deduction defaults.

Date Column

The date that the adjustment occurred, entered in the Date column, must fall within the current pay period.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross

Wages, Rate per Hour, Fixed Amount, or Rate per Hour Earned. Defaults for payroll deductions' types are set in the Deduction record.

Rate/Amt Column
This field determines the total amount of the deduction, which is recorded in the Rate/Amount column.

Percent Column
If the Type is a percent, the percentage number is entered in this field.

GL Account Column
This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column
A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the ▢ button in the Description column for unlimited notepad space.

Report Code Column
The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Summary of Deductions Detail Area
In the section just below the table, BIS® additional detail information pertaining to the line item selected, including the deduction description, account name, and type.

Deduction Description
This field displays the description associated with the deduction code entered on the line item selected above. Please note that underlined Deduction Description title is a hyperlink field as well as the description of the information of that line above. Left-clicking on the hyperlink opens the Deductions - New form to add new additions (or edit existing ones). Right-clicking on the Deduction Description hyperlink opens access to the Payroll Deductions report.

Account Name
This field displays the account name to be used for posting the deduction. The default account is set up in the Payroll Adjustments, Deductions, but can be changed in the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information.

Type
This field displays the type selected for the addition entered in the table above.

Summary Area
This area displays summary information pertaining to the deduction, including gross wages, subject wages, worked hours, deduction amount, deduction limit, YTD (Year-to-Date) deduction, and maximum allowed deduction.

Gross Wages
This field displays the gross wages for the employee for the pay period.

Subject Wages
This field displays the wages subject to deduction for the employee for the pay period.

Worked Hours
This field displays the total hours worked by the employee for the pay period.

Deduction Amount
This field displays the dollar amount for the deduction selected above.

Deduction Limit
This field displays the annual limit for the deduction selected above.

YTD Deduction
This field displays the employee's year-to-date total for the deduction selected above.

Max Allowed Deduction
This field displays the maximum amount allowed for the deduction selected above.

Tax Deferred Tab

This form allows management of tax deferred compensation and cafeteria plans for employees. Tax deferred codes must exist in the Tax Deferred master file prior to being used here. Each tax deferred record consists of two parts: the company contribution and the employee deduction. Unlike regular payroll deductions, the tax deferred option allows specifying whether the deduction (and contribution) is subject to tax withholding. Tax deferred deductions and contributions can be made as a percentage of the employee's gross wages or as a fixed amount.

Defaults for company contributions can be established on the Company tab of the Tax Deferred record, while default for the employee deductions are set on the Employee tab. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic contribution established on the Adjustment tab of the employee's record, the default information set there will override the basic defaults.

Figure: BB-85
Payroll Check - New, Tax Deferred tab screen form.

Employee Deductions Detail Distribution Grid Fields

The table is used to enter the tax deferred employee deductions. The date of each tax deferred deduction must fall within the current pay period. The number in the Type column determines whether the deduction is made as a percentage or a fixed amount. Use the drop down menu to view or change the option. Depending upon which is selected either the Amount or Percent column will be completed. The expense account to which it will be debited must be entered. A description can be recorded as a reminder of the reason for this deduction. If extended notes are needed, click the button in the Description column for unlimited notepad space. A report code can also be entered for each deduction.

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon ⬚ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ⬚ icon (or Ctrl+D) removes the currently highlighted line from the grid of the open record.

Figure: BB-86
Payroll Check - New, Tax Deferred tab screen form, Employee Deductions grid.

Code Column

The Code column records the code number assigned to the tax deferred employee deduction entered on the line. Defaults for tax deferred employee deductions are set in the Payroll Adjustments, Tax Deferred, Employee tab record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Tax Def (Tax Deferred) tab of the employee's record, the default information set there will override the basic deduction defaults.

Date Column

The date that the adjustment occurred should be entered in the Date column and must fall within the current pay period.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour, Fixed Amount, or Rate per Hour Earned. Defaults for tax deferred employee payroll deductions' types are set in the Payroll Adjustments, Tax Deferred, Employee tab record.

Rate/Amt Column

This field determines the total amount of the deduction that is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in the field.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column

A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the ⬜ button in the Description column for unlimited notepad space.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Company Contributions Detail Distribution

This table is used to enter the tax deferred company contributions. The date of each tax deferred contribution must fall within the current pay period. The number in the Type column determines whether the contribution is made as a percentage or a fixed amount. Use the drop down menu to view or change the option. Depending upon which is selected either the Amount or Percent column will be completed. The liability account to which it will be credited, and the expense account to which it will be debited must be entered. A description can be recorded as a reminder of the reason for the contribution. If extended notes are needed, click the button in the Description column for unlimited notepad space. A report code can also be entered for each contribution.
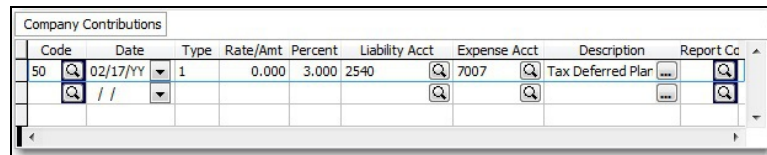
Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon ⊞ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ⊟ icon (or Ctrl+D) removes the currently highlighted line from the grid of the open record.

Figure: BB-87
Payroll Check - New, Tax
Deferred tab screen form,
Company Contributions.
grid

Code Column

The Code column records the code number assigned to the tax deferred company contribution entered on the line. Defaults for tax deferred company contribution are set in the Payroll Adjustments, Tax Deferred, Company tab record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Tax Def (Tax Deferred) tab of the employee's record, the default information set there will override the basic deduction defaults.

Date Column

The date that the adjustment occurred, entered in the Date column, must fall within the current pay period.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour, Fixed Amount, or Rate per Hour Earned. Defaults for tax deferred employee payroll deductions' types are set in the Payroll Adjustments, Tax Deferred, Company tab record.

Rate/Amt Column

This field determines the total amount of the deduction, which is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in the field.

Liability Account Column

This field records the general ledger liability account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Expense Account Column

This field records the general ledger expense account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column

A description can be recorded as a reminder of the reason for the contribution. If extended notes are needed, click the ⊡ button in the Description column for unlimited notepad space.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Summary of Tax Deferred Detail Area

In the section just below the table, BIS® additional detail information pertaining to the line item selected, including the tax deferred deduction or contribution description, amount, limit, YTD (Year-to-Date) contribution, and maximum allowed number.

Tax Deferred Description

This field displays the description associated with the tax deferred code entered on the line item selected above. Please note that underlined Tax Deferred Description title is a hyperlink field as well as the description of the information of that line above.

Contribution Amount

This field displays the dollar amount for the contribution selected above.

Contribution Limit

This field displays the annual limit for the contribution selected above.

YTD Contribution

This field displays the employee's year-to-date total for the contribution selected above.

Max Allowed Contribution

This field displays the maximum amount allowed for the contribution selected above.

Summary Area

This area displays summary information pertaining to the contribution, including the GL account name (for employee deductions), and the liability expense account names for the company contributions.

GL Account Name

This field displays the account name to be used for posting the tax deferred employee deduction. The default account is set up in the Payroll Adjustments, Tax Deferred, Employee tab, but can be changed in the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined GL Account Name title is a hyperlink field as well as the description of the information.

Liability Account Name

Displays the liability account name to be used for posting the tax deferred company contribution. The default account is set up in the Payroll Adjustments, Tax Deferred, Company tab, but can be changed in the Liability Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Liability Account Name title is a hyperlink field as well as the description of the information.

Expense Account Name

Displays the expense account name to be used for posting the tax deferred company contribution. The default account is set up in the Payroll Adjustments, Tax Deferred, Company tab, but can be changed in the Expense Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Expense Account Name title is a hyperlink field as well as the description of the information.

Local Taxes Tab

This table is used for collecting any local taxes (not federal or state tax) that is required from an employee. Local tax codes and withholding information must be set up in the Local Taxes file prior to being used here. It is very important that the local taxing parameters be correctly established prior to entering them into a payroll record in order for BIS® to accurately calculate the employee's withholding.

If a default local tax code has been recorded on the Local Tax tab of the Employee record, that code will appear here and may not be changed or removed. However, additional local tax codes may be added if needed. The default account and report codes may be changed on additional codes. A description can be recorded as a reminder of the reason for the withholding. If extended notes are needed, click the button in the Description column for unlimited notepad space.

Detail Fields
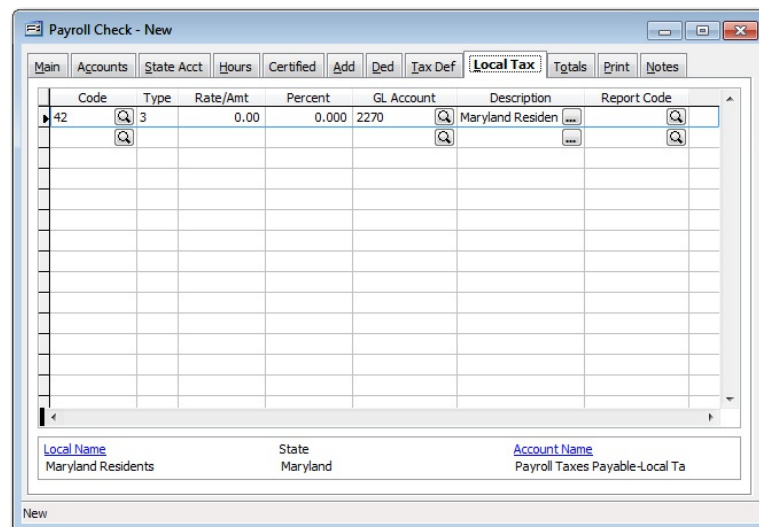
Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon ⊞ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ⊟ icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: BB-88
Payroll Check - New, Local Taxes tab screen form.

Code Column

The Code column records the code number assigned to the local tax entered on the line. Defaults for local taxes are set in the Payroll Adjustments, Local Taxes record. Those defaults can be changed at the time the adjustment is entered here, however. If it is an automatic deduction established on the Local Taxes tab of the employee's record, the default information set there will override the basic deduction defaults.

Type

The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). The type options are: Percent of Gross Wages, Rate per Hour, Fixed Amount, or Rate per Hour Earned. Defaults for payroll deductions' types are set in the Local Taxes record.

ⓘ **Tip**
> Some states' local taxes are computed with tax tables built in to BIS®. Thus, The

Rate/Amt Column

This field determines the total amount of the deduction that is recorded in the Rate/Amount column.

Percent Column

If the Type is a percent, the percentage number is entered in the field.

GL Account Column

This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Description Column

A description can be recorded as a reminder of the reason for the deduction. If extended notes are needed, click the ▣ button in the Description column for unlimited notepad space.

Report Code Column

The Report Code column is used to record a report code related to the line item that can be used for creating customized reports.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or the Cancel button to do further editing of the entries.

Summary of Local Taxes Detail

In the section just below the table, BIS® additional detail information pertaining to the line item selected, including the local name, state, and account name.

Local Name

This field displays the local tax name associated with the local tax code entered on the line item selected above. Please note that underlined Local Name title is a hyperlink field as well as the description of the information of that line above. Left-clicking on this hyperlink opens the Deductions – New form to add new additions (or edit existing ones). Right-clicking on the Local Name hyperlink opens access to the Local Taxes report.

State

This field displays the state name associated with the local tax code entered on the line item selected above.

Account Name

Displays the account name to be used for posting the deduction. The default account is set up in the Payroll Adjustments, Deductions, but can be changed in the GL Account column for the line. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the underlined Account Name title is a hyperlink field as well as the description of the information.

Totals Tab

The Totals tab allows viewing entries and calculations from the information recorded for the employee's current payroll. Checking the amounts displayed can help identify errors in data entry prior to completing payroll entry and printing the actual checks. The tab is also used for entering Federal and State tax calculations.

Figure: BB-89
Payroll Check - New,
Totals tab screen form.

Earnings Table

This table displays the description, hours, and amount for earnings entered on previous tabs.

Tax Deferred Table

This table displays the description and amount for company contributions entered on the Tax Deferred tab.

Withholding & Deductions Table

This table displays the description and amount for tax withholding and other deductions entered on the previous tabs. If the Calculate Withholdings box was not checked on the Main tab, manually entered amounts for Federal, Social Security, Medicare, and State tax withholding can be entered (or changed) here in the Amount column.

ⓘ **Tip**

> Some states' local taxes are computed with tax tables built in to BIS®. Thus, the

ⓘ **Tip**

> Manual entry of taxes is sometimes used for bonus checks. Some users may find it helpful to allow BIS® to initially calculate taxes, especially Social Security and

Total Hours & Earnings

These fields display the total number of hours entered on the Hours and Additions tabs, and the total earnings.

Non-Payroll Adjustment

This field displays the total amount of non-payroll adjustments entered.

Tax Deferred Company Contribution
This field displays the total amount of company contributions entered on the Tax Deferred tab.

Earned Income Credit
This field displays the total amount of the employee's earned income credit for the check (addition code 22).**Total Withholdings**
This field displays the total amount of tax withholdings calculated based on the withholding type for each entry on the Hours and Additions tabs.

Total Deductions
This field displays the total amount of employee deductions entered on the Deductions tab.

Tax Deferred Employee Deduction
This field displays the total amount of employee deductions entered on the Tax Deferred tab.

Net Pay
This field displays the total net pay for the employee for the pay period.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save ![save] button on the toolbar or press Ctrl-S to save the changes.

Reviewing Payroll Beginning Balances

This section covers the Payroll reports needed to check Beginning Balance entries for payroll entries. Access to specific reports begins with the Query screen that enable users to select the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open pop-up reports menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Note that there are a great variety of Payroll reports. It is important to verify the Beginning Balances as characterized in these different reports to ensure that there will be no errors when contemporaneous processing begins.

The following is a list of payroll reports and documents in BIS® that may be useful in checking Payroll Beginning Balances:

- Employee Ledger
- Payroll Journal

- Reports and Worksheets
  - 941 Worksheet
  - Federal Unemployment
  - State Unemployment
  - Quarterly State Wage
  - CA-SDI Report
  - Gross Wages
  - Taxable Wages

- Payroll Summary
- Tax Deferred

- Workers' Compensation
  - Transactions
  - Report

- Certified Payroll Report
- Union Report
- California DE-6 Quarterly Wage

Employee Ledger

The Employee Ledger summarizes the employee's history by payroll transaction and serves as the supporting sub-ledger for the General Ledger report.

Access
Module Menu with Reports Group
Payroll | Reports | Employee Ledger

Module Menu with Reports List
Payroll | Employee Ledger

Standard Menu
Reports | Payroll | Employee Ledger

Report Types
Detail

In addition to providing summary information, this report type displays a breakdown of payroll hours worked including trade classification, regular hours, overtime hours, double-time hours, regular rate, extended amount, Workers' Compensation classification, union code, union classification, posting account number and name, report code, job number, cost code, change order, cost type, total regular hours, total overtime, total double-time, total earnings. It also displays adjustments' information including adjustment number and description, hours, amount, description, posting account number and name, report code, job number, cost code, change order and cost type.

Order By
- Employee ID + Check Date
- Employee ID + Check Number

Options
- Show Report Criteria
- Show Employees with no Activity
- Active
- Inactive
- Reversing Entries
- Case Sensitive

Fields
- Employee ID
- Check Date
- Check Number

Payroll Employee Ledger Report—Detail

Employee Ledger
Detail Report - E001, Bill Johnson

Best Construction Company

Page 1

Date	Pay Period	Check#	State	Gross Wages	Federal W/H	FICA W/H	Medicare W/H	State W/H	SDI W/H	Non Payroll	Deductions	Net Check Amt
01/03/	01/03/	2000	CA	3,000.00	682.68	185.38	43.36	232.69	26.91	0.00	70.00	1,758.98
01/07/	01/07/	2007	CA	3,000.00	658.68	180.42	42.20	225.25	26.19	0.00	150.00	1,717.26
01/17/	01/17/	2014	CA	3,000.00	658.68	180.42	42.20	225.25	26.19	0.00	150.00	1,717.26
01/24/	01/24/	2021	CA	3,000.00	658.68	180.42	42.20	225.25	26.19	0.00	150.00	1,717.26
01/31/	01/31/	2024	CA	6,000.00	1,644.03	360.84	84.39	495.88	52.38	0.00	300.00	3,062.48
06/30/	06/30/	1007	CA	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	2,280.00
06/30/	06/30/	2028	CA	2,400.00	416.15	144.34	33.76	166.60	25.14	0.00	120.00	1,494.01
12/31/	12/31/	214	CA	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	2,280.00
	Totals Listed			25,200.00	4,718.90	1,231.82	288.11	1,570.92	183.00	0.00	1,180.00	16,027.25

Figure: BB-90

Employee Ledger, Detail Report, sorted by Employee Id. Note that the blue underlined items are hyperlinks.

Payroll Journal

The Payroll Journal is a listing of payroll checks by date for a particular account. This report should be printed after each payroll to verify that the journal is correct. The report also assures that the general ledger and financial statement records are correct for those accounts that relate to payroll activity.

Access

Module Menu with Reports Group

Payroll | Reports | Payroll Journal

Module Menu with Reports List

Payroll | Payroll Journal

Standard Menu

Reports | Payroll | Payroll Journal

Report Types

Detail

This report type displays the summary information and lists payroll hours and adjustments including posting account number and name, description and amount.

General Ledger Account

Enter the general ledger account to use. Click Find 🔍 icon to select from a list of accounts.

Order By	**Options**	**Fields**
• Check Date	• Show Report Criteria	• Check Date
	• Reversing Entries	• Session Date
	• Show Check Notes	
	• Show GL Extended Description	
	• Show User ID	

Payroll Journal – Detail Report

Best Construction Company

Payroll Journal
Detail Report - Account 1020, Cash In Bank
Page 1

Date	Check# GL Account	Payee Account Name	Check Type Description	Reconciliation Status	Session	Amount
01/14/	1215	Tim Hardaway	PR	Outstanding	01/14/	
	7001	Salaries & Wages-Officer	Hours on 01/14/			1,000.00
	2410	Union Payable 1	Union Tax Automatic Addition			17.50
	2410	Union Payable 1	Union Automatic Deduction			-50.00
	2410	Union Payable 1	Union Tax Automatic Deduction			-17.50
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-87.00
	2240	Payroll Taxes Payable-SIT	State Withholding			-68.00
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-63.09
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-14.75
					Check Total	717.16
01/16/	E0091	Mick Jones	PR	Outstanding	01/16/	
	7003	Salaries & Wages-Administration	Hours on 01/16/			2,500.00
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-554.00
	2240	Payroll Taxes Payable-SIT	State Withholding			-193.49
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-155.00
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-36.25
					Check Total	1,561.26
01/16/	E0092T	Mick Jones	PR	Outstanding	01/16/	
	7003	Salaries & Wages-Administration	Hours on 01/16/			-2,500.00
	2210	Payroll Taxes Payable-FIT	Federal Withholding			554.00
	2240	Payroll Taxes Payable-SIT	State Withholding			193.49
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			155.00
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			36.25
					Check Total	-1,561.26
01/27/	14012701	VOID	PR	Outstanding	01/27/	
					Check Total	0.00
01/27/	140127002	Mick Jones	PR	Outstanding	01/27/	
	5010	Cost of Contracts-Labor	Hours on 01/22/			300.00
	5010	Cost of Contracts-Labor	Hours on 01/23/			300.00
	5010	Cost of Contracts-Labor	Hours on 01/24/			300.00
	5010	Cost of Contracts-Labor	Hours on 01/27/			250.00
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-196.00
	2240	Payroll Taxes Payable-SIT	State Withholding			-58.61
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-71.30
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding			-16.68
					Check Total	807.41
				Cash Disbursements Listed for January		1,524.57
02/09/	54326	Mike Smith	PR	Outstanding	02/09/	
	5010	Cost of Contracts-Labor	Hours on 02/09/			2,000.00
	2410	Union Payable 1	Union Tax Automatic Addition			30.00
	2410	Union Payable 1	Union Automatic Deduction			-40.00
	2410	Union Payable 1	Union Tax Automatic Deduction			-30.00
	2210	Payroll Taxes Payable-FIT	Federal Withholding			-400.00
	2240	Payroll Taxes Payable-SIT	State Withholding			-147.12
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding			-120.00

Figure: BB-91 Payroll Journal, Detail Report, sorted by Check Date. A Beginning Balance version of this report would show all accounts as the Payroll Suspense account.

Payroll Reports & Worksheets: 941 Worksheet

For each full calendar quarter of payroll beginning balances entered, it is useful to print the Form 941 to show wages, Federal Withholding, and any matching FICA and Medicare taxes. This screen form will contain data from the selected quarter in the program, populating appropriate fields.

Access
Module Menu with Reports Group
Payroll | Reports | Reports and Worksheets | 941 Worksheet

Module Menu with Reports List
Payroll | Reports and Worksheets | 941 Worksheet

Standard Menu
Reports | Payroll | Reports and Worksheets | 941 Worksheet

Report Types
Quarterly 941 Federal Tax
This Report Type displays the quarterly 941 form.

Employer's Quarterly 941 Federal Tax, Page 1 – Screen Worksheet

Form 941 for YYYY: Employer's QUARTERLY Federal Tax Return
(Rev. July 2020)
Department of the Treasury — Internal Revenue Service

950120
OMB No. 1545-0029

Employer Identification number (EIN) 7 7 – 0 0 0 0 0 0 0

Name (not your trade name) **Best Construction Company**

Trade name (if any)

Address **1200 Main Street - Unit 100**
Number   Street   Suite or room number

Arroyo Grande   **CA**   **93420**
City   State   ZIP code

Foreign country name   Foreign province/county   Foreign postal code

Report for this Quarter of 2020
(Check one.)

☐ 1: January, February, March
☐ 2: April, May, June
☐ 3: July, August, September
☑ 4: October, November, December

Go to www.irs.gov/Form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1:   Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Sept. 12 (Quarter 3) or Dec. 12 (Quarter 4) **1** 2

2 Wages, tips, and other compensation . . . . **2** 126000 • 00

3 Federal income tax withheld from wages, tips, and other compensation . . . . **3** 44923 • 00

4 If no wages, tips, and other compensation are subject to social security or Medicare tax ☐ Check and go to line 6.

		Column 1		Column 2
5a	Taxable social security wages . .	126000 • 00	× 0.124 =	15624 • 00
5a	(i) Qualified sick leave wages . .	0 • 00	× 0.062 =	0 • 00
5a	(ii) Qualified family leave wages .	0 • 00	× 0.062 =	0 • 00
5b	Taxable social security tips . . .	0 • 00	× 0.124 =	0 • 00
5c	Taxable Medicare wages & tips .	126000 • 00	× 0.029 =	3654 • 00
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	0 • 00	× 0.009 =	0 • 00

5e Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d **5e** 19278 • 00

5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions) . . **5f** 30 • 00

6 Total taxes before adjustments. Add lines 3, 5e, and 5f . . . . **6** 64231 • 00

7 Current quarter's adjustment for fractions of cents . . . . **7** 0 • 00

8 Current quarter's adjustment for sick pay . . . . **8** 10 • 00

9 Current quarter's adjustments for tips and group-term life insurance . . . . **9** 15 • 00

10 Total taxes after adjustments. Combine lines 6 through 9 . . . . **10** 64256 • 00

11a Qualified small business payroll tax credit for increasing research activities. Attach Form 8974 **11a** 18 • 00

11b Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1 **11b** 22 • 00

11c Nonrefundable portion of employee retention credit from Worksheet 1 . . . . . **11c** 7 • 50

▶ You MUST complete all three pages of Form 941 and SIGN it. Next ▶

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. Cat. No. 170012 Form **941** (Rev. 7-2020)

Figure: BB-92   Federal Form 941 Worksheet, Page 1, screen form. Note that some non-shaded field can have some data entered.

Employer's Quarterly 941 Federal Tax Form, Page 1 – Print Form

Figure: BB-93 Federal Form 941 – Page 1, showing the I.R.S. approval code V V A, allowing submission of the printed form.

Employers' Quarterly 941 Federal Tax, Page 2 – Screen Worksheet

Figure: BB-94   Federal Form 941 Worksheet, Page 2, screen form. Note that some non-shaded fields can have data entered.

Employers' s Quarterly 941 Federal Tax, Page 2 – Print Form

Figure: BB-95   Federal Form 941, Page 3, approved for submission to the I.R.S.

Payroll Reports & Worksheets: Federal Unemployment Report

The Federal Unemployment report provides information on period and year-to-date wage totals and unemployment tax liability. This report can be useful when checking the FUTA Beginning Balances.

Access
Module Menu with Reports Group
Payroll | Reports | Reports and Worksheets | Federal Unemployment

Module Menu with Reports List
Payroll | Reports and Worksheets | Federal Unemployment

Standard Menu
Reports | Payroll | Reports and Worksheets | Federal Unemployment

Report Types
Detail
This report type displays the federal tax Id number, taxable wage limit, tax rate, and company totals for YTD gross wages, amount of gross wages over taxable wage limit, period gross wages, amount of period gross wages over taxable limit, taxable wages, and amount of tax liability plus an employee breakdown including social security number, employee Id and name, YTD gross wages, amount of gross wages over taxable wage limit, period gross wages, amount of period gross wages over taxable limit and taxable wages.

Year
- Previous or current year

Options
- Show Report Criteria

Fields
- Month

Federal Unemployment Report – Summary Report

Federal Unemployment

Detail Report - Year YYYY Period 01/01/YY to 12/31/YY   Page 1

Social Security#	Employee Id	Employee Name	YTD FUTA Wages	Over Limit	Period FUTA Wages	Over Limit	Taxable
Federal Tax Id: 77-0000000				Wage Limit:	7,000.00	Tax Rate:	0.00800
555-55-1003	E004	Tim Hardaway	1,017.50	0.00	1,017.50	0.00	1,017.50
555-55-1006	E007	Mike Smith	2,030.00	0.00	2,030.00	0.00	2,030.00
455-62-8777	E009	Mick Jones	1,150.00	0.00	1,150.00	0.00	1,150.00
		Totals	4,197.50	0.00	4,197.50	0.00	4,197.50
						Tax Liability	33.58

Figure: BB-96   Federal Unemployment Detail Report.

State Unemployment Report

The forms and requirements for state unemployment compensation reports vary from state to state. However, there are certain common figures and basic information that are required by all states. The state unemployment tax worksheet produced by BIS® provides those figures and that basic information. This report can be useful when checking the SUTA Beginning Balances.

Access
Module Menu with Reports Group
Payroll | Reports | Reports and Worksheets | State Unemployment

Module Menu with Reports List
Payroll | Reports and Worksheets | State Unemployment

Standard Menu
Reports | Payroll | Reports and Worksheets | State Unemployment

Detail
This Report Type displays the state code and name, state tax ID number, taxable wage limit, tax rate and company totals for YTD gross wages, amount of gross wages over taxable wage limit, quarter gross wages, period gross wages, amount of period gross wages over taxable limit, taxable wages and amount of tax liability, plus an employee breakdown including social security number, employee ID and name, YTD gross wages, amount of gross wages over taxable wage limit, quarter gross wages, period gross wages, amount of period gross wages over taxable limit and taxable wages.

Quarter
• Quarters from the previous or current year.

Options
• Show Report Criteria
• Page Totals

Fields
• State
• Month

State Unemployment – Detail Report

Figure: BB-97 Payroll State Unemployment, Detail Report.

Payroll Quarterly State Wage and Withholding Report
This Report Type displays the summary information and lists an employee breakdown including social security number, employee ID and name, and additional information depending on the type of report. This report can be useful when checking the State Wages Beginning Balances.

Access
Module Menu with Reports Group
Payroll | Reports | Reports and Worksheets | Quarterly State Wage

Module Menu with Reports List
Payroll | Reports and Worksheets | Quarterly State Wage

Standard Menu
Reports | Payroll | Reports and Worksheets | Quarterly State Wage

Report Types
Detail
This Report Type displays the state code and name, state tax ID number and company totals for quarterly gross wages, quarterly state wages, quarterly personal income tax withheld, period gross wages, period state wages, and period personal income tax withheld, and lists an employee breakdown including social security number, employee ID and name, quarterly gross wages, quarterly state wages, quarterly personal income tax withheld, period gross wages, period state wages, and period personal income tax withheld.

Quarter
- Quarters from the previous or current year.

Options
- Show Report Criteria

Fields
- State
- Month

Payroll Quarterly State Wage and Withholding – Detail Report

Figure: BB-98 Payroll Quarterly Wage and Withholding, Detail Report.

Payroll SDI (State Disability Insurance) Report

This report shows the State Disability Insurance withholding amount, and is used only in those states that apply this tax. This report can be useful when checking the California State Wages and Disability Beginning Balances.

Access
Module Menu with Reports Group
Payroll | Reports | Reports and Worksheets | SDI Report

Module Menu with Reports List
Payroll | Reports and Worksheets | SDI Report

Standard Menu
Reports | Payroll | Reports and Worksheets | SDI Report

Report Types
Summary
This report type displays the employee ID and name, social security number, title, status, and SDI withholding amount.

Options	Order By	Fields
• Show Report Criteria	• Employee ID	• Employee ID
• Active Employees		• Employee Name
• Inactive Employees		• Social Security Number
• Case Sensitive		• Date
		• State

Payroll State Disability Insurance – Summary Report

State Disability Insurance
Summary Report

Best Construction Company

Page 1

Employee Id	Employee Name	Social Security#	Title	Status	SDI WH
E001	Bill Johnson	555-55-1000	Owner	Active	157.86
E002	Mike Jarvis	555-55-1001	Project Manger	Active	73.87
E003	Alissa Monte	555-55-1002	Office Manager	Active	40.50
E004	Tim Hardaway	555-55-1003		Active	39.26
E005	Joe Martinez	555-55-1004		Active	29.73
E006	Steve Schwartz	555-55-1005		Active	29.42
E007	Mike Smith	555-55-1006		Active	32.95
				Total SDI WH	403.59

Figure: BB-99   Payroll State Disability Insurance, Summary Report.

Payroll Gross Wages Report

This report displays the employee ID and name, social security number, title, status, and gross wages earned, and more. This report can be useful when checking the Gross Wages Beginning Balances in connection with tax exempt factors.

Access
Module Menu with Reports Group
Payroll | Reports | Reports and Worksheets | Gross Wages

Module Menu with Reports List
Payroll | Reports and Worksheets | Gross Wages

Standard Menu
Reports | Payroll | Reports and Worksheets | Gross Wages

Report Types
Summary
The report type displays the employee ID and name, social security number, title, status, and gross wages earned.
Detail
This report type displays the summary information and shows a breakdown of wages for each employee including check date, check number, state, and gross wages.

Options	**Order By**	**Fields**
• Show Report Criteria	• Employee ID	• Employee ID
• Active Employees		• Employee Name
• Inactive Employees		• Social Security Number
• Case Sensitive		• Check Date
		• Check Number
		• State

Gross Wages – Summary Report

Figure: BB-100   Payroll Gross Wages Summary Report.

Payroll Taxable Wages Report

The Taxable Wages Report displays total taxable wages including gross wages earned and taxable wages for federal income tax, social security, Medicare, state income tax, SDI, local tax, federal unemployment, and state unemployment, and optionally displays, employee and check information, and more. This report can be useful when checking the Taxable Wages Beginning Balances.

Access

Module Menu with Reports Group

Payroll | Reports | Reports and Worksheets | Taxable Wages

Module Menu with Reports List

Payroll | Reports and Worksheets | Taxable Wages

Standard Menu

Reports | Payroll | Reports and Worksheets | Taxable Wages

Report Types

Summary

This displays total taxable wages including gross wages earned and taxable wages for federal income tax, social security, Medicare, state income tax, SDI, local tax, federal unemployment, and state unemployment.

Detail

This report type adds the summary information for each employee plus the employee ID and name, social security number, and status.

Options
- Show Report Criteria
- Active
- Inactive
- Case Sensitive

Order By
- Employee ID

Fields
- Employee ID
- Employee Name
- Social Security Number
- Check Date
- Check Number
- State

Payroll Taxable Wages Summary and Detail Reports

Best Construction Company

Taxable Wages
Summary Report

Page 1

	Gross Wages	Federal	Soc. Sec.	Medicare	State	SDI	Local	FUTA	SUTA
Totals:	52,696.96	51,600.96	51,600.96	51,600.96	51,600.96	44,616.96	4,800.00	51,600.96	51,744.96

Figure: BB-101

Best Construction Company

Taxable Wages
Detail Report

Page 1

Employee Id	Employee Name	Soc. Sec. #	Status	Gross Wages	Federal	Soc. Sec.	Medicare	State	SDI	Local	FUTA	SUTA
E001	Bill Johnson	555-55-1000	Active	25,200.00	24,524.00	24,524.00	24,524.00	24,524.00	17,540.00	4,800.00	24,524.00	24,668.00
E002	Mike Jarvis	555-55-1001	Active	8,400.00	7,980.00	7,980.00	7,980.00	7,980.00	7,980.00	0.00	7,980.00	7,980.00
E003	Alissa Monte	555-55-1002	Active	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	0.00	4,500.00	4,500.00
E004	Tim Hardaway	555-55-1003	Active	4,362.53	4,362.53	4,362.53	4,362.53	4,362.53	4,362.53	0.00	4,362.53	4,362.53
E005	Joe Martinez	555-55-1004	Active	3,303.82	3,303.82	3,303.82	3,303.82	3,303.82	3,303.82	0.00	3,303.82	3,303.82
E006	Steve Schwartz	555-55-1005	Active	3,269.00	3,269.00	3,269.00	3,269.00	3,269.00	3,269.00	0.00	3,269.00	3,269.00
E007	Mike Smith	555-55-1006	Active	3,661.61	3,661.61	3,661.61	3,661.61	3,661.61	3,661.61	0.00	3,661.61	3,661.61
Totals:				52,696.96	51,600.96	51,600.96	51,600.96	51,600.96	44,616.96	4,800.00	51,600.96	51,744.96

Figure: BB-102

Payroll Taxable Wages Detail Report.

Payroll Summary

The Payroll Summary provides a full page report for each employee listing all applicable payroll information recorded. This report can be generated to include all payroll information for the current fiscal year or for a certain period. This report can be useful when checking the individual Employee Beginning Balances.

Access
Module Menu with Reports Group
Payroll | Reports | Reports and Worksheets | Payroll Summary

Module Menu with Reports List
Payroll | Reports and Worksheets | Payroll Summary

Standard Menu
Reports | Payroll | Reports and Worksheets | Payroll Summary

Report Type
Summary

This report displays the period date; employee ID and name; employee status; earnings (hours and amount) including regular, overtime, double-time, vacation, holiday, sick time, special, other additions and total earnings; withholdings & deductions including federal income tax, extra federal, social security, Medicare, state income tax, extra state, SDI, other deductions, local taxes, tax deferred deductions and total deductions; additions including non-payroll adjustments, fringe benefits, Earned Income Credit and totals; net earnings; detail of other additions including adjustment code, hours, amount and totals; detail of other deductions including adjustment code, amount and totals; detail of local taxes including adjustment code, amount and totals; state withholdings including state code and name, amount and totals; and grand totals for all categories.

Options
- Show Report Criteria
- Active
- Inactive
- Company Contributions
- Show Totals Only
- Case Sensitive

Order By
- Employee ID

Fields
- Employee ID
- Check Date
- Check Number
- State
- Cash Account

Payroll Summary – Summary Report

Best Construction Company

Payroll Summary
Summary Report Date: All

Page 1

Employee: E001, Bill Johnson   Status: Active

Earnings	Hours	Amount	Gross Wages	25,200.00
Regular	260.00	25,200.00	Federal W2 Wages	24,524.00
Overtime	1.00	0.00	**Withholdings & Deductions**	**Amounts**
Doubletime	0.00	0.00	Federal	4,718.90
Vacation	0.00	0.00	Extra Federal	0.00
Holiday	0.00	0.00	Social Security	1,231.82
Sick	0.00	0.00	Medicare	288.11
Special	0.00	0.00	State	1,570.92
Other Additions [1]	0.00	0.00	Extra State	0.00
Total Earnings	261.00	25,200.00	SDI	183.00
Adjustments			Other Deductions [2]	504.00
Non Payroll Adjustments		0.00	Local Taxes [3]	0.00
Fringe Benefits (#21)		0.00	Tax Deferred [4]	676.00
Earned Income Credit (#22)		0.00	**Total W/H & Deductions**	9,172.75
Total of Adjustments		0.00	**Net Amount**	16,027.25
Total Earnings + Adjustments		25,200.00		

Other Deductions [2]	Ded#	Amount
Insurance Deduction	30	504.00
	Totals	**504.00**

Tax Deferred [4]	Code	Amount
Tax Deferred Plan	50	676.00
	Totals	**676.00**

State Withholding	State	Amount
California	CA	1,570.92
	Totals	**1,570.92**

Figure: BB-103   Payroll Summary Report.

Payroll Tax Deferred Report

The Tax Deferred report provides information to verify entries in employees' files for deferred compensation contributions. This report can be useful when checking the Payroll Tax Deferred Beginning Balances.

Access
Module Menu with Reports Group
Payroll | Reports | Reports and Worksheets | Tax Deferred

Module Menu with Reports List
Payroll | Reports and Worksheets | Tax Deferred

Standard Menu
Reports | Payroll | Reports and Worksheets | Tax Deferred

Report Type
Summary
This lists the tax deferred code, employee ID and name, social security number, employee share, company share, and total contributions.

Options	Order By	Fields
• Show Report Criteria	• Tax Deferred Code	• Tax Deferred Code
• Active Employees		• Employee ID
• Inactive Employees		• Check Date
		• Cash Account

Tax Deferred Compensation Plan – Summary Report

Best Construction Company

Tax Deferred Compensation Plan
Summary Report   Page 1

Employee Id	Employee Name	Social Security#	Employee Share	Company Share	Total
50	Tax Deferred Plan				
E001	Bill Johnson	555-55-1000	676.00	669.00	1,345.00
E002	Mike Jarvis	555-55-1001	420.00	219.00	639.00
	Tax Deferred Plan Totals		1,096.00	888.00	1,984.00
	Grand Total		**1,096.00**	**888.00**	**1,984.00**

Figure: BB-104   Payroll Tax Deferred Compensation Plan – Summary Report.

Payroll Workers' Compensation Transactions Report

The Workers' Compensation Transactions report provides a listing of the company's Workers' Compensation transactions by classification and employee. This report can be useful when checking the Workers' Compensation Beginning Balances.

Access
Module Menu with Reports Group

Payroll | Reports | Workers' Compensation | Transactions

Module Menu with Reports List

Payroll | Workers' Compensation | Transactions

Standard Menu

Reports | Payroll | Workers' Compensation | Transactions

Report Types
Summary by Classification

For each classification, this report lists the description, regular hours, overtime hours, double-time hours, total hours, gross wages, company amount, employee amount, and total amount.

Summary by Class/Employee

For each classification, this report shows the summary information is broken down by employee.

Summary by Employee/Class

For each employee, this report shows the summary information is broken down by classification.

Detail

For each classification, this report shows the summary information is broken down by check. This Report Type contains the summary information plus the date, check number, employee ID and name, mode, experience modifier, company rate, employee rate, and total compensation amount.

Options	**Order By**	**Fields**
• Show Report Criteria	• State	• State
		• Job Number
		• Check Date

Workers' Compensation Transactions – Summary by Classification Report

Workers' Comp. Transactions
Summary by Classification Report - State CA, All Jobs

Best Construction Company

Page 1

Class	Description	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Co. Amt	Emp. Amt	Total Amt
5183	Plumbing	118.00	1.50	0.00	119.50	3,585.00	273.36	0.00	273.36
5190	Electrical Wiring	517.00	2.75	0.00	519.75	23,933.25	1,310.37	0.00	1,310.37
5222	Concrete Construction	240.00	0.00	0.00	240.00	10,200.00	1,941.84	0.00	1,941.84
5645	Capenter	279.50	14.50	0.00	294.00	7,350.00	1,015.22	0.00	1,015.22
	State Totals	1,154.50	18.75	0.00	1,173.25	45,068.25	4,540.79	0.00	4,540.79

Figure: BB-105 Payroll Workers' Comp. Transactions, Summary by Classification Report.

Workers' Compensation Transactions – Summary by Class/Employee Report

Workers' Comp. Transactions
Summary by Class/Employee Report - State CA, All Jobs

Best Construction Company

Page 1

Class Employee Id	Description Employee Name	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Co. Amt	Emp. Amt	Total Amt
5183	Plumbing								
E007	Mike Smith	118.00	1.50	0.00	119.50	3,585.00	273.36	0.00	273.36
	Classification Totals	118.00	1.50	0.00	119.50	3,585.00	273.36	0.00	273.36
5190	Electrical Wiring								
E001	Bill Johnson	120.00	0.00	0.00	120.00	12,000.00	657.00	0.00	657.00
E002	Mike Jarvis	160.00	0.00	0.00	160.00	6,000.00	328.50	0.00	328.50
E003	Alissa Monte	120.00	0.00	0.00	120.00	2,700.00	147.84	0.00	147.84
E006	Steve Schwartz	117.00	2.75	0.00	119.75	3,233.25	177.03	0.00	177.03
	Classification Totals	517.00	2.75	0.00	519.75	23,933.25	1,310.37	0.00	1,310.37
5222	Concrete Construction								
E001	Bill Johnson	80.00	0.00	0.00	80.00	6,000.00	1,142.26	0.00	1,142.26
E002	Mike Jarvis	80.00	0.00	0.00	80.00	2,400.00	456.90	0.00	456.90
E003	Alissa Monte	80.00	0.00	0.00	80.00	1,800.00	342.68	0.00	342.68
	Classification Totals	240.00	0.00	0.00	240.00	10,200.00	1,941.84	0.00	1,941.84
5645	Capenter								
E004	Tim Hardaway	159.50	8.00	0.00	167.50	4,187.50	578.40	0.00	578.40
E005	Joe Martinez	120.00	6.50	0.00	126.50	3,162.50	436.82	0.00	436.82
	Classification Totals	279.50	14.50	0.00	294.00	7,350.00	1,015.22	0.00	1,015.22
	State Totals	1,154.50	18.75	0.00	1,173.25	45,068.25	4,540.79	0.00	4,540.79

Figure: BB-106 Payroll Workers' Comp. Transactions, Summary by Class/Employee Report.

Workers' Compensation Transactions – Summary by Employee/Class Report

Best Construction Company

Workers' Comp. Transactions
Summary by Employee/Class Report - State CA, All Jobs   Page 1

EmployeeId Class	Employee Name Description	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Co. Amt	Emp. Amt	Total Amt
E001	Bill Johnson								
5190	Electrical Wiring	180.00	1.00	0.00	181.00	19,200.00	1,051.20	0.00	1,051.20
5222	Concrete Construction	80.00	0.00	0.00	80.00	6,000.00	1,142.26	0.00	1,142.26
	Employee Totals:	260.00	1.00	0.00	261.00	25,200.00	2,193.46	0.00	2,193.46
E002	Mike Jarvis								
5190	Electrical Wiring	160.00	0.00	0.00	160.00	6,800.00	372.30	0.00	372.30
5222	Concrete Construction	80.00	0.00	0.00	80.00	2,400.00	456.90	0.00	456.90
	Employee Totals:	240.00	0.00	0.00	240.00	9,200.00	829.20	0.00	829.20
E003	Alissa Monte								
5190	Electrical Wiring	160.00	0.00	0.00	160.00	3,600.00	197.12	0.00	197.12
5222	Concrete Construction	80.00	0.00	0.00	80.00	1,800.00	342.68	0.00	342.68
	Employee Totals:	240.00	0.00	0.00	240.00	5,400.00	539.80	0.00	539.80
E004	Tim Hardaway								
5200	Concrete or Cement Work	40.00	0.00	0.00	40.00	1,000.00	73.75	0.00	73.75
5645	Capenter	159.50	8.00	0.00	167.50	4,187.50	578.40	0.00	578.40
	Employee Totals:	199.50	8.00	0.00	207.50	5,187.50	652.15	0.00	652.15
E005	Joe Martinez								
5645	Capenter	220.00	6.50	0.00	226.50	5,562.50	768.32	0.00	768.32
	Employee Totals:	220.00	6.50	0.00	226.50	5,562.50	768.32	0.00	768.32
E006	Steve Schwartz								
5190	Electrical Wiring	117.00	2.75	0.00	119.75	3,233.25	177.03	0.00	177.03
	Employee Totals:	117.00	2.75	0.00	119.75	3,233.25	177.03	0.00	177.03
E007	Mike Smith								
5183	Plumbing	158.00	1.50	0.00	159.50	5,585.00	425.86	0.00	425.86
	Employee Totals:	158.00	1.50	0.00	159.50	5,585.00	425.86	0.00	425.86
	State Totals:	1,434.50	19.75	0.00	1,454.25	59,368.25	5,585.82	0.00	5,585.82

Figure: BB-107   Payroll Workers' Comp. Transactions, Summary by Employee/Class Report.

Payroll Workers' Comp. Transactions – Detail Report

Workers' Comp. Transactions
Detail Report - State CA, All Jobs

Best Construction Company

Page 1

Class Date	Check#	Description Employee Id	Employee Name	Mode	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Exp/Mod	Co. Rate	Co. Amt	Emp. Rate	Emp. Amt	Total Amt
5183		**Plumbing**													
01/07/	2006	E007	Mike Smith	1	38.00	0.00	0.00	38	1,140.00	1.25000	6.10000	86.93	0.00000	0.00	86.93
01/17/	2013	E007	Mike Smith	1	40.00	1.50	0.00	41.5	1,245.00	1.25000	6.10000	94.93	0.00000	0.00	94.93
01/24/	2020	E007	Mike Smith	1	40.00	0.00	0.00	40	1,200.00	1.25000	6.10000	91.50	0.00000	0.00	91.50
02/09/	54326	E007	Mike Smith	1	40.00	0.00	0.00	40	2,000.00	1.25000	6.10000	152.50	0.00000	0.00	152.50
			Classification Totals		158.00	1.50	0.00	159.50	5,585.00			425.86		0.00	425.86
5190		**Electrical Wiring**													
01/07/	2005	E006	Steve Schwartz	1	40.00	0.00	0.00	40	1,080.00	1.25000	4.38000	59.13	0.00000	0.00	59.13
01/17/	2012	E006	Steve Schwartz	1	37.00	0.00	0.00	37	999.00	1.25000	4.38000	54.70	0.00000	0.00	54.70
01/17/	2014	E001	Bill Johnson	1	40.00	0.00	0.00	40	3,000.00	1.25000	4.38000	164.25	0.00000	0.00	164.25
01/17/	2015	E002	Mike Jarvis	1	40.00	0.00	0.00	40	1,200.00	1.25000	4.38000	65.70	0.00000	0.00	65.70
01/17/	2016	E003	Alissa Monte	1	40.00	0.00	0.00	40	900.00	1.25000	4.38000	49.28	0.00000	0.00	49.28
01/24/	2019	E006	Steve Schwartz	1	40.00	2.75	0.00	42.75	1,154.25	1.25000	4.38000	63.20	0.00000	0.00	63.20
01/24/	2021	E001	Bill Johnson	1	40.00	0.00	0.00	40	3,000.00	1.25000	4.38000	164.25	0.00000	0.00	164.25
01/24/	2022	E002	Mike Jarvis	1	40.00	0.00	0.00	40	1,200.00	1.25000	4.38000	65.70	0.00000	0.00	65.70
01/24/	2023	E003	Alissa Monte	1	40.00	0.00	0.00	40	900.00	1.25000	4.38000	49.28	0.00000	0.00	49.28
01/31/	2024	E001	Bill Johnson	1	20.00	0.00	0.00	20	3,000.00	1.25000	4.38000	164.25	0.00000	0.00	164.25
01/31/	2024	E001	Bill Johnson	1	20.00	0.00	0.00	20	3,000.00	1.25000	4.38000	164.25	0.00000	0.00	164.25
01/31/	2025	E002	Mike Jarvis	1	20.00	0.00	0.00	20	1,200.00	1.25000	4.38000	65.70	0.00000	0.00	65.70
01/31/	2025	E002	Mike Jarvis	1	20.00	0.00	0.00	20	1,200.00	1.25000	4.38000	65.70	0.00000	0.00	65.70
01/31/	2026	E003	Alissa Monte	1	40.00	0.00	0.00	40	900.00	1.25000	4.38000	49.28	0.00000	0.00	49.28
06/30/	1007	E001	Bill Johnson	1	10.00	1.00	0.00	11	2,400.00	1.25000	4.38000	131.40	0.00000	0.00	131.40
06/30/	2028	E001	Bill Johnson	1	10.00	0.00	0.00	10	2,400.00	1.25000	4.38000	131.40	0.00000	0.00	131.40
12/17/	14121702	E002	Mike Jarvis	1	40.00	0.00	0.00	40	2,000.00	1.25000	4.38000	109.50	0.00000	0.00	109.50
12/31/	214	E001	Bill Johnson	1	40.00	0.00	0.00	40	2,400.00	1.25000	4.38000	131.40	0.00000	0.00	131.40
12/31/	653	E003	Alissa Monte	1	40.00	0.00	0.00	40	900.00	1.25000	4.38000	49.28	0.00000	0.00	49.28
			Classification Totals		617.00	3.75	0.00	620.75	32,833.25			1,797.65		0.00	1,797.65
5200		**Concrete or Cement Work**													
12/15/	2029	E004	Tim Hardaway	1	40.00	0.00	0.00	40	1,000.00	1.25000	5.90000	73.75	0.00000	0.00	73.75
			Classification Totals		40.00	0.00	0.00	40.00	1,000.00			73.75		0.00	73.75
5222		**Concrete Construction**													

Figure: BB-108

Payroll Workers' Comp. Transactions, Detail Report, page 1.

Payroll Workers' Compensation Report

The Workers' Compensation Transactions report provides listing of the state, Workers' Compensation classification code and description, company rate, employee rate, hours, wages, company contribution, employee contribution, premiums, calculation mode, experience modifier, and more. This report can be useful when checking the Workers' Compensation Beginning Balances.

Access
Module Menu with Reports Group
Payroll | Reports | Workers' Compensation | Report

Module Menu with Reports List
Payroll | Workers' Compensation | Report

Standard Menu
Reports | Payroll | Workers' Compensation | Report

Report Types
Summary by Classification
The Report Type lists the state, Workers' Compensation classification code and description, company rate, employee rate, regular, overtime, double-time and total hours for that classification; gross wages earned, reduced wages, company contribution, employee contribution, total premium, calculation mode, experience modifier, and adjusted premium.

Summary by Class/Employee
For each classification, this report type shows the summary information broken down by employee ID and name.

Summary by Employee/Class
For each employee ID and name, this report type shows the summary information broken down by classification.

Detail
For each classification, this report type shows the summary information broken down by check. It contains the summary information plus the check date and number.

Options	**Order By**	**Fields**
• Show Report Criteria	• State	• State
		• Job Number
		• Check Date

Payroll Workers' Compensation – Summary by Classification Report

Workers' Compensation

Best Construction Company

Summary by Classification Report - State CA, All Jobs

Page 1

Class	Description	Co. Rate	Emp. Rate	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Reduced Wages	Co. Cont.	Emp. Cont.	Premium
5183	Plumbing	6.1000	0.0000	158.00	1.50	0.00	159.50	5,607.50	5,585.00	340.69	0.00	340.69
5190	Electrical Wiring	4.3800	0.0000	617.00	3.75	0.00	620.75	32,869.00	32,833.25	1,438.10	0.00	1,438.10
5200	Concrete or Cement Work	5.9000	0.0000	40.00	0.00	0.00	40.00	1,000.00	1,000.00	59.00	0.00	59.00
5222	Concrete Construction	15.2301	0.0000	240.00	0.00	0.00	240.00	10,200.00	10,200.00	1,553.46	0.00	1,553.46
5645	Carpenter	11.0500	0.0000	379.50	14.50	0.00	394.00	9,934.50	9,750.00	1,077.38	0.00	1,077.38
	State Totals			1,434.50	19.75	0.00	1,454.25	59,611.00	59,368.25	4,468.63	0.00	4,468.63
									Experience Modifier	1.2500	1.2500	1.2500
									Adjusted Premium	5,585.79	0.00	5,585.79

Calculation Mode: 1, Percent of Reduced Gross Wages
Company and Employee Contributions

Figure: BB-109

Payroll Workers' Compensation – Summary by Classification Report.

Payroll Workers' Compensation – Summary by Class/Employee Report

Best Construction Company

Page 1

Workers' Compensation
Summary by Employee/Class Report - State CA, All Jobs

Employee Id / Class / Description	Co. Rate	Emp. Rate	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Reduced Wages	Co. Cont.	Emp. Cont.	Premium
E001 Bill Johnson											
5190 Electrical Wiring	4.38000	0.00000	180.00	1.00	0.00	181.00	19,200.00	19,200.00	840.96	0.00	840.96
5222 Concrete Construction	15.23010	0.00000	80.00	0.00	0.00	80.00	6,000.00	6,000.00	913.80	0.00	913.80
Employee Totals			260.00	1.00	0.00	261.00	25,200.00	25,200.00	1,754.76	0.00	1,754.76
E002 Mike Jarvis											
5190 Electrical Wiring	4.38000	0.00000	160.00	0.00	0.00	160.00	6,800.00	6,800.00	297.84	0.00	297.84
5222 Concrete Construction	15.23010	0.00000	80.00	0.00	0.00	80.00	2,400.00	2,400.00	365.52	0.00	365.52
Employee Totals			240.00	0.00	0.00	240.00	9,200.00	9,200.00	663.36	0.00	663.36
E003 Alissa Monte											
5190 Electrical Wiring	4.38000	0.00000	160.00	0.00	0.00	160.00	3,600.00	3,600.00	157.68	0.00	157.68
5222 Concrete Construction	15.23010	0.00000	80.00	0.00	0.00	80.00	1,800.00	1,800.00	274.14	0.00	274.14
Employee Totals			240.00	0.00	0.00	240.00	5,400.00	5,400.00	431.82	0.00	431.82
E004 Tim Hardaway											
5200 Concrete or Cement Work	5.90000	0.00000	40.00	0.00	0.00	40.00	1,000.00	1,000.00	59.00	0.00	59.00
5645 Carpenter	11.05000	0.00000	159.50	8.00	0.00	167.50	4,287.50	4,187.50	462.72	0.00	462.72
Employee Totals			199.50	8.00	0.00	207.50	5,287.50	5,187.50	521.72	0.00	521.72
E005 Joe Martinez											
5645 Carpenter	11.05000	0.00000	220.00	6.50	0.00	226.50	5,647.00	5,562.50	614.66	0.00	614.66
Employee Totals			220.00	6.50	0.00	226.50	5,647.00	5,562.50	614.66	0.00	614.66
E006 Steve Schwartz											
5190 Electrical Wiring	4.38000	0.00000	117.00	2.75	0.00	119.75	3,269.00	3,233.25	141.62	0.00	141.62
Employee Totals			117.00	2.75	0.00	119.75	3,269.00	3,233.25	141.62	0.00	141.62
E007 Mike Smith											
5183 Plumbing	6.10000	0.00000	158.00	1.50	0.00	159.50	5,607.50	5,585.00	340.69	0.00	340.69
Employee Totals			158.00	1.50	0.00	159.50	5,607.50	5,585.00	340.69	0.00	340.69
State Totals			1,434.50	19.75	0.00	1,454.25	59,611.00	59,368.25	4,468.63	0.00	4,468.63
Experience Modifier									1.2500	1.2500	1.2500
Adjusted Premium									5,585.79	0.00	5,585.79

Calculation Mode: 1, Percent of Reduced Gross Wages
Company and Employee Contributions

Figure: BB-111

Payroll Workers' Compensation – Summary by Employee/Class Report.

Payroll Workers' Compensation – Summary by Employee/Class Report

Workers' Compensation
Summary by Class/Employee Report - State CA, All Jobs

Best Construction Company

Page 1

Class	Description Employee Id	Employee Name	Co. Rate	Emp. Rate	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Reduced Wages	Co. Cont.	Emp. Cont.	Premium
5183	Plumbing		6.10000	0.00000									
	E007	Mike Smith			158.00	1.50	0.00	159.50	5,607.50	5,585.00	340.69	0.00	340.69
	Classification Totals				158.00	1.50	0.00	159.50	5,607.50	5,585.00	340.69	0.00	340.69
5190	Electrical Wiring		4.38000	0.00000									
	E001	Bill Johnson			180.00	1.00	0.00	181.00	19,200.00	19,200.00	840.96	0.00	840.96
	E002	Mike Jarvis			160.00	0.00	0.00	160.00	6,800.00	6,800.00	297.84	0.00	297.84
	E003	Alissa Monte			160.00	0.00	0.00	160.00	3,600.00	3,600.00	157.68	0.00	157.68
	E006	Steve Schwartz			117.00	2.75	0.00	119.75	3,269.00	3,233.25	141.62	0.00	141.62
	Classification Totals				617.00	3.75	0.00	620.75	32,869.00	32,833.25	1,438.10	0.00	1,438.10
5200	Concrete or Cement Work		5.90000	0.00000									
	E004	Tim Hardaway			40.00	0.00	0.00	40.00	1,000.00	1,000.00	59.00	0.00	59.00
	Classification Totals				40.00	0.00	0.00	40.00	1,000.00	1,000.00	59.00	0.00	59.00
5222	Concrete Construction		15.23010	0.00000									
	E001	Bill Johnson			80.00	0.00	0.00	80.00	6,000.00	6,000.00	913.80	0.00	913.80
	E002	Mike Jarvis			80.00	0.00	0.00	80.00	2,400.00	2,400.00	365.52	0.00	365.52
	E003	Alissa Monte			80.00	0.00	0.00	80.00	1,800.00	1,800.00	274.14	0.00	274.14
	Classification Totals				240.00	0.00	0.00	240.00	10,200.00	10,200.00	1,553.46	0.00	1,553.46
5645	Capenter		11.05000	0.00000									
	E004	Tim Hardaway			159.50	8.00	0.00	167.50	4,287.50	4,187.50	462.72	0.00	462.72
	E005	Joe Martinez			220.00	6.50	0.00	226.50	5,647.00	5,562.50	614.66	0.00	614.66
	Classification Totals				379.50	14.50	0.00	394.00	9,934.50	9,750.00	1,077.38	0.00	1,077.38
	State Totals				1,434.50	19.75	0.00	1,454.25	59,611.00	59,368.25	4,468.63	0.00	4,468.63
	Experience Modifier										1.2500	1.2500	1.2500
	Adjusted Premium										5,585.79	0.00	5,585.79

Calculation Mode: 1, Percent of Reduced Gross Wages
Company and Employee Contributions

Figure: BB-110

Payroll Workers' Compensation Summary by Class/Employee Report.

Payroll Workers' Compensation – Detail Report, Page 1

Workers' Compensation
Detail Report - State CA, All Jobs

Best Construction Company

Page 1

Class Date	Description Check#	Employee Id	Employee Name	Co. Rate	Emp. Rate	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Reduced Wages	Co. Cont.	Emp. Cont.	Premium
5183	Plumbing			6.10000	0.00000									
01/07/	2006	E007	Mike Smith			38.00	0.00	0.00	38.00	1,140.00	1,140.00	69.54	0.00	69.54
01/17/	2013	E007	Mike Smith			40.00	1.50	0.00	41.50	1,267.50	1,245.00	75.95	0.00	75.95
01/24/	2020	E007	Mike Smith			40.00	0.00	0.00	40.00	1,200.00	1,200.00	73.20	0.00	73.20
02/09/	54326	E007	Mike Smith			40.00	0.00	0.00	40.00	2,000.00	2,000.00	122.00	0.00	122.00
	Classification Totals					158.00	1.50	0.00	159.50	5,607.50	5,585.00	340.69	0.00	340.69
5190	Electrical Wiring			4.38000	0.00000									
01/07/	2005	E006	Steve Schwarz			40.00	0.00	0.00	40.00	1,080.00	1,080.00	47.30	0.00	47.30
01/17/	2012	E006	Steve Schwarz			37.00	0.00	0.00	37.00	999.00	999.00	43.76	0.00	43.76
01/17/	2014	E001	Bill Johnson			40.00	0.00	0.00	40.00	3,000.00	3,000.00	131.40	0.00	131.40
01/17/	2015	E002	Mike Jarvis			40.00	0.00	0.00	40.00	1,200.00	1,200.00	52.56	0.00	52.56
01/17/	2016	E003	Alissa Monte			40.00	0.00	0.00	40.00	900.00	900.00	39.42	0.00	39.42
01/24/	2019	E006	Steve Schwarz			40.00	2.75	0.00	42.75	1,190.00	1,154.25	50.56	0.00	50.56
01/24/	2021	E001	Bill Johnson			40.00	0.00	0.00	40.00	3,000.00	3,000.00	131.40	0.00	131.40
01/24/	2022	E002	Mike Jarvis			40.00	0.00	0.00	40.00	1,200.00	1,200.00	52.56	0.00	52.56
01/24/	2023	E003	Alissa Monte			40.00	0.00	0.00	40.00	900.00	900.00	39.42	0.00	39.42
01/31/	2024	E001	Bill Johnson			20.00	0.00	0.00	20.00	3,000.00	3,000.00	131.40	0.00	131.40
01/31/	2024	E001	Bill Johnson			20.00	0.00	0.00	20.00	3,000.00	3,000.00	131.40	0.00	131.40
01/31/	2025	E002	Mike Jarvis			20.00	0.00	0.00	20.00	1,200.00	1,200.00	52.56	0.00	52.56
01/31/	2025	E002	Mike Jarvis			20.00	0.00	0.00	20.00	1,200.00	1,200.00	52.56	0.00	52.56
01/31/	2026	E003	Alissa Monte			40.00	0.00	0.00	40.00	900.00	900.00	39.42	0.00	39.42
06/30/	1007	E001	Bill Johnson			10.00	1.00	0.00	11.00	2,400.00	2,400.00	105.12	0.00	105.12
06/30/	2028	E001	Bill Johnson			10.00	0.00	0.00	10.00	2,400.00	2,400.00	105.12	0.00	105.12
12/17/	14121702	E002	Mike Jarvis			40.00	0.00	0.00	40.00	2,000.00	2,000.00	87.60	0.00	87.60
12/31/	214	E001	Bill Johnson			40.00	0.00	0.00	40.00	2,400.00	2,400.00	105.12	0.00	105.12
12/31/	653	E003	Alissa Monte			40.00	0.00	0.00	40.00	900.00	900.00	39.42	0.00	39.42
	Classification Totals					617.00	3.75	0.00	620.75	32,869.00	32,833.25	1,438.10	0.00	1,438.10
5200	Concrete or Cement Work			5.90000	0.00000									
12/15/	2029	E004	Tim Hardaway			40.00	0.00	0.00	40.00	1,000.00	1,000.00	59.00	0.00	59.00
	Classification Totals					40.00	0.00	0.00	40.00	1,000.00	1,000.00	59.00	0.00	59.00
5222	Concrete Construction			15.23010	0.00000									

Figure: BB-112

Payroll Workers' Compensation – Detail Report, page 1.

Payroll Workers' Compensation – Detail Report, Page 2

Best Construction Company

Workers' Compensation
Detail Report - State CA, All Jobs

Page 2

Class	Description			Co. Rate	Emp. Rate									
Date	Check#	Employee Id	Employee Name	Reg Hr	Ot Hr	Dt Hr	Tot Hr	Gross Wages	Reduced Wages	Co. Cont.	Emp. Cont.	Premium		
01/03/	2000	E001	Bill Johnson	40.00	0.00	0.00	40.00	3,000.00	3,000.00	456.90	0.00	456.90		
01/03/	2001	E002	Mike Jarvis	40.00	0.00	0.00	40.00	1,200.00	1,200.00	182.76	0.00	182.76		
01/03/	2002	E003	Alissa Monte	40.00	0.00	0.00	40.00	900.00	900.00	137.07	0.00	137.07		
01/07/	2007	E001	Bill Johnson	40.00	0.00	0.00	40.00	3,000.00	3,000.00	456.90	0.00	456.90		
01/07/	2008	E002	Mike Jarvis	40.00	0.00	0.00	40.00	1,200.00	1,200.00	182.76	0.00	182.76		
01/07/	2009	E003	Alissa Monte	40.00	0.00	0.00	40.00	900.00	900.00	137.07	0.00	137.07		
			Classification Totals	240.00			240.00	10,200.00	10,200.00	1,553.46	0.00	1,553.46		
5645	Capenter			11.05000	0.00000									
01/07/	2003	E004	Tim Hardaway	40.00	5.00	0.00	45.00	1,187.50	1,125.00	124.31	0.00	124.31		
01/07/	2004	E005	Joe Martinez	40.00	4.50	0.00	44.50	1,171.00	1,112.50	122.93	0.00	122.93		
01/17/	2010	E004	Tim Hardaway	40.00	3.00	0.00	43.00	1,112.50	1,075.00	118.79	0.00	118.79		
01/17/	2011	E005	Joe Martinez	40.00	2.00	0.00	42.00	1,076.00	1,050.00	116.03	0.00	116.03		
01/24/	2017	E004	Tim Hardaway	39.50	0.00	0.00	39.50	987.50	987.50	109.12	0.00	109.12		
01/24/	2018	E005	Joe Martinez	40.00	0.00	0.00	40.00	1,000.00	1,000.00	110.50	0.00	110.50		
01/31/	2027	E004	Tim Hardaway	40.00	0.00	0.00	40.00	1,000.00	1,000.00	110.50	0.00	110.50		
12/15/	LABORT1	E005	Joe Martinez	50.00	0.00	0.00	50.00	1,200.00	1,200.00	132.60	0.00	132.60		
12/15/	LABORT2	E005	Joe Martinez	50.00	0.00	0.00	50.00	1,200.00	1,200.00	132.60	0.00	132.60		
			Classification Totals	379.50	14.50	0.00	394.00	9,934.50	9,750.00	1,077.38	0.00	1,077.38		
			State Totals	1,434.50	19.75	0.00	1,454.25	59,611.00	59,368.25	4,468.63	0.00	4,468.63		
									Experience Modifier	1.2500	1.2500	1.2500		
									Adjusted Premium	5,585.79	0.00	5,585.79		

Calculation Mode: 1, Percent of Reduced Gross Wages
Company and Employee Contributions

Figure: BB-113

Workers' Compensation – Detail Report, page 2.

Union Report

The Union Report provides information regarding contributions required by various unions. These reports are available in the Standard menu under Payroll. In either Modular menu, Union List reports are available under the Union listing. See the Union Module Manual for more information about Union List reports. This report can be useful when checking the Union Beginning Balances.

Access
Module Menu with Reports Group
Payroll | Reports | Union Payroll | Union Report

Module Menu with Reports List
Payroll | Union Payroll | Union Report

Standard Menu
Reports | Payroll | Union Payroll | Union Report

Report Types
Summary
The Report Type displays the union code and name, classification code and description, employee social security number, employee Id and name, employee's total regular hours, overtime hours, double-time hours, employee earnings, totals, total company contribution and employee deductions.

Options	**Order By**	**Fields**
• Show Report Criteria	• Union	• Union
		• Check Date

Union Report – Detail Report

Figure: BB-114   Union Report – Detail Report.

Employee Union Deduction

The Employee Union Deduction reports provide information regarding union deductions by employee for various unions. These reports are available in the Standard menu under Payroll. In either Modular menu, Union List reports are available under the Union listing. See the chapter on Union for more information about Employee Union Deduction reports. This report can be useful when checking the Union Beginning Balances.

Access
Module Menu with Reports Group
Payroll | Reports | Union Payroll | Employee Union Deduction

Module Menu with Reports List
Payroll | Union Payroll | Employee Union Deduction

Standard Menu
Reports | Payroll | Union Payroll | Employee Union Deduction

Report Types
Summary
The Report Type displays the union code and name, employee Id and name, employee social security number, and amount, and employee deductions.

Detail
This report type adds a breakdown of employee deductions by check date, check number, and amount.

Options	Order By	Fields
• Show Report Criteria	• Employee Id	• Union Code
• Case Sensitive	• Display Name	• Employee Id
	• S.S.N.	• Check Date
	• First Name	• Display Name
	• Last Name	• First Name
		• Last Name

Employee Union Deduction – Summary Report

Figure: BB-115 Employee Union Deduction – Summary Report, sorted by Employee Id.

State Specific Reports - California DE-6

There is one state specific report group available to users in California, the DE-6 Quarterly Wage and Withholding reports. This report can be useful when checking the California Wage Beginning Balances.

Access
Modules with Reports Group Menu

Payroll | Reports | State Specific Reports | California DE-6 Quarterly Wage

Modules with Reports List Menu

Payroll | State Specific Reports | California DE-6 Quarterly Wage

Standard Menu

Reports | Payroll | State Specific Reports | California DE-6 Quarterly Wage

Report Types
Form DE-6

The California Form DE-6 is a draft facsimile of the actual form that includes all applicable data fields.

DE 6 Worksheet

The California Quarterly Wage and Withholding DE 6 Worksheet Report includes the S.S.N., first name, middle initial, last name, subject wages, PIT (Personal Income Tax) wages, and PIT withheld, along with the Quarter ending date, year, quarter number, employer account number, and page and grand totals.

Alternate Submittable Form

The California Quarterly Wage and Withholding DE 6 Alternate Submittable form includes all of the applicable fields for the form that can be submitted to the appropriate state agency. Please note that this form while this form does not include all of the field names seen on the draft form, it does contain a signature, title, date, and phone number area that must be completed manually before sending to the State.

Order By

- S.S.N. (Social Security Number)
- Employee Id
- Last Name
- First Name
- Display Name

Quarter

- Jan-Mar/(of the current year)
- Apr-Jun/(of the current year)
- Jul-Sep/(of the current year)
- Oct-Dec/(of the current year)

DE-6 Quarterly Wage and Withholding Report – Draft

Figure: BB-116 Draft California Form DE-6, Quarterly Wage And Withholding Report.

California Quarterly Wage and Withholding – DE 6 Worksheet Report

S.S.N.	First Name	M.I.	Last Name	Subject Wages	PIT Wages	PIT Withheld
555551000	Bill	J	Johnson	2,400.00	2,328.00	0.00
555551001	Mike	P	Jarvis	2,000.00	2,000.00	86.87
555551002	Alissa	A	Monte	900.00	900.00	0.00
555551004	Joe	P	Martinez	2,400.00	2,400.00	63.64
			Page 1 Totals	7,700.00	7,628.00	150.51
			Grand Totals	7,700.00	7,628.00	150.51

Figure: BB-117   California Quarterly Wage and Withholding, sorted by the Employee Id.

Accounts Receivable

The fifth module and ledger that will receive its Beginning Balances is Accounts Receivable. There are three areas of beginning balances that will be addressed.

1. Sales Orders
2. Sales Invoices
3. Customer Deposits

It is vital that the total receivables in this ledger matches the beginning balance entry entered into the AR Suspense account of the General Ledger. This method requires that each open AR invoice will be posted to the Suspense account (rather than it its original Trade Receivable and/or Retention Receivable account).

Customer Sales Order Preparation

If Sales Orders are used, those that were still open as of the date of transfer must be entered into BIS® as of the date of transfer of the accounting system. A Sales Order report must be obtained from the old accounting system as of the last business day prior to the transition date. Depending on the system, other reports may have a the needed information, but what is needed is a listing of all of the customer sales orders that are fully or partially open of the close of business the day before the transition date.

⚙ **Tip** | The Sales Order Beginning Balances do not affect the General Ledger.

Sales Orders Beginning Balance Posting Account Exceptions

Although the Sales Order Beginning Balances do not affect the General Ledger, it is important that when the Beginning Balance Sales Orders are converted to Sales Invoices, they post properly. Thus, no posting account differences should be set for Sales Order Beginning Balance entries.

Sales Orders Beginning Balances

If Sales Orders are used, those that were still open as of the date of transfer must be entered into BIS® as of the date of transfer of the accounting system. Once the actual sale is completed, the sales order can be converted into an invoice using the Invoices from Sales Orders option, avoiding the need to reenter the required information. Depending upon whether a job number is included in the sales order, BIS® will create either a sales invoice (without a job number) or a contract invoice (that includes a job number).

⚙ **Tip** | When a sales order is converted into an invoice, the data is no longer stored in the sales order file and cannot be viewed or edited there. The new invoice must be located in the appropriate file (Sales Invoices or Contract Invoices) to be viewed, edited or printed.

A Sales Order can be used for sales of inventory or services. However, only inventory sales will be posted to the job record to account for Cost of Goods Sold (COGS).

Modular Menu Access

Accounts Receivable | Sales Orders

Standard Menu Access

Transactions | Sales Orders

Figure: BB-118
Sales Order Find/Search
screen form.
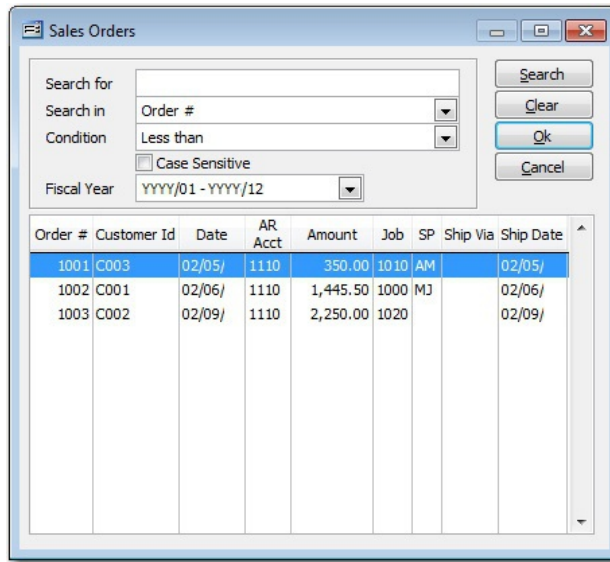
New Record

Initial access to sales orders from the menu opens the Sales Orders - New form. This form is used to enter new sales order information. However, access to a new form when another sales order record is on the screen only requires pressing Ctrl+N or use the New ⬜ icon on the toolbar. The system will ask, if any changes to the record should be saved.

Figure: BB-119
Sales Order – New screen
form.
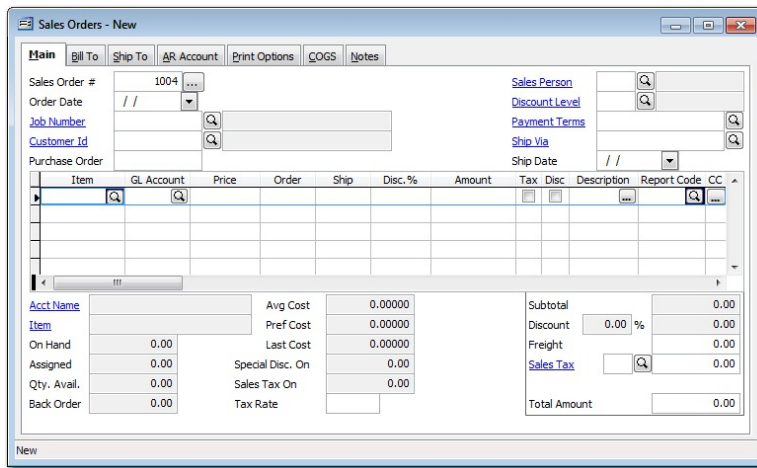
Scrolling Through Sales Order Records

Sales Order records can be scrolled by using the VCR buttons on the toolbar ⎥◄ ◄ ► ►⎥ at the top of the screen. Clicking on the First ⎥◄ icon (at the top of the screen) will open the first record of the list, according to Sales Order # . Clicking on the Previous ◄ icon (at the top of the screen) will open the immediately previous record of the list, according to Sales Order #. Clicking on the Next ► icon (at the top of the screen) will open the next record of the list, according to the Sales Order #. Clicking on the Last ►⎥ icon (at the top of the screen) will open the last record of the list, according to the Sales Order #.

Editing an Existing Record

The list of existing sales orders can be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records cannot be edited, however. Note that when the sales order screen form appears, most of the fields at the top are shaded; information can not be entered or changed.

Main Tab

The Sales Order function is used to record an order for an inventory item that will be supplied to a customer. Alternatively, it can be used to record sales of services that will be provided to a customer. This form is also used to enter the sales order beginning balances when setting up records for the first time in BIS®. Single sales orders can also be printed or reprinted from here using the Print button on the main tool bar. All sales orders run by using the Print option will be posted in this file. The Main tab records basic information related to the sales order written.

Figure: BB-120
Sample Sales Order screen form for an inventory item.
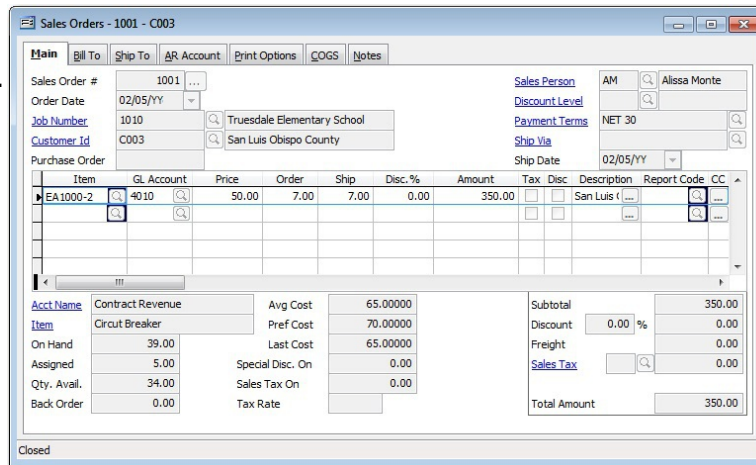
The Main tab records information related to the sales order written. Immediately after entering one or more sales orders, the results of the transactions can be seen by viewing or printing the Sales Orders, the Open Order List, Back Order List, Inventory on Order, and/or Inventory on Back Order reports.

Figure: BB-121
Sales Order – New screen form.
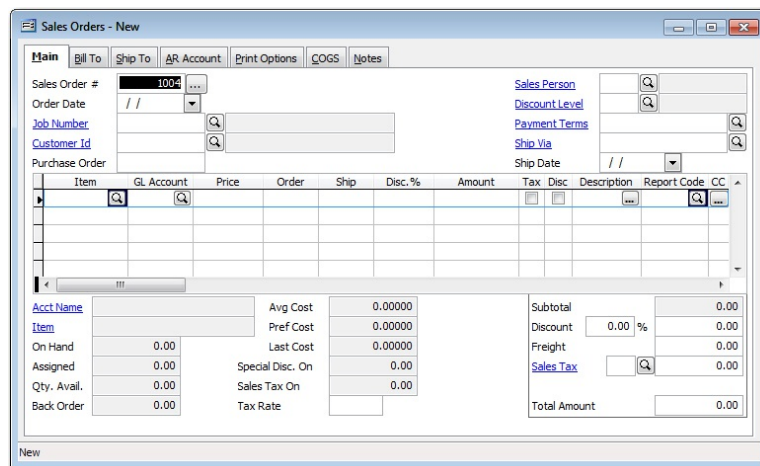
Sales Order Number

This field records the sales order number that is used to identify a record. BIS® assigns a consecutive number automatically. The number assigned can be changed in the AR tab of the System Wide Parameters by changing the number listed in the Last Sales Order Number field. The AR tab also offers an option to allow the user to assign a sales order number manually for every record.

Order Date

This field records an order date for the sale. This date can be entered manually or by using the Calendar tool.

Job Number

Enter the associated job number or use the Find tool to browse or select from the Jobs table. The job number must be on file. Use the Jobs Master Record from the Jobs menu to enter new jobs or change existing jobs. This field is an alphanumeric field and is limited to ten characters.

Customer Id

This field displays the customer identification number associated with this record.

Purchase Order

This field records the customer purchase order number associated with the sales order.

Sales Person

This field records the initials of the salesperson making this sale. If a particular salesperson has been entered in the Defaults section of the Customers master record, these initials will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the initials recorded must exist in the Salespersons file.

Discount Level

This field is used to record the discount level that applies to the sale. If a discount level has been entered in the Defaults section of the Customers master record, the level will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the discount level recorded must exist in the Discount Schedule.

Payment Terms

This field records the payment terms that apply to the sale. If payment terms have been entered in the Defaults section of the Customers master record, these terms will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the payment terms recorded must exist in the Payment Terms file.

Ship Via

This field records the shipping method that applies to the sale. The information may be entered manually or by using the Find tool.

Please note that the Ship Via title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Ship Via - New form. Right-clicking on the Ship Via hyperlink directly accesses the Ship Via File report.

Ship Date

This field records the date the order should be shipped. The date may be entered manually or by using the Calendar tool.

Form Columns
Item

This column records the code of the inventory item ordered. The code may be entered manually or by using the Find tool. This field is not required and may be left blank for non-inventory sales orders. Item codes are maintained in the Inventory Items master file.

GL Account

This column records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

⚠ **Caution**

> The ability to post sales to GL accounts not associated with jobs is determined by a setting in Administrator | System Wide Parameters | AR tab. If billing non-job GL accounts, uncheck the feature, "Restrict GL

Price

This field records the selling price per unit. If a selling price has been recorded in the Inventory Items record of the item selected, this price will be pulled up automatically, but may be changed if necessary.

Order

This column records the total quantity of items or units ordered. If the entry is for a non-inventory item, this field is not required unless BIS® will calculate the extended price. This entry in this field will update the number of units assigned in the item's inventory record.

Ship

This column records the quantity of items or units that will be shipped at this time. BIS® will automatically fill in the number of units ordered. This number may be changed, for example, if the items are out of stock, but should not be greater than the number ordered. If the quantity to be shipped is greater than the quantity on hand, a warning will be displayed. This quantity is multiplied by the unit price to calculate the extended price (Amount).

Discount Percentage

This column records the discount percentage for the line item. If a price discount code has been recorded in the Inventory Items record of the item selected, BIS® will automatically cross-reference the item price discount code with the customer's discount level in the Discount Schedule to fill in the correct percentage automatically. This percentage may also be entered or changed manually.

Amount

This column records the extended price for the line item. BIS® will calculate this amount by multiplying the unit price by the units to ship, minus the discount. The amount can also be entered or changed manually.

Tax

This column allows line items to be marked as taxable items. When a checkmark appears in the Tax box, sales tax will be calculated for that line item and added to the Sales Tax field in the Totals section of the record. The checkmark can be toggled on and off by clicking on the box in this column.

If the inventory item is a taxable item by default, the item will be marked as taxable in the Sales Order if the customer and job are similarly marked.

Discount Column

This column allows a special discount to be applied to line items marked. When a checkmark appears in the Discount box, the Discount fields in the Totals section of the record are enabled. The special discount percentage entered will be applied only to those line items marked. The special discount is calculated separately from any discounts offered using the Discount Schedule.

Description Column

This column records a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters.

To record an extended description for this item, click the button to open a Notes ▢ box. An unlimited amount of information related to this line item may be stored in this field.

Report Code Column

This column is used to record a report code related to the line item, which can be used for creating customized reports. Report codes are maintained in the Report Codes file. This code may be typed or entered using the Find tool.

CC Column

If the account number selected for the line item has been assigned a Job Cost type, the button in this column will open the Job Cost screen, where the item can be posted to a specific cost code.

Summary

This section displays summary information about the Sales Order.

Acct Name

This displays the name of the general ledger account for the line item selected.

Item

This field displays the item description for the line item selected.

On Hand

This field displays the quantity on hand of the inventory item listed in the selected line item.

Assigned

This field displays the quantity assigned to customers through sales orders and invoices of the inventory item listed in the selected line item.

Quantity Available

This field displays the quantity available (not assigned to customers) of the inventory item listed in the selected line item.

Back Order

This field displays the quantity of the inventory item listed in the selected line item that is back ordered.

Average Cost

This field displays the average cost per unit for the highlighted inventory item.

Preferred Cost

This field displays the preferred cost per unit for the highlighted inventory item.

Last Cost

This field displays the last cost per unit for the highlighted inventory item.

Special Discount On

This field displays the total amount from all line items that are marked for a special discount. Marked items show a checkmark in the Discount column box.

Sales Tax On

This field displays the total amount from all line items that are marked as taxable items. Marked items show a checkmark in the Tax column box.

Tax Rate
This field displays the tax rate associated with the Sales Tax code selected. This rate is set up in the Sales Tax Codes file.

Totals Section
Subtotal
This field displays the subtotal for the line items entered. The amount is the sum of the Amount column for all line items.

Discount
This field records a special discount percentage that will be applied to all line items showing a checkmark in the Discount column. If the special discount is entered as a dollar amount, the discount percentage will be calculated. If no line items are marked for a special discount, these fields will appear disabled (grayed). Special discounts are not related to discounts offered by using the Discount Schedule.

Freight
This field records the total amount that the customer will be charged for freight.

Sales Tax
This field records the sales tax code for the sales tax district that applied to this sale, if any. This code may be entered manually or by using the Find tool, but must appear in the Sales Tax Codes file. The tax rate for the code selected will be used to calculate the sales tax for the items so marked.

Please note that the Sales Tax title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Tax - New form. Right-clicking on the Sales Tax hyperlink directly accesses the Sales Tax File report.

ⓘ **Tip**

> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job

Total Amount
This field displays the total dollar amount for the sales order. This calculated by adding the subtotal of all line items, the freight amount and the sales tax amount, minus any special discount applied.

Bill To Tab

The Bill To tab is for reference only. The fields in this tab display the billing address that will appear on the invoice, which is recorded in the Customers master record for the customer selected. Also displayed here is information regarding the payment history of the customer.

Figure: BB-122
Sales Order – Bill To tab
screen form sample.

Customer Id

Enter the Customer Id code desired. Any 10-digit alpha or numeric character or combination of both can be used in the Customer Id. BIS® checks for duplication. A warning will appear if a code is entered that has already been assigned.

Each billing code identifies a billing item in the schedule of values. The billing codes are maintained in the Billing Code Library. The billing code can be any combination of numbers and/or letters up to ten characters in length. It is suggested that all codes be made the same length. For example, five-digit code number are initially used, five-digit numbers should be applied to all additional codes. However, codes may also be assigned to make the list easier to organize or read; in those cases, other digit lengths may be useful.

Customer Name

This field displays the full name of the customer represented by the customer Id selected.

Address 1

This field displays the customer primary street address.

Address 2

The secondary customer street address is recorded here.

City

This field displays the customer's city.

State

This field displays the customer's state abbreviation.

Zip Code

This field displays the customer's postal zip code.

Total Due

This field displays the total currently due from the customer. BIS® calculates this automatically from the accounts receivable and cash receipts records.

Credit Limit

This displays the credit limit that is recorded in the Customers master record. If the Total Due is greater than the customer's limit, BIS$^©$ will display an Over Limit warning.

Date Account Opened

This field displays the date the customer's account was opened. This is recorded in the History section of the Customer Master record.

Last Payment Date

This displays the date of the customer's last payment. This is updated automatically by BIS$^®$ from the cash receipts records.

Last Payment Amount

This field displays the amount of the customer's last payment. This is updated automatically by BIS$^®$ from the cash receipts records.

Oldest Invoice

This field displays the oldest outstanding invoice for the customer. This information is updated automatically by BIS$^®$ from the accounts receivable records.

Last Statement

This field displays the date of the last statement created for the customer.

Customer Type

This field displays the type established in the Customers master record for the customer.

Due Date

This field displays the due date of the customer's order if it were converted to an invoice on the same date. This is updated to the correct date automatically when the order is converted to an invoice on a different date.

Discount Date

This field displays the date of any discount applicable to the customer's order if it were converted to an invoice on the same date. This is updated to the correct date automatically when the order is converted to an invoice on a different date.

Ship To Tab

The Ship To section of this form records the shipping address that will appear on the invoice. The Customers master form contains a Ship To tab that allows an unlimited number of shipping address to be recorded. The button that appears on this tab opens a selection screen to choose a Ship To record.

Figure: BB-123
Sales Order – New Ship To tab screen form.

Figure: BB-124
Sales Order Ship To tab Ship To sub form used to select full name of the customer whose shipping address is selected.

Customer Name

This field displays the full name of the customer's shipping address selected.

Address 1

This field displays the customer's primary shipping street address.

Address 2

The secondary customer's shipping street address is recorded here.

City

This field displays the customer's shipping city.

State

This field displays the customer's shipping state abbreviation.

Zip Code

This field displays the customer's shipping postal zip code.

Collect or Prepaid

Use this field to select from the drop down choices: N/A (Not Applicable), Collect, or Prepaid. This field's data is informational only, and can optionally appear on a modified Sales Order form.

AR Account Tab

This screen is used to change the related posting account and session date defaults. The default account numbers are recorded in the System Wide Parameters, but they can be changed here. If the default accounts were changed in System Wide Parameters, they may be changed under this tab for the current Sales Order. These accounts should be set for their eventual migration to Sales Invoices in normal processing.

Figure: BB-125
Sales Orders – New AR Account tab screen form showing default accounts.

Accounts Receivable Account

This field displays the accounts receivable account to be used for posting this invoice. The Default Sales Account can be entered manually or by using the Find tool.

Please note that the Accounts Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Accounts Receivable Account hyperlink accesses a selection of reports that can be directly accessed.

Freight Account

This field displays the freight account to be used for posting the invoice. The Freight Account can be entered manually or by using the Find tool.

Please note that the Freight Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Freight Account hyperlink displays a selection of reports that can be directly accessed.

Cost of Goods Sold (COGS) Account

This field displays the cost of goods sold account to be used for posting this invoice. The Default Cost of Goods Sold Account can be entered manually or by using the Find tool.

Please note that the Cost of Goods Sold Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cost of Goods Sold Account hyperlink displays a selection of reports that can be directly accessed.

Sales Tax Account

This field displays the sales tax account to be used for posting the invoice. The Sales Tax Account can be entered manually or by using the Find tool.

Please note that the Sales Tax Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Sales Tax Account hyperlink displays a selection of reports that can be directly accessed.

Discount Account

This field displays the discount account to be used for posting the invoice. The Discount Account can be entered manually or by using the Find tool.

Please note that Discount Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Account hyperlink displays a selection of reports that can be directly accessed.

Session Date

This field records the session date for this transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually in the mm/dd/yy format, or by using the Calendar tool.

Print Options Tab

This section allows for the Sales Order to have its output changed from the default setting found in User Preferences section.

Figure: BB-126
Sales Order – New Print
Options tab screen form
showing Output options.
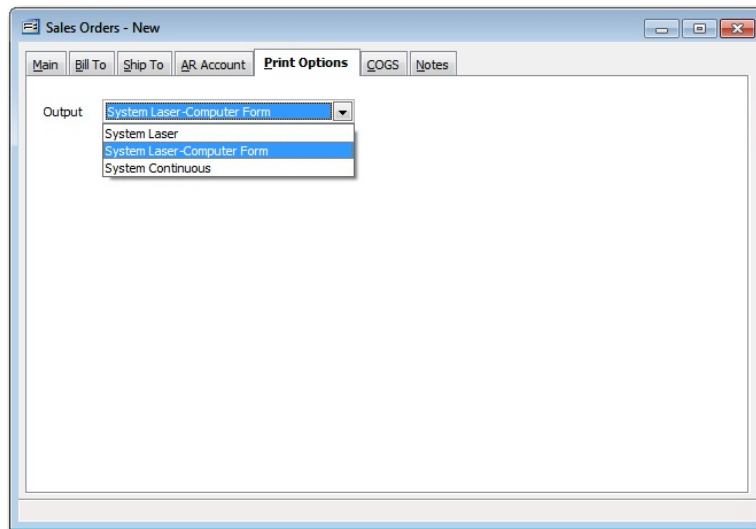
Output

This field offers a selection of formats to print this form. It also may be viewed on the screen using the Preview button.

ⓘ **Tip**   If other formats of the Sales Order have been saved, they will be listed here along with the system formats.

ⓘ **Tip**   Prior to printing or previewing a Sales Order, the system will ask if it should be saved. Even if the Sales Order is saved, it can be edited if necessary by using the Open button.

Sales Order – Computer Form

Best Construction Company		**sales order**	
1200 Main Street			
Unit 100			
Arroyo Grande, CA 93420			
Telephone 805-543-7000			

SALES ORDER NO.	S.O. DATE	PAGE
1003	02/09/YY	1

SOLD TO

Harmon Brothers
5400 Peach Street

Atlanta, GA 30301

SHIP TO

Harmon Brothers
5400 Peach Street

Atlanta, GA 30301

ACCOUNT NO.	SP	PURCHASE ORDER	SHIP VIA	DATE SHIPPED	TERMS	JOB
C002				02/09/YY	2%-10/NET 30	1020

QTY ORDERED	QTY SHIPPED	ITEM	UNIT PRICE	DISC %	TAX	EXTENDED PRICE
	BACK ORDERED	DESCRIPTION	UNIT		SD	
7.00	7.00	EA1000	250.00	0.00		1,750.00
		Breaker Box	EA			
		Harmon Brothers				
2.00	2.00	EA1000	250.00	0.00		500.00
		Breaker Box	EA			

SALE AMOUNT	2,250.00
DISCOUNT	0.00
FREIGHT CHARGE	0.00
SALES TAX	0.00
Thank You TOTAL	2,250.00

Figure: BB-127   Sample Sales Order of an inventory item applied to a job on a computer-generated form.

Sales Order – For Pre-Printed Form

```
                                                      1003        02/09/YY      1




   Harmon Brothers                      Harmon Brothers
   5400 Peach Street                    5400 Peach Street

   Atlanta, GA 30301                    Atlanta, GA 30301


   C002                                 02/09/YY   2%-10/NET 30         1020


          7.00          7.00 EA1000                      250.00   0.00       1,750.00
                             Breaker Box            EA
                             Harmon Brothers

          2.00          2.00 EA1000                      250.00   0.00         500.00
                             Breaker Box            EA
```

```
                                                                           2,250.00
                                                                               0.00
                                                                               0.00
                                                                               0.00
                                                                           2,250.00
```

Figure: BB-128   Sample Sales Order of Inventory Item applied to job for pre-printed form.

COGS Tab

The COGS tab gives the line item detail for the credit and debit cost of goods sold entries associated with the total of all items on the Main tab.

Figure: BB-129
Sales Order – New COGS (Cost of Goods Sold) tab screen form.

When the Sales Order is converted to a Sales Invoice, the automatic Cost of Goods Sold (COGS) feature will produce an automatic journal entry to credit the inventory account each time inventory items are sold to reflect the cost of goods sold. These entries can be located in the Journal Entries file, but may not be changed or modified. BIS® uses the average, preferred or last unit cost, which is displayed in the Inventory Items record, to generate these entries. The average and last unit costs are calculated by the system based on the cost recorded in vendor invoices for the item.

To enable the Automatic Cost of Goods Sold feature, the Set Automatic Cost of Goods Sold Option must be selected in the System Wide Parameters AR tab. This is also where the average, preferred or last unit cost may be set as the Default Unit Cost to transfer to COGS.

To see the automatic entries to the Inventory and Cost of Goods Sold accounts, select the COGS tab while in Sales Orders, Contract Invoices, Sales Invoices, Credit Memos or Debit Memos. The unit cost type, as well as the Inventory and Cost of Goods Sold account, will be displayed with the appropriate entries.

BIS® does not provide for "drop shipping," where inventory is maintained at zero units until an order is received. This is because the general ledger cost-of-goods-sold account cannot be automatically updated when the number of inventory units on hand is zero. However, the cost of goods sold can be recorded manually in this circumstance through an inventory adjustment.

If the nature of the business is such that inventory items are sold before they are received, there may be inaccurate cost-of-goods-sold entries calculated. If the average unit cost is different (at the time of sale) than the cost when the item is pre-purchased, the cost-of-goods-sold entry may be incorrect. If this situation is common, it may be advisable to turn off the Cost of Goods Sold option.

Default Unit Cost to transfer to COGS
This field displays the default unit cost type selected in the System Wide Parameters.

Line Number
This column displays the journal entry line number that is generated.

GL Account
This column displays the account number to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

Name
This column displays the account name to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

Credit
This column displays the credit amount (if any) to the account number to which the line item journal entry is posted.

Debit
This column displays the debit amount (if any) to the account number to which the line item journal entry is posted.

Notes Tab
The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: BB-130
Sample Sales Orders – New Notes tab screen form.
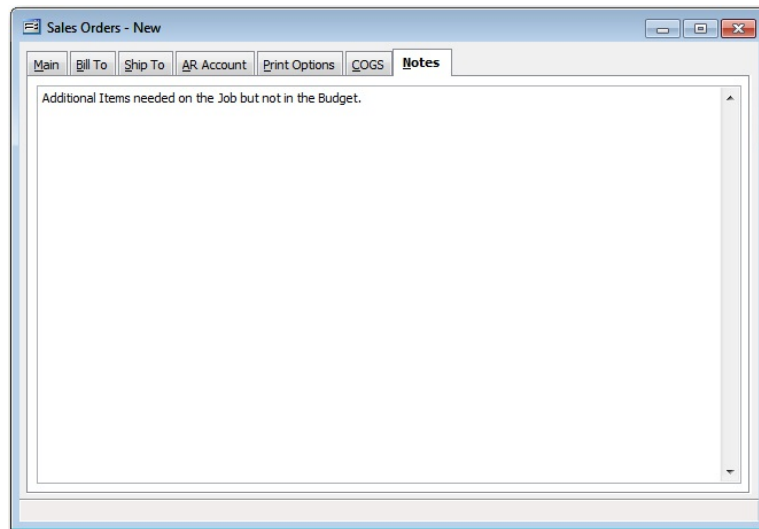
Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

⚠ **Caution**   Check with the accountant if considering this action. When the automatic Cost of Goods Sold feature is off, NO entry will be generated to reflect the cost of goods sold. An inventory adjustment must be made

Reviewing Sales Order Beginning Balances

This section covers the Accounts Receivables reports needed to check Beginning Balance entries for sales orders. Access to specific reports begins with the Query screen that enables selecting the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open pop-up reports menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Sales Orders – Open Order List

The Open Order List produces reports on current sales orders on file to help manage open orders.

Access to Open Order List
Module Menu with Reports Group

AR | Reports | Open Order List

Module Menu with Reports List

AR | Open Order List

Standard Menu

Reports | Accounts Receivable | Sales Orders | Open Order List

Report Types
Summary

The Open Order List Summary Report displays sale date, order number, customer Id, purchase order number, ship date, shipping method selected, sales person, payment terms, order amount, and sales order total.

Detail

The Open Order List Detail Report also shows the line item posting account, item, description, quantity ordered, quantity shipped, unit price, and extended amount.

Extended

The Open Order List Extended Report also shows the job to which the order has been applied, cost code by line item, subtotal amount and sales tax.

Order By	**Options**	**Fields**
• Sales Order Number	• Show Report Criteria	• Sales Order Number
• Order Date	• Show Sales Order Subtotal	• Order Date
• Ship Date	• Show Sales Order Notes	• Ship Date
• Customer Id	• Show Line Item Extended Description	• Customer Id
• Job Number		• Job Number
• Salesperson		• Salesperson

Open Order List — Summary Report

Figure: BB-131   Open Order List – Summary Report sample sorted by Sales Order Number.

Open Order List — Detail Report

Figure: BB-132   Open Order List – Detail Report sample sorted by Sales Order Number.

Customer Invoices Preparation

An Aged Receivable report must be obtained from the old accounting system as of the last business day prior to the transition date. Depending on the system, other reports may have the needed information, but what is needed is a listing of all of the customer invoices that are fully or partially unpaid of the close of business the day before the transition date. It is vital that several accounts in the General Ledger will have been balanced against the totals of their respective ledgers. Thus, the AR account in the General Ledger must be the same as the total accounts payable as shown on the ageing report from the AR module of the old system.

⚠ **Caution**

> If the balances in the subsidiary journals and ledgers do not match their corresponding GL accounts, the beginning balance process must stop until

Unless the business is brand new, or all of the vendor invoices that pre-existed the transition date were fully paid, there will be entries to put into the BIS® Accounts Receivable module as beginning balances.

Accounts Receivable Beginning Balance Posting Account Exceptions

To ensure that the module's entry will match the summary amount entered into the General Ledger, the invoice will be posted to the temporary AR Suspense account rather than to the original Trade Receivable and Retention Receivable accounts. By posting these debits to the AR Suspense account, the credit amount previously entered via General Ledger will be reduced. Proof that the AR ledger and the General Ledger AR account are in balance is be provided by a zero balance in the AR Suspense account.

The following is a series of two accounting T-Charts to show a summary of the AR entries that will be made into each module. The first T-Chart below illustrates the entries for a case where the Transition Date is NOT at the beginning of the Fiscal Year.

GL Beginning Balances	Debit (+)	Credit (-)
Cash	Cash Acct	
Contract AR	AR Suspense	
Retention AR		
	AR Suspense	
Revenue or Sales		Revenue (or Retained Earnings) or Unrealized Revenue

AR Module Beginning Balances	Debit (+)	Credit (-)
Contract AR Invoice Entry	AR Account	AR Suspense
Retention AR Invoice Entry	AR Retention Account	AR Suspense

The second T-Chart illustrates the entries for a case where the Transition Date IS at the beginning of the Fiscal Year.

GL Beginning Balances	Debit (+)	Credit (-)
Cash	Cash Acct	
Contract AR	AR Suspense	
Retention AR	AR Suspense	
Revenue or Sales		Retained Earnings

AR Module Beginning Balances	Debit (+)	Credit (-)

| Contract AR Invoice Entry | AR Account | AR Suspense |
| Retention AR Invoice Entry | AR Retention Account | AR Suspense |

When the AR Invoice credit entries completely offset the GL AR Suspense entries, yielding a zero balance, the AR module and the AR account(s) in the General Ledger are in balance.

System Wide Parameters – AR Tab

This section will discuss the account numbers that will be changed in BIS® temporarily during the time when Accounts Receivable Beginning Balances will be entered in the AR module via the Customer Invoices function. The Accounts Receivable tab of the System Wide Parameters contains default settings that affect Accounts Receivable, including default GL accounts, options to provide quicker searches, Cost of Goods Sold options, entering and tracking document numbers, print options, and more.

The tables on the previous pages illustrated the need to temporarily change the default AR accounts to the AR Suspense account. These accounts are set in a wide variety of areas of the program.

> ⓘ **Tip**
>
> It may be very useful to make "screen shots" of the various screens described below prior to making changes, so that the settings can be returned to their proper defaults after the Accounts Receivables Beginning Balances are complete.
>
> When a particular screen form is shown, press the Print Screen <PrintScrn> key that is probably located to the right of the <F12> key. When this key is pressed, the screen image is copied to the computer's "clipboard." All that is necessary is to open a word processor to a new document, and Paste the image by pressing

Menu Access
Administrator | System Wide Parameters | AR Tab | Accounts Sub-tab

Figure: Install-133
Administrator, System Wide Parameters, AR tab, Accounts Sub-tab screen form showing account and other options.
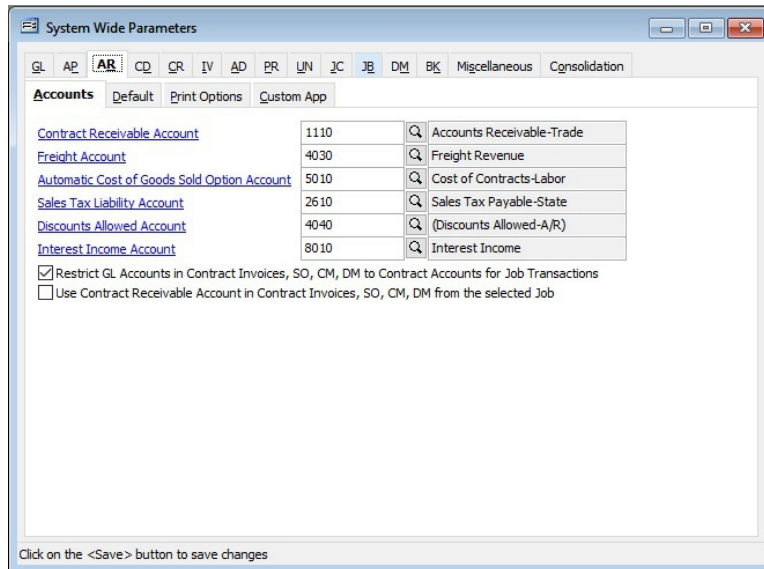
Contract Receivable Account Number
The field is used to record the default contract receivable account. For the purposes of Beginning Balances, it should be left alone.

Freight Account Number
The field is used to record the default freight account.

Cost of Goods Sold Account Number
The field records the default cost of goods sold account. For Beginning Balances, the Cost of Goods Sold Account default should be set to the Accounts Receivable Suspense Account.

Sales Tax Liability Account Number
This field records the default sales tax liability account. For Beginning Balances, the Sales Tax Account default should be set to the Accounts Receivable Suspense Account.

Discounts Allowed Account Number
The field is used to records the default discounts allowed account. For Beginning Balances, the Discount Allowed Account default should be set to the Accounts Receivable Suspense Account.

Interest Income Account Number
The field is used to records the default interest income account. For Beginning Balances, the Interest Income Account default should be set to the Accounts Receivable Suspense Account.

Restrict GL Accounts in Contract Invoices, SO, CM, DM to Contract Accounts for Job Transactions
When the option is checked, BIS® will limit the account numbers that can be listed or entered for line items to those accounts that are marked as a job cost type other than None in the Chart of Accounts. During the Beginning Balances Entry, leave this option unchecked.

Use Contract Receivable Account in Contract Invoices, SO, CM, DM from the selected Job
When the option is checked, BIS® will use the Contract Receivable account listed on the Job's Default tab.

Menu Access
Administrator | System Wide Parameters | AR Tab | Default Sub-tab

Figure: Install-133.1
Administrator, System
Wide Parameters, AR tab,
Default Sub-tab screen
form showing settings and
options.

Default Unit Cost to transfer COGS
The option is used to set the default unit cost to be used when the cost is processed in the Cost of Goods Sold option (next option).

Automatic Cost of Goods Sold Option

When the option is checked, BIS® will automatically update the inventory and cost of goods sold account when an invoice is run. During the Beginning Balance process, leave this item unchecked.

Transfer SO Lines to Invoices with Qty Shipped Equal to Zero

When the option is checked, BIS® will automatically remove the transfer line from the Sales Order when Sales Invoice is created from the Sales Order with Qty Shipped equal to zero.

Remove Transferred Lines From SO with Qty Shipped equal to Zero

When the option is checked, BIS® will automatically transfer the amounts from the Sales Order to the Sales Invoice with Qty Shipped equal to zero.

Last Invoice/CM/DM Number

Sets the previous number used thereby establishing the next concurrent number generated for AR Invoices, Credit Memos and Debit Memos.

Edit Invoice/CM/DM Number

When this option is checked the number may be changed on-the-fly when creating an AR Invoices, Credit Memos and Debit Memos.

Last Sales Order Number

Sets the previous number used thereby establishing the next concurrent number generated for Sales Orders.

Edit Sales Order Number

When this option is checked the number may be changed on-the-fly when creating an Sales Orders.

Fill Line Description with Customer Name on Invoices/Credit Memos/Debit Memos

When the option is marked, BIS® will automatically enter the customer name in the description field for invoices, credit memos, and debit memos.

Fill Line Description with Customer Name on Sales Orders

When the option is marked, BIS® will automatically enter the customer name in the description field for sales orders.

Do Not Show Oversold Situation Message on Invoices/Credit Memos/Debit Memos

When the option is marked, BIS® will notify with a prompt when oversold circumstances occur when creating invoices, credit memos, and debit memos.

Do Not Show Oversold Situation Message on Sales Orders

When the option is marked, BIS® will notify with a prompt when oversold circumstances occur when creating Sales Orders.

Use Default Ship To Address on Invoices/Credit Memos/Debit Memos

When the option is marked, BIS® will use the Default Ship To Address when creating invoices, credit memos, and debit memos

Use Default Ship To Address on Sales Orders

When the option is marked, BIS® will use the Default Ship To Address when creating when creating Sales Orders.

Allow the Customer ID to be Changed for the Selected Job in Contract Invoices

When the option is marked, BIS® will allow the Customer Id to be changed on-the-fly for the selected Job in Contract Invoices

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save ![save] button on the toolbar or press Ctrl-S to save the changes.

Menu Access
Administrator | System Wide Parameters | AR Tab | Print Options Sub-tab

Figure: Install-133.3
Administrator, System
Wide Parameters, AR tab,
Print Options Sub-tab
screen form showing
settings.
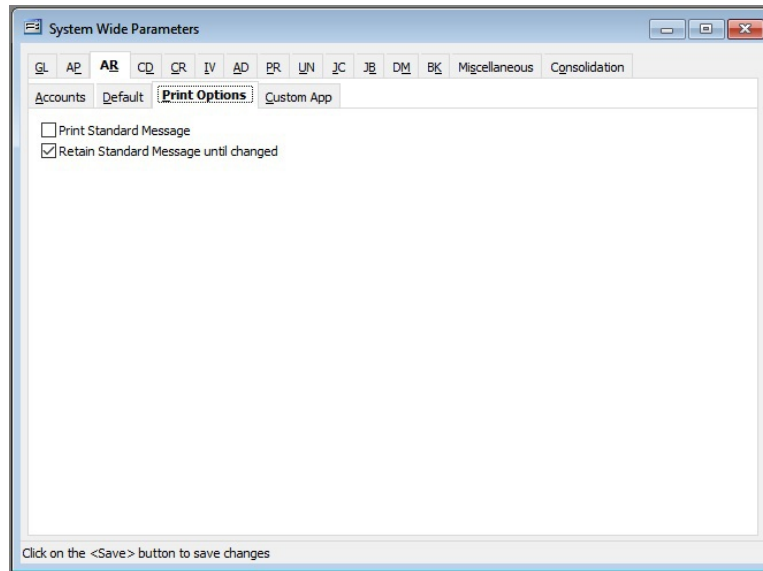
Print Standard Message
When checked will print the Standard message on AR Invoices.

Retain Standard Message Until Changed
When checked wil retain the Standard for printing on AR Invoices until the message is changed.

Menu Access
Administrator | System Wide Parameters | AR Tab |Custom App Sub-tab

Custom Application to Call from Application for Payment
When the option is marked, BIS® will allow the Customer Id to be changed on-the-fly

Figure: Install-133.4
Administrator, System
Wide Parameters, AR tab,
Custom App Sub-tab
screen form showing
settings.
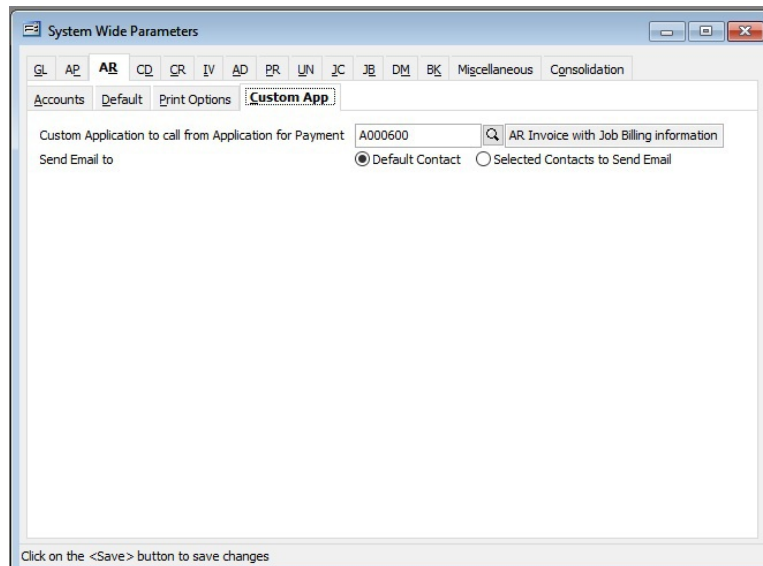
Customer Invoices Beginning Balances

This section covers the methods to be used to enter the Accounts Receivable invoices that were open as of the close of business the day prior to the Transition Date. Users can user several options to add, edit, or delete Accounts Receivable invoices.

For the purposes of Beginning Balances, all open Customer Invoices will be entered as Sales Invoices rather than as Contract Invoices. The difference is that Customer Invoices require a posting to Job Cost, and that posting will be done independently, through another direct process.

The Customer Invoices function is used to enter or modify Beginning Balance accounts receivable invoices.

As it was suggested in the prior pages, one primary difference between normal AR Invoice entry and the Beginning AR Invoice entry is the account to which the invoice will be posted. Rather than selecting a Sales or Revenue AR Account, use the temporary AR Suspense account. When the AR Suspense account is zero, the AR Ledger and the General Ledger will be in Balance.

ⓘ **Tip**

> When the AR Suspense account is zero, the AR Ledger and the General Ledger will be in Balance.

⚠ **Caution**

> If the balances in the subsidiary journals and ledgers do not match their corresponding GL accounts, the beginning balance process must stop until

Invoices that were created by posting of Progress Billings from the old system will be entered in this process, and the Job Billing entries and adjustments will be made later.

If an accounts receivable invoice is entered and it needs to be changed before it has been paid, it may done by using the Open 📂 icon. Instructions for changing an unpaid accounts payable invoice using the option appear elsewhere in the section.

AR Invoices Beginning Balances
The Sales Invoices option should be used to create Beginning Balance invoices.

Modular Menu Access
Accounts Receivable | Customer Invoices | Sales Invoices

Standard Menu Access
Transactions | Customer Invoices | Sales Invoices
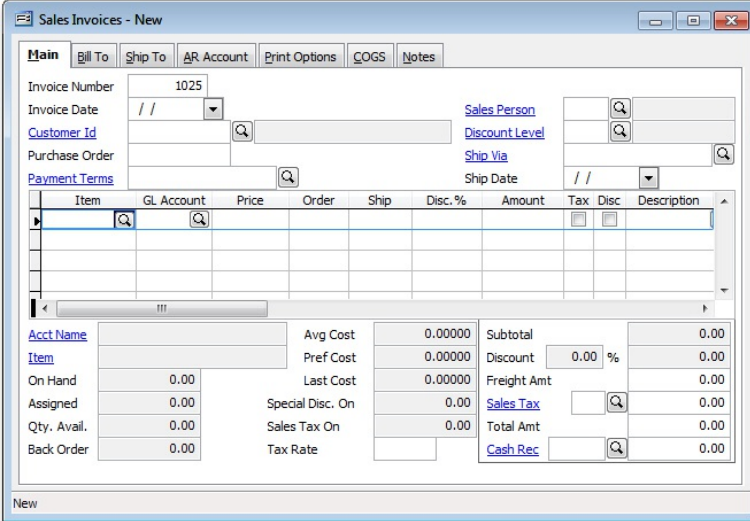
New Record
Initial access to contract invoices from the menu opens the Sales Invoices - New form. This form is used to enter new sales invoice information. However, access to a new form when another sales invoice record is on the screen only requires pressing Ctrl+N or using the New ⬜ icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: BB-134
Sales Invoice – New
screen form.

Scrolling Through Contract Invoices Records
Contract Invoices records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list, according to Invoice # . Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately previous record of the list, according to Invoice #. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list, according to the Invoice #. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list, according to the Invoice #.

Editing an Existing Record
The list of existing sales invoice orders may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F and double clicking on the item of interest. Records cannot be edited, however. Note that when the sales invoice screen form appears, most of the fields at the top are shaded; this information can not be changed.

Figure: BB-135
Sales Invoices Find/Search screen form.
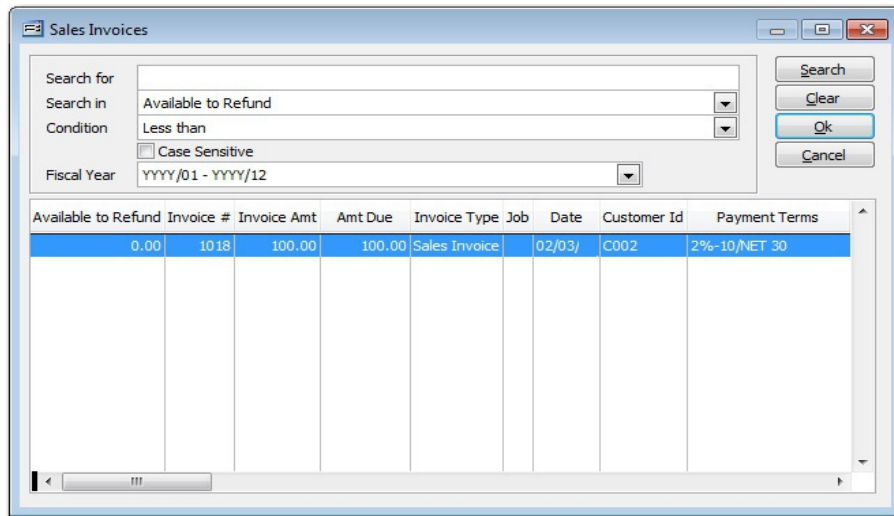
Deleting an Existing Record

Existing records can be deleted if they have not been used in subsequent transactions. Once the source record is brought to the screen, use the Delete button on the tool bar. The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave this process.

Main Tab

The Sales Invoices option is used to Beginning Balance invoices. A job number is required in creating a contract invoice.

Figure: BB-136
Customer Invoices, Sales Invoice sample Main tab screen form showing a completed form.
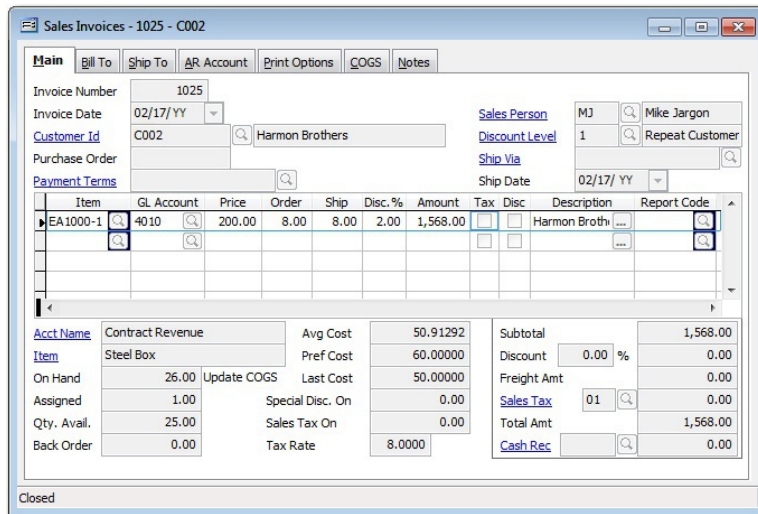
Invoice Number

This field records an invoice number that is used to identify a record. The program assigns a consecutive number automatically. The number assigned can be changed in the AR tab of the System Wide Parameters by changing the number listed in the Last Invoice Number field. The AR tab also offers an option to assign an invoice number manually for every record.

Invoice Date

This field records an invoice date for the sale. This date can be entered manually or by using the Calendar tool.

Customer Id
This field displays the customer identification number associated with the record. Please note that the Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Customer - New form. Right-clicking on the Customer hyperlink opens a selection of reports that can be directly accessed.

Payment Terms
This field records the payment terms that apply to the sale. If payment terms have been entered in the Defaults section of the Customer's master record, these terms will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the payment terms recorded must exist in the Payment Terms file.

Please note that the Payment Terms Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Payment Terms - New form. Right-clicking on the Payment Terms hyperlink accesses the Payment Terms report.

Sales Person
This field records the initials of the salesperson making the sale. If a particular salesperson has been entered in the Defaults section of the Customers master record, these initials will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the initials recorded must exist in the Salespersons file.

Discount Level
This field normally records the discount level that applies to the sale. For Beginning Balance invoices this field is not needed.

Ship Via
This field normally records the shipping method that applies to the sale. For Beginning Balance invoices, this field may not be needed.

Ship Date
This field normally records the date the order should be shipped. For Beginning Balances, this field may not be needed.

Form Columns
Item
This column records the code of the inventory item ordered. This code may be entered manually or by using the Find tool. This field is not required and may be left blank for non-inventory Beginning Balances. Item codes are maintained in the Inventory Items master file.

GL Account
This column records the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

⚠ **Caution**

> The ability to post sales to GL accounts that are not associated jobs is determined by a setting in Administrator | System Wide Parameters | AR tab. If there is a need to bill to non-job GL accounts, uncheck the feature named, "Restrict GL Accounts in Contract Invoices, SO, CM, DM to

Price
This field records the selling price per unit. If a selling price has been recorded in the Inventory Items record of the item selected, this price will be pulled up automatically, but may be changed if necessary.

Order
This column normally records the total quantity of items or units ordered. For Beginning Balances, this number would be the amount remaining as of the date of transfer. If this is for a non-inventory item, this field is not required unless BIS® should calculate the extended price. This field will update the number of units assigned in the item's Inventory Items record.

Ship
This column normally records the quantity of items or units that will be shipped. For Beginning Balances, this field will not be needed.

Discount Percentage
This column normally records the discount percentage for this line item. For Beginning Balances, this field may not be needed.

Amount
This column records the extended price for this line item. BIS® will calculate this amount by multiplying the unit price by the units to ship, minus the discount. This amount can also be entered or changed manually.

Tax
This column allows line items to be marked as taxable items. When a checkmark appears in the Tax box, sales tax will be calculated for that line item and added to the Sales Tax field in the Totals section of the record. The checkmark can be toggled on and off by clicking on the box in this column.

ⓘ **Tip**

> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job Master

Disc
This column normally allows a special discount to be applied to line items marked. This field may not be needed for Beginning Balance entries.

Description
This column records a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters.

To record an extended description for this item, click the button to open a Notes ⬚ box. An unlimited amount of information related to this line item may be stored in this field.

Report Code
This column is used to record a report code related to the line item, which can be used for creating customized reports. Report codes are maintained in the Report Codes file. This code may be typed or entered using the Find tool.

Summary
This section displays summary information about the Beginning Balance Sales Invoice.

Acct Name
This displays the name of the general ledger account for the line item selected. Please note that the Account Name title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Item
This field displays the item description for the line item selected. Please note that the Item title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Inventory Items - New form. Right-clicking on the Item hyperlink opens a selection of reports that can be directly accessed.

On Hand
This field displays the quantity on hand of the inventory item listed in the selected line item.

Assigned
This field displays the quantity assigned to customers through sales orders and invoices of the inventory item listed in the selected line item.

Quantity Available
This field displays the quantity available (not assigned to customers) of the inventory item.

Back Order
This field displays the quantity of the inventory item listed in the selected line item that is back ordered.

Average Cost
This field displays the average cost per unit for the highlighted inventory item.

Preferred Cost
This field displays the preferred cost per unit for the highlighted inventory item.

Last Cost
This field displays the last cost per unit for the highlighted inventory item.

Special Discount On
This field displays the total amount from all line items that are marked for a special discount. Marked items show a checkmark in the Discount column box.

Sales Tax On
This field displays the total amount from all line items that are marked as taxable items. Marked items show a checkmark in the Tax column box.

ⓘ **Tip**

> Sales Taxes follow a hierarchy of rules:
> - For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
> - For Applications for Payment (posted to Accounts Receivable), the Job

Tax Rate
This field displays the tax rate associated with the Sales Tax code selected. This rate is set up in the Sales Tax Codes file.

Totals Section
Subtotal
This field displays the subtotal for the line items entered. This amount is the sum of the Amount column for all line items.

Discount
This field records a special discount percentage that will be applied to all line items showing a checkmark in the Discount column. If the special discount is entered as a dollar amount, the discount percentage will be calculated. If no line items are marked for a special discount, these fields will appear disabled (grayed). Special discounts are not related to discounts offered by using the Discount Schedule.

Freight Amt
This field records the total amount that the customer will be charged for freight.

Sales Tax
This field records the sales tax code for the sales tax district that applied to the sale, if any. This code may be entered manually or by using the Find tool, but must appear in the Sales Tax Codes file. The tax rate for the code selected will be used to calculate the sales tax for the items marked as taxable.

Total Amount
This field displays the total dollar amount for this sales order. This is calculated by adding the subtotal of all line items, the freight amount, and the sales tax amount, minus any special discount applied.

Cash Rec
If payment is made at the time of sale, these fields record the type and amount of payment made. The payment type may be entered manually or by using the Find tool, but it must exist in the Payment Types file.

Please note that the Cash Rec Tax title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Payment Types - New form. Right-clicking on the Payment Types hyperlink accesses the Payment Types report.

Sales Invoice

Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420
Telephone 806-543-7000

invoice

INVOICE NO.	INVOICE DATE	PAGE
1025	02/17/YY	1

SOLD TO

Harmon Brothers
5400 Peach Street

Atlanta, GA 30301

SHIP TO

Far West Properties
1625 Parker Street

Los Angeles, CA 90001

ACCOUNT NO.	SP	PURCHASE ORDER	SHIP VIA	DATE SHIPPED	TERMS	JOB
C002	MJ			02/17/YY		

QTY ORDERED	QTY SHIPPED / BACK ORDERED	ITEM / DESCRIPTION	UNIT PRICE / UNIT	DISC %	TAX SD	EXTENDED PRICE
8.00	8.00	EA1000-1 Steel Box Harmon Brothers	200.00 / EA	2.00		1,568.00

SALE AMOUNT	1,568.00
DISCOUNT	0.00
FREIGHT CHARGE	0.00
8.000% SALES TAX	0.00
Thank You TOTAL	1,568.00

Figure: BB-137   Sales Invoice created from Sales Order.

Bill To Tab

The Bill To tab is for reference only. The fields in this tab display the billing address that will appear on the invoice, which is recorded in the Customer's master record for the customer selected. Also displayed here is information regarding the payment history of this customer.

Figure: BB-138
Sales Invoices Bill To tab
screen form sample.

Customer Id

This field displays the Customer Id associated with the record. Please note that the Customer Id title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Billing Code hyperlink displays the reports that can be directly accessed.

Customer Name

This field displays the full name of the customer represented by the customer Id selected.

Address 1

This field displays the customer primary street address.

Address 2

The customer's secondary street address is recorded here.

City

This field displays the customer's city.

State

This field displays the customer's state abbreviation.

Zip Code

This field displays the customer's postal zip code.

Total Due

This field displays the total currently due from the customer. BIS® calculates this automatically from the account receivable and cash receipts records.

Credit Limit

This displays the credit limit that is recorded in the Customers master record. If the Total Due is greater than the customer's limit, BIS© will display an Over Limit warning.

Date Account Opened
This field displays the date the customer's account was opened. This is recorded in the History section of the Customer Master record.

Last Payment Date
This displays the date of the customer's last payment. This information is updated automatically by BIS® from the cash receipts records.

Last Payment Amount
This field displays the amount of the customer's last payment. This is updated automatically by BIS® from the cash receipts records.

Oldest Invoice
This field displays the oldest outstanding invoice for this customer. This is updated automatically by BIS® from the accounts receivable records.

Last Statement
This field displays the date of the last statement created for the customer.

Customer Type
This field displays the type established in the customer's master record for the customer.

Due Date
This field displays the due date of the customer's order if it were converted to an invoice on the same date. This information is updated to the correct date automatically when the order is converted to an invoice on a different date.

Discount Date
This field displays the date of any discount applicable to the customer's order if it were converted to an invoice on the same date. This information is updated to the correct date automatically when the order is converted to an invoice on a different date.

Ship To Tab

The Ship To section of this form records the shipping address that will appear on the invoice, if applicable. The Customer's master form contains a Ship To tab that allows an unlimited number of shipping address to be recorded. The button that appears on this tab opens a selection screen to choose a Ship To record.

Figure: BB-139
Sales Invoices – Ship to tab screen form sample.

Figure: BB-140
Sales Invoices Ship To tab Ship To sub form used to select the customer's shipping address.

Customer Name

This field displays the full name of the customer's shipping address selected.

Address 1

This field displays the customer's primary shipping street address.

Address 2

The customer's secondary shipping street address is recorded here.

City

This field displays the customer's shipping city.

State

This field displays the customer's shipping state abbreviation.

Zip Code

This field displays the customer's shipping postal zip code.

Collect or Prepaid

Use this field to select from the drop down choices: N/A (Not Applicable), Collect, or Prepaid. This field's data is informational only, and can optionally appear on a modified Sales Order form.

AR Account Tab

This screen is used to change the related posting account and session date defaults. The default account numbers should have already been set for Beginning Balances in System Wide Parameters.

COGS Tab

The COGS tab gives the line item detail for the credit and debit cost of goods sold entries associated with the total of all items on the Main tab. This feature would have been temporarily discontinued by a setting in the System Wide Parameters.

Default Unit Cost to transfer to COGS

This feature should have be temporarily turned off via a setting in the System Wide Parameters.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: BB-142
Sample Contract Invoice
Notes tab screen form.
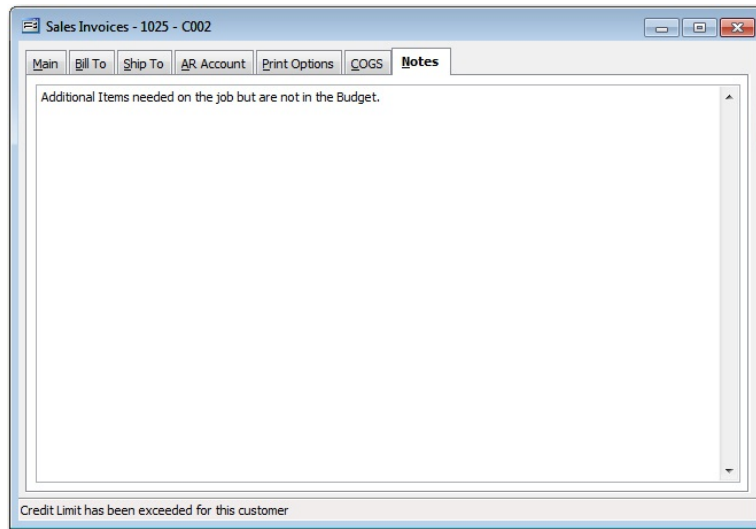
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar, or press Ctrl-S to save the changes.

Customer Deposits Preparation

A Customer Deposit report must be obtained from the old accounting system as of the last business day prior to the transition date. Depending on the system, other reports may have a the needed information, but what is needed is a listing of all of the customer deposits that are fully or partially non-applied of the close of business the day before the transition date.

It is vital that several accounts in the General Ledger will have been balanced against the totals of their respective ledgers. Thus, the Customer Deposits account in the General Ledger must be the same as the total customer deposits as shown on the Customer Deposits report from the AR module of the old system.

⚠ **Caution**

> If the balances in the subsidiary journals and ledgers do not match their corresponding GL accounts, the beginning balance process must stop until

Unless the business is brand new, or all of the customer deposits that pre-existed the transition date were fully applied, there will be entries to put into BIS® Customer Deposits as beginning balances.

Customer Deposits Beginning Balance Posting Account Exceptions

To ensure that the module's entry will match the summary amount entered into the General Ledger, both sides of the Customer Deposit will be posted to the Customer Deposit Account rather than to the original Cash and Customer Deposit accounts. By posting these debits and credits to the Customer Deposit account, General Ledger will be left unaffected. Proof that the Customer ledger and the General Ledger Customer Deposit account are in balance is be provided by the balance in the Customer Deposit account equaling that entered via the GL Beginning Balances.

The following is an accounting T-Charts to show a summary of the Customer Deposit entries that will be made into each module.

GL Beginning Balances	**Debit (+)**	**Credit (-)**
Cash	Cash Acct	
Customer Cash Deposit		Cash Deposit Account
AR Module Beginning Balances	**Debit (+)**	**Credit (-)**
Customer Cash Deposit		Customer Deposit Account
Beginning Balance Entry	Customer Deposit Account	

System Wide Parameters – CR Tab

This section will indicate a two account numbers that will be changed in BIS® temporarily during the time when Accounts Receivable Cash Deposit Beginning Balances will be entered in the AR module via the Cash Receipts Beginning Balance function. The table shown above illustrates the need to temporarily change the default Cash accounts to the Customer Deposit account.

> ⓘ **Tip**   It may be very useful to make "screen shots" of the various screens described below prior to making changes, so that the settings can be returned to their proper defaults after the Accounts Receivables Beginning Balances are complete.
>
> When a particular screen form is shown, press the Print Screen <PrintScrn> key that is probably located to the right of the <F12> key. When this key is pressed, the screen image is copied to the computer's "clipboard." All that is necessary is to open a word processor to a new document, and Paste the image by pressing
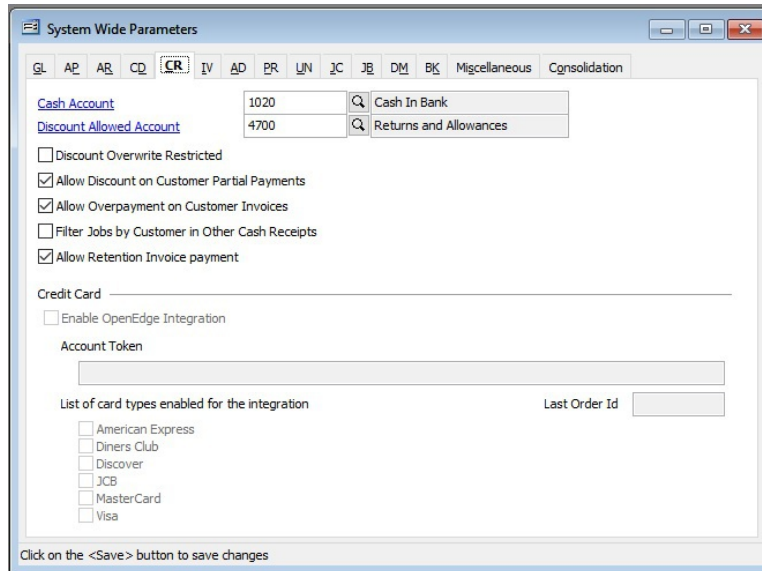
Menu Access
Administrator | System Wide Parameters | CR Tab

Figure: Install-143
Administrator, System Wide Parameters, CR tab screen form showing account options.

Cash Account
Normally, this field is used to record the default cash account to which customer and other payments will be posted. For the purpose of the Customer Deposits, the Cash Account will be temporarily changed to the Customer Deposit Account.

Discount Allowed Account
Normally, this field is used to record the default account used for posting discounts allowed to customers. For the purpose of the Customer Deposits, the Discount Allowed Account will be temporarily changed to the Customer Deposit Account.

Discount Overwrite Restricted
When the box is checked, a user cannot overwrite the payment terms discount allowed in the Customer Payments and other cash receipt screen forms. For the purpose of the Customer Deposits, this box should be left unchecked.

Allow Discount on Customer Partial Payments
Normally when the box is checked, discounts are allowed on date qualified partial payments from customers. For the purpose of the Customer Deposits, this box should be left checked.

Allow Overpayment on Customer Invoices
When the box is checked, it allows an overpayments to be applied to Customer Invoices.

Filter Jobs by Customer in Other Cash Receipts

When the box is checked, jobs are filtered by Customer in other Cash Receipts.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save ⊞ button on the toolbar, or press Ctrl-S to save the changes.

Customer Deposit Beginning Balances

Normally, the Customer Deposits option allows deposits to be received and applied to invoices at a later date. For the Beginning Balance process, the Customer Deposits that remained unapplied to Customer Billing as of the Date of Transition will be entered as Customer Deposit Beginning Balances.

Modular Menu Access

GL | Cash Receipts | Customer Deposits

Standard Menu Access

Transactions | Cash Receipts | Customer Deposits

New Record

Initial access to customer deposits from the menu opens the Customer Deposits – New form. This form is used to enter new Beginning Balance customer deposit information.

Figure: BB-144
Customer Deposits – New screen form.
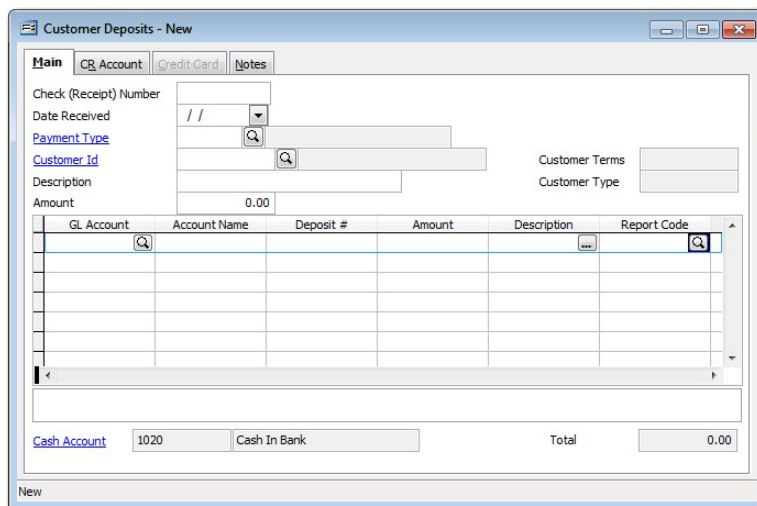
Scrolling Through Refund Deposits' Records

Customer Deposit records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First icon ⏮ (at the top of the screen) will open the first record of the list, according to Receipt # . Clicking on the Previous icon ◀ (at the top of the screen) will open the next record of the list, according to Receipt

Figure: BB-145
Sample Customer Deposits screen form that is editable.
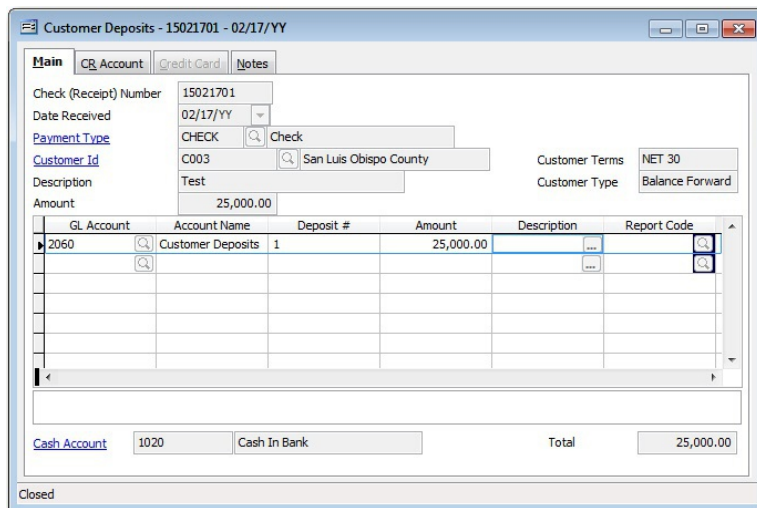
#. Clicking on the Next icon ▶ (at the top of the screen) will open the next record of the list, according to the Receipt #. Clicking on the Last icon ⏭ (at the top of the screen) will open the last record of the list, according to the Receipt #.

If the customer Beginning Balance deposit can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the Customer and General Ledger Journals. The revised record will be saved with new entries to the affected journals.

Deleting an Existing Record
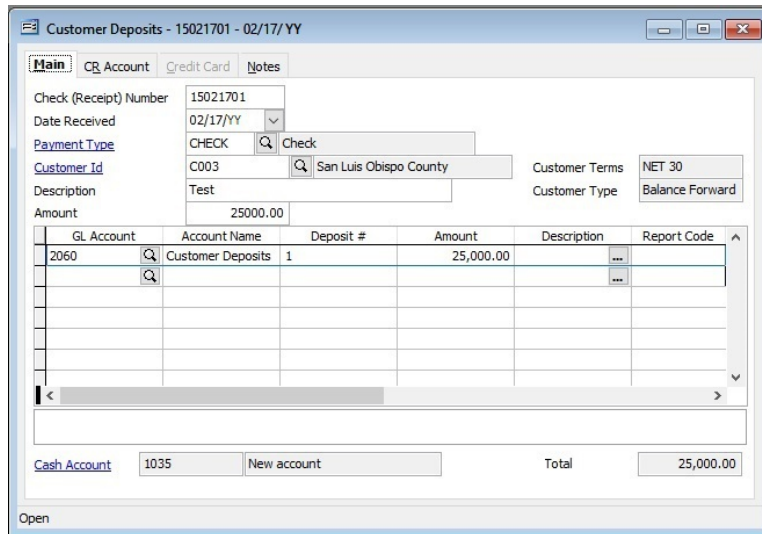
Existing Beginning Balance records can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete icon ⊠ (at the top of the screen). The system will ask, "Do you want to delete this transaction?" Click on the Yes button to delete it, or click on the No button to leave the process.

Figure: BB-146
Sample editable Customer Deposits screen form that is open.

Deleting a pre-existing customer deposit will result in reversing journal entries being created in both the Accounts Receivable and General Ledger Journals.

Main Tab

The Customer Deposits option is used for entering the unapplied customer deposit Beginning Balances that was previously posted in the old system.

Figure: BB-147
Sample Customer Deposits
Main tab screen form.

Normally as each entry is made, BIS® automatically updates the cash deposit journal, the general ledger, and the financial statements. In this case, the Beginning Balance entries will have no effect on the General Ledger

Check (Receipt) Number

This field records the customer check or receipt number, an alphanumeric field limited to ten characters.

Date Received

This field is used to record the date the payment was received. The date entered should be the date that is hand-written or printed on the check itself. If the prior year date cannot be entered, use the beginning of the Fiscal Year.

Payment Type

Records the payment type code that corresponds to the payment. These codes are maintained in the Payment Type file. The code may be entered manually or by using the Find tool.

Please note that the customer Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Payment Types – New form to add a new payment type master record.

The payment type code may be entered manually, or list of payment types may be examined by clicking on the Magnifying Glass 🔍 icon or pressing Ctrl+F, and double clicking on the selected payment type, but it must exist in the Payment Type master file. When an existing payment type is selected, its name appears to the right of the Payment Type code.

> ⓘ **Tip**   Only if the Payment Type is a Credit Card will the Credit Card tab be

Customer ID

The Customer Id field records the customer identification number related to the record. The Customer Id may be entered manually or by using the Find tool. Please note that the customer Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Customers – New form to add

a new customer's master record information. Right-clicking on the Customer Id hyperlink opens a selection of reports that can be directly accessed.

The customer ID may be entered manually, or the list of customers can be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected customer, but it must exist in the Customer master file. When an existing customer is selected, its name appears to the right of the Customer Id code.

Description
The Description field records a general description for the transaction and is limited to 30 alphanumeric characters.

Amount
The Amount field records the total amount of the customer deposit. the amount must balance with the total of all the line items entered for the distribution on the table below.

Customer Terms
This field displays the payment terms established in the Customers' master record for the customer.

Customer Type
This field displays the type established in the Customers' master record for the customer.

Detail Distribution Columns
Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon 🔲 (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line 🔲 icon (or Ctrl+) removes the currently highlighted line from the grid of the open record.

GL Account
The GL Account column records the general ledger account number that the deposit will be credited. For purposes of these Beginning Balances, the Customer Deposit Account should be used.

Account Name
The Account Name column displays the name of the account selected.

Deposit
The Deposit Number column records a number that will be used to identify the deposit when refunding or applying deposits. A single receipt can be divided into several deposits by entering multiple line items.

Amount
The Amount column records the amount of the deposit for the deposit number entered. the may be all or a portion of the amount received, as long as all deposit line items balance with the total amount received.

Description
The Description column is used to record a brief description for the transaction line item. Clicking the button in this column allows an extended description to be recorded for the item.

Total
This field displays the total of all the customer deposit line item amounts. the amount must balance with the Amount field shown above.

CR Account Tab

This screen is used to change the cash account and session date defaults. However, these accounts should have been set in the System Wide Parameters previously.

Credit Card Tab

The Credit Card tab is only available if the payment type entered on the Main tab is a credit card. The tab is used in conjunction with the PPI Credit Card processing service. (See the BIS Credit Card Payment Processing Module .PDF manual for details.)

Figure: BB-148
Customer Deposits Credit Card tab screen form.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save [icon] button on the toolbar, or press Ctrl-S to save the changes.

Reviewing Accounts Receivables Beginning Balances

This section covers the Accounts Receivables reports needed to check Beginning Balance entries for customer invoices. Access to specific reports begins with the Query screen that enables selecting the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open pop-up reports menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Invoices List

This report creates a listing of all accounts receivable invoices. The list should be checked against the Beginning Balance Invoice List generated from the prior system.

Access to Invoices List
Module Menu with Reports Group
AR | Reports | Invoices List

Module Menu with Reports List
AR | Invoices List

Standard Menu
Reports | Accounts Receivable | Invoices List

Report Types
Detail
The Invoice List Detail Report displays the invoice date, invoice number, invoice type, customer Id, purchase order number, payment terms, due date, job number, accounts receivable account, salesperson, invoice amount and total.

Extended
The Invoice List Detail Report also shows the reversing date.

Order By	Options	Fields
• Invoice Number	• Show Report Criteria	• Invoice Number
• Invoice Date	• Contract Invoices	• Invoice Date
• Customer Id	• Sales Invoices	• Customer Id
• AR Account	• Debit Memos	• AR Account
• Amount	• Credit Memos	• Amount
• Purchase Order	• Finance Charge Invoices	• Purchase Order
• Job Number	• Reversing Entries	• Job Number
• Sales Person	• Subtotals	• Sales Person
• Session Date	• Case Sensitive	• Session Date

AR Invoice List – Detail Report

Best Construction Company

AR Invoice List
Detail Report

Page 1

Date	Invoice#	Type	CustomerId	PO#	Terms	DueDate	Job	AR Account	SP	Amount
01/14/	1011	CI	C003		NET 30	02/13/	1010	1110	AM	1,000.00
*** invoice number 1012 (below) has been reversed ***										
01/22/	1012	CI	C002		2%-10/NET 30	02/21/	1020	1110		0.00
*** invoice number 1013 (below) has been reversed ***										
01/22/	1013	CI	C002		2%-10/NET 30	02/21/	1020	1120		0.00
*** invoice number 1014 (below) has been reversed ***										
01/30/	1014	CI	C002		2%-10/NET 30	03/01/	1020	1110		0.00
02/02/	1015	CI	C002		2%-10/NET 30	03/04/	1020	1110		28,050.00
02/03/	1016	CI	C001		2%-10/NET 30	03/05/	1000	1110	MJ	47,138.46
02/03/	1017	DM	C001		2%-10/NET 30	03/05/	1000	1120	MJ	5,227.62
*** invoice number 1018 (below) has been reversed ***										
02/03/	1018	SI	C002		2%-10/NET 30	03/05/		1110		0.00
02/03/	1018	SI	C002	547980	2%-10/NET 30	03/05/		1110		100.00
02/05/	1019	CI	C002		2%-10/NET 30	03/07/	1020	1110		900.00
*** invoice number 1020 (below) has been reversed ***										
02/10/	1020	DM	C003		NET 30	03/12/	1010	1110	AM	0.00
02/10/	1020	DM	C003		NET 30	03/12/	1010	1110	AM	2,125.00
02/10/	1021	CM	C003		NET 30	03/12/	1010	1110	AM	-1,500.00
*** invoice number 1022 (below) has been reversed ***										
02/10/	1022	CI	C002		2%-10/NET 30	03/12/	1020	1110		0.00
*** invoice number 1022 (below) has been reversed ***										
02/10/	1022	CI	C002		2%-10/NET 30	03/12/	1020	1110		0.00
*** invoice number 1022 (below) has been reversed ***										
02/10/	1022	CI	C002		2%-10/NET 30	03/12/	1020	1110		0.00
*** invoice number 1022 (below) has been reversed ***										
02/10/	1022	CI	C002		2%-10/NET 30	03/12/	1020	1110		0.00
*** invoice number 1022 (below) has been reversed ***										
02/10/	1022	CI	C002		2%-10/NET 30	03/12/	1020	1110		0.00
02/10/	1022	CI	C002		2%-10/NET 30	03/12/	1020	1110		14,400.00
02/10/	1023	CI	C002		2%-10/NET 30	03/12/	1020	1110		1,000.00
02/13/	1024	CI	C002		2%-10/NET 30	03/15/	1020	1110		150.00
*** invoice number 1025 (below) has been reversed ***										
02/17/	1025	SI	C002			02/17/		1110	MJ	0.00
02/17/	1025	SI	C001		2%-10/NET 30	03/19/		1110	MJ	1,568.00
							Total of Invoices Listed			100,159.08

Figure: BB-149   AR Invoice List – Detail Report, showing Contract Invoices, Sales Invoices, Debit Memos, Credit Memos, Finance Charge Invoices, Reversing Entries, and Subtotals, sorted by Invoice Number.

Customer Ledger

The Customer Ledger summarizes the customer's history by transaction and serves as the supporting sub-ledger for the General Ledger report. The total dollar amount in the general ledger should equal the total dollar amount for all customers for the same date range.

Access to Customer Ledger
Module Menu with Reports Group
AR | Reports | Customer Ledger

Module Menu with Reports List
AR | Customer Ledger

Standard Menu
Reports | Accounts Receivable | Customer Ledger

Report Types
Summary
The Customer Ledger Summary Report displays: customer Id and name, as well as invoice information including invoice date, due date, invoice number, purchase order number, job number, invoice amount, amount from debit/credit memos, amount paid, refund amount, discount taken amount, current net amount due, and totals.

Order By	**Options**	**Fields**
• Customer Id	• Show Invoice Notes	• Customer Id
• Job Number	• Show Report Criteria	• Job Number
• Invoice Date	• Active	• Invoice Date
• Invoice Number	• Inactive	• Invoice Number
	• Include Customers with no Activity	
	• Reversing Entries	

Customer Ledger – Summary Report

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Customer Ledger
Summary Report - Customer C001, Far West Properties

Inv Date	Due Date	Invoice#	Job	PO#	Inv Amt	Debit/Credit	Amt Paid	Refund	Disc Taken	Net Due
01/07/	02/06/	1000	1000		58,768.29	0.00	50,010.00	100.00	1,175.37	7,682.92
01/21/	02/20/	1001	1000		30,879.28	0.00	10.00	0.00	0.00	30,869.28
01/21/	02/20/	1002	1000		9,960.84	5,237.62	0.00	0.00	0.00	15,198.46
06/30/	06/30/	1006	1000		100.00	0.00	0.00	0.00	0.00	100.00
06/30/	07/30/	1008	1000		2,200.00	0.00	0.00	0.00	0.00	2,200.00
06/30/	06/30/	1009	Debit Invoice 1002		20.00 *					0.00
06/30/	06/30/	1010	Credit Invoice 1002		-10.00 *					0.00
02/03/	03/05/	1016	1000		47,138.46	0.00	0.00	0.00	0.00	47,138.46
02/03/	02/03/	1017	Debit Invoice 1002		5,227.62 *					0.00
02/17/	03/19/	1025			1,568.00	0.00	0.00	0.00	0.00	1,568.00
			Total Accounts Receivable Listed		150,614.87	5,237.62	50,020.00	100.00	1,175.37	104,757.12

* Amounts from Debit or Credit Memos are not included in Invoice Amount Total

Figure: BB-150

Customer Ledger – Summary Report, showing Invoice Notes and Reversing Entries.

Customer Aging

The Customer Aging report is another tool that can be used to verify the AR Beginning Balances for each customer. Although the dates may not exactly match the original entries, the dollar totals as of the date of transfer should match.

Access to Customer Aging Report
Module Menu with Reports Group
AR | Reports | Customer Aging

Module Menu with Reports List
AR | Customer Aging

Standard Menu
Reports | Accounts Receivable | Customer Aging

Report Types
Summary
The Customer Aging Summary Report displays account number, aging date, customer Id and name, customer telephone, total amount owed, total current amount, amount 1-30 days past due, 31-60 days past due, 61-90 days past due, more than 90 days past due, and list totals.

Detail
The Customer Aging Detail Report also shows a list of open invoices including the invoice number and date, due date, days past due, and amount due.

Order By
- Customer Id & Invoice Number
- Customer Id & Invoice Number
- Due Date & Customer Id

Options
- Show Invoice Notes
- Show Report Criteria

Fields
- AR Account
- Customer Id
- Job Number
- Aging Date
- Invoice Number
- Invoice Date

Customer Aging – Summary Report

Figure: BB-151   Accounts Receivable Aging – Summary Report.

Customer Aging – Detail Report

Customer Id	Customer Name			Telephone				
Invoice #	Inv. Date	Due Date	Days	Current	1-30 Past	31-60 Past	61-90 Past	Over 90
C001	**Far West Properties**			(805)543-7000				
1000	01/07/	02/06/	741					7,682.92
1001	01/21/	02/20/	727					30,869.28
1002	01/21/	02/20/	727					15,198.46
1006	06/30/	06/30/	597					100.00
1008	06/30/	07/30/	567					2,200.00
1016	02/03/	03/05/		47,138.46				
1025	02/17/	03/19/		1,568.00				
	Total Owed		104,757.12	48,706.46	0.00	0.00	0.00	56,050.66
C002	**Harmon Brothers**			(805)543-7000				
1003	02/03/	03/05/	714					6,000.00
1015	02/02/	03/04/		28,050.00				
1018	02/03/	03/05/		100.00				
1019	02/05/	03/07/		900.00				
1022	02/10/	03/12/		14,400.00				
1023	02/10/	03/12/		1,000.00				
1024	02/13/	03/15/		150.00				
	Total Owed		50,600.00	44,600.00	0.00	0.00	0.00	6,000.00
C003	**San Luis Obispo County**			(805)543-7000				
1004	01/31/	03/02/	717					28,765.00
1005	01/31/	03/02/	717					2,960.00
1011	01/14/	02/13/	4		-500.00			
	Total Owed		31,225.00	0.00	-500.00	0.00	0.00	31,725.00
	Totals Listed		186,582.12	93,306.46	-500.00	0.00	0.00	93,775.66

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Accounts Receivable Aging
Detail Report - All AR Accounts, Aging Date: 02/17/YY   Page 1

Figure: BB-152 Accounts Receivable Aging – Detail Report.

Customer Deposits

For Beginning Balances, the Customer Deposits report should show the balance that remains not applied toward invoices as of the date of transfer.

Access to Applied Customer Deposits Report
Module Menu with Reports Group
AR | Reports | Customer Deposits

Module Menu with Reports List
AR | Customer Deposits

Standard Menu
Reports | Accounts Receivable | Customer Deposits

Report Types
Summary
The Customer Deposits Summary Report shows the customer Id and name, total deposits received, balance remaining, and list totals.

Detail
The Customer Deposits Detail Report also displays a break down of deposits received including date received, deposit number, check number, posting account number, payment type code and description, deposit amount, and balance remaining.

Order By	**Options**	**Fields**
• Customer Id	• Show Report Criteria	• Customer Id
	• Show Deposits with Zero Balance	• Amount
	• Case Sensitive	• Deposit #
		• Date

Customer Deposits – Summary Report

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Customer Deposits
Summary Report   Page 1

Customer Id	Customer Name	Amount	Balance
C003	San Luis Obispo County	25,000.00	25,000.00
	Total Deposits Listed	25,000.00	25,000.00

Figure: BB-153   Customer Deposits – Summary Report.

Customer Deposits List — Detail Report

Figure: BB-154   Customer Deposits – Detail Report

Inventory

If it is used, the sixth module that will receive its Beginning Balances is Inventory. For purposes of this manual, it is assumed that the user will simply enter the inventory balances to the Inventory module as of the date of transfer, but will forego entering historic transaction data that may extend across fiscal years.

Inventory Beginning Balances

If the Inventory module is used, the quantity of items that were present or available must be entered into BIS® as of the date of transfer of the accounting system.

The user is directed to the Inventory Module Reference Manual for information on how to add inventory items, assemblies, and their respective quantities.

Reviewing Inventory Beginning Balances

This section covers the Inventory reports needed to check Beginning Balance entries for customer invoices. Access to specific reports begins with the Query screen that enables selecting the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open pop-up reports menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Inventory List Report

This report provides a listing of records in the Inventory Items file and information based on inventory transactions.

Access to Inventory List Report
Module Menu with Reports Group

IV | Reports | Inventory List

Module Menu with Reports List

IV | Inventory List

Standard Menu

Reports | Inventory | Inventory List

Report Types
Summary

The Inventory List Summary Report shows the inventory item number, item descriptions, unit of measure, item type (purchased or assembled), price, assigned inventory account, quantity on hand, quantity assigned, and quantity on order.

Detail

The Inventory List Detail Report also displays the default sales account and tax type.

Extended

The Inventory List Extended Report displays all information recorded and displayed in the Inventory Items form as well as the quantity on hand and the last sale date.

Udf

The Inventory List Report displays the Inventory codes and names, Udf field name and data recorded in the Inventory file.

Order By
- Item Number
- Description
- Unit of Measure
- Selling Price
- Cost Code
- Sales Account

Options
- Show Report Criteria
- Show Cost Code
- Purchased Items
- Assembled Items
- Taxable
- Non Taxable
- Exclude items with no Quantity on Hand
- Show Notes
- Case Sensitive

Fields
- Item Number
- Description
- Unit of Measure
- Selling Price
- Cost Code
- Sales Account

Inventory File − Summary Report

Figure: BB-155   Inventory File – Summary Report.

Assemblies List

The Assemblies List provides information about the cost of assembled items for which bill of materials is recorded in the Inventory Assemblies file.

Access to Assemblies List
Module Menu with Reports Group
IV | Reports | Bill of Materials | Assemblies List

Module Menu with Reports List
IV | Bill of Materials | Assemblies List

Standard Menu
Reports | Inventory | Bill of Materials | Assemblies List

Report Types
Summary
The Assemblies List Summary Report displays the assembly item number and description, quantity available, average cost, and subassembly cost.

Detail
The Assemblies List Detail Report displays the assembly item number, description and assigned inventory account number; parts required to assemble including item number, description, quantity of units required, cost per unit, extended cost, account number and total parts cost; markups added including markup code and description, cost percentage or amount, extended cost, account number, and total markup cost; and total unit cost.

Order By	**Options**	**Fields**
• Assembly	• Show Report Criteria	• Assembly

Assemblies List – Summary Report

Best Construction Company				
Assemblies List Summary Report				Page 1
Item	Description	Qty Available	Average Cost	Subassembly Cost
EA1000	Breaker Box	297.00	0.00	0.00

Figure: BB-156 Assemblies List – Summary Report.

Assemblies List – Detail Report

Figure: BB-157   Assemblies Detail – Detail Report.

Job Budget Beginning Balances
The next-to-last ledger that will receive its Beginning Balances is Job Cost.

The Job Cost ledger maintains its data across fiscal periods until the job is complete and purged. Due to the nature of construction work, the length of jobs can easily cross one or more fiscal years.

Job Budget Preparation
One or more Job Cost reports must be obtained from the old accounting system as of the last business day prior to the transition date. Depending on the system, other reports may have a the needed information, but what is needed is a listing of all of the jobs that are fully or partially open of the close of business the day before the transition date.

> 💡 **Tip** | The Job Cost Beginning Balances do not affect the General Ledger.

Budget
Jobs that were in progress as of the Transition Date need to have their Budgets entered into BIS®. These entries do not directly affect General Ledger, but are needed to continue to process the accumulation of costs and billing for these jobs in the new accounting installation.

The BIS® job cost feature allows users to track actual expenditures for each job and compare these costs with the job budget. This is an essential tool for profit planning. The job cost files are unrelated to the general ledger. Therefore, job cost information remains in the system even after a fiscal year is closed and detailed financial data is purged. BIS® retains detailed job cost information until the job is closed.

Expenditures are recorded to the job cost file in two ways:

1. Directly, through job-related transactions that are posted to budget cost codes and change orders.
2. Indirectly, through the use of production expenses.

Each time a direct job cost is posted through a transaction, BIS® will require the user to associate that entry to a job cost code, or change order and cost code. There is no risk of forgetting to post the job cost, since BIS® will not save the transaction without this information. These direct job costs can also be used to update the job billing by using the Cost Plus billing feature.

Modular Menu Access
JC | Budget

Standard Menu Access
Job | Budget

Budget and Change Orders
The Beginning budget and change order information for a job is entered, revised, reported on, deleted, and added to another job through the Budget and Change Order option.

Modular Menu Access
JC | Budget | Budget and Change Orders

Standard Menu Access
Job | Budget | Budget and Change Orders

Figure: BB-158
Budget and Change Orders
screen form Job tab
showing sample job
display data. (This data
can only be altered in the
Job Master Record.)

It may be possible to import a pre-existing estimate into BIS®. Similarly, it may be beneficial to copy a budget from another job as a starting point.

⚠ **Caution**

> It is important to enter the same data as the original job budget entered in the prior system. The information can be checked in reports.

ⓘ **Tip**

> Full details about the Job and Budget process is available in the Job Cost

Reviewing Job Budget Beginning Balances

This section covers the reports available for job cost. Access to specific reports begins with the Query screen that enable selecting the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data.

Job List Report

This report lists job information recorded in the Jobs master file for a company.

Access to Job List Report
Module Menu with Reports Group

JC | Reports | Job List

Module Menu with Reports List

JC | Job List

Standard Menu

Reports | Job | Job List

Figure: BB-159
Job List report Query
screen form, showing 7
Report Types: Summary,
Detail, Extended, Markup,
Defaults, Payroll Local Tax,
and Udf.

Report Type
Summary

The Summary Report Type displays job number and name, corresponding telephone and fax numbers, and current status.

Detail

The Detail Report Type also shows full address including city, state, and zip code.

Extended

The Extended Report Type includes all job information recorded on the Main, Owner, Architect, History, and Notes tabs of the Jobs form.

Markup

The Markup Report Type displays all summary information, as well as all information recorded on the Markup tab of the Jobs form.

Defaults

The Defaults Report Type displays all summary information, as well as job default settings recorded on the Default tab of the Jobs form.

Payroll Local Tax

The Payroll Local Tax Report Type displays all summary information, as well as settings from the Payroll tab of the Jobs form.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
• Job Number Numeric	• Active Jobs	• Job Name
• Job Name	• Inactive Jobs	• City
• City	• Completed Jobs	• State
• State	• Certified Jobs	• Zip Code
• Zip Code	• Non-Certified Jobs	• Telephone
• Telephone	• Show Notes	• Contract For
• Contract For	• Case Sensitive	• Project Manager
• Project Manager		• SQ.FT. of Building
• SQ.FT. of Building		
• Job Status		

Job File – Summary Report

Figure: BB-160   Job File Summary Report, sorted by Job Number.

Job File – Detail Report

Figure: BB-161   Job File Detail Report, sorted by Job Number.

Job File – Extended Report

Best Construction Company

Job File
Extended Report
Page 1

Job 1000, Pacific View Apartments

Main

Job	1000
Job Name	Pacific View Apartments
Street Address 1	1800 Pacific Avenue
Street Address 2	
City	Pismo Beach
State Zip Code	CA 93448
Telephone	(805) 543-7000
Fax	(805) 534-1595
Contract For	New Construction
Contract Date	01/01/
Project Manager	Mike Jarvis
Sq.Ft. of Building	16,000
Status	Active
Date Completed	/ /

Default/Payroll

Customer Id	C001	Far West Properties
Contract Rev. Acct#	4010	Contract Revenue
Contract Rec. Acct#	1110	Accounts Receivable-Tra
Retention Rec. Acct#	1120	Accounts Receivable-Ret
Sales Tax Acct#	2610	Sales Tax Payable-State
Sales Tax Code	01	San Luis Obispo County
Apply Sales Tax	No	
Retention % WIP	10.00	
Retention % SM	10.00	
Prev. Cert. for Paymt.	$136,786.03	
Local Tax Code		
State		
Certified Job	No	

Owner

Owner Name	Far West Properties
Street Address 1	1625 Parker Street
Street Address 2	
City	Los Angeles
State Zip Code	CA 90001
Telephone	(805) 543-7000
Fax	(805) 534-1595
Email	jimc@farwest.com
Contact	Jim Corrant

Architect

Architect Name	James & Johnson Achitects
Street Address 1	3642 Beach
Street Address 2	
City	Huntington Beach
State Zip Code	CA 92605
Telephone	(805) 543-7000
Fax	(805) 534-1595
Email	info@jjarchitects.com
Contact	Yorgi Johnson

T&M

Time & Materials	No	
Cap Amount / Hours	0.00	0.00
Billing Rate Markups		
Materials %	0.00	
Subcontract %	0.00	
Equipment %	0.00	
Other Direct Cost %	0.00	
Labor %	0.00	
Overheads & Profit 1		
Title		
Amount	0.00	
Overheads & Profit 2		
Title		
Amount	0.00	
Overheads & Profit 3		
Title		
Amount	0.00	

Per Diem

Per Diem	No
Payroll Addition	
GL Account	
Per Diem Daily Rate	0.00

Notes

Figure: BB-162   Job File – Extended Report (single page).

Job File – Job Markup Report

Best Construction Company

Job Markup
Markup Report   Page 1

Job	Job Name		Telephone	Fax	Status	Certified
1000	Pacific View Apartments		(805)543-7000	(805)534-1595	Active	No

1000 — Pacific View Apartments — (805)543-7000, Fax (805)534-1595, Active, Certified No

Schedule of Values		Change Orders	
Labor %	10.00	Labor %	15.00
Material %	10.00	Material %	15.00
Subcontract %	15.00	Subcontract %	20.00
Other %	10.00	Other %	15.00
Equipment %	10.00	Equipment %	15.00
Billing Method	Cost Plus Markup	Billing Method	Cost Plus Markup
Labor Billing Rate	Calculated Billing Rate	Labor Billing Rate	Manually Entered Billing Rate

1010 — Truesdale Elementary School — (805)543-7000, Fax (805)534-1595, Active, Certified Yes

Schedule of Values		Change Orders	
Labor %	10.00	Labor %	0.00
Material %	10.00	Material %	0.00
Subcontract %	10.00	Subcontract %	0.00
Other %	10.00	Other %	0.00
Equipment %	10.00	Equipment %	0.00
Billing Method	Cost Plus Markup	Billing Method	Cost Plus Markup
Labor Billing Rate	Calculated Billing Rate	Labor Billing Rate	Manually Entered Billing Rate

1020 — Giovanni's Pasta House — (805)543-7000, Fax (805)534-1595, Active, Certified No

Schedule of Values		Change Orders	
Labor %	10.00	Labor %	15.00
Material %	10.00	Material %	15.00
Subcontract %	10.00	Subcontract %	15.00
Other %	10.00	Other %	15.00
Equipment %	10.00	Equipment %	15.00
Billing Method	Cost Plus Markup	Billing Method	Cost Plus Markup
Labor Billing Rate	Manually Entered Billing Rate	Labor Billing Rate	Manually Entered Billing Rate

Figure: BB-163   Job Cost – Job Markup Report, sorted by Job Number.

Job Cost – Job Defaults Report

Figure: BB-164 Job Cost – Job Defaults Report, sorted by Job Number.

Job File – Payroll Local Tax Report

Figure: BB-165   Job File – Payroll Local Tax Report, sorted by Job number.

Job File – Job User Definable Field – Udf Report

Figure: BB-166   Job File – Job User Definable Fields – Udf Report.

Job Budget Report
The Budget report displays job budget information recorded in the Budget and Change Orders form.

Access to Job Budget Report
Module Menu with Reports Group
JC | Reports | Job Budget

Module Menu with Reports List
JC | Job Budget

Standard Menu
Reports | Job | Job Budget

Report Types
Summary
The Summary Report Type lists the total budget amount, broken down by job cost category, for each budget cost code, including change orders.

Detail
The Detail Report Type also includes the original budget amount and adjustments

Hours
The Hours Report Type includes a listing of the original, adjustments, and total revised budget hours for each cost code.

Quantity
The Quantity Report Type displays the original, adjustment and total revised budget quantity for each cost code, including quantity installed and variances.

Billing Codes
The Billing Codes Type shows each budget cost code's link to a billing code.

Order By	Options	Fields
• Job Number	• Show Report Criteria	• Job Number
	• Active	• Project Manager
	• Inactive	
	• Completed	
	• Show Extended Descriptions	
	• Case Sensitive	

Job Budget — Summary Report

Best Construction Company

Job Budget

Summary Report   Job 1000   Page 1

Cost Code	Description	Labor	Material	Subcontract	Other	Equipment	Total
Budget							
01000	General Requirements	65,000.00	0.00	0.00	25,000.00	0.00	90,000.00
02000	Site Work	4,000.00	15,000.00	49,000.00	0.00	15,000.00	83,000.00
03000	Concrete	0.00	0.00	33,750.00	0.00	0.00	33,750.00
04000	Mortar	0.00	0.00	11,310.00	0.00	0.00	11,310.00
06100	Rough Carpentry	51,000.00	120,000.00	41,000.00	0.00	22,000.00	234,000.00
06150	Trestles	0.00	0.00	22,500.00	0.00	0.00	22,500.00
06200	Finish Carpentry	19,000.00	29,000.00	48,000.00	0.00	0.00	96,000.00
07200	Insulation	0.00	0.00	47,250.00	0.00	0.00	47,250.00
08000	Doors & Windows	12,000.00	18,000.00	28,500.00	0.00	0.00	58,500.00
09100	Lath & Plaster	18,500.00	0.00	130,000.00	0.00	0.00	148,500.00
09680	Carpeting	0.00	0.00	52,500.00	0.00	0.00	52,500.00
09900	Painting	18.00	0.00	64,500.00	0.00	0.00	64,518.00
10800	Toilet & Bath Accessories	21,000.00	21,520.00	0.00	0.00	0.00	42,520.00
12300	Cabinets & Storage	0.00	0.00	28,500.00	0.00	0.00	28,500.00
15400	Plumbing	0.00	0.00	97,500.00	0.00	0.00	97,500.00
16000	Electrical	10,000.00	5,000.00	138,500.00	5,000.00	15,500.00	174,000.00
16850	Heating & Cooling	0.00	0.00	70,200.00	0.00	0.00	70,200.00
	Budget Totals	200,518.00	208,520.00	863,010.00	30,000.00	52,500.00	1,354,548.00
	Original Budget	200,518.00	208,520.00	863,010.00	30,000.00	52,500.00	1,354,548.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Change Order 101	Change Order 101						
02000	Site Work	0.00	0.00	17,500.00	0.00	0.00	17,500.00
06100	Rough Carpentry	0.00	5,000.00	0.00	0.00	0.00	5,000.00
	Change Order Totals	0.00	5,000.00	17,500.00	0.00	0.00	22,500.00
	Original Budget	0.00	5,000.00	17,500.00	0.00	0.00	22,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Change Order 102	Change Order 102						
03000	Concrete	0.00	0.00	15,350.00	0.00	0.00	15,350.00
	Change Order Totals	0.00	0.00	15,350.00	0.00	0.00	15,350.00
	Original Budget	0.00	0.00	15,350.00	0.00	0.00	15,350.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
	Job Budget Totals	200,518.00	213,520.00	895,860.00	30,000.00	52,500.00	1,392,398.00
	Job Original Budget Totals	200,518.00	213,520.00	895,860.00	30,000.00	52,500.00	1,392,398.00
	Job Budget Adjustments Totals	0.00	0.00	0.00	0.00	0.00	0.00

Figure: BB-167   Job Budget – Summary Report, sorted by Job Number, single page.

Job Budget — Detail Report

Best Construction Company

Job Budget
Detail Report   Job 1000   Page 1

Cost Code	Description	Labor	Material	Subcontract	Other	Equipment	Total
Budget							
01000	General Requirements	65,000.00	0.00	0.00	25,000.00	0.00	90,000.00
	Original Budget	65,000.00	0.00	0.00	25,000.00	0.00	90,000.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
02000	Site Work	4,000.00	15,000.00	49,000.00	0.00	15,000.00	83,000.00
	Original Budget	4,000.00	15,000.00	49,000.00	0.00	15,000.00	83,000.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
03000	Concrete	0.00	0.00	33,750.00	0.00	0.00	33,750.00
	Original Budget	0.00	0.00	33,750.00	0.00	0.00	33,750.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
04000	Mortar	0.00	0.00	11,310.00	0.00	0.00	11,310.00
	Original Budget	0.00	0.00	11,310.00	0.00	0.00	11,310.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
06100	Rough Carpentry	51,000.00	120,000.00	41,000.00	0.00	22,000.00	234,000.00
	Original Budget	51,000.00	120,000.00	41,000.00	0.00	22,000.00	234,000.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
06150	Trestles	0.00	0.00	22,500.00	0.00	0.00	22,500.00
	Original Budget	0.00	0.00	22,500.00	0.00	0.00	22,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
06200	Finish Carpentry	19,000.00	29,000.00	48,000.00	0.00	0.00	96,000.00
	Original Budget	19,000.00	29,000.00	48,000.00	0.00	0.00	96,000.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
07200	Insulation	0.00	0.00	47,250.00	0.00	0.00	47,250.00
	Original Budget	0.00	0.00	47,250.00	0.00	0.00	47,250.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
08000	Doors & Windows	12,000.00	18,000.00	28,500.00	0.00	0.00	58,500.00
	Original Budget	12,000.00	18,000.00	28,500.00	0.00	0.00	58,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
09100	Lath & Plaster	18,500.00	0.00	130,000.00	0.00	0.00	148,500.00
	Original Budget	18,500.00	0.00	130,000.00	0.00	0.00	148,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
09680	Carpeting	0.00	0.00	52,500.00	0.00	0.00	52,500.00
	Original Budget	0.00	0.00	52,500.00	0.00	0.00	52,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
09900	Painting	18.00	0.00	64,500.00	0.00	0.00	64,518.00
	Original Budget	18.00	0.00	64,500.00	0.00	0.00	64,518.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
10800	Toilet & Bath Accessories	21,000.00	21,520.00	0.00	0.00	0.00	42,520.00
	Original Budget	21,000.00	21,520.00	0.00	0.00	0.00	42,520.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
12300	Cabinets & Storage	0.00	0.00	28,500.00	0.00	0.00	28,500.00
	Original Budget	0.00	0.00	28,500.00	0.00	0.00	28,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
15400	Plumbing	0.00	0.00	97,500.00	0.00	0.00	97,500.00
	Original Budget	0.00	0.00	97,500.00	0.00	0.00	97,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
16000	Electrical	10,000.00	5,000.00	138,500.00	5,000.00	15,500.00	174,000.00

Figure: BB-168   Job Budget – Detail Report, sorted by Job Number, showing one page of two for this job.

Job Budget — Hours Report

Best Construction Company

Job Budget
Hours Report   Job 1000   Pacific View Apartments   Page 1

Cost Code	Description	Unit	Budget Hours	Adjustment Hours	Revised Hours
Budget					
01000	General Requirements		60.00	10.00	70.00
02000	Site Work		40.00	0.00	40.00
03000	Concrete		20.00	0.00	20.00
04000	Mortar		90.00	0.00	90.00
06100	Rough Carpentry		65.00	0.00	65.00
06150	Trestles		30.00	0.00	30.00
06200	Finish Carpentry		25.00	0.00	25.00
07200	Insulation		30.00	0.00	30.00
08000	Doors & Windows		42.00	3.00	45.00
09100	Lath & Plaster		28.00	0.00	28.00
09680	Carpeting		27.00	0.00	27.00
09900	Painting		0.00	0.00	0.00
10800	Toilet & Bath Accessories		18.00	0.00	18.00
12300	Cabinets & Storage		27.00	0.00	27.00
15400	Plumbing		32.00	0.00	32.00
16000	Electrical		12.00	0.00	12.00
16850	Heating & Cooling		12.00	0.00	12.00
	Budget Totals		**558.00**	**13.00**	**571.00**
Change Order 101	Change Order 101				
02000	Site Work		0.00	0.00	0.00
06100	Rough Carpentry		0.00	0.00	0.00
	Change Order Totals		**0.00**	**0.00**	**0.00**
Change Order 102	Change Order 102				
03000	Concrete		0.00	0.00	0.00
	Change Order Totals		**0.00**	**0.00**	**0.00**
	Job Budget Totals		**558.00**	**13.00**	**571.00**

Figure: BB-169   Job Budget – Hours Report, sorted by Job Number, for a single job.

Job Budget — Billing Codes Report

Best Construction Company

Job Budget
Billing Codes Report   Job 1000   Pacific View Apartments   Page 1

Job Budget			Schedule of Values		
Cost Code	Change Order	Description	Billing Code	Change Order	Description
Budget					
01000		General Requirements	1000		General Requirements
02000		Site Work	1100		Site work
03000		Concrete	1200		Foundation
04000		Mortar	1200		Foundation
06100		Rough Carpentry	1300		Framing
06150		Trestles	1300		Framing
06200		Finish Carpentry	2100		Finish Carpentry
07200		Insulation	1400		Insulation
08000		Doors & Windows	1500		Doors & Windows
09100		Lath & Plaster	1700		Drywall
09680		Carpeting	2200		Carpeting
09900		Painting	2000		Painting
10800		Toilet & Bath Accessories	1900		Plumbing
12300		Cabinets & Storage	2100		Finish Carpentry
15400		Plumbing	1900		Plumbing
16000		Electrical	1800		Electrical
16850		Heating & Cooling	1800		Electrical
Change Order 101					
	101			100	Change Order 100
Change Order 102					
	102			100	Change Order 100

Figure: BB-170   Job Budget – Billing Codes Report.

Job Budget — Inventory List Report

Figure: BB-170   Job Budget – Inventory List Report.

Job Budget — Adjustments History Report

Best Construction Company
Page 1

Job Budget
Adjustments History Report   Job 1000   Pacific View Apartments

Cost Code	Description	Labor	Material	Subcontract	Other	Equipment	Total	Employee Id	Name
Budget									
01000	**General Requirements**								
	Original Budget	67,050.00	1,012.83	1,050.00	25,589.00	1,241.00	95,942.83		
	Budget Adjustments	65,000.00	0.00	0.00	25,000.00	512.00	90,512.00		
	01/01/	2,050.00	1,012.83	1,050.00	589.00	729.00	5,430.83		
	01/01/ Extra work Subcontract, Other and Equipment	0.00	0.00	550.00	177.00	601.00	1,328.00	E007	Mike Smith
	01/01/	1,250.00	833.00	0.00	412.00	128.00	2,623.00	E007	Mike Smith
	01/01/	0.00	0.00	500.00	0.00	0.00	500.00		
	Adjustment Date Notes: Additional subcontract								
	01/01/	800.00	179.83	0.00	0.00	0.00	979.83		
	11/30/ Additional labor								
	Extended text								
02000	**Site Work**								
	Original Budget	9,000.00	15,000.00	49,000.00	0.00	15,000.00	88,000.00		
	Budget Adjustments	4,000.00	15,000.00	49,000.00	0.00	15,000.00	83,000.00		
	11/30/	5,000.00	0.00	0.00	0.00	0.00	5,000.00		
		5,000.00	0.00	0.00	0.00	0.00	5,000.00		
03000	**Concrete**								
	Original Budget	0.00	0.00	33,750.00	0.00	0.00	33,750.00		
	Budget Adjustments	0.00	0.00	33,750.00	0.00	0.00	33,750.00		
		0.00	0.00	0.00	0.00	0.00	0.00		
04000	**Mortar**								
	Original Budget	0.00	0.00	11,310.00	0.00	0.00	11,310.00		
	Budget Adjustments	0.00	0.00	11,310.00	0.00	0.00	11,310.00		
		0.00	0.00	0.00	0.00	0.00	0.00		
06100	**Rough Carpentry**								
	Original Budget	51,000.00	120,000.00	41,000.00	0.00	22,000.00	234,000.00		
	Budget Adjustments	51,000.00	120,000.00	41,000.00	0.00	22,000.00	234,000.00		
		0.00	0.00	0.00	0.00	0.00	0.00		
06150	**Trestles**								
	Original Budget	0.00	0.00	22,500.00	0.00	0.00	22,500.00		
	Budget Adjustments	0.00	0.00	22,500.00	0.00	0.00	22,500.00		
		0.00	0.00	0.00	0.00	0.00	0.00		
06200	**Finish Carpentry**								
	Original Budget	19,000.00	29,000.00	48,000.00	0.00	0.00	96,000.00		
		19,000.00	29,000.00	48,000.00	0.00	0.00	96,000.00		

Figure: BB-170   Job Budget – Inventory List Report.

Subcontracts

Use this option to enter Job Subcontracts that were open as of the Date of Transition. The subcontract information for a job is entered, revised, deleted, and added to a job through this option.

Subcontract Beginning Balance Preparation

One or more subcontract reports must be obtained from the old accounting system as of the last business day prior to the transition date. Depending on the system, other reports may have a the needed information, but what is needed is a listing of all of the subcontracts for jobs that are fully or partially open of the close of business the day before the transition date.

> ⓘ **Tip** The Subcontract Beginning Balances do not affect the General Ledger.

Modular Menu Access

SC | Subcontracts

Standard Menu Access

Job | Subcontracts

Job Tab

The job tab is for display only and can be used to select the job for which subcontract information will be entered on those tabs of this record. The information viewed here is maintained in the Jobs maintenance screen.

Subcontract Tab

The Subcontract tab displays information for subcontracts associated with the original budget items for the selected job. As in the job budget, line items are listed by cost code. Transitional items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Subcontract Data Entry form.

This tab displays all subcontract line items by cost code. Each line item contains cost codes and descriptions, vendor Ids and names, subcontract amount, completed percentage and retention percentage.

Figure: BB-171
Subcontract, Subcontracts
tab screen form.

Adding a New Record - Insert Button

To add a new record to the Budget, click on the Insert button.

Subcontract Form

This screen is accessed by clicking on the Insert button on the Subcontracts tab form. The information recorded on this form will appear on the Subcontract report.

Figure: BB-172
Subcontract new screen form.

Vendor ID

The Vendor Id field records the subcontractor/vendor identification number related to this record. Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Vendors – New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed. The vendor ID may be entered manually, or the list of vendors may be examined by clicking on the Magnifying Glass icon ⌕ (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the right of the Vendor Id code.

Budget Change Order

If the subcontract applies to a budget change order, enter or select a change order number to be associated. The - change order number may be entered manually or by using the Find tool, the Magnifying Glass icon ⌕ or pressing Ctrl+F.

Subcontract Amount

This field is used to enter the amount of a subcontract.

Completed Percent

The Completed Percent field is used to records the percent of completion for the subcontract. If the percent completed is entered here, the dollar amount will be the calculated in the field Completed Amount. If the amount completed is entered, the percent completed will be calculated and displayed here.

Completed Amount

The Completed Amount field is used to records the dollar amount of completion for the subcontract. If the amount completed is entered here, the percent amount will be the calculated in the field Completed Percent. If the percent completed is entered in its field, the amount completed will be calculated and displayed here.

Retention Percent
This field is used to records the retention percentage for the subcontract. If the retention percent is entered in this field, the dollar amount will be the calculated in the field Retention Amount. If the amount to be retained is entered in its field, the percent to be retained will be calculated and displayed in this field.

Retention Amount
This field is used to records the amount to be retained for the subcontract. If the Retention Percent field is filled, the dollar amount will be the calculated and displayed in this field. If the retention amount is entered in this field, the percent percentage will be calculated and displayed in its field.

Work Completed Date
This field is used to records the date when work was last performed on the subcontract.

Contact Name
This field is used to record the name of contact for the subcontract. The Find tool may be used to lookup a contact name for the selected vendor.

Worker's Compensation Expiration Date
This field is used to record the expiration date of the Worker's Compensation Insurance for this subcontract. The date may be the same as that recorded in the subcontractor's vendor master record, but may be different based on the certification provided for the specific job. The Calendar tool may be used to select the date.

Liability Insurance Expiration
This field is used to record the expiration date of the Liability Insurance for this subcontract. The date may be the same as that recorded in the subcontractor's vendor master record, but may be different based on the certification provided for the specific job. The Calendar tool may be used to select the date.

Preliminary Notice
This text box can be used to record whether a preliminary notice has been filed or not, and the date of its filing.

Notes
This text box can be used to record any other notes applicable to the subcontract.

Screen Buttons
Save
This button saves the currently displayed data entered.

Close
The Close button closes the currently open form and eliminates any data entered since the last Save.

Undo
This button removes any changes on the entry form.

Change Orders Tab

This tab is used for maintaining all cost information for change orders recorded for the job selected. The screen form is divided into two sections, one dealing with the subcontracts for the selected job. The lower section deals with the detail of the cost codes associated the selected change order of the upper portion of the screen.

> ⓘ **Tip** BIS® tracks 3 different types of Change Orders: Budget, Schedule of Values, and Subcontracts. Those change orders may or may not be present in a job. A customer requested change (to the Schedule of Values) will probably require a Budget Change Order. A Budget Change Order may require a new Subcontract

Figure: BB-173
Subcontracts, Change
Orders tab screen form.

Subcontracts Header List

The upper table displays all the subcontracts that exist for this job. The information can be modified on the Subcontracts tab of this option. To display change orders for any of the subcontracts listed on this table, select the correct subcontract on this table by clicking on it. The change orders for the subcontract selected are displayed below.

Change Order Header List

The lower table displays all the change order that have been entered for the subcontract selected above. The cost code and vendor number for the subcontract selected are shown in the fields above this table. Items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Change Order data entry form.

Change Order Detail Form

Use the Change Order detail form to enter Change Order line item detail information. The subcontract change order information for a job is entered, revised, reported on, deleted, and added to another job through this option. Subcontract change order information is maintained by cost code for each job. Subcontract change orders within each cost code can be maintained.

Figure: BB-174
Subcontracts, new Change
Order Detail screen form.

Figure: BB-175
Subcontracts, Change
Order Detail screen form
sample.

Job Number
This field displays the job number and name of the selected subcontract.

Cost Code
This field displays the change order number and description of the selected subcontract.

Vendor Id
This field displays the vendor Id and subcontractor name of the selected subcontract.

Change Order
This field is used to record the number used to identify the subcontract change order. This is an alphanumeric field limited to five characters.

Budget Change Order
This field is used to record the number of the budget change order (if any) that is associated with the change order. The budget change order number may be entered manually or by using the Find tool.

Amount
The Amount field is used to enter the amount of the subcontract change order.

Completed Percent

The Completed Percent field is used to records the percent of completion for the subcontract change order. If the percent completed is entered here, the dollar amount will be the calculated in the field Completed Amount. If the amount completed is entered, the percent completed will be calculated and displayed here.

Completed Amount

The Completed Amount field is used to records the dollar amount of completion for the subcontract change order. If the amount completed is entered here, the percent amount will be the calculated in the field Completed Percent. If the percent completed is entered in its field, the amount completed will be calculated and displayed here.

Retention Percent

This field is used to records the retention percentage for the subcontract change order. If the retention percent is entered in this field, the dollar amount will be the calculated in the field Retention Amount. If the amount to be retained is entered in its field, the percent to be retained will be calculated and displayed in this field.

Retention Amount

This field is used to records the amount to be retained for the subcontract change order. If the Retention Percent field is filled, the dollar amount will be the calculated and displayed in this field. If the retention amount is entered in this field, the percent percentage will be calculated and displayed in its field.

Description

This field is used to record a description of the subcontract change order, up to 30 characters.

Work Completed Date

This field is used to records the date when work was last performed on the subcontract change order. The Calendar tool may be used to select the date.

Notes

This text box can be used to record any notes applicable to the subcontract change order.

Screen Buttons
Save

This button saves the currently displayed data entered.

Close

The Close button closes the currently open form and eliminates any data entered since the last Save.

Undo
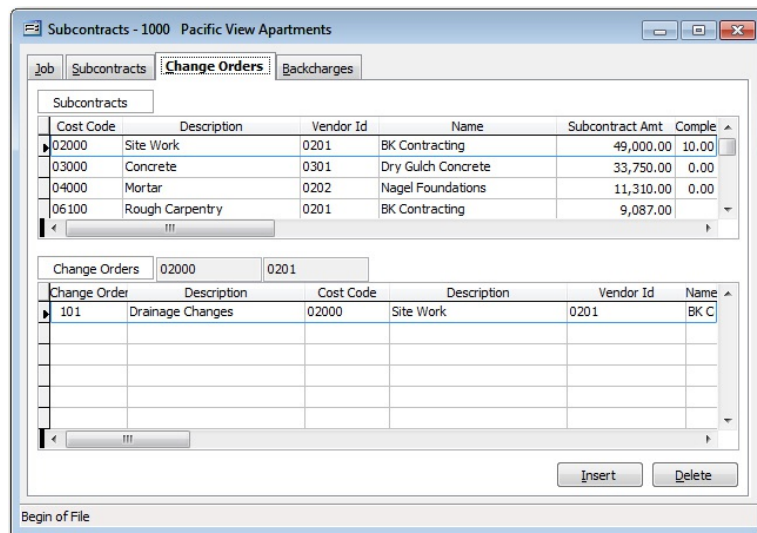
This button removes any changes on the entry form.

Backcharges Tab

This tab is used for maintaining all backcharge information for subcontracts recorded for the job selected. The screen form is divided into two sections, one dealing with the subcontracts. The lower section deals with the detail of the backcharges associated with the selected change order of the upper portion of the screen.

Figure: BB-176
Subcontracts, Backcharges
tab screen form.
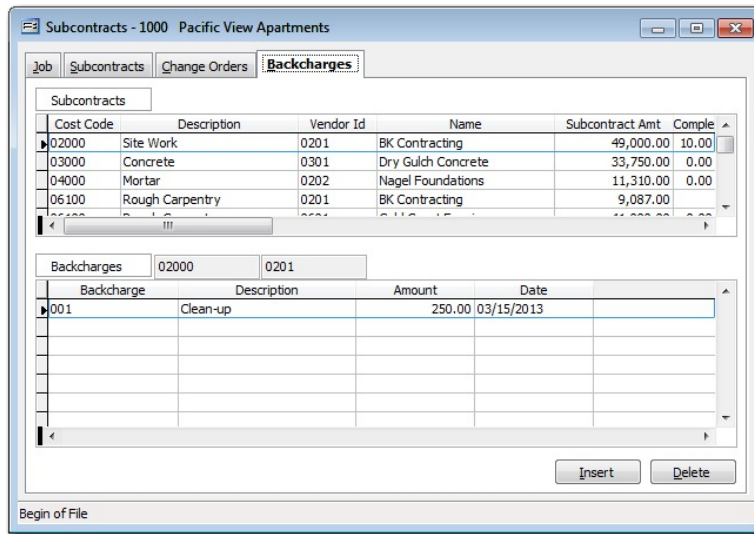
Subcontracts Header List

The upper table displays all the subcontracts that exist for the job. The information can be modified on the Subcontracts tab of this option. To display backcharges for any of the subcontracts listed on this table, select the correct subcontract on this table by clicking on it. The backcharges for the subcontract selected are displayed below.

Backcharges Header List

The lower table displays all the backcharges that have been entered for the subcontract selected above. The cost code and vendor number for the subcontract selected are shown in the fields above this table. Items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Backcharge entry form.

Backcharges Detail Form

Use the Backcharges detail form to enter backcharge line item detail information. The subcontract backcharge information for a job is entered, revised, reported on, deleted, and added to another job through this option. Subcontract backcharge information is maintained by cost code for each job. Subcontract backcharge within each cost code can be maintained.

Figure: BB-177
Subcontracts, new
Backcharge detail screen
form.
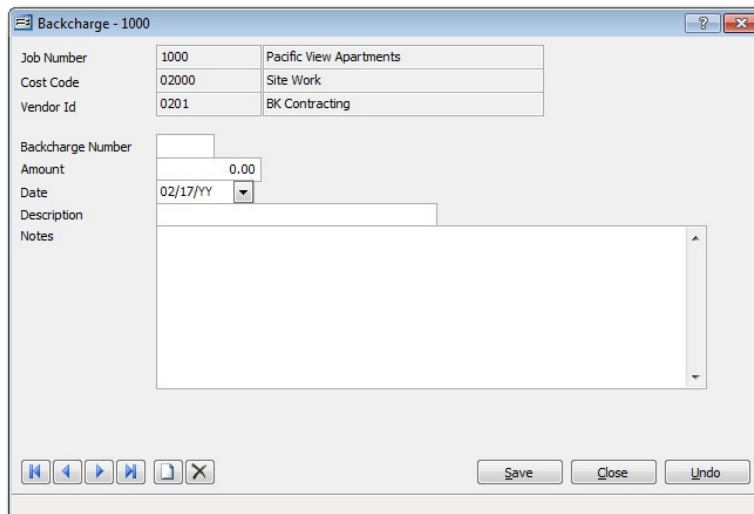
Job Number

This field displays the job number and name of the selected subcontract.

Cost Code
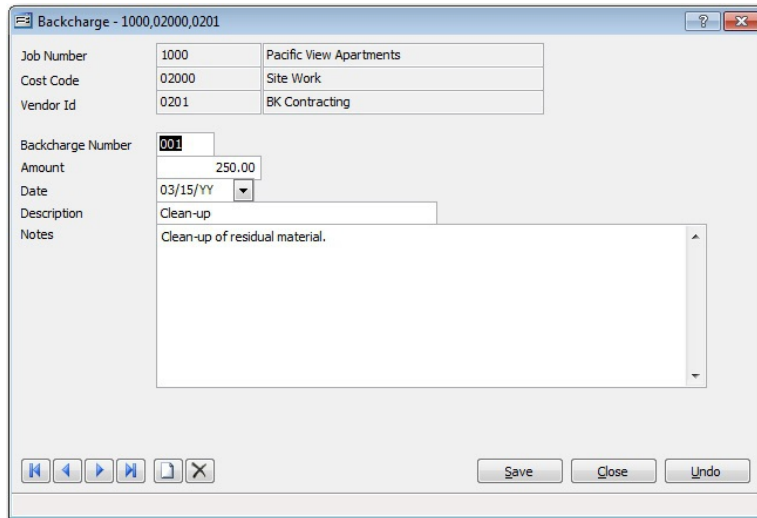
This field displays the change order number and description of the selected subcontract.

Vendor Id

This field displays the vendor Id and subcontractor name of the selected subcontract.

Figure: BB-178
Subcontracts, Backcharge detail screen form sample.

Backcharge Number

This field is used to record an identification number for this backcharge record. The Id must be unique to this record and may consist of letters and/or numbers, up to ten characters.

Amount

The Amount field is used to enter the amount of the subcontract backcharge.

Date

This field is used to records the date for the backcharge line item. The Calendar tool may be used to select the date.

Description

This field is used to record a description of the subcontract backcharge, up to 30 characters. (Such items could include cleanup, permit fees, materials, etc.)

Notes

This text box can be used to record any notes applicable to the subcontract backcharge.

Screen Buttons

Save

This button saves the currently displayed data entered.

Close

The Close button closes the currently open form and eliminates any data entered since the last Save.

Undo

This button removes any changes on the entry form.

Reviewing Subcontracts Beginning Balances

This section covers the reports available for Subcontract Control. Access to specific reports begins with the Query screen that enable users to select the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

Subcontract List

This report lists the records in the subcontract file.

Access to Subcontract File Report
Module Menu with Reports Group

SC | Reports | Subcontract List

Module Menu with Reports List

SC | Subcontract List

Standard Menu

Reports | Job | Subcontract | Subcontract List

Report Types
Summary

The Subcontract List Summary Report includes each job number and description, cost code number and description, and vendor Id and name.

Order By	Options	Fields
• Job Number	• Show Report Criteria	• Job Number
• Vendor Id	• Active Jobs	• Cost Code
	• Inactive Jobs	• Vendor Id
	• Completed Jobs	• Subcontract Amount
	• Page Break	
	• Show Notes	

Subcontract List – Summary Report

				Best Construction Company	

Subcontract List
Summary Report   Page 1

Job	Job Name				
	Cost Code	Description	Vendor Id	Vendor Name	Amount
1000	Pacific View Apartments				
	02000	Site Work	0201	BK Contracting	66,500.00
	03000	Concrete	0301	Dry Gulch Concrete	49,100.00
	04000	Mortar	0202	Nagel Foundations	11,310.00
	06100	Rough Carpentry	0601	Gold Coast Framing	41,000.00
	06100	Rough Carpentry	0201	BK Contracting	9,087.00
	06150	Trestles	0601	Gold Coast Framing	22,500.00
	06200	Finish Carpentry	0602	Classic Interiors	48,000.00
	07200	Insulation	0701	A1 Insulation	47,250.00
	08000	Doors & Windows	0801	Higuerra Glass	28,550.00
	09100	Lath & Plaster	0901	Quintus Drywall	130,000.00
	09680	Carpeting	0903	Mesa Carpeting	52,500.00
	09900	Painting	0902	Ladd Painting	64,500.00
	12300	Cabinets & Storage	0602	Classic Interiors	28,500.00
	15400	Plumbing	1501	Complete Plumbing	97,500.00
	16000	Electrical	1601	Highvolt Electric	138,500.00
	16850	Heating & Cooling	1601	Highvolt Electric	70,200.00
1010	Truesdale Elementary School				
	02110	Demolition	0201	BK Contracting	6,000.00
	02600	Paving & Surfacing	0201	BK Contracting	43,000.00
	02700	Site Improvements	1501	Complete Plumbing	17,500.00
	02700	Site Improvements	1601	Highvolt Electric	20,000.00
	02800	Landscaping	0203	Yardsee-Jones Landscaping	23,250.00
	06100	Rough Carpentry	0201	BK Contracting	3,600.00
	06200	Finish Carpentry	0602	Classic Interiors	5,000.00
	09900	Painting	0902	Ladd Painting	7,900.00
	16000	Electrical	1601	Highvolt Electric	19,000.00
1020	Giovanni's Pasta House				
	03000	Concrete	0202	Nagel Foundations	19,000.00
	03000	Concrete	0201	BK Contracting	3,000.00
	04400	Stone	0201	BK Contracting	9,000.00
	06100	Rough Carpentry	0201	BK Contracting	22,000.00
	06200	Finish Carpentry	0602	Classic Interiors	7,500.00
	07300	Shingles & Roofing Tile	0702	Hightop Roofing	9,000.00
	09100	Lath & Plaster	0901	Quintus Drywall	3,000.00
	09550	Wood Flooring	0602	Classic Interiors	13,600.00
	16000	Electrical	1601	Highvolt Electric	8,900.00

Figure: BB-179   Subcontract List – Summary Report.

Subcontract Report

The Subcontract Report provides a summary and detail subcontract status report.

Access to Subcontract Report
Module Menu with Reports Group
SC | Reports | Subcontract Report

Module Menu with Reports List
SC | Subcontract Report

Standard Menu
Reports | Job | Subcontract | Subcontract Report

Report Types
Summary
The Subcontract Summary Report displays the job, cost code, vendor, subcontract amount, change order amount, percentage completed, amount completed, balance to complete, retention, backcharges, billed amount, payments and amount due for each subcontract.

Detail
The Subcontract Detail Report also shows whether the vendor is a union shop, minority or women owned business; a contact name; Federal Id; telephone, fax, and night phone numbers; preliminary notice information; unearned and total balance; date completed; invoice, payment, or backcharge date and amounts; incurred cost; work completed less retention, incurred cost plus backcharges, and amount due; and notes.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
• Vendor Id	• Active Jobs	• Cost Code
	• Inactive Jobs	• Vendor Id
	• Completed Jobs	
	• Show Invoice Payments	
	• Page Break	
	• Show Notes	

Subcontract Transactions — Summary Report

Subcontract Report
Summary Report

Best Construction Company

Page 1

Job	Cost Code	Vendor Id	Subcontract	Changes	PC%	Completed	Balance	Retention	Backcharges	Incurred Cost	Cost to Complete
1000	Pacific View Apartments										
	02000	0201	49,000.00	17,500.00	7.37	4,900.00	61,600.00	0.00	250.00	15,795.00	50,455.00
	03000	0301	33,750.00	15,350.00	0.00	0.00	49,100.00	0.00	0.00	4,210.00	44,890.00
	04000	0202	11,310.00	0.00	0.00	0.00	11,310.00	0.00	0.00	0.00	11,310.00
	06100	0601	41,000.00	0.00	0.00	0.00	41,000.00	0.00	0.00	0.00	41,000.00
	06100	0201	9,087.00	0.00	0.00	0.00	9,087.00	0.00	0.00	16,091.00	-7,004.00
	06150	0601	22,500.00	0.00	0.00	0.00	22,500.00	0.00	0.00	0.00	22,500.00
	06200	0602	48,000.00	0.00	0.00	0.00	48,000.00	0.00	0.00	0.00	48,000.00
	07200	0701	47,250.00	0.00	0.00	0.00	47,250.00	0.00	0.00	0.00	47,250.00
	08000	0801	28,550.00	0.00	0.00	0.00	28,550.00	0.00	0.00	0.00	28,550.00
	09100	0901	130,000.00	0.00	0.00	0.00	130,000.00	0.00	0.00	0.00	130,000.00
	09680	0903	52,500.00	0.00	0.00	0.00	52,500.00	0.00	0.00	0.00	52,500.00
	09900	0902	64,500.00	0.00	0.00	0.00	64,500.00	0.00	0.00	0.00	64,500.00
	12300	0602	28,500.00	0.00	0.00	0.00	28,500.00	0.00	0.00	0.00	28,500.00
	15400	1501	97,500.00	0.00	0.00	0.00	97,500.00	0.00	0.00	0.00	97,500.00
	16000	1601	138,500.00	0.00	0.00	0.00	138,500.00	0.00	0.00	0.00	138,500.00
	16850	1601	70,200.00	0.00	0.00	0.00	70,200.00	0.00	0.00	0.00	70,200.00
	Totals		872,147.00	32,850.00	0.54	4,900.00	900,097.00	0.00	250.00	36,096.00	868,651.00
1010	Truesdale Elementary School										
	02110	0201	6,000.00	0.00	0.00	0.00	6,000.00	0.00	0.00	3,000.00	3,000.00
	02600	0201	43,000.00	0.00	0.00	0.00	43,000.00	0.00	0.00	0.00	43,000.00
	02700	1501	17,500.00	0.00	0.00	0.00	17,500.00	0.00	0.00	0.00	17,500.00
	02700	1601	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00
	02800	0203	23,250.00	0.00	0.00	0.00	23,250.00	0.00	0.00	0.00	23,250.00
	06100	0201	3,600.00	0.00	0.00	0.00	3,600.00	0.00	0.00	5,800.00	-2,200.00
	06200	0602	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00
	09900	0902	7,900.00	0.00	0.00	0.00	7,900.00	0.00	0.00	0.00	7,900.00
	16000	1601	19,000.00	0.00	0.00	0.00	19,000.00	0.00	0.00	0.00	19,000.00
	Totals		145,250.00	0.00	0.00	0.00	145,250.00	0.00	0.00	8,800.00	136,450.00
1020	Giovanni's Pasta House										
	03000	0202	19,000.00	0.00	0.00	0.00	19,000.00	0.00	0.00	785.00	18,215.00

Figure: BB-180

Subcontract Report – Summary Report.

Subcontract Report — Detail Report

Best Construction Company

Subcontract Report

Detail Report   Page 1

Job	1000	Pacific View Apartments	Contact	Jon Kessel	
Cost Code	02000	Site Work	Federal Id	170000000000	Telephone (805)543-7000
Vendor	0201	BK Contracting	License	1000000000022	Fax (805)534-1595
Union	No	16701 Douglas Way	W/C Exp.	12/13/	Night Phone
MBE	No		LI Exp.	12/02/	1099 Vendor Yes
WBE	No	Oceano	Auto Exp.	/ /	
Status	Active	CA 93455	Preliminary Notice		

Subcontract Change Order	Amount	Work Completed %	Amount	Retention %	Amount	Balance Unearned	Total	Date Completed
Subcontract	49,000.00	10	4,900.00	0	0.00	44,100.00	44,100.00	/ /
Drainage Changes	17,500.00	0	0.00	0	0.00	17,500.00	17,500.00	/ /
*** Totals ***	66,500.00	7	4,900.00	0	0.00	61,600.00	61,600.00	/ /

Date	Reference	Description	Incurred Cost	Backcharge	Inv. Payment
03/15/	BC#001	Clean-up		250.00	
01/07/	Inv# 890	BK Contracting	5,000.00		
	CD Chk#10501	Pay Invoice 890 on 01/08/			4,500.00
01/14/	Inv# 895	BK Contracting	795.00		
	CD Chk#10503	Pay Invoice 895 on 01/24/			715.50
02/28/	Inv# 123	BK Contracting	10,000.00		
	CD Chk#1003	Pay Invoice 123 on 06/30/			10.00
	CD Chk#10504	Pay Invoice 123 on 09/15/			9,990.00
*** Totals ***			15,795.00	250.00	15,215.50

Work Completed less Retention   4,900.00   Incurred Cost plus Backcharge   16,045.00 Amount Due   -11,145.00

Job	1000	Pacific View Apartments	Contact	Mark Monahan	
Cost Code	03000	Concrete	Federal Id	110000000000	Telephone (805)543-7000
Vendor	0301	Dry Gulch Concrete	License	1000000000001	Fax (805)534-1595
Union	No	193 Snake Canyon Road	W/C Exp.	12/30/	Night Phone
MBE	No		LI Exp.	01/16/	1099 Vendor Yes
WBE	No	Santa Maria	Auto Exp.	/ /	
Status	Active	CA 93448	Preliminary Notice		

Subcontract Change Order	Amount	Work Completed %	Amount	Retention %	Amount	Balance Unearned	Total	Date Completed
Subcontract	33,750.00	0	0.00	0	0.00	33,750.00	33,750.00	/ /
Extended Walkways	15,350.00	0	0.00	0	0.00	15,350.00	15,350.00	/ /
*** Totals ***	49,100.00	0	0.00	0	0.00	49,100.00	49,100.00	/ /

Date	Reference	Description	Incurred Cost	Backcharge	Inv. Payment
01/27/	Inv# 1672	Dry Gulch Concrete	4,210.00		
*** Totals ***			4,210.00	0.00	0.00

Work Completed less Retention   0.00   Incurred Cost plus Backcharge   4,210.00 Amount Due   -4,210.00

Figure: BB-181   Subcontract Report – Detail Report showing one subcontract per page.

Subcontract Change Orders

The Subcontract Change Orders report provides a status report of subcontracts, including the amount, the percentage and amount of work completed, the percentage and amount of retention, the unearned amount, and the balance to be completed.

Access to Subcontract Change Orders Report
Module Menu with Reports Group

SC | Reports | Change Orders

Module Menu with Reports List

SC | Change Orders

Standard Menu

Reports | Job | Subcontract | Change Orders

Report Types
Summary

The Subcontract Change Orders Summary Report displays the subcontract and change orders totals combined.

Detail

The Subcontract Change Orders Detail Report shows the subcontract, each change order and combined totals.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
• Vendor Id	• Active Jobs	• Cost Code
	• Inactive Jobs	• Vendor Id
	• Completed Jobs	
	• Page Break	

Subcontract Change Orders — Detail Report

Best Construction Company

Subcontract Change Orders
Detail Report   Page 1

Job / Cost Code	Job Name / Description	Vendor Id	Vendor Name	Amount	%	W/C Amount	%	Ret. Amount	Unearned	Balance
1000	Pacific View Apartments									
02000	Site Work	0201	BK Contracting							
CO#	Subcontract/Change Order			Amount	%	W/C Amount	%	Ret. Amount	Unearned	Balance
	Subcontract			49,000.00	10	4,900.00	0	0.00	44,100.00	44,100.00
101	Drainage Changes			17,500.00	0	0.00	0	0.00	17,500.00	17,500.00
	Totals			66,500.00	7	4,900.00	0	0.00	61,600.00	61,600.00
03000	Concrete	0301	Dry Gulch Concrete							
CO#	Subcontract/Change Order			Amount	%	W/C Amount	%	Ret. Amount	Unearned	Balance
	Subcontract			33,750.00	0	0.00	0	0.00	33,750.00	33,750.00
102	Extended Walkways			15,350.00	0	0.00	0	0.00	15,350.00	15,350.00
	Totals			49,100.00	0	0.00	0	0.00	49,100.00	49,100.00
04000	Mortar	0202	Nagel Foundations							
CO#	Subcontract/Change Order			Amount	%	W/C Amount	%	Ret. Amount	Unearned	Balance
	Subcontract			11,310.00	0	0.00	0	0.00	11,310.00	11,310.00
	Totals			11,310.00	0	0.00	0	0.00	11,310.00	11,310.00
06100	Rough Carpentry	0201	BK Contracting							
CO#	Subcontract/Change Order			Amount	%	W/C Amount	%	Ret. Amount	Unearned	Balance
	Subcontract			9,087.00	0	0.00	0	0.00	9,087.00	9,087.00
	Totals			9,087.00	0	0.00	0	0.00	9,087.00	9,087.00
06100	Rough Carpentry	0601	Gold Coast Framing							
CO#	Subcontract/Change Order			Amount	%	W/C Amount	%	Ret. Amount	Unearned	Balance
	Subcontract			41,000.00	0	0.00	0	0.00	41,000.00	41,000.00
	Totals			41,000.00	0	0.00	0	0.00	41,000.00	41,000.00
06150	Trestles	0601	Gold Coast Framing							
CO#	Subcontract/Change Order			Amount	%	W/C Amount	%	Ret. Amount	Unearned	Balance
	Subcontract			22,500.00	0	0.00	0	0.00	22,500.00	22,500.00
	Totals			22,500.00	0	0.00	0	0.00	22,500.00	22,500.00
06200	Finish Carpentry	0602	Classic Interiors							
CO#	Subcontract/Change Order			Amount	%	W/C Amount	%	Ret. Amount	Unearned	Balance
	Subcontract			48,000.00	0	0.00	0	0.00	48,000.00	48,000.00
	Totals			48,000.00	0	0.00	0	0.00	48,000.00	48,000.00
07200	Insulation	0701	A1 Insulation							
CO#	Subcontract/Change Order			Amount	%	W/C Amount	%	Ret. Amount	Unearned	Balance
	Subcontract			47,250.00	0	0.00	0	0.00	47,250.00	47,250.00
	Totals			47,250.00	0	0.00	0	0.00	47,250.00	47,250.00
08000	Doors & Windows	0801	Higuerra Glass							
CO#	Subcontract/Change Order			Amount	%	W/C Amount	%	Ret. Amount	Unearned	Balance
	Subcontract			28,550.00	0	0.00	0	0.00	28,550.00	28,550.00

Figure: BB-182   Subcontract Change Orders – Detail Report.

Production Expense

This option allows a company to allocate for those overhead expenses that are difficult to directly assign to a Job. Since the production expenses are based on a beginning date, it is important to set these entries to those in effect as of the Transition Date.

Thus, there can be several records to apply different percentages for different periods. Expenses are entered as a percentage for Labor, Material, Subcontract, Other Direct Expense, and Equipment. Each time an expenditure is applied to the job cost file for any job, the appropriate percentage for that type will also be applied.

Production Expense Preparation

One or more Production Expense reports must be obtained from the old accounting system as of the last business day prior to the transition date. Depending on the system, other reports may have a the needed information, but what is needed is a listing of all of the subcontracts for jobs that are fully or partially open of the close of business the day before the transition date.

> ⓘ **Tip**   The Subcontract Beginning Balances do not affect the General Ledger.

Modular Menu Access

JC | Production Expense

Standard Menu Access
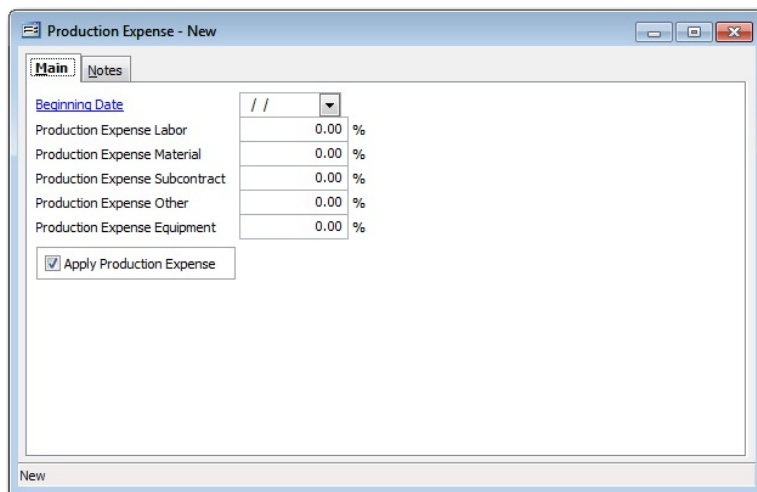
Jobs | Production Expense

New Record

Initial access to Production Expense from the menu opens the Import from Production Expense - New form. This form is used to enter new import information. However, access to a new form when another cost code record is on the screen only requires pressing Ctrl+N or using the New icon ☐ on the toolbar. The system will ask if changes to the open record should be saved.

Figure: BB-183
Production Expense – New
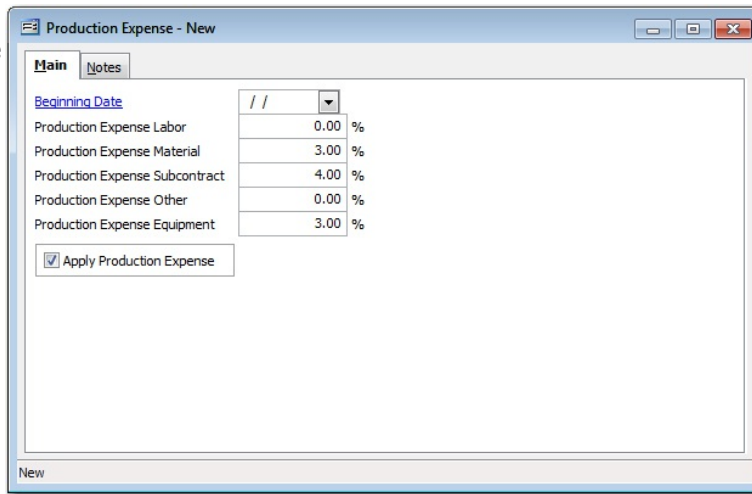screen form.

Cloning an Existing Record

Once a record is selected, it can be cloned to create a new record, and modifications can be made on the cloned record. Once the source record is brought to the screen, use the Clone Record ⊞ icon on the toolbar. The system will ask, "Do

Figure: BB-184
Cloned Production Expense
record. Note that all of the
initial field except for the
Beginning Date match the
source record.

you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave this process. Records can be edited as described above. However, one difference is that the cloned record will require a new Beginning Date to be saved as a new record.
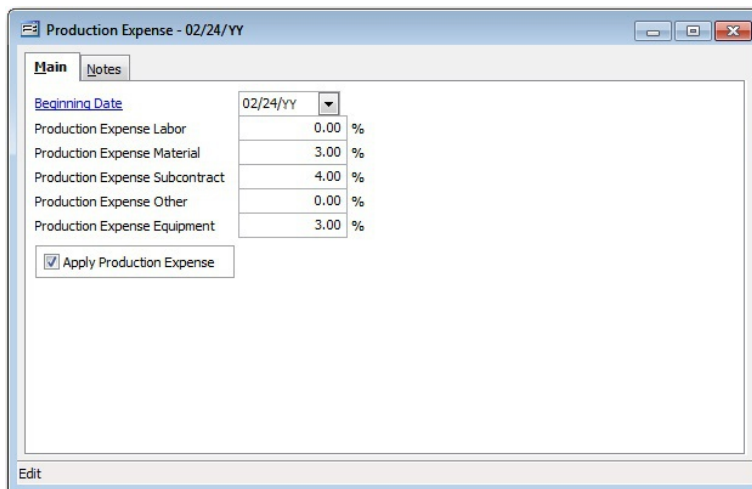
Save the Changed Record

When the record is complete or satisfactorily edited, it can be saved by clicking on the Save 🖫 button on the toolbar, or by pressing Ctrl-S.

Main Tab

The Main tab is used to enter the Beginning Date for this Production Expense record, along with the applicable percentages for each Job Cost category, and to apply them to subsequent jobs.

Figure: BB-185
Sample Job Cost,
Production Expense screen
form sample.

Beginning Date

This field records the date to begin applying production expenses. The date may be entered manually or by using the Calendar tool. Please note that the Beginning Date title is a hyperlink field as well as the description of the information. Right-clicking on the Beginning Date hyperlink directly accesses the Production Expense Report.

Production Expense Labor

This field records the percentage by which labor costs will be increased.

Production Expense Material

This field records the percentage by which material costs will be increased.

Production Expense Subcontract

This field records the percentage by which subcontracting costs will be increased.

Production Expense Other

This field records the percentage by which other expenses will be increased.

Production Expense Equipment

This field records the percentage by which equipment costs will be increased.

Apply Production Expense

To apply the production expense values to jobs, check this box by clicking on it. Clicking on the box will toggle this option on and off.

Reviewing Production Expense Beginning Balances

This section covers the Job Cost reports needed to check Production Expense Beginning Balance entries. Access to specific reports begins with the Query screen that enables selecting the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open pop-up reports menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Production Expense Report

The Job Cost Production Report shows production expenses recorded.

Access to Job Cost Production Expense
Module Menu with Reports Group

JC | Reports | Production Expense

Module Menu with Reports List

JC | Production Expense

Standard Menu

Reports | Job | Production Expense

Report Types
Detail

The Job Cost Production Expense Detail Report displays the beginning and ending date of each production expense, percentage for each cost category and whether the production expense is to be applied.

Order By	**Options**	**Fields**
• Beginning Date	• Show Report Criteria	• Beginning Date

Job Cost Production Expense — Detail Report

Best Construction Company

Production Expense
Detail Report   Page 1

Beginning Date	Ending Date	Labor	Material	Subcontract	Other Cost	Equipment	Apply PE
01/01/YY	02/23/YY	0.00	3.00	4.00	0.00	3.00	No
02/24/YY	Present	0.00	3.00	4.00	0.00	3.00	Ye

Figure: BB-186   Job Cost Production Expense – Detail Report.

Job Schedule of Values Beginning Balances

The Schedule of Values contains information pertaining to a specific job that will be used for billing, including; the description of work, the total amount to bill, any previously billed amount, work in place, stored materials, total completed and stored, percentage complete, balance to complete, and the retention.

Job Schedule of Values Preparation

One or more Job Cost reports must be obtained from the old accounting system as of the last business day prior to the transition date. Depending on the system, other reports may have a the needed information, but what is needed is a listing of all of the jobs that are fully or partially open of the close of business the day before the transition date.

ⓘ **Tip** | The Job Schedule of Values Beginning Balances do not affect the General

Modular Menu Access

JB | Schedule of Values

Standard Menu Access

Job | Schedule of Values | Schedule of Values

Schedule of Values

Jobs that were in progress as of the Transition Date need to have their Schedules of Values entered into BIS®. These entries do not directly affect General Ledger, but are needed to continue to process the accumulation of billing for these jobs in the new accounting installation.

The BIS® job billing feature allows users to track actual billing for each job and compare that billing with the job schedule of values. This is an essential tool for profit planning. The job schedule of values' files are unrelated to the general ledger. Therefore, job schedule of values information remains in the system even after a fiscal year is closed and detailed financial data is purged. BIS® retains detailed job schedule of values information until the job is closed.

Billings are recorded to the job cost file in several ways:

1. Directly, through job-related transactions that are posted to job billing codes and change orders.
2. Indirectly, through the use of Contract Invoices.

Direct job costs can be used to update the job billing by using the Cost Plus billing feature.

Job Tab

The items on this screen are for display only and can be used to select the job for which Schedule of Values information will be viewed or updated. The job information viewed here is maintained in the Job Maintenance form from the Job Menu. It is recommended that the Schedule of Values be created using the Create Schedule of Values option that uses existing budget information for the job to make the Schedule of Values.

Figure: BB-187
Schedule of Values screen form Job tab showing sample job display data. (The data can only be altered in the Job Master Record.)

It may be possible to automatically create a schedule of values in BIS[R]. Similarly, it may be beneficial to copy a schedule of values from another job as a starting point.

⚠ **Caution**

> It is important to enter the same data as the original job schedule of values entered in the prior system. The information can be checked in

ⓘ **Tip**

> Full details about the Schedule of Values process is available in the Job

Original Contract Tab

The original Schedule of Values information for each job is maintained through the Original Contract tab. The tab displays all Schedule of Values line items by billing code. Each line item contains information on the total scheduled amount, the total amount billed on previous applications for payment, the present billing amount for work in place and stored materials, and total completed, both as a percentage and a dollar amount. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Schedule of Values data entry form. To view or edit Schedule of Values information pertaining to change orders, click on the Change Order tab of the screen form.

Figure: BB-188
Schedule of Values screen
form Original Contract tab.

Insert Button

To add a new record to the Schedule of Values, click on the Insert button.

Delete Button

A line item may be removed from the list, provided it has not yet been subsequently used, by clicking on the Delete button.

Schedule of Values – Original Contract

When the Insert Button is pressed, the Schedule of Values – Original Contract screen appears.

Figure: BB-189
Schedule of Values -
Original Contract new
Billing Code screen form.

Job Number

This field displays the Job Number (and Job Name), but it is not an editable field.

Billing Code

This field allows selection of, and displays, the Billing Code for the line item in the Schedule of Values. The Billing Code can be selected by using the Find tool magnifying glass 🔍 icon. The selected Billing Code and its description will appear in their fields on the form. Records the billing code for the record.

Extended Description

An Extended Description to record a more detailed description of the services provided can be entered into this text box field. The text can be entered directly or copied from an external word processor and pasted into the field. The contents of the field optionally will print on the Schedule of Values form and report.

Scheduled Value

The Scheduled Value displays the scheduled amount or total billing amount for the item. To bill greater than the scheduled amount, users may either:
1. Change the scheduled amount.
2. Bill for over 100%.
3. Create a new change order billing line item.

Enter the dollar amount scheduled for the line item of the Schedule of Values. The dollar limit is $99,999,999.99.

Retention % Work Completed

The initial value entered in this field will be the default retention percentage established for work completed in the job's master record. It can be changed now or as the work progresses and is billed.

Retention % Stored Materials

The initial value entered in this field will be the default retention percentage for stored materials established in the job's master record. It can be changed now or as the work progresses and is billed.

Change Order Tab

The Schedule of Values information for job change orders is maintained through the Change Orders tab. The tab displays all Schedule of Values line items by change order number. Each line item contains information on the total scheduled amount, the total amount billed on previous applications for payment, the present billing amount for work in place and stored materials, and total completed, both as a percentage and a dollar amount.

ⓘ **Tip**

> BIS® tracks 3 different types of Change Orders: Budget, Schedule of Values, and Subcontracts. Those change orders may or may not be present in a job. A customer requested change (to the Schedule of Values) will probably require a Budget Change Order. A Budget Change Order may require a new Subcontract

To edit any of the line items viewed, double-click on the line item to open the Schedule of Values – Change Orders data entry form. To view or edit Schedule of Values information pertaining to the original contract, click on the Original Contract tab of the form.

Screen Buttons
Insert Button

Line items are added using the Insert button. More information about the sub form that appears is in the following section.

Figure: BB-190
Job Billing Schedule of Values screen form Change Order tab.

Delete

A line item may be removed from the Change Order list, provided it has not yet been subsequently used, by clicking on the Delete button.

Change Order Screen Form – Initial Entries
When th Insert Button is selected, the Schedule of Values – Change Order form appears.

Figure: BB-191
Schedule of Values - new
Change Order screen form.

Job Number
This field displays the Job Number (and Job Name), but it is not an editable field.

Change Order
This field records the change order number for which the Schedule of Values information is to be entered or edited. The change order description is displayed for the change order number selected. A brief description can be entered in the field to the right of the Change Order number; the description appears on the Application for Payment Cover Sheet.

Extended Description
An Extended Description to record a more detailed description of the services provided can be entered into the text box field. The text can be entered directly or copied from an external word processor and pasted into the field. The contents of the field optionally will print on the Schedule of Values form and report.

Billing Code
This field allows selection of, and displays, the Billing Code for the line item in the Schedule of Values. The Billing Code can be selected by using the Find tool magnifying glass 🔍 icon. The selected Billing Code and its description will appear in their fields on the form. Records the billing code for the record.

Scheduled Value
The Scheduled Value displays the scheduled amount or total billing amount for the item. To bill greater than the scheduled amount, users may either:
1. Change the scheduled amount.
2. Bill for over 100%.
3. Create a new change order billing line item.
Enter the dollar amount scheduled for the line item of the Schedule of Values. The dollar limit is $99,999,999.99.

Retention % Work Completed
The initial value entered in this field will be the default retention percentage established for work completed in the job's master record. It can be changed now or as the work progresses and is billed.

Retention % Stored Materials
The initial value entered in this field will be the default retention percentage for stored materials established in the job's master record. It can be changed now or as the work progresses and is billed.

Reviewing Job Schedule of Values' Beginning Balances

This section covers a report available for job schedule of values. Access to specific reports begins with the Query screen that enable selecting the particular variation needed. This report is available in Detail type only. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data.

Schedule of Values

The Schedule of Values report displays the current schedule of values information for jobs. At this stage, this report is not used to review prior billing.

Access to Schedule of Values
Module Menu with Reports Group

Job Billing | Reports | Schedule of Values

Module Menu with Reports List

Job Billing | Schedule of Values

Standard Menu

Reports | Job | Schedule of Values

Report Types
Detail

The Schedule of Values report displays the current schedule of values information for billing. The report should not be confused with the computer or AIA® style of Schedule of Values available from the Application for Payment menu.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
	• Active Jobs	
	• Inactive Jobs	
	• Completed Jobs	
	• Show Extended Descriptions	

Schedule of Values — Detail Report

Best Construction Company

Schedule of Values
Detail Report   Job 1000   Pacific View Apartments   Page 1

Billing Code	Description	Scheduled Value	Previous Applications	Work In Place	Stored Materials	Total Completed Amount	%	Balance To Finish	Retainage WIP Amount	%	Retainage SM Amount	%	Date Entered or Approved
Original Contract													
1000	General Requirements	99,000.00	7,398.29	0.00	0.00	7,398.29	7.47	91,601.71	0.00	10.00	0.00	10.00	01/01/05
1100	Sitework	160,850.00	92,210.12	9,116.93	0.00	101,327.05	62.99	59,522.95	10,132.71	10.00	0.00	10.00	01/01/05
1200	Foundation	51,819.00	0.00	5,325.65	0.00	5,325.65	10.28	46,493.35	532.57	10.00	0.00	10.00	01/01/05
1300	Framing	285,325.00	0.00	37,933.50	0.00	37,933.50	13.29	247,391.50	3,793.35	10.00	0.00	10.00	01/01/05
1400	Insulation	54,337.50	0.00	0.00	0.00	0.00	0.00	54,337.50	0.00	10.00	0.00	10.00	01/01/05
1500	Doors & Windows	65,775.00	0.00	0.00	0.00	0.00	0.00	65,775.00	0.00	10.00	0.00	10.00	01/01/05
1700	Drywall	169,850.00	0.00	0.00	0.00	0.00	0.00	169,850.00	0.00	10.00	0.00	10.00	01/01/05
1800	Electrical	279,055.00	0.00	0.00	0.00	0.00	0.00	279,055.00	0.00	10.00	0.00	10.00	01/01/05
1900	Plumbing	158,897.00	0.00	0.00	0.00	0.00	0.00	158,897.00	0.00	10.00	0.00	10.00	01/01/05
2000	Painting	74,175.00	0.00	0.00	0.00	0.00	0.00	74,175.00	0.00	10.00	0.00	10.00	01/01/05
2100	Finish Carpentry	140,775.00	0.00	0.00	0.00	0.00	0.00	140,775.00	0.00	10.00	0.00	10.00	01/01/05
2200	Carpeting	60,375.00	0.00	0.00	0.00	0.00	0.00	60,375.00	0.00	10.00	0.00	10.00	01/01/05
Original Contract Totals		1,600,233.50	99,608.41	52,376.08	0.00	151,984.49	9.50	1,448,249.01	14,458.63	9.51	0.00	0.00	
Change Orders													
C# 100	Change Order 100 Olympic Pool	45,420.00	0.00	0.00	0.00	0.00	0.00	45,420.00	0.00	0.00	0.00	0.00	01/01/05
Change Order Totals		45,420.00	0.00	0.00	0.00	0.00	0.00	45,420.00	0.00	0.00	0.00	0.00	
Job Totals		1,645,653.50	99,608.41	52,376.08	0.00	151,984.49	9.24	1,493,669.01	14,458.63	9.51	0.00	0.00	

Figure: BB-192

Schedule of Values, Detail Report for Job 1000.

Job Cost Beginning Balances (Adjustments)

Job Cost information for jobs that were still open as of the date of transfer must be entered into BIS® as of the date of transfer of the accounting system using the Job Cost Adjustments function.

Job Cost Adjustments

This option is used to make adjustments to the BIS® Job Cost records maintained for all open jobs. The Job Cost files accurately track all job-related expenses entered using other forms, such as Cash Disbursements and Vendor Invoices.

For Beginning Balances, this function is used to update system records to reflect prior information at the time that a company begins to use the BIS® program. Because the Job Cost records are divided into four categories, the Job Cost Adjustments form displays separate tabs: Labor, Materials, Subcontracts, and Other. Adjustments should be added to the correct category in order to maintain accurate records. A summary of all adjustments appears on the All tab.

Modular Menu Access

JC | Job Cost Adjustments

Standard Menu Access

Transactions | Job Adjustments | Job Cost Adjustments

The items on the initial screen are for display only and can be used to select the job for which Budget and Change Orders information will be viewed or updated. The job information viewed here is maintained in the Job Maintenance form from the Job Menu.
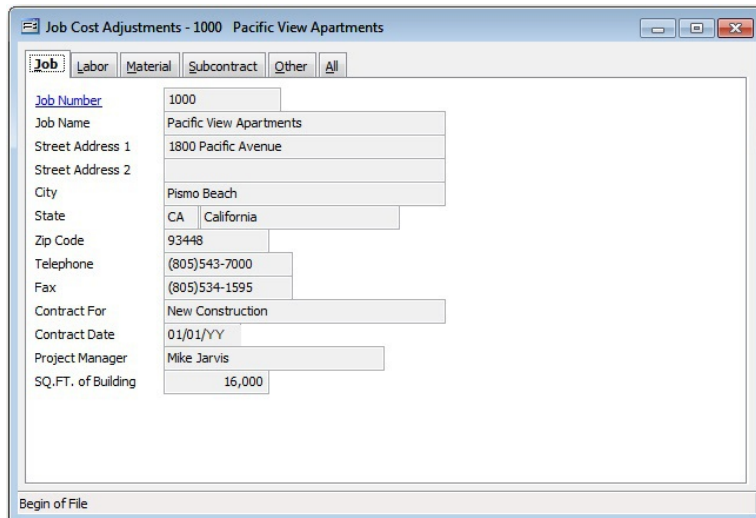
Editing an Existing Record

The list of job status records may be examined by clicking on the Magnifying Glass [🔍] icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be accessed by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: BB-193
Job Cost, Job Cost
Adjustments, Job tab
screen form example.

Job Tab

This tab is for display only and can be used to select the job for which budget and change order information will be entered on those tabs of the record. The information viewed here is maintained in the Jobs maintenance screen.

Figure: BB-194
Job Cost, Job Cost
Adjustments, Job tab
screen form example.

Job Number

This field displays the number of the job selected. Please note that the Job Number title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Job Name

This field displays records the title of the job that relates to the job number assigned.

Address 1

This field displays the primary street address.

Address 2

The secondary street address is displayed here.

City

This field displays the city.

State

This field displays the state abbreviation.

Zip Code

This field displays the postal zip code.

Telephone Number

This field displays the telephone number.

Fax Number

This field displays the facsimile (FAX) number.

Contract for

This field displays a brief description for the job.

Contract Date

This field displays the date of the contract or the start date for the job.

Project Manager
This field displays the name of the manager or person responsible for the job.

Square Foot of Building
This field displays the total square footage of the project.

Labor Tab
Beginning Balances for the labor category of the Job Cost files are viewed and added on the Labor tab. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Job Cost Adjustments data entry form.

Figure: BB-195
Job Cost Adjustments,
Labor tab screen form.

Job Cost Adjustments – Labor
This form is used to enter Beginning Balances for Labor costs. The Job Cost classification of any particular record appears at the top of the form for reference.

Figure: BB-196
Job Cost, Job Cost
Adjustments – Labor
screen form sample.

Adjustment Number

This field records a number that is used to identify the adjustment record. This is an alphanumeric field limited to ten characters.

Job Number

This field displays the number of the job selected.

Budget/Change Order Option

This option specifies whether the adjustment applies to the original budget or a change order. If change order is selected, the Change Order field below is enabled.

Change Order

This field records the change order number (if any) associated with the job cost adjustment. The entry may be typed or entered using the Find tool. Change orders are recorded in the Budget and Change Orders file by job. When the change order number is entered, the change order description is displayed. If the Budget option is selected above, the field will appear disabled.

Cost Code

This field records the applicable cost code for the adjustment record. Cost codes are maintained in the Cost Code Library in the Job Menu, but can also be selected directly from the job budget. The cost code may be typed or entered using the Find tool.

Date

This field records the date of the job cost adjustment. The date may be typed or entered using the Calendar tool.

Description

This field records a description up to 30 alphanumeric characters for the job cost labor adjustment.

Employee ID

The Employee Id field records the employee identification number related to the record. The employee Id may be entered manually or by using the Find tool. The Employee ID may be entered manually, or the user can examine the list of employees by clicking on the Magnifying Glass 🔍 icon or pressing Ctrl+F, and double clicking on the selected

employee, but it must exist in the Employee master file. When an existing employee is selected, his or her name and pay type appears to the right of the Employee Id code.

Figure: BB-197
Job Cost, Job Cost
Adjustments Labor,
Employee Find/Search
screen form.

Construction Trade

If a trade classification is applicable, accept, enter, or find the classification code. The pay rates shown to the right associated with the trade selected classification will override the employee's default pay rates. The Find tool may be used to select a Construction Trade. Make sure the correct trade classification, if applicable, is displayed.

Billing Rate/Hr

The Regular, Overtime, and Double-time billing rates entered here for the employee will override the employee's master record default.

Pay Rate

The Regular, Overtime, and Double-time pay rates for the employee entered here will override the employee's master record default. This entry should be the hourly wage received if the employee is paid on an hourly basis. If the employee is salaried, the salary per pay period should be entered in the Regular field and the other two fields should be left blank.

Hours Column

Regular, Overtime, and Double-time hours must be entered as a decimal (5.25 for 5¼ hours). BIS® calculates overtime or double-time at wage rate set in the Employee master record Default tab or as modified in the form.

Other Burden

Any Other Burden entered here for the employee will override the employee's master record default.

W/C State

The workers' compensation state entered here for the employee will override the employee's master record default.

W/C Classification

The workers' compensation classification entered here for the employee will override the employee's master record default.

W/C Company Rate

The workers' compensation company rate entered here for the employee will override the workers' compensation master record default.

Experience Modifier

The workers' compensation experience rate entered here for the employee will override the workers' compensation master record default.

Union Code

If applicable, enter or accept the Union Code associated with the adjustment. The union code may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon or pressing Ctrl+F. The union name, if applicable, used for the adjustment appears to the right of the Union Code. Make sure the correct union, if applicable, is displayed.

Union Classification

If applicable, accept, enter, or select a Union Classification to be associated with the adjustment. The union classification may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon or pressing Ctrl+F.

The union classification name, if applicable, used for the adjustment appears to the right of the Union Classification. Make sure the correct union classification is displayed.

Company FICA

Any modification to the company FICA for the adjustment can be entered in the field.

Regular Amount

The regular pay amount based on the hours and other entries is shown in the field.

Overtime Amount
The overtime pay amount based on the hours and other entries is shown in the field.

Double-time Amount
The double-time pay amount based on the hours and other entries is shown in the field.

Other Burden Amount
The other burden amount based on the hours and other entries is shown in the field.

Workers' Comp. Amount
This field displays the workers' compensation amount based on the hours and other entries.

Total Amount
This field displays the total amount based on the hours and other entries.

Screen Buttons
Save
This button saves the currently displayed data entered.

Close
The Close button closes the currently open form and eliminates any data entered since the last Save.

Undo
This button removes any changes on the entry form.

Material Tab

Beginning Balances for the material category of the Job Cost files are viewed and added on the material tab. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Job Cost Adjustments data entry form.

Figure: BB-198
Job Cost Adjustments,
Material tab screen form.

Job Cost Adjustments – Material

This form is used to enter Beginning Balances for Material. The Job Cost classification of any particular record appears at the top of the form for reference.

Figure: BB-199
Job Cost Adjustments –
Material screen form
sample.

Adjustment Number

This field records a number that is used to identify the adjustment record. This is an alphanumeric field limited to ten characters.

Job Number

This field displays the number of the job selected.

Budget/Change Order Option
This option specifies whether the adjustment applies to the original budget or a change order. If change order is selected, the Change Order field below is enabled.

Change Order
This field records the change order number (if any) associated with the job cost adjustment. This may be typed or entered using the Find tool. Change orders are recorded in the Budget and Change Orders file by job. When the change order number is entered, the change order description is displayed. If the Budget option is selected above, the field will appear disabled.

Cost Code
This field records the applicable cost code for the adjustment record. Cost codes are maintained in the Cost Code Library in the Job Menu, but can also be selected directly from the job budget. The cost code may be typed or entered using the Find tool.

Date
This field records the date of the job cost adjustment. The date may be typed or entered using the Calendar tool.

Amount
This field records the amount of the adjustment for the cost code.

Description
This field records a description up to 30 alphanumeric characters for the job cost labor adjustment.

Vendor ID
This field records the vendor identification number related to the record. The vendor ID may be entered manually or by using the Find tool.

Subcontract Tab

Beginning Balances for the subcontract category of the Job Cost files are viewed and added on the subcontract tab. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Job Cost Adjustments data entry form.
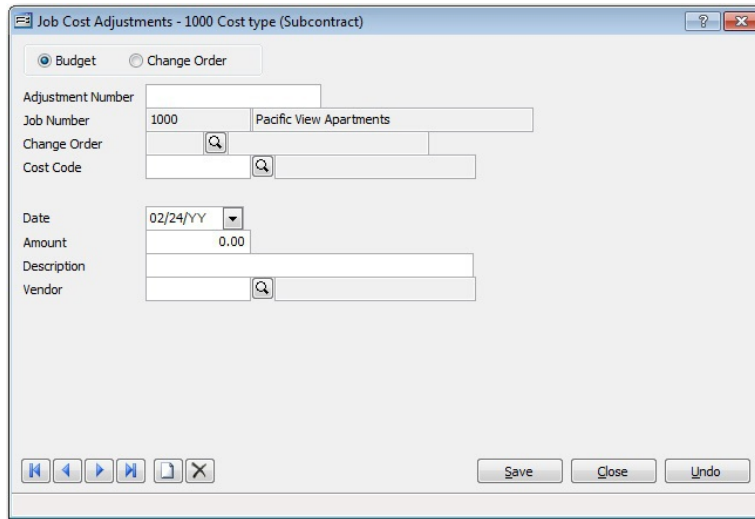
Figure: BB-200
Job Cost Adjustments, Subcontract tab screen form.
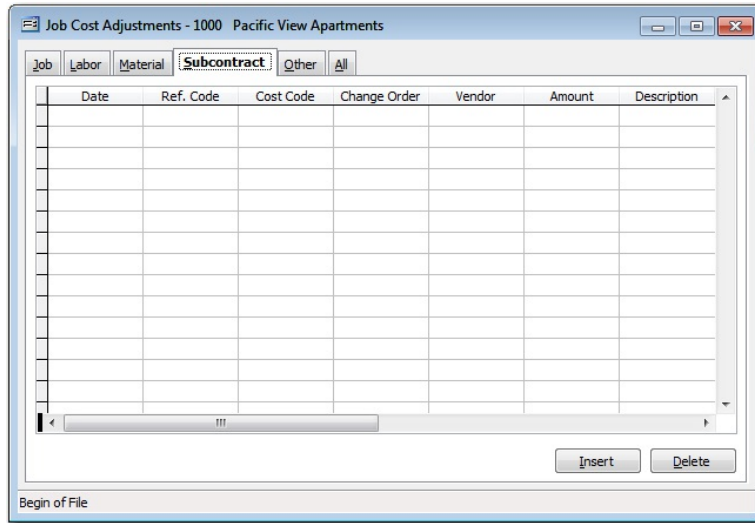
Job Cost Adjustments – Subcontract

This form is used to enter Beginning Balances for Subcontract costs. The Job Cost classification of any particular record appears at the top of the form for reference.

Figure: BB-201
Job Cost Adjustments – Subcontract screen form.

Adjustment Number

This field records a number that is used to identify the adjustment record. This entry is an alphanumeric field limited to ten characters.

Job Number

This field displays the number of the job selected.

Budget/Change Order Option
This option specifies whether the adjustment applies to the original budget or a change order. If change order is selected, the Change Order field below is enabled.

Change Order
This field records the change order number (if any) associated with the job cost adjustment. The entry may be typed or entered using the Find tool. Change orders are recorded in the Budget and Change Orders file by job. When the change order number is entered, the change order description is displayed. If the Budget option is selected above, the field will appear disabled.

Cost Code
This field records the applicable cost code for the adjustment record. Cost codes are maintained in the Cost Code Library in the Job Menu, but can also be selected directly from the job budget. The cost code may be typed or entered using the Find tool.

Date
This field records the date of the job cost adjustment. The date may be typed or entered using the Calendar tool.

Amount
This field records the amount of the adjustment for the cost code.

Description
This field records a description up to 30 alphanumeric characters for the job cost labor adjustment.

Vendor ID
This field records the vendor identification number related to the record. The vendor ID may be entered manually or by using the Find tool.

Other Tab
Beginning Balances for the Other cost category of the Job Cost files are viewed and added on the Other tab. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Job Cost Adjustments data entry form.
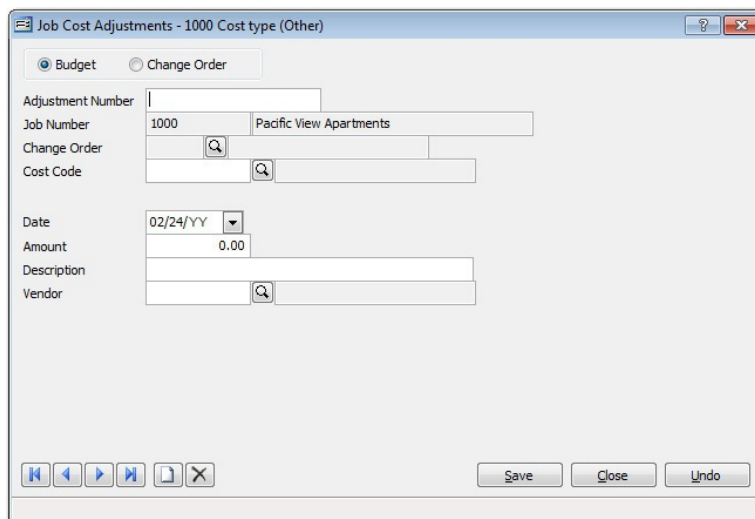
Figure: BB-202
Job Cost Adjustments,
Subcontract tab screen
form.
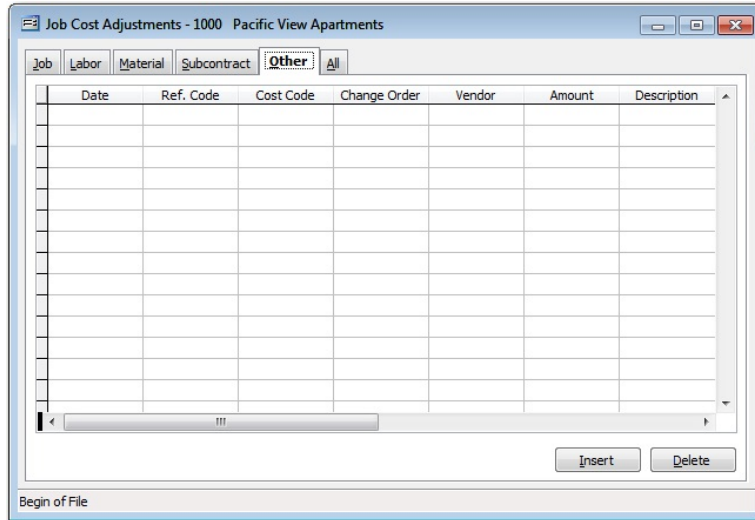
Job Cost Adjustments – Other
This form is used to enter Beginning Balances for Other costs. The Job Cost classification of any particular record appears at the top of the form for reference.

Figure: BB-203
Job Cost Adjustments –
Other screen form.

Adjustment Number
This field records a number that is used to identify the adjustment record. The entry is an alphanumeric field limited to ten characters.

Job Number
This field displays the number of the job selected.

Budget/Change Order Option
This option specifies whether the adjustment applies to the original budget or a change order. If change order is selected, the Change Order field below is enabled.

Change Order
This field records the change order number (if any) associated with the job cost adjustment. This entry may be typed or entered using the Find tool. Change orders are recorded in the Budget and Change Orders file by job. When the change order number is entered, the change order description is displayed. If the Budget option is selected above, the field will appear disabled.

Cost Code
This field records the applicable cost code for the adjustment record. Cost codes are maintained in the Cost Code Library in the Job Menu, but can also be selected directly from the job budget. The cost code may be typed or entered using the Find tool.

Date
This field records the date of the job cost adjustment. The date may be typed or entered using the Calendar tool.

Amount
This field records the amount of the adjustment for the cost code.

Description
This field records a description up to 30 alphanumeric characters for the job cost labor adjustment.
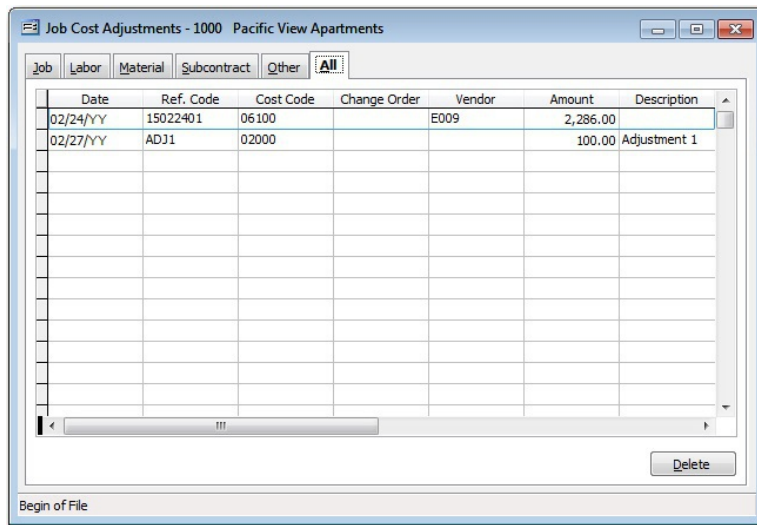
Vendor ID
This field records the vendor identification number related to the record. The vendor ID may be entered manually or by using the Find tool.

All Tab
All Beginning Balances entered on the other tabs are viewed together on the All tab.

Figure: BB-204
Job Cost Adjustments – All
tab screen form.

Delete Button
Line items cannot be added here, but can be removed by selecting the line item to be removed and clicking the Delete button. The system will ask for a confirmation of the deletion.

Figure: BB-205
Job Cost Adjustments – All
line deletion confirmation
dialog box.
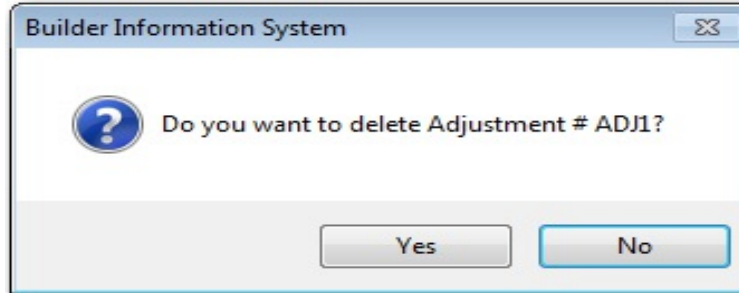
To edit any of the line items viewed, double-click on the line item to open the Job Cost Adjustments data entry form.

Reviewing Job Cost (Adjustment) Beginning Balances

This section covers the Job Cost reports needed to check Production Expense Beginning Balance entries. Access to specific reports begins with the Query screen that enables selecting the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open pop-up reports menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Job Cost Ledger Report

This report lists job information recorded in the Jobs master file for a company.

Access to Job Cost Ledger Report
Module Menu with Reports Group

JC | Reports | Job Cost Ledger

Module Menu with Reports List

JC | Job Cost Ledger

Standard Menu

Reports | Job | Job Cost Ledger

Report Type
Summary

The Summary Report Type displays the job number and name, cost code number and description, amount of posting, production expense amount, and total amount.

Detail

The Detail Report Type also shows full address including city, state, and zip code.

Extended

The Extended Report Type includes all job information recorded on the Main, Owner, Architect, History, and Notes tabs of the Jobs form.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
	• Active Jobs	• Cost Code
	• Inactive Jobs	• Change Order
	• Completed Jobs	• Date
	• Show Invoice Payments	• Project Manager
	• Bold Cost Code and Description	
	• Case Sensitive	

Job Cost Ledger – Summary Report

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Job Cost Ledger
Summary Report   Job 1020   Giovanni's Pasta House   Page 3

CostCode	Description	Amount	PE Amount	Total
Budget				
01000	General Requirements	3,596.87	0.00	3,596.87
02000	Site Work	6,104.38	138.00	6,242.38
03000	Concrete	4,116.95	151.40	4,268.35
04400	Stone	25,500.00	765.00	26,265.00
06100	Rough Carpentry	29,472.60	840.88	30,313.48
06150	Trestles	331.95	0.00	331.95
	Budget Totals	**69,122.75**	**1,895.28**	**71,018.03**
	Job Totals	**69,122.75**	**1,895.28**	**71,018.03**
	GrandTotals	**256,305.57**	**8,612.58**	**264,918.15**

Figure: BB-206   Job Cost Ledger – Summary Report.

Job Cost Ledger – Detail Report

Figure: BB-207   Job Cost Ledger – Detail Report.

Job Cost Ledger – Extended Report

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Job Cost Ledger

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Cost Code	Description	Date	Type	Id	Id Name	Journal	Reference	Net Amount	PE Amount	Total
Budget										
01000	General Requirements									
	Hours on 01/03/	01/03/	L	E001	Bill Johnson	PR	Chk# 2000	4,009.87	0.00	4,009.87
	Hours on 01/03/	01/03/	L	E002	Mike Jarvis	PR	Chk# 2001	1,575.66	0.00	1,575.66
	Hours on 01/03/	01/03/	L	E003	Alissa Monte	PR	Chk# 2002	1,140.19	0.00	1,140.19
								6,725.72	0.00	6,725.72
02000	Site Work									
	Central Coast Building Supply	01/06/	M	0101	Central Coast Building Supply	AP	Inv# 101536	39,000.00	1,950.00	40,950.00
	Pay Invoice 101536 on 01/08/					CD	Chk# 10500	15,000.00 *		
	Pay Invoice 101536 on 01/24/					CD	Chk# 10502	22,050.00 *		
	BK Contracting	01/07/	S	0201	BK Contracting	AP	Inv# 890	5,000.00	500.00	5,500.00
	Hours on 01/07/	01/07/	L	E004	Tim Hardaway	PR	Chk# 2003	1,523.89	0.00	1,523.89
	Hours on 01/07/	01/07/	L	E005	Joe Martinez	PR	Chk# 2004	1,503.24	0.00	1,503.24
	Hours on 01/07/	01/07/	L	E006	Steve Schwartz	PR	Chk# 2005	1,297.65	0.00	1,297.65
	Hours on 01/07/	01/07/	L	E007	Mike Smith	PR	Chk# 2006	1,393.94	0.00	1,393.94
	Hours on 01/07/	01/07/	L	E001	Bill Johnson	PR	Chk# 2007	4,003.75	0.00	4,003.75
	Hours on 01/07/	01/07/	L	E002	Mike Jarvis	PR	Chk# 2008	1,575.66	0.00	1,575.66
	Hours on 01/07/	01/07/	L	E003	Alissa Monte	PR	Chk# 2009	1,140.19	0.00	1,140.19
		01/07/	E	1002	Grader	EQ	152	12,000.00	1,200.00	13,200.00
	Pay Invoice 890 on 01/08/					CD	Chk# 10501	4,500.00 *		
	BK Contracting	01/14/	S	0201	BK Contracting	AP	Inv# 895	795.00	79.50	874.50
	Pay Invoice 895 on 01/24/					CD	Chk# 10503	715.50 *		
	Hours on 01/17/	01/17/	L	E004	Tim Hardaway	PR	Chk# 2010	1,431.18	0.00	1,431.18
	Hours on 01/17/	01/17/	L	E005	Joe Martinez	PR	Chk# 2011	1,385.96	0.00	1,385.96
	Hours on 01/17/	01/17/	L	E006	Steve Schwartz	PR	Chk# 2012	1,200.34	0.00	1,200.34
	Hours on 01/17/	01/17/	L	E007	Mike Smith	PR	Chk# 2013	1,547.55	0.00	1,547.55
	Hours on 01/17/	01/17/	L	E001	Bill Johnson	PR	Chk# 2014	3,596.87	0.00	3,596.87
	Hours on 01/17/	01/17/	L	E002	Mike Jarvis	PR	Chk# 2015	1,412.91	0.00	1,412.91
	Hours on 01/24/	01/24/	L	E004	Tim Hardaway	PR	Chk# 2017	1,275.99	0.00	1,275.99
	Hours on 01/24/	01/24/	L	E005	Joe Martinez	PR	Chk# 2018	1,292.13	0.00	1,292.13
	Hours on 01/24/	01/24/	L	E006	Steve Schwartz	PR	Chk# 2019	1,426.88	0.00	1,426.88
	Hours on 01/24/	01/24/	L	E007	Mike Smith	PR	Chk# 2020	1,467.30	0.00	1,467.30
	Hours on 01/24/	01/24/	L	E002	Mike Jarvis	PR	Chk# 2022	1,412.91	0.00	1,412.91

Figure: BB-208

Job Cost Ledger – Extended Report.

Job Cost Status Report

The Job Cost Status Report offers a snapshot of the job status, comparing budgeted amounts against actual costs and commitments. This report may add a message at the end of applicable jobs, "The above figures may not reflect totals for all cost codes and change orders." This message points out that it is possible to produce a report that omits those elements as a part of the filter and option criteria.

> ⓘ **Tip** Optionally, this report can overwrite the Percent Complete and Projected Cost to Complete with figures manually entered in Job Cost Status.

Access to Job Cost Status Report
Module Menu with Reports Group
JC | Reports | Job Cost Status

Module Menu with Reports List
JC | Job Cost Status

Standard Menu
Reports | Job | Job Cost Status

Report Types
Summary
The Job Cost Status Summary Report displays the job number and name, cost code and description, original budget amount, budget adjustments, revised budget amount, net amount committed, actual costs, percentage of work-in-place, projected cost to complete, projected total cost and variance between projected total cost and the revised budget.

Detail Report
The Job Cost Status Detail Report also displays analysis by job cost category.

Order By
- Job Number

Options
- Show Report Criteria
- Active
- Inactive
- Completed
- Percent Complete Overwrite
- Projected Cost to Overwrite
- Show Change Orders
- Show Notes
- Case Sensitive

Fields
- Job Number
- Cost Code
- Project Manager

Job Cost Status — Summary Report

Job Cost Status

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Page 1

Cost Code	Description	Original Budget	Budget Adjustments	Revised Budget	Net Commitments	Actual Cost	%WIP	Proj.Cost to Complete	Projected Total Cost	Variance
Budget										
01000	General Requirements	90,000.00	0.00	90,000.00	0.00	6,725.72	7	83,274.28	90,000.00	0.00
02000	Site Work	83,000.00	0.00	83,000.00	32,235.50	102,472.95	123	33,775.50	136,248.45	-53,248.45
03000	Concrete	33,750.00	0.00	33,750.00	29,119.00	4,631.00	13	29,119.00	33,750.00	0.00
04000	Mortar	11,310.00	0.00	11,310.00	11,310.00	0.00	0	11,310.00	11,310.00	0.00
06100	Rough Carpentry	234,000.00	0.00	234,000.00	124,352.36	53,505.64	22	189,581.36	243,087.00	-9,087.00
06150	Trestles	22,500.00	0.00	22,500.00	22,500.00	0.00	0	22,500.00	22,500.00	0.00
06200	Finish Carpentry	96,000.00	0.00	96,000.00	48,000.00	0.00	0	96,000.00	96,000.00	0.00
07200	Insulation	47,250.00	0.00	47,250.00	47,250.00	0.00	0	47,250.00	47,250.00	0.00
08000	Doors & Windows	58,500.00	0.00	58,500.00	28,550.00	0.00	0	58,550.00	58,550.00	-50.00
09100	Lath & Plaster	148,500.00	0.00	148,500.00	130,000.00	0.00	0	148,500.00	148,500.00	0.00
09680	Carpeting	52,500.00	0.00	52,500.00	52,500.00	0.00	0	52,500.00	52,500.00	0.00
09900	Painting	64,518.00	0.00	64,518.00	64,500.00	0.00	0	64,518.00	64,518.00	0.00
10800	Toilet & Bath Accessories	42,520.00	0.00	42,520.00	0.00	0.00	0	42,520.00	42,520.00	0.00
12300	Cabinets & Storage	28,500.00	0.00	28,500.00	28,500.00	0.00	0	28,500.00	28,500.00	0.00
15400	Plumbing	97,500.00	0.00	97,500.00	97,500.00	0.00	0	97,500.00	97,500.00	0.00
16000	Electrical	174,000.00	0.00	174,000.00	174,000.00	0.00	0	174,000.00	174,000.00	0.00
16850	Heating & Cooling	70,200.00	0.00	70,200.00	70,200.00	0.00	0	70,200.00	70,200.00	0.00
	Budget Totals	**1,354,548.00**	**0.00**	**1,354,548.00**	**925,016.86**	**167,335.31**	**12**	**1,249,598.14**	**1,416,933.45**	**-62,385.45**
	Job Totals	**1,354,548.00**	**0.00**	**1,354,548.00**	**925,016.86**	**167,335.31**	**12**	**1,249,598.14**	**1,416,933.45**	**-62,385.45**

**** THE ABOVE FIGURES MAY NOT REFLECT TOTALS FOR ALL COST CODES AND CHANGE ORDERS ****

Figure: BB-209   Job Cost Status – Summary Detail Report without Percent Complete to Overwrite or Projected Cost to Complete Overwrite.

Job Cost Status — Detail Report

Best Construction Company

Job Cost Status
Detail Report   Job 1000   Pacific View Apartments   Page 1

Cost Code	Description		Original Budget	Budget Adjustments	Revised Budget	Commitments	Net	Actual Cost	%WIP	Proj.Cost to Complete	Projected Total Cost	Variance
Budget												
01000	General Requirements	L	65,000.00	0.00	65,000.00	0.00	0.00	6,725.72	10	58,274.28	65,000.00	0.00
		M	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		S	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		O	25,000.00	0.00	25,000.00	0.00	0.00	0.00	0	25,000.00	25,000.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
	Cost Code Totals		90,000.00	0.00	90,000.00	0.00	0.00	6,725.72	7	83,274.28	90,000.00	0.00
02000	Site Work	L	4,000.00	0.00	4,000.00	0.00	0.00	31,301.25	782	0.00	31,301.25	-27,301.25
		M	15,000.00	0.00	15,000.00	0.00	10.00	41,197.20	274	0.00	41,197.20	-26,197.20
		S	49,000.00	0.00	49,000.00	32,225.50	32,225.50	16,774.50	34	31,975.50	48,750.00	250.00
		O	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		E	15,000.00	0.00	15,000.00	0.00	0.00	13,200.00	88	1,800.00	15,000.00	0.00
	Cost Code Totals		83,000.00	0.00	83,000.00	32,235.50	32,235.50	102,472.95	123	33,775.50	136,248.45	-53,248.45
03000	Concrete	L	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		M	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		S	33,750.00	0.00	33,750.00	29,119.00	29,119.00	4,631.00	13	29,119.00	33,750.00	0.00
		O	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
	Cost Code Totals		33,750.00	0.00	33,750.00	29,119.00	29,119.00	4,631.00	13	29,119.00	33,750.00	0.00
04000	Mortar	L	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		M	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		S	11,310.00	0.00	11,310.00	11,310.00	11,310.00	0.00	0	11,310.00	11,310.00	0.00
		O	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
	Cost Code Totals		11,310.00	0.00	11,310.00	11,310.00	11,310.00	0.00	0	11,310.00	11,310.00	0.00
06100	Rough Carpentry	L	51,000.00	0.00	51,000.00	0.00	0.00	6,901.00	13	44,099.00	51,000.00	0.00
		M	120,000.00	0.00	120,000.00	91,000.00	91,000.00	29,870.00	24	90,130.00	120,000.00	0.00
		S	41,000.00	0.00	41,000.00	33,352.36	33,352.36	16,734.64	40	33,352.36	50,087.00	-9,087.00
		O	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00

Figure: BB-210   Job Cost, Job Cost Status – Detail Report without Percent Complete Overwrite or Projected Cost to Complete Overwrite.

Job Billing Beginning Balances
The last ledger that will receive its Beginning Balances is Job Billing.

The Job billing ledger maintains its data across fiscal periods until the job is complete and purged. Due to the nature of construction work, the length of jobs can easily cross one or more fiscal years.

Job Billing Preparation
One or more Job Billing reports must be obtained from the old accounting system as of the last business day prior to the transition date. Depending on the system, other reports may have a the needed information, but what is needed is a listing of all of the jobs that are fully or partially open of the close of business the day before the transition date.

> ⓘ **Tip**   The Job Cost Beginning Balances do not affect the General Ledger.

Job Billing Beginning Balances
Job Billing information for jobs that were still open as of the date of transfer must be entered into BIS® as of the date of transfer of the accounting system using the Job Cost Adjustments function.

Job Billing Adjustments
This option is used to make to reflect prior information at the time that a company begins to use the BIS® program.

Modular Menu Access
JB | Job Billing Adjustments

Standard Menu Access
Transactions | Job Adjustments | Job Billing Adjustments

Job Tab
When initially opened, the form accesses the first job listed. The Main section is for viewing and selecting the appropriate job. The information displayed here is recorded in the Jobs master file.

Figure: BB-211
Job Billing Adjustments,
Job Tab screen form.
There are no editable fields
on the form.

Job Number

This field displays the job number selected using the Find tool on the toolbar.

Job Name

This field displays the job name that corresponds to the job number selected.

Street Address 1

This displays the first street address line.

Street Address 2

This field displays the second street address line.

City

This field displays the city name.

State

This displays the state abbreviation.

Zip Code

This displays the postal zip code.

Telephone Number

This field displays the telephone number.

Fax

This field displays the facsimile (Fax) number.

Contract For

This field displays the purpose of the contract.

Contract Date

This field displays the date of the contract.

Project Manager

This field displays the name of the manager or person responsible for the job.

SQ.FT. of Building

This field displays the square footage of the building.

Billing Tab

Beginning Balances to the job billing files are viewed and added on the Billing tab. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Job Billing Adjustments data entry form.

Figure: BB-212
Job Billing Adjustments,
Billing tab screen form
example.

Adj.
This field displays the Adjustment Number assigned.

Date
This field displays the Date assigned for the adjustment.

Amount
This field displays the Amount of the adjustment.

Description
This field displays the Description entered for the adjustment.

Form Buttons
Insert
This button inserts a new record into the file selected.
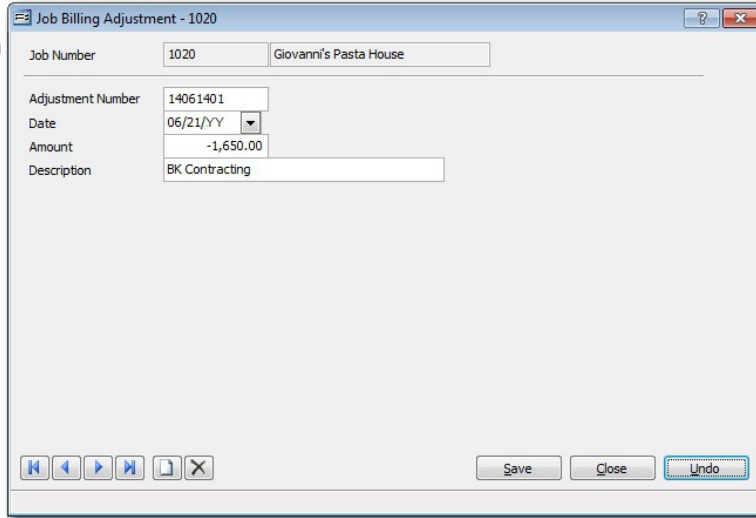
Delete
Clicking on the button will delete all selected items from the list.

Job Billing Adjustments Data Entry Form

This form is used to enter job billing beginning balances.

Figure: BB-213
Job Billing Adjustment data
entry screen form
example.

Job Number

This field displays the number of the job selected.

Adjustment Number

This field is used to record a number that is used to identify the adjustment record. This is an alphanumeric field limited to ten characters.

Date

This field records the date of the job billing adjustment. The date may be typed or entered using the Calendar tool.

Amount

This field records the amount of the billing adjustment.

Description

This field is used to record a brief description for the adjustment. This entry is an alphanumeric field limited to 30 characters.

Job Receipts Adjustments

This option is used to reflect prior information at the time that a company begins to use the BIS® program.

Modular Menu Access

JB | Job Receipts Adjustments

Standard Menu Access

Transactions | Job Adjustments | Job Receipts Adjustments

Job Tab

When initially opened, the form accesses the first job listed. The Main section is for viewing and selecting the appropriate job. The information displayed here is recorded in the Jobs master file.

Figure: BB-214
Job Billing, Job Receipts Adjustments, Job screen form. No fields on the screen are modifiable here; they are shown for reference only.

Job Number

This field displays the job number selected using the Find tool on the toolbar.

Job Name

This field displays the job name that corresponds to the job number selected.

Street Address 1

This displays the first street address line.

Street Address 2

This field displays the second street address line.

City

This field displays the city name.

State

This displays the state abbreviation.

Zip Code

This displays the postal zip code.

Telephone Number

This field displays the telephone number.

Fax
This field displays the facsimile (Fax) number.

Contract For
This field displays the purpose of the contract.

Contract Date
This field displays the date of the contract.

Project Manager
This field displays the name of the manager or person responsible for the job.
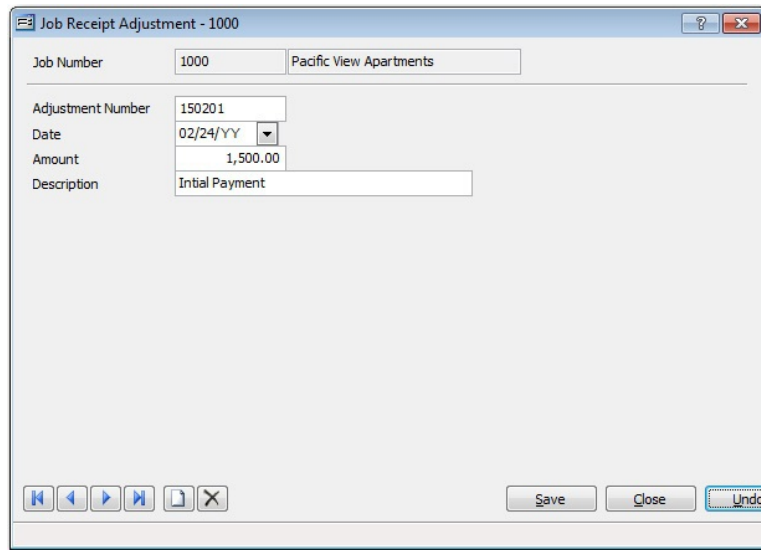
SQ. FT. of Building
This field displays the square footage of the building.

Receipts Tab

Beginning Balances to the job billing files are viewed and added on the Receipts tab. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Job Billing Adjustments data entry form.

Figure: BB-215
Job Receipts Adjustments
Receipts tab screen form
example.

Adj.
This field displays the Adjustment Number assigned.

Date
This field displays the Date assigned for the adjustment.

Amount
This field displays the Amount of the adjustment.

Description
This field displays the Description entered for the adjustment.

Form Buttons
Insert
This button inserts a new record into the file selected.

Delete
Clicking on the button will delete all selected items from the list.

Job Receipt Adjustments Data Entry Form

This form is used to add or change a job receipt beginning balance.

Figure: BB-216
Job Receipt Adjustment,
Receipts tab, data entry
form example.

Job Number

This field displays the number of the job selected.

Adjustment Number

This field is used to record a number that is used to identify the adjustment record. This entry is an alphanumeric field limited to ten characters.

Date

This field records the date of the job billing adjustment. The date may be typed or entered using the Calendar tool.

Amount

This field records the amount of the billing adjustment.

Description

This field is used to record a brief description for the adjustment. The entry is an alphanumeric field limited to 30 characters.

Reviewing Job Billing Beginning Balances

This section covers the Job billing reports needed to check Beginning Balance entries. Access to specific reports begins with the Query screen that enables selecting the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open pop-up reports menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Job Cash Receipts

The Job Cash Receipts lists information on job receipts recorded.

Access to Job Cash Receipts
Module Menu with Reports Group

Job Billing | Reports | Job Cash Receipts

Module Menu with Reports List

Job Billing | Job Cash Receipts

Standard Menu

Reports | Job | Job Cash Receipts

Report Types
Summary

The Job Cash Receipts Summary Report displays job number and name, amount received, and tax.

Detail

The Job Cash Receipts Detail Report displays billing history broken down by invoice, including invoice number, date, customer ID, description, application number, amount billed, and tax.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
	• Active Jobs	• Date
	• Inactive Jobs	• Invoice Number
	• Completed Jobs	• Deposit Number
	• Case Sensitive	• Application Number
		• Amount

Job Cash Receipts — Summary Report

Figure: BB-217   Job Billing, Job Cash Receipts - Summary Report.

Job Cash Receipts — Detail Report

Figure: BB-218   Job Billing, Job Cash Receipts - Detail Report.

Section 6 – Closing the Beginning Balance Process

When all of the Beginning Balances have been entered and verified, it will be necessary to return to the System Wide Parameters and reset defaults to those that will be used in normal processing.

> ⓘ **Tip**   This is the time to use the screen shots of the various screens that were done prior to entering the beginning balances

Chart of Accounts

Several temporary changes need to be removed from to the Chart of Accounts before entering the regular General Ledger transactions. Since, for purposes of Beginning Balances ONLY, GL accounts that were assigned to Job Cost Accounts None need to be restored to their normal settings. Refer to the Chart of Accounts section on page BB-14 and in the Appendix.

System Wide Parameters – PR Tab

Refer to the Payroll section on page BB-62.

Reset the following accounts to their normal account settings:
- Cash Account
- PR Advance Account
- Union Payable Account
- Union Expense Account
- Workers' Comp. Payable Account
- Workers' Comp. Expense Account

Federal Tax Information Button
Federal Tab – Federal Withholding Account
- Reset the default Federal Withholding Account number to the normal account.

FICA Social Security Tax Tab

Change the following accounts back to their normal settings:
- Social Security Withholding Account
- Social Security Payable Account
- Social Security Expense Account

FICA Medicare Tax Tab

Change the following accounts back to their normal settings:
- Medicare Withholding Account
- Medicare Payable Account
- Medicare Expense Account

FUTA Tax Tab

Change the following accounts back to their normal settings:
- FUTA Payable Account
- FUTA Expense Account

State Tax Information Button
State Tab – State Withholding Account
- Reset the default State Withholding Account number to the normal account.

SUTA Tax Tab
Change the following accounts back to their normal settings:
- SUTA Payable Account
- SUTA Expense Account

SDI Tax Tab
- Reset the default SDI Withholding Account number to the normal account.

Direct Deposit Button
It is necessary to reset the Direct Deposit functionality after the Payroll Beginning Balances are begin entered.

ⓘ **Tip**   The Direct Deposit function is available with the Professional or Enterprise

To reactivate Direct Deposit within the system, the Enable Direct Deposit check box found in three sections must be enabled:

- System Wide Parameters | Payroll Tab | Payroll Direct Deposit
- Employee Master Record | Direct Deposit Tab
- Print Payroll Checks

Re-enable Direct Deposit
- Recheck the Direct Deposit checkbox to activate the capability.

Union Master Record
If the Union module is used, the section will indicate a number of account numbers that were changed in BIS® temporarily during the time when Payroll Beginning Balances were entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Union Accounts Tab
Change the following accounts back to their normal settings:
- Union Payable Account
- Union Taxable Addition Account
- Union Taxable Deduction Account

Payroll Adjustments

This section covers 4 types of Payroll Adjustments master files: Additions, Deductions, Tax Deferred, and Local Taxes that were changed in BIS® temporarily during the time when Payroll Beginning Balances were entered in the Payroll module via the Cash Disbursements – Payroll Checks functionality.

Additions
Main Tab
- Reset the default GL Account number to the normal account.

Deductions
Main Tab
- Reset the default GL Account number to the normal account.

Tax Deferred
Employee Tab
- Reset the default GL Account number to the normal account.

Company Tab
Change the following accounts back to their normal settings:
- Payable Account
- Expense Account

Local Taxes
Main Tab
- Reset the default GL Account number to the normal account.

Workers' Comp. Classifications
Settings Tab
- Reset the default Workers' Comp. Payable Account number to the normal account.

Employee Master Records
Default Tab
- Reset the default Account number to the normal account.

Departmentalized
- Recheck the Department checkbox to activate the capability.

Adjustments Tab
- Reset the default Account number to the normal account.

Tax Def (Deferred) Tab
Automatic Tax Deferred Employee Contributions Form – Code
The information in the section will apply to all codes listed here as well as those created by the user.

GL Account Number
  • Reset the default GL Account number to the normal account.

Automatic Tax Deferred Company Contributions Form – **Code**
The information in the section will apply to all codes listed here as well as those created by the user. Change the following accounts back to their normal settings:
  • Liability Account
  • Expense Account

Departments
If Departments are used, and have been temporarily modified, they need to be reset. Change the following accounts back to their normal settings:
  • Payable Account
  • Expense Account

PR General Tab
Change the following accounts back to their normal settings:
  • Cash Account
  • PR Advance Account
  • Union Payable Account
  • Union Expense Account
  • Workers' Comp. Payable Account
  • Workers' Comp. Expense Account

PR Federal Tab
Change the following accounts back to their normal settings:
  • Federal Withholding Account
  • Social Security Withholding Account
  • Medicare Withholding Account
  • Social Security Payable Account
  • Social Security Expense Account
  • Medicare Payable Account
  • FUTA Payable Account
  • FUTA Expense Account

PR State Tab
Change the following accounts back to their normal settings:
  • State Withholding Account
  • SDI Withholding Account
  • SUTA Payable Account
  • SUTA Expense Account

Section 7 – Transitional Transactions

In a mythical, perfect world, time could be commanded to stop while users of new accounting systems setup those systems. However, in the real world, life and business continue. That is one of the reasons that it is vital to continue to use the old accounting system while BIS® is being started.

When all of the Beginning Balances have been entered and verified, and the System Wide Parameters and other defaults are reset to those that will be used in normal processing, it is time to enter transactions that have taken place between the transition date and the current calendar date.

ⓘ **Tip**   This is the final step in getting the new BIS® accounting system fully functioning.

This section is focused on the transactions that have been entered into the old system while the new system was being set up. Although most of the techniques involve methods that can be used in regular processing, they are in most cases, specialized variations that involve single transaction entries designed to match exactly the transactions that were entered into the old system. This point is even more important when applied to interim Payroll entries in which taxes calculated by another system must be matched to the penny in BIS® irrespective of rounding differences.

The following pages do not detail every element of the screens or transactions, but refer the reader to the applicable reference manual with that information.

Purchase Orders

It is necessary to enter any new Purchase Orders that were entered into the prior system prior to the Transfer Date.

Modular Menu Access

PO | Purchase Orders

Standard Menu Access

Transactions | Purchase Orders

Transitional Records
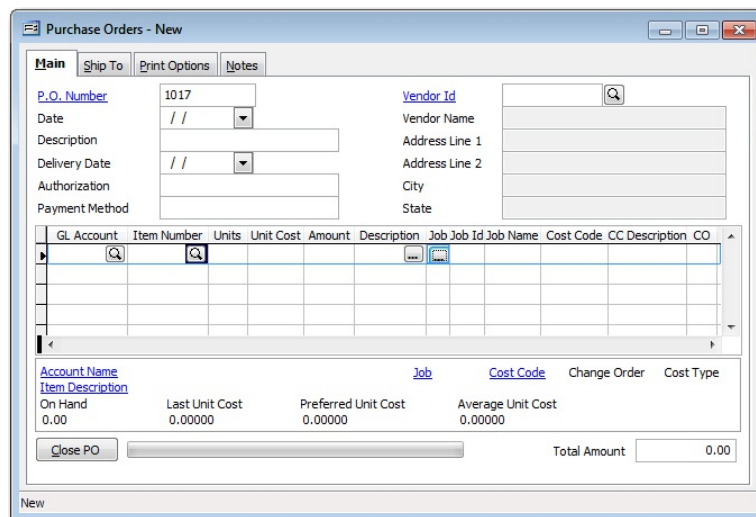
Initial access to purchase orders from the menu opens the Purchase Orders - New form. This form is used to enter transitional purchase order information. However, access to a new form when another purchase order record is on the screen only requires users to press Ctrl+N or use the New ⬜ icon on the toolbar. However, the system will ask the user to save any changes to the open record.

Figure: BB-219
Purchase Orders – New
screen form.

The details for the entries for these Purchase Orders will be found in the Purchase Order Module Reference Manual.

Accounts Payable

The second module to receive transitional input will be Accounts Payable. The entries will include invoices received for which NO payments have been entered between the Transfer Date and the current date, or for which Beginning Balance Purchase Orders had been already entered. Full details about using Accounts Payable will be found in the Accounts Payable Module Reference Manual.

ⓘ **Tip**

> Note that except for invoices that are the result of Beginning Balance Purchase orders, invoices that were received after the Transition date and prior to the Current Date will be entered in the system as Cash Disbursements – Vendor checks. The transactions entered in this fashion will automatically account for

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Modular Menu Access
AP | Vendor Invoices

Standard Menu Access
Transactions | Vendor Invoices

Transitional Records
Initial access to vendor invoices from the menu opens the Vendor Invoices - New form. The form is used to enter transitional vendor invoice information. However, access to a new form when another vendor invoice record is on the screen only requires pressing Ctrl+N or using the New 🗋 icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: BB-220
Sample Vendor Invoice screen form.

Full details about entering new invoices may be found in the Accounts Payable Module Reference Manual.

Purchase Order
The Purchase Order field records the purchase order number (if any) related to the invoice. BIS® will verify that the purchase order is assigned to the vendor entered above and ask whether the line item information from the purchase order should be loaded into the invoice. Doing so will save time spent reentering duplicate information. Once loaded, the purchase order data can be changed, if necessary. The description of the purchase order selected is also displayed.

Manual Checks

This section covers one of the two types of manual checks that are used in the Transition period between the Transition Date and the Current Date: Vendor Checks and AP Checks. Although vendor checks can be used for existing vendors for whom new invoice(s) have arrived, but have not yet been entered into BIS® and for which the payments have been made, in this instance they will be used to enter vendor payments that were processed between the Transition Date and the Current Date. Manual AP checks can be used in situations in which both the vendor and their Beginning Balance invoice(s) have been entered into the system, and the payments were made between the Transition Date and the Current Date.

These checks and another two related manual checks are also available from the GL menu under Cash Disbursements. Information about Vendor Checks and AP Checks show in this section also applies to the same menu items in the Cash Disbursements section of GL.

Modular Menu Access
AP | Manual Checks

Modular Menu Access
GL | Cash Disbursements

Standard Menu Access
Transactions | Cash Disbursements

Vendor Checks

This section covers one type of manual check: Vendor Checks. Although vendor checks are for existing vendors for whom invoices have not yet been, nor will be, entered into BIS®, in this instance they are used to enter invoices and payments that were processed between the Transition Date and the Current Date.

Modular Menu Access
AP | Manual Checks | Vendor Checks

Modular Menu Access
GL | Cash Disbursements | Vendor Checks

Standard Menu Access
Transactions | Cash Disbursements | Vendor Checks

Figure: BB-221
Sample Vendor Check screen form.

New Record

Initial access to vendor checks from the menu opens the Vendor Checks - New form. The form is used to enter new vendor check information. However, access to a new form when another vendor check record is on the screen only requires pressing Ctrl+N or using the New ☐ icon on the toolbar. The system will ask if any changes to the record should be saved.

To access the information when the record appears on the screen, it is necessary to press the Open ☐ icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

⚠ **Caution**
> It is important to enter the same date and check number as the original check processed in the prior system. The check can either printed onto

ⓘ **Tip**
> Full details about the Vendor Check process is available in the Accounts

Payable Checks

This section covers one type of manual checks: Payable Checks. Normally, payable checks are for existing vendors for whom the invoice have been received and entered into BIS®, but in this instance, they are used to enter checks paid on Beginning Balance invoices that were previously entered into the system.

Modular Menu Access
AP | Manual Checks | Payable Checks

Modular Menu Access
GL | Cash Disbursements | Payable Checks

Standard Menu Access
Transactions | Cash Disbursements | Payable Checks

Transitional Records

Initial access to payable checks from the menu opens the Payable Checks - New form. The form is used to enter transitional vendor check information. However, access to a new form when another vendor check record is on the screen only requires pressing Ctrl+N or using the New ☐ icon on the toolbar. The system will ask if any changes to the record should be saved.

⚠ **Caution**
> It is important to enter the same date and check number as the original check processed in the prior system. The check can either printed onto

ⓘ **Tip**
> Full details about the Payable Check process is available in the Accounts

Payments by Credit Card

This section covers one of the two types of payments by credit card that may used in the Transition period between the Transition Date and the Current Date: Vendor Payment by Credit Card and Payable Payments by Credit Card. Vendor credit card payments are for existing vendors for whom the invoice(s) have not yet been entered into BIS®. Payable credit card payments are for situations in which both the vendor and their invoice(s) have been entered into the system.

These credit card payments are also available from the Standard menu under Transactions. Information about Vendor Payments by Credit Card and Payable Payments by Credit Card shown in this section also applies to the same menu items in the Payment by Credit Card section of the standard menu.

Modular Menu Access

AP | Payment by Credit Card

Standard Menu Access

Transactions | Payment by Credit Card

Vendor Payments by Credit Card

This section covers one type of credit card payment: Vendor Payments by Credit Card. Although credit card payments are for existing vendors for whom invoices have not yet been, nor will be, entered into BIS®; in this instance they are used to enter invoices and payments by credit card that were processed between the Transition Date and the Current Date.

Modular Menu Access

AP | Payment by Credit Card | Vendor Payments by Credit Card

Standard Menu Access

Transactions | Payment by Credit Card | Vendor Payments by Credit Card

Transitional Records
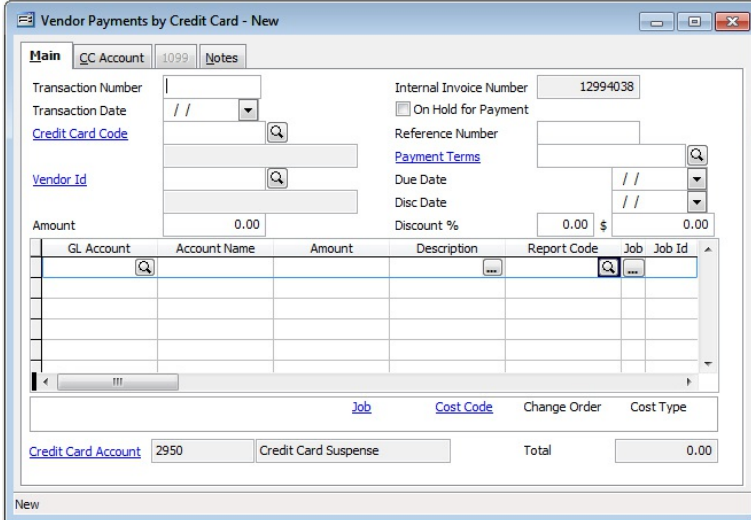
Initial access to vendor payment by credit card from the menu opens the Vendor Payments by Credit Card – New form. This form is used to enter transitional vendor payment information. However, access to a new form when another vendor payment record is on the screen only requires pressing Ctrl+N or using the New [ ] icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: BB-222
Vendor Payments by Credit Card - New screen form.

⚠ **Caution**

It is important to enter the same date, transaction number, and Credit Card as the original credit card transaction processed in the prior system.

ⓘ **Tip**

Full details about the Vendor Payments by Credit Card process is available in

Payable Payments by Credit Card

This section covers one type of credit card payment: Payable Payments by Credit Card. Although credit card payments are for existing vendors for whom invoices has been received and entered into BIS®; in this instance they are used to enter payments by credit card in which the invoices were entered as Beginning Balances between the Transition Date and the Current Date.

Modular Menu Access

AP | Payment by Credit Card | Payable Payments by Credit Card

Standard Menu Access

Transactions | Payment by Credit Card | Payable Payments by Credit Card

Transitional Records

Initial access to payable payment by credit card from the menu opens the Payable Payments by Credit Card – New form. This form is used to enter new vendor payment information. However, access to a new form when another vendor payment record is on the screen only requires pressing Ctrl+N or using the New ▭ icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: BB-223
Payable Payments by
Credit Card – New screen
form.

⚠ **Caution**

It is important to enter the same date, transaction number, and Credit Card as the original credit card transaction processed in the prior system.

ⓘ **Tip**

Full details about the Payable Payments by Credit Card process is available in

Manual Payroll Checks

The Payroll Manual Checks option is used to enter the transitional payroll in BIS®. All checks run using the Print Payroll Checks option will appear in this file once posted. The Main tab records basic information related to the check written.

⚠ **Caution**

> The Payroll Manual Checks form optionally calculates Federal and State taxes. However, for the transitional entries ,these amounts should match those produced by the prior system and entered manually on the Totals

Modular Menu Access
Payroll | Manual Payroll Checks

Standard Menu Access
Transactions | Cash Disbursements | Payroll Checks

Transitional Records

Initial access to manual (or cash disbursements) payroll checks from the menu opens the Payroll Checks - New form. This form is used to enter new payroll check information. However, access to a new form when another payroll check record is on the screen only requires pressing Ctrl+N or use the New icon ☐ on the toolbar. The system will be ask if any changes to the record should be saved.

The Payroll Manual Checks option allows recording transitional payroll checks process in the prior system between the Transition Date and the Current Date. Single paychecks can also be printed on plain paper or saved

ⓘ **Tip**

> There are some differences between the screen forms for hourly and salaried employees. The first section deals with hourly employees. Differences for

The Main tab records information related to the check written. BIS® ensures that there is a clear audit trail for all checks entered. As each entry is made, BIS® automatically updates the cash disbursements journal, the general ledger and the financial statements. Immediately after entering one or more checks, the results of the transaction can be seen by viewing or printing the cash disbursements journal, the general ledger, or any financial statements. All checks entered are included in each report.

⚠ **Caution**

> It is vital to enter the same dates, hours, and other data as was processed on the original payroll check transaction processed in the prior system.

ⓘ **Tip**

> Full details about the manual Payroll Check process is available in the Payroll

Equipment Transactions

The next module to receive transitional input will be Equipment. The entries will include transactions involving equipment usage between the Transition Date and the Current Date. Full details about using Equipment module will be found in the Accounts Payable Module Reference Manual. The Equipment Transactions option is used to enter transaction information for company-owned equipment that is used on jobs.

Modular Menu Access
Equipment | Equipment Transactions

Standard Menu Access
Transactions | Equipment Transactions

Transitional Record
Initial access to Equipment Transactions from the menu opens the Equipment Transactions - New form. This form is used to enter new Equipment Transaction information. However, access to a new form when another Equipment Transaction record is on the screen only requires pressing Ctrl+N or using the New icon ☐ on the toolbar. The system will ask if any changes to the record should be saved.

The Equipment Transaction function is used here to record transitional equipment transaction that was entered in the prior system between the Transition Date and the Current Date and that must be applied to a job for customer.

⚠ **Caution**
> It is important to enter the equipment number, same date, job number,

◉ **Tip**
> Full details about the Equipment Transaction process is available in the

Inventory Adjustments

The next module to receive transitional input will be Inventory. The entries will include transactions involving Inventory usage between the Transition Date and the Current Date. Full details about using Inventory module will be found in the Inventory Module Reference Manual. The Inventory Adjustments option is used to enter transaction information for company inventory that is used on jobs.

The Inventory Adjustments option is used to make adjustments to the inventory information that is maintained with the Inventory module. BIS® tracks the items that are entered using the Inventory Items form through transactions that deal with these items, such as Sales Orders, Customer Invoices, Purchase Orders and Vendor Invoices.

Modular Menu Access
IV | Inventory Adjustments

Standard Menu Access
Transactions | Inventory Adjustments

Transitional Record
Initial access to inventory adjustments from the menu opens the Inventory Adjustments - New form. This form is used to enter new inventory adjustment information. However, access to a new form when another inventory adjustment record is on the screen only requires pressing Ctrl+N or using the New ☐ icon on the toolbar. The system will ask if any changes to the record should be saved.

The Inventory Adjustments file records all pertinent information related to Inventory Adjustments. The information recorded on these tabs is used throughout BIS® whenever a vendor invoice is referenced in other transactions or in reports. The Main tab records detailed information about this inventory adjustment.

Figure: BB-224
Sample Inventory
Adjustment ain tab screen
form.

The Inventory Adjustment transaction function is used here to record transitional inventory transactions that were entered in the prior system between the Transition Date and the Current Date and that must be applied to a job for customer.

⚠ **Caution**

> It is important to enter the equipment number, same date, job number,

ⓘ **Tip**

> Full details about the Equipment Transaction process is available in the

Invoices from Beginning Balance Sales Orders

If Beginning Balance sales order were created, and those Sales Orders were invoiced during the Transition Period, BIS® should create a sales or contract invoice from that sales order. Depending upon whether a job number is included in the sales order, BIS® will create either a sales invoice (without a job number) or a contract invoice (including a job number). Once the Beginning Balance sales order is converted, the data is no longer stored in the Sales Orders file and cannot be viewed and edited there. The new invoice must be located in the appropriate invoice file to be viewed, edited or printed.

Modular Menu Access

Accounts Receivable | Customer Invoices | Invoices from Sales Orders

Standard Menu Access

Transactions | Customer Invoices | Invoices from Sales Orders

Figure: BB-225
Invoice from Sales Orders
screen form, showing the
selection of Default Unit
Cost to transfer to COGS.

⚠ **Caution**

It is vital to enter the same dates, hours, and other data as was processed on the original invoice transaction processed in the prior system. The

ⓘ **Tip**

Full details about the Invoice from Sales Order process is available in the

Sales Orders

Any sales order created between the Transition Date and the Current Date should be used recorded. Once the actual sale is completed, the sales order can be converted into an invoice using the Invoices from Sales Orders option, avoiding the need to reenter the required information. Depending upon whether a job number is included in the sales order, BIS® will create either a sales invoice (without a job number) or a contract invoice (that includes a job number).

ⓘ **Tip**
> When a sales order is converted into an invoice, the data is no longer stored in the sales order file and cannot be viewed or edited there. The new invoice must be located in the appropriate file (Sales Invoices or Contract Invoices) to be viewed, edited or printed.

A Sales Order can be used for sales of inventory or services. However, only inventory sales will be posted to the job record to account for Cost of Goods Sold (COGS).

Modular Menu Access
Accounts Receivable | Sales Orders

Standard Menu Access
Transactions | Sales Orders

Transitional Record
Initial access to sales orders from the menu opens the Sales Orders - New form. This form is used to enter transitional sales order information. However, access to a new form when another sales order record is on the screen only requires pressing Ctrl+N or use the New ▢ icon on the toolbar. The system will ask, if any changes to the record should be saved.

The Sales Order function is used here to record transitional orders for an inventory item that will be supplied to a customer that was entered in the prior system between the Transition Date and the Current Date. Alternatively, it can be used to record sales of services during the Transition period that will be provided to a customer. The Main tab records basic information related to the sales order written.

⚠ **Caution**
> It is important to enter the Sales Order number, same date, job number, and other details as the original Sales Order the prior system. The Sales

ⓘ **Tip**
> Full details about the Sales Order process is available in the Accounts Receivable

Customer Invoices

Any customer invoice created between the Transition Date and the Current Date should be used recorded. BIS® allows two types of customer invoices to be recorded: sales invoices and contract invoices. If a sales order was used to record the order initially, the sales order should be converted to an invoice to avoiding reentering invoice information. Once an invoice has been created, it can be modified or deleted as long as no payment has been received against the invoice. Contract invoices created automatically by an application for payment cannot be modified or deleted. Invoices can be previewed and printed using these tools on the main tool bar.

Modular Menu Access
Accounts Receivable | Customer Invoices

Standard Menu Access
Transactions | Customer Invoices

Contract Invoices

The Contract Invoices option is used to record transitional job-related invoices. A job number is required in creating a contract invoice. For non-contract transitional invoices, use the Sales Invoices option.

If a sales order was completed, it can be converted into an invoice using the Invoices from Sales Orders option, avoiding the need to reenter the required information. Depending upon whether a job number is included in the sales order, BIS® will create either a sales invoice (without a job number) or a contract invoice (that includes a job number).

Modular Menu Access
Accounts Receivable | Customer Invoices | Contract Invoices

Standard Menu Access
Transactions | Customer Invoices | Contract Invoices

Transitional Record
Initial access to contract invoices from the menu opens the Contract Invoices - New form. This form is used to enter new contract invoice information. However, access to a new form when another contract invoice record is on the screen only requires pressing Ctrl+N or using the New ☐ icon on the toolbar. The System will ask if any changes to the record should be saved.

The Contract Invoice function is used here to record transitional contract invoices that will be applied to a job for customer whose contract invoices was entered in the prior system between the Transition Date and the Current Date.

⚠ **Caution**   It is important to enter the contract invoice number, same date, job number, and other details as the original Contract Invoice from the prior

ⓘ **Tip**   Full details about the Contract Invoice process is available in the Accounts

Sales Invoices

The Sales Invoices option is used to record transitional invoices for the sales of inventory items that are not related to a job. For job-related transitional billing, use the Contract Invoices form. If a sales order was completed, it can be converted into an invoice using the Invoices from Sales Orders option.

Modular Menu Access

Accounts Receivable | Customer Invoices | Sales Invoices

Standard Menu Access

Transactions | Customer Invoices | Sales Invoices

Transitional Record

Initial access to contract invoices from the menu opens the Sales Invoices - New form. This form is used to enter new sales invoice information. However, access to a new form when another sales invoice record is on the screen only requires pressing Ctrl+N or using the New ☐ icon on the toolbar. The system will ask if any changes to the record should be saved.

The Sales Invoice function is used here to record transitional invoices for the sales of inventory items that are not related to a job, for customer whose sales invoice was entered in the prior system between the Transition Date and the Current Date.

⚠ **Caution**

It is important to enter the sales invoice number, same date, job number, and other details as the original Sales Invoice from the prior system. The

ⓘ **Tip**

Full details about the Contract Invoice process is available in the Accounts

Schedule of Values

Any application for payment created between the Transition Date and the Current Date should be used recorded. Once the actual application for payment is posted, the application can be posted to an invoice, avoiding the need to reenter the required information.

The Schedule of Values contains information pertaining to a specific job that will be used for billing, including; the description of work, the total amount to bill, any previously billed amount, work in place, stored materials, total completed and stored, percentage complete, balance to complete, and the retention.

Modular Menu Access
JB | Schedule of Values

Standard Menu Access
Job | Schedule of Values | Schedule of Values

Original Contract Tab
The original Schedule of Values information for each job is maintained through the Original Contract tab. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Schedule of Values data entry form. To view or edit Schedule of Values information pertaining to change orders, click on the Change Order tab of the screen form.

Figure: BB-226
Schedule of Values screen
form Original Contract tab.

Insert Button
To add a new record to the Schedule of Values, click on the Insert button.

Schedule of Values – Original Contract

When the Insert Button is pressed, the Schedule of Values – Original Contract screen appears.

Screen Form – Transitional Billing Entries

Initial access to schedule of values billing entries from Original Contract screen opens the Billing Code form. This form is used to enter transitional contract invoice information. The Billing function is used here to record transitional job billing that will be applied to a job for customer whose billing was entered in the prior system between the Transition Date and the Current Date.

⚠ **Caution**

It is important to enter the contract job billing, same date, job number, and other details as the original Job Billing from the prior system. The Job Billing Application for Payment and Schedule of Values can be

ⓘ **Tip**

Full details about the Job Billing process is available in the Job Billing Module

Cost Plus

The Cost Plus form is used to apply job expenditures to the Schedule of Values with an appropriate markup. The form displays all incurred costs pertaining to the job selected. If users access the form from a contract line item, only the costs for that cost code will be displayed. Items are marked for inclusion in the Schedule of Values by checking the box for that item in the Tag column so that a checkmark appears.

Modular Menu Access

JB | Schedule of Values | Schedule of Values Line Item | Cost Plus Button

Standard Menu Access

Job | Schedule of Values | Schedule of Values Line Item | Cost Plus Button

ⓘ **Tip**

The job cost files are related to other job records in the following manner:

Project expenditures are posted to the job cost file from a transaction record using the Job Cost screen.

Job Cost Record
Maintained by Cost Code. Costs are categorized by type (Labor, materials,

Job Master Record
Indicates whether markups are added prior to billing. Markup percentages are determined by job cost type.

Job Budget
Maintained by Cost Code. Each budget item is assigned a billing code relating it to the corresponding item in the Schedule of Values. Several cost codes may

Schedule of Values
Maintained by billing codes. BIS® adds the costs selected plus the corresponding markup to the correct billing code items to update the Schedule

Change Order Tab

The Schedule of Values information for job change orders is maintained through the Change Orders tab. The tab displays all Schedule of Values line items by change order number. Each line item contains information on the total scheduled amount, the total amount billed on previous applications for payment, the present billing amount for work in place and stored materials, and total completed, both as a percentage and a dollar amount.

> ⓘ **Tip** BIS® tracks 3 different types of Change Orders: Budget, Schedule of Values, and Subcontracts. Those change orders may or may not be present in a job. A customer requested change (to the Schedule of Values) will probably require a Budget Change Order. A Budget Change Order may require a new Subcontract

To edit any of the line items viewed, double-click on the line item to open the Schedule of Values – Change Orders data entry form. To view or edit Schedule of Values information pertaining to the original contract, click on the Original Contract tab of the form.

Screen Buttons

Insert Button

Line items are added using the Insert button. More information about the sub form that appears is in the following section.

Figure: BB-227
Job Billing Schedule of Values screen form Change Order tab.

Change Order Screen Form – Transitional Entries

When the Insert Button is selected, the Schedule of Values – Change Order form appears. This form is used to enter transitional contract invoice information. The Billing function is used here to record transitional job billing that will be applied to a job for customer whose billing was entered in the prior system between the Transition Date and the Current Date.

Ⓘ **Tip**   Full details about the Job Billing Change Order process is available in the Job

Figure: BB-228
Schedule of Values -
Change Order screen form
for an ongoing job and
change order.

⚠ **Caution**   It is important to enter the contract job billing change orders, same date,
job number, and other details as the original Job Billing from the prior
system. The Job Billing Application for Payment and Schedule of Values

Ⓘ **Tip**   Full details about the Job Billing Change Order process is available in the Job

⚠ **Caution**   It is important to enter the contract job billing change orders, same date,
job number, and other details as the original Job Billing from the prior
system. The Job Billing Application for Payment and Schedule of Values

Reviewing Job Schedule of Values' Transitional Entries

This section covers a report available for job schedule of values. Access to specific reports begins with the Query screen that enable selecting the particular variation needed. This report is available in Detail type only. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data.

Schedule of Values

The Schedule of Values report displays the current schedule of values information for jobs. At this stage, this report is not used to review prior billing.

Access to Schedule of Values
Module Menu with Reports Group
Job Billing | Reports | Schedule of Values

Module Menu with Reports List
Job Billing | Schedule of Values

Standard Menu
Reports | Job | Schedule of Values

Report Types
Detail

The Schedule of Values report displays the current schedule of values information for billing. The report should not be confused with the computer or AIA® styles of Schedule of Values available from the Application for Payment menu.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
	• Active Jobs	
	• Inactive Jobs	
	• Completed Jobs	
	• Show Extended Descriptions	

Schedule of Values — Detail Report

Schedule of Values
Detail Report   Job 1000   Pacific View Apartments   Best Construction Company   Page 1

Billing Code	Description	Scheduled Value	Previous Applications	Work in Place / Incorp. SM	Stored Materials	Total Completed Amount	Total Completed %	Balance To Finish	Retainage WIP Amount	Retainage WIP %	Retainage SM Amount	Retainage SM %	Date Entered or Approved
Original Contract													
1000	General Requirements	99,000.00	7,398.29	0.00	0.00	7,398.29	7.47	91,601.71	739.83	10.00	0.00	10.00	01/01/
1100	Sitework	160,850.00	101,327.05	0.00	0.00	101,327.05	62.99	59,522.95	10,132.71	10.00	0.00	10.00	01/01/
1200	Foundation	51,819.00	5,325.65	0.00	0.00	5,325.65	10.28	46,493.35	532.57	10.00	0.00	10.00	01/01/
1300	Framing	285,325.00	37,933.50	0.00	0.00	37,933.50	13.29	247,391.50	3,793.35	10.00	0.00	10.00	01/01/
1400	Insulation	54,337.50	0.00	0.00	0.00	0.00	0.00	54,337.50	0.00	10.00	0.00	10.00	01/01/
1500	Doors & Windows	65,775.00	0.00	0.00	0.00	0.00	0.00	65,775.00	0.00	10.00	0.00	10.00	01/01/
1700	Drywall	169,850.00	0.00	0.00	0.00	0.00	0.00	169,850.00	0.00	10.00	0.00	10.00	01/01/
1800	Electrical	279,055.00	0.00	0.00	0.00	0.00	0.00	279,055.00	0.00	10.00	0.00	10.00	01/01/
1900	Plumbing	158,897.00	0.00	0.00	0.00	0.00	0.00	158,897.00	0.00	10.00	0.00	10.00	01/01/
2000	Painting	74,175.00	0.00	0.00	0.00	0.00	0.00	74,175.00	0.00	10.00	0.00	10.00	01/01/
2100	Finish Carpentry	140,775.00	0.00	0.00	0.00	0.00	0.00	140,775.00	0.00	10.00	0.00	10.00	01/01/
2200	Carpeting	60,375.00	0.00	0.00	0.00	0.00	0.00	60,375.00	0.00	10.00	0.00	10.00	01/01/
Original Contract Totals		1,600,233.50	151,984.49	0.00	0.00	151,984.49	9.50	1,448,249.01	15,198.46	10.00	0.00	0.00	
Change Orders													
C# 100	Change Order 100 Olympic Pool	45,420.00	0.00	0.00	0.00	0.00	0.00	45,420.00	0.00	0.00	0.00	0.00	01/01/
Change Order Totals		45,420.00	0.00	0.00	0.00	0.00	0.00	45,420.00	0.00	0.00	0.00	0.00	
Job Totals		1,645,653.50	151,984.49	0.00	0.00	151,984.49	9.24	1,493,669.01	15,198.46	10.00	0.00	0.00	

Figure: BB-229

Schedule of Values, Detail Report for Job 1000.

Apply Customer Deposits Transitional Entries

Any Customer Deposit that was applied to Customer Billing between the Transition Date and the Current Date should be used recorded. The Apply Customer Deposits form permits one or more transitional customer deposits to be selected and applied to invoices that show a balance due.

Modular Menu Access

Accounts Receivable | Apply Customer Deposits

Standard Menu Access

Transactions | Apply Customer Deposits

Transitional Record
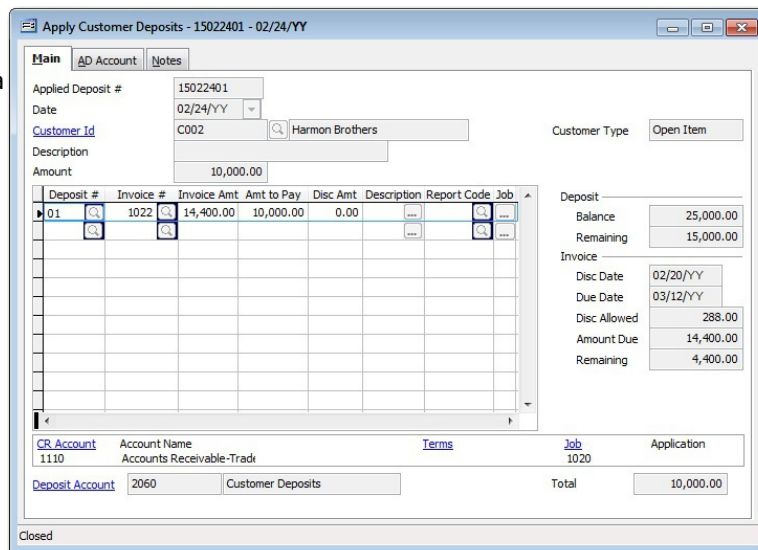
Initial access to contract invoices from the menu opens the Apply Customer Deposits - New form. Access to a new form when another Apply Customer Deposit record is on the screen only requires pressing Ctrl+N or using the New 🗋 icon on the toolbar. The system will ask if any changes to the record should be saved.

Main Tab

The Apply Customer Deposits form permits one or more customer deposits to be selected and applied to invoices that show a balance due.

Figure: BB-230
Apply customer Invoices sample Main tab showing a completed form.

> ⚠ **Caution**
>
> It is important to enter the Apply Customer Deposits information with the same date, job number, and other details as the original Job Billing from the prior system. The Job Billing Application for Payment and Schedule

> ⓘ **Tip**
>
> Full details about the Apply Customer Deposits process is available in the

Reviewing Apply Deposits' Transitional Entries

This section covers a report available for applied deposits. Access to specific reports begins with the Query screen that enable selecting the particular variation needed. This report is available in Detail type only. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data.

Applied Deposits Journal

The Applied Deposits Journal report creates a listing of customer deposits on file that have been applied fully or partially to customer invoices.

Access to Applied Deposit Journal
Module Menu with Reports Group

AR | Reports | Applied Deposits Journal

Module Menu with Reports List

AR | Applied Deposits Journal

Standard Menu

Reports | Accounts Receivable | Applied Deposits Journal

Report Types
Summary

The Applied Deposits Journal Summary Report displays: the account number and name, deposit date, deposit number, customer Id and name, deposit description, amount applied, monthly totals, and list total.

Detail

The Applied Deposits Journal Detail Report also lists the invoices to which the deposit was applied, including account number and name, line item description, invoice number, and amount applied to invoice.

Order By

• Date
• Session Date

Options

• Show Report Criteria
• Reversing Entries
• Show check Notes
• Show GL Extended Description
• Show User Id
• Case Sensitive

Fields

• Date
• Applied Deposit #
• Customer Id
• Session Date

General Ledger Account

Enter the General Ledger account to be displayed in this report.

Applied Deposits Journal — Summary Report

Figure: BB-231   Applied Deposits Journal – Summary Report showing Customer Deposits GL account.

Accounts Receivable Journal — Detail Report

Figure: BB-232   Apply Deposits Journal – Detail Report showing Customer Deposits GL account.

Applied Deposits List

The Apply Deposits List report creates a listing of customer deposits on file that have been applied fully or partially to customer invoices.

Access to Applied Deposit List
Module Menu with Reports Group

AR | Reports | Applied Deposits List

Module Menu with Reports List

AR | Applied Deposits List

Standard Menu

Reports | Accounts Receivable | Applied Deposits List

Report Types
Detail

The Applied Deposits List Detail Report displays the date applied, deposit number, customer Id and name, posting account number, deposit description, amount applied and total deposits applied.

Order By	**Options**	**Fields**
• Applied Deposit #	• Show Report Criteria	• Applied Deposit #
• Date	• Subtotals	• Date
• Customer Id	• Case Sensitive	• Customer Id
• Amount		• Amount
• Description		• Description
• Session Date		• Session Date

Applied Deposits List — Detail Report

Figure: BB-233 Apply Deposits List – Detail Report, showing Subtotals.

Appendix

Chart of Accounts

Please read this section <u>before</u> beginning Installation.

The Chart of Accounts is a listing of all the categories to which a business will record its assets, liabilities, revenues and expenses. BIS® makes these accounts easy to maintain and offers a visual representation of the accounts, as seen in the tree structure on the left portion of the screen. BIS® follows generally accepted accounting principles (GAAP) in financial reporting. When the company disburses or receives money, the transaction amount(s) must be assigned to one or more of the accounts in the Chart of Accounts. Since BIS® maintains double-entry books, total debit amounts always equal the total of the credit amounts for each entry. The financial statements and general ledger show the results of these transactions. The Chart of Accounts can contain as many accounts as necessary. It is usually better to start building the Chart of Accounts with frequently used accounts and add new accounts as needed, rather than starting with many accounts that may not be used.

At the time a company is created, BIS® provides an option of loading a sample Chart of Accounts, although the Chart of Accounts can also be created from scratch. Many companies find that the simplest procedure is to use the BIS® sample Chart of Accounts initially, then modify it as the need arises.

Choosing or Creating a Chart of Accounts

BIS® provides two optional sample charts of accounts that are available when BIS® is installed. Users may choose to use the one of the optional sample charts of accounts provided with BIS®, create one from scratch, or modify the selected BIS® sample chart of accounts.

Each new user should decide what is best to meet the specific needs of the business. Many individuals find that the simplest procedure is to use the BIS® sample chart of accounts initially, then modify it as the need arises.

If departmentalizing or consolidating financial statements to reflect the operations of the company structure, the chart of accounts should use at least five digits, preferably six or more digits as needed. The Chart of Accounts can have up to 10 digits.

The chart of accounts can contain as many accounts as necessary. It is usually better to start building a chart of accounts with frequently-used accounts and add new accounts as needed, rather than starting with numerous accounts that may not be used.

New users should read the entire section before choosing or creating a chart of accounts. BIS® handles the chart of accounts in a powerful and flexible way.

Account types (including Description, Transaction, and Result), the use of account numbers, and other items involved may not be immediately obvious if BIS® is the first computer accounting package.

The order in which each account is listed is determined by its account number.

💡 **Tip** | Review the Appendix to this manual and read the Installation Manual when establishing a new company's records.

Modular Menu Access
Financials | Chart of Accounts

Standard Menu Access
List | Chart of Accounts

The Chart of Accounts is a listing of all the categories to which a business will record its assets, liabilities, revenues and expenses. BIS® makes these accounts easy to maintain and offers a visual representation of the accounts, as seen in the tree structure on the left portion of the screen.

Figure: BB-234
Chart of Accounts screen form sample.

Account
This field is used to record the number of the selected account. The length of the account numbers was determined at the time the company was created and can only be changed by using the Change Length of Chart of Accounts option on the Administrator menu. (See the Appendix for further information.) Please note that the Account title is a hyperlink field as well as the description of the information to be entered.

If the company will departmentalize or consolidate financial statements, an account number consisting of at least five digits is recommended. The Chart of Accounts can have up to 10 digits.

A common practice is to assign account numbers as follows:

Account Type	Beginning	Ending
Assets	1000	1999
Liabilities	2000	2999
Equity	3000	3999
Income	4000	4999
Cost of Sales	5000	5999
Operating Expenses	6000	9999

The system can expand the account number system by entering a segment for jobs, branches, or departments. These codes can take up one or more digits at the right of the account number.

Account Name

This field is used to record the name or description of the account. The entry can be any combination of letters and numbers up to 40 characters in length. The account description should provide a general description of the transactions that will be applied to the account.

Total Title

This field is used to records the title to be used on the totaling line in financial statements, journals, and other reports that reference the Chart of Accounts. The field is an alphanumeric field and is limited to 30 characters.

Account Type

This field displays the current account's type and provides a list of account types to select from. Click on the drop down control to select an option from the list. There are three account types from which to choose.

Description

This account type is used to describe the group of subaccounts it contains. A Description account is assigned a number merely to control where it will appear in the financial statements. Transactions cannot be posted to the type of account.

⚠ **Caution**

- ♦ Do not use letters, decimal points, hyphens, commas or other symbols within the account number.
- ♦ Do not begin any account number with a zero.
- ♦ Carefully plan the numbers assigned for the Chart of Accounts, especially if using departments, branches or jobs.
- ♦ Be careful not to use any account until reasonably sure the account number for that account is set and not likely to change.
- ♦ Once any activity has been posted to an account, that account number cannot be changed or deleted until the books for the year are closed. Therefore, to obtain a copy of any reports without the new account, print those reports before entering any transactions affecting the new account.

Transaction

This account type shows the debits and credits resulting from activity. These are the only accounts to which transactions can be posted and are the most common account type.

Result

This account type shows the result of all transaction accounts. Accounts of this type do not show individual transactions, but show the results of all transactions.

⚠ **Caution**   There should be only one Result account in the entire Chart of

Job Cost Type

This field displays the current account's Job Cost type and provides a selection of Job Cost types from which to choose. Click on the drop down control to select an option from the list. The available Job Cost categories are Contract, Labor, Material, Subcontract, and Other. When transactions are posted to an account with one of these types, an option will be provided to apply the transaction amount to a specific job's Job Cost records.

Cash Flow Option

This field displays the current account's cash flow type and provides a selection of cash flow types to be used for report purposes. Click on the drop down control to select an option from the list. To print the Statement of Cash Flow when printing Financial Statements, the formatting options for cash flow must first be entered for each account that will affect the statement.

ⓘ **Tip**   Cash flow format options apply to transaction accounts only.

Account Alignment

This field provides a selection of alignment options for the financial statements and reports. Click on the drop down control to select an option from the list. Alignment options are Left, Right, and Center.

Blank Lines Before

This option provides a selection for the number of blank lines to be printed before the account title in financial statements. Enter the number of blank lines desired, or use the spin button to cycle up or down through the selection range.

Description Summary Account

This field displays the Description summary account number of the current account

Parent Consolidation Account

If the selected company is designated as a subsidiary, the financial data can be consolidated into a parent company. This process can be done whether the company is a true subsidiary, or whether different work sites are treated as subsidiaries. The consolidation account field tells BIS® to what account in the parent company the totals of the selected account should be copied. The field is initially blank and grayed out unless the company is listed as a Subsidiary in System Wide Parameters. If the company is a Subsidiary, the presumed default Parent Consolidation Account is the same account number as the Subsidiary. The number needs to be changed only if the Chart of Accounts of the Parent is different, and if so must specifically list the Parent's account number(s). See the section on Consolidated Maintenance and the Appendix for more information.

ⓘ **Tip**   The mapping of the Transaction accounts in the subsidiary to the transaction

Bank Account

When the option is selected, the account is designated as a bank account. The option is grayed out if the account is a Description or Result account.

Schedule Account

When the option is selected, the account will not appear on financial statements, although the amount will be added to the total and subtotal amounts. The option is activated when a checkmark appears in the box.

Starts on a New Page

This option starts a new page for the account in all financial statements and reports. The option is activated when a checkmark appears in the box.

Inactive Account

This feature provides an option to render the account inactive. Toggle the control on and off by clicking on it. The option is activated when a checkmark appears in the box.

Department

This field records the department code assigned to the account. The department codes are maintained in the Departments form, which can be reached by clicking the data hyperlink. The department code may be typed or entered using the Find tool. See How to Set Up Payroll Departments to departmentalize payroll files.

Classification

This field displays the current account's classification (assets, liabilities, equity, etc.) and provides a list of account types from which to select. Click on the drop down control to select an option from the list. The classification can only be changed for root accounts. All child accounts will be assigned the same classification as the parent.

Chart of Account Buttons

The Chart of Accounts form has some additional buttons that control the appearance editing of the accounts.

Expand All

[+] This button expands all branches of the account number tree structure.

Collapse All

[-] This button collapses all branches of the account number tree structure.

Display Account Number

[#] This button toggles the display of account numbers on and off in the Chart of Accounts tree structure display.

Find/Search

[🔍] This button opens a Find dialog box based upon contents of the currently active file.

Budget

This option displays and records the monthly budget for the account selected on the tree structure.

Balance

This button calculates and displays the monthly balance for the account selected on the tree structure.

Account

This button adds an account below the one currently selected on the tree structure.

Subaccount

This button adds a Subaccount to the account currently-selected Description account on the tree structure. If other sub-accounts exist, the new one will be added as the last account.

Insert Account

This button inserts an account above the one currently selected on the tree structure.

Delete Account

This button deletes the currently-selected account on the tree structure.

Save

This button saves the currently-selected database or file.

Close

This button closes the currently opened form and eliminates any data that has been changed since the last save.

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