**BUILDER
INFORMATION
SYSTEM**

BIS®
Equipment Module
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.

Throughout the manual, the terms process and activity are generally used interchangeably.

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

ⓘ **Tip** | Tips offer you 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
Job | Equipment
This represents access to Job Scheduling from the Module menu.

Standard Menu Access
Equipment | Equipment
This represents access to Job Scheduling from the Standard menu.

Here are examples accesses to a report from different menus:

Access to Equipment File Report
Module Menu with Reports Group
Equipment | Reports | Equipment List

Module Menu with Reports List
Equipment | Equipment List

Standard Menu
Reports | Equipment | Equipment List

In some instances, individual screen buttons are shown in the text, such as the Magnifying Glass 🔍 icon. The Equipment module is often referred to as EQ.

Equipment – Overview

The Equipment Control module enables users to enter the equipment information into a master file and to apply transactions for the equipment usage to jobs.

⚠ **Caution** | The Equipment module is intended for use with company-owned equipment that is used on jobs, and for which the job cost must be accounted. For rented equipment, transactions should be entered via Accounts Payable, and listed in Job Cost as Cost Type: Other.

ⓘ **Tip** | The Equipment functionality is only available if the Equipment module is installed.

The information maintained through this option includes:

- Equipment Number
- Description
- Serial Number
- Make and Model
- Year

- Fuel Usage (on & off road)
- Maintenance Costs
- Repair Costs
- License Number

- Insurance Policy Number and Expiration date
- Photo
- History
- Notes

The Equipment Transaction option allows equipment usage to be posted the equipment to various jobs. The information maintained through this option is as follows:

- Transaction Number
- Transaction Date
- Session Date
- Description
- Equipment Number

- Date
- Equipment Rate
- Hours
- Equipment Amount
- Description

- Job Number
- Change Order Number
- Cost Code
- Total Posted
- Notes

Equipment – Menu Access

Use this option to maintain and distribute company-owned equipment cost to current jobs. Equipment transactions may be posted to current jobs by entering the hours and equipment rate, as well as the cost codes and change order cost codes.

Modular Menu Access

Job | Equipment

Standard Menu Access

Equipment | Equipment

New Record

Initial access to Equipment from the menu opens the Equipment - New form. This form is used to enter new Equipment item information. However, access to a new form when another job 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: EQ-1
Equipment Main tab screen
form sample.

Editing an Existing Record

The list of Equipment Items 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 either by using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: EQ-2   Equipment Find/Search screen.

Scrolling Through Equipment Item Records

Users can scroll through the Equipment Item records by using the navigation 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 Equipment Number. Clicking on the Previous icon ◀ (at the top of the screen) will open the immediately previous record of the list according to Equipment Number. Clicking on the Next icon ▶ (at the top of the screen) will open the next record of the list according to Equipment Number. Clicking on the Last icon ▶ (at the top of the screen) will open the last record of the list according to Equipment Number.

Cloning an Existing Record
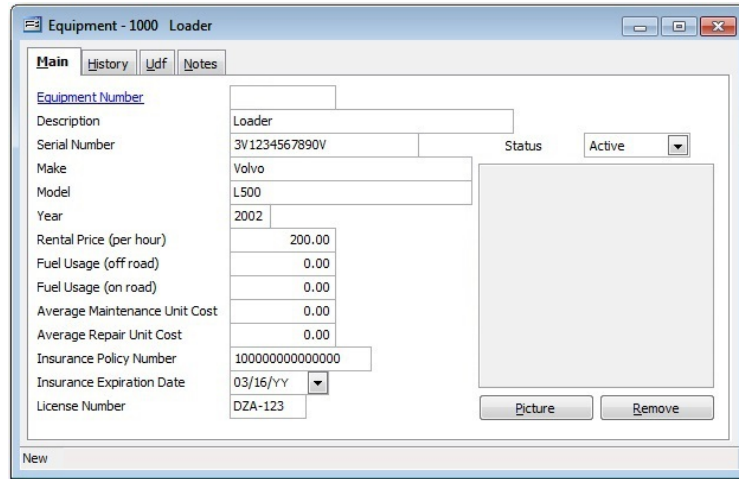
Once an Equipment item record is selected, it can be cloned to create a new record and modifications can be made on the cloned record. Once the source record is brought to the screen, use the Clone Record icon 🗇 on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it or click on the No button to leave this process. Records can be edited as described. However, the cloned record will require a new Item Number to be saved as a new record.

Figure: EQ-3
Cloned record. Note that all of the initial fields except for the Equipment Number and Picture match the source record.

Deleting an Existing Record

Once an Equipment item has been saved, it cannot be deleted if it has been used in any transactions. 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.

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.

Figure: EQ-4
Sample Equipment Main tab screen form for editing.

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Main Tab
The Main Tab of the Equipment Master Record is used to record general Equipment information.

Figure: EQ-5
Equipment Main tab screen
form sample.

Equipment Number
Enter the Equipment Number desired. Any 10-digit alpha or numeric character or combination of both can be used in the Equipment Number field. BIS® checks for duplication, and a warning will appear if an existing code is entered. The item number can be used as a sort code to group Equipment into various categories.

Please note that the underlined Equipment Number title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the underlined Equipment Number title hyperlink directly accesses the Equipment File report.

Description
This field records the full name or description of the equipment represented by the Equipment Number selected. This is an alphanumeric field limited to 30 characters.

Serial Number
The Serial Number may consist of any alphanumeric characters up to thirty (30) characters in length.

Status
Select the current status of the equipment from the drop-down arrow. The valid status options are Active or Inactive.

Make
This field is used to record the manufacturer of the equipment limited to thirty (30) alphanumeric characters.

Model
This field is used to record model or product version identification of the equipment limited to thirty (30) alphanumeric characters.

Year
This field is used to records the four-digit year in which the equipment was acquired.

Rental Price (per hour)
The Rental/Hour is the rental rate per hour for this piece of equipment and will be used to calculate charges to the job.

Fuel Usage (off road)
Enter the fuel usage off road is the unit (e.g., per gallon) cost for off road fuel for the equipment.

Fuel Usage (on road)
Enter the fuel usage on road is the unit (e.g., per gallon) cost for on road fuel for the equipment.

Average Maintenance Unit Cost
This field is used to records the average monthly cost for scheduled maintenance.

Average Repair Unit Cost
This field is used to records the average monthly cost for unscheduled repairs.

Insurance Policy Number
This 15-character alphanumeric field is used to records the identification number of the insurance policy for the equipment.

Insurance Expiration Date
This field is used to records the last date of insurance coverage purchased for the equipment. The Calendar tool may be used to select the date.

License Number
This field is used to records the license plate number of the equipment using limited to eight (8) alphanumeric characters.

Picture
The Equipment form also allows a bitmap photo of the equipment be displayed. To select a bitmap file, click the Picture button to open an Open Picture dialog box to add or change the bitmap photo file selected. Once selected, the picture will appear in the large box to the lower right of the window. Bitmaps are common to photo and artwork images, and come from many sources. Most graphic software vendors who use other file formats supply some means of converting their own formats to bitmapped images. These files usually contain a BMP file extension. For more information about working with bitmaps, contact a local software vendor.

Figure: EQ-6
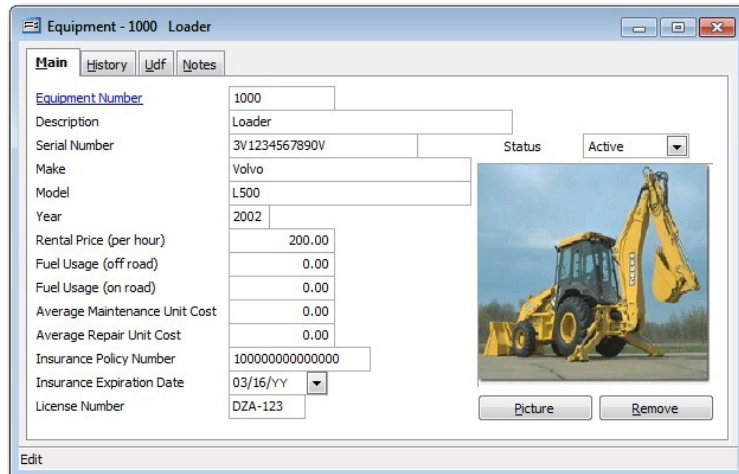Picture screen form used to select picture file for equipment.
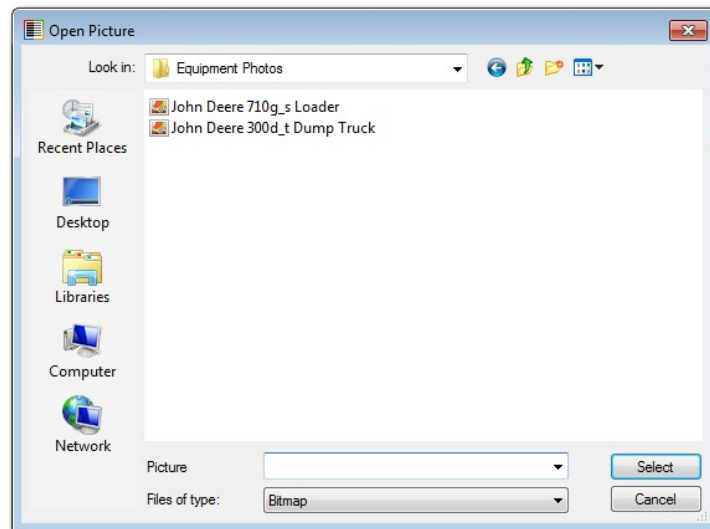
Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

History Tab

This tab displays history for this piece of equipment, including the last job number and name to which the equipment was assigned. It also displays the last date the equipment was used. This history will build automatically as equipment transactions are processed.

Figure: EQ-7
Equipment History tab
screen form sample.

Last Assigned Job

This field displays the last job number and name to which the equipment was assigned.

Please note that the underlined Last Assigned Job title is a hyperlink field as well as the description of the information shown. Left-clicking on this hyperlink opens the Jobs – New form to add a new or edit an existing job master record information. Right-clicking on the Last Assigned Job hyperlink opens a selection of reports that can be directly accessed.

Figure: EQ-8
Reports directly accessible
by right-clicking on the
field name hyperlink

Last Assigned Date

This field displays the last date the equipment was used.

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.

Udf Tab

This tab will display up to thirteen User Definable Fields that can store additional information in the Master Record. Click the Define Fields Button to add new fields and manage existing fields.

> ⓘ **Tip** | The Udf function is generally employed after installation is complete.

Figure: EQ-9
Equipment Udf tab screen
form with one example of
a user defined field.
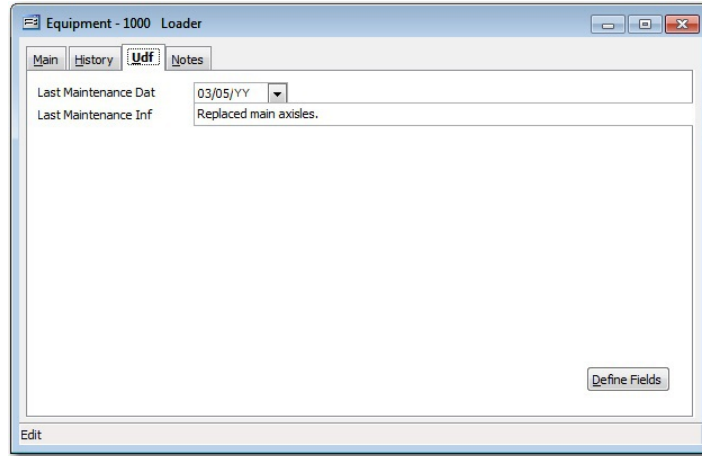
Define Fields Button

User Definable Fields may be added to the Equipments, Vendors, Employees, Equipment Items, Worker's Comp. Classifications, Equipment, Sales Tax Codes, Salespersons, Jobs, and Equipment master records for customizable data storage. Up to 13 different fields can be added to each master record. These fields are either character, numeric, date, or logical in nature to give the maximum flexibility in creating exactly the type of field needed to store data.

Figure: EQ-10
Sample User Defined Fields
for Equipment screen
form.
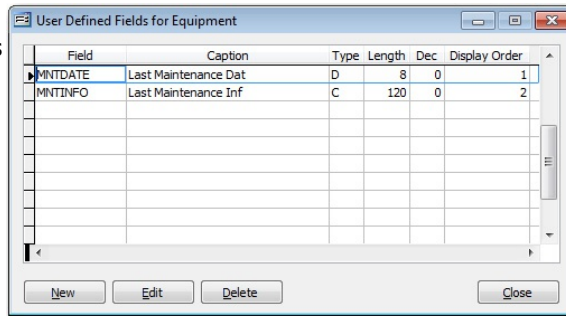
All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from this form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

Field

This field displays the field name for a User Definable Field that was entered upon creation. Once a field name is assigned, it cannot be altered.

Caption

The Caption field displays the caption that will be shown next to the field on the Udf tab of the associated master record.

Type

This field displays the letter C (character), N (numeric), D (date) or L (logical) for the field type.

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Length

The Length field displays the maximum number of alphanumeric characters that may be saved within this field.

Decimal

The decimal field displays the number of decimal places that will be displayed. Only numeric fields have a value greater than zero.

Display Order

The Display Order field shows the numeric order of the field for the Udf tab of the associated master record. A "1" designates the field as the first or top field on the tab, while higher numbers indicate a lower placed field on the tab. The Display Order value may be changed here for reordering purposes.

New

The New button is used to create a new character, numeric, date or logic field for this Master File.

Figure: EQ-11
Equipment Udf tab Editing
Field screen form.

Edit

The Edit button is used to alter character, numeric, date or logic fields previously created for this Master File. The fields, Field Name, Caption, Type, Length, and Decimal are the same as those in the parent form, shown above.

Figure: EQ-12
Equipment Udf tab Editing
Field screen form with
sample data.

ⓘ **Tip**

The following chart shows the relationship of the available types to the other controls.

Type	Tool Tip Text	Format	Length	Decimals
Character	Available	User Defined	Available	N/A
Numeric	Available	User Defined	Available	Available
Date	N/A	N/A	N/A	N/A
Logical	N/A	N/A	1 (Preset)	N/A

Tool Tip Text

The Tool Tip Text field is used to enter a tip that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

Figure: EQ-13
Equipment file Udf tab screen form showing the Tool Tip for the first field listed.
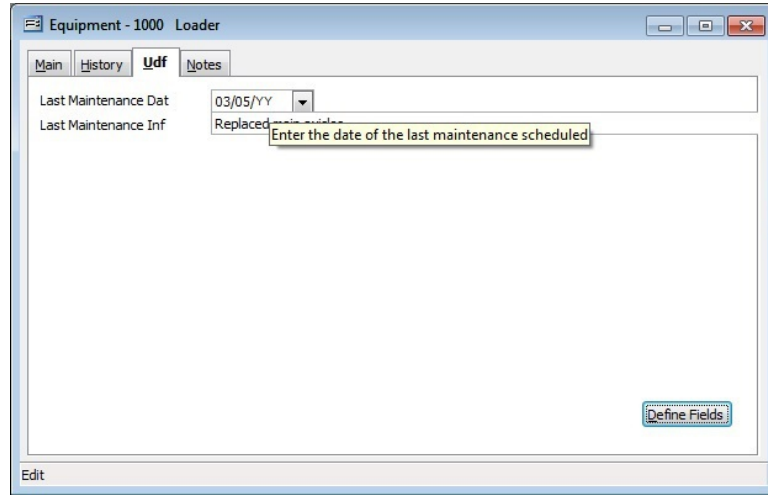
Format

The Format field is used to control the appearance of the user's entry to the Udf field. If the format entry is the letter, a, h, l, n, u, w, or x, the user's entry is unchanged. If the format entry is the letter y, the user's entry

Format	Description	Format Example	Results for Value		
			Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/YY	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/YY	***** (Overflow)
		######.###	Hello Wo.rld	12/31/YY	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/YY	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/YY	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/YY	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/YY	13,579,246
.	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/YY	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/YY	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/YY	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	Hello	12/31/YY	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/YY	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/YY	NNNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	UUUUU	HELLO	12/31/YY	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	WWWWW	hello	12/31/YY	wwwwww
X	Permits any characters.	XXXXX	Hello	12/31/YY	XXXXXX
Y	Permits the letters Y, y, N, and n for the logical values True (T) and False (F), respectively. Note: If the type value is text, the value will be converted to uppercase letters.	YYYYY	HELLO	12/31/YY	YYYYY
	Virtually any character can be used in the format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/YY	TPQQW
		123TQW	123T Qh	12/31/YY	123TQW

Figure: EQ-14 Data Format Chart. This chart shows the format, description, an example, and results.

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is changed to all capital letters. Using any other letter will cause the user entry in that position of the field entry to change to that particular letter, number, or character.

Length

The Length field is used to enter the number of characters of the entry to the Udf field.

Decimals

The Decimals field is used to enter the number of decimals of a number field (only) of the user's entry to the Udf field.

Delete

The Delete button is used to remove any previously saved character, numeric, date or logic fields for this master file.

Close

This button closes the currently opened form and eliminates any data that has been changed since the last save.

Notes Tab

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

Figure: EQ-15

Sample Equipment master record Notes tab screen form.
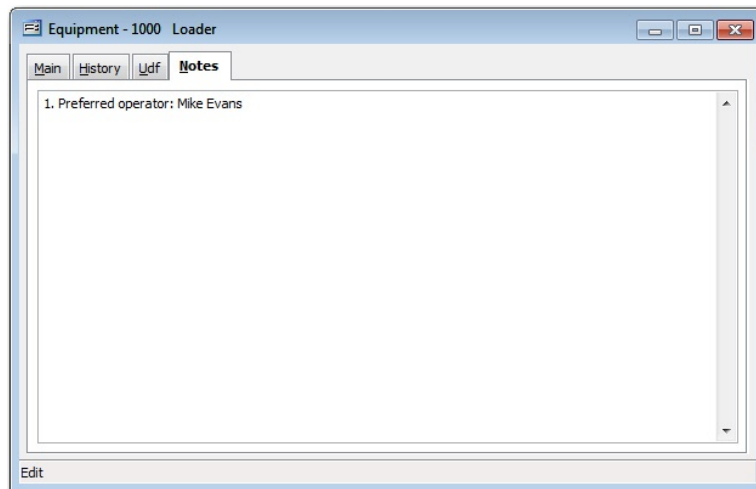
Save the Changed Record

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.

Equipment Reports

This section covers the reports available for Equipment. 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 a pop-up report menu related to that field. Either method opens a report setup form depending upon the type of report selected. Reports offer the opportunity to view all records and activity for a company. Reports are an easy way to view the effects of specific transactions. They are also a good way to get a summary view of either all transactions of a specific type, all entries for a single account or file.

BIS® reports allow the user to enter the exact specifications of what the report will contain. Make it as detailed or simple as needed. Narrow or broaden the search criteria to allow as few as one record, or as many as all records pertaining to the topic.

Once the criteria have been entered into the report form, the report can be viewed on the screen by clicking the Preview button. A window will open to display the report. This is useful for detecting any errors in setting up the report before actually printing it on paper. Use the scroll bars on the right side and bottom of the screen to move around the page.

When previewing a report, the usual toolbar will disappear and the preview toolbar appears. After closing the preview of the report and returning to the Report form, the report can be printed. Select Print, either from the File menu or by clicking the Print button on the main tool bar. The Print dialogue box will open. Specify whether to print the entire document or select certain pages to print. Also, select the number of copies desired and which printer to use.

Reports can be viewed on the screen, printed, and exported. In other editions of BIS®, reports can be exported and emailed in up to six different formats. Most reports have hyperlinks that enable users to either drill down to the source record, or by right-clicking, open a list of other reports and functions related to the hyperlink field selected.

Report Toolbar Controls

There are a number of controls that affect reports and how they are rendered. Initial access comes from the Reports Toolbar
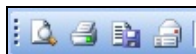
Figure: EQ-16
Report Toolbar

Preview

The Preview icon works with the Report and printing functions, allowing previews in WYSIWYG (What You See Is What You Get) mode. As with other screen elements, these report previews can be tiled or layered with the BIS® MSD (Multiple Screen Display).

Print (Ctrl+P)

The BIS® Print icon causes the current report to be sent to the print spooler so that it can be printed by the default or selected printer accessible to the sending computer.

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Export Report

The Export Report icon exports the current report in up to six different formats, depending on the edition of BIS® used. Standard edition users can export in DOS TXT, Microsoft® Excel® WKS, and Adobe® PDF formats. Professional edition users add Microsoft® Word® and the graphical TIFF formats. Finally, Enterprise edition users can also export in HTML format.

Email Report

The Email Report icon enables Professional and Enterprise edition users to email reports from directly within BIS®. The available formats for these editions are the same as listed for Export above.

Preview Toolbar Controls

Once a report is opened, and appears on the screen, an additional Preview Toolbar opens.

Table of Contents

The BIS® Table's of Contents icon adds a table of contents to the left side of the screen report. Using a familiar Explorer-style format, each primary record of the report can be directly accessed, eliminating the need for laborious searching.

Show/Hide Ruler

The Show/Hide Rule icon reveals or hides a ruler guide to the top and side of the report. Users of word processing and some graphics programs should be familiar with this feature.

Copy Page

The Copy Page icon copies the current page of the report to the Windows® Clipboard.

Find

The BIS® Find icon enables users to find or search for a particular piece of data in the current report.

Display Pages

The Display Pages icon controls how many pages of the report can appear on a single screen and how they are arranged. The choices are: 1x1, 1x2, 1x3, 2x1, 2x2, and 2x3.

Zoom in

The Zoom in icon enlarges the screen image by preset percentages.
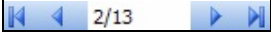
Zoom Out

The Zoom in icon reduces the screen image by preset percentages.

Zoom Control

The Zoom Control drop-down allows enlarging or reducing the screen image by preset percentages: 25, 50, 75, 100, 125, 150, 175, 200, 400, and 800, as well as Page Width and Full Page.

Navigation Buttons

The navigation button icons provides a way of moving through pages of the report. In sequence, they are: the First Page, the Previous Page, the Next Page, and the Last Page. The numeric information in the center indicates which page is showing or selected out of the total number of pages in the report.

Backward

The Backward icon reverses the order of the pages of the report that appear on the screen.

Forward

The Forward icon resets the order of the pages of the report that appear on the screen.

Hyperlink Appearance

The Hyperlink Appearance icon controls how the hyperlinks will appear on the displayed report (and any report printed from the preview).

Figure: EQ-17
Hyperlink format options

Refresh

The Refresh icon updates the report with the latest data from the program.

List Reports

The majority of BIS® reports are list reports. This section explains how to set up a list report and define the search criteria on which to base it. If the criteria specified do not yield any records, BIS® will not allow the report to be previewed or printed.

My Query

The My Query option enables the user to save multiple sets of query conditions (and is described in greater detail below).

Report Type

Select the type of report, which generally determines the level of detail contained in the report itself. The amount and type of detail available vary from report to report.

Order By

Use the drop down menu tool in the Order By option to select which field should be used to list entries. Some reports can only be ordered by a certain field. If applicable, choose whether the entries will be shown in ascending or descending order. For example, ascending alphabetical listings display A-Z entries, while a descending list orders Z-A entries.

Options

The choices given in the Options box allow the report to be further defined. To select any of these options, check the corresponding box.

Filter

The listing at the bottom of the form defines which records will be included in the report. Data can be selected for inclusion by the fields displayed in this area. A variety of criteria can be used to make the report as narrow or broad as necessary.

First select an operator from the drop down list in the Operator field. Depending on which operator is chosen, the Beginning and/or Ending fields may need to be filled with data based on the field type. Sometimes a drop-down menu is made available in these columns so that records on file can be selected.

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Operators

All	Shows all records
=	Displays only records with data matching the data in the Beginning column.
On Date Run	For Date fields only; this dynamic operator uses the system date for the program
Day # of Month	For Date fields only; this dynamic operator uses the pres-selected specific day of the month
First Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month
Last Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month
In	Includes all records contain the data entered in the Beginning column
Between	Shows records that fall between the records listed in the Beginning and Ending columns
Tag	Includes specific records tagged from a drop-down list of records
>	Includes records that have a value greater than that entered in the Beginning column
<	Only shows records with a value less than that defined
>=	Displays records with a value greater than or equal to the defined data
<=	Includes records whose value is less than or equal to the data entered

My Query

The My Query option enables the user to save multiple sets of query conditions including Order By, Field Operators and their settings, and Options. The initial use of My Query shows no saved Queries. If there are existing named queries available they can be seen using the drop-down tool. The saved Query, however, can be applied to any of the available Report Types.

Figure: EQ-18
My Query drop-down list sample.
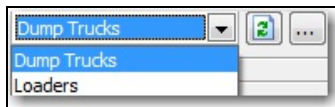
As with other system reports, each named query selection can be further refined with the other settings.

Figure: EQ-19
My Query List initial use sample screen form.
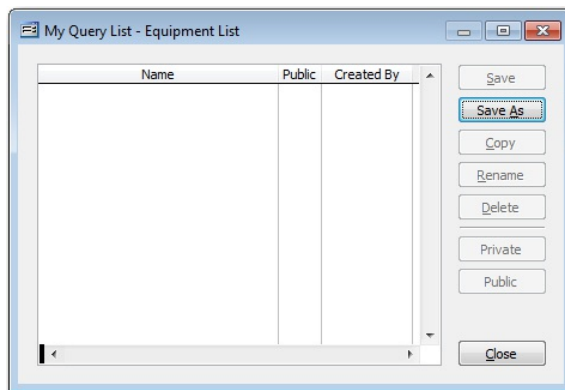
Refresh Button

If a query has been saved, and new changes are made to the query settings, clicking on the Refresh button will remove those unsaved changes.

Details Button

A query can be saved by clicking on the Details button. If there are no pre-existing queries, two buttons are available, Save As and Close.

Save

The Save button will save the current settings, but will provide a dialog box asking, "Do you want to overwrite this query?" Click on "Yes" to save the current settings under the selected name, or "No" to not save them under the current name.

Save As

The Save As button opens the Save As Query sub-form.

Name

Use this field to assign a name to the saved query.

Scope

The Scope option allows the user to specify whether the saved query will be kept for private use or be made available to all users with access rights to this information.

Figure: EQ-20
Save As Query List sample screen form showing the two optional Scope selections: Private and Public.

OK

Click on the OK button to accept the name and scope selections.

Cancel

Click on the Cancel button to close the form without saving.

Copy

The copy button will copy the current saved query to a new name, and allow changing its scope setting. The newly named query can then be edited and saved again.

Figure: EQ-21
Copy query screen form.

Rename

The Rename button opens the Rename Query form that allows the query to be saved with a new name.

Figure: EQ-22
Rename Query screen form.

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Delete

The Delete button will delete the selected named query. If the query is a public query, the following dialog box question will appear, "This is a public query. Are you sure that you want to delete this query?" If the selected query is not a public query, the system simply asks for a confirmation of the action.

Private

If the query is marked as Private, this button will be grayed out. The user has the option of changing the scope of the query to Public by using the next button.

Public

If the query is marked as Public, this button will be grayed out. The user has the option of changing the scope of the query to Private by using the preceding button.

Close

This button closes the My Query List.

Clear Button
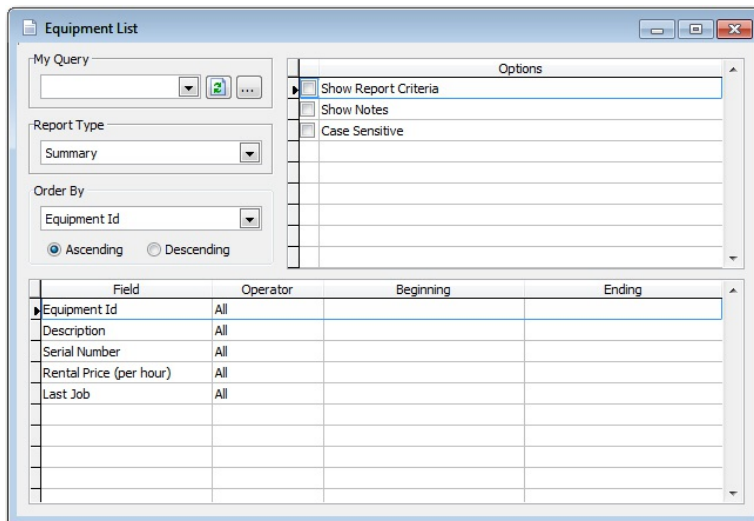
The clear button is located on the tool bar normally at the top of the screen. This button applies only to the report queries. BIS® reports query settings are remembered by user from one session to the next. Thus, if a saved query was last used, the query screen for the same report would open with it preselected. The clear button resets the query screen to the system default.

Figure: EQ-23
Sample report query form after apply clear button.

Equipment Transactions

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

New 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.

Figure: EQ-24
Equipment Transactions –
New screen form.
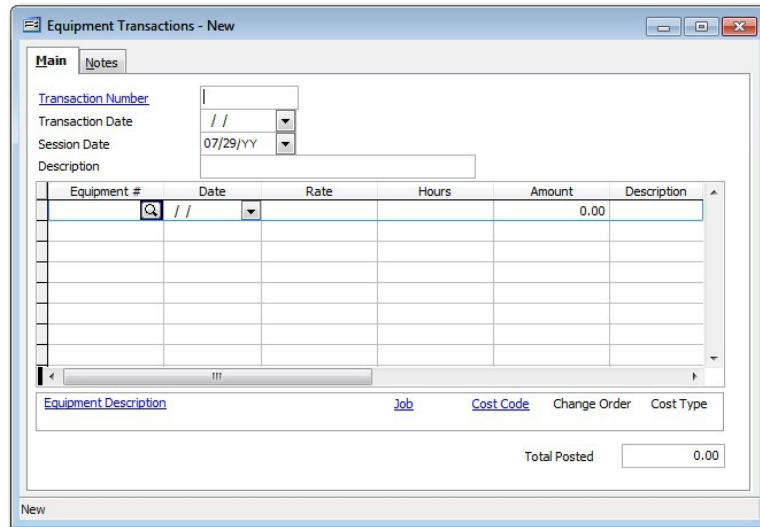
Scrolling Through Equipment Transaction Records

Equipment Transaction records can be scrolled by using the navigation 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 "Trans Num." Clicking on the Previous icon ◀ (at the top of the screen) will open the immediately prior record of the list according to the "Trans Num." Clicking on the Next icon ▶ (at the top of the screen) will open the next record of the list according to the "Trans Num." Clicking on the Last icon ⏭ (at the top of the screen) will open the last record of the list according to the "Trans Num."

Figure: EQ-25
Equipment Transactions
Find/Search screen form.
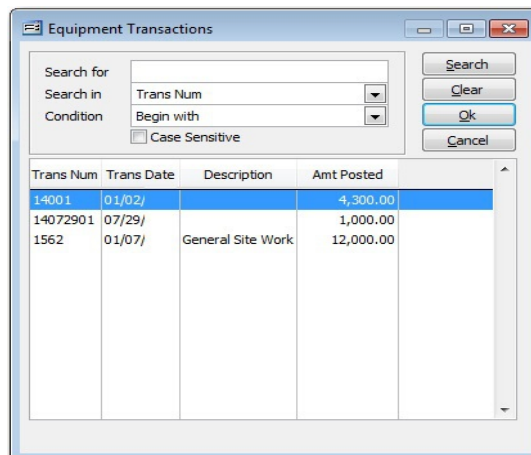
EQ-18   **Equipment**

Editing an Existing Record

The list of existing Equipment Transactions 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 Equipment Transaction screen form appears, all of the fields at the top are shaded; information cannot be entered into these fields or existing information changed.
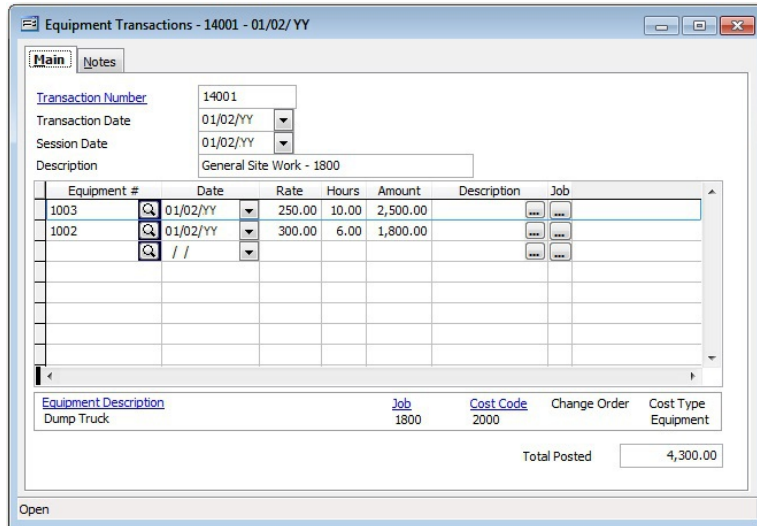
To access the information when the record appears on the screen, it is necessary to press the Open icon 📂 on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

Figure: EQ-26
Sample Equipment
Transactions screen form.

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

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 this process.

Deleting a pre-existing Equipment Transaction will result in reversing journal entries being created in both the Equipment and General Ledger Journals, and potentially in the Job Cost Journal.

Main Tab

The Equipment Transactions file records all pertinent information related to Equipment Transactions. 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 equipment transaction.

Figure: EQ-27
Sample Equipment
Transactions screen form.

Transaction Number

The Transaction Number field records a transaction number that is used to identify this record. It may be any combination of characters or digits up to ten positions in length.

Transaction Date

The Transaction Date field records the date for the transaction. This is usually the current date, but it could be a previous date. The date may be typed or entered using the Calendar tool.

Figure: EQ-28
Calendar tool.

Session Date

The Session Date field records the session date for the transaction. This is usually the current date, but it could be a previous date. The date may be typed or entered using the Calendar tool.

Description

The transaction description field is used to record a brief description or comment, up to 30 characters that identify the general purpose for the transaction; for example, "Trenching," "Hauling," or "Hoisting A/C."

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.

Equipment

The equipment number column is used to record the code of the equipment item used in a job. BIS® verifies that the item number exists and displays equipment name Summary section below.

Date

The date column records the date of service of the equipment selected. The date may be typed or entered using the Calendar tool.

Rate

The rate column displays the default rental price for this item. The number entered in this column may be changed on-the-fly by the user.

Amount

This column calculates the extended amount (rate times the hours) for this 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 this item, click the button to open a Notes box, where unlimited information related to this 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.
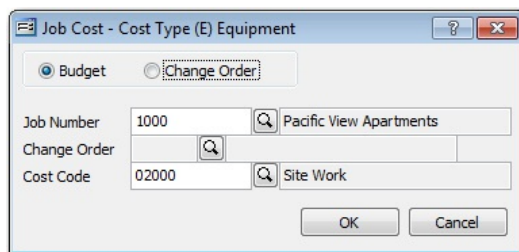
Job

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 job, change order, and cost code.

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 Material in the Chart of Accounts. To reach this box, click the Job button that appears in the final column of the Equipment Transaction entry table.

Figure: EQ-29
Equipment Transactions,
Job Cost – Cost Type (E)
Equipment sub-screen
form.

Budget/Change Order Radio Buttons

If the Payable expense applies to a budget item, select the Budget radio button. If the payable expense 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 invoice 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 invoice line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon 🔍.

The program will offer to allow choosing 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.

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.

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

Equipment Description
This field displays the Equipment Description. Please note that the underlined Equipment Description title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Equipment - New form to add new Equipment items. Right-clicking on the Account Name hyperlink accesses the Equipment File report.

Job
This field displays the Job number applicable to the selected 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 this 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.

Figure: EQ-30
Reports directly accessible by right-clicking on the field name hyperlink.
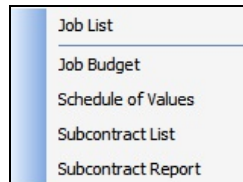
Job List

Job Budget

Schedule of Values

Subcontract List

Subcontract Report

Cost Code
This field displays the Job number applicable to the selected line item. Please note that the underlined 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 to add a new cost codes. Right-clicking on the Cost Code hyperlink access the Cost Code Library report.

EQ-22   **Equipment**

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

Cost Type
This field displays the Cost Type applicable to the selected line item.

Summary Area
This area displays summary information pertaining to the Equipment Transaction including the Equipment account number and name and total of the Transaction.

Total Posted
This field displays the total of all the Equipment Transaction line item amounts.

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.

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

Figure: EQ-31
Equipments Transactions –
Notes tab screen form
sample.
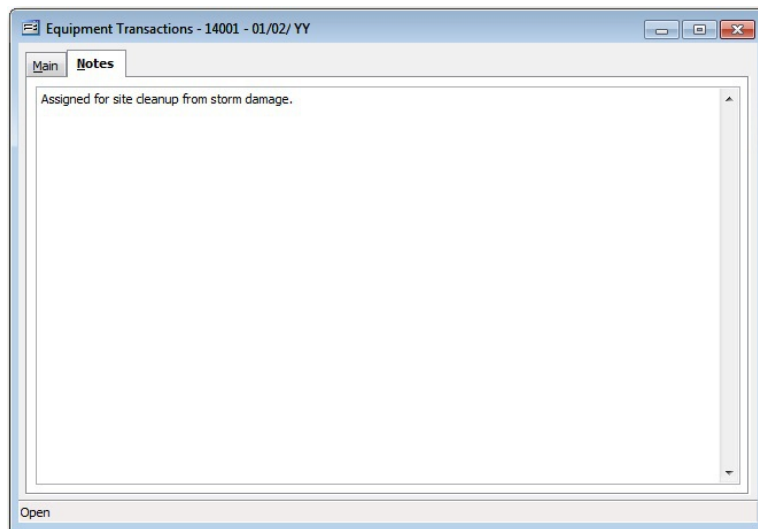
Save the Changed Record
When the record is complete or satisfactorily edited, you should either click on the ⊞ Save button on the tool-bar, or press Ctrl-S to save the changes.

Equipment Report List

The following is a list of Equipment reports available in BIS®.

- Equipment List
- Equipment Transactions
- Equipment Usage

🔵 **Tip** | More information about the Equipment may be found in Job Cost and Job Cost reports. Some functions and report are listed in the Appendix, but more information can be found in the Job Cost Module manual. The information here is limited to Equipment.

Menu Access
Unlike other areas in Equipment, access to reports can be achieved via three different menus: Modules with Reports Group, Modules with Reports Listed, and Standard.

Reports Access via Modules with Reports Group
Equipment | Reports

Reports Access via Modules with Reports Listed
Equipment

Standard Menu
Reports | Equipment

EQ-24 **Equipment**

Equipment List

This report provides a listing of records in the Equipment file.

Access to Equipment File Report
Module Menu with Reports Group
Equipment | Reports | Equipment List

Module Menu with Reports List
Equipment | Equipment List

Standard Menu
Reports | Equipment | Equipment List

Report Types
Summary
The Equipment File Summary Report shows the Equipment number, descriptions, rental price per hour, license number, insurance policy number and expiration date, and last job and date.

Detail
The Equipment List Detail Report also displays the make and model of the equipment, the year acquired, serial number fuel cost on and off road, and the maintenance costs.

Extended
The Equipment List Extended Report displays all information recorded and displayed in the Equipment form, history, and photo, if any.

Udf
The Equipment List Report displays the Equipment Numbers and names, Udf field name and data recorded in the Equipment file.

Order By
- Equipment Id
- Equipment Id Numeric
- Description
- Serial Number
- Rental Price (per hour)
- Last Job

Options
- Show Report Criteria
- Show Notes
- Case Sensitive

Fields
- Equipment Id
- Description
- Serial Number
- Rental Price (per hour)
- Last Job

Equipment List – Summary Report

Figure: EQ-32   Equipment List – Summary Report.

Equipment List – Detail Report

Figure: EQ-33   Equipment List – Detail Report.

Equipment User Definable Fields – Udf Report

Figure: EQ-34   Equipment User Definable Fields – Udf Report.

EQ-26   **Equipment**

Equipment List − Extended Report

Figure: EQ-35   Equipment List – Extended Report.

Equipment Transactions

The Equipment Transaction report is a listing of all transactions involving company-owned Equipment through the Equipment Transactions option. The report serves as the supporting documentation for entries into the job ledger. It enables a review of all Equipment transactions for any selected range of dates.

Access to Equipment Transactions
Module Menu with Reports Group

Equipment | Reports | Equipment Transactions

Module Menu with Reports List

Equipment | Equipment Transactions

Standard Menu

Reports | Equipment | Equipment Transactions

Report Types
Summary

The Equipment Transactions Summary Report displays the date, transaction number, description, amount, monthly total, and list totals.

Detail

The Equipment Adjustments Journal Detail Report also shows line item detail including, Equipment item number, units, unit cost, account number, item description and line item amount.

Extended

The Equipment Transactions Extended Report also shows the job number, cost code, and change order.

Order By

- Transaction Number
- Transaction Date

Options

- Show Report Criteria
- Reversing Entries
- Show Notes
- Show Detail Extended Description

Fields

- Transaction Number
- Transaction Date

Drill-Down+® Destinations

Figure: EQ-36
Right-click the Equipment # hyperlink to show other available reports and functions.

| ✓ Equipment Detail Report |
| Equipment Extended Report |
| Edit Equipment File |
| Document Link |
| Properties |
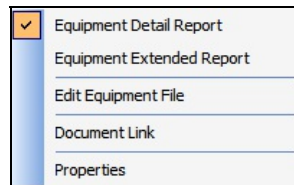
Figure: EQ-37
Right-click the Job hyperlink to show other available reports and functions.

| ✓ Job Detail Report |
| Job Extended Report |
| Job Markup Report |
| Job Defaults Report |
| Job Local Taxes Report |
| Job UDF Report |
| Edit Job File |
| Document Link |
| Properties |
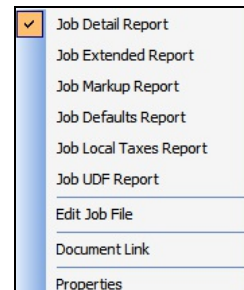
EQ-28   **Equipment**

Equipment Transactions — Summary Report

Equipment Transactions

Summary Report

Best Construction Company

Page 1

Date	Transaction#	Description	Amount
07/29/	14001	General Site Work - 1800	4,300.00
07/29/	14072501		5,400.00
07/29/	14072901		1,000.00
07/29/	1562	General Site Work	12,000.00
		Equipment Transactions Listed for July	22,700.00
		Total Equipment Transactions Listed	22,700.00

Figure: EQ-38   Equipment Transactions – Summary Report showing reversing entries.

Equipment Transactions — Detail Report

Equipment Transactions

Detail Report

Best Construction Company

Page 1

Date	Transaction# Equipment#	Description Equipment Description	Rate	Hours Description		Amount
07/29/	14001	General Site Work - 1800				
07/29/	1003	Dump Truck	250.00	10.00		2,500.00
07/29/	1002	Grader	300.00	6.00		1,800.00
					Transaction Total	4,300.00
07/29/	14072501					
07/29/	1001	Loader	300.00	18.00		5,400.00
					Transaction Total	5,400.00
07/29/	14072901					
07/29/	1000	Loader	200.00	5.00		1,000.00
					Transaction Total	1,000.00
07/29/	1562	General Site Work				
07/29/	1002	Grader	300.00	40.00		12,000.00
					Transaction Total	12,000.00
				Equipment Transactions Listed for July		22,700.00
				Total Equipment Transactions Listed		22,700.00

Figure: EQ-39   Equipment Transactions – Detail Report showing reversing entries.

Equipment Transactions — Extended Report

Equipment Transactions
Extended Report

Best Construction Company

Page 1

Date	Transaction# Equipment#	Description Equipment Description	Rate	Hours	Description	Amount	Job	Cost Code	C/O#
07/29/	14001	General Site Work - 1800							
07/29/	1003	Dump Truck	250.00	10.00		2,500.00	1800	2000	
07/29/	1002	Grader	300.00	6.00		1,800.00	1800	2000	
					Transaction Total	4,300.00			
07/29/	14072501								
07/29/	1001	Loader	300.00	18.00		5,400.00	2700	01000	
					Transaction Total	5,400.00			
07/29/	14072901								
07/29/	1000	Loader	200.00	5.00		1,000.00	1000	02000	
					Transaction Total	1,000.00			
07/29/	1562	General Site Work							
07/29/	1002	Grader	300.00	40.00		12,000.00	1000	02000	
					Transaction Total	12,000.00			
					Equipment Transactions Listed for July	22,700.00			
					Total Equipment Transactions Listed	22,700.00			

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Figure: EQ-40

Equipment Transactions – Extended Report showing reversing transactions.

Equipment Usage

The Equipment Usage report is a listing of the time and cost involving each company-owned piece of equipment through the Equipment Transactions option. The report serves as the supporting documentation for entries into the job ledger. It enables a review of all Equipment transactions for any selected range of dates.

Access to Equipment Transactions
Module Menu with Reports Group
Equipment | Reports | Equipment Usage

Module Menu with Reports List
Equipment | Equipment Usage

Standard Menu
Reports | Equipment | Equipment Usage

Report Types
Summary
The Equipment Transactions Summary Report displays the equipment number and name, hours of use, and amount totals.

Detail
The Equipment Adjustments Journal Detail Report also shows the equipment rate, usage description, job, cost code, change order, transaction number, and date.

Extended
The Equipment Transactions Extended Report also shows the job name.

Order By	Options	Fields
• Equipment Number	• Show Report Criteria	• Equipment Number
• Job Number		• Job Number
		• Date

Drill-Down+® Destinations

Figure: EQ-41
Right-click the Equipment # hyperlink to show other available reports and functions.

| Equipment Detail Report ✓ |
| Equipment Extended Report |
| Edit Equipment File |
| Document Link |
| Properties |
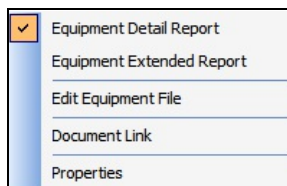
Figure: EQ-42
Right-click the Job hyperlink to show other available reports and functions.

| Job Detail Report ✓ |
| Job Extended Report |
| Job Markup Report |
| Job Defaults Report |
| Job Local Taxes Report |
| Job UDF Report |
| Edit Job File |
| Document Link |
| Properties |
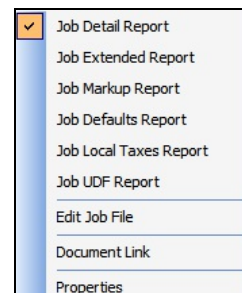
Equipment Usage — Summary Report

Best Construction Company

Equipment Usage
Summary Report   Page 1

Equipment#	Description	Hours	Amount
1000			
	Equipment Totals	5.00	1,000.00
1001			
	Equipment Totals	18.00	5,400.00
1002			
	Equipment Totals	46.00	13,800.00
1003			
	Equipment Totals	10.00	2,500.00
	Report Totals	79.00	22,700.00

Figure: EQ-43   Equipment Usage – Summary Report.

Equipment Transactions — Detail Report

Best Construction Company

Equipment Usage
Detail Report   Page 1

Equipment#	Description Date	Hours	Rate	Amount Description	Job	Cost Code	C/O#	Transaction#	Date
1000									
	07/29/	5.00	200.00	1,000.00	1000	02000		14072901	07/29/
	Equipment Totals	5.00		1,000.00					
1001									
	07/29/	18.00	300.00	5,400.00	2700	01000		14072501	07/29/
	Equipment Totals	18.00		5,400.00					
1002									
	07/29/	40.00	300.00	12,000.00	1000	02000		1562	07/29/
	07/29/	6.00	300.00	1,800.00	1800	2000		14001	07/29/
	Equipment Totals	46.00		13,800.00					
1003									
	07/29/	10.00	250.00	2,500.00	1800	2000		14001	07/29/
	Equipment Totals	10.00		2,500.00					
	Report Totals	79.00		22,700.00					

Figure: EQ-44   Equipment Usage – Detail Report.

EQ-32   Equipment

Equipment Usage — Extended Report

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Page 1

Equipment Usage
Extended Report

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Equipment#	Description Date	Hours	Rate	Amount Description	Job	Cost Code	C/O #	Transaction#	Date	Job Name
1000										
	07/29/	5.00	200.00	1,000.00	1000	02000		14072901	07/29/	Pacific View Apartments
	Equipment Totals	5.00		1,000.00						
1001										
	07/29/	18.00	300.00	5,400.00	2700	01000		14072501	07/29/	Daisy Creek
	Equipment Totals	18.00		5,400.00						
1002										
	07/29.	40.00	300.00	12,000.00	1000	02000		1562	07/29/	Pacific View Apartments
	07/29/	6.00	300.00	1,800.00	1800	2000		14001	07/29/	Helen's House
	Equipment Totals	46.00		13,800.00						
1003										
	07/29/	10.00	250.00	2,500.00	1800	2000		14001	07/29/	Helen's House
	Equipment Totals	10.00		2,500.00						
	Report Totals	79.00		22,700.00						

Figure: EQ-45

Equipment Usage – Extended Report.

Appendix

Cost Code Library

The cost code library is a fundamental element of BIS®. Cost codes allow a job to be segmented into components and can be established for specific job functions such as general requirements, fees and licenses, demolition, foundation, framing, rough electrical, HVAC, roofing, plumbing, etc. Together with job numbers and cost type, cost codes classify the job cost. When payroll information is entered, the cost code is also used to record the portion of the job on which the employee worked. The Job Budget, Subcontract Control, and Job Billing sections of the program each use the cost codes established in the Cost Code Library. At the time a company is created, using the New Company form, an option is given to load one of 10 sample cost code libraries into the new company's records. Some details of how to load one of the sample Cost Code libraries are in the Appendix to this manual. A Cost Code library can also be copied from one company to another. Some details will be found in the Appendix.

Normally, an individual job will include only a portion of the codes in the library. Establishing a complete cost code library will allow a consistent method of collecting and estimating costs on jobs to be built. This process provides the ability to draw upon past experience to better estimate future performance. A complete cost code library will also save time.

ⓘ **Tip** | More information about the Cost Code Library may be found in the Job Cost Module manual. The information here is limited to Equipment.

Modular Menu Access
JC | Cost Code Library

Standard Menu Access
Job | Cost Code Library

Figure: EQ-46
Job Cost, Cost Code
Library – New screen form.

Main Tab
Cost Code

Enter the cost code relevant to the equipment module. Any 10-digit alpha or numeric character or combination of both can be used for the Cost Code. BIS® checks for duplication, and a warning will appear if the code has already been assigned.

Please note that the Cost Code title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Cost Code hyperlink opens access to the Cost Code Library report that can be directly accessed.

The cost codes each identify a task and they are maintained in the cost code library. The cost code can be any combination of numbers and/or letters up to ten characters in length. It is suggested that all cost codes be made the same length. For example, if a five-digit cost code is assigned, continue to assign all additional codes five-digit numbers. The cost code can be retrieved to assign the corresponding task to a job-related expense or budget.

Description
Enter a description of the task or job function that is associated with the cost code listed, up to 30 characters.

Unit Cost Equipment
The unit cost determines the cost of this category (Equipment) for each unit of measurement. Simply enter the number expressed as a number with two decimals. For example, a unit cost of 10 may be entered as 10.00.

Unit Man Hours
The unit man hours determines the number of hours needed to complete one unit of measurement. The UMH may be expressed as a number with two decimals.

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

Jobs

The Jobs form is a master record that must be completed before the budget, schedule of values, subcontracts, or any transactions can be recorded for that job, and before job costs can be posted. Default information entered in the Jobs form will be used in a variety of transactions, including applications for payment and payroll. Most defaults entered in the job record can be changed at the time of entering an individual transaction. The use of defaults is encouraged because it can save time and provide for more accurate entry.

ⓘ **Tip**   More information about the Job Master Record and setup may be found in the Job Cost Module manual. The information here is limited to Equipment.

Markup Tab
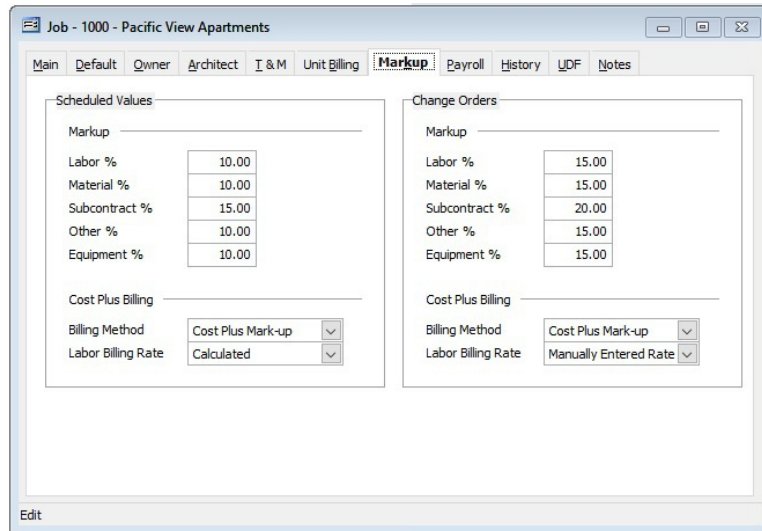
Job markups are set up on the Markups tab of the Jobs master record. These markups are used in two ways:

1. When creating the schedule of values from the job budget, BIS® will add the markups shown to the original budget amounts only if the Include Amounts to Schedule of Values option is marked.

2. When using the Cost Plus billing option, separate markup percentages are recorded for each job cost type and for change orders. To include the markups when job expenditures are used to update the schedule of values, the Cost Plus Markup option must be selected in the Billing Method field on the Markup tab.

The markup tab is used for Cost Plus billing. Two sections are provided for entering markup percentages: Scheduled Values and Change Orders. This allows users to bill change orders differently from the original contract, if desired. This option may be disabled by selecting Cost Only under Billing Method. The entries of this screen can be used when automatically creating a Schedule of Values from a Budget.

Figure: EQ-47
Job Cost master record,
Markup tab screen form.

Equipment %

The percentage markup to use for equipment when the amount to bill is based upon a cost-incurred calculation. The amount billed will equal the job-to-date equipment cost incurred, plus the equipment cost multiplied by this percentage, less previous billings and retention.

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.

EQ-36   **Equipment**

Budget

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.

ⓘ **Tip**   More information about the Job Budget may be found in the Job Cost Module manual. The information here is limited to Equipment.

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 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: EQ-48
Budget and Change Orders screen form Job tab showing sample job display data. (This data can only be altered in the Job Master Record.)

The items on this 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.

Budget Tab

The budget information for each job is maintained through the Budget tab. This tab displays all budget line items by cost code. Each line item contains cost classifications for Labor, Material, Subcontracts, Other, Equipment, and the billing code. A budget for labor hours is maintained separately, as are adjustments to the initial budget.

💡 **Tip** More information about the Job Budget setup may be found in the Job Cost Module manual. The information here is limited to Equipment.

The budget information is used in various BIS® reports showing comparisons between the budget and actual costs incurred. 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 Budget data entry form.

Figure: EQ-49
Job Cost, Budget and
Change Orders, Budget tab
screen form.

Budget Screen Form

This screen is accessed by clicking on the Insert button on the Budget tab form.

Figure: EQ-50
Budget, new screen form.

EQ-38   Equipment

Job Number
This field displays the Job Number (and Job Name), but it is not an editable field.

Cost Code
A valid cost code from the cost code library must be entered for each change order budget item. This code may be typed or selected by using the Find tool magnifying glass 🔍 icon. Once the cost code is entered, the cost code description will be displayed.
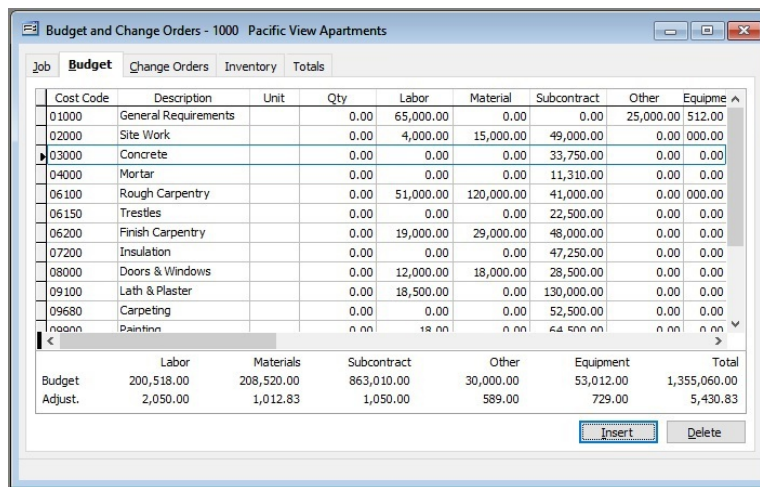
Billing Code (SV)
The billing code identifies the contract line item in the Schedule of Values. It may be typed or selected using the Find tool magnifying glass 🔍 icon. Including the billing code in the budget item interfaces the cost code selected with the billing code when using the Cost Plus option in the Billing module. If the billing code is left blank, this cost code will post cost to the first contract line item on the Schedule of Values. If you wish not to post cost, enter NONE as the billing code. When a billing code is entered, the associated description is displayed.

Figure: EQ-51
Budget, sample screen form.

Budget
The fields in this section are used to record original budget information for the various job cost classifications. They record the dollar amount budgeted for each category for this cost code. The sum of these entries is shown in the Total Budget field.

Quantity
If a quantity of units applies to the cost code, it is entered in this field.

Hours
If a number of hours apply to the cost code, it is entered here.

Equipment
If any portion of the cost of the code applies to equipment, the dollar amount is entered into this field.

Adjustments
This section records adjustment to the original budget information, broken down by job cost classification. The total amount for all adjustment costs is displayed in the Adjustments field.

Subcontract Summary
This section displays the total subcontract amount budgeted for the cost code selected (Revised Budget), the amount from this that has been committed, and the amount that remains uncommitted to vendors.
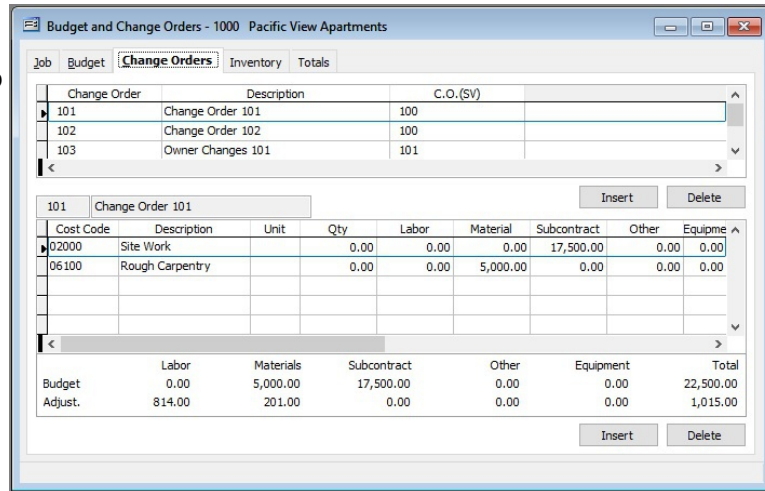
Change Orders Tab

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 Budget Change Orders and their connection, if any to Change Orders in the Schedule of Values. The lower section deals with the detail of the cost codes associated Budget with the selected change order of the upper portion of the screen.

> ⓘ **Tip**   More information about the Job Budget Change Order Tab may be found in the Job Cost Module manual. The information here is limited to Equipment.

Figure: EQ-52
Budget and Change
Orders, Change Orders tab
screen form.

Change Order Header List

The top section of this form displays information for each change order entered. To add a change order, use the Insert button that is located below this section. To remove an item, select the line item and click the Delete button. To edit one of the change orders displayed, double-click on that line item to open the Change Order Header form.

Change Order Detail List

The lower section of this form displays the budget line items for the change order selected above. The change order number and description selected appear in the fields above this section. Line items are displayed by cost code, including cost classifications for Labor, Material, Subcontracts, Other, and Equipment. The Insert button below is used to add a line item, whereas the Delete button will remove the line item selected. To edit a line item displayed, double-click on that line item to open the Change Order Detail form.

Change Order Detail Form

Use this Form to enter Change Order Line Item Detail Information. The change order information for a job is entered, revised, reported on, deleted, and ad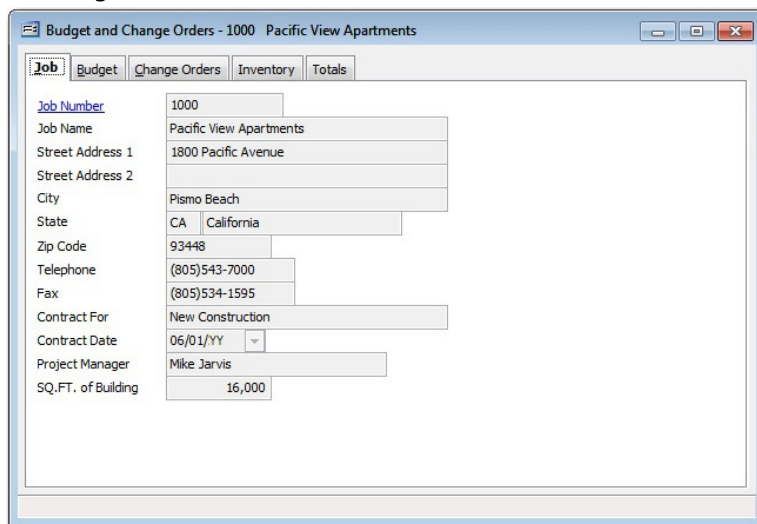ded to another job through this option. Change Order information is maintained by cost code for each job. Change Orders within each cost code can be maintained for cost classifications of Labor, Material, Subcontracts, and Other.

Figure: EQ-53
Budget and Change
Orders, Change Order
Detail screen form sample.

Job Number
This field displays the job number and name.

Change Order
This field displays the change order number and description.

Cost Code
A valid cost code from the cost code library must be entered for each change order budget item. This code may be typed or selected by using the Find tool. Once the cost code is entered, the cost code description will be displayed.

Budget
The fields in this section are used to record original change order budget information for the various job cost classifications. This field records the dollar amount budgeted for each category for this cost code. The sum of these entries is shown in the Total Budget field.

Quantity
If a quantity of units applies to this cost code, it is entered in this field.

Hours
If hours apply to this cost code change order, they are entered here.

Equipment
If any portion of the cost of this change order code applies to equipment, the dollar amount is entered into this field.

Adjustments
This section records adjustment to the original change order budget information, broken down by job cost classification. The total amount for all adjustment costs is displayed in the Adjustments field.

Subcontract Summary
This section displays the total subcontract amount budgeted for the cost code selected of the change order (Revised Budget), the amount from this that has been committed, and the amount that remains uncommitted to vendors.

Totals Tab

This tab provides a summary of the budget and change orders and their totals. The fields on this screen cannot be modified from this form.

Figure: EQ-54
Budget and Change Orders, Totals tab sample screen form including Equipment information.

Job Budget Report

The Budget report displays job budget information recorded in the Budget and Change Orders form.

> ⓘ **Tip**   More information about the Job Budget Reports may be found in the Job Cost Module manual. The information here is limited to Equipment.

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

Order By
• Job Number

Options
• Show Report Criteria
• Active
• Inactive
• Completed
• Show Extended Descriptions
• Case Sensitive

Fields
• Job Number
• Project Manager

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: EQ-55   Job Budget – Summary Report, showing Equipment information.

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: EQ-56   Job Budget – Detail Report, showing Equipment detail.

EQ-44   **Equipment**

Production Expense

This option allows a company to allocate for those overhead expenses which are difficult to directly assign to a job. The production expenses are based on a beginning 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.

ⓘ **Tip**   More information about the Production Expense settings may be found in the Job Cost Module manual. The information here is limited to Equipment.

Modular Menu Access
JC | Production Expense

Standard Menu Access
Jobs | Production Expense

Figure: EQ-57
Sample Job Cost,
Production Expense screen
form for editing.

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: EQ-58
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. The Production Expense Report is directly accessed by right-clicking on the Beginning Date hyperlink.

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.

Production Expense Report
The Job Cost Production Report shows production expenses recorded.

ⓘ **Tip**   More information about the Production Expense settings may be found in the Job Cost Module manual. The information here is limited to Equipment.

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

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Production Expense
Detail Report   Page 1

Beginning Date	Ending Date	Labor	Material	Subcontract	Other Cost	Equipment	Apply PE
01/01/YY	07/31/YY	0.00	3.00	4.00	0.00	3.00	Yes
08/01/YY	Present	5.00	5.00	5.00	5.00	5.00	Yes

Figure: EQ-59   Job Cost Production Expense – Detail Report.

Job Status

This option is used to override the system-calculated figures for work completed and projected cost to complete. The information entered in these screens is optionally used in the Job Cost Status Report.

ⓘ **Tip** | More information about the Job Status settings may be found in the Job Cost Module manual. The information here is limited to Equipment.

Modular Menu Access
JC | Job Status

Standard Menu Access
Transactions | Job Status

Figure: EQ-60
Job Cost, Job Status, Job
tab screen form example.

The items on this 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.

Budget Tab

The cost code information displayed here is maintained through the Budget and Change Orders form. This tab displays all budget line items by cost code. Each line item shows the percent of work completed and the projected cost to complete work for each cost classification, including Labor, Material, Subcontracts, Other, and Equipment.

ⓘ **Tip** | More information about the Job Status Budget Tab settings may be found in the Job Cost Module manual. The information here is limited to Equipment.

To edit any of the line items viewed, double-click on the line item to open the Status Budget data entry form.

Figure: EQ-61   Job Cost, Job Status Budget tab screen form sample.

Status Budget

This option is used to override the system-calculated figures for work completed and projected cost to complete budgeted items for a job. These figures can be added manually for each Job Cost classification (Labor, Material, Subcontracts, Other and Equipment) related to this cost code.

Figure: EQ-62
Job Cost, Job Status
Budget tab, Status Budget
screen sample form.

Job Number

This field displays the number of the job selected.

Job Name

This field displays the job name that corresponds to the job number selected.

Cost Code

This field displays the cost code associated with the budget item selected.

Installed Quantity

EQ-48   **Equipment**

This field records the quantity of units that have been installed.

Percent Complete
These fields record the percent complete separately for Labor, Material, Subcontract, Other and Equipment categories related to this cost code.

Projected Cost to Complete
These field records the projected cost to complete work related to the cost code. They are recorded separately for Labor, Material, Subcontract, Other, and Equipment categories.

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
The budget information displayed here is maintained through the Budget and Change Orders form. This tab can be used to override the percent of work completed and the projected cost to complete work for change orders related to the job selected.

> ⓘ **Tip**   More information about the Job Status Change Orders Tab settings may be found in the Job Cost Module manual. The information here is limited to Equipment.
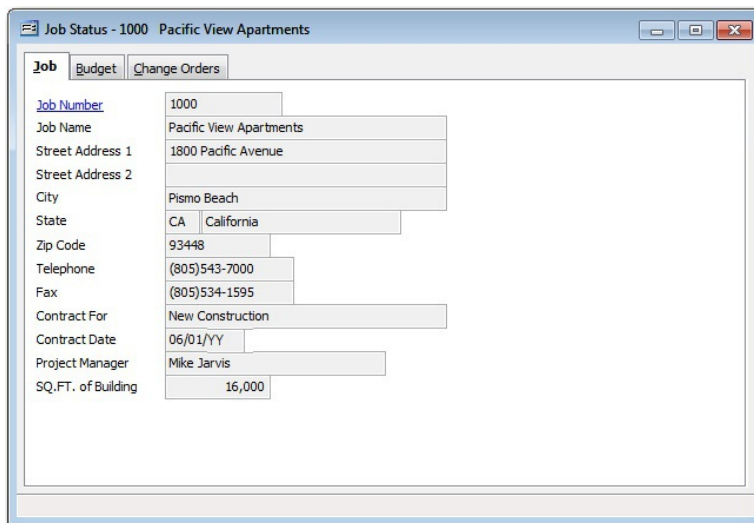
Change Order Header List
The top section of this form displays information for each change order entered.

Figure: EQ-63   Job Cost, Job Status, Change Orders tab screen form sample.

Change Order
The change order number identifies the budget and Schedule of Values information for each change order.

Description
This field lists the description of the change order that is associated with the change order number assigned.

Change Order (SV)
The optional change order number is in the third column. When the change order number is entered, the change order description is displayed.

Change Order Detail List
The lower section of this form displays the budget line items for the change order selected above. The change order number and description selected appear in the fields above this section. Line items show the percent of work completed and the projected cost to complete work for each cost classification, including Labor, Material, Subcontracts, Other and Equipment. To edit any of the items viewed, double-click on the line item to open the Status Change Order data entry form.

Status Change Order
This option is used to override the system-calculated figures for work completed and projected cost to complete budgeted items for a job. These figures can be added manually for each Job Cost classification (Labor, Material, Subcontracts, Other and Equipment) related to this change order cost code.

Figure: EQ-64
Job Cost, Job Status, Change Order, Status Change Order screen form sample.

Job Number
This field displays the job number and name.

Change Order
This field displays the change order number and description.

Cost Code
This field displays the cost code associated with the budget item selected.

Installed Quantity
This field records the quantity of units that have been installed.

Percent Complete

EQ-50   **Equipment**

These fields record the percent complete separately for Labor, Material, Subcontract, Other, and Equipment categories related to this cost code.

Projected Cost to Complete

These fields record the projected cost to complete work related to this cost code. They are recorded separately for Labor, Material, Subcontract, Other, and Equipment categories.

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**   More information about the Job Cost Status reports be found in the Job Cost Module manual. The information here is limited to Equipment.

ⓘ **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
Detail

The Job Cost Status Detail 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, variance between projected total cost and the revised budget, and analysis by job cost category.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
	• Active	• Cost Code
	• Inactive	• Project Manager
	• Completed	
	• Percent Complete Overwrite	
	• Projected Cost to Overwrite	
	• Show Change Orders	
	• Show Notes	
	• Case Sensitive	

EQ-52   **Equipment**

Job Cost Status — Detail Report

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Job Cost Status
Detail Report   Job 1000   Pacific View Apartments   Page 1

CostCode	Description		Original Budget	Budget Adjustments	Revised Budget	Net Commitments	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	8,300.72	12	56,699.28	65,000.00	0.00
		M	0.00	0.00	0.00	0.00	772.50	0	0.00	772.50	-772.50
		S	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	25,000.00	25,000.00	0.00
		E	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	9,073.22	10	81,699.28	90,772.50	-772.50
02000	Site Work	L	4,000.00	0.00	4,000.00	0.00	31,301.25	782	0.00	31,301.25	-27,301.25
		M	15,000.00	0.00	15,000.00	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	16,774.50	34	31,975.50	48,750.00	250.00
		O	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	13,390.00	89	1,610.00	15,000.00	0.00
	Cost Code Totals		83,000.00	0.00	83,000.00	32,235.50	102,662.95	123	33,585.50	136,248.45	-53,248.45
03000	Concrete	L	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	0.00	0.00	0.00
		S	33,750.00	0.00	33,750.00	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	0.00	0.00	0.00
		E	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	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	0.00	0.00	0.00
		M	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	0.00	0	11,310.00	11,310.00	0.00
		O	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	0.00	0.00	0.00
	Cost Code Totals		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	L	51,000.00	0.00	51,000.00	0.00	4,615.00	9	46,385.00	51,000.00	0.00
		M	120,000.00	0.00	120,000.00	91,000.00	29,870.00	24	90,130.00	120,000.00	0.00
		S	41,000.00	0.00	41,000.00	41,000.00	0.00	0	41,000.00	41,000.00	0.00
		O	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00

Figure: EQ-65
showing Equipment.

Job Cost, Job Cost Status – Detail Report without Percent Complete Overwrite or Projected Cost to Complete Overwrite

Job Cost Status — Detail Report
Including Percent Complete Overwrite and Projected Cost to Complete Overwrite

Job Cost Status
Detail Report   Job 1000   Pacific View Apartments

Best Construction Company

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	L	65,000.00	0.00	65,000.00	0.00	8,300.72	0 M	0.00	8,300.72	56,699.28
		M	0.00	0.00	0.00	0.00	772.50	0 M	0.00	772.50	-772.50
		S	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		O	25,000.00	0.00	25,000.00	0.00	0.00	0 M	0.00	0.00	25,000.00
		E	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
	Cost Code Totals		90,000.00	0.00	90,000.00	0.00	9,073.22	10	0.00	9,073.22	80,926.78
02000	Site Work	L	4,000.00	0.00	4,000.00	0.00	31,301.25	90 M	3,200.00	34,501.25	-30,501.25
		M	15,000.00	0.00	15,000.00	10.00	41,197.20	90 M	1,750.00	42,947.20	-27,947.20
		S	49,000.00	0.00	49,000.00	32,225.50	16,774.50	100 M	0.00	16,774.50	32,225.50
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		E	15,000.00	0.00	15,000.00	0.00	13,390.00	95 M	1,000.00	14,390.00	610.00
	Cost Code Totals		83,000.00	0.00	83,000.00	32,235.50	102,662.95	123	5,950.00	108,612.95	-25,612.95
03000	Concrete	L	0.00	0.00	0.00	0.00	0.00	65 M	3,500.00	3,500.00	-3,500.00
		M	0.00	0.00	0.00	0.00	0.00	90 M	1,200.00	1,200.00	-1,200.00
		S	33,750.00	0.00	33,750.00	29,119.00	4,631.00	0 M	0.00	4,631.00	29,119.00
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	85 M	840.00	840.00	-840.00
	Cost Code Totals		33,750.00	0.00	33,750.00	29,119.00	4,631.00	13	5,540.00	10,171.00	23,579.00
04000	Mortar	L	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		M	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		S	11,310.00	0.00	11,310.00	11,310.00	0.00	0 M	0.00	0.00	11,310.00
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
	Cost Code Totals		11,310.00	0.00	11,310.00	11,310.00	0.00	0	0.00	0.00	11,310.00
06100	Rough Carpentry	L	51,000.00	0.00	51,000.00	0.00	4,615.00	0 M	0.00	4,615.00	46,385.00
		M	120,000.00	0.00	120,000.00	91,000.00	29,870.00	0 M	0.00	29,870.00	90,130.00
		S	41,000.00	0.00	41,000.00	41,000.00	0.00	0 M	0.00	0.00	41,000.00
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00

Figure: EQ-66
Equipment.

Job Cost Status – Detail Report showing Percent Complete Overwrite and Projected Cost to Complete Overwrite with

EQ-54   **Equipment**

Other Reports

ⓘ **Tip**	More information about the Job Cost reports be found in the Job Cost Module manual. The information here is limited to Equipment.

Job Cost by Cost Code and Type
The Job Cost by Cost Code and Type shows cost classifications for each budget cost code and change order.

Access to Job Cost by Cost Code and Type
Module Menu with Reports Group
JC | Reports | Job Cost by Cost Code and Type

Module Menu with Reports List
JC | Job Cost by Cost Code and Type

Standard Menu
Reports | Job | Job Cost by Cost Code and Type

Report Types
Detail
The Job Cost by Cost Code and Type Detail Report displays the job number and name, cost code number and description, job costs posted for labor, material, subcontract, other, equipment and totals.

Order By
• Job Number

Options
• Show Report Criteria
• Active Jobs
• Inactive Jobs
• Completed Jobs
• Case Sensitive

Fields
• Job Number
• Date
• Group Number
• Project Manager

The group number filter option allows you to report group cost codes together. The number selected will group together cost codes that have the same numbers for the number of digits selected. For example, to group all codes that begin with the same first three numbers, select a group number of "3." Cost codes that share the first three numbers are summarized and shown on one line in the report.

Job Cost by Cost Code and Type — Detail Report

Best Construction Company

Job Cost by Cost Code and Type

Detail Report	Job 1000	Pacific View Apartments					Page 1
Cost Code	**Description**	**Labor**	**Material**	**Subcontract**	**Other**	**Equipment**	**Total**
Code Group							
0		44,216.97	71,911.80	21,405.50	0.00	13,390.00	150,924.27
1		0.00	-278.10	0.00	0.00	0.00	-278.10
	Job Cost Totals	44,216.97	71,633.70	21,405.50	0.00	13,390.00	150,646.17
	Job Cost Totals	44,216.97	71,633.70	21,405.50	0.00	13,390.00	150,646.17

Figure: EQ-67   Job Cost by Cost Code and Type – Detail Report showing Equipment for Group=1.

Job Cost Burden Analysis Report

This report lists job costs broken down by direct and indirect cost.

Access to Job Cost Burden Analysis Report
Module Menu with Reports Group
JC | Reports | Burden Analysis Report

Module Menu with Reports List
JC | Burden Analysis Report

Standard Menu
Reports | Job | Burden Analysis Report

Report Type
Summary
The Burden Analysis Summary Report Type shows the job number and name, plus total gross wages, materials, subcontracts, other direct costs, total direct costs, equipment, Workers' Compensation, other burden, production expense, union expense, company FICA contributions, total indirect costs, and total costs.

Detail
The Burden Analysis Detail Report Type also shows summary information broken down for each job by cost code and change order.

Extended
The Burden Analysis Extended Report Type also displays detailed transaction information for each job cost, including date, vendor or employee ID and name, reference number, and source journal of the transaction.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
	• Active Jobs	• Cost Code
	• Inactive Jobs	• Change Order
	• Completed Jobs	• Date
	• Show Budget with No Activity	• Project Manager
	• Case Sensitive	

EQ-56   **Equipment**

Job Cost Burden – Summary Report

Best Construction Company

Job Cost Burden
Summary Report

Page 1

Job	Description	Gross Wages	Materials	Subcontract	Other	Total Direct	Eq	WC	Other Burden	Production Expense	Union Expense	Co. FICA	Total Indirect	Total Cost
1000	Pacific View Apartments	35686.00	68790.00	20005.00	0.00	124481.00	13000.00	3844.20	1542.35	4634.20	579.28	2565.14	26165.17	150646.17
1010	Truesdale Elementary School	7750.00	10000.00	3000.00	0.00	20750.00	0.00	645.27	349.50	420.00	121.38	581.40	2117.55	22867.55
1020	Giovanni's Pasta House	4000.00	2500.00	2285.00	0.00	8785.00	0.00	302.38	240.00	166.40	47.50	299.12	1055.40	9840.40
1500	Christina's House	1000.00	3000.00	0.00	0.00	4000.00	0.00	138.13	30.00	90.00	47.50	76.50	382.13	4382.13
1600	Gene's House	0.00	10000.00	0.00	0.00	10000.00	0.00	0.00	0.00	300.00	0.00	0.00	300.00	10300.00
1800	Helen's House	0.00	13800.00	5200.00	0.00	19000.00	4300.00	0.00	0.00	751.00	0.00	0.00	5051.00	24051.00
2500	Vale House	0.00	-240.00	0.00	0.00	-240.00	0.00	0.00	0.00	-7.20	0.00	0.00	-7.20	-247.20
2700	Daisy Creek	0.00	0.00	0.00	0.00	0.00	5400.00	0.00	0.00	162.00	0.00	0.00	5562.00	5562.00
	Grand Totals	48436.00	107850.00	30490.00	0.00	186776.00	22700.00	4929.98	2161.85	6516.40	795.66	3522.16	40626.05	227402.05

Figure: EQ-68

Job Cost Burden – Summary Report showing Equipment.

Job Cost Burden Analysis Report – Detail Report

Job Cost Burden
Detail Report Job 1000   Pacific View Apartments   Best Construction Company   Page 1

Cost Code	Description	Gross Wages	Materials	Subcontract	Other	Total Direct	Eq	WC	Other Burden	Production Expense	Union Expense	Co. FICA	Total Indirect	Total Cost
Budget														
01000	General Requirements	6675.00	750.00	0.00	0.00	7425.00	0.00	970.92	270.00	22.50	0.00	384.80	1648.22	9073.22
02000	Site Work	25111.00	39240.00	15795.00	0.00	80146.00	13000.00	2659.75	1062.35	3326.70	579.28	1888.87	22516.95	102662.95
03000	Concrete	0.00	0.00	4210.00	0.00	4210.00	0.00	0.00	0.00	421.00	0.00	0.00	421.00	4631.00
04000	Mortar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06100	Rough Carpentry	3900.00	29000.00	0.00	0.00	32900.00	0.00	213.53	210.00	870.00	0.00	291.47	1585.00	34485.00
06150	Trestles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06200	Finish Carpentry	0.00	70.00	0.00	0.00	70.00	0.00	0.00	0.00	2.10	0.00	0.00	2.10	72.10
07200	Insulation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08000	Doors & Windows	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09100	Lath & Plaster	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09680	Carpeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09900	Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10800	Toilet & Bath Accessories	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12300	Cabinets & Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15400	Plumbing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	Electrical	0.00	-270.00	0.00	0.00	-270.00	0.00	0.00	0.00	-8.10	0.00	0.00	-8.10	-278.10
16850	Heating & Cooling	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Budget Totals	35686.00	68790.00	20005.00	0.00	124481.00	13000.00	3844.20	1542.35	4634.20	579.28	2565.14	26165.17	150646.17
Change Order 101														
02000	Site Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06100	Rough Carpentry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Change Order Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Change Order 102														
03000	Concrete	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Change Order Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Totals	35686.00	68790.00	20005.00	0.00	124481.00	13000.00	3844.20	1542.35	4634.20	579.28	2565.14	26165.17	150646.17

Figure: EQ-69

Job Cost Burden – Detail Report showing Equipment.

EQ-58   **Equipment**

Job Cost Burden Analysis Report – Extended Report

Best Construction Company

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Job Cost Burden
Extended Report   Job: 1000   Pacific View Apartments

Cost Code / Date	IdName	Description Reference	Journal	Gross Wages	Materials	Sub	Other	Total Direct	Equipment	WIC	Other Burden	Production Expense	Union Expense	Co FICA	Total Indirect	Total Costs
Budget																
01000		General Requirements														
01/03/	Bill Johnson	Chk# 2000	PR	3000.00	0.00	0.00	0.00	3000.00	0.00	571.13	210.00	0.00	0.00	228.74	1009.87	4,009.87
01/03/	Mike Jarvis	Chk# 2001	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	228.45	60.00	0.00	0.00	87.21	375.66	1,575.66
01/03/	Alissa Monte	Chk# 2002	PR	900.00	0.00	0.00	0.00	900.00	0.00	171.34	0.00	0.00	0.00	68.85	240.19	1,140.19
10/30/	Central Coast	Inv# 10302013.3	AP	0.00	750.00	0.00	0.00	750.00	0.00	0.00	0.00	22.50	0.00	0.00	22.50	772.50
12/16/		JCAdj# DEC.1	JA	1575.00	0.00	0.00	0.00	1575.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,575.00
Cost Code Subtotals				6675.00	750.00	0.00	0.00	7425.00	0.00	970.92	270.00	22.50	0.00	384.80	1648.22	9,073.22
02000		Site Work														
01/07/	BK Contracting	Inv# 890	AP	0.00	0.00	5000.00	0.00	5000.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00	5,500.00
01/14/	BK Contracting	Inv# 895	AP	0.00	0.00	795.00	0.00	795.00	0.00	0.00	0.00	79.50	0.00	0.00	79.50	874.50
01/07/	Tim Hardaway	Chk# 2003	PR	1187.50	0.00	0.00	0.00	1187.50	0.00	155.39	35.63	0.00	54.53	90.84	336.39	1,523.89
01/07/	Joe Martinez	Chk# 2004	PR	1171.00	0.00	0.00	0.00	1171.00	0.00	153.66	35.13	0.00	53.87	89.58	332.24	1,503.24
01/07/	Steve Schwartz	Chk# 2005	PR	1080.00	0.00	0.00	0.00	1080.00	0.00	59.13	32.40	0.00	43.50	82.62	217.65	1,297.65
01/07/	Mike Smith	Chk# 2006	PR	1140.00	0.00	0.00	0.00	1140.00	0.00	86.93	34.20	0.00	45.60	87.21	253.94	1,393.94
01/07/	Bill Johnson	Chk# 2007	PR	3000.00	0.00	0.00	0.00	3000.00	0.00	571.13	210.00	0.00	0.00	222.62	1003.75	4,003.75
01/07/	Mike Jarvis	Chk# 2008	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	228.45	60.00	0.00	0.00	87.21	375.66	1,575.66
01/07/	Alissa Monte	Chk# 2009	PR	900.00	0.00	0.00	0.00	900.00	0.00	171.34	0.00	0.00	0.00	68.85	240.19	1,140.19
01/06/	Central Coast	Inv# 101536	AP	0.00	39000.00	0.00	0.00	39000.00	0.00	0.00	0.00	1950.00	0.00	0.00	1950.00	40,950.00
01/17/	Tim Hardaway	Chk# 2010	PR	1112.50	0.00	0.00	0.00	1112.50	0.00	148.48	33.38	0.00	51.72	85.10	318.68	1,431.18
01/17/	Joe Martinez	Chk# 2011	PR	1076.00	0.00	0.00	0.00	1076.00	0.00	145.03	32.28	0.00	50.33	82.32	309.96	1,385.96
01/17/	Steve Schwartz	Chk# 2012	PR	999.00	0.00	0.00	0.00	999.00	0.00	54.70	29.97	0.00	40.24	76.43	201.34	1,200.34
01/17/	Mike Smith	Chk# 2013	PR	1267.50	0.00	0.00	0.00	1267.50	0.00	94.93	38.03	0.00	50.14	96.95	280.05	1,547.55
01/17/	Bill Johnson	Chk# 2014	PR	3000.00	0.00	0.00	0.00	3000.00	0.00	164.25	210.00	0.00	0.00	222.62	596.87	3,596.87
01/17/	Mike Jarvis	Chk# 2015	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	65.70	60.00	0.00	0.00	87.21	212.91	1,412.91
01/24/	Tim Hardaway	Chk# 2017	PR	987.50	0.00	0.00	0.00	987.50	0.00	136.40	29.63	0.00	46.91	75.55	288.49	1,275.99
01/24/	Joe Martinez	Chk# 2018	PR	1000.00	0.00	0.00	0.00	1000.00	0.00	138.13	30.00	0.00	47.50	76.50	292.13	1,292.13
01/24/	Steve Schwartz	Chk# 2019	PR	1190.00	0.00	0.00	0.00	1190.00	0.00	63.20	35.70	0.00	46.94	91.04	236.88	1,426.88
01/24/	Mike Smith	Chk# 2020	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	91.50	36.00	0.00	48.00	91.80	267.30	1,467.30
01/24/	Mike Jarvis	Chk# 2022	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	65.70	60.00	0.00	0.00	87.21	212.91	1,412.91
01/31/	Mike Jarvis	Chk# 2025	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	65.70	60.00	0.00	0.00	87.21	212.91	1,412.91
02/27/		JCAdj# ADJ1	JA	0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	3.00	0.00	0.00	3.00	103.00

Figure: EQ-70

Job Cost

Burden – Extended Report showing Equipment

EQ-60   **Equipment**

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