

BIS® Administrator Installation & Setup Reference Manual

# **Copyright Notice**

Copyright © 2022 by Management Information Control Systems, Inc. All Rights Reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without the prior written permission of Management Information Control Systems, Inc., 7730 Morro Road, Atascadero Suite 204, California 93422.

Builder Information System (BIS<sup>®</sup>) software, including BIS<sup>®</sup> Essential, BIS<sup>®</sup> Standard, BIS<sup>®</sup> Professional, and BIS<sup>®</sup> Enterprise, is licensed for use on one computer per copy only, unless stated otherwise in the sales agreement. Unauthorized reproduction, distribution, sales, licensing, or sub-licensing is prohibited.

# Trademarks

BIS, the BIS logo, and Drill Down+ are registered trademarks of Management Information Control Systems, Inc. Builder Information System, Report Server, Report Queue, Document Link & Imaging, and Dynamic Date Query are trademarks of Management Information Control Systems, Inc.

Windows 10, Windows 11, Windows 2012 Server, Windows 2016 Server, Windows 2019 Server are trademarks of Microsoft Corporation. Other trademarks are the property of their respective owners.

# **Table of Contents**

Local Computer (Workstation) Requirements       14         Server Requirements       15         Upgrade & Operating System Updates       15         Network Environment       16         Section 2 – New Installation       14         New Single System Installation       14         New Stand Alone Server Installation       17         New Stand Alone Server Installation       121         Section 3 – New Company Setup       123         Setup Sequence       123         Setury Sequence       124         New Company Setup       124         New Company Setup       124         New Company Setup       124         New Company Setup       125         Fiscal Year Beginning Date       126         Company Name       126         Recompany Window       126         Copy Sample Chart of Accounts (Simple)       127         Sample Chart of Accounts (Extended)       129         Copy Sample Chart of Accounts (Extended)       129         Copy Sample Chart of Accounts (Extended)       129         Copy Sample Chart of Accounts (Extended)       133         Cost Code Library (Cortarctor Sample)       134         Cost Code Library (Contractor Sample)       134	Sectior	n 1 – System Requirements	<u>I-1</u>
Server Requirements		Local Computer (Workstation) Requirements	<u>I-1</u>
Upgrade & Operating System Updates.       Initial Network Environment.         Section 2 - New Installation       Initial Network Environment.         New Single System Installation       Initial Network Environment.         New Stand Alone Server Installation       Initial Network Environment.         New Stand Alone Server Installation       Initial Network Environment.         Section 3 - New Company Setup       Initial Network Environment.         Section 3 - New Company Setup       Initial Network Environment.         Setup Sequence       Initial Network Environment.         User Id Startup       Initial Network Environment.         New Company Setup       Initial Network Environment.         ISS Country Code       Initial Network Environment.         ISS Country Code       Initial Network Environment.         ISS Country Code       Initial Network Environment.         Copy Sample Chart of Accounts (Simple)       Initial Network Environment.         Copy Sample Chart of Accounts (Extended)       Initial Network Environment.         Cost Code Library (Contractor Sample)       Initial Network Environment.         Cost Code Library (Network of Network Environment.       Initial Network Environment.         Sample Chart of Accounts (Extended)       Initial Network Environment.         Cost Code Library (Networe Contractor Sample)       Initial Network E		Server Requirements	<u>I-1</u>
Network Environment       1-1         Section 2 - New Installation       1-3         New Single System Installation       1-4         New Peer to Peer System Installation       1-7         New Bland Alone Server Installation       1-12         New BlS* Enterprise Installation       1-12         New BLS* Enterprise Installation       1-12         Setup Sequence       1-23         Setup Sequence       1-24         Company Name       1-24         Company Name       1-24         Company Name       1-24         IRS Country Code       1-25         Piscal Year Beginning Date       1-26         Cony Sample Chart of Accounts (Simple)       1-27         Sample Chart of Accounts (Extended)       1-27         Sample Chart of Accounts (Extended)       1-27         Sample Chart of Accounts (Stample)       1-33         Cost Code Library (Contractor Sample)       1-33         Cost Code Library (Contractor Sample)       1-33         Cost Code Library (Contractor Sample)       1-33         Cost Code Library (Previoper Sample)       1-34         Cost Code Library (Previoper Sample)       1-34         Cost Code Library (Previoper Sample)       1-34         Cost Code Library (P		Upgrade & Operating System Updates	<u>I-1</u>
Section 2 - New Installation       13         New Single System Installation       14         New Peer to Peer System Installation       171         New BIS <sup>®</sup> Enterprise Installation       171         New BIS <sup>®</sup> Enterprise Installation       171         Section 3 - New Company Setup       173         Setup Sequence       173         User Id Startup       174         New Company Setup       174         New Company Wame       174         Coby Sample Chart of Accounts       175         Fiscal Year Beginning Date       172         Copy Sample Chart of Accounts (Simple)       172         Sample Chart of Accounts (Simple)       172         Sample Chart of Accounts (Simple)       173         Cot Code Library (Custom Home Sample)       173         Cot Code Library (Custom Home Sample)       173         Cot Code Library (Custom Home Sample)       174         Cot Code Library (Large Custom Home Sample)       174 <td< th=""><td></td><td>Network Environment</td><td><u>I-1</u></td></td<>		Network Environment	<u>I-1</u>
Section 2 – New Installation			
New Single System Installation       14         New Peer to Peer System Installation       17         New BIS <sup>®</sup> Enterprise Installation       171         Section 3 - New Company Setup       173         Setup Sequence       173         User Id Startup       124         New Company Setup       124         Company Setup       124         New Company Setup       124         Company Name       124         IRS Country Code       125         Destination Folder       125         Fiscal Year Beginning Date       126         Chart of Accounts Length       126         New Company Window       126         Copy Sample Chart of Accounts (Simple)       127         Sample Chart of Accounts (Extended)       129         Copy Sample Cost Code Library (Contractor Sample)       123         Cost Code Library (Costor Sample)       133         Cost Code Library (Contractor Sample)       134         Cost Code Library (Contractor Sample)       133         Cost Code Library (Paving Contractor Sample)       14	Section	n 2 – New Installation	<b>I-3</b>
New Peer to Peer System Installation       1-7         New Stand Alone Server Installation       1-17         New BIS® Enterprise Installation       1-17         Setup Sequence       1-23         Setup Sequence       1-24         New Company Setup       1-24         New Company Setup       1-24         Company Name       1-24         ISS Country Code       1-25         Destination Folder       1-25         Fiscal Year Beginning Date       1-26         Cohart of Accounts Length       1-26         New Company window       1-26         Copy Sample Chart of Accounts (Simple)       1-27         Sample Chart of Accounts (Extended)       1-27         Sample Chart of Accounts (Simple)       1-27         Sample Chart of Accounts (Simple)       1-23         Cot Code Library (Contractor Sample)       1-33         Cost Code Library (Contractor Sample)       1-33         Cost Code Library (Contractor Sample)       1-33         Cost Code Library (Contractor Sample)       1-34         Cost Code Library (Contractor Sample)       1-34         Cost Code Library (Contractor Sample)       1-35         Cost Code Library (Contractor Sample)       1-34         Cost Code Library (	Section	New Single System Installation	T-4
New Stand Alone Server Installation       12         New BIS® Enterprise Installation       117         Section 3 – New Company Setup       123         Setup Sequence       123         User 1d Startup       124         New Company Setup       124         New Company Setup       124         New Company Name       124         IRS Country Code       125         Destination Folder       125         Fiscal Year Beginning Date       126         Chart of Accounts Length       126         New Company window       126         Copy Sample Chart of Accounts (Simple)       127         Sample Chart of Accounts (Extended)       129         Cost Code Library (Cost Code Library (Landscape Contractor Sample)       138         Cost Code Library (Landscape Contractor Sample)       141         Cost Code Library (Landscape Contractor Sample)       141         Co		New Deer to Deer System Installation	<u>1 7</u> 1-7
New Bis <sup>®</sup> Enterprise Installation       112         Section 3 - New Company Setup       123         Setup Sequence       123         User Id Startup       124         New Company Setup       124         Company Name       124         Its Scoutry Code       125         Destination Folder       125         Fiscal Year Beginning Date       126         Chart of Accounts Length       126         New Company window       126         Copy Sample Chart of Accounts (Simple)       127         Sample Chart of Accounts (Simple)       127         Sample Chart of Accounts (Contractor Sample)       123         Cost Code Library (Contractor Sample)       123         Cost Code Library (Contractor Sample)       133         Cost Code Library (General Contractor Sample)       133         Cost Code Library (Paving Contractor Sample)       133         Cost Code Library (Paving Contractor Sample)       133         Cost Code Library (Paving Contractor Sample)       134         Cost Code Library (Paving Contractor Sample)       137         Cost Code Library (Paving Contractor Sample)       139         Cost Code Library (Caustace Contractor Sample)       139         Cost Code Library (Landscape Contractor Sample) <td></td> <td>New Stand Alone Server Installation</td> <td><u>1-7</u> 1-12</td>		New Stand Alone Server Installation	<u>1-7</u> 1-12
Section 3 – New Company Setup		New BIC® Enterprise Installation	<u>1-12</u> 1 17
Section 3 - New Company Setup       [-23]         Setup Sequence       [-73]         User Id Startup       [-24]         New Company Setup       [-24]         Company Name       [-24]         IRS Country Code       [-25]         Destination Folder       [-25]         Destination Folder       [-26]         Fiscal Year Beginning Date       [-26]         New Company window       [-26]         Copy Sample Chart of Accounts (Simple)       [-26]         Sample Chart of Accounts (Simple)       [-27]         Sample Chart of Accounts (Simple)       [-26]         Copy Sample Cost Code Library       [-33]         Cost Code Library (Contractor Sample)       [-34]         Cost Code Library (Contractor Sample)       [-35]         Cost Code Library (Contractor Sample)       [-36]         Cost Code Library (Bereral Contractor Sample)       [-36]         Cost Code Library (Perving Contractor Sample)       [-36]         Cost Code Library (Perving Contractor Sample)       [-37]         Cost Code Library (Paving Contractor Sample)       [-36]         Cost Code Library (Paving Contractor Sample)       [-37]         Cost Code Library (Paving Contractor Sample)       [-40]         Cost Code Library (Lange Costom H			1-17
Setup Sequence       [23]         User Id Startup       [24]         New Company Setup       [24]         New Company Setup       [24]         IRS Country Code       [22]         Destination Folder       [22]         Fiscal Year Beginning Date       [226]         Chart of Accounts Length       [226]         New Company window       [226]         Capy Sample Chart of Accounts (Simple)       [227]         Sample Chart of Accounts (Extended)       [228]         Cost Code Library (Cost Sample)       [233]         Cost Code Library (Custom Home Sample)       [234]         Cost Code Library (Custom Home Sample)       [236]         Cost Code Library (Developer Sample)       [237]         Cost Code Library (Custom Home Sample)       [238]         Cost Code Library (Developer Sample)       [239]         Cost Code Library (Developer Sample)       [239]         Cost Code Library (Paving Contractor Sample)       [240]         Cost Code Library (Castom Home Sample)       [240]         Cost Code Library (Landscape Contractor Sample)       [241]         Cost Code Library (Landscape Contractor Sample)       [242]         Cost Code Library (Landscape Contractor Sample)       [242]         Cost Code Library (	<b>C</b>		T 22
Setup Sequence       124         User Id Startup       124         New Company Setup       124         IRS Country Code       125         Destination Folder       125         Fiscal Year Beginning Date       126         Chart of Accounts Length       126         New Company window       126         Chart of Accounts Length       126         New Company window       126         Copy Sample Chart of Accounts (Simple)       127         Sample Chart of Accounts (Extended)       129         Copy Sample Cost Code Library (CSI Sample)       133         Cost Code Library (Costractor Sample)       134         Cost Code Library (Custom Home Sample)       137         Cost Code Library (Custom Home Sample)       138         Cost Code Library (Paving Contractor Sample)       139         Cost Code Library (Paving Contractor Sample)       141         Cost Code Library (Housing Developer Sample)       141         Cost Code Library (Large Custom Home Sample)       143         Cost Code Library (Large Custom Home Sample)       143         Cost Code Library (Housing Developer Sample)       141         Cost Code Library (Housing Developer Sample)       143         Coat Code Library (Large Custom Home Sample) <td>Section</td> <td>Setur Company Setup</td> <td>1-23</td>	Section	Setur Company Setup	1-23
User Id Startup       124         New Company Setup       124         IRS Country Code       125         Destination Folder       125         Fiscal Year Beginning Date       126         Chart of Accounts Length       126         New Company window       126         Copy Sample Chart of Accounts (Simple)       127         Sample Chart of Accounts (Simple)       127         Sample Chart of Accounts (Simple)       123         Cost Code Library (CSI Sample)       123         Cost Code Library (Custom Home Sample)       123         Cost Code Library (Custom Home Sample)       133         Cost Code Library (Contractor Sample)       133         Cost Code Library (Castom Home Sample)       133         Cost Code Library (Paving Contractor Sample)       133         Cost Code Library (Paving Contractor Sample)       133         Cost Code Library (Paving Contractor Sample)       141         Cost Code Library (Paving Contractor Sample)       143         Cost Code Library (Landscape Contractor Sample)       143         Cost Code Library (Landscape Contractor Sample)       143         Coat Code Library (Landscape Contractor Sample)       144         Chart of Accounts       149         Choosing or Creating		Setup Sequence	1-23
New Company Setup       124         Company Name       123         IRS Country Code       125         Destination Folder       125         Fiscal Year Beginning Date       126         Chart of Accounts Length       126         New Company window       126         Copy Sample Chart of Accounts       126         Sample Chart of Accounts (Simple)       127         Sample Chart of Accounts (Extended)       127         Sample Cost Code Library       133         Cost Code Library (Cost Sample)       134         Cost Code Library (Costor Home Sample)       135         Cost Code Library (General Contractor Sample)       138         Cost Code Library (General Contractor Sample)       139         Cost Code Library (Paving Contractor Sample)       139         Cost Code Library (Housing Developer Sample)       141         Cost Code Library (Landscape Contractor Sample)       141         Cost Code Library (Lange Custom Home Sample)       142         Cost Code Library (Lange Custom Home Sample)       143         Cost Code Library (Lange Custom Home Sample)       141         Cost Code Library (Lange Custom Home Sample)       142         Cost Code Library (Lange Custom Home Sample)       144         Cost Co		User Id Startup	<u>1-24</u>
Company Name       124         IRS Country Code       125         Destination Folder       125         Fiscal Year Beginning Date       126         Chart of Accounts Length       126         New Company window       126         Copy Sample Chart of Accounts (Simple)       127         Sample Chart of Accounts (Extended)       129         Copy Sample Cost Code Library       133         Cost Code Library (Cost Sample)       133         Cost Code Library (Cost Sample)       135         Cost Code Library (Framing Contractor Sample)       138         Cost Code Library (Developer Sample)       139         Cost Code Library (Developer Sample)       139         Cost Code Library (Developer Sample)       141         Cost Code Library (Landscape Contractor Sample)       141         Cost Code Library (Landscape Contractor Sample)       141         Cost Code Library (Landscape Contractor Sample)       142         Cost Code Library (Landscape Contractor Sample)       142         Cost Code Library (Landscape Contractor Sample)       141         Cost Code Library (Landscape Contractor Sample)       142         Cost Code Library (Landscape Contractor Sample)       143         Tool Bar Menu       149		New Company Setup	1-24
IRS Country Code       1-25         Destination Folder       1-25         Fiscal Year Beginning Date       1-26         Chart of Accounts Length       1-26         New Company window       1-26         Copy Sample Chart of Accounts       1-26         Sample Chart of Accounts (Simple)       1-27         Sample Chart of Accounts (Extended)       1-29         Copy Sample Cost Code Library v       1-33         Cost Code Library (Cotractor Sample)       1-34         Cost Code Library (Contractor Sample)       1-35         Cost Code Library (Contractor Sample)       1-36         Cost Code Library (Contractor Sample)       1-37         Cost Code Library (General Contractor Sample)       1-38         Cost Code Library (Paving Contractor Sample)       1-39         Cost Code Library (Paving Contractor Sample)       1-39         Cost Code Library (Paving Contractor Sample)       1-40         Cost Code Library (Landscape Contractor Sample)       1-41         Cost Code Library (Landscape Contractor Sample)       1-42         Cost Code Librar		Company Name	1-24
Destination Folder       I-25         Fiscal Year Beginning Date       I-26         Chart of Accounts Length       I-26         New Company window       I-26         Copy Sample Chart of Accounts       I-26         Sample Chart of Accounts (Simple)       I-27         Sample Chart of Accounts (Extended)       I-27         Copy Sample Cost Code Library (CSI Sample)       I-33         Cost Code Library (Cost Code Library (Castom Home Sample))       I-35         Cost Code Library (Custom Home Sample)       I-37         Cost Code Library (General Contractor Sample)       I-38         Cost Code Library (Praving Contractor Sample)       I-39         Cost Code Library (Paving Contractor Sample)       I-40         Cost Code Library (Large Custom Home Sample)       I-41         Cost Code Library (Large Custom Home Sample)       I-42         Cost Code Library (Large Custom Home Sample)       I-42         Cost Code Library (Large Custom Home Sample)       I-43         Cost Code Library (Large Custom Home Sample)       I-43         Cost Code Library (Large Custom Home Sample)       I-44         Cost Code Library (Large Custom Home Sample)       I-44         Main Tab       I-56         PR General Ta		IRS Country Code	1-25
Fiscal Year Beginning Date       I-26         Chart of Accounts Length       I-26         New Company window       I-26         Copy Sample Chart of Accounts (Simple)       I-26         Sample Chart of Accounts (Simple)       I-27         Sample Chart of Accounts (Extended)       I-29         Copy Sample Cost Code Library       I-33         Cost Code Library (CSI Sample)       I-34         Cost Code Library (Contractor Sample)       I-35         Cost Code Library (Custom Home Sample)       I-37         Cost Code Library (General Contractor Sample)       I-38         Cost Code Library (Paving Contractor Sample)       I-39         Cost Code Library (Paving Contractor Sample)       I-39         Cost Code Library (Paving Contractor Sample)       I-41         Cost Code Library (Landscape Contractor Sample)       I-41         Cost Code Library (Landscape Contractor Sample)       I-42         Cost Code Library (Lange Custom Home Sample)       I-43         Tool Bar Menu       I-46         Chart of Accounts       I-49         Choosing or Creating a Chart of Accounts       I-49         P R General Tab       I-55         P R General Tab       I-51         P R Federal Tab       I-61         Notes Tab <td></td> <td>Destination Folder</td> <td><u>I-25</u></td>		Destination Folder	<u>I-25</u>
Chart of Accounts Length       I-26         New Company window       I-26         Copy Sample Chart of Accounts       I-26         Sample Chart of Accounts (Simple)       I-27         Sample Cost Code Library       I-29         Copy Sample Cost Code Library       I-33         Cost Code Library (CSI Sample)       I-34         Cost Code Library (Costom Home Sample)       I-35         Cost Code Library (Custom Home Sample)       I-37         Cost Code Library (General Contractor Sample)       I-38         Cost Code Library (General Contractor Sample)       I-38         Cost Code Library (Paving Contractor Sample)       I-39         Cost Code Library (Paving Contractor Sample)       I-41         Cost Code Library (Paving Contractor Sample)       I-41         Cost Code Library (Paving Contractor Sample)       I-41         Cost Code Library (Landscape Contractor Sample)       I-41         Cost Code Library (Large Custom Home Sample)       I-43         Tool Bar Menu       I-44         Cost Code Library (Landscape Contractor Sample)       I-49		Fiscal Year Beginning Date	<u>I-26</u>
New Company window       I-26         Copy Sample Chart of Accounts       I-27         Sample Chart of Accounts (Simple)       I-27         Sample Chart of Accounts (Extended)       I-29         Copy Sample Cost Code Library (CSI Sample)       I-33         Cost Code Library (CSI Sample)       I-34         Cost Code Library (Custom Home Sample)       I-35         Cost Code Library (Custom Home Sample)       I-36         Cost Code Library (General Contractor Sample)       I-37         Cost Code Library (Paving Contractor Sample)       I-39         Cost Code Library (Paving Contractor Sample)       I-39         Cost Code Library (Paving Contractor Sample)       I-40         Cost Code Library (Paving Contractor Sample)       I-41         Cost Code Library (Paving Contractor Sample)       I-41         Cost Code Library (Large Custom Home Sample)       I-42         Cost Code Library (Large Custom Home Sample)       I-43         Tool Bar Menu       I-46         Chart of Accounts       I-49         Chart of Accounts       I-49         Choosing or Creating a Chart of Accounts       I-49         Departments       I-55         PR General Tab       I-56         PR General Tab       I-57         PR Feder		Chart of Accounts Length	<u>I-26</u>
Copy Sample Chart of Accounts       I-26         Sample Chart of Accounts (Simple)       I-27         Sample Cost Code Library       I-33         Cost Code Library (CSI Sample)       I-34         Cost Code Library (Contractor Sample)       I-35         Cost Code Library (Contractor Sample)       I-36         Cost Code Library (Contractor Sample)       I-37         Cost Code Library (Contractor Sample)       I-37         Cost Code Library (Framing Contractor Sample)       I-37         Cost Code Library (General Contractor Sample)       I-38         Cost Code Library (Paving Contractor Sample)       I-40         Cost Code Library (Paving Contractor Sample)       I-40         Cost Code Library (Housing Developer Sample)       I-41         Cost Code Library (Housing Developer Sample)       I-41         Cost Code Library (Landscape Contractor Sample)       I-42         Cost Code Library (Landscape Contractor Sample)       I-44         Cost Code Library (Landscape Contractor Sample)       I-46         Chart of Accounts       I-46         Chart of Accounts <t< th=""><td></td><td>New Company window</td><td><u>I-26</u></td></t<>		New Company window	<u>I-26</u>
Sample Chart of Accounts (Simple)       I-27         Sample Chart of Accounts (Extended)       I-29         Copy Sample Cost Code Library (CSI Sample)       I-33         Cost Code Library (CSI Sample)       I-34         Cost Code Library (Contractor Sample)       I-35         Cost Code Library (Custom Home Sample)       I-36         Cost Code Library (Custom Home Sample)       I-37         Cost Code Library (Developer Sample)       I-38         Cost Code Library (Developer Sample)       I-38         Cost Code Library (Developer Sample)       I-40         Cost Code Library (Developer Sample)       I-40         Cost Code Library (Housing Developer Sample)       I-41         Cost Code Library (Induscape Contractor Sample)       I-42         Cost Code Library (Landscape Contractor Sample)       I-43         Cost Code Library (Large Custom Home Sample)       I-43         Cost Code Library (Large Custom Home Sample)       I-43         Cost Code Library (Large Custom Home Sample)       I-44         Chart of Accounts       I-49         Choosing or Creating a Chart of Accounts       I-49         Choosing or Creating a Chart of Accounts       I-54         Main Tab       I-55         PR Federal Tab       I-59         PR Federal Tab		Copy Sample Chart of Accounts	<u>I-26</u>
Sample Chart of Accounts (Extended)       1-29         Copy Sample Cost Code Library       1-33         Cost Code Library (CSI Sample)       1-34         Cost Code Library (Contractor Sample)       1-35         Cost Code Library (Custom Home Sample)       1-36         Cost Code Library (Custom Home Sample)       1-37         Cost Code Library (General Contractor Sample)       1-37         Cost Code Library (General Contractor Sample)       1-38         Cost Code Library (Paving Contractor Sample)       1-39         Cost Code Library (Housing Developer Sample)       1-40         Cost Code Library (Housing Developer Sample)       1-41         Cost Code Library (Landscape Contractor Sample)       1-41         Cost Code Library (Landscape Contractor Sample)       1-42         Cost Code Library (Landscape Contractor Sample)       1-43         Tool Bar Menu       1-46         Chart of Accounts       1-49         Choosing or Creating a Chart of Accounts       1-49         Departments       1-54         New Record       1-54         Main Tab       1-56         PR Federal Tab       1-57         PR Federal Tab       1-59         PR State Tab       1-61         Notes Tab       1-63 </th <td></td> <td>Sample Chart of Accounts (Simple)</td> <td><u>I-27</u></td>		Sample Chart of Accounts (Simple)	<u>I-27</u>
Copy Sample Cost Code Library       I-33         Cost Code Library (CSI Sample)       I-34         Cost Code Library (Custom Home Sample)       I-35         Cost Code Library (Custom Home Sample)       I-37         Cost Code Library (Framing Contractor Sample)       I-37         Cost Code Library (General Contractor Sample)       I-37         Cost Code Library (Developer Sample)       I-38         Cost Code Library (Developer Sample)       I-39         Cost Code Library (Paving Contractor Sample)       I-41         Cost Code Library (Housing Developer Sample)       I-41         Cost Code Library (Landscape Contractor Sample)       I-42         Cost Code Library (Large Custom Home Sample)       I-43         Tool Bar Menu       I-46         Chart of Accounts.       I-49         Choosing or Creating a Chart of Accounts       I-49         Departments.       I-54         Main Tab       I-56         PR General Tab       I-57         PR Federal Tab       I-59         PR Federal Tab       I-61         Notes Tab       I-61         Notes Tab       I-63         Comparative Year       I-64         Comparative Account       I-64         Comparative Account <t< th=""><td></td><td>Sample Chart of Accounts (Extended)</td><td><u>I-29</u></td></t<>		Sample Chart of Accounts (Extended)	<u>I-29</u>
Cost Code Library (CSI Sample)       1-34         Cost Code Library (Contractor Sample)       1-35         Cost Code Library (Custom Home Sample)       1-36         Cost Code Library (Framing Contractor Sample)       1-37         Cost Code Library (General Contractor Sample)       1-38         Cost Code Library (Developer Sample)       1-39         Cost Code Library (Paving Contractor Sample)       1-39         Cost Code Library (Paving Contractor Sample)       1-40         Cost Code Library (Housing Developer Sample)       1-41         Cost Code Library (Landscape Contractor Sample)       1-41         Cost Code Library (Large Custom Home Sample)       1-43         Tool Bar Menu       1-44         Chart of Accounts       1-49         Choosing or Creating a Chart of Accounts       1-49         Departments       1-56         PR Federal Tab       1-57         PR Federal Tab       1-59         PR State Tab       1-61         Notes Tab       1-64         Comparative Year       1-64         Comparative Year       1-64         Cost Code Library       1-56         PR Federal Tab       1-51         New Record       1-64         New Record       1-64		Copy Sample Cost Code Library	I-33
Cost Code Library (Contractor Sample)135Cost Code Library (Custom Home Sample)137Cost Code Library (Framing Contractor Sample)137Cost Code Library (General Contractor Sample)138Cost Code Library (Developer Sample)149Cost Code Library (Developer Sample)141Cost Code Library (Housing Developer Sample)141Cost Code Library (Housing Developer Sample)141Cost Code Library (Landscape Contractor Sample)142Cost Code Library (Landscape Contractor Sample)143Tool Bar Menu144Cost Code Library (Large Custom Home Sample)143Tool Bar Menu144Chart of Accounts149Choosing or Creating a Chart of Accounts149Departments154Main Tab155PR General Tab159PR State Tab161Notes Tab163Comparative Period Accounts164Comparative Period Accounts164Comparative Account164Comparative Account165Cost Code Library167Main Tab169Default Tab169Default Tab169Default Tab169Default Tab169Cost Code Library164Comparative Account164Comparative Account164Comparative Account165Cost Code Library169Default Tab169Default Tab161		Cost Code Library (CSI Sample)	I-34
Cost Code Library (Custom Home Sample)       1-36         Cost Code Library (Framing Contractor Sample)       1-37         Cost Code Library (General Contractor Sample)       1-38         Cost Code Library (Developer Sample)       1-39         Cost Code Library (Paving Contractor Sample)       1-40         Cost Code Library (Housing Developer Sample)       1-41         Cost Code Library (Housing Developer Sample)       1-41         Cost Code Library (Landscape Contractor Sample)       1-42         Cost Code Library (Landscape Contractor Sample)       1-42         Cost Code Library (Landscape Contractor Sample)       1-43         Tool Bar Menu       1-46         Chart of Accounts       1-49         Choosing or Creating a Chart of Accounts       1-49         Departments       1-54         Main Tab       1-55         PR General Tab       1-59         PR Federal Tab       1-59         PR Federal Tab       1-61         Notes Tab       1-63         Comparative Period Accounts       1-64         Comparative Year       1-64         Comparative Account       1-64         New Record       1-64         New Record       1-64         New Record       1-64		Cost Code Library (Contractor Sample)	I-35
Cost Code Library (Framing Contractor Sample)1-37Cost Code Library (General Contractor Sample)1-38Cost Code Library (Developer Sample)1-39Cost Code Library (Paving Contractor Sample)1-40Cost Code Library (Paving Contractor Sample)1-41Cost Code Library (Housing Developer Sample)1-41Cost Code Library (Landscape Contractor Sample)1-42Cost Code Library (Landscape Custom Home Sample)1-43Tool Bar Menu1-46Chart of Accounts1-49Choosing or Creating a Chart of Accounts1-49Departments1-54Main Tab1-56PR General Tab1-57PR Federal Tab1-59PR State Tab1-61Notes Tab1-64Comparative Period Accounts1-64Comparative Year1-64Comparative Account1-65Cost Code Library1-64Departive Account1-64Departive Account1-64Departive Account1-64Comparative Account1-64Comparative Account1-64Comparative Account1-64Comparative Account1-64Departive Account1-64Comparative Account1-64Comparative Account1-64Comparative Account1-64Comparative Account1-64Default Tab1-61Cost Code Library1-64Comparative Account1-64Comparative Account1-64Cost Code Library1		Cost Code Library (Custom Home Sample)	I-36
Cost Code Library (General Contractor Sample)       1-38         Cost Code Library (Developer Sample)       1-39         Cost Code Library (Paving Contractor Sample)       1-40         Cost Code Library (Housing Developer Sample)       1-41         Cost Code Library (Landscape Contractor Sample)       1-42         Cost Code Library (Landscape Contractor Sample)       1-42         Cost Code Library (Large Custom Home Sample)       1-43         Tool Bar Menu       1-46         Chart of Accounts       1-49         Choosing or Creating a Chart of Accounts       1-49         Departments       1-54         Main Tab       1-56         PR General Tab       1-57         PR Federal Tab       1-59         PR State Tab       1-63         Comparative Period Accounts       1-64         Comparative Year       1-64         Comparative Year       1-64         Comparative Account       1-65         Cost Code Library       1-64         Departive Year       1-64         Comparative Account       1-65         Cost Code Library       1-64         Default Tab       1-64         Default Tab       1-61		Cost Code Library (Framing Contractor Sample)	I-37
Cost Code Library (Developer Sample)       1-39         Cost Code Library (Paving Contractor Sample)       1-40         Cost Code Library (Housing Developer Sample)       1-41         Cost Code Library (Landscape Contractor Sample)       1-42         Cost Code Library (Landscape Contractor Sample)       1-43         Tool Bar Menu       1-46         Chart of Accounts       1-49         Choosing or Creating a Chart of Accounts       1-49         Departments       1-54         Main Tab       1-55         PR General Tab       1-57         PR Federal Tab       1-59         PR State Tab       1-61         Notes Tab       1-64         Comparative Period Accounts       1-64         Comparative Year       1-64         Comparative Account       1-64         Departure Tab       1-64         Deparative Account       1-64         Comparative Account       1-64         Deparative Account       1-64         Deparative Account       1-64         Deparative Account       1-65         Default Tab       1-71		Cost Code Library (General Contractor Sample)	I-38
Cost Code Library (Paving Contractor Sample)140Cost Code Library (Housing Developer Sample)141Cost Code Library (Landscape Contractor Sample)142Cost Code Library (Large Custom Home Sample)143Tool Bar Menu144Chart of Accounts.149Choosing or Creating a Chart of Accounts.149Departments.154Main Tab155PR General Tab157PR Federal Tab159PR State Tab161Notes Tab164Comparative Period Accounts164Comparative Year164Comparative Account165Cost Code Library.164Comparative Account165Cost Code Library.165Cost Code Library.164Comparative Account165Cost Code Library.165Cost Code Libr		Cost Code Library (Developer Sample)	I-39
Cost Code Library (Housing Developer Sample)		Cost Code Library (Paving Contractor Sample)	<u>I-40</u>
Cost Code Library (Landscape Contractor Sample)		Cost Code Library (Housing Developer Sample)	I-41
Cost Code Library (Large Custom Home Sample)		Cost Code Library (Landscape Contractor Sample)	I-42
Tool Bar Menu       I-46         Chart of Accounts.       I-49         Choosing or Creating a Chart of Accounts.       I-49         Departments.       I-54         New Record.       I-54         Main Tab.       I-56         PR General Tab.       I-57         PR Federal Tab.       I-51         Notes Tab.       I-61         Notes Tab.       I-63         Comparative Period Accounts.       I-64         Comparative Year       I-64         Comparative Account       I-64         Departure Tab.       I-64         Departure Period Accounts       I-64         Departive Year       I-64         Comparative Account       I-64         Default Tab       I-67         Main Tab       I-67 <td></td> <td>Cost Code Library (Lange Custom Home Sample)</td> <td>1-43</td>		Cost Code Library (Lange Custom Home Sample)	1-43
Chart of Accounts		Tool Bar Menu	1-46
Choosing or Creating a Chart of Accounts		Chart of Accounts	1-49
Departments		Chart of Accounts	T-40
New Record			1-54
Main Tab		New Pecord	<u>1-54</u>
PR General Tab PR General Tab PR Federal Tab PR Federal Tab PR State Tab PR State Tab PR State Tab I-61 Notes Tab Comparative Period Accounts I-64 Comparative Year Comparative Year Comparative Account Cost Code Library Main Tab Default Tab		New Recolu	1-J- T E6
PR General Tab		Maili Tau	1-50 T E7
PR Federal Tab		PR Gelleldi TdD	<u>1-57</u>
PR State Tab       I-61         Notes Tab       I-63         Comparative Period Accounts       I-64         New Record       I-64         Comparative Year       I-64         Comparative Account       I-64         Comparative Account       I-65         Cost Code Library       I-67         Main Tab       I-69         Default Tab       I-71		PR Feueral Tab	1-59
Notes Tab		PK State Tab	1-61
Comparative Period Accounts			<u>1-63</u>
New Record		Comparative Period Accounts	1-64
Comparative Year		New Record	<u>1-64</u>
Comparative Account <u>I-65</u> Cost Code Library <u>I-67</u> Main Tab <u>I-69</u> Default Tab		Comparative Year	<u>1-64</u>
Cost Code Library <u>I-67</u> Main Tab <u>I-69</u> Default Tab		Comparative Account	<u>I-65</u>
Main Tab <u>I-69</u> Default Tab		Cost Code Library	<u>I-67</u>
Default Tab		Main Tab	<u>I-69</u>
		Default Tab	<u>I-71</u>
Notes Tab <u>I-72</u>		Notes Tab	<u>I-72</u>

Billing Code Library	<u>I-73</u>
Main Tab	<u>I-75</u>
Notes Tab	<u>I-76</u>
	<u></u>
Castian 4 Administrative Outlines Outlines and Table	
Section 4 – Administrative Options, Settings, and Tools	<u>1-//</u>
Users	<u>I-77</u>
New Record	I-77
Main Tab	<u>I-80</u>
Notes Tab	I-81
Login	T-82
Change Deserverd	<u>1-02</u> <u>1.04</u>
Change Password	<u>1-84</u>
Access	<u>1-85</u>
Modules	<u>I-86</u>
User Actions	I-86
Enterprise Edition Access Control Features	<u>I-87</u>
Report – Users File	<u>1-89</u>
System Information	<u>1 05</u>
System mornauon	<u>1-91</u>
Company Tab	<u>1-91</u>
Program, Control, Data, and Common Tabs	<u>I-91</u>
System Tab	I-91
System Wide Parameters	<u>I-92</u>
GL Tab	T-92
Einangial Statements Deports Titles and Subtetal Accounts	<u>1 02</u>
Financial Statements Reports Thes and Subtotal Accounts	<u>1-92</u>
Balance Sneet Closing Account	<u>1-92</u>
AP Tab	<u>I-93</u>
AR Tab	<u>I-95</u>
CD Tab	I-98
CR Tab	<u>I-99</u>
IA Tab	I-100
	T 101
	<u>1-101</u>
	<u>1-102</u>
Federal Tax Information Button	<u>I-105</u>
Federal Tab	<u>I-105</u>
FICA Social Security Tax Tab	I-106
FICA Medicare Tax Tab	Ī-107
FUTA Tax Tab	
State Tay Information Button	I-110
State Tak Information Button	<u>1 110</u> T 111
	······
California State Tab	<u>1-112</u>
SUTA Tax Tab	<u>I-113</u>
SDI Tax Tab	<u>I-114</u>
Tax Deferred Tab	<u>I-115</u>
Direct Deposit Information Button	
IC Tab	T-110
	<u>1 115</u>
	<u>1-120</u>
DM Tab	<u>1-121</u>
СС Таб	<u>I-123</u>
ВК Таb	I-124
Miscellaneous Tab	Ī-125
Reports' Options	T-125
Consolidation Tab	T-126
	<u>1 120</u> <u>1 120</u>
	<u>1-128</u>
	<u>1-128</u>
Forms Tab	<u>I-129</u>
Application for Payment Tab	I-133
Hyperlinks Tab	Ī-135
Backgrounds Tab	I-136
Mail Account Tab	T_130
	<u>1-109</u>
	<u>1-141</u>

Menu Tab	<u>I-142</u>
Interface Tab	<u>I-149</u>
Fiscal Year	<u>I-151</u>
Change Fiscal Year Period	<u>I-151</u>
Change Fiscal Year Date Limits	<u>I-153</u>
Start New Fiscal Year	<u>I-155</u>
Prior Fiscal Year Purge	<u>I-157</u>
Close or Reopen Months	<u>I-158</u>
Purge Jobs	<u>I-159</u>
Recover	<u>I-160</u>
Rebuild Index Files	<u>l-161</u>
Kecover	<u>I-162</u>
Verify AP Invoice Adjustments	<u>1-164</u>
Verify AR Invoice Adjustments	<u>1-165</u> 1 176
Copy Master Information	<u>1-1/6</u> 1 170
Change Length of Chart of Accounts	<u>1-1/8</u> T 170
	<u>1-1/9</u> T 102
Tools	<u>I-103</u> I_193
Calculator	<u>1-105</u> T_183
Notenad	<u>1-105</u> I-184
Table Browser	<u>1-10-</u> I-185
Fmail	I-186
Attached Documents	I-187
Fvent Logs	<u>I-188</u>
User Logon Status Report	<u>I-188</u>
Transaction Log	<u>I-189</u>
Error Log Report	<mark>I-191</mark>
Section 5 – Supporting Master Records	I-193
Miscellaneous	<mark>I-195</mark>
Email Address Book	Ī-196
Main Tab	Ī-197
Report – Email Address Book	<mark>I-198</mark>
Ship Via	<u>I-199</u>
Main Tab	<u>I-201</u>
Report – Ship Via File	<u>I-202</u>
Unit of Measure	<u>I-203</u>
Main Tab	<u>I-205</u>
Report – Unit of Measure	<u>I-206</u>
Standard Description	<u>1-207</u>
Main Tab	<u>1-208</u>
Report – Standard Descriptions	<u>1-209</u>
Macro Text	<u>1-210</u> T 212
Main Tab	<u>1-212</u> T 212
Kepoli – Macio Text	<u>1-213</u> T 214
Main Tab	<u>1-214</u> I_216
Penort – Vendor Types	<u>1-210</u> I-217
Payment Terms	<u>1-217</u> I-218
Main Tah	<u>1-210</u> <u>1-220</u>
Pavment Tvne	<u>1-220</u> T-220
Discount	T-220
Report – Payment Terms	
Payment Types	I-225
Main Tab	<u>I-227</u>
Report – Pavment Types	
Credit Card	Ī-230
Main Tab	<u>I-232</u>

Billing Address Tab	<u>I-234</u>
Images Tab	<u>I-235</u>
Notes Tab	<u>I-235</u>
Report – Credit Card List	<u>I-236</u>
Assemblies Markup	<u>I-238</u>
Main Tab	<u>I-240</u>
Notes Tab	<u>I-241</u>
Report – Assemblies Markup	<u>I-242</u>
Item Classifications	<u>I-243</u>
Main Tab	<u>I-245</u>
Report – Item Classifications	<u>I-246</u>
Salespersons	<u>I-247</u>
Main Tab	<u>I-249</u>
Udf Tab	Ī-250
Report – Sales Person	Ī-253
Discount Schedule	I-255
Main Tab	I-257
Report – Discount Schedule	<u>I-258</u>
Report Codes	
Main Tab	I-261
Report – Report Codes	<u>I-262</u>
Sales Tax Codes	I-263
Main Tah	<u>I-265</u>
Tay Pate Tah	I-267
Idd Tab	<u>1-207</u> 1-260
Deport Solos Tay Codos	<u>1-209</u> 7 7 7 1
Linion	<u>1-272</u> 1 275
UIIUII	<u>1-2/5</u> ד 277
Malii Tab	<u>1-2//</u> 1.270
	<u>1-2/9</u>
	<u>1-280</u> 1 200
Company Button	<u>1-280</u>
	<u>1-281</u>
	<u>1-283</u>
Notes Tab	<u>1-286</u>
Report – Union File	<u>1-28/</u>
Payroll Adjustments	<u>I-291</u>
Additions	<u>I-291</u>
Main Tab	<u>I-294</u>
Notes Tab	<u>I-296</u>
Report – Payroll Additions	<u>I-296</u>
Deductions	<u>I-299</u>
Main Tab	<u>I-301</u>
Notes Tab	<u>I-303</u>
Report – Payroll Deductions	<u>I-304</u>
Tax Deferred	<u>I-306</u>
Main Tab	<u>I-308</u>
Employee Tab	<mark>I-310</mark>
Company Tab	
Notes Tab	<u>I-314</u>
Report – Payroll Tax Deferred	<u>I-315</u>
Local Taxes	<u>I-317</u>
Main Tab	<u>I-319</u>
Tax Deferred Tab	I-321
Notes Tab	I-322
Report - Local Taxes	I-322
Construction Trades	T-324
Main Tah	<u>1 327</u> I-326
Notes Tab	<u>1-320</u> T_227
Report - Pavroll Construction Trade Classifications	<u>1-327</u> T_227
Workers' Comp. Classifications	<u>1-327</u> T_220
	<u>1-720</u>

	Main Tab	<u>I-330</u>
	Settings Tab	<u>I-332</u>
	Classifications Tab	<u>I-333</u>
	Udf	<u>I-334</u>
	Notes Tab	I-337
	Report – Payroll Workers Compensation Classifications	<mark>I-338</mark>
Cost C	ode Library	<u>I-341</u>
	Main Tab	<u>I-343</u>
	Default Tab	
	Notes Tab	I-346
	Report – Cost Code Library	<u>I-346</u>
Billing	Code Library	I-349
Dining	Main Tah	I-351
	Notes Tab	I-352
	Report – Rilling Code Library	I-352
	Report – Dinning Code Library	<u>1-552</u>
	winners Mester Descude	1.255
Section 6 – P	rimary Master Records	<u>1-300</u>
Invent	ory	<u>1-35/</u>
		<u>1-359</u>
	Default Tab	<u>1-362</u>
	Udf Tab	<u>1-364</u>
	Notes Tab	<u>I-367</u>
	Report – Inventory List	<u>I-368</u>
Employ	yees	<u>I-372</u>
	Main Tab	<u>I-375</u>
	Other Tab	<u>I-378</u>
	Default Tab	<u>I-379</u>
	Federal Tab	<mark>I-382</mark>
	State Tab	<u>I-383</u>
	State Tax Information	Ī-384
	Default State Area	<u>I-385</u>
	Adjustments Tab	
	Automatic Additions Form Grid Fields	<u>I-387</u>
	Automatic Deductions Form	I-388
	Tax Def (Deferred) Tab	I-390
	Automatic Tax Deferred Employee Contributions Form	I-301
	Automatic Tax Deferred Company Contributions Form	I-302
	Direct Depocit Tab	<u>1-392</u> 1_304
	History Tab	T 206
	Lidf Tab	<u>1-390</u>
	UUI IdD	<u>1-390</u>
	Notes Tab.	<u>1-401</u> <u>1 402</u>
\ /l	Report – Employee List	<u>1-402</u>
vendo	rs	<u>1-408</u>
		<u>I-410</u>
	Default Tab	<u>1-412</u>
	Contact Tab	<u>I-413</u>
	History Tab	<u>I-414</u>
	P.O. Button	<u>I-414</u>
	Invoices Button	<u>I-415</u>
	Payments Button	<u>I-415</u>
	1099 Tab	<u>I-416</u>
	Udf Tab	<u>I-41</u> 8
	Notes Tab	Ī-421
	Report – Vendor List	<u>I-422</u>
Custon	ners	Ī-426
	Main Tab	<u>I-428</u>
	Default Tab	Ī-430
	Contact Tab	Ī-432
	Ship to Address Tab	<u>I-433</u>

History Tab	I-434
Sales Orders Button	<u>I-435</u>
Invoices Button	<u>I-436</u>
Deposits Button	<u>I-437</u>
Pavments Button	<u>I-438</u>
, Refunds Button	Ī-439
Udf Tab	Ī-440
Notes Tab	Ī-443
Report – Customer List	<u>I-444</u>
Equipment	Ī-448
Main Tab	Ī-450
History Tab	Ī-452
Udf Tab	Ī-453
Notes Tab	Ī-456
Report – Equipment List	Ī-457
Jobs	Ī-460
Main Tab	Ī-463
Close Jobs – Procedure	
Default Tab	Ī-465
Owner Tab	Ī-467
Architect Tab	Ī-469
Markup Tab	Ī-470
Payroll Tab	Ī-472
History Tab	Ī-473
Udf Tab	Ī-474
Notes Tab	Ī-477
Report – Job List	Ī-478
·	
Appendix	
New Installation Walk-Through	<u>I-485</u>
Change Control Folder	I-491
Index	I-497

## **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 special information, considerations, or other insights when undertaking the task described.

#### <u>Hyperlink</u>

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 are examples to access to a functional menu element:

#### Modular Menu Access

SC | Subcontracts This example represents access to Subcontracts from the Module menu.

#### **Standard Menu Access**

Job | Subcontracts This example represents access to Subcontracts from the Standard menu.

Here are examples to access a report from different menus:

#### Access to Subcontract File Report Module Menu with Reports Group SC | Reports | Subcontract List

#### **Module Menu with Reports List**

SC | Subcontract List

#### Standard Menu

Reports | Job | Subcontract | Subcontract List

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

## Section 1 – System Requirements

The following system equipment and software will be necessary to install and use BIS<sup>®</sup> for Windows<sup>®</sup>.

### Local Computer (Workstation) Requirements

#### Processor

2 GHz minimum, 3+ GHz recommended. It can be 32-bit or 64-bit.

#### **Operating Systems**

BIS<sup>®</sup> should be used with Windows<sup>®</sup>10<sup>®</sup> with all critical updates.

#### Memory

8 GB RAM minimum.

#### Hard Drive

2 GB free disk space for BIS<sup>®</sup> programs. 10 GB or more of free space for BIS<sup>®</sup> data, 7,200 rpm or greater hard drives recommended.

## Server Requirements

#### **Operating System**

MICS STRONGLY ADVISES that BIS<sup>®</sup> be used with a Standalone Server running Microsoft<sup>®</sup> Windows<sup>®</sup> Server 2012, or later. For the Enterprise Edition, Windows<sup>®</sup> Server 2012 (or later) with Remote Desktop Services<sup>®</sup> is necessary for both 64 and 32-bit.

2 GB minimum of fress space for BIS<sup>®</sup> programs. 10 GB or more of free space for BIS<sup>®</sup> data. Gigabit Ethernet with appropriate cabling is strongly recommended.

#### Notes:

- 1. Exchange Server should be run on a different machine.
- 2. No platforms other than Microsoft<sup>®</sup> Windows<sup>®</sup> are recommended or supported.

It is possible to run BIS<sup>®</sup> in a peer-to-peer environment, but this is **NOT recommended or supported**. Prior to any BIS<sup>®</sup> installation, users are strongly encouraged to upgrade their systems as necessary to ensure that all features and functions operate as designed in this state-of-the-art accounting program. In addition, users are **strongly encouraged** to check Microsoft's website at:

#### http://www.update.microsoft.com/microsoftupdate/v6/default.aspx?ln=en-us

To download any critical or important operating system updates from Microsoft<sup>®</sup>. Microsoft<sup>®</sup> requires the use of Internet Explorer<sup>®</sup> for these semi-automatic downloads. Other browsers can be used to download selected operating systems updates manually from other Microsoft<sup>®</sup> sites.

#### **Network Environment**

The server and workstations must be set to permit BIS<sup>®</sup> users FULL ACCESS to the folder(s) in which BIS<sup>®</sup> and its data files are loaded. Failure to permit full access rights may result in program performance degradation. Security software must be set so that BIS<sup>®</sup> (bis.exe) is a "trusted" application and all BIS<sup>®</sup> related folders are excluded from security scanning. Further details are provided in the sections relating to specific network types.

## Section 2 – New Installation

This section covers the installation of BIS<sup>®</sup> for a company and a computer that has never had a prior installation. It covers four possible scenarios:

- 1. Single System Installation
- 2. Peer to Peer Network Installation (Not recommended or supported.)
- 3. Stand-along Network Server Installation
- 4. BIS<sup>®</sup> Enterprise Edition Installation

Although there are similarities between each installation listed, there are some significant differences. It is vital to choose the installation that is most applicable.

## 🄍 Tip

Some new installations of BIS<sup>®</sup> proceed in two stages: the installation of the basic program, and the automatic installation of any update then available.

Prior to installation, the following will be needed:

- 1. The full BIS<sup>®</sup> installation either as a downloaded file or on a DVD or other supporting media.
- 2. The BIS<sup>®</sup> license file or CD (depending on which was supplied).

# \rm **Caution**

Always refer to the "Read This First" instructions prior to installation. It may include other installation procedures not listed in this manual.

## New Single System Installation

If the installation of BIS<sup>®</sup> is for a single computer, follow the directions below. Please read the directions entirely before upgrading to BIS<sup>®</sup>. The System Administrator should do the installation. As with any installation procedure, be sure all programs have been closed and no one is accessing BIS<sup>®</sup> data.

The installation process will ask for the intended location of three vital elements of the program:

- 1. The program folder location (C:\BIS is suggested)
- 2. The Control folder location (which these notes will suggest): The Control folder is a special program folder that contains essential details for the program operation. To minimize confusion it is recommended that the folder be named "Control."
- 3. The location of the Demo company data files (also suggested in these notes).

#### **Before Beginning**

Before installing the latest version of BIS<sup>®</sup>, a few items must be available. These items include:

- The current BIS<sup>®</sup> License file or CD
- The latest Installation file or Installation DVD
- A pen and paper for noting essential folder paths

#### Step 1 - BIS<sup>®</sup> Program Installation

If installing from a DVD, Insert the BIS<sup>®</sup> DVD into the DVD-ROM drive. The installation prompts should appear automatically on the computer screen. If the prompts do not automatically appear, use the Start button, Run option within Windows<sup>®</sup> to go to the DVD-ROM drive and select the Setup.exe file.

At this point, be sure to follow the New Installation Walkthrough in the Appendix. The walkthrough shows the step-by-step installation screens and assist with important installation decisions.



#### Caution 1

🄍 Tip

BIS<sup>®</sup>.

It is strongly suggested that the recommended installation folders are used.

During the New Installation Walkthrough, write down the location of the Program Folder (where BIS<sup>®</sup> is installed – see the New Installation Walkthrough in the Appendix) for the next step.

> Some new installations of BIS<sup>®</sup> proceed in two stages: the installation of the basic program, and the automatic installation of any update then available.

#### Step 2 – Initial Login

Upon initial login to BIS<sup>®</sup>, three things will be asked:

- 1. The location for a "Control Folder"
- 2. Installation of the License: The current BIS® License must be on hand for this step.
- 3. Where to place the Demo company data.

The Program Folder location must also be known.

#### Step 2a – Control Folder

When the program asks where to place the Control Folder, it is recommended that the path of the Program Folder plus \Control is entered.

For example, if the BIS<sup>®</sup> program was installed to C:\BIS, then C:\BIS\Control should be used as the path for the Control Folder.

<b>▲</b> Caution	It is vital that each BIS <sup>®</sup> user employing a workstation has full access to the program and local folders.
<b>Figure: Install-2</b> BIS <sup>®</sup> Control Folder Installation screen dialo	Control Folder Installation  Before the Login screen of BIS is accessible, a Control Folder must be created. This is a folder that will hold the list of all
	<ul> <li>Companies accessible by your system.</li> <li>If you are using BIS on a single computer, you can create the Control Folder close to where you installed BIS (your Program directory).</li> <li>If BIS is being utilized in a multi-user environment, it is very important that this Control Folder be located on the network drive. For convenience, it should be placed close to your current Data directory.</li> <li>Designating a Control Folder is something you should only have to do once. It will not be necessary in future updates. Accept a selected location by pressing the OK button below, or use the Browse button to create the Control Folder elsewhere.</li> </ul>
	Control Folder Path
	C:\BIS\CONTROL\   Cancel  Cancel  Cancel  Cancel

#### Step 2b – License file or CD

🄍 Tip

The Control Folder is essential for the enhanced company and user management features within BIS<sup>®</sup>. Choosing a Control Folder is something that should only have to be done once.

Next the program will ask for the License. Insert this CD or browse to the appropriate directory and press OK. Use of this license will ensure that BIS<sup>®</sup> provides all of the appropriate functionality

#### Step 2c – Demo Company Installation

The Demo company data can be installed if desired. If this data is not installed at this time, it can be installed later through the File menu of BIS<sup>®</sup>. However, the MICS Technical Support and Training Departments strongly encourage installation of the Demo company as a diagnostic and training tool.

#### Step 2d – Initial Login

The Login screen will appear next. Log in to the Demo company by using the Magnifying Glass icon select Demo. Also use the Magnifying Glass icon to select ADMIN as the User.

#### Step 3 – System Recovery

After the initial login to BIS<sup>®</sup>, the Recover utility should be run. This utility is run from Administrator | Recover and selecting Recover in the menu.

Once the Recover process is finished, the installation should now be complete. If there are any questions regarding the installation of BIS<sup>®</sup>, please contact the MICS Technical Support Department at 805-543-7000.

## **New Peer to Peer System Installation**

If installing BIS® on a computer that will act as a server and a workstation, follow the directions below.

**Tip** Please note that this working environment is not desirable or supported. A standalone server should be considered for a BIS<sup>®</sup> multi-user environment.

Please read the directions entirely before upgrading to BIS<sup>®</sup>. The System Administrator should do all installations. As with any installation procedure, be sure all programs have been closed and no one is accessing BIS<sup>®</sup> data.



Figure: Install-3 Block diagram of a Peer to Peer computer network.

#### **Before Beginning**

Before install the latest version of BIS<sup>®</sup>, a few items must be available. These items include:

- The current BIS<sup>®</sup> License file or CD
- Any DVDs that came with the mailing
- A pen and paper for noting essential folder paths

The installation process will ask for the intended location of three vital elements of the program:

- 1. The program folder location (which will be suggested)
- 2. The Control folder location (which these notes will suggest): The Control folder is a special program folder that contains essential details for the program operation.
- 3. The location of the Demo company data files (also suggested in these notes).

#### Step 1 - New Installation Server/Workstation Mapping

It is important, in a peer-to-peer environment, that the server/workstation is mapped correctly. (The following folder locations are strongly suggested, but can be changed by the experienced user.) It will be necessary to associate a drive letter on the Server/Workstation to a newly created Control Folder, and that the path matches the mapping used by other workstations in the network when BIS<sup>®</sup> is loaded. If the server/workstation is not correctly set up, it will not display the networked drive or folder. The following installation scenarios may be used.



It is vital that BIS<sup>®</sup> users have complete access and rights to the network drive and folders created for BIS<sup>®</sup>. Like many programs, BIS<sup>®</sup> creates temporary files, and these files are automatically deleted when the user terminates use. Failure to permit deletion of these temporary files could result in severe problems with speed and efficiency.

🔍 Tip

To enhance the processing speed, it is important to map to a folder with the accounting files and NOT to an entire drive.

#### SUBST Command

The DOS command SUBST may be considered to create the necessary network drive association rather than using the Map Network Drive function. This is done by using a text editor like Windows<sup>®</sup> Notepad or WordPad to create a batch file with a line similar to: **subst** [drive1: [drive1:]path], where drive 1: is the drive "seen" by the network, and [drive2:]path] is the actual local drive and path being substituted ("mapped" or "associated"). The following is an example.

In Windows<sup>®</sup>, use a text editor such as WordPad or Notepad to create a file with the following single line:

#### Subst M: C:\Acctng

Double-check the entry to be sure that spaces have neither been added nor eliminated, and that there are no semicolons instead of colons in the line as shown above. It doesn't matter if the entry is in upper case or lower-case letters or any combination. If the new folder is named something different than Acctng, the alternate name will need to be used in the line. It is not recommended that to use a name with more than 8 characters.

One or both of these small text editors can be found in the computer by going to Start | Programs | Accessories. Save the file by navigating to File | Save and then selecting "Save as." Name the file SUBSTITUTE.BAT, but be sure to save it to the root folder/directory of the C: drive. Then exit WordPad or Notepad. If the file was saved elsewhere, use Windows<sup>®</sup> Explorer<sup>®</sup> to move it to C: drive's root directory\folder.

Next, go to Start, Programs, and locate Startup. With the cursor on the word, "Startup," right-click to Open it. Navigate the cursor to File, and select New, and then Shortcut. Left Click on Shortcut. From the new window, Browse to find the file SUBSTITUTE.BAT created earlier and saved at C:\. Double-click on that file bringing its name into the Command line, and click on Next. In the next window, its name can be changed to SUBSTITUTE (without the ".BAT" suffix). Consult the company's Network Administrator if there are further networking questions.

#### Map a Network Drive

A server/workstation uses typically uses drive mapping feature. To assign a drive letter to a network computer or folder:

- 1. Access the Map Network Drive form.
- 2. In Drive, select a drive letter
- 3. In Folder, Click Browse to find the computer or folder to map.

To reconnect to the mapped drive every time logging on, select the Reconnect at logon check box. Mapped drives are available only when the host computer is available. Network drives are assigned letters from Z to A, and local drives (hard drive and removable storage devices) are assigned letters from A to Z. A computer or shared folder can be shared to a different drive letter by disconnecting from the drive and then reassigning it to a new drive letter. Consult the company's Network Administrator if there are further networking questions.

Figure: Install-5 Windows <sup>®</sup> Map Network	🕞 🔏 Map Network Drive	×
Drive dialog screen.	What network folder would you like to map?         Specify the drive letter for the connection and the folder that you want to connect to:         Drive:       Y:         Folder:           Example: \\server\share	
	Reconnect at logon     Connect using different credentials	
	Connect to a Web site that you can use to store your documents and pictures.	
	Finish	ancel

#### Step 2 - BIS<sup>®</sup> Program Installation

If installing from an installation download, first extracting the download by double-clicking the file; this will create a folder by the same name. Access the folder and double-clicking the Setup.exe to launch the installation. (If using the Installation DVD, insert the BIS<sup>®</sup> DVD into the DVD-ROM drive of the workstation/server.) The installation prompts should appear automatically on the computer screen. If the prompts do not automatically appear, use the Start button, Run option within Windows<sup>®</sup> to go to the DVD-ROM drive and select the Setup.exe file.

## \rm Laution

It is vital that BIS<sup>®</sup> users have complete access and rights to the network drive and folders created for BIS<sup>®</sup>. Like many programs, BIS<sup>®</sup> creates temporary files, and these files are automatically deleted when the user terminates use. Failure to permit deletion of these temporary files could result in severe problems with speed and efficiency.

At this point, be sure to follow the New Installation Walkthrough in the Appendix. The walkthrough shows the step-by-step installation screens and assist with important installation decisions.

## Caution

It is strongly suggested that the recommended installation folders are used.

During the New Installation Walkthrough, write down the location of the Program Folder (where BIS<sup>®</sup> is installed – see the New Installation Walkthrough in the Appendix) for the next step.

## 🄍 Tip

Some new installations of BIS<sup>®</sup> proceed in two stages: the installation of the basic program, and the automatic installation of any update then available.

#### Step 3 – Initial Login

Upon initial login to BIS<sup>®</sup>, three things will be asked:

- 1. The location for a "Control Folder"
- 2. Installation of the License: The current BIS® License must be on hand for this step.
- 3. Where to place the Demo company data.

The Program Folder location must also be known. Log into BIS<sup>®</sup> at the server/workstation first and follow the instructions found below.

#### Step 3a – Control Folder

When the program asks where to place the Control Folder, choose a path on the mapped network drive. If the network drive is located in Z: for example, a good place to create the Control Folder is Z:\Control.

Figure: Install-6	🖻 Control Folder Installation	? <b>×</b>
BIS <sup>®</sup> Control Folder Installation screen dialog.	Before the Login screen of BIS is accessible, a Control Folder must be created. This is a folder that will hold is companies accessible by your system. If you are using BIS on a single computer, you can create the Control Folder close to where you installed BI Program directory). If BIS is being utilized in a multi-user environment, it is very important that this Control Folder be located on drive. For convenience, it should be placed close to your current Data directory. Designating a Control Folder is something you should only have to do once. It will not be necessary in futu Accept a selected location by pressing the OK button below, or use the Browse button to create the Contro elsewhere.	the list of all IS (your I the network re updates. ol Folder
	Z:\CONTROL\	Browse
		Cancel

#### Step 3b – License file or CD

Next the program will ask for the License. Insert the CD or browse to the appropriate directory and press OK. Use of the license will ensure that BIS<sup>®</sup> provides all of the appropriate functionality

#### Step 3c – Demo Company Installation

The Demo company data can be installed if desired. If the data is not installed at this time, it can be installed later through the File menu of BIS<sup>®</sup>. However, the MICS Technical Support and Training Departments strongly encourage installation of the Demo company as a diagnostic and training tool.

#### Step 3d – Initial Login

The Login screen will appear next. Log in to the Demo company by using the Magnifying Glass  $\square$  icon select Demo. Also use the Magnifying Glass icon to select ADMIN as the User.

#### Step 4 – System Recovery

After the initial login to BIS<sup>®</sup>, the Recover utility should be run. The utility is run from Administrator | Recover on the main menu.

#### Step 5 – Installation to Other Workstations

Repeat the installation procedure when installing on any other workstation(s). Step 3B, 3C, and 4 will be unnecessary when logging into BIS<sup>®</sup> from additional workstations for the first time.

Upon initial login to BIS<sup>®</sup> from any other workstation, the program will ask where the Control folder should be placed. Choose the path already created on the server/workstation. For example: If the server/workstation specified the Control folder as Z:\Control, the other workstation(s) should choose the same network folder. There should only be one BIS<sup>®</sup> Control folder in the network.

## 🤍 Tip

The Control Folder is essential for the enhanced company and user management features within BIS<sup>®</sup>. Choosing a control folder is something that should only have to be done once.

The installation should now be complete. If there are any questions regarding the installation of BIS<sup>®</sup>, please contact the MICS Technical Support Department at 805-543-7000.

## **New Stand Alone Server Installation**

If installing BIS<sup>®</sup> in a standalone server environment, follow the directions below. Please read the directions entirely before upgrading to BIS<sup>®</sup>. The System Administrator should do all installations. As with any installation procedure, be sure all programs have been closed and no one is accessing BIS<sup>®</sup> data.



Figure: Install-7 Block diagram of a Stand Alone Server computer network.

#### **Before Beginning**

Before install the latest version of BIS<sup>®</sup>, a few items must be available. These items include:

- The current BIS<sup>®</sup> License file or CD
- Any DVDs that came with the mailing
- A pen and paper for noting essential folder paths

The installation process will ask for the intended location of three vital elements of the program:

- 1. The program folder location (which will be suggested)
- 2. The Control folder location (which these notes will suggest): The Control folder is a special program folder that contains essential details for the program operation.
- 3. The location of the Demo company data files (also suggested in these notes).

#### Step 1 - New Installation Server Mapping

It is important, in a stand alone server environment that the server is mapped correctly. (The following folder locations are strongly suggested, but can be changed by the experienced user.) It will be necessary to associate a drive letter on the Workstation to a newly created Control Folder, and that the path matches the mapping used by other workstations in the network when BIS<sup>®</sup> is loaded. If the workstation is not correctly set up, it will not display the networked drive or folder.



#### Windows<sup>®</sup> Mapping

To assign a drive letter to a network computer or folder:

- 1. Access the Map Network Drive form.
- 2. In Drive, select a drive letter
- 3. In Folder, Click Browse to find the computer or folder.

To reconnect to the mapped drive every time logging on, select the Reconnect at logon check box. Mapped drives are available only when the host computer is available. Network drives are assigned letters from Z to A, and local drives (the hard drive and removable storage devices) are assigned letters from A to Z. A computer or shared folder can be shared to a different drive letter by disconnecting from the drive and then reassigning it to a new drive letter. Consult the company's Network Administrator if there are further networking questions.

Figure: Install-9 Windows <sup>®</sup> Map Network Drive dialog screen.	Specify the Drive: Folder:	etwork Drive etwork folder would you like to map? etwork folder would you like to map? etwork folder the connection and the folder that you want to connect to:  V:  Example: \server\share Reconnect at logon Connect using different credentials Connect to a Web site that you can use to store your documents and pictures.
		Finish Cancel

#### Step 2 - BIS<sup>®</sup> Program Installation

Insert the BIS® DVD into the DVD-ROM drive. The installation prompts should appear automatically on the computer screen. If the prompts do not automatically appear, use the Start button, Run option within Windows<sup>®</sup> to go to the DVD-ROM drive and select the Setup.exe file.

#### Caution MICS recommends that BIS® is installed on all workstations, but not on the server.

At this point, be sure to follow the New Installation Walkthrough in the Appendix. The walkthrough shows the step-by-step installation screens and assist with important installation decisions.

#### Caution

🄍 Tip

It is strongly suggested that the recommended installation folders are used.

## Some new installations of BIS® proceed in two stages: the installation of the basic program, and the automatic installation of any update then available.

#### Step 3 – Initial Login

Upon initial login to BIS<sup>®</sup>, three things will be asked:

- 1. The location for a "Control Folder"
- 2. Installation of the License: The current BIS® License must be on hand for this step.
- 3. Where to place the Demo company data.

The Program Folder location must also be known.

#### Step 4a – Control Folder

When the program asks where to place the Control Folder, choose a path on the mapped network drive. For example, if the network drive is located in Z:, it is s recommended that the Control folder be located at Z:\Control.

🔍 Tip

The Control Folder is essential for the enhanced company and user management features within BIS<sup>®</sup>. Choosing a Control Folder is something that should only have to be done once.



#### Step 4b – Install License

Next the program will ask for the License. Insert the CD or browse to the appropriate directory, and press OK. Use of the license disk will ensure that BIS<sup>®</sup> provides all of the appropriate functionality

#### Step 4c – Demo Company Installation

The Demo company data can be installed if desired. If the data is not installed at this time, it can be installed later through the File menu of BIS<sup>®</sup>. However, the MICS Technical Support and Training Departments strongly encourage installation of the Demo company as a diagnostic and training tool.

#### Step 4d – Initial Login

The Login screen will appear next. Log in to the Demo company by using the Magnifying Glass  $\square$  icon select Demo. Also use the Magnifying Glass icon to select ADMIN as the User.

#### Step 5 – System Recovery

After the initial login to BIS<sup>®</sup>, the Recover utility should be run. The utility is run from Administrator | Recover on the main menu from the initial workstation installation only.

#### Step 6 – Installation to Other Workstations

Repeat the installation procedure when installing on any other workstation(s). Step 4B, 4C, and 5 will be unnecessary when logging into BIS<sup>®</sup> from a workstation for the first time.

# **W Tip** Some new installations of BIS<sup>®</sup> proceed in two stages: the installation of the basic program, and the automatic installation of any update then available.

Upon initial log in to BIS<sup>®</sup> from any other workstation, the program will ask where the Control folder should be placed. Choose the path already created on the server/workstation. For example: If the server/workstation specified the Control folder as Z:\Control, the other workstation(s) should choose the same network folder. There should only be one BIS<sup>®</sup> Control folder in the network.

The installation should now be complete. If there are any questions regarding the installation of BIS<sup>®</sup>, please contact the MICS Technical Support Department at 805-543-7000.

## **New BIS® Enterprise Installation**

If installing BIS<sup>®</sup> in an enterprise environment, follow the directions below. Please read the directions entirely before upgrading to BIS<sup>®</sup>. The System Administrator should do all installations. As with any installation procedure, be sure all programs have been closed and no one is accessing BIS<sup>®</sup> data.



Figure: Install-11 Block diagram of a BIS<sup>®</sup> enterprise environment.

## 🄍 Tip

Note the data server and terminal server should be different machines. This is the optimal configuration for an enterprise environment. In some cases the terminal server and the data server are the same machine.  $BIS^{\circledast}$  can be used in either type of configuration.

#### **Before Beginning**

Before install the latest version of BIS<sup>®</sup>, a few items must be available. These items include:

- The current BIS<sup>®</sup> License file or CD
- Any DVDs that came with the mailing
- A pen and paper for noting essential folder paths

The installation process will ask for the intended location of three vital elements of the program:

- 1. The program folder location (which will be suggested)
- 2. The Control folder location (which these notes will suggest): The Control folder is a special program folder that contains essential details for the program operation.
- 3. The location of the Demo company data files (also suggested in these notes).

#### Step 1 - New Installation Workstation and Server Mapping

It is important, in a stand alone server environment that the server is mapped correctly. (The following folder locations are strongly suggested, but can be changed by the experienced user.) It will be necessary to associate a drive letter on the Workstation to a newly created Control Folder, and that the path matches the mapping used by other workstations in the network when BIS<sup>®</sup> is loaded. If the workstation is not correctly set up, it will not display the networked drive or folder.

 

 Figure: Install-12 BIS® installed on the Terminal Server. Users need full access to BIS® folders on the server.
 BIS® installed on Server and remote access (Terminal Server)

 Image: Comparison of the server.
 Image: Comparison of the server.
 Image: Comparison of the server.

 Image: Comparison of the server.
 Image: Comparison of the server.
 Image: Comparison of the server.

 Image: Comparison of the server.
 Image: Comparison of the server.
 Image: Comparison of the server.

 Image: Comparison of the server.
 Image: Comparison of the server.
 Image: Comparison of the server.

 Image: Comparison of the server.
 Image: Comparison of the server.
 Image: Comparison of the server.

 Image: Comparison of the server.
 Image: Comparison of the server.
 Image: Comparison of the server.

 Image: Comparison of the server.
 Image: Comparison of the server.
 Image: Comparison of the server.

 Image: Comparison of the server.
 Image: Comparison of the server.
 Image: Comparison of the server.

 Image: Comparison of the server.
 Image: Comparison of the server.
 Image: Comparison of the server.

 Image: Comparison of the server.
 Image: Comparison of the server.
 Image: Comparison of the server.

 Image: Comparison of the server.
 Image: Comparison of the server.
 Image: Comparison of the server.

It is vital that BIS<sup>®</sup> users have complete access and rights to the network drive that is created. Like many programs, BIS<sup>®</sup> creates temporary files, and these files are automatically deleted when the user logs off. Failure to permit deletion of these temporary files could result in severe problems with speed and efficiency for the entire network.

#### SUBST Command

The DOS command SUBST may be considered to create the necessary network drive association. This is done by using a text editor like Windows<sup>®</sup> Notepad or WordPad to create a batch file with a line similar to: **subst** [drive1: [drive2:]path], where drive 1: is the drive "seen" by the network, and [drive2:]path] is the actual local drive and path being substituted ("mapped" or "associated"). The following is an example.

In Windows®, use a text editor such as WordPad or Notepad to create a file with the following single line:

#### Subst M: C:\Acctng

Double-check the entry to be sure that spaces have neither been added nor eliminated, and that there are no semi-colons instead of colons in the line as shown above. It doesn't matter if the entry is in upper case or lower-case letters or any combination. If the new folder is named something different than Acctng, the alternate name will need to be used in the line. It is not recommended that to use a name with more than 8 characters.

One or both of these small text editors can be found in the computer by going to Start | Programs | Accessories. Save the file by navigating to File | Save and then selecting "Save as." Name the file SUBSTITUTE.BAT, but be sure to save it to the root folder/directory of the C: drive. Then exit WordPad or Notepad. If the file was saved elsewhere, use Windows<sup>®</sup> Explorer<sup>®</sup> to move it to C: drive's root directory\folder.

Next, go to Start, Programs, and locate Startup. With the cursor on the word, "Startup," right-click to Open it. Navigate the cursor to File, and select New, and then Shortcut. Left Click on Shortcut. From the new window, Browse to find the file SUBSTITUTE.BAT created earlier and saved at C:\. Double-click on that file bringing its name into the Command line, and click on Next. In the next window, its name can be changed to SUBSTITUTE (without the ".BAT" suffix).

Consult the company's Network Administrator if there are further networking questions.

#### Windows<sup>®</sup> Mapping

Tip (j) Tests have repeatedly demonstrated that the SUBST command works more efficiently on older operating systems than using the Windows<sup>®</sup> mapping functionality. Thus, the following Windows<sup>®</sup> mapping may NOT be the most efficient approach.

To assign a drive letter to a network computer or folder:

- 1. Open My Computer by double-clicking the My Computer icon on the desktop.
- 2. On the Tools menu, click Map Network Drive.
- 3. In Drive, select a drive letter.
- 4. In Folder, Click Browse to find the computer or folder.

To reconnect to the mapped drive every time logging on, select the Reconnect at logon check box. Mapped drives are available only when the host computer is available. Network drives are assigned letters from Z to A, and local drives (the hard drive and removable storage devices) are assigned letters from A to Z. A computer or shared folder can be shared to a different drive letter by disconnecting from the drive and then reassigning it to a new drive letter. Consult the company's Network Administrator if there are further networking questions.

Figure: Install-13 Windows <sup>®</sup> Map Network	G 🍳 Map No	etwork Drive
Drive dialog screen.	What ne Specify the Drive:	twork folder would you like to map? drive letter for the connection and the folder that you want to connect to: Y:
	Folder.	Sources      Sources      Reconnect at logon      Connect using different credentials      Connect to a Web site that you can use to store your documents and pictures.
		Finish         Cancel

Step 2 - BIS<sup>®</sup> Program Installation

Caution

For an BIS® Enterprise environment, BIS® will be installed on the terminal server and all LAN (Local Area Network) workstations.

Insert the BIS® DVD into a workstation DVD-ROM drive or launch the Installation download by doubleclicking the setup.exe in the installation download folder. The installation prompts should appear automatically on the computer screen. If the prompts do not automatically appear, use the Start button, Run option within Windows® to go to the DVD-ROM drive and select the Setup.exe file. At this point, be sure to follow the New Installation Walkthrough in the Appendix. The walkthrough shows the step-by-step installation screens and assist with important installation decisions.

#### Caution

It is strongly suggested that the recommended installation folders are used.

🔍 Tip

Some new installations of BIS® proceed in two stages: the installation of the basic program, and the automatic installation of any update then available.

#### Step 3 – Initial Login

Upon initial login to BIS<sup>®</sup>, three things will be asked:

- 1. The location for a "Control Folder"
- 2. Installation of the License: The current BIS<sup>®</sup> License file must be on hand for this step.
- 3. Where to place the Demo company data.

The Program Folder location must also be known.

#### Step 4a – Control Folder

When the program asks where to place the Control Folder, choose a path on the mapped network drive. For example, if the network drive is located in Z:, it is s recommended that the Control folder be located at Z:\Control.

🤍 Tip

The Control Folder is essential for the enhanced company and user management features within BIS<sup>®</sup>. Choosing a Control Folder is something that should only have to be done once.

<b>Figure: Install-14</b> BIS <sup>®</sup> Control Folder Installation screen dialog.	Control Folder Installation  Refore the Login screen of BIS is accessible, a Control Folder must be created. This is a folder that will hold the list of all companies accessible by your system.  If you are using BIS on a single computer, you can create the Control Folder dose to where you installed BIS (your Program directory).  If BIS is being utilized in a multi-user environment, it is very important that this Control Folder be located on the network drive. For convenience, it should be placed dose to your current Data directory.  Designating a Control Folder is something you should only have to do once. It will not be necessary in future updates. Accept a selected location by pressing the OK button below, or use the Browse button to create the Control Folder elsewhere.
	Control Folder Path Z:\CONTROL\  Cancel  Cancel

#### Step 4b – Install License

Next the program will ask for the License. Insert the CD or browse to the appropriate directory where the license file resides and press OK. A prompt with the license information will appear, click "Save." Use of the license will ensure that BIS<sup>®</sup> provides all of the appropriate functionality.

#### Step 4c – Demo Company Installation

The Demo company data can be installed if desired. If the data is not installed at this time, it can be installed later through the File menu of BIS<sup>®</sup>. However, the MICS Technical Support and Training Departments strongly encourage installation of the Demo company as a diagnostic and training tool.

#### Step 4d – Initial Login

The Login screen will appear next. Log in to the Demo company by using the Magnifying Glass icon select Demo. Also use the Magnifying Glass icon to select ADMIN as the User.

#### Step 5 – System Recovery

After the initial login to BIS<sup>®</sup>, the Recover utility should be run. The utility is run from Administrator | Recover on the main menu from the initial workstation installation only.

#### Step 6 – Installation to Other Workstations

Repeat the installation procedure when installing on any other workstation(s) and the Terminal Server. Step 4B, 4C, and 5 will be unnecessary when logging into BIS<sup>®</sup> from a workstation for the first time.

# 🄍 Tip

Some new installations of  $BIS^{\mathbb{R}}$  proceed in two stages: the installation of the basic program, and the automatic installation of any update then available.

Upon initial log in to BIS<sup>®</sup> from any other workstation, the program will ask where the Control folder should be placed. Choose the path already created on the server/workstation. For example: If the server/workstation specified the Control folder as Z:\Control, the other workstation(s) should choose the same network folder. There should only be one BIS<sup>®</sup> Control folder in the network.

The installation should now be complete. If there are any questions regarding the installation of BIS<sup>®</sup>, please contact the MICS Technical Support Department at 805-543-7000.

## Section 3 – New Company Setup

This section covers the initial process for creating a new company. The work will begin in the new company, but later topics may utilize the Demo Company data to provide examples in BIS<sup>®</sup> for new entries.

This process will demonstrate the steps in setting up the system and entering the initial data (called Master Records) up to but not including the Beginning Balance Process. The Beginning Balance process will be covered in a separate manual that should not be applied until after these initial steps have been completed.

Please note that this document focuses on creating a new company from scratch, and does not focus on different procedures used when a prior accounting program's master record data files are converted to be used in BIS<sup>®</sup>. Beginning balances are covered in a different manual.

#### 🄃 Tip

Installation requirements depend on the BIS<sup>®</sup> edition, modules included in the installation, and the number of concurrent users. Not all of the information that appears in this manual may apply to every installation.

#### **Setup Sequence**

To avoid vital omissions or time-consuming repetition, it is vital to follow a logical sequence when setting up a new installation and/or company in BIS<sup>®</sup>.

Long experience has demonstrated that failure to follow this sequence, or attempting to use "shortcuts" don't achieve the time-savings sought by users. Building an accounting system is a lot like constructing a building; it starts with site preparation, the foundation, and the floors, then the roof, and finally finishing inside and out.

- 1. New Company Setup
- 2. Chart of Accounts
- 3. Administrator functions
  - a. Users
  - b. Access rights (depending on Password Module)
- 4. System Information
- 5. System Wide parameters
- 6. User Preferences
- 7. Other Administrator settings, options, and functions
- 8. Basic Master Records (from the bottom up, depending on licensed modules)
- 9. Job and related master records (depending on licensed modules)
- 10. Module Master Records (depending on licensed modules)

#### User Id Startup

If it hasn't been done so, please launch Builder Information System. When the Login screen appears, leave the Company line blank, but enter ADMIN on the User Id line. Left-click on the Magnifying Glass icon to its right permits selecting the User Id from the drop down list. Later, this list will also show the available users. Double-click on the appropriate User to select it. Whichever method used, once the User Id is selected, click on the OK button to open it.

Later, the same method can be used for the Company Id and other selection processes in BIS<sup>®</sup>.

Figure: Install-15	📑 Login	? 🔀		
Initial Login screen with no Company or User Id	Select a com	pany and enter your use	er id and password	<u>O</u> K
entered.	Company:	Q	Best Construction Company	<u>C</u> ancel
	User Id:	Q		Help
	Password:		Save Company	
	Date:	11/14/ ΥΥΥΥ	Save User Id	

The login screen also permits the user to employ options to remember the company and user Id the next time the program is accessed. The date will initially show the computer date, but can be changed if needed.

Figure: Install-16	🖻 Login			? 23
Initial Login screen with default ADMIN user	Select a company and enter your user id and password			<u>O</u> K
entered or selected.	Company:			Cancel
	User Id:	ADMIN	🔍 Administrator	Help
	Pass <u>w</u> ord: <u>D</u> ate:	11/14/ YYYY 💌	<ul><li>✓ Save Company</li><li>✓ Save User Id</li></ul>	

#### New Company Setup – Menu Access

File | New Company

Figure: Install-17 The New Company data

entry screen

The new company setup process begins by entering a Company Id. The entry can be an alphanumeric code of up to 8 digits and is what is entered at the Login screen to access the company.

Company Id						
Company Name						
Street Address 1						
Street Address 2						
City				-		
State	Q	Zip Co	ode			
IRS Country Code				<u>.</u>		
Telephone Number	() -	Fax N	lumber	() -		
E-Mail						
Contact						
Destination Folder						Browse
Fiscal Year Beginning Date	11 -	Copy Sample Char	t of Acc	ounto	-	
Fiscal Year Ending Date	11 -	Copy Sample Chai	Cada Li	hanna	Simple	
Chart of Accounts Length	3 🌲	Copy sample Cost	Code Li	Drary	CSI	
Disk Free Space	0 MB	Copy Sample Unit	or meas	ure File		
		Copy Sample Ship	Via File			١
		_			ОК	Close

#### **Company Name**

Enter the intended company name of up to 50 characters.
# ▲ Caution

It is vital to enter the information correctly with intended capitalization and punctuation. That information will appear on all reports, forms, and generated documents. All spelling and punctuation should be doubled-checked. The company name entered in this process will be used to generate a security code that will remove access restrictions.

#### **Street Address 1**

Enter the first street address of up to 30 alphanumeric characters.

#### **Street Address 2**

Enter the second street address of up to 30 alphanumeric characters. This may also be used for suite numbers.

#### City

Enter the city name of the business address of up to 30 alphanumeric characters.

#### State

Enter the state name of the business address utilizing its two letter abbreviation. The Find/Search tool may be used to pick the state from a list that appears.

#### Zip Code

Enter the zip code of the business address of up to 9 numbers in the format xxxxx-yyyy.

#### **IRS Country Code**

Enter the IRS county code of the business address utilizing its two letter abbreviation. The IRS Country Code is needed for companies that report W-2 and 1099 information on magnetic media. Check with the IRS or the accountant for the proper code. It will probably be "US."

#### **Telephone Number**

Enter the telephone number of the business address of up to 10 numbers in the format (xxx) yyy-zzzz.

#### Fax Number

Enter the fax number of the business address of up to 10 numbers in the format (xxx) yyy-zzzz.

#### E-Mail

Enter the email address of the business address of up to 30 characters.

#### Contact

Enter the contact person of the business address of up to 30 alphanumeric characters.

#### **Destination Folder**

The Destination Folder specifies a folder/directory where the database files for the company will reside. Generally, the program defaults to a location on the local hard drive, under the control folder, and defaults to using the Company Id as the folder name. However, if the system is operating on a network, the folder should be on a network drive accessible to all who will use BIS<sup>®</sup>. The Browse button may be used to navigate to a location where the directory is to reside. The location will probably have been established when the Technical Support Department assists with the BIS<sup>®</sup> installation and helps to create the Control folder.

**L** Caution

Please note that the drive and location **must be the same for all BIS**<sup>®</sup> **users**. Thus, if the folder is J:\BIS\Control\TheComp, it should be exactly the same for all users.

#### Fiscal Year Beginning Date

The Fiscal Year Beginning Date field determines the start for the company's fiscal year, and the date must be the first day of whichever month is selected. This will be required to complete the New Company screen.

**Use Tip** The fiscal year beginning date is not necessarily the same as the "Transition Date." The Transition Date is the date of beginning balances that will be entered into the new accounting program.

#### **Fiscal Year Ending Date**

The Fiscal Year Ending Date is automatically calculated from the previous field.

#### **Chart of Accounts Length**

Chart of Accounts length specifies the number of digits included in the General Ledger account numbers. The range is from 3 to 10 digits. For reasons that will become clear soon, users are encouraged to select a length of at least 4 digits, even if the prior system used only 3. The number of digits may be entered or the scroll tool may be used to select the number.

#### 🤍 Tip

Please also note that users can increase the number of digits in the Chart of Accounts numbering system after the new company has been established in BIS<sup>®</sup>. The process will add zeroes to the account numbers.

#### **Disk Free Space**

This field will display the free space available on the installation hard drive.

#### **New Company window**

The New Company window in the lower right-hand corner of the screen offers four sample master record types that may be copied. These selections can be modified by the user later.

#### **Copy Sample Chart of Accounts**

Sample Chart of Accounts are offered via a drop-down arrow tool, either of which can be modified after copying. Users are encouraged to use one of these charts so that other elements of the setup will be automatically completed. If a Chart of Accounts will be created from scratch, more setup work will have to be done to ensure its functionality.

The "down arrow" button on that line provides a choice of three sample chart of accounts. It will NOT yet be selected for the new company, and the preview button to the right of the line provides a preview (and option to print) the selected sample.

Most users select the Extended Chart of Accounts, since it offers greater flexibility than the Simple Chart of Accounts. In addition, the Extended Chart of Accounts requires the 4 (or more) digit account numbering system discussed earlier. Checking the Copy Sample Chart of Accounts box will install the Chart of Accounts sample selected from the drop-down box located on its immediate right when the process is completed.

Prior to doing any other data entry, the selected Chart of Accounts can be used "as is," or modified by adding, or deleting accounts, and/or changing account information, or a Chart of Accounts may be created from the ground up. Once the company's accounting is started in BIS<sup>®</sup>, accounts can be added or removed within the constraints of data security.

If one of the Sample Chart of Accounts is used, BIS<sup>®</sup> intuitively populates the associated account fields in the System Wide Parameters for that company.

#### **Optional Sample Chart of Accounts**

The next few pages show the optional chart of accounts provided with BIS<sup>®</sup> and available for selection during installation.

# Sample Chart of Accounts (Simple)

Summary	Report			Page
lccount#	Account Name	Account Type	Classification	
000	Assets	Description	Assets	
010	Current Assets	Description	Assets	
100	Cash in Bank - Checking	Transaction	Assets	
200	Accounts Receivable	Transaction	Assets	
300	Contract Receivable	Transaction	Assets	
350	Retention Receivable	Transaction	Assets	
400	Inventory	Transaction	Assets	
450	Accounts Receivable Suspense	Transaction	Assets	
510	Fixed Assets	Description	Assets	
600	Computers	Transaction	Assets	
850	Automobiles	Transaction	Assets	
680	Furniture & Fixtures	Transaction	Assets	
710	Accumulated Depreclation	Transaction	Assets	
900	Other Assets	Description	Assets	
910	Refundable Deposits	Transaction	Assets	
930	Prepaid Expenses	Transaction	Assets	
950	Payroll Suspense	Transaction	Assets	
009	Liabilities	Description	Liabilities	
000	Current Liablities	Description	Liabilities	
100	Accounts Payable - Trade	Transaction	Liabilities	
200	Federal Withholding Payable	Transaction	Liabilities	
210	Fica Withholding Payable	Transaction	Liabilities	
220	State Withholding Payable	Transaction	Liabilities	
230	SDI Withholding Payable	Transaction	Liabilities	
240	Worker's Comp. Payable	Transaction	Liabilities	
250	Union Payable	Transaction	Liabilities	
260	Tax Deferred Payable	Transaction	Liabilities	
270	Cafeteria Plan Payable	Transaction	Liabilities	
290	Sales Tax Payable	Transaction	Liabilities	
290	Local Taxes payable	Transaction	Liabilities	
300	FUTA Payable	Transaction	Liabilities	
310	SUTA Payable	Transaction	Liabilities	
400	Customer deposits	Transaction	Liabilities	
500	Credit Card Suspense	Transaction	Liabilities	
550	Accounts Payable Suspense	Transaction	Liabilities	
800	Long-term Liabilities	Description	Liabilities	
810	Corporate Bonds Payable	Transaction	Liabilities	
000	Equity	Description	Equity	
050	Stockholders Equity	Description	Equity	
100	Common Stock	Transaction	Equity	
200	Beginning Retained Earnings	Transaction	Equity	
250	Current Period Profit (Loss)	Result	Equity	
960	Revenues	Description	Revenue	
100	Contract Income	Transaction	Revenue	
700	Returns and Allowances	Transaction	Revenue	
800	Freight Charges	Transaction	Revenue	

**Figure: Install-18** Sample Chart of Accounts (Simple), page 1.

# Sample Chart of Accounts (Simple)

Account#	Report			Page
HULUUIIUI	Account Name	ount Name Account Type		
4900	Interest Income	Transaction	Revenue	
5000	Direct Cost	Description	Direct Cost	
5100	Direct Labor	Transaction	Direct Cost	
5200	Materials	Transaction	Direct Cost	
5300	Subcontracts	Transaction	Direct Cost	
5400	Other Direct Expenses	Transaction	Direct Cost	
5500	Discounts Taken	Transaction	Direct Cost	
5600	Freight	Transaction	Direct Cost	
5000	Operating Expenses	Description	Operating Expenses	
6100	Accounting	Transaction	Operating Expenses	
6150	Advertising	Transaction	Operating Expenses	
6270	Insurance - Health Plan	Transaction	Operating Expenses	
5350	Bank Charges	Transaction	Operating Expenses	
8400	Interest	Transaction	Operating Expenses	
8500	Depreciation	Transaction	Operating Expenses	
6550	Dues & Subscriptions	Transaction	Operating Expenses	
6700	Gas& OII	Transaction	Operating Expenses	
8750	Miscellaneous	Transaction	Operating Expenses	
6800	Freight & Postage	Transaction	Operating Expenses	
6900	Legal	Transaction	Operating Expenses	
7000	Office Rent	Transaction	Operating Expenses	
7100	Telephone	Transaction	Operating Expenses	
7500	Wages	Transaction	Operating Expenses	
7520	Worker's Comp Expense	Transaction	Operating Expenses	
7530	Union Expense	Transaction	Operating Expenses	
7600	Rental - Office Equipment	Transaction	Operating Expenses	
7900	Payroll Taxes	Transaction	Operating Expenses	
8000	Other Revenues	Description	Other Revenue	
8100	OtherIncome	Transaction	Other Revenue	
8500	Other Expenses	Description	Other Expenses	
8600	Other Expenses	Transaction	Other Expenses	
9100	Net Profit (Loss)	Description	Provision for Taxes	
9150	Estimated Income Taxes	Transaction	Provision for Taxes	

Figure: Install-19 Sample Chart of Accounts (Simple), page 2.

Summary	Report			Page
lccount#	Account Name	Account Type	Classification	
000	Assets	Description	Assets	
001	Current Assets	Description	Assets	
010	Cash	Description	Aspets	
015	Petty Cash	Transaction	Assets	
020	Cash In Bank	Transaction	Assets	
030	Cash in Bank-Savings	Transaction	Assets	
040	Cash In Bank-Money Market	Transaction	Aspets	
100	Accounts Receivable	Description	Assets	
110	Accounts Receivable-Trade	Transaction	Assets	
120	Accounts Receivable-Retention	Transaction	Assets	
130	Accounts Receivable-Other	Transaction	Aspets	
140	Accounts Receivable Suspense	Transaction	Assets	
200	OvenUnder Billings	Transaction	Assets	
300	Inventory	Transaction	Assets	
350	Allowance For Bad Debt	Transaction	Aspets	
400	Other Current Assets	Description	Assets	
410	Prepaid Insurance	Transaction	Assets	
420	Prepaid Taxes	Transaction	Assets	
430	Employee Advances	Transaction	Aspets	
440	Current Notes Receivable	Transaction	Assets	
500	Fixed Assets	Description	Assets	
510	Real Estate	Transaction	Aspets	
515	Leasehold Improvements	Transaction	Assets	
520	(Less Accum Depr-Leasehold)	Transaction	Assets	
525	Computer & Office Equipment	Transaction	Assets	
530	(Less Accum Depr-Computer & Office )	Transaction	Assets	
535	Office Furniture & Fixtures	Transaction	Aspets	
540	(Less Accum Depr-Ofc Furn & Fixtures)	Transaction	Assets	
545	Autos & Trucks	Transaction	Assets	
550	(Less Accum Depr-Autos & Trucks)	Transaction	Assets	
565	Construction Equipment	Transaction	Assets	
560	(Less Accum Depr-Construction Equip)	Transaction	Assets	
565	Shop Tools & Equipment	Transaction	Assets	
570	(Less Accum Depr-Shop Tools & Equip)	Transaction	Assets	
575	Other Fixed Assets	Transaction	Aspets	
580	(Less Accum Depr-Other Fixed Assets)	Transaction	Assets	
500	Other Assets	Description	Assets	
610	Other Assets	Transaction	Assets	
620	Other Assets-Long Term Notes	Transaction	Assets	
530	Other Assels-Investments	Transaction	Assets	
540	Other Assets-Deposits Held	Transaction	Assets	
850	Payroll Suspense	Transaction	Assets	
999	Accounts Receivable Suspense	Transaction	Assets	
000	Liabilities	Description	Liabilities	
001	Current Liabilities	Description	Liabilities	
050	Accrued Salaries, Wages & Bonus Pavable	Transaction	Liabilities	

**Figure: Install-20** Sample Chart of Accounts – Extended, page 1.

Summary I	Report			Page
Account#	Account Name	Account Type	Classification	
050	Customer Deposits	Transaction	Liabilities	
100	Accounts Payable	Description	Liabilities	
110	Accounts Payable-Trade	Transaction	Liabilities	
120	Accounts Payable-Retention	Transaction	Liabilities	
130	Accounts Payable-Other	Transaction	Liabilities	
200	Payroll Taxes Payable	Description	Liabilities	
210	Payroll Taxes Payable-FIT	Transaction	Liabilities	
220	Payroll Taxes Payable-FICA	Transaction	Liabilities	
230	Payroll Taxes Payable-FUTA	Transaction	Liabilities	
240	Payroll Taxes Payable-SIT	Transaction	Liabilities	
250	Payroll Taxes Payable-State Disability	Transaction	Liabilities	
260	Payroll Taxes Payable-State Unemployment	Transaction	Liabilities	
270	Payroll Taxes Payable-Local Tax 1	Transaction	Liabilities	
280	Payroll Taxes Payable-Local Tax 2	Transaction	Liabilities	
300	Worker's Compensation Payable	Transaction	Liabilities	
400	Union Payable	Description	Liabilities	
410	Union Payable 1	Transaction	Liabilities	
420	Union Payable 2	Transaction	Liabilities	
500	Other Payroll Withheld	Description	Liabilities	
510	Garnishments Payable	Transaction	Liabilities	
520	Child Support Payable	Transaction	Liabilities	
530	Medical Plans Payable	Transaction	Liabilities	
540	401k Plan Payable	Transaction	Liabilities	
600	Sales Tax Payable	Description	Liabilities	
510	Sales Tax Payable-State	Transaction	Liabilities	
620	Sales Tax Payable-Local Tax 1	Transaction	Liabilities	
630	Sales Tax Payable-Local Tax 2	Transaction	Liabilities	
700	Accrued Liabilities-Other	Description	Liabilities	
710	Accrued Liabilities-Federal Income Taxe	Transaction	Liabilities	
720	Accrued Liabilities-State Income Taxes	Transaction	Liabilities	
730	Accrued Liabilities-Local Income Taxes	Transaction	Liabilities	
800	Notes Payable	Description	Liabilities	
810	Line of Credit 1	Transaction	Liabilities	
820	Note Payable 1	Transaction	Liabilities	
900	Current Portion Long Term Debt	Transaction	Liabilities	
950	Credit Card Suspense	Transaction	Liabilities	
999	Accounts Payable Suspense	Transaction	Liabilities	
000	Long Term Liabilities	Description	Liabilities	
но	Long Term Note 1	Transaction	Liabilities	
120	Long Term Note 2	Transaction	Liabilities	
050	Long Term-Vehicle 1	Transaction	Liabilities	
040	Long Term-Vehicle 2	Transaction	Liabilities	
050	Long Term-Equipment 1	Transaction	Liabilities	
060	Long Term-Equipment 2	Transaction	Liabilities	
090	(Less Current Portion Long Term Debt)	Transaction	Liabilities	
500	Equities	Description	Equity	

**Figure: Install-21** Sample Chart of Accounts – Extended, page 2.

Summary I	Report		Pag	je 3
lccount#	Account Name	Account Type	Classification	
510	Capital Stock	Transaction	Equity	
520	Retained Earnings	Transaction	Equity	
525	Current Earnings	Result	Equity	
000	Revenue	Description	Revenue	
010	Contract Revenue	Transaction	Revenue	
020	Service Revenue	Transaction	Revenue	
030	Freight Revenue	Transaction	Revenue	
040	(Discounts Allowed-A/R)	Transaction	Revenue	
090	Adj. For Over/Under Billings	Transaction	Revenue	
000	Cost of Goods Sold	Description	Direct Cost	
001	Cost of Contracts & Service Work	Description	Direct Cost	
010	Cost of Contracts-Labor	Transaction	Direct Cost	
015	Cost of Contracts-Material	Transaction	Direct Cost	
020	Cost of Contracts-Subcontractor	Transaction	Direct Cost	
025	Cost of Contracts-Equipment	Transaction	Direct Cost	
030	Cost of Contracts-Other	Transaction	Direct Cost	
040	Cost of Service Work-Labor	Transaction	Direct Cost	
045	Cost of Service Work-Material	Transaction	Direct Cost	
050	Cost of Service Work-Subcontractor	Transaction	Direct Cost	
065	Cost of Service Work-Equipment	Transaction	Direct Cost	
050	Cost of Service Work-Other	Transaction	Direct Cost	
090	Discounts Taken-A/P	Transaction	Direct Cost	
000	Indirect Expenses	Description	Direct Cost	
001	Indirect Construction Expenses	Description	Direct Cost	
010	Other Wages, Salary & Bonus	Transaction	Direct Cost	
015	Payroll Tax Expense-Trade	Transaction	Direct Cost	
020	Insurance-Workman's Comp-Trade	Transaction	Direct Cost	
025	Insurance-Gen. Liability-Trade	Transaction	Direct Cost	
030	Employee Benefits-Trade	Transaction	Direct Cost	
035	Union Benefits-Trade	Transaction	Direct Cost	
040	Small Tools Expense	Transaction	Direct Cost	
045	Operating Supplies Expense	Transaction	Direct Cost	
050	Meetings Expense	Transaction	Direct Cost	
055	Vehicle/Equip Lease Expense	Transaction	Direct Cost	
060	Mobil Phone/Pager Expense-Trade	Transaction	Direct Cost	
065	Shop/Warehouse Expense	Transaction	Direct Cost	
070	Misc Expense-Indirect	Transaction	Direct Cost	
100	Equipment Expenses	Description	Direct Cost	
110	Equipment Costs-Outside Repairs	Transaction	Direct Cost	
115	Equipment Costs- In House Maintenance	Transaction	Direct Cost	
120	Equipment Costs-Fuel & OI	Transaction	Direct Cost	
125	Equipment Costs-Parts	Transaction	Direct Cost	
130	Equipment Costs-License & Tax	Transaction	Direct Cost	
135	Equipment Costs-Applied Operating Costs	Transaction	Direct Cost	
000	General & Administrative Expense	Description	Operating Expenses	
001	Salaries & Wages-Officer	Transaction	Operating Expenses	

**Figure: Install-22** Sample Chart of Accounts – Extended, page 3.

Summary I	Report			Page
Account#	Account Name	Account Type	Classification	
7003	Salaries & Wages-Administration	Transaction	Operating Expenses	
7005	Payroll Tax Expense-G&A	Transaction	Operating Expenses	
7007	Employee Benefits-G&A	Transaction	Operating Expenses	
7009	Insurance-Workman's Comp-G&A	Transaction	Operating Expenses	
7010	Union Expense	Transaction	Operating Expenses	
7011	Insurance-Gen Liability-G&A	Transaction	Operating Expenses	
7013	Insurance-Officer's Life	Transaction	Operating Expenses	
7015	Advertising Expense	Transaction	Operating Expenses	
7017	Bad Debt Expense	Transaction	Operating Expenses	
7018	Bank Service Charge Expense	Transaction	Operating Expenses	
7019	Business Promotion Expense	Transaction	Operating Expenses	
7021	Consulting Expense	Transaction	Operating Expenses	
7023	Conventions/Seminars Expense	Transaction	Operating Expenses	
7025	Depreciation Expense	Transaction	Operating Expenses	
7027	Entertainment Expense	Transaction	Operating Expenses	
7028	Fines & Penalties Expense	Transaction	Operating Expenses	
7029	Interest Expense	Transaction	Operating Expenses	
7031	Jantorial Expense	Transaction	Operating Expenses	
7033	Legal & Accounting Expense	Transaction	Operating Expenses	
7035	Office Rent Expense	Transaction	Operating Expenses	
7037	Office Supplies Expense	Transaction	Operating Expenses	
7039	Outside Services Expense	Transaction	Operating Expenses	
7041	Plans & Specs Expense	Transaction	Operating Expenses	
7043	Printing & Reproduction Expense	Transaction	Operating Expenses	
7045	Repair & Maint Expense-Building	Transaction	Operating Expenses	
7047	Repair & Maint Expense-Office Equip	Transaction	Operating Expenses	
7049	Shipping & Postage Expense	Transaction	Operating Expenses	
7051	Telephone Expense-Office	Transaction	Operating Expenses	
7053	Telephone Expense-Mobil/Pagers	Transaction	Operating Expenses	
7055	Taxes/License/Permit Expense	Transaction	Operating Expenses	
7057	Utilities Expense	Transaction	Operating Expenses	
7069	Vehicle Maint/Fuel Expense	Transaction	Operating Expenses	
7051	Vehicle Lease Expense	Transaction	Operating Expenses	
7065	Miscellaneous Expense	Transaction	Operating Expenses	
3000	Other Income	Description	Other Revenue	
3010	Interest Income	Transaction	Other Revenue	
3020	Gain/Loss From Sale of Asset	Transaction	Other Revenue	
999	Inter-Account Transfer	Transaction	Other Revenue	
000	Income Taxes	Description	Provision for Taxes	
010	Federal Income Taxes	Transaction	Provision for Taxes	
3020	State Income Taxes	Transaction	Provision for Taxes	

Figure: Install-23 Sample Chart of Accounts (Extended), page 4.

Summary I	Report			Page
Account#	AccountName	Account Type	Classification	
1000	Assets	Description	Assets	
1001	Current Assets	Description	Assets	
1010	Cash	Description	Assets	
1015	Petty Cash	Transaction	Assets	
1020	Cash In Bank	Transaction	Assets	
1030	Cash in Bank-Savings	Transaction	Assets	
1040	Cash In Bank-Money Market	Transaction	Assets	
1100	Funding Receivable	Description	Assets	
110	Funding Receivable-Trade	Transaction	Assets	
120	Funding Receivable-Retention	Transaction	Assets	
130	Funding Receivable-Other	Transaction	Assets	
1140	Funding Receivable Suspense	Transaction	Assets	
1150	Unrealized Revenue	Description	Assets	
180	Unrealized Revenue-Contract	Transaction	Assets	
1200	Over/Under Billings	Transaction	Assets	
1300	Inventory	Transaction	Assets	
325	Work In Place	Description	Assets	
1330	WIP-Labor	Transaction	Assets	
335	WIP-Material	Transaction	Assets	
1340	WIP-Subcontract	Transaction	Assets	
1350	WIP-Equipment	Description	Assets	
1360	WIP-Other	Transaction	Assets	
1380	Allowance For Bad Debt	Transaction	Assets	
1400	Other Current Assets	Description	Assets	
1410	Prepaid Insurance	Transaction	Assets	
1420	Prepaid Taxes	Transaction	Assets	
1430	Employee Advances	Transaction	Assets	
1440	Current Notes Receivable	Transaction	Assets	
500	Fixed Assets	Description	Assets	
1510	Real Estate	Transaction	Assets	
1515	Leasehold Improvements	Transaction	Assets	
1520	(Less Accum Depr-Leasehold)	Transaction	Assets	
1525	Computer & Office Equipment	Transaction	Assets	
1530	(Less Accum Depr-Computer & Office )	Transaction	Assets	
1535	Office Furniture & Fixtures	Transaction	Assets	
1540	(Less Accum Depr-Ofc Furn & Fixtures)	Transaction	Assets	
545	Autos& Trucks	Transaction	Assets	
560	(Less Accum Depr-Autos & Trucks)	Transaction	Assets	
565	Construction Equipment	Transaction	Assets	
560	(Less Accum Depr-Construction Equip)	Transaction	Assets	
565	Shop Tools & Equipment	Transaction	Assets	
570	(Less Accum Depr-Shop Tools & Equip)	Transaction	Assets	
575	Other Fixed Assets	Transaction	Assets	
1580	(Less Accum Depr-Other Fixed Assets)	Transaction	Assets	
600	Other Assets	Description	Assets	

**Figure: Install-23a** Sample Chart of Accounts (Homebuilders - WIP), page 1

Summary I	Report		Charles and Active Colors	Page 2
account#	AccountName	Account Type	Classification	
610	Other Assets	Transaction	Assets	
1620	Other Assets-Long Term Notes	Transaction	Assets	
630	Other Assets-Investments	Transaction	Assets	
640	Other Assets-Deposits Held	Transaction	Assets	
1650	Payroll Suspense	Transaction	Assets	
1999	Accounts Receivable Suspense	Transaction	Assets	
2000	Liabilities	Description	Liabilities	
2001	Current Liabilities	Description	Liabilities	
2050	Accrued Salaries, Wages & Bonus Payable	Transaction	Liabilities	
2080	Customer Deposits	Transaction	Liabilities	
2100	Accounts Payable	Description	Liabilities	
2110	Accounts Payable-Trade	Transaction	Liabilities	
2120	Accounts Payable-Retention	Transaction	Liabilities	
2130	Accounts Payable-Other	Transaction	Liabilities	
2200	Payroll Taxes Payable	Description	Liabilities	
2210	Payroll Taxes Payable-FIT	Transaction	Liabilities	
2220	Payroll Taxes Payable-FICA	Transaction	Liabilities	
2230	Payroll Taxes Payable-FUTA	Transaction	Liabilities	
2240	Payroll Taxes Payable-SIT	Transaction	Liabilities	
2250	Payroll Taxes Payable-State Disability	Transaction	Liabilities	
2280	Payroll Taxes Payable-State Unemployment	Transaction	Liabilities	
2270	Payroll Taxes Payable-Local Tax 1	Transaction	Liabilities	
2280	Payroll Taxes Payable-Local Tax 2	Transaction	Liabilities	
2300	Worker's Compensation Payable	Transaction	Liabilities	
2400	Union Payable	Description	Liabilities	
2410	Union Payable 1	Transaction	Liabilities	
2420	Union Payable 2	Transaction	Liabilities	
2500	Other Payroll Withheld	Description	Liabilities	
2510	Garnishments Payable	Transaction	Liabilities	
2520	Child Support Payable	Transaction	Liabilities	
2530	Medical Plans Payable	Transaction	Liabilities	
2540	401k Plan Payable	Transaction	Liabilities	
2600	Sales Tax Payable	Description	Liabilities	
2610	Sales Tax Payable-State	Transaction	Liabilities	
2620	Sales Tax Payable-Local Tax 1	Transaction	Liabilities	
2630	Sales Tax Payable-Local Tax 2	Transaction	Liabilities	
2700	Accrued Liabilities-Other	Description	Liabilities	
2710	Accrued Liabilities-Federal Income Taxe	Transaction	Liabilities	
720	Accrued Liabilities-State Income Taxes	Transaction	Liabilities	
730	Accrued Liabilities-Local Income Taxes	Transaction	Liabilities	
008	Notes Payable	Description	Liabilities	
2810	Line of Credit 1	Transaction	Liabilities	
820	Note Payable 1	Transaction	Liabilities	
900	Current Portion Long Term Debt	Transaction	Liabilities	
950	Credit Card Suspense	Transaction	Lighilities	

# **Figure: Install-23b** Sample Chart of Accounts (Homebuilders - WIP), page 2

Summary I	Report			Page	
Account#	Account Name	Account Type	Classification		
2999	Accounts Payable Suspense	Transaction	Liabilities		
3000	Long Term Liablities	Description	Liabilities		
3010	Long Term Note 1	Transaction	Liabilities		
3020	Long Term Note 2	Transaction	Liabilities		
9030	Long Term-Vehicle 1	Transaction	Liabilities		
3040	Long Term-Vehicle 2	Transaction	Liabilities		
3050	Long Term-Equipment 1	Transaction	Liabilities		
3060	Long Term-Equipment 2	Transaction	Liabilities		
3090	(Less Current Portion Long Term Debt)	Transaction	Liabilities		
8500	Equities	Description	Equity		
3510	Capital Stock	Transaction	Equity		
3520	Retained Earnings	Transaction	Equity		
3525	Current Earnings	Result	Equity		
1000	Revenue	Description	Revenue		
1010	Contract Revenue	Transaction	Revenue		
4020	Service Revenue	Transaction	Revenue		
4030	Freight Revenue	Transaction	Revenue		
1040	(Discounts Allowed-A/R)	Transaction	Revenue		
090	Adj. For Over/Under Billings	Transaction	Revenue		
5000	Cast of Goods Sold	Description	Direct Cost		
5001	Cost of Goods Sold	Description	Direct Cost		
5010	Cost of Good Sold	Transaction	Direct Cost		
5090	Discounts Taken-A/P	Transaction	Direct Cost		
6000	Indirect Expenses	Description	Direct Cost		
5001	Indirect Construction Expenses	Description	Direct Cost		
3010	Other Wages, Salary & Bonus	Transaction	Direct Cost		
8015	Payroll Tax Expense-Trade	Transaction	Direct Cost		
6020	Insurance-Workman's Comp-Trade	Transaction	Direct Cost		
5025	Insurance-Gen. Liability-Trade	Transaction	Direct Cost		
3030	Employee Benefits-Trade	Transaction	Direct Cost		
8035	Union Benefite-Trade	Transaction	Direct Cost		
6040	Small Tools Expense	Transaction	Direct Cost		
5045	Operating Supples Expense	Transaction	Direct Cost		
3050	Meetings Expense	Transaction	Direct Cost		
8055	Vehicle/Equip Lease Expense	Transaction	Direct Cost		
6060	Mobil Phone/Pager Expense-Trade	Transaction	Direct Cost		
5055	Shop/Warehouse Expense	Transaction	Direct Cost		
8070	Misc Expense-Indirect	Transaction	Direct Cost		
8100	Equipment Expenses	Description	Direct Cost		
6110	Equipment Costs-Outside Repairs	Transaction	Direct Cost		
5115	Equipment Costs- In House Maintenance	Transaction	Direct Cost		
8120	Equipment Costs-Fuel & OI	Transaction	Direct Cost		
3125	Equipment Costs-Parts	Transaction	Direct Cost		
6130	Equipment Costs-License & Tax	Transaction	Direct Cost		
135	Equipment Costs-Applied Operating Costs	Transaction	Direct Cost		

**Figure: Install-23c** Sample Chart of Accounts (Homebuilders - WIP), page 3

Summary I	Report			Page
Account#	Account Name Account Type		Classification	
7000	General & Administrative Expense	Description	Operating Expenses	
7001	Salaries & Wages-Officer	Transaction	Operating Expenses	
7003	Salaries & Wages-Administration	Transaction	Operating Expenses	
7005	Payroll Tax Expense-G&A	Transaction	Operating Expenses	
7007	Employee Benefits-G&A	Transaction	Operating Expenses	
7009	Insurance-Workman's Comp-G&A	Transaction	Operating Expenses	
7010	Union Expense	Transaction	Operating Expenses	
7011	Insurance-Gen Liability-G&A	Transaction	Operating Expenses	
7013	Insurance-Officer's Life	Transaction	Operating Expenses	
7015	Advertising Expense	Transaction	Operating Expenses	
7017	Bad Debt Expense	Transaction	Operating Expenses	
7018	Bank Service Charge Expense	Transaction	Operating Expenses	
7019	Business Promotion Expense	Transaction	Operating Expenses	
7021	Consulting Expense	Transaction	Operating Expenses	
7023	Conventione/Seminars Expense	Transaction	Operating Expenses	
7025	Depreciation Expense	Transaction	Operating Expenses	
7027	Entertainment Expense	Transaction	Operating Expenses	
7028	Fines & Penaties Expense	Transaction	Operating Expenses	
7029	Interest Expense	Transaction	Operating Expenses	
7031	Jantorial Expense	Transaction	Operating Expenses	
7033	Legal & Accounting Expense	Transaction	Operating Expenses	
7035	Office Rent Expense	Transaction	Operating Expenses	
7037	Office Supplies Expense	Transaction	Operating Expenses	
7039	Outside Services Expense	Transaction	Operating Expenses	
7041	Plans & Spec s Expense	Transaction	Operating Expenses	
7043	Printing & Reproduction Expense	Transaction	Operating Expenses	
7045	Repair & Maint Expanse-Building	Transaction	Operating Expenses	
7047	Repair & Maint Expense-Office Equip	Transaction	Operating Expenses	
7049	Shipping & Postage Expense	Transaction	Operating Expenses	
7051	Telephone Expense-Office	Transaction	Operating Expenses	
7053	Telephone Expense-Mobil/Pagers	Transaction	Operating Expenses	
7055	Taxes/License/Permit Expense	Transaction	Operating Expenses	
7057	Utilities Expense	Transaction	Operating Expenses	
7059	Vehicle Maint/Fuel Expense	Transaction	Operating Expenses	
7061	Vehicle Lease Expense	Transaction	Operating Expenses	
7065	Miscellaneous Expense	Transaction	Operating Expenses	
9000	Other Income	Description	Other Revenue	
3010	Interest Income	Transaction	Other Revenue	
3020	Gain/Loss From Sale of Asset	Transaction	Other Revenue	
9099	Inter-Account Transfer	Transaction	Other Revenue	
9000	Income Taxes	Description	Provision for Taxes	
010	Federal Income Taxes	Transaction	Provision for Taxes	
0000	State Income Taxes	Transaction	Provision for Taxee	

**Figure: Install-23d** Sample Chart of Accounts (Homebuilders - WIP), page 4

#### Installation

#### **Copy Sample Cost Code Library**

Checking the Copy Sample Cost Code Library box will install the sample selected from the drop-down box located to the immediate right. Click the drop-down arrow to access the samples available for selection. The preview button allows viewing the sample selected.

Like the Chart of Accounts, the cost code library is a fundamental element of BIS<sup>®</sup>. 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.

Figure: Install-24	🖻 New Company								? 💌
New Company screen form showing the Copy Sample	Company Id Company Name	NEWCO The Ne	O ew Com	ipany					
Cost Code Library option circled.	Street Address 1 Street Address 2	1234 Main Street							
	City State	Anytov	wn Q Q	California		Zip Code	91234-567	78	
	IRS Country Code Telephone Number	US (805) 5	555-12	12		Fax Number	(805) 555-	-2121	1
	E-Mail Contact	newco Bill Joh	@newo	co.com			(,		
	Destination Folder	C:\BIS		ROLWEWO	:0\				Browse
	Fiscal Year Beginning Date Fiscal Year Ending Date Chart of Accounts Length Disk Free Space	01/01	1/ L/ \$	• 2 MB	Copy Samp	ole Chart of Acco ole Cost Code Lit ole Unit of Measu	ounts Sin orary CS ure File	nple SI	
	Enter data for new company				Copy Samp	ole Ship Via File		<u>о</u> к	<u>C</u> lose

Please note that there are ten sample Cost Code Libraries from which to choose. Most users choose CSI (adapted from the Construction Standard Index), General Contractor, or Contractor. However, if one of the others is better, it should be selected. Like the Chart of Accounts, the Cost Code Library can be extensively edited prior to use, and additions can be made at any time. Also like the Chart of Accounts, any of the sample Cost Code Libraries can be viewed and printed prior to final selection.

# 🔍 Tip

- The Job Cost Module manual discusses how to import budgets from external programs, even Microsoft<sup>®</sup> Excel<sup>®</sup>. Since the technique adds cost codes not already in the BIS<sup>®</sup> Cost Code Library, this method could be used to import an entire library from an external source. Until Cost Codes are used by other elements of the program they can be changed or deleted.
  - In addition, a Cost Code Library can be copied from another company in BIS<sup>®</sup>.

Ten Cost Code Libraries are available from the drop-down window:

- CSI (Construction Standard Index)
- Contractor
- Custom Home
- Framing Contractor
- General Contractor

- Developer
- Paving Contractor
- Housing Developer
- Landscape Contractor
- Large Custom Home

The Preview button 🖾 icon may be used to preview or print any of the Sample Cost Code Libraries. The first page of each of the Sample Cost Code Libraries is shown in the following pages. It is strongly recommended that new companies be established with one of these Sample Cost Code Libraries.

# Cost Code Library (CSI Sample)

Cost Code	Library (CSI Sample)		
Summary Rep	ort		Page
CostCode	Description	Unit	
01000	General Requirements		
01010	Summary Of Work		
01100	Alternatives		
01200	Project Meetings		
01300	Submitals		
01400	Quality Control		
01500	Temp. Facilities/controls		
01600	Products		
1700	Project Closeout		
2000	Site Work		
2010	Subsurface Exploration		
02100	Clearing		
12110	Demolition		
12200	Earthwork		
12250	Soi Treatment		
12300	Pile Foundations		
12350	Caissons		
12400	Shering		
12500	Site Drainage		
12550	Site Utilities		
12500	Paving & Surfacing		
127.00	Site Improvements		
12800	Landscaping		
12850	Railmad Work		
12900	Marine Work		
12950	Tuppeling		
13000	Concrete		
13100	Concrete Formwork		
13150	Expansion/contract_loint		
13200	Concrete Reinforcement		
13300	Cast-In-place Concrete		
13350	Specially Finished Concr		
13360	Specially Placed Concrete		
13400	Precast Concrete		
13500	Cementitious Decks		
4000	Nortar		
4150	Magony Accessories		
4200	Unit Masonry		
4400	Sione		
4500	Masonry Restoration/clean		
14550	Refractories		
15000	Netals		
15100	Structural Metal Framing		
15200	Ustol kisto		

Figure: Install-25 Cost Code Library (CSI Sample) Summary Report , page 1 of 5.

# Cost Code Library (Contractor Sample)

On at Davis	Library (Contractor Consta	Duilde	mormation system
Summary Ren	Library (Contractor Sample)		Page
CostCode	Description	Unit	3-
01	LAND COSTS		
0101	Land		
0102	Property Taxes		
0103	Interest & Fees		
02	PROJECT DESIGN		
0201	Surveying		
0203	Planning Consultant		
0204	Architectural		
0205	Drafing		
0206	Civil Engineering		
0207	Structural Engineer		
0208	Landscape Architect		
03	PERMITS		
0301	Plan Check Fee		
0302	Tenative Map		
0303	School Impact		
0304	Coastal Commission		
0305	Building Permit		
0306	Environmental Fee		
0307	Sola Report Review		
0308	Other County Fees		
0309	Dre Processing Fees		
<b>14</b>	SITE PREPARATION		
0400	Total On-Site Costs		
0400	Clearlon & Earthwork		
0407	Temp Facilities		
0402	I shor-Tractor Oner		
	Equip Rental		
0404	Haulins & Durm Eess		
0405	I shore I inferritori ind		
0400	Lindemmund Material		
05			
0500	Tatal Equidation		
0500	I shor Set-Un Come		
0501	Elaboration		
0502	Constate Materials		
0503			
0000	Framina		
	Flaming Finish Work		
0002	Finiari work		
0003	Fence Clean Up Man		
0505	Coll Backs		
0000			

**Figure: Install-26** Cost Code Library (Contractor Sample) Summary Report , page 1 of 3.

# Cost Code Library (Custom Home Sample)

Summan Pere	art .		Page
Cost Code	Description	Linit	rayer
USLCODE		Unit	
11	GENERAULAND & DEVEL		
	Land		
102	Survey		
EUI	Preim Lrawings		
1104	Working Drawings		
105	Sew & water Upgrades		
106	Zoning Applictn Fees		
1107	Impact Fees		
108	WathSewnPge Conctn		
109	Building Permits		
010	Apprais/Credit Fees		
1111	Loan Fees		
1112	Interest		
1113	Sewer Laterals		
1114	Water Laterais		
1115	Curbs/Gutters/Sdwalks		
1116	Title & Escrow		
1117	Property Tax		
1118	Fire Insurance		
0119	Sewer Pumps		
120	Supervision		
1121	Street Improvements		
122	School Fees		
123	Selling Commissions		
12	SITEWORK		
1201	Demolition & Clearing		
1202	Trenching		
1203	Fences & Gates		
1204	Irrigation & Landscaping		
205	Paving & Resurfacing		
206	Site Drahage		
1207	Site Utilities		
208	Sol Treatment		
1209	Finish Grading		
1210	Clean Up		
13	CONCRETE		
301	Stem Walls		
1302	Slabs		
303	Driveways & Walls		
14	MASONRY		
401	Foundations		
402	Veneers & Wainscots		
403	Wakways		
5	METALS		

Г

## Cost Code Library (Framing Contractor Sample)

		Builde	r Information System
Cost Code	Library (Framing Contracto	or Sample)	
Summary Repo	ort		Page
CostCode	Description	Unit	
01	FOUNDATION		
0101	Mudsill/Girders		
0102	Under Pinning		
0103	Joist		
10	1ST FLOOR		
1013	Lay Subfibor		
1014	Nail Subfloor		
1015	Bottom Layout		
1016	Bottom Frame		
1017	Plumb & Line		
1019	Stairs		
20	2ND FLOOR		
2022	2nd Floor Joists		
2023	Lay Subfibor		
2024	Nail Subfloor		
2025	Top Layout		
2026	Top Frame		
2027	Top Plumb & Line		
2028	Ceiling Joists		
40	ROOF		
4040	Cut Roof		
4041	Stack/Conv		
4042	Stack/Trusses		
4043	Facla		
4044	Starter/Sheath		
4045	Nall Roof		
1045	Frame Paraphetts		
1047	Chimney Stack		
50	MISCELLANEOUS		
5051	Tiedowns		
5052	Shear		
5053	Nall Shear		
5055	Arches		
5056	Windows		
5057	Ext Doors		
5058	Drop Cellings		
5059	Pick-Up		
50	EXTERIOR TRIM		
5050	Ext Siding		
5051	StuccoTrim		
5052	Fences		
053	Decka		
5054	Ext Stars		
505.5	Ext Soffile		

**Figure: Install-28** Cost Code Library (Framing Contractor Sample) Summary Report , page 1 of 2.

# Cost Code Library (General Contractor Sample)

Summan Ren	ort		Panel
Cost Code	Description	Unit	1 age 1
LUSILOUE	Desciption		
01	SPECIAL REQUIREMENTS		
0101	Special Conditions		
0103	Temp Facilities		
0105	Layout & Sewer		
0107	Architectural Design		
0136	Rough Clean		
0138	Irash Haul		
0140	Final Clean		
02	SILEWORK		
0201	Earthwork		
0205	Grading & Granage		
0205	Paving & Base Rock		
0207	Landscaping		
0209	She Utilities		
0211	Demolition		
03	CONCRETE		
0301	Concrete-Struct		
EGED	Concrete-Flatwork		
0305	Concrete-Lightwg:		
0307	Concrete-Tilt Up		
0309	Concrete-Foundations		
0311	Concrete-Slabs		
04	MASONRY		
0401	Masonry		
0402	Masonry Fireplaces		
05	METALS		
0501	Structural Steel		
0503	Misc Metals		
0505	Metal Decking		
06	CARPENTRY		
0601	Rough Carpertry		
0603	Finish Carpentry		
0605	Millwork & Carpentry		
0607	(russes		
0609	Rough Hardware		
07	THERMAL & MOISTURE		
0701	Built Up Roofing		
0/03	Composition Shingle		
0705	Metal Rooting		
0707	file Roofing		
0709	Wood Shake Rooting		
0711	Sheet Metal Flashing		
0713	Insulation		

**Figure: Install-29** Cost Code Library (General Contractor Sample) Summary Report , page 1 of 3.

Г

Г

# Cost Code Library (Developer Sample)

Summary Report Cost Code 01 0101 0103 0105 0105 0107 0136 0138 0140	Description SPECIAL REQUIREMENTS Special Conditions Temp Facilities Layout & Sever	Unit	Page
Cost Code 01 0101 0103 0105 0105 0136 0138 0140 02	Description SPECIAL REQUIREMENTS Special Conditions Temp Facilities Layout & Sewer	Unit	
01 0100 0100 01005 01007 0136 0138 0140	9PECIAL REQUIREMENTS 9pecial Conditions Temp Facilities Layout & Sewer		
0101 0103 0105 0107 0136 0138 0140	Special Conditions Temp Facilities Layout & Sewer		
0103 0105 0107 0136 0138 0140	Temp Facilities Layout & Sewer		
0105 0107 0136 0138 0140	Layout & Sewer		
0107 0136 0138 0140 02			
0136 0138 0140	Architectural Design		
0138 0140 02	Rough Clean		
0140	Trash Haul		
20	Final Clean		
	SITEWORK		
1201	Earthwork		
1203	Grading & Drainage		
1205	Paving & Base Rock		
1207	Landscaping		
1209	Site Utilities		
1211	Demolition		
13	CONCRETE		
0301	Concrete-Struct		
1303	Concrete-Flatwork		
305	Concrete-Lightwgt		
0307	Concrete-Tilt Up		
309	Concrete-Foundations		
3311	Concrete-Slabs		
34	MASONRY		
3401	Masonry		
3402	Masonry Fireplaces		
15	METALS		
0501	Structural Steel		
1503	Misc Metals		
1505	Metal Decking		
06	CARPENTRY		
0501	Rough Carpentry		
0603	Finish Carpentry		
605	Millwork & Carpentry		
0607	Trusses		
0609	Rough Hardware		
17	THERMAL & MOISTURE		
1070	Built Up Roofing		
1703	Composition Shingle		
1705	Metal Roofing		
707	Tile Roofing		
1709	Wood Shake Roofing		
1711	Sheet Metal Flashing		
1713	Insulation		

**Figure: Install-30** Cost Code Library (Developer Sample) Summary Report , page 1 of 3.

# Cost Code Library (Paving Contractor Sample)

Coat Code	Liberry (Bassing Contractor C	Duilde	r mormation system
Summary Rep	ort	ampie)	Page 1
CostCode	Description	Unit	
D1	GRUBB AND CLEAR SITE		
0100	Strip Site		
0101	Trip & Stockpile		
0102	Strip & Off Haul		
02	EARTH WORK		
0200	Rough Grading		
0201	Cut & Stockpile		
0202	Cut & Export		
0203	Cut & Fil		
0204	Place Import Fill		
03	SUBGRADE		
0300	Subarade		
0301	Subgrade Parking		
0302	C & G Suborade		
0303	C & G Rock		
0304	Suborade Sidewalk		
14	FINISH GRADING		
1400	Fine Grade Pad		
0401	Fine Grade Padring		
0402	Fine Grade Landscape		
05	ON SITE CONCRETE		
0500	Grade For Walks		
0500	SUB EXCAVATION		
	Excevere & Peromost		
0500	Excented a north part		
0001	Excerte/Conoct Bring		
150.2	Excerte Conpet Printy		
17	PLACE & GRADE AGG		
	Place Book On Pad		
0701	Trim Book On Pad		
	Disce Dock On Parking		
	Tim Dock On Parking		
704	Pock & Trim Walks		
	Demo & enhalt		
1901	Demo Curb & Gutter		
190.2	Demo Vet Curb		
	Damo Constate Mark		
	Dano Drivawova		
1905	Demo Trees		
	Dama Small Buildings		
- CDD	ASPHALI PAVING		
Jann	Have WIBOK Crew		

**Figure: Install-31** Cost Code Library (Paving Contractor Sample) Summary Report , page 1 of 3.

## Cost Code Library (Housing Developer Sample)

Cost Code	Library (Housing Developer	Pampio)	a mornauon system
Summary Rep	ort	Sample)	Page 1
CostCode	Description	Unit	-
01	LAND COSTS		
0101	Land		
0102	Property Taxes		
0103	Interest & Fees		
02	PROJECT DESIGN		
0201	Surveying		
0203	Planning Consultant		
0204	Architectural		
0205	Drafing		
0206	Civil Engineering		
0207	Structural Engineer		
0208	Landscape Architect		
03	PERMITS		
0301	Plan Check Fee		
1302	Tenstive Man		
0303	School Impact		
0304	Coastal Commission		
0305	Building Bernit		
1906	Environmental Eco		
0207	Cole Deport Deview		
0307	Sther Courts Food		
0308	Dra Breasering Face		
0309	Die Processing Fees		
04	SITE PREPARATION		
0400	Total On-Site Cosis		
0401	Cleaning & Earthwork		
0402	Temp Facilities		
0403	Labor-Tractor Oper		
0404	Equip Rental		
0405	Hauling & Dump Fees		
0405	Labor-Underground		
0407	Underground Material		
05	FOUNDATION		
0500	Total Foundation		
0501	Labor Set-Up Forms		
0502	Flatwork		
0503	Concrete-Materials		
06	LABOR-CARPENTRY		
0600	Supervision		
0601	Framing		
0602	Finish Work		
0603	Fence		
0604	Clean Up Misc		
0605	Call Backs		

**Figure: Install-32** Cost Code Library (Housing Developer Sample) Summary Report , page 1 of 3.

1

# Cost Code Library (Landscape Contractor Sample)

		Builde	r Information System
Cost Code	Library (Landscape Contracto	r Sample)	
Summary Rep	ort		Page 1
CostCode	Description	Unit	
02	GENERAL CONDITIONS		
0210	Permits		
0215	Licenses		
0220	Job Bonding		
0225	Soil Testing		
0230	Temp Facilities		
06	SITE PREPARATION		
0610	Demolition		
0615	Hauling		
0620	Grading		
0625	Clean Up		
10	IRRIGATION		
1010	Point Of Connection		
1014	Sleeving		
1016	Mainline		
1018	Wiring		
1020	Valves		
1025	Quick Couplers		
1027	Gate Valves		
1028	Boxes		
1035	Controllers		
1040	Lateral Lines		
1045	Sprinkler Heads		
1050	Trenching-Drilling		
1055	Drainage		
1050	Testing		
1070	Clean Up		
1075	Outside Services		
1080	Miscellaneous		
14	PLANTING		
1410	Sol Preparation		
1412	Top Spl		
1414	Sol Mix		
1420	Grading		
1422	Finish Grading		
1428	Fertilizing		
1430	Trees		
1431	Stakino-Trees		
1432	Shrubs		
1435	Ground Cover		
1450	Turfing awns		
1450	Clean Un		
18	LANDSCAPE CONSTRUCTION		
1010	Landar Boorde		

Figure: Install-33 Cost Code Library (Landscape Contractor Sample) Summary Report , page 1 of 2.

Г

## Cost Code Library (Large Custom Home Sample)

Cost Code	Library (Large Custom Home	e Sample)	
Summary Rep	ort		Page
CostCode	Description	Unit	
1	GENERAL CONDITIONS		
105	Superintendent		
106	Permits, Licenses		
107	Fees		
108	Temporary Electric		
109	Temporary Telephone		
110	Temporary Water		
111	Temporary Strorage		
112	Temporary Toilets		
113	Equipment Rentals		
114	Insurance		
116	Clean Up		
118	Misc Labor		
2	SITEWORK		
201	Grading		
202	Drainage		
203	Sanitary Sewer		
204	Water		
205	Electric		
206	Gas		
207	Telephone		
208	Concrete-Sdwalk/Flw		
209	Fencing		
210	Landscaping		
211	Decking		
212	Retaining Wall		
3	CONCRETE		
301	Building		
302	Other		
4	MASONRY		
401	Fireplaces		
402	Wal Veneer		
403	Masonry Flatwork		
5	METALS		
6	CARPENTRY		
601	Rough Labor		
502	Finish Labor		
503	Rough Lumber		
504	Interior Trim/Mati		
505	Exterior Trim/Siding		
505	Hardware		
507	Stair Railing		
508	Mantels		
509	Camentor-Miac		

**Figure: Install-34** Cost Code Library (Large Custom Home Sample) Summary Report , page 1 of 3.

## **Other Master Record Selections**

Two other sample master records (Unit of Measure and Ship Via) are available as well. Essentially, they are intended to create simple basic records, to which others can be added when the setup is completed and the program is used.

Figure: Install-35	🖃 New Company						? <b>x</b>
Example of completed	Company Id	NEWCO	0				
New Company setup form.	Company Name	The Ne	w Company				
	Street Address 1	1234 M	lain Street				
	Street Address 2						
	City	Anytow	vn				
	State	CA	Californi	a	Zip Code	91234-5678	
	IRS Country Code	US					
	Telephone Number	(805) 5	55-1212	1	Fax Number	(805) 555-2121	
	E-Mail	newcoo	@newco.com		]		
	Contact Bill Johnson Destination Folder C:\BIS\CONTROL\WEWCO\	Bill Johnson					
			Browse				
	Fiscal Year Beginning Date	01/01	/ 🔻		1 0 1 0		
	Fiscal Year Ending Date	12/31	/ -	Copy Sam	ple Chart of Acc	Extended	
	Chart of Accounts Length	4		Copy Sam	ple Cost Code Li	orary CSI	- Là
	Disk Free Space	3	84 651 MB	Copy Sam	ple Unit of Meas	ure File	<u>a</u>
	Disk Hee Space		01,001110	Copy Sam	ple Ship Via File		A
						OK	Close
						( <u></u>	
	Enter data for new company						

#### **Create the Company Records**

Once the New Company screen is completed click OK in the lower right to initiate the new company.

Figure: Install-36	🖃 New Company			8 23
A prompt will appear	Company Id	NEWCO		
indicating the "New	Company Name	The New Company		
Company folder is not found. Do you want to	Street Address 1 Street Address 2	1234 Main Street		
create it?" Click "Yes."	City	Anytown CA Q California	7n Code 91234-5678	
	IRS Country Code	Builder Information System		
	Telephone Number E-Mail Contact Destination Folder Fiscal Year Beginning Date	Folder C:\BIS\CONTF Do you want to crea	No	Browse
	Fiscal Year Ending Date Chart of Accounts Length Disk Free Space	12/31/ ▼ 4 ★ 384,651 MB ✓ Copy S ✓ Copy S	ample Cost Code Library CSI ample Unit of Measure File ample Ship Via File	
	Enter data for new company		QK	Close
	criter data for new company			1

Another prompt appears "Do you want to create the company?" Click "Yes." The new company's files will be created.

#### Installation

Figure: Install-37	🖃 New Company		8 23
Creating the new company	Company Id	NEWCO	
files.	Company Name	The New Company	
	Street Address 1	1234 Main Street	
	Street Address 2		
	City	Anytown	
	State	CA California Zip Code 91234-5678	
	IRS Country Code	US Builder Information System	
	Telephone Number	(8) 5-2121	
	E-Mail		
	Contact	Bill So you want to create company NEWCO?	
	Destination Folder	C:	Browse
		Yes No	
	Fiscal Year Beginning Date	01	
	Fiscal Year Ending Date	12/31/	
	Chart of Accounts Length	4 Copy Sample Cost Code Library CSI	
	Disk Free Space	384,651 MB Copy Sample Unit of Measure File	لغ
		Copy Sample Ship Via File	<u>a</u>
		<u><u>O</u>K</u>	Close
	Cabas data far ann anna an		

Finally, the system will report that the company was successfully created; click on the "OK" button.

Figure: Install-38	📑 New Company			8 2
Successful creation of the	Company Id	NEWCO		
company mes.	Street Address 1 Street Address 2	1234 Main Street		
	City State	Anytown CA Q California	Zip Code 91234	-5678
	Telephone Number E-Mail Contact	Company NEWCO w	as successfully created	6-2121
	Destination Folder			Browse
	Fiscal Year Ending Date Fiscal Year Ending Date Chart of Accounts Length Disk Free Space	12/31/ ▼ Copy San 4 ★ ∇ 384,651 MB ♥ Copy San ♥ Copy San	nple Charcon Accounts nple Cost Code Library nple Unit of Measure File nple Ship Via File	Extended  CSI CSI CSI CSI CSI CSI CSI CA
	Creating company NEWCO, pl	ease wait		QK Close

## Login To New Company

The regular login window will appear, already listing the newly created company. Click on the OK button to start the new company. A small window will indicate the new company files are being loaded and checked.

Figure: Install-39	📑 Login				? 🛛
Initial Login.	Select a compa	ny and enter your	use	r id and password	<u>о</u> к
	Company:	NEWCO	Q	The New Company	Cancel
	User Id:	ADMIN	Q	Administrator	Help
	Password:			Save Company	
	Date:	01/28/ 💌		V Save User Id	
	Security Code			Print Preview	
<b>Figure: Install-40</b> System access after entering the login information.	You may enter 499 transaction E3 System Rebuilding Verify Use	the Security Code is remaining befor Access JEINFO Inde: r Access	as s e it's	isoon as you receive it. But you have i required.	2 S

I-47

# **Tool Bar Menu**

As with almost all Windows programs, the Tool Bars contain icon shortcuts to program functions. In many cases, icons also have keyboard shortcuts. The list of keyboard shortcuts and other Function key abilities are listed in the Help File. Most of these icons and functions are the same as that used in other Microsoft® Windows<sup>®</sup> programs. Although a tool bar is initially anchored at the top of the screen, it can be moved to any side of the screen. Right-clicking on the tool bar line allows the choice of which tool bars will appear.

Builder Information System	
Eile Edit View Job List Transactions Reports Administrator Window Help	
	■ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●
Figure: Install-41	The BIS <sup>®</sup> Standard Menu toolbar and menu.

	Build	er Infor	mation Sy	/stem	6																			
Ei	e <u>E</u> di	t <u>V</u> iew	Einancials	s <u>G</u> L	BK J	<u>JB</u>	SC AP	P <u>O</u> Pa	ayroļi L	Jnion I	IV AR	<u>D</u> M	Eguipment	<u>M</u> iscellaneo	us Ot <u>h</u> er	Administra	ator <u>W</u> ine	dow <u>H</u> elp						
			Ð 🗸   .	<b>X</b> 🖣		5	<   [			-			-	18	,					? 🕜	<b>D</b> ,		N SI	



# New (Ctrl-N)

D The New icon opens a new record for the form that is open. If records are shown in the form, they are blanked out, and a fresh form appears.

# Open (Ctrl-O)

E The Open icon allows the existing record in a form to be edited (unless limited by other audit safeguards.)

## Save (Ctrl-S)

I The Save icon preserves the data of the current record or form.

## Clone

E The Clone icon duplicates the current record. The new record will need a new Id, and other changes can be made if necessary. This feature can be useful when entering a number of similar records.

## **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<sup>®</sup> 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.

# Cut (Ctrl-X)

Let The Cut icon removes the selected item from the current screen and places it on the system clipboard.

# Copy (Ctrl-C)

B As with other Windows programs the Copy icon places a duplicate of the selected item on the clipboard without removing the original.

## Paste (Ctrl-V)

The Paste icon works exactly as it does in other Windows programs. It takes the last item saved to the clipboard and places it in the selected field in the current program.

# Undo (Ctrl-Z)

The Undo icon erases the last action done.

#### Installation

#### Delete (Ctrl-D)

The Delete icon works as it does in other Windows<sup>®</sup> programs with one important exception. Following good accounting practice, BIS<sup>®</sup> will not allow deletion of records where their information was used in a subsequent record or transaction.

#### Form Listing & Sort

The next section of the toolbar shows the form opened and selects the sort order for the currently-selected file.

Figure: Install-43

Form Listing & Sort

Invoice Number
Invoice Number
Account, Date and Invoice
Date and Invoice

# Find (Ctrl-F)

The Find icon provides a list of existing records for selection.

## <u>"VCR" Buttons (F5, F6, F7, F8)</u>

The VCR button icons provides tools to navigate through records. In sequence, they are: the First record (F5), the Prior record (F6), the Next record (F7), and the Last record (F8).

## Insert Line (Ctrl-I)

The Insert Line icon adds a blank line to the current grid of the form that is open.

## Delete Line (Ctrl-J)

The Delete Line icon removes the currently highlighted line from the grid of the open record.

#### Close (Ctrl-F4)

The Close icon closes the current record.

## What's this? (Shift-F1)

M The What's this? icon opens help mini-help for the item selected.

## BIS Help (F1)

The BIS<sup>®</sup> Help icon opens the context sensitive BIS<sup>®</sup> Help file.

#### Preview

The Preview icon works with the Report and printing functions, and provides a preview in WYSIWYG mode. As with other screen elements, these report previews can be tiled or layered with the BIS<sup>®</sup> MSD (Multiple Screen Display) or BIS<sup>®</sup> TMSD (Tabbed Multiple Screen Display).

## Print (Ctrl-P)

The BIS<sup>®</sup> 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.

## Export Report

The Export Report icon exports the current report in up to six different formats, depending on the edition of BIS<sup>®</sup> used. Standard edition users can export in DOS TXT, Microsoft<sup>®</sup> Excel<sup>®</sup> WKS, and Adobe<sup>®</sup> PDF formats. Professional users add Microsoft<sup>®</sup> Word<sup>®</sup> and the graphical TIFF formats. Finally, Enterprise 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<sup>®</sup>. The available formats for these editions are the same as listed for Export above.

## Microsoft<sup>®</sup> Word<sup>®</sup>

The Microsoft® Word® icon enables the BIS® Mail Merge feature to be used with Microsoft® Word®. A sample mail merge letter is contained with other Demo data in BIS<sup>®</sup>.

#### Microsoft<sup>®</sup> Excel<sup>®</sup>

The Microsoft<sup>®</sup> Excel<sup>®</sup> icon enables setup the BIS<sup>®</sup> Export Data feature with Microsoft<sup>®</sup> Excel<sup>®</sup>.

Attached Documents (Professional & Enterprise Editions) The Attached Document icon opens the Document Link & Imaging<sup>®</sup> module (covered in greater detail later). In brief, it allows linking an accessible computer file to a BIS® master record or transactions for easy retrieval and reference.

#### Calendar

The Calendar applet opens Windows<sup>®</sup> calendar.

## Calculator

The Calculator applet opens Windows<sup>®</sup> calculator.

## Notepad

In the Notepad applet opens Windows<sup>®</sup> Notepad program.

#### I-50

## Installation

# **Chart of Accounts**

Please read this section before beginning Installation.

The Chart of Accounts is a listing of all the categories to which a business will record its assets, liabilities, revenues and expenses. BIS<sup>®</sup> makes these accounts easy to maintain and offers a visual representation of the accounts, as seen in the tree structure on the left portion of the screen. BIS<sup>®</sup> follows generally accepted accounting principles (GAAP) in financial reporting. When the company disburses or receives money, the transaction amount(s) must be assigned to one or more of the accounts in the Chart of Accounts. Since BIS<sup>®</sup> maintains double-entry books, total debit amounts always equal the total of the credit amounts for each entry. The financial statements and general ledger show the results of these transactions. The Chart of Accounts can contain as many accounts as necessary. It is usually better to start building the Chart of Accounts with frequently used accounts and add new accounts as needed, rather than starting with many accounts that may not be used.

At the time a company is created, BIS<sup>®</sup> provides an option of loading a sample Chart of Accounts, although the Chart of Accounts can also be created from scratch. Many companies find that the simplest procedure is to use the BIS<sup>®</sup> sample Chart of Accounts initially, then modify it as the need arises.

## **Choosing or Creating a Chart of Accounts**

BIS<sup>®</sup> provides three optional sample chart of accounts that are available when BIS<sup>®</sup> is installed. Users may choose to use one of the optional sample chart of accounts provided with BIS<sup>®</sup>, create one from scratch, or modify the selected BIS<sup>®</sup> sample chart of accounts.

Each new user should decide what is best to meet the specific needs of the business. Many individuals find that the simplest procedure is to use the BIS<sup>®</sup> sample chart of accounts initially, then modify it as the need arises.

If departmentalizing or consolidating financial statements to reflect the operations of the company structure, the chart of account should use at least five digits, preferably six or more digits as needed. The Chart of Accounts can have up to 10 digits.

The chart of accounts can contain as many accounts as necessary. It is usually better to start building a chart of accounts with frequently-used accounts and add new accounts as needed, rather than starting with numerous accounts that may not be used.

New users should read this entire section before choosing or creating a chart of accounts. BIS<sup>®</sup> handles the chart of accounts in a powerful and flexible way.

Account types (including Description, Transaction, and Result), the use of account numbers, and other items involved may not be immediately obvious if BIS<sup>®</sup> is the first computer accounting package.

The order in which each account is listed is determined by its account number.

# 🄍 Tip

Review the Appendix to this manual and read the Financial Statements Manual when establishing a new company's records.

## Modular Menu Access

Financials | Chart of Accounts

#### **Standard Menu Access**

List | Chart of Accounts

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



#### <u>Account</u>

This field is used to record the number of the selected account. The length of the account numbers was determined at the time the company was created and can only be changed by using the Change Length of Chart of Accounts option on the Administrator menu. (See the Appendix for further information.) Please note that the Account title is a hyperlink field as well as the description of the information to be entered.

#### Figure: Install-45

Reports directly accessible by right-clicking on the field name hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
What's This?
Control Access

If the company will departmentalize or consolidate financial statements, an account number consisting of at least five digits is recommended. The Chart of Accounts can have up to 10 digits.

A common practice is to assign account numbers as follows:

Account Type	Beginning	Ending
Assets	1000	1999
Liabilities	2000	2999
Equity	3000	3999
Income	4000	4999
Cost of Sales	5000	5999
Operating Expenses	6000	9999

The system can expand the account number system by entering a segment for jobs, branches, or departments.

These codes can take up one or more digits at the right of the account number.

- CautionDo not use letters, decimal points, hyphens, commas or other symbols within the account number.
  - Do not begin any account number with a zero.
  - Carefully plan the numbers assigned for the Chart of Accounts, especially if using departments, branches or jobs.
  - Be careful not to use any account until reasonably sure the account number for that account is set and not likely to change.
  - Once any activity has been posted to an account, that account number cannot be changed or deleted until the books for the year are closed. Therefore, to obtain a copy of any reports without the new account, print those reports before entering any transactions affecting the new account. The name and schedule code of an account can be changed at any time.
  - Once activity has been posted, no change may be made to the amount in the account (except by a journal entry) or to the account number.

## Account Name

This field is used to record the name or description of the account. This can be any combination of letters and numbers up to 40 characters in length. The account description should provide a general description of the transactions that will be applied to the account.

## Total Title

This field is used to records the title to be used on the totaling line in financial statements, journals, and other reports that reference the Chart of Accounts. The field is an alphanumeric field and is limited to 30 characters.

## Account Type

This field displays the current account's type and provides a list of account types to select from. Click on the drop down control to select an option from the list. There are three account types from which to choose.

## Description

This account type is used to describe the group of sub-accounts it contains. A Description account is assigned a number merely to control where it will appear in the financial statements. Transactions cannot be posted to this type of account.

## Transaction

This account type shows the debits and credits resulting from activity. These are the only accounts to which transactions can be posted and are the most common account type.

## Result

This account type shows the result of all transaction accounts. Accounts of this type do not show individual transactions, but show the results of all transactions.

# Caution

There should be only one Result account in the entire Chart of Accounts.

## Job Cost Type

This field displays the current account's Job Cost type and provides a selection of Job Cost types from which to choose. Click on the drop down control to select an option from the list. The available Job Cost categories are Contract, Labor, Material, Subcontract, and Other. When transactions are posted to an account with one of these types, an option will be provided to apply the transaction amount to a specific job's Job Cost records.

#### **Cash Flow Option**

This field displays the current account's cash flow type and provides a selection of cash flow types to be used for report purposes. Click on the drop down control to select an option from the list. To print the Statement of Cash Flow when printing Financial Statements, the formatting options for cash flow must first be entered for each account that will affect the statement.



Cash flow format options apply to transaction accounts only.

#### Account Alignment

This field provides a selection of alignment options for the financial statements and reports. Click on the drop down control to select an option from the list. Alignment options are Left, Right, and Center.

#### **Blank Lines Before**

This option provides a selection for the number of blank lines to be printed before the account title in financial statements. Enter the number of blank lines desired, or use the spin button to cycle up or down through the selection range.

#### **Description Summary Account**

This field displays the Description summary account number of the current account

#### **Parent Consolidation Account**

If the selected company is designated as a subsidiary, the financial data can be consolidated into a parent company. This can be done whether the company is a true subsidiary, or whether different work sites are treated as subsidiaries. The consolidation account field tells BIS<sup>®</sup> to what account in the parent company the totals of the selected account should be copied. The field is initially blank and grayed out unless the company is listed as a Subsidiary in System Wide Parameters. If the company is a Subsidiary, the presumed default Parent Consolidation Account is the same account number as the Subsidiary. The number needs to be changed only if the Chart of Accounts of the Parent is different, and if so must specifically list the Parent's account number(s). See the section on Consolidated Maintenance and the Appendix for more information.

# 🄃 Tip

The mapping of the Transaction accounts in the subsidiary to the transaction accounts in the parent company must be complete and accurate.

#### **Bank Account**

When this option is selected, the account is designated as a bank account. The option is grayed out if the account is a Description or Result account.

#### **Schedule Account**

When this option is selected, the account will not appear on financial statements, although the amount will be added to the total and subtotal amounts. The option is activated when a checkmark appears in the box.

#### Starts on a New Page

This option starts a new page for the account in all financial statements and reports. The option is activated when a checkmark appears in the box.

#### **Inactive Account**

This feature provides an option to render the account inactive. Toggle the control on and off by clicking on it. The option is activated when a checkmark appears in the box.

#### Installation

#### Department

This field records the department code assigned to the account. The department codes are maintained in the Departments form, which can be reached by clicking the data hyperlink. The department code may be typed or entered using the Find tool. See the section on Payroll Departments to departmentalize the payroll files.

#### Classification

This field displays the current account's classification (assets, liabilities, equity, etc.) and provides a list of account types from which to select. Click on the drop down control to select an option from the list. The classification can only be changed for root accounts. All child accounts will be assigned the same classification as the parent.

#### **Chart of Account Buttons**

The Chart of Accounts form has some additional buttons that control the appearance editing of the accounts.

#### Expand All

This button expands all branches of the account number tree structure.

#### Collapse All

This button collapses all branches of the account number tree structure.

#### **Display Account Number**

This button toggles the display of account numbers on and off in the Chart of Accounts tree structure display.

#### Find/Search

This button opens a Find dialog box based upon contents of the currently active file.

#### Budget

This option displays and records the monthly budget for the account selected on the tree structure.

#### Balance

This button calculates and displays the monthly balance for the account selected on the tree structure.

#### Account

This button adds an account below the one currently selected on the tree structure.

#### Subaccount

This button adds a Subaccount to the account currently-selected Description account on the tree structure. If other sub-accounts exist, the new one will be added as the last account.

#### **Insert Account**

This button inserts an account above the one currently selected on the tree structure.

#### **Delete Account**

This button deletes the currently-selected account on the tree structure.

#### Save

This button saves the currently-selected database or file.

#### Close

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

# Departments

This master form allows codes to be recorded for different departments within the company. These departments can be used in the Chart of Accounts department field to designate certain accounts for each department's records. BIS<sup>®</sup> lets users assign employees to departments and create departmentalized general ledger accounts for tax and other payroll accounts.

# 🔍 Tip

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

#### To set up departments:

- 1. Open the PR tab of the System Wide Parameters form. In the lower right part of the form, check the categories of accounts to departmentalize. When one of the boxes is checked, the system provides information about possible prior department settings. Not all categories of Payroll must be departmentalized. If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.
- 2. Open the Departments form. Use the Main tab to create new departments and descriptions. Use the save button to save each department.
- 3. Open the Chart of Accounts form. Create individual accounts for each department; each must be a Transaction account. Assign each of these accounts to an existing Department.
- 4. Open the Departments form and select a department. Use the PR General, PR Federal, and PR State tabs to enter account numbers for that department. The Find button will display only the accounts assigned to the selected department. The system will provide a reminder if a critical account is not selected.
- 5. Open the Employees form. On the Default tab, assign departments to the appropriate employees.

#### **Modular Menu Access**

Financials | Departments

#### **Standard Menu Access**

List | Departments

#### **New Record**

Initial access to regular checks from the menu opens the Departments - New form. The form is used to enter new department information. However, access to a new form when another department record is on the screen only requires users to press Ctrl+N or use the New  $\Box$  icon on the toolbar. The system will ask, however, if any changes to the open record should be saved.

Figure: Install-46 Departments – New screen form.	E Departments - New
	New

#### Installation

#### Scrolling Through Department Records

Department records can be scrolled by using the VCR buttons on the toolbar 4 + 2 at the top of the screen. Clicking on the First 4 icon (at the top of the screen) will open the first record of the list, according to Department. Clicking on the Previous 4 icon (at the top of the screen) will open the immediately prior record of the list, according to Department. Clicking on the Next 2 icon (at the top of the screen) will open the next record of the list, according to the Department. Clicking on the Last 2 icon (at the top of the screen) will open the last record of the list, according to the Department.

#### **Editing an Existing Record**

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

Figure: Install-47	📑 Departn
Departments Find/Search screen form.	Search fo Search in Condition

Search for			Search
Search in	Department	-	Clear
Condition	Begin with	-	<u>O</u> k
	Case Sensitive		Cancel
Department	Description		
1	Department 1		

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

Figure: Install-48	🖻 Departments - 1 De	epartment 1		- • •
Figure: Install-48 Sample Department screen form that is editable.	Departments - 1 De     Main PR General F     Department     Description	epartment 1	otes	
	Edit			

## **Deleting an Existing Record**

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

# Main Tab

The Main tab is used to record information related to the department.

Figure: Install-49 Sample (non-job) Regular Check screen form.	Departments - 1 Department 1      Main     PR General     PR Eederal     PR State     Notes      Department     1     Description     Department 1	
	Edit	

#### Department

This field records the department code. this is an alphanumeric field limited to five characters.

#### Description

Enter the name or a description of the department that will be associated with the department code. The field is limited to 30 alphanumeric characters.
# **PR General Tab**

This tab shows the general accounts assigned to the selected department. These accounts are assigned in the Chart of Accounts.

# 🄍 Tip

Often, users will postpone department payroll setup until later in the process. However, it is important to consider the need for departments early in the process so as to no foreclose any options later.

# 🄍 Tip

- Not all categories of Payroll must be departmentalized.
- If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.

Penartments PR General	Departments - 1 Department 1				
Account tab scroon form	Main PR General PR Federal	PR <u>S</u> tate <u>N</u> otes			
Account tab screen form.	Cash Account	1020	9	Cash In Bank	
	Union Payable Account	2410	Q	Union Payable 1	
	Union Expense Account		Q		
	Workers' Comp. Payable Account	2300	Q	Worker's Compensation Payable	
	Workers' Comp. Expense Account		Q		

### Cash Account

The account displays the cash account to be used for posting a payroll check for a departmentalized employee. The default cash account is set up in the System Wide Parameters, but can be changed on the PR General tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed.

For this and the other accounts listed on the form, please note that the account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

Figure: Install-51 Reports directly accessible by right-clicking on the field name hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
What's This?
Control Access

The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass  $\square$  icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When the Find tool is used, it will automatically limit its list to those accounts marked as departmentalized. When an existing GL account is selected, its name appears to the right of the account code.

#### Figure: Install-52

Departmental Account Find/Search screen form showing only departmentalized accounts.

Search Search Condit	n for n in Acco ion Begi Ca	Account  Begin with Case Sensitive							
Account	Department	Account Name	Type	Job Cost	Cash Flow	Acct.	Classifi	cation	•
6010	1	Other Wages, Salary & Bonus	Transaction	None		Direct	Cost		
6015	1	Payroll Tax Expense-Trade	Transaction	None		Direct	Cost		
6020	1	Insurance-Workman's Comp-Trade	Transaction	None		Direct	Cost		
6025	1	Insurance-Gen. Liability-Trade	Transaction	None		Direct	Cost		
6030	1	Employee Benefits-Trade	Transaction	None		Direct	Cost		
6035	1	Union Benefits-Trade	Transaction	None		Direct	Cost		
6040	1	Small Tools Expense	Transaction	None		Direct	Cost		
7010	1	Union Expense	Transaction	None		Opera	iting Exp	penses	
									Ļ

### **PR Advance Account**

The account displays the payroll advance account to be used for posting payroll transactions for a departmentalized employee. The default PR Advance account is set up in the System Wide Parameters, but can be changed here.

### **Union Payable Account**

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

### **Union Expense Account**

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

#### Workers' Comp. Payable Account

The Workers' Compensation Payable Account field displays the union account to be used for posting the transaction. The default Workers' Compensation Payable account is set up in the System Wide Parameters, but can be changed here.

#### Workers' Comp. Expense Account

The Workers Compensation Expense Account field displays the union account to be used for posting the transaction. The default Workers' Compensation Expense account is set up in the System Wide Parameters, but can be changed here.

### 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.

🔍 Tip

# **PR Federal Tab**

The tab shows the Federal accounts assigned to the selected department. These accounts are assigned in the Chart of Accounts.

🌵 Tip	Often, users will postpone department payroll setup until later in the process. However, it is important to consider the need for departments early in the process so as to no foreclose any options later.

- Not all categories of Payroll must be departmentalized.
- If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.



### Federal Withholding Account

The account displays the Federal Withholding account to be used for posting a payroll check for a departmentalized employee. The default Federal Withholding account is set up in the System Wide Parameters, but can be changed on the PR General tab. Since it is possible to have more than account in the general ledger, make sure the correct account number is displayed.

For the and the other accounts listed on the form, please note that the account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

-	
Figure: Install-54	Chart of Accounts
Reports directly accessible	Chart of Accounts Budget
by right-clicking on the	Chart of Accounts Tree Structure
field name hyperlink.	Departments
	<u>W</u> hat's This?
	Control Access

The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When the Find tool is used, it will automatically limit its list to those accounts marked as departmentalized.

When an existing GL account is selected, its name appears to the right of the account code.

#### Figure: Install-55

Departmental Account Find/Search screen form showing only departmentalized accounts.

Searc Searc Condi	h for h in Ac tion Be	Account  Begin with  Case Sensitive						
Account	Departmen	nt Account Name	Туре	Job Cost	Cash Flow	Acct.	Classification	
6010	1	Other Wages, Salary & Bonus	Transaction	None		Direct	Cost	
6015	1	Payroll Tax Expense-Trade	Transaction	None		Direct	Cost	
6020	1	Insurance-Workman's Comp-Trade	Transaction	None		Direct	Cost	
6025	1	Insurance-Gen. Liability-Trade	Transaction	None		Direct	Cost	
6030	1	Employee Benefits-Trade	Transaction	None		Direct	Cost	
6035	1	Union Benefits-Trade	Transaction	None		Direct	Cost	
6040	1	Small Tools Expense	Transaction	None		Direct	Cost	
7010	1	Union Expense	Transaction	None		Opera	ating Expenses	
								-

### Social Security Withholding Account

The account displays the Social Security Withholding account to be used for posting payroll transactions for a departmentalized employee. The default Social Security Withholding account is set up in the System Wide Parameters, but can be changed here.

### Medicare Withholding Account

The account displays the Medicare Withholding account to be used for posting payroll transactions for a departmentalized employee. The default Medicare Withholding account is set up in the System Wide Parameters, but can be changed here.

### Social Security Payable Account

The Social Security Payable Account field displays the union account to be used for posting the transaction. The default Social Security Payable account is set up in the System Wide Parameters, but can be changed here.

#### Social Security Expense Account

The Social Security Expense Account field displays the union account to be used for posting the transaction. The default Social Security Expense account is set up in the System Wide Parameters, but can be changed here.

#### **Medicare Payable Account**

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

#### Medicare Expense Account

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

### **FUTA Payable Account**

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

### **FUTA Expense Account**

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

#### Save the Changed Record

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

### **PR State Tab**

Click the Acct 🛄 button to open the PR State Accounts form and display the default accounts for the selected

state and department.

**Figure: Install-56** Departments, PR State Account tab screen form used for selecting the state(s) required by the company.

PF	R General PR Federal PR State	Notes	_
tate	Name	Acct	1
К	Alaska		Π
AL.	Alabama		-
AR.	Arkansas		
Z	Arizona		
A	California		
0	Colorado		
т	Connecticut		
C	District of Columbia		
E	Delaware		
L	Florida		
A	Georgia		
II	Hawaii		
A	Iowa		
		•	

# 🄍 Tip

Often, users will postpone department payroll setup until later in the process. However, it is important to consider the need for departments early in the process so as to no foreclose any options later.

🔍 Tip

Not all categories of Payroll must be departmentalized.

◆ If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.

The sub-form tab shows the State accounts assigned to the selected department. These accounts are assigned in the Chart of Accounts.

Figure: Install-57	🖻 PR State Accounts 🔹 🖓 💽						
Departments, PR State	State Withholding Account	2240	Q	Payroll Taxes Payable-SIT			
Account tab screen form.	SDI Withholding Account	2250	Q	Payroll Taxes Payable-State Disabi			
	SUTA Payable Account	2260	Q	Payroll Taxes Payable-State Unem			
	SUTA Expense Account	6015	Q	Payroll Tax Expense-Trade			
				OK <u>C</u> ancel			

### **State Withholding Account**

This account displays the State Withholding account to be used for posting a payroll check for a departmentalized employee. The default State Withholding account is set up in the System Wide Parameters, but can be changed on the PR State tab for each applicable state. Since it is possible to have more than account in the general ledger, make sure the correct account number is displayed.

For the and the other accounts listed on the form, please note that the account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
What's This?
Control Access

The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When the Find tool is used, it will automatically limit its list to those accounts marked as departmentalized.

When an existing GL account is selected, its name appears to the right of the account code.

Figure: Install-59 Departmental Account Find/Search screen form showing only	Search Search Condit	n for Acco ion Beglin Ca	unt 1 with see Sensitive				•	Seard Clear Qk Cance	
accounts.	Account 6010 6015 6020 6025 6030 6035 6040 7010	Department	Account Name Other Wages, Salary & Bonus Payrol Tax Expense-Trade Insurance-Workman's Comp-Trade Employee Benefits-Trade Dinois Benefits-Trade Small Tools Expense Union Expense	Type Transaction Transaction Transaction Transaction Transaction Transaction	Job Cost None None None None None None None	Cash Flow	Acct. Direct Direct Direct Direct Direct Direct Opera	Classification Cost Cost Cost Cost Cost Cost Cost Cost	s

### State Withholding Account

The account displays the State Withholding account to be used for posting payroll transactions for a departmentalized employee. The default State Withholding account is set up in the System Wide Parameters, but can be changed here.

### **SDI Withholding Account**

The account displays the State Disability Insurance Withholding account to be used for posting payroll transactions for a departmentalized employee. The default State Disability Withholding account is set up in the System Wide Parameters, but can be changed here.

### SUTA Payable Account

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

### **SUTA Expense Account**

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

### 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: Install-60	🖻 De	epartments - 1	Departmen	t1			
Notes tab screen form.	Main	PR <u>G</u> eneral	PR <u>F</u> ederal	PR State	Notes		
Notes tab screen form.	Dep	partment 1 Acco	uunts				*
	Edit						

### 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.

# **Comparative Period Accounts**

The Comparative Period form allows users to create a comparative period that can appear on financial statements with the current period. If a prior year exists in BIS<sup>®</sup>, the accounts and associated balances can be used when building the comparative period file.

🄍 Tip	Often, users will postpone comparative period setup until later in the process.
🌵 Tip	The file created here can be accessed only through the option; it will be separate from the accounting periods that may be open in BIS <sup>®</sup> and will only be used when doing comparative financial statements. It will not affect any prior periods that exist.

### **Modular Menu Access**

Financials | Comparative Period Accounts

### **Standard Menu Access**

List | Comparative Period Accounts

### **New Record**

Initial access to vendor checks from the menu opens the Comparative Period Accounts form. The form is used to enter new comparative year information.

### Figure: Install-61

Comparative Period Accounts screen form.

Main Edit Notes		
Code Description Based on Fiscal Year Target Fiscal Year	v v (Optional)	
CPA File		

### **Comparative Year**

The field allows a year to be selected as the comparative period. The year may be typed or entered by using the Find tool. If a file for the year entered does not exist, BIS<sup>®</sup> will open the Create Comparative Period Accounts File window, where the file can be created using the Chart of Accounts for the current year or the prior year.

### Update File Button

The button updates the currently-selected file.

### **Delete File Button**

The button deletes the currently-selected file.

### **Comparative Account**

The field displays the currently-selected account number. Account numbers are selected in the Chart of Accounts tree structure displayed to the left using the mouse.

### Figure: Install-62

Select Comparative Period Accounts screen form.



#### **Figure: Install-63** Sample comparative Period Accounts screen form.

Comparative Perio	d Accounts Calendar Year	
Main Edit Notes		
Code Description	Calendar Year	
Based on Fiscal Year Target Fiscal Year	(Optional)	
CPA File	CPADBF	

<b>Figure: Install-63a</b> Sample Edit Tab Comparative Period Accounts screen form.	Comparative Period Accounts - 2013 Calendar Year 200 Main Edit Notes Based on Fiscal Year 2013/01 - 2013/12 Target 1 Compared to the second	I3 Fiscal Year Comparative Acct Account Type Acct to Compare to Beginning Balance January February March April May June July August September October	1000 Assets Description 1000 Assets 329,789. 4,985. -1,784.	
	Account Subaccount Insert Delete + - # Yerify Balances Update File	October November December		

### Account Type

The field displays the account type for the account selected.

# Account to Compare to

Select the account from the current period to compare with the account selected from the comparative period. Since it is possible to have more than account in the general ledger, make sure the correct account number is displayed. Please note that the account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

Figure: Install-63b Sample Comparative Period Accounts Notes Tab screen form.	CPA2013  CP	
	File Opened	

#### Figure: Install-64

Reports directly accessible by right-clicking on the field name hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structur
Departments
What's This?
Control <u>A</u> ccess

The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the account code.

### **Beginning and Monthly Balances**

The section displays the beginning balance as well as the monthly balances for the selected comparative account.

### **Comparative Period Account Buttons**

The Comparative Period Accounts form has some additional buttons that control the selection and appearance of the accounts.

### Account

The button adds an account below the one currently selected on the tree structure.

### Subaccount

The button adds a Subaccount to the account currently-selected Description account on the tree structure. If other sub-accounts exist, the new one will be added as the last account.

#### **Insert Account**

The button inserts an account above the one currently selected on the tree structure.

### **Delete Account**

The button deletes the currently-selected account on the tree structure.

### **Expand All**

The button expands all branches of the account number tree structure.

### Collapse All

The button collapses all branches of the account number tree structure.

#### **Display Account Number**

The button toggles the display of account numbers on and off in the Chart of Accounts tree structure display.

#### **Verify Balances**

The button starts the balance verification process. If the sum of all accounts is zero, BIS<sup>®</sup> will provide a message that the accounts are in balance. If not, the system will report out of balance conditions.

#### Close

The button closes the currently opened form.

# **Cost Code Library**

The cost code library is a fundamental element of BIS<sup>®</sup>. 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 all 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 an earlier section of the manual. A Cost Code library can also be copied from one company to another. Some details will be found in the Appendix to the Job Cost manual.

### 🄍 Tip

Often, users will postpone modifying the Cost Code Library until later in the process. However, it is important to consider the cost codes needed early in the process so as to no foreclose any options later. Some items listed here will have to wait until other setup is completed.

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. The process provides the ability to draw upon past experience to better estimate future performance. A complete cost code library will also save time.

### **Modular Menu Access**

JC | Cost Code Library

# Standard Menu Access

Job | Cost Code Library

### **New Record**

Initial access to Cost Codes from the menu opens the Cost Code Library - New form. The form is used to enter new cost code information. However, access to a new form when another cost code record is on the screen only requires pressing Ctrl+N or using the New i icon on the toolbar. The system will ask if changes to the open record should be saved.

<b>Figure: Install-65</b> Cost Code Library – New screen form.	Cost Code Library - N Main Default Notes Cost Code Description Unit of Measure Unit Cost Labor Unit Cost Subcontract Unit Cost Subcontract Unit Cost Equipment Unit Cost Equipment Unit Man Hours Status	Vew 5 5 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	
	New		

### **Editing an Existing Record**

Users can examine the list of cost codes by clicking on the Magnifying Glass Glass contact 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.

Find/Search screen.	Search for Search in Cost Code Condition Begin with									<u>S</u> earch <u>C</u> lear <u>O</u> k	arch ear <u>D</u> k	
	Status	All				•		ase Sensitiv	e 🗌	Cancel		
	Cost Code	Description	Unit	U.C. Lab	U.C. Mat	U.C. Sub	U.C. Oth	U.C. Equ	U.M.H.	Status	^	
	01000	General Requirements		0.00	0.00	0.00	0.00	0.00	0.00	Active	-	
	01010	Summary Of Work		0.00	0.00	0.00	0.00	0.00	0.00	Active		
	01100	Alternatives		0.00	0.00	0.00	0.00	0.00	0.00	Active		
	01200	Project Meetings		0.00	0.00	0.00	0.00	0.00	0.00	Active		
	01300	Submittals		0.00	0.00	0.00	0.00	0.00	0.00	Active		
	01400	Quality Control		0.00	0.00	0.00	0.00	0.00	0.00	Active		
	01500	Temp. Facilities/controls		0.00	0.00	0.00	0.00	0.00	0.00	Active		
	01600	Products		0.00	0.00	0.00	0.00	0.00	0.00	Active		
	01700	Project Closeout		0.00	0.00	0.00	0.00	0.00	0.00	Active		
	02000	Site Work		0.00	0.00	0.00	0.00	0.00	0.00	Active		
	02010	Subsurface Exploration		0.00	0.00	0.00	0.00	0.00	0.00	Active		
	02100	Clearing		0.00	0.00	0.00	0.00	0.00	0.00	Active	Ŧ	

#### **Scrolling Through Cost Code Records**

Users can scroll through the cost code records by using the VCR buttons on the toolbar *ward at the top* at the top of the screen. Clicking on the First is icon (at the top of the screen) will open the first record of the list, according to Cost Code. Clicking on the Previous dicon (at the top of the screen) will open the immediately previous record of the list, according to Cost Code. Clicking on the Next 🗾 icon (at the top of the screen) will open the next record of the list, according to Cost Code. Clicking on the Last icon (at the top of the screen) will open the next record of the list, according to Cost Code.

Figure: Install-66 Sample Cost Code Library	Cost Code Library - 0	2000 Site Work	
screen form for editing.	Cost Code Description Unit of Measure Unit Cost Labor Unit Cost Material Unit Cost Subcontract Unit Cost Other Unit Cost Equipment Unit Man Hours Status	02000 Site Work 0.00 0.00 0.00 0.00 0.00 0.00 Active	
	Edit		

#### **Cloning an Existing Record**

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

Figure: Install-68 Cloned Cost Code record.	Cost Code Library - N <u>Main</u> Default Notes	lew	
Cloned Cost Code record. Note that all of the initial fields except for the Cost Code match the source record.	Cost Code Description Unit of Measure Unit Cost Labor Unit Cost Material Unit Cost Subcontract Unit Cost Other Unit Cost Equipment Unit Man Hours Status	Site Work  0.00 0.00 0.00 0.00 0.00 0.00 Active	

### **Deleting an Existing Record**

Once a cost code has been saved, it cannot be deleted (or the cost code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

### Save the Changed Record

When the record is complete or satisfactorily edited, it can be saved by clicking on the Save 🖵 button on the toolbar, or by pressing Ctrl-S.

### Main Tab Cost Code

Enter the cost code desired. Any 10-digit alpha or numeric character or combination of both can be used in the Cost Code. BIS<sup>®</sup> checks for duplication. 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 of Measure

The field records the abbreviation for the unit of measure for the cost code. The may be entered manually or using the Find tool. For example, if measuring in Cubic Yards, the abbreviation CY may be used. These abbreviations must be recorded in the unit of measure master file. If it is not, BIS<sup>®</sup> will provide an alert that the unit is not on file and ask if it should be added. Answering yes will open the Unit (Quick Entry) form.

I-74

### **Unit Cost Material**

The unit cost determines the cost of the category (Material) 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 Cost Subcontract**

The unit cost determines the cost of the category (Subcontract) 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 Cost Other**

The unit cost determines the cost of the category (Other Direct Cost) 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 Cost Equipment**

The unit cost determines the cost of the 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, either click on the Save 🖬 button on the toolbar or press Ctrl-S to save the changes.

# **Default Tab**

Use the tab to add default payroll codes, classifications, and the default state for workers compensation.

Figure: Install-69	🖻 Cost Code Library - 06100 R	ough Carpentry		
Library sample Default tab	Main Default Notes			
screen form.	Payroll Defaults			
	Construction Trade	1000	Carpentry	
	Union Code	1000	Laborer's Union	
	Union Classification	J1 Q Journe	eyman	
	Workers' Comp. State	CA Q Worker's C	Comp. for California	
	Workers' Comp. Classification	5645 C	Capenter	
	Edit			
	Lors			

### **Construction Trade**

The field records the Construction Trade code assigned to the Cost Code. The entry assigns classification codes and standardized pay rates associated with these codes that are required for printing a Certified Payroll Report. When a construction trade code is assigned to an employee's payroll line item on the Payroll Hours and Adjustments form, the wage rates associated with the code will override the default wage rates in the employee's master record.

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

### Union Code

The field records the Union code that assigned to the Cost Code. The details associated with the code will override the defaults in the employee's master record.

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

### Union Classification

The field records the Union Classification that assigned to the Cost Code. The details associated with the code will override the defaults in the employee's master record.

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

#### Workers Comp. State

The field records the Workers' Compensation Sate code that assigned to the Cost Code. The details associated with the code will override the defaults in the employee's master record.

Please note that the Workers' Comp. State title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Workers' Comp. State hyperlink opens access to the Workers' Compensation report that can be directly accessed.

### Workers Comp. Classification

The field records the Workers' Compensation Classification code that assigned to the Cost Code. The details associated with the code will override the defaults in the employee's master record.

Please note that the Workers' Comp. Classification title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Workers' Comp. Classification hyperlink opens access to the Workers' Compensation report that can be directly accessed.

### **Notes Tab**

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

Figure: Install-70	🖻 Cost Code Library - 06100 Rough Carpentry	
Sample Cost Code Library Master Record Notes tab screen form.	Cost Code Library - 06100 Rough Carpentry      Main Default Notes      Special union rates apply	
	Edt	· ·

### 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.

# **Billing Code Library**

The section covers adding and editing the Billing Code Library. The billing codes each identify a billing item in the Schedule of Values. Just as it is important to maintain a complete cost code library, it is also important to have a complete billing code library.

### 🄍 Tip

Often, users will postpone modifying the Billing Code Library until later in the process. However, it is important to consider the cost codes needed early in the process so as to no foreclose any options later. Some items listed here will have to wait until other setup is completed.

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

### **Modular Menu Access**

JB | Billing Code Library

### **Standard Menu Access**

Job | Billing Code Library

### New Record

Initial access to Billing Codes from the menu opens the Billing Code Library - New form. The form is used to enter new billing code information. However, access to a new form when another billing code record is on the screen only requires users to press Ctrl+N or use the New icon on the toolbar. Users will be asked, however, if users wish to save any changes to the record on which users were working.

Figure: Install-77 Billing Code Library - New screen form.	User - New  Main Job Access Notes User Id User Id User Name Password Confirm password Status Fnabled Visibility Show User can change password User can control field level security of another user  Picture Remove
	New

### Editing an Existing Record

Users can examine the list of billing codes by clicking on the Magnifying Glass  $\Box$  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.



Billing Code Library Find/Search screen.

Search for Search in Condition	Billing Code Begin with		<u>S</u> earch <u>C</u> lear <u>O</u> k
Billing Code	Description	Status	<u>C</u> ancel
1000	General Requirements	Active	
1100	Sitework	Active	_
1200	Foundation	Active	
1300	Framing	Active	
1400	Insulation	Active	
1500	Doors & Windows	Active	
1600	Roofing	Active	
1700	Drywall	Active	
1800	Electrical	Active	
1900	Plumbing	Active	
2000	Painting	Active	
2100	Finish Carpentry	Active	
2200	Carpeting	Active	
2300	Landscaping	Active	
			-

### **Scrolling Through Billing Code Records**

Users can scroll through the billing code records by using the VCR buttons on the toolbar  $\blacksquare$  at the top of the screen. Clicking on the First  $\blacksquare$  icon (at the top of the screen) will open the first record of the list, according to Billing Code. Clicking on the Previous  $\blacksquare$  icon (at the top of the screen) will open the immediately previous record of the list, according to Billing Code. Clicking on the Next  $\blacktriangleright$  icon (at the top of the screen) will open the next record of the list, according to Billing Code. Clicking on the Last ⊇ icon (at the top of the screen) will open the next record of the list, according to Billing Code. Clicking on the Last ⊇ icon (at the top of the screen) will open the last record of the list, according to Billing Code.

Figure: Install-73 Sample Billing Code Library screen form for	Billing Code Lil	orary - 1200 Foundation	
editing.	Billing Code Description Amount Status	1200 Foundation 0.00 Active	
	Edit		

### Cloning an Existing Record

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

cloned record will require a new Billing Code to be saved as a new record.

Figure: Install-74	🖻 Billing Code Library - New	- • •
Figure: Install-/4 Cloned record. Note that all of the initial fields, except for the Billing Code match the source record.	Billing Code Library - New       Main     Notes       Billing Code     I       Description     Foundation       Amount     0.00       Status     Active	
	New	

### **Deleting an Existing Record**

Once a billing code has been saved, it cannot be deleted (or the billing code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete kicon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

### Save the Changed Record

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

### Main Tab

The Main Tab has three elements: the Billing Code, a Description, and an optional Amount.

#### **Billing Code**

Enter the billing code that users wish to use. Users can use any 10-digit alpha or numeric character or combination of both in the Billing Code. BIS<sup>®</sup> checks for duplication. A warning will appear if users enter a code that has already been assigned.

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

The billing codes each identify a billing item in the schedule of values and they are maintained in the billing code library. The billing code can be any combination of numbers and/or letters up to ten characters in length. It is suggested that all codes be made the same length. For example, if users begin by assigning a five-digit code number, continue to assign five-digit numbers to all additional codes.

#### Description

Enter a description of the billing code, up to 30 characters.

### Amount

Enter the dollar amount to be applied to the Billing Code if the option is set in Administrator | System Wide Parameters | JB. That option extends the Amount field of the Billing Code to the Scheduled Value field of the Schedule of Values line item.

# **Notes Tab**

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

Figure: Install-75	🖻 Billing Code Library - 1200 Foundation	
Library master record	Main Notes	
Notes tab screen form.	This Billing Code usually includes both concrete and mortar.	•
	Edit	

### 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.

# Section 4 – Administrative Options, Settings, and Tools

Administrative options, settings, and tools are accessed from the Main Menu from "Administrator."

### Users

Depending on licensing BIS<sup>®</sup> permits multiple users to access the system simultaneously. For the Standard edition, the limit is 3 users. For the Professional edition, the limit is 100 users, and the number is essentially unlimited (1,000) for Enterprise edition users.

### Menu Access

Administrator | Users

When BIS® is first installed, the user ADMIN is automatically created. The user cannot be removed.

# ▲ Caution

To avoid creating a "back door" to restricted functions, it is critical that a password is used protect the ADMIN user after creating other passwords for other users.

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

### **New Record**

Initial access to Users from the menu opens the Users - New form. The form is used to enter new user information. However, access to a new form when another user record is on the screen only requires users to press Ctrl+N or use the New 🗋 icon on the toolbar. Users will be asked, however, if users wish to save any changes to the record on which users were working.

Figure: Install-76	🖻 Users - New
Users - New screen form.	
	New

### Editing an Existing Record

Users can examine the list of billing codes by clicking on the Magnifying Glass  $\square$  icon (at the top of the screen) or pressing Ctrl+F and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: Install-77 Users Find/Search screen.	🗐 Users					Search	×
	Search	for				Close	=
	Search	in User Id			-	Liear	
	Conditio	on Begin wi	th		-	<u>O</u> k	
	Status	All	-	Case Sen	sitive	Cancel	
	User Id		Name				*
	ADMIN	Administrator					
	U1 U2	User 1 User 2					

### **Scrolling Through User Records**

Users can scroll through the user records by using the VCR buttons on the toolbar at the top of the screen. Clicking on the First *include* icon (at the top of the screen) will open the first record of the list according to User Id. Clicking on the Previous di icon (at the top of the screen) will open the immediately previous record of the list according to User Id. Clicking on the Next 🕑 icon (at the top of the screen) will open the next record of the list according to User Id. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to User Id.

Figure: Install-78	🖻 Users - U1 User 1	
Sample Job Scheduling Billing Code Library screen form for editing.	User I     User I      User Id     User I      User Id     User I      Us	Picture       Remove
	Edit	

### **Cloning an Existing Record**

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

<b>Figure: Install-79</b> Cloned record. Note that all of the initial fields, except for the User Id and Picture match the source record.	Users - New Main Job Access User Id User Name Password Confirm password Status Visibility Wise can choose	Notes User 1 Enabled Show			
	User can contro	field level sec.	rity of another user	Bicture	Remove

### **Deleting an Existing Record**

Once a User Id has been saved, it cannot be deleted (or the User Id changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

### Save the Changed Record

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

# Main Tab

User Id

Figure: Install-80 Users setup form.

A User Id can be up to 10 characters.

Main Job Access	s <u>N</u> otes			
User Id	U1			
User Name	User 1			
Password				7.0
Confirm password				THE R. LEWIS CO., LANSING MICH.
Status	Enabled	-		
Visibility	Show	-		
User can change	e password			
User can contro	I field level se	ecurity of anothe	er user	
				Picture Remove

### **User Name**

The User Name can be up to 30 characters.

### Password

The field is used to records an alphanumeric password, up to ten characters. Using a password is optional, however once a password is established for a user, it will be required each time the user logs into the BIS<sup>®</sup> system. Each time a password is entered, it will be masked with asterisks (\*). It is important for the Administrator and User to remember the password assigned, and if necessary, write it down and put it in a safe place. For security reasons, it is recommended that the password not be commonplace, such as the user's initials or birth date, and that it be changed often.



The Password function will only be available if the Password module is installed.

### **Confirm Password**

The password will have to be re-entered to confirm it.

#### Status

For effective audit trail needs, users that have using BIS<sup>®</sup> cannot be removed. However, a drop-down tool enables the Administrator to choose whether the User Id is Enabled or Disabled. The Disabled option is the equivalent to deleting a User Id after that user has been active in the system.

#### Visibility

The Visibility option is only available if the Status has been set to Disabled. The drop-down tool enables the Administrator to allow the User Id and name to appear in the list of uses visible when using the Find tool.

#### User can change password

The Administrator can allow or disallow the user to change his or her own password by checking or unchecking the option.

#### User can control field level security of another user

The Enterprise edition also permits authorized users to control Field Level Security of another user. Field Level Security refers to specific field data entry in other areas of the program.

### Picture

Finally, the user's picture can be attached to the record, providing the image is in BMP (bitmap, JPEG (JPG), or GIF format. Simply click on the Picture button and navigate to and select the file selected. (A similar functionality is available in other areas of the program.)

Figure: Install-81	Open Picture			×
Open Picture navigation	Look in:	Photos	- 🕝 🏚 📂 🖽 -	
screen.	Recent Places Desktop Libraries Computer	Admin.bmp     Foreman.bmp     Man1.bmp     Man2.bmp     Man3.bmp     Man3.bmp     Man3.bmp     Man5.bmp     Man5.bmp     Man5.bmp     Man7.bmp     Women1.bmp     Women2.bmp     Women3.bmp     Women3.bmp     Women3.bmp     Women3.bmp     Women3.bmp     Women3.bmp     Women5.bmp	S Women7.bmp	
	Network	Women6.bmp  Vomen6.bmp  Vomen6.bmp  Floture  Files of type: Bitmap	→ Se → Ca	

#### Remove

The button is used to remove the bitmap image.

Figure: Install-81a
Sample Users master
record Job Access Tab
screen form.

6	Granted	lob	Job Name	Status	Project Manager	
	V	1000	Pacific View Apartments	Active	Mike Jarvis	
-	1	1010	Truesdale Elementary School	Active	Bill Johnson	-
	1	1020	Giovanni's Pasta House	Active	Mike Jarvis	

### **Notes Tab**

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

Figure: Install-82 Sample Users master record Notes tab screen form.	Users - New     Main Job Access Motes     Owner's daughter	
	New	•

### Save the Changed Record

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

## <u>Login</u>

The Login selection opens the login screen seen earlier. The Login screen is displayed when BIS<sup>®</sup> starts up or when the Open Company option is selected from the File menu. The company ID, the user ID, password (if necessary for the user ID entered) and login date may be displayed or can be entered. When all information has been entered, click the OK button and the system will verify the company and user, and a progress bar will be displayed. If the login information is valid, the system will initiate the System master menu. If the information is incorrect, the user will be prompted to re-enter some or all of the information.

### **Menu Access**

Administrator | Login

Figure: Install-8	33
Login screen form	

📑 Login				? 🛛
Select a compa	ny and enter yo	our use	er id and password	<u>O</u> K
Company:	DEMO	Q	Best Construction Company	<u>C</u> ancel
User Id:	ADMIN	Q	Administrator	Help
Password:			Save Company	
Date:	11/28/	•	Save User Id	
Security Code			Print Pre <u>v</u> iew	
You may enter 387 transaction	the Security Co ns remaining bef	de as fore it	soon as you receive it. But you have s required.	approximately

### Company

Enter the Company Id or use the Find tool to select the company to be opened.

### User Id

Enter the User Id or use the Find tool to select the user.

### Password

If the user has had a password assigned, it should be entered in the Password field. The feature is used in conjunction with the Access feature.

### Date

Initially, the computer default date will appear in the Date field, but the user can change the date manually or by using the Calendar tool accessed from the down arrow.

### Save Company

When checked, the feature enables the computer's installation of BIS<sup>®</sup> to open to the same company that was last closed by the user.

### Save User Id

When checked, the feature enables the computer's user of BIS® to open to the same user.

### **Security Code**

If the security code field appears after typing in the company at the Login screen, it indicates that no security code has been entered for that company. The information is covered later in the manual. Once obtained, it may be entered at any time.

### Print

The Print button enables the Application for Security Code to be printed. If the security code field appears after typing in the company at the Login screen, it indicates that no security code has been entered for that company. The information is covered later in the manual. Once obtained, it may be entered at any time.

### Preview

The Preview button enables the Application for Security Code to be printed. If the security code field appears after typing in the company at the Login screen, it indicates that no security code has been entered for that company. The information is covered later in the manual. Once obtained, it may be entered at any time.

### I plan to purchase support from MICS at the time

The option appears only when the Security Code has not yet been entered. It adds an appropriate notation on the Security Code Application.

### I plan to purchase a maintenance agreement from MICS at the time

The option appears only when the Security Code has not yet been entered. It adds an appropriate notation on the Security Code Application.

### **Remaining Uses**

**Figure: Install-84** System access after entering the login information.

The information appears only when the Security Code has not yet been entered. It tells the user how many uses of BIS<sup>®</sup> are available prior to requiring the entry of the Security Code.

### **OK Button**

Press the button when the information entered is correct to open the selected company records.

### Cancel

The button cancels the Login process.

### Help

The button opens the help file to the Login/Open Company page of the Help file.

When all of the information has been entered, a small window will indicate the new company files are being loaded and checked. The screen every any company files are loaded.

?

#### I-88

### **Change Password**

The feature, a component of the Password module, enables authorized users with Administrative rights to change the password for themselves and for other users.



To avoid creating a "back door" to restricted functions, it is critical that a password is used protect the ADMIN user after creating other passwords for other users.

#### Menu Access

Administrator | Change Password

To remove the existing password, delete the contents of the Password field at step #2 and skip step #3.

If access to the Users form is restricted, follow these steps:

- 1. Select Change Password from the Administrator menu.
- 2. Type in the old password. (If no password currently exists, the field will be disabled.)
- 3. Enter the new password.
- 4. In the Confirm New Password field, type the new password exactly as it was typed the first time.
- 5. Click OK.

To remove the existing password, skip steps #3-4.

🄍 Tip

The Change Password form can only be used if the box labeled "User can change password" is marked in the user profile.

When the record is complete or satisfactorily edited, users should either click on the OK button to save the changes, or click on the Cancel button to close the form without saving any changes.

### Access

Access defines what capabilities each user will have to view and change information. Until a user's access rights are defined, the user will be denied al but the most basic BIS<sup>®</sup> capabilities. The exception is the Administrator who is granted access to functions and modules available in the system configuration. The Administrator's rights cannot be changed.



### **Menu Access**

Administrator | Access

#### Figure: Install-85

Controlling access to BIS<sup>®</sup> for users with passwords.

	Mod	lules —			
ser Id U1 Q User 1		GL GL	AP	JC 🔽	V PR
		V BK	V PO	JE	<b>UN</b>
New Service	Â	😺 ЈВ	AR	V EQ	V PW
Open		SC	VI 🔽	DM	RW
🛅 Save				15	
• • New Company					00
<ul> <li>Open Company</li> </ul>	Use	r Actions			
<ul> <li>Close Company</li> </ul>	E	Add	Edit	Delete	
- • Edit Company		Print	Preview	Export	Email
<ul> <li>Install DEMO Company</li> </ul>					
📴 Print Preview	Use	r Defined F	Fields		
Print		Define	Fields	View Fie	elds
🚞 Print Setup	Prin	ter			
- • Backup					
- • Restore					Ŧ
🔁 Exit					
🗄 🚞 Edit			Allow		Deny
View	- +	-	Globa		
tion File	Madula AD		Pecet Prin	ters	ony Profile
	Module		Reservin		opyrronic
			Reset	Field Level	Security

### <u>User Id</u>

The field is used to enter the user identification number associated with the record. The User Id can be up to 5 alphanumeric characters.

Please note that the User Id title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the User - New form. A user profile must be set up before access rights can be granted.

### **Menu Options Tree Structure**

The is a graphical representation of the menu options. Branches may be expanded or collapsed as needed in order to provide select views, by clicking on the Plus (+) (expand branch) button or the Minus (-) (collapse branch) button. The menu options that appear next to a yellow folder icon are always available to all users. Menu options that are allowed to the current user appear next to a green dot, while options that are denied show a red dot. To change a user's access, use the mouse to highlight a menu option and click the Allow or Deny button to grant or restrict access to that option. Clicking the Allow All or Deny All buttons will either grant or restrict all available menu options.

# 🄍 Tip

Some menu options may not be available because that module is not included under the current BIS<sup>®</sup> license configuration. These options will continue to display a red circle. Refer to the module chart.

The initial listings in the major window show the same menu items shown above the toolbar at the top of the screen. To the lower right of that listing box, there are buttons similar to the Chart of Accounts. Clicking on the Plus (+) button will fully expand the list to show all subsidiary menu elements.

### Modules

All licensed modules are shown in dark black, with other unavailable modules shown in gray. Green check marks in the boxes to the left of the Module Id indicate full user access to all elements of that module. A green box (instead of the check mark) indicates partial access to that module for that user.

# **User Actions**

User Actions is located in the center right of the screen form.



### Add

The user's actions will remain grayed out, until a previously denied menu element is Allowed by clicking on the Allow button in the lower right hand of the screen form. A checkmark will appear in the box. Any denied specific menu item can be made accessible to the user by clicking on the Allow button, and the checkmark will be added.

### Deny

Any allowed user's actions will remain allowed until it is denied by clicking on the Deny button in the lower right hand of the screen form. A previous checkmark will disappear from the box. Any allowed specific menu item can be made inaccessible to the user by clicking on the Deny button, and the checkmark will be removed.

### Print

The functionality was only available to report or other printing functions. The print function will remain denied until it is allowed by clicking on the Allow button in the lower right hand of the screen form. A checkmark will appear in the box. A previously allowed print function can be made inaccessible to the user by clicking on the Deny button, and the checkmark will be removed.

### Preview

The functionality was only available to report or other preview functions. The preview function will remain denied until it is allowed by clicking on the Allow button in the lower right hand of the screen form. A checkmark will appear in the box. A previously allowed preview function can be made inaccessible to the user by clicking on the Deny button, and the checkmark will be removed.

### Export

The functionality was only available to report or other export functions. The export function will remain denied until it is allowed by clicking on the Allow button in the lower right hand of the screen form. A checkmark will appear in the box. A previously allowed export function can be made inaccessible to the user by clicking on the Deny button, and the checkmark will be removed.

#### Email

The functionality was only available to report or other email functions. The email function will remain denied until it is allowed by clicking on the Allow button in the lower right hand of the screen form. A checkmark will appear in the box. A previously allowed email function can be made inaccessible to the user by clicking on the Deny button, and the checkmark will be removed.

When a specific menu element is allowed, a green dot appears next to that item. When a specific menu item is denied, a red dot appears.

#### **Enterprise Edition Access Control Features**

For Enterprise edition users, the access control extends to specific fields within otherwise accessible screen forms throughout the program. However, the Administrator can modify the entire Field Level access by clicking on the Reset Field Level Security button at the lower right part of the screen form.

#### **User Definable Fields**

Like User Actions, a user's access may be limited for User Defined Fields or Udf's found on 10 different master files. Udf's can be created in the Professional and Enterprise Editions of BIS<sup>®</sup> provided the module in which they belong is included in the installation license.

#### **Define Fields**

If the box is checked the user can define User Definable Fields. If the option is grayed out, it means it is not available for the menu item.

#### **View Fields**

If the box is checked the user can view User Definable Field information. If the option is grayed out, it means it is not available for the menu item.

### Printer

The field is used to set a particular printer accessible to the users for a selected default printing function. The field is grayed out for all functions other than for printing. However, the default printer may be changed on-the-fly when actually preparing to print.

#### Buttons Global

Below the Allow and Deny buttons is a Global button. It opens a sub-window that enables more specific control of user access. For example, a user may have access to the entire system, but only be allowed to view

#### Figure: Install-87

Global User Access screen form showing the three types of access control for each form of access.

Global User Acc	cess		
Menu Access	Allow	O Deny	O No Change
User Actions			
Add	Allow	Deny	No Change
Edit	Allow	O Deny	No Change
Delete	Allow	O Deny	No Change
Print	Allow	O Deny	O No Change
Preview	Allow	O Deny	No Change
Export	Allow	🔘 Deny	No Change
Email	Allow	O Deny	No Change
Report Hyperlinks	Allow	O Deny	No Change
	ſ		

### I-92

data, but not Add or Edit, etc. However, Administrators should be aware that when they create their own User Id with full access rights, they should click on each of the Allow buttons.

### Reset

Reset Printers controls the printer access for the user.

### **Copy Profile**

The Copy Profile button enables am administrator to create or use an access template (or another employee's access profile) to another user. Users can also copy an access profile from one user to another. Once copied, the new profile can be altered as needed.

### **Reset Field Level Security**

Within the BIS<sup>®</sup> Enterprise Edition, access may be controlled on a field level. An Administrator can choose which users will have access to any given field, tab, label, button, etc. To deny a user access to a specific item, simply right-click on the item while logged in as the Administrator. Left-clicking on the Control Access option will then bring up the screen form pictured below. To deny access to a specific user, place a checkmark next to the User ID in the Deny column. Press the Close button when complete. The system will ask if the changes should be saved.

Any user with a checkmark will not be able to access the item. In most cases, the means the item does not appear at all for that user. The can be particularly useful in hiding pay rate information for example. Some items such as tabs will be grayed-out instead of disappearing.

Figure: Install-88 Field Level Control Access screen form.	Form Object	Control Access Form Object Reset Field Level Security			
	Deny	User	Name		
		U1	User 1		
		U2	User 2		
	-				
				Close	

Using Field Level Security and other security measures found in the Access screen, an administrator can effectively create a user access profile. Should an administrator want to copy a user's access, including Field Level Security options, use the Access screen's Copy Profile button.

### Saving the Profile

When the record is complete or satisfactorily edited, users should either click on the Save 🗔 button on the toolbar, or press Ctrl-S to save the changes. However, the system will offer an additional confirmation to save a profile.

### **Report – Users File**

The Users File report lists the users and their settings.

#### Access to User File Report

**Module Menu with Reports Group** 

Administrator | Reports | Users

### **Module Menu with Reports List**

Administrator | Users

### Standard Menu

Reports | Administrator | Users

### **Report Types**

#### Summary

The User File Summary Report displays the users' names, passwords, status, and visibility.

### Detail

The User File Detail Report also displays whether users can change their passwords, and if, in the Enterprise Edition, they have Field Level Security applied, and the users' photos, if any.

Order By

- **Options**Show Report Criteria
- User IdUser Name
- Show Report CI
   Show Notes
- Case Sensitive

**User File – Summary Report** 

#### Best Construction Company **Users File** Summary Report Page 1 User Id **User Name** Status Visibility ADMIN Administrator Enabled Show User 1 Enabled Show USER1 Enabled Show USER2 User 2

**Figure: Install-89** User File – Summary Report.

# Fields

- User Id
- User name
## User File – Detail Report

Detail F	Report					Page
User Id	User Name	Password	Status	Visibility	Change PW	Field Level Security
ADMIN	Administrator		Enabled	Show	Yes	Yes
<u>U1</u> Photo	User1		Enabled	Show	Yes	No
<u>J2</u> Photo	User2		Enabled	Show	Yes	No

Figure: Install-90 User File – Detail Report also showing the user photos.

## **System Information**

The System Information form displays a variety of information in one central place. The information can be used to used when working with technical support staff to provide them with needed information. Company Information is pertinent to the setup of BIS<sup>®</sup>. The option will direct BIS<sup>®</sup> to use the database for the selected company.

## **Menu Access**

Administrator | System Information

## **Company Tab**

The Company tab will show the information entered when the company was initially set up. However, missing information like E-Mail address, Contact Name, and Federal and State Tax Ids should be added when doing the initial setup..

Save the changes by clicking on the Save button on the Tool Bar or pressing Ctrl-S.

## Program, Control, Data, and Common Tabs

Access to these tabs may be requested by MICS Technical Support, but the most relevant element is the Directory (Folder) locations located just below the tabs.

## **System Tab**

The information in the System Tab may be of interest to MICS Technical Support, but the tab will also be used when making changes to the program including: changing editions, adding modules, adding users, changing company name. Technical Support will assist when help is needed to make these changes. For the feature current users will receive a new license file via diskette, CD, or email.

## **Upgrade Button**

The Upgrade button is used when adding modules or increasing the number of licensed users.

Figure: Install-91	트리 License Upgrade	? 🔀
License Upgrade screen	Please insert the disk labeled "LICENSE" in the folder specified below:	
form.	Folder	Browse
		<u>QK</u> <u>Cancel</u>

### **More Information Button**

The More Information Button opens the System Information screen form that offers detailed information about hardware resources, components, software environment, Internet settings, and other applications. Tech support may ask for the information when providing assistance.

#### **Figure: Install-92** Sample System Information screen.

Hardware Resources       OS Name       Microsoft Windows         Components       6.1.7601 Service Pack 1 Build 7601         Other OS Description       Not Available         OS Manufacturer       Microsoft Corporation         System Name       MICS110         System Model       p7-1287c         System Type       x64-based PC         Processor       Intel(R) Core(TM) i5-2400 CPU @ 3.10G         BIOS Version/Date       AMI 7.16, 10/5/.         SMBIOS Version       2.6         Windows Directory       C:\Windows\system32	System Summary	Item	Value								
Components     Version     6.1.7601 Service Pack 1 Build 7601     Other OS Description     Not Available     OS Manufacturer     Microsoft Corporation     System Name     MICS110     System Manufacturer     Hewlett-Packard     System Model     p7-1287c     System Type     x64-based PC     Processor     Intel(R) Core(TM) i5-2400 CPU @ 3.10G     BIOS Version/Date     AMI 7.16, 10/5/.     SMBIOS Version     2.6     Windows Directory     C:\Windows\system32	Hardware Resources	OS Name	Microsoft Windows								
<ul> <li>B - Software Environment</li> <li>Other OS Description Not Available</li> <li>OS Manufacturer Microsoft Corporation</li> <li>System Name MICS110</li> <li>System Manufacturer Hewlett-Packard</li> <li>System Model p7-1287c</li> <li>System Type x64-based PC</li> <li>Processor Intel(R) Core(TM) i5-2400 CPU @ 3.10G</li> <li>BIOS Version/Date AMI 7.16, 10/5/.</li> <li>SMBIOS Version 2.6</li> <li>Windows Directory C:\Windows\system32</li> </ul>	Components	Version	6.1.7601 Service Pack 1 Build 7601								
OS Manufacturer Microsoft Corporation System Name MICS110 System Manufacturer Hewlett-Packard System Model p7-1287c System Type x64-based PC Processor Intel(R) Core(TM) i5-2400 CPU @ 3.10G BIOS Version/Date AMI 7.16, 10/5/. SMBIOS Version 2.6 Windows Directory C:\Windows System Directory C:\Windows\system32	Software Environment	Other OS Description	Not Available								
System Name       MICS110         System Manufacturer       Hewlett-Packard         System Model       p7-1287c         System Type       x64-based PC         Processor       Intel(R) Core(TM) i5-2400 CPU @ 3.10G         BIOS Version/Date       AMI 7.16, 10/5/.         SMBIOS Version       2.6         Windows Directory       C:\Windows\system32		OS Manufacturer	Microsoft Corporation								
System Manufacturer Hewlett-Packard System Model p7-1287c System Type x64-based PC Processor Intel(R) Core(TM) i5-2400 CPU @ 3.10G BIOS Version/Date AMI 7.16, 10/5/. SMBIOS Version 2.6 Windows Directory C:\Windows System Directory C:\Windows\system32		System Name	MICS110								
System Model p7-1287c System Type x64-based PC Processor Intel(R) Core(TM) i5-2400 CPU @ 3.10G BIOS Version/Date AMI 7.16, 10/5/. SMBIOS Version 2.6 Windows Directory C:\Windows System Directory C:\Windows\system32		System Manufacturer	Hewlett-Packard p7-1287c								
System Type x64-based PC Processor Intel(R) Core(TM) i5-2400 CPU @ 3.10G BIOS Version/Date AMI 7.16, 10/5/. SMBIOS Version 2.6 Windows Directory C:\Windows System Directory C:\Windows\system32		System Model									
Processor Intel(R) Core(TM) i5-2400 CPU @ 3.10G BIOS Version/Date AMI 7.16, 10/5/. SMBIOS Version 2.6 Windows Directory C:\Windows System Directory C:\Windows\system32		System Type	x64-based PC								
BIOS Version/Date AMI 7.16, 10/5/. SMBIOS Version 2.6 Windows Directory C:\Windows System Directory C:\Windows\system32		Processor	Intel(R) Core(TM) i5-2400 CPU @ 3.10G								
SMBIOS Version 2.6 Windows Directory C:\Windows System Directory C:\Windows\system32		BIOS Version/Date	AMI 7.16, 10/5/								
Windows Directory C:\Windows System Directory C:\Windows\system32		SMBIOS Version	2.6								
System Directory C:\Windows\system32		Windows Directory	C:\Windows								
۰		System Directory	C:\Windows\system32								
		•	•								

### I-96

## System Wide Parameters

The System Wide Parameters option is used to set defaults for modules and other elements of BIS<sup>®</sup>. These settings apply to all users, but many can be changed for that instance on-the-fly during the data entry process.

### **Menu Access**

Administrator | System Parameters

### GL Tab

The GL tab displays titles used on financial and income statements. These titles and other format information may be customized here. Also, the default closing account is saved on the section.

#### **Menu Access**

Administrator | System Parameters | GL Tab

Figure: Install-93	🖻 System Wide Parameters												
System Wide Parameters,	GL AP AR CD CR IV AD PR JC JE DM BK Miscellaneous Consolidation												
GE tab screen form.	Financial Statements Reports Titles and Subtotal Accounts												
	Balance Sheet Balance Sheet												
	Income Statement Income Statement												
	Comparative Balance Sheet Comparative Balance Sheet												
	Comparative Income Statement with Percentages Comparative Income Statement with Percentages												
	Comparative Balance Sheet with Variances Comparative Balance Sheet with Variances												
	Comparative Income Statement with Variances Comparative Income Statement with Variances												
	Balance Sheet with Budgets and Variances Balance Sheet with Budgets and Variances												
	Income Statement with Budgets and Variances Income Statement with Budgets and Variances												
	Total Liabilities and Equity Total Liabilities & Equity												
	Gross Margin 🕼 Dollar Sign Gross Margin												
	Income (Loss) From Operations Dollar Sign Income (Loss) From Operations												
	Net Income (Loss) Before Taxes Dollar Sign Net Income (Loss) Before Taxes												
	Net Income (Loss) After Taxes Dollar Sign Net Income (Loss) After Taxes												
	Closing Account												
	Balance Sheet Closing Account 3520 Q Retained Earnings												
	Click on the <save> button to save changes</save>												

#### **Financial Statements Reports Titles and Subtotal Accounts**

The statement and report types shown at the left can have their titles customized with entries in the fields (limited to 40 alphanumeric characters) to the right.

In addition, four of the subtotal accounts allow using or denying the use of dollar signs.

Gross Margin

- Net Income (Loss) Before Taxes
- Income (Loss) From Operations
- Net Income (Loss) After Taxes

#### **Balance Sheet Closing Account**

The System Wide Parameter GL option requires setting the Balance Sheet Closing Account, an essential element to reflect profit or loss on the financial statements. The account will generally be the Retained Earnings (or equivalent) account in the Chart of Accounts. The account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

#### Figure: Install-94

Reports directly accessible by right-clicking on the field name hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
What's This?
Control Access
Control Access

The account number may be entered manually, or the list of GL accounts can be examined by clicking on the

Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. The GL account name will appear to the right of the account code.

## AP Tab

The AP tab allows entry of the default AP account, entry and tracking of the last PO Number, options for line descriptions, default unit cost, and Vendor and AP check options.

### **Menu Access**

Administrator | System Parameters | AP Tab

Figure: Install-95 System Wide Parameters, AP tab screen form.	System Wide Parameters												
	GL AP AR CD CR IV AD PR UN 1C JB DM BK Miscellaneous Consolidation												
	GL       AP.       AP.       CP.       CP.       UN       JC.       JE.       DM.       BK.       Migcellaneous       Consolidation         Default       Gredit Card												
	Click on the <save> button to save changes</save>												

## Accounts Payable

The System Wide Parameter AP option requires setting the Accounts Payable account, an essential default element to properly post accounts payable invoices, etc. The account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

#### Figure: Install-96

Reports directly accessible by right-clicking on the field name hyperlink.

Chart of Accounts Budget Chart of Accounts Tree Structure Departments What's This?	Chart of Accounts	
Chart of Accounts Tree Structure Departments What's This?	Chart of Accounts Budget	
Departments What's This?	Chart of Accounts Tree Structu	re
What's This?	Departments	
	What's This?	
Control Access	Control Access	

The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. The GL account name will appear to the right of the account code.

## Last Purchase Order Number

The field is used to keep track of the last purchase order number assigned by the system. BIS<sup>®</sup> will assign the next consecutive number to the next purchase order created. To reset the system numbering, enter the last number used in the field.

#### **Highest PO Number Used**

The field displays the highest PO Number used to date.

#### **Edit Purchase Order Number**

When the option is checked, the user is allowed to override the system-assigned number at the time a purchase order is entered. Overwriting the number may be necessary if the company uses a system of numbering other than simply consecutive numbers.

#### Auto-increment PO Number using only numbers

When the option is checked, the automatic PO number generated will be number integers only.

### Fill Line Description with Vendor Name on Vendor Invoices

When checked, the feature automatically enters the vendor name in the description field of a line item in a vendor invoice.

🄍 Tip

The feature may be useful with the cost plus reports when selecting costs to bill in the Schedule of Values.

### Fill Line Description with Vendor Name on Purchase Orders

When checked, the feature automatically enters the vendor name in the description field of a line item in a purchase order (if that module is installed). If the Purchase Order is converted to an Invoice, the vendor information will carry forward to the resulting invoice.

#### Fill Vendor Id for new invoices with the last saved Vendor Id

When checked, the feature automatically saves the last used vendor Id for a new vendor invoice.

🄍 Tip

The feature may be useful when entering many invoices from the same vendor.

### **Offer Check Run Report**

When checked, the Check Run Report option will appear when processing AP Checks from the Print AP Check form.

#### **Show Customer ID on Checks**

When checked, the Customer ID will print on the check form where specified below:

#### **Below Company Address**

When selected, the Customer ID will appear below the Company Address on the check form.

#### **Below Vendor Address**

When selected, the Customer ID will appear below the Vendor Address on the check form.

#### **Default Unit Cost**

The feature allows the Administrator to choose the default type of Unit Cost (average, preferred or last) for line items on the associated transactions listed in the following two options.

#### **Default Expiration Dates**

The feature allows the Administrator to choose the default for Expiration Dates found on the Vendor master record form. Vendor requires Workers' Comp Date, Vendor requires Liability Insurance Date and Vendor requires Auto Insurance Date . Options available are Unrestricted, Moderate, and Restricted.

#### Load Default Unit Cost on Vendor Invoices

When checked, the feature automatically loads the default Unit Cost (average, preferred or last) (set above) on Vendor Invoices.

#### Load Default Unit Cost on Purchase Orders

When checked, the feature automatically loads the default Unit Cost (average, preferred or last) (set above) on Purchase Orders. If the Purchase Order is converted to an Invoice, the default Unit Cost information will carry forward to the resulting invoice.

## Allow Edit of Purchase Orders with Activity

When checked, the feature allows a user to modify a Purchase Order which has already had activity applied.

## Allow Edit of Payment Terms on Vendor Invoices

When checked, the feature allows a user to modify a vendor's default payment terms when entering a vendor invoice.

## Show Alert Message When PO's are Fully Applied and Not Closed

When checked, an alert prompt when appear to advise the user that the PO is fully applied and not yet closed.

## Show Alert Message When PO's are Partially Applied and Closed

When checked, an alert prompt when appear to advise the user that the PO is fully applied and not yet closed

## Show Alert Message When PO's are Fully Applied and Not Closed

When checked, an alert prompt when appear to advise the user that the PO is partially applied and is closed.

### Show Customer Id on Check Stub

The Vendor master record permits entry of a customer Id assigned by the vendor. When checked, the feature automatically prints the customer Id on the check stub.

## Allow Duplicate Check Numbers

When checked, this will allow for duplicate check numbers with a different date.

## Allow Joint Check Editing

When checked, this will allow for joint checks to be edited on-the-fly.

## Credit Card Sub-tab

BIS<sup>®</sup> allows users to make payments to vendors via credit cards. The system will show that vendor's invoice will have been either fully or partially paid, and will create a new invoice from the credit card vendor for the amount of the payment. Thus, while the amount of Accounts Payable will remain the same, the vendor will be changed. The Credit Card tab of the System Wide Parameters contains settings that affect Credit Card payments and discounts taken. The last internal invoice number can be set, as well as to allow or prevent the user from editing the number.

## 🄍 Tip

The CC tab is available with the Professional and Enterprise Editions.

## **Menu Access**

Administrator | System Wide Parameters | CC Tab

#### Figure: Install-120 System Wide Parameters • × Administrator, System GL AP AR CD GR IV AD PR UN 1C JB DM BK Miscellaneous Consolidation Default Credit Card Wide Parameters, CC tab Credit Card Account 2950 Q Credit Card Suspense screen form showing Q Discounts Taken-A/P Discount Taken Account 5090 account options. 12994033 Z Edit Internal Invoice Numbe Last Internal Invoice Number Click on the <Save > button to save changes

#### Credit Card Account

The field is used to record the default credit card suspense account. The account number may be selected from the Chart of Accounts by using the Find tool. Please note that the underlined Credit Card Account title is a

## I-102

hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Default Credit Card Account hyperlink accesses a selection of reports that can be directly accessed.

## **Discount Taken Account**

The field is used to record the default account used for posting discounts taken on AP invoices. The account number may be selected from the Chart of Accounts by using the Find tool. Please note that the underlined Discount Taken Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Taken Account hyperlink displays a selection of reports that can be directly accessed.

## Last Internal Invoice Number

The field is used to keep track of the last internal invoice number assigned by the system. BIS<sup>®</sup> will assign the next consecutive number to the next internal invoice created. To reset the system numbering, enter the last number used in the field.

## **Edit Purchase Order Number**

When the option is checked, the user is allowed to override the system-assigned number at the time a credit card payment is entered. Overwriting the number may be necessary if the company uses a system of numbering other than simply consecutive numbers.

## 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.

## AR Tab

The Accounts Receivable tab of the System Wide Parameters contains default settings that affect Accounts Receivable, including default GL accounts, options to provide quicker searches, Cost of Goods Sold options, entering and tracking document numbers, print options, and more.

## Menu Access

Administrator | System Wide Parameters | AR Tab

#### Figure: Install-97 System Wide Parameters - -Administrator, System GL AP AR CD CR IV AD PR JC JB DM BK Miscellaneous Consolidation Wide Parameters, AR tab 1110 Q Accounts Receivable-Trade Contract Receivable Account screen form showing 4030 G Freight Revenue Freight Account account and other options. Automatic Cost of Goods Sold Option Account 5010 Cost of Contracts-Labor 2610 Q Sales Tax Pavable-State Sales Tax Liability Account 4040 Q (Discounts Allowed-A/R) Discounts Allowed Account 8010 Q Interest Income Interest Income Account Restrict GL Accounts in Contract Invoices, SO, CM, DM to Contract Accounts for Job Transactions Default Unit Cost to transfer COGS Average Cost Set Automatic Cost of Goods Sold Option Transfer SO lines to Invoices with Oty Shipped equal to zero Remove transferred lines from SO with Qty Shipped equal to zero Last Invoice/CM/DM Number 1010 Edit Invoice/CM/DM Number 1000 V Edit Sales Order Number Last Sales Order Number Fill Line Description with Customer Name on Invoices/Credit Memos/Debit Memos Fill Line Description with Customer Name on Sales Orders Do not show the Oversold Situation Message on Invoices/Credit Memos/Debit Memos Do not show the Oversold Situation Message on Sales Orders Print Options V Print Standard Message 📝 Retain Standard Message until changed Click on the <Save> button to save changes

## **Contract Receivable Account Number**

The field is used to record the default contract receivable account. The number may be selected from the Chart of Accounts by using the Find tool. Please note that the Accounts Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Accounts Receivable Account hyperlink accesses a selection of reports that can be directly accessed.

## **Freight Account Number**

The field is used to record the default freight account. The number may be selected from the Chart of Accounts by using the Find tool. Please note that the Freight Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Freight Account hyperlink displays a selection of reports that can be directly accessed.

## **Cost of Goods Sold Account Number**

The field records the default cost of goods sold account. The number may be selected from the Chart of Accounts by using the Find tool. Please note that the Cost of Goods Sold Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Cost of Goods Sold Account hyperlink displays a selection of reports that can be directly accessed.

## Sales Tax Liability Account Number

Records the default sales tax liability account. The Sales Tax Account can be entered manually or by using the Find tool. Please note that the Sales Tax Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Sales Tax Account hyperlink displays a selection of reports that can be directly accessed.

## I-104

## **Discounts Allowed Account Number**

The field is used to records the default discounts allowed account. The Discount Allowed Account can be entered manually or by using the Find tool. Please note that the Discounts Allowed Account number is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Allowed Account hyperlink displays a selection of reports that can be directly accessed.

## Interest Income Account Number

The field is used to records the default interest income account. The Interest Income Account can be entered manually or by using the Find tool. Please note that the Interest Income Account number is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Interest Income Account hyperlink displays a selection of reports that can be directly accessed.

## **Restrict GL Accounts in Contract Invoices, SO, CM, DM to Contract Accounts for Job Transactions**

When the option is checked, BIS<sup>®</sup> will limit the account numbers that can be listed or entered for line items to those accounts that are marked as a job cost type other than None in the Chart of Accounts.

## **Default Unit Cost to transfer COGS**

The option is used to set the default unit cost to be used when the cost is processed in the Cost of Goods Sold option (next option).

## Automatic Cost of Goods Sold Option

When the option is checked, BIS<sup>®</sup> will automatically update the inventory and cost of goods sold account when an invoice is run.

## Transfer SO lines to Invoices with Qty Shipped equal to zero

When the option is checked, BIS<sup>®</sup> will automatically change the quantity shipped to zero when a sales order is converted to a sales invoice.

## Remove Transferred lines from SO with Qty Shipped equal to zero

When the option is checked, BIS<sup>®</sup> will automatically remove lines when a sales order is converted to a sales invoice and when the quantity shipped on that line is equal to zero.

## Last Invoice/CM/DM Number

The field is used to keep track of the last customer invoice number assigned by the system. BIS<sup>®</sup> will assign the next consecutive number to the next invoice, credit memo or debit memo created. To reset the system numbering, enter the last number used in the field.

## Edit Invoice/CM/DM Number

When the option is checked, the user is allowed to override the system-assigned number at the time an invoice is entered. The feature may be necessary to use if the company uses a system of numbering other than simply consecutive numbers.

## Last Sales Order Number

As with invoice numbers, BIS<sup>®</sup> uses the field to determine the next consecutive number to assign to the next sales order created. The field can be used to reset the sales order numbering.

## **Edit Sales Order Number**

The field should be checked to allow the user to manually assign numbers to sales orders.

## Fill Line Description with Customer Name on Invoices/Credit Memos/Debit Memos

When the option is marked, BIS<sup>®</sup> will automatically enter the customer name in the description field for invoices, credit memos, and debit memos.

### Fill Line Description with Customer Name on Sales Orders

When the option is marked, BIS<sup>®</sup> will automatically enter the customer name in the description field for sales orders.

## **Print Standard Message**

When the field is checked, a standard message can be printed on invoices.

## Retain Standard Message until changed

When the field is checked, any pre-existing standard message will remain until it is changed.

## 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.

## CD Tab

The Cash Deposits tab of the System Wide Parameters contains settings that affect Accounts Receivable.

#### **Menu Access**

Administrator | System Wide Parameters | CD Tab

Figure: Install-98 Administrator, System Wide Parameters, CD tab screen form showing account options.	GL       AP       AP       QC       QR       IV       AD       PR       JC       JB       DM       BK       Migcellaneous       Cgnsolidation         Cash Account       1020       QC       Cash In Bank       Discount Taken Account       5090       QD Discounts Taken-A/P         Allow duplicate check numbers       Allow duplicate check numbers       Allow duplicate check numbers       Allow duplicate check numbers	
	Click on the <save> button to save changes</save>	

#### **Cash Account**

The field is used to record the default cash disbursements account. The account number may be selected from the Chart of Accounts by using the Find tool. Please note that the Cash Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Default Cash Account hyperlink accesses a selection of reports that can be directly accessed.

#### **Discount Taken Account**

The field is used to record the default account used for posting discounts taken on AP invoices. It may be selected from the Chart of Accounts by using the Find tool. Please note that the Discount Taken Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Taken Account hyperlink displays a selection of reports that can be directly accessed.

#### 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.

## CR Tab

The Cash Receipts tab of the System Wide Parameters contains settings that affect the posting of Cash Receipts.

## Menu Access

Administrator | System Wide Parameters | CR Tab

<b>Figure: Install-99</b> Administrator, System Wide Parameters, CR tab	System Wide Parameters														- • •	
	GL	AP	AR	CD	CR	ĪV	AD	PR	UN	JC	JB	DM	BK	Miscellaneous	Consolidation	
screen form showing	Cas	sh Acc	count				1	1052			Q	Indeper	ndent	Bank/#2109 che	ecking	
screen form showing	Dis	count	Allowe	d Acco	ount		8	3130			Q,	Discoun	ts Giv	en/Taken		
account options.		Disco	unt Ov	erwrite	Restr	icted										
	Allow Discount on Customer Partial Payments															
	Allow Overpayment on Customer Invoices															
	Credit Card															
	Enable OpenEdge Integration															
	Account Token															
			Amer Diner Disco JCB Mast Visa	types rican E rs Club over erCarc	enable xpress	d for	the i	ntegra	tion						Last Order Id	

## **Cash Account**

The field is used to record the default cash account to which customer and other payments will be posted. The account may be selected from the Chart of Accounts by using the Find tool. Please note that the Cash Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Default Cash Account hyperlink accesses a selection of reports that can be directly accessed.

## **Discount Allowed Account**

The field is used to record the default account used for posting discounts allowed to customers. The entry may be selected from the Chart of Accounts by using the Find tool. Please note that the Discount Allowed Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Allowed Account hyperlink displays a selection of reports that can be directly accessed.

### **Discount Overwrite Restricted**

When the box is checked, a user cannot overwrite the payment terms discount allowed in the Customer Payments and other cash receipt screen forms.

#### Allow Discount on Customer Partial Payments

When the box is checked, discounts are allowed on date qualified partial payments from customers. When the box is not checked, discounts on partial payments are not allowed, even if they were received prior to the discount date.

## 🄍 Tip

Consideration should be given to whether company policy allows a discount to be applied to a prompt partial payment, rather than the prompt, full payment of an invoice.

#### 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.

## IA Tab

The Inventory Account tab of the System Wide Parameters contains settings that affect Inventory, including the default GL account and the unit cost to load.



### Menu Access

Administrator | System Wide Parameters | IA Tab

Figure: Install-100 Administrator, System Wide Parameters, IA tab screen form showing account options.	System Wide Parameters  AP AP CP CR IV AD PR JC JB DM BK Migcellaneous Consolidation  Inventory Account  Default Unit Cost to load  Average Cost  Coad Default Unit Cost on Inventory Adjustments  Allocate inventory to non inventory account  Alert Inventory Balance when it is  0.00 % or less	
	Click on the <save> button to save changes</save>	

#### **Inventory Account**

The field is used to record the default inventory account. The number may be selected from the Chart of Accounts by using the Find tool. Please note that the Inventory Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Inventory Account hyperlink accesses a selection of reports that can be directly accessed.

#### **Default Unit Cost to load**

The feature allows the Administrator to choose the type of Unit Cost (average, preferred or last) that defaults for line items on the Inventory Adjustment transactions, if permitted below.

#### Load Default Unit Cost on Inventory Adjustments

When checked, the feature automatically loads the default Unit Cost (average, preferred or last) (set above) on Inventory Adjustments.

## 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.

#### I-108

## AD Tab

The Apply Deposits tab of the System Wide Parameters contains settings that affect Accounts Receivable.

#### Menu Access

Administrator | System Wide Parameters | AD Tab

Figure: Install-101 Administrator, System Wide Parameters, AD tab screen form showing account options.	System Wide Parameters         GL       AP       AR       CD       CR       IV       AO       PR       2C       3B       DM       BK       Migcellaneous       Consolidation         Apply Deposit Account       2060       Customer Deposits       Discount Allowed Account       4700       CR       Returns and Allowances	
	Click on the <save> button to save changes</save>	

### **Apply Deposit Account**

The field is used to record the default deposit account to which customer deposits will be posted. The account number may be selected from the Chart of Accounts by using the Find tool. Please note that the Apply Deposit Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Default Deposit Account hyperlink accesses a selection of reports that can be directly accessed.

#### **Discount Allowed Account**

The field is used to record the default account used for posting discounts allowed to customers. Th account may be selected from the Chart of Accounts by using the Find tool. Please note that the Discount Allowed Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Allowed Account hyperlink displays a selection of reports that can be directly accessed.

#### Save the Changed Record

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

## **PR Tab**

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

🄃 Tip

The PR tab will only be available if the Payroll module is installed.

### **Menu Access**

Administrator | System Wide Parameters | PR Tab

Figure: Install-102 Administrator, System Wide Parameters PR tab	🖻 System Wide Parameters													
	GL AP	AR CD	CR		D PR	UN	JC	JB	DM BK	Miscellaneous	Consolidation			
Accounts sub-tab screen	Accounts	Default	Taxe	es <u>C</u> u	istom App	Cer	rtified P	ayn	oll Direct	Deposit				
form.	Cash Acco	unt			1052		C	۱	independent	Bank/#2109 che	ecking			
	PR Advanc	e Account			1320		C	¥ E	Employee Ad	dvance				
	Accrue	Workers' C	Comp. ti	o the G	eneral Led	lger								
	Workers' C	Comp. Paya	ble Acc	ount	2240		С	۷ ¥	Norkers Com	np Payable				
	Workers' C	Comp. Expe	nse Ac	count	6260	260		۹ I	Insurance - W/C					
	Click on the <	Save> but	ton to s	ave ch	anges									

## Accounts Sub-tab

## Cash Account

The field is used to record the default cash account to which payroll payments will be posted. The account number may be selected from the Chart of Accounts by using the Find tool. Please note that the underlined Cash Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink accesses a selection of reports that can be directly accessed.

## PR Advance Account

The field is used to record the default account used for posting payroll advances to employees. The account number may be selected from the Chart of Accounts by using the Find tool. Please note that the underlined PR Advance Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the PR Advance Account hyperlink displays a selection of reports that can be directly accessed.

## Accrue Workers' Comp. to the General Ledger

When the box is checked, the company worker's compensation contributions processed in the Payroll module will be posted to the General Ledger to the payable and expense accounts listed immediately below.

## Workers' Comp. Payable Account

The field is used to record the default payable account to which Workers' Compensation payables, processed in payroll, will be posted. The account number may be selected from the Chart of Accounts by using the Find tool. Please note that the underlined Workers' Comp. Payable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Workers' Comp. Payable Account hyperlink accesses a selection of reports that can be directly accessed.

form.

### Workers' Comp. Expense Account

The field is used to record the default payable account to which Workers' Compensation expenses, processed in payroll, will be posted. The account number may be selected from the Chart of Accounts by using the Find tool. Please note that the underlined Workers' Comp. Expense Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Workers' Comp. Expense Account hyperlink accesses a selection of reports that can be directly accessed.



## **Default Sub-tab**

#### Apply Company FICA to Job Cost

When the box is checked, the company FICA and Medicare expense will be applied to Job Cost as a component of Burden.

#### Trade Classification to Overwrite Employee Wage Rates

Select the option to overwrite the employee wage rates with the Trade Classification rates.

#### Use Cost Code Payroll Defaults

Select the option to use the payroll settings from the Default tab of the Cost Code Library form.

#### Overwrite Default Tax Withholding and Unemployment States

Select the option to overwrite the default state settings for withholding and unemployment taxes.

#### Allow Duplicate Check Numbers

Select the option to allow for duplicate check numbers in payroll which allows for the same check number with a different check date.

#### Allow Negative Tax Deferred in Payroll Checks

Select the option to allow for negative Tax Deferred amount which may be needed to adjust an employee's related Tax Deferred amount under special circumstance.

#### Distribute Reg Hrs using TAB key when over 8 hrs

Select this option to active the TAB key feature for distributing the number of hours over 8 to the OT and DT fields.

## **Offer Check Run Report**

Select the option to have the Check Run Report option launch at the end of the Print PR Checks process when printing payroll checks.

### Departmentalize Payroll Assets Accounts Departmentalize Payroll Payable & Liability Accounts Departmentalize Payroll Expense Accounts

When one of the boxes for one of these options is checked, the system provides information about possible prior department settings.



Not all categories of Payroll must be departmentalized. If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.

## Allow a Check Date Prior to the Pay Period Date

Select the option to allow s check date to be prior to the Pay Period date when completing the payroll check process.

#### Show Company Address on Checkstub

Select the option to have the company address appear on the payroll check stub.

#### Load Default Workers' Comp. Classification from:

Provides options as to where the default Worker's Comp Classification iformation will come from in BIS when processing payroll.

## **Employees (using Tax Withholding State)**

Selecting this the option will recognize the Default Tax Withholding State on the State tab of the Employee's master record as the default Workers' Comp State and the Employee's Default Workers' Comp Classification for processing payroll.

#### **Cost Code Library**

Selecting this the option will recognize the Workers' Comp. State and Workers Comp. Classification found on the Default tab of the Cost Code's master record in the Cost Code Library.

## **Employees (Using Job State)**

Selecting this the option will recognize the Job's State as the Workers' Comp. State while using the Employees Default Workers Comp. Classification which may be changed on-the-fly for processing payroll.

## **Employees (using Workers' Comp State)**

Selecting this the option will recognize the Default Workers' Comp State on the State tab in the Employee's master record as the default Workers' Comp State and the Employee's Default Workers' Comp Classification which may be changed on-the-fly for processing payroll.

## Vacation & Sick Leave Accruals

## Allow to Use More Vacation Hours than Available

Selecting this the option allow the employee to use more vacations than available or accrued.

## Allow to Use More Vacation Hours than Available

Selecting this the option allow the employee to use more sick pay than available or accrued.

## **Reduce Hours Taken Before Check is Posted**

Selecting this the option reduces the accrued hours available prior to posting the payroll check.

## Use plan "Beginning Accruing Date" to Calculate Plan Limits

Selecting this the option uses the employees' "Beginning Accruing Date" rather than the start of the Calendar Year as the date to initiate accruing.

#### Taxes Sub-tab

Provides the option of selecting the Calendar Year to set Federal and State tax related settings.

#### Figure: Install-102B

Administrator, System Wide Parameters PR tab Taxes sub-tab screen form.



## Federal Tax Information Button

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

## State Tax Information Button

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

## I-114

## Federal Tax Information Button

The form, opened from the Payroll (PR) tab of the System Wide Parameters, is used to set and maintain all federal tax information that is required to complete payroll. The information includes limits and rates, withholding account numbers for the general ledger, and tax identification numbers. The Federal Tax Information screen form must be properly completed before entering any payroll information. Failure to do so will result in incorrect computation of the payroll information. Care must be taken when completing the information to ensure the accuracy of the reports computed from it. The Federal tab is used for recording related general information.

For greater security, the Federal income tax rates are loaded automatically into BIS<sup>®</sup> and cannot be changed. Annual income tax updates are available from MICS.

#### Menu Access

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

## Federal Tax Information – Federal Tab

### **Employer Federal Tax ID**

The field is used to record the company's federal tax identification number, required for all federal reporting forms.

Figure: Install-105	🖻 Federal Tax Informatio
PR tab, Federal Tax Information, Federal tab	Employer Federal Tax ID
screen form.	Federal Withholding Acc

	lax mormation calend						
ederal	FICA Social Security Tax	FICA Medicare Ta	×F	UTA Tax			
Employer	Federal Tax ID	770000000000					
Federal N	Withholding Account	2210	q	Payroll Taxe	s Payable-FIT		
Feder	al Tax Withholding calculation	on by Employee and	Stat	2			
Roun	d federal withholding to the	nearest dollar					
ale	ndar Year	:				Save	Close

## **Federal Withholding Account**

The field is used to record the default federal withholding account that will be increased when posting payroll checks. The information may be selected from the Chart Accounts by using the Find tool.

## Federal Tax Withholding Calculation by Employee and State

The option only applies if one or more employees receive paychecks for separate states. If the option is checked, BIS® will calculate an employee's federal tax withholding separately for each state. If not, BIS® will calculate federal tax based on the gross pay for both (or all) states for taxing limits, then pro-rate the federal tax amount for each check.

## **Round Federal Withholding to the Nearest Dollar**

Selecting this option rounds the Federal withholding to the nearest dollar amount.

#### Save the Changed Record

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

## Federal Tax Information – FICA Social Security Tax Tab

The FICA Social Security Tax tab is used for recording detailed information related to Federal Insurance Contributions Act (FICA) Social Security withholdings.

# **L** Caution

For BIS<sup>®</sup> to correctly compute the withholding amount for each employee, the data entered here must be accurate.

tab, Federal Tax	FICA <u>Social Security</u> Tax	FICA Medicare T	ax	F <u>U</u> TA Tax	
ormation, FICA Social Tax R	ate (Employee)	0.06200			
	limit	137,700.00		No Limit	
n. Social	Security Withholding Account	2220	Q	Payroll Taxes Payable-FICA	
Social	Security Expense Account	7005	q	Payroll Tax Expense-G&A	
Cal	endar Year:			Save	ose

## Tax Rate

The field is used to record the tax rate for FICA social security tax. BIS® will use the rate to calculate social security withholdings based on the employee's gross earnings.

## Wage Limit

The field is used to record the wage limit for social security withholdings. Once an employee's gross wages exceed the limit, BIS<sup>®</sup> will not deduct social security tax from that employee's pay. If there is no wage limit for the tax, the No Limit box should be checked.

## Social Security Withholding Account

The field is used to record the default withholding account that will be increased when BIS<sup>®</sup> posts the totals of the employees' portion of social security tax from payroll. The account number may be selected from the Chart Accounts by using the Find tool.

## Accrue Social Security Tax to the General Ledger

Accruing the social security contributions prior to payment is optional. If these contributions should be accrued to the general ledger, the box should be checked and will enable the fields below to enter the payable and expense accounts.

## Social Security Payable Account

If the amount of the social security contribution is to be accrued prior to payment, the Payable Account that will be increased when posting payroll is recorded here.

## **Social Security Expense Account**

If the amount of the social security contribution is to be accrued prior to payment, the Expense Account that will be decreased when posting payroll is recorded here.

## Save the Changed Record

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

## Federal Tax Information – FICA Medicare Tax Tab

The FICA Medicare Tax tab is used for recording detailed information related to Federal Insurance Contributions Act (FICA) Medicare withholdings.

jure: Install-107	🖻 Federal Tax Information - Calen	dar Year:			
tab. Federal Tax	Eederal FICA Social Security Tax	FICA <u>M</u> edica	re Tax	F <u>U</u> TA Tax	
ormation, FICA dicare Tax tab screen	Tax Rate 0.01450	√No Limit	Additiona	l Medicare Tax	
rm.			Threshol	d for Single	200,000.00
			Threshol	d for Married Filing Jointly	250,000.00
			Threshol	d for Married Filing Separately	125,000.00
			Additiona	al Medicare Rate	0.00900
	Medicare Withholding Account	2220	Q	Payroll Taxes Payable-FICA	]
	Accrue Medicare Tax to the Ger	neral Ledger			
	Medicare Payable Account	2220	Q	Payroll Taxes Payable-FICA	1
	Medicare Expense Account	7005	Q	Payroll Tax Expense-G&A	

#### Tax Rate

The field is used to record the tax rate for FICA Medicare tax. BIS® will use the rate to calculate Medicare withholdings based on the employee's gross earnings.

#### Wage Limit

The field is used to record the wage limit for Medicare withholdings. Once an employee's gross wages exceed the limit, BIS<sup>®</sup> will not deduct Medicare tax from that employee's pay. If there is no wage limit for the tax, the No Limit box should be checked.

#### Social Security Withholding Account

The field is used to record the default withholding account that will be increased when BIS® posts the totals of the employees' portion of social security tax from payroll. The may be selected from the Chart Accounts by using the Find tool.

## Accrue Medicare Tax to the General Ledger

If Medicare contributions should be accrued to the general ledger, the box should be checked and will enable the fields below to enter the payable and expense accounts.

## **Medicare Payable Account**

If the amount of the Medicare contribution is to be accrued prior to payment, the Payable Account that will be increased when posting payroll is recorded here.

#### Medicare Expense Account

If the amount of the Medicare contribution is to be accrued prior to payment, the Expense Account that will be decreased when posting payroll is recorded here.

## Save the Changed Record

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

## Federal Tax Information – FUTA Tax Tab

The FUTA Tax tab is used for recording detailed information related to employer Federal Unemployment Tax Act (FUTA) taxes.

<b>A</b> Caution	For BIS <sup>®</sup> to correctly employee, the data ent	y compute ered here n	e the company's tax nust be accurate.	x obligation for each
Figure: Install-108 System Wide Parameters	🖻 Federal Tax Information - Calen	dar Year:		
PR tab, Federal Tax	<u>F</u> ederal FICA <u>S</u> ocial Security Tax	FICA Medicare Tax	FOTATAX	
Information, FUTA Tax tal	b Tax Rate	0.06000	0	
screen form	Maximum Credit	0.05400	Apply Net Tax Rate	
Screen form.	Net Tax Rate	0.00600		
	Wage Limit	7,000.00	No Limit	
	FUTA Payable Account	2230 Q	Payroll Taxes Payable-FUTA	
	FUTA Expense Account	7005 Q	Payroll Tax Expense-G&A	
	Calendar Yea	r:	Sa	uve <u>G</u> lose

## Tax Rate

The field is used to record the tax rate for FUTA tax.

## **Maximum Credit**

The field is used to record the maximum Federal tax rate credit for FUTA tax.

#### **Net Tax Rate**

The field displays the net Federal tax rate for FUTA tax, and is the Tax Rate minus the Maximum Credit..

## Apply Net Tax Rate/Apply Tax Rate

If the company computes the FUTA tax based on the Net Tax Rate, the Apply Net Tax Rate selection should be chosen. If the entire tax rate is to be applied, the Apply Tax Rate selection should be chosen.

# **L** Caution

Most employers choose to apply the net tax rate. Each employer should check with their tax advisor to make the correct choice.

## Wage Limit

The field is used to record the wage limit for employer FUTA taxes. Once an employee's gross wages exceed the limit, BIS<sup>®</sup> will not accrue the employer's FUTA tax for that employee's pay. If there is no wage limit for the tax, the No Limit box should be checked.

## Accrue FUTA Tax to the General Ledger

If FUTA tax should be accrued to the general ledger, the box should be checked and will enable the fields below to enter the payable and expense accounts.

## **FUTA Payable Account**

If the amount of the FUTA tax is to be accrued prior to payment, the Payable Account that will be increased

when posting payroll is recorded here.

## **FUTA Expense Account**

If the amount of the FUTA tax is to be accrued prior to payment, the Expense Account that will be decreased when posting payroll is recorded here.

## Save the Changed Record

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

## State Tax Information Button

The form, opened from the Payroll (PR) tab of the System Wide Parameters, is used to activate states for payroll use by the company.

## Menu Access

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

	Mark	State	Name	Tax	
ab, State Tax	▶	AK	Alaska		
mation screen form		AL	Alabama		
		AR	Arkansas		
		AZ	Arizona		
	$\checkmark$	CA	California		
		CO	Colorado		
		CT	Connecticut		
		DC	District of Columbia		
		DE	Delaware		
		FL	Florida		
		GA	Georgia		
		HI	Hawaii		
		IA	Iowa		
		ID	Idaho		
		IL	Illinois		
		IN	Indiana		
		KS	Kansas		
	<				>

Each of the 50 U.S. states, the District of Columbia and Puerto Rico are displayed. To select a state, simply place a checkmark in the box shown in the Mark column on the line for that state. If a state is not marked here, it will not be available for selection in the State Tax tab of the Employees record, and therefore will not be allowed for use in payroll entry.

Once a state is activated, the Tax column button must be used to open the State Tax Information form for that individual state. In that form, the tax information that is required to complete payroll can be set and maintained. The tax information includes limits and rates, withholding account numbers for the general ledger and tax identification numbers.

#### Caution 1

The individual State Tax Information form must be properly completed for each state to be used for payroll before entering any payroll information. Failure to do so will result in incorrect computation of all payroll information. Care must be taken when completing the information to ensure the accuracy of the reports computed from it.

## 🄃 Tip

Most state tax information is similar to other states. California is used in the following pages as an example.

## State Tax Information – State Tab

<b>Figure: Install-110</b> System Wide Parameters PR tab. State Tay	El California Tax Information - Calendar Year:
Information, State tab screen form.	Employer State Tax ID       111111111         State Withholding Account       2240         Round state withholding to the nearest dollar         Form DE-6/DE 9C         Exemption Status (DE-6/DE 9C)         None         Top Mark Adjustments         Right       0         inches         Bottom Mark Adjustments         Left       0         inches         Bottom       0
	Calendar Year: Save Close

## ▲ Caution

The individual State Tax Information form must be properly completed for each state to be used for payroll before entering any payroll information. Failure to do so will result in incorrect computation of all payroll information. Care must be taken when completing the information to ensure the accuracy of the reports computed from it.

#### **Employer State Tax ID**

The field is used to record the company's state tax identification number required for all reporting forms for the selected state.

#### State Withholding Account

The field is used to record the default federal withholding account that will be increased when posting payroll checks. The information may be selected from the Chart Accounts by using the Find tool.

#### Save the Changed Record

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

## State Tax Information – California State Tab

The State of California has a specific quarterly tax withholding form DE-6 that lists each employee. BIS<sup>®</sup> includes the DE-6 forms (Form, Worksheet, and Submittable). The form requires unique settings. The margin adjustment apples to the Submittable form only. It also includes a selection of the correct Exempt Status that includes: None, Religious Exempt, Sole Stockholder, and Third Party Sick Pay.

The available adjustments are in 1/64" increments from  $-\frac{1}{2}$ " to  $+\frac{1}{2}$ ".

Figure: Install-111	🖻 California Tax Information -	Calendar	
PR tab, State Tax	<u>State</u> SUTA SDI Tax De	ferred	
Information, California, State tab screen form.	Employer State Tax ID State Withholding Account Round state withholding to Form DE-6/DE 9C Exemption Status (DE-6/DE 9C Top Mark Adjustments Top 2/64" (1/32") Right 1/64" Bottom Mark Adjustments Left -2/64" (-1/32")	1111111111       Q Payroll Taxes Payable-SIT         the nearest dollar	
	Bottom 2/64°(1/32')	inches	Save Close

A diagram is also included in the screen form to show the relative movement of the adjustment on the final print.



At the time of publication, California required that the specification shown below is followed by those submitting the DE-6. The tolerance is 1/32". It is vital to check with the state agency to see whether these standards have changed.



🄍 Tip

Check the margin settings, especially if the selected printer is changed.

### Save the Changed Record

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

## State Tax Information – SUTA Tax Tab

The SUTA Tax tab is used for recording detailed information related to employer State Unemployment Tax Act (SUTA) tax.



For BIS $^{\otimes}$  to correctly compute the company's state tax obligation for each employee, the data entered here must be accurate.

R tab, State Tax	State SUTA SDI Tax	Deferred			
formation, SUTA Tax tab	Tax Rate	0.03400			
reen form.	Wage Limit	7,000.00		No Limit	
	Accrue SUTA Tax to the	General Ledger			
	SUTA Payable Account	2260	Q	Payroll Taxes Payable-State Unem	
	SUTA Expense Account	7005	Q,	Payroll Tax Expense-G&A	
	ETT	x			
	ETT Tax Rate	0.00000			
	ETT Wage Limit	7,000.00			
	Accrue ETT to the Gene	ral Ledger			
	ETT Payable Account		Q,		
	ETT Expense Account		Q,		

#### Tax Rate

The field is used to record the tax rate for SUTA tax.

#### Wage Limit

The field is used to record the wage limit for employer SUTA tax. Once an employee's gross wages exceed the limit, BIS<sup>®</sup> will not accrue the employer's SUTA tax for that employee's pay. If there is no wage limit for the tax, the No Limit box should be checked.

### Accrue SUTA Tax to the General Ledger

If FUTA tax should be accrued to the general ledger, the box should be checked and will enable the fields below to enter the payable and expense accounts.

#### **SUTA Payable Account**

If the amount of the SUTA tax is to be accrued prior to payment, the Payable Account that will be increased when posting payroll is recorded here.

#### **SUTA Expense Account**

If the amount of the SUTA tax is to be accrued prior to payment, the Expense Account that will be decreased when posting payroll is recorded here.

### Save the Changed Record

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

## State Tax Information – SDI Tax Tab

The SDI Tax tab is used for recording detailed information related to employee State Disability Insurance Act (SUTA) withholdings.

# Caution

For BIS<sup>®</sup> to correctly compute the employee's state tax obligation for each employee, the data entered here must be accurate.

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

<b>Figure: Install-113</b> System Wide Parameters PR tab, State Tax Information, SDI Tax tab screen form.	California Tax Information State SUTA SDI Tax E Withhold for State Disabil Tax Rate Wage Limit SDI Withholding Account	- Calendar Year: Deferred ity Insurance (SDI) 0.00900 104,378.00 2250	☐ No Limit Q Payroll Taxes Payable-State Disabi	
	Calendar Yo	ear:		Save Close

## Tax Rate

The field is used to record the tax rate for SDI tax.

## Wage Limit

The field is used to record the wage limit for the employee's SDI withholdings. Once an employee's gross wages exceed the limit, BIS<sup>®</sup> will not accrue the employer's SDI tax for that employee's pay. If there is no wage limit for the tax, the No Limit box should be checked.

## **SUTA Withholding Account**

If the amount of the SDI tax is to be accrued prior to payment, the Payable Account that will be increased when posting payroll is recorded here.

## Save the Changed Record

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

### State Tax Information – Tax Deferred Tab

The list displays all types of tax deferred adjustments defined for the company in the Tax Deferred file. Highlight an adjustment in order to specify whether the employee and company contributions should be included or excluded in the calculation for each type of state tax.

▲ Caution

For BIS<sup>®</sup> to correctly compute the employee's state tax obligation for each employee, the data entered here must be accurate.

🔍 Tip

Tax deferred plans shown in the example are defaults initially offered in BIS<sup>®</sup>. Once other tax deferred plans are established by a user elsewhere in the program, they will be listed in the screen, and should be appropriately set for state taxes



## **Employee Contribution**

These options specifies whether the employee contribution for the selected plan should be deducted prior to calculating the state income tax, SUTA, or SDI.

## **Company Contribution**

These options specify whether the company contribution for the selected plan should be included in the employee's wages prior to calculating the state income tax, SUTA, or SDI.

#### 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.

#### Custom App Sub-tab

Provides settings for the available Custom App which emails Payroll Check stubs.

Figure: Install-114A System Wide Parameters	System Wide Parameters
System Wide Parameters PR tab, Custom App Sub- tab form.	GL       AP       AP       CP       CP       UN       2       B       Migcellaneous       Cgnolidation         Accounts       Default       Taxes       Custom Appl       Certified Payroll       Direct Degosit         Custom       Application to reprint/email Payroll       Check Stub       System Laser       Certified Payroll       Check Stub       System Laser       Custom Application to reprint/email Payroll       Check Stub       Output Form to reprint/email Payroll       Check Stub       System Laser       Custom Application address to use when emailing Payroll       Check Stub       Output Form State       Custom Application address       Custom Application address       Email       Custom Application to reprint/email Payroll       Check Stub       Output Form to reprint/email Payroll       Check Stub       System Laser       Custom Application address       Custom Application address       Email       Custom Application address       Custom Application address       Custom Application address       Email       Custom Application address       Custom Application address
	Click on the <save> button to save channes</save>

### **Custom Application to reprint/email Payroll Check Stub**

Used to browse, selection and identify the custom application used for this purpose.

### **Output Form to reprint/email Payroll Check Stub**

Used to selection the output type printer option for reprinting and emails.

### Employee email address to use when emailing Payroll Check Stub

Provides the option of using either the Business email or Personal Email field from the employee master records.

#### **Certified Payroll Sub-tab**

Provides optional settings for processing Certified Payroll.

### Figure: Install-114B

System Wide Parameters PR tab, Certified Payroll Sub-tab form.

Gr	AP	AR	CD	CR	ĪΛ	AD	PR	UN	<u>ј</u> С	J₿	DM	BK	Miscellaneou	is Consolidation	
Acco	ounts	Def	ault	Taxe	s 🤆	ustom	Арр	Cer	tified	Payı	oll	Direct	t De <u>p</u> osit		
	Includ Combi	le emp ine Re	oloyee gular	s with & Cert	no tr	ade cla Tabs	assifica	ation							
	Accrue	e Fring	ge Ber	hefits	to the	Gene	ral Leo	lger							
Par	vable A	Accour	nt						a						
Exp	oense .	Accou	int						G						

### Include employees with no Trade Classification

Check this option to include employees which do not have a default Trade Classification set in their Employee master file.

### **Combine Regular & Certified Tabs**

Checking this option to combines the Certified tab with the Hours tab in Payroll Hours and Adjustments and the Cash Disbursement Payroll Check form eliminating the Certified tab.

### Accrue Fringe Benefits to the General Ledger

Check this option to accrue Fringe Benefits to the General Ledger then enter or select the Payable and Expense accounts in the fields below.

### **Payable Account**

Select or enter the Payable account for accruing Fringe Benefits.

### **Expense Account**

Select or enter the Expense account for accruing Fringe Benefits.

### **Direct Deposit Sub-tab**

Provides settings for the available Custom App which emails Payroll Check stubs.

### **Direct Deposit**

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

**W Tip** The Direct Deposit function is available with the Professional or Enterprise Editions.

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

#### Save the Changed Record

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

## **Direct Deposit Information Button**

The National Automated Clearing House Association (NACHA), from whose initials the more commonly used "ACH" was derived, governs the direct deposit standards used by banks nationally. The direct deposit features within BIS<sup>®</sup> will allow users to create an ACH standard file to send to the bank for electronic payroll distribution. Consult with the bank to be sure what method they use to receive these files. Many banks have their own proprietary software to send the file, and others allow a file to be sent to them directly via a secure Internet connection, email, floppy disk, or CD.

## 🄍 Tip

The Direct Deposit function is available with the Professional or Enterprise Editions.

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

- System Wide Parameters | Payroll Tab | Payroll Direct Deposit
- Employee Master Record | Direct Deposit Tab
- Print Payroll Checks

The section covers the setup required in the System Wide Parameters.

#### Menu Access

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

<b>Figure: Install-115</b> System Wide Parameters PR tab, Direct Deposit screen form.	Payroll Direct Deposit					
	Immediate Destination Code	102000022	Name	1ST BANK		
	Immediate Origin Code	102000021	Name	BEST CONSTRUCTION		
	Company Name	BEST CONST.				
	Company Identification	1234567890				
	Company Entry Description	CHECKING				
	Originating DFI Identification	12345678				
	Bank Account	12345678901234	1567			
	Routing Number	102000021				
	Account Type	Checking	•			
					Save	Qlose

#### **Enable Direct Deposit**

Check the box to enable direct deposits to employee's accounts. Direct Deposit must be enabled in three places to work properly; in the System Wide Parameters PR Tab, in the Employee Master File Direct Deposit Tab and in Print Payroll Checks.

## ▲ Caution

The form holds all pertinent information that will be used to create the electronic deposit file that can be sent to the bank for payroll funds distribution. All fields on the form must be filled out with the correct information from the bank.

The bank can provide virtually all of the information needed to complete the screen. However, personnel at some local branches may not have the expertise to provide all of the correct information. Since these transactions take place electronically, either by modem, via an e-mail attachment, or magnetic media, a single specialized department at the bank's primary location usually handles them. Thus, it may be necessary to contact that department directly for the accurate information needed. The local branch should be able to provide that contact information.

The following are some other definitions that may help:

ACH: Automated Clearing House (from National Automated Clearing House Association) DFI: Depository Financial Institution ODFI: Originating Depository Financial Institution RDFI: Receiving Depository Financial Institution

The fields are left justified if the data is less than the character length provided. The fields used in BIS<sup>®</sup> and their definitions are as follows:

#### **Priority Code**

The is a required two-digit code that is, as of the writing, unused. However, the number 01 must be entered.

#### **Reference Code**

The code is up to eight digits, but is not required by the ACH system. Some companies use their own system, including dates for the code.

## **Immediate Destination Code**

The mandatory field contains the Routing Number of the ACH Operator or receiving point to which the file is being sent. Though the is a 10-digit field, only 9 can be manually entered in BIS<sup>®</sup>, since the first position is supposed to be blank. The field information is supplied by the bank, and follows a particular format.

## (Immediate Destination) Name

The optional field contains the name of the ACH operator or receiving point for which that file is destined. It is 23-digits long and is supplied by the Bank.

## **Immediate Origin Code**

The mandatory field contains the Routing Number of the ACH Operator or sending point that is sending the file. Though the is a 10-digit field, only 9 can be manually entered in BIS<sup>®</sup>, since the first position is supposed to be blank. The field information is supplied by the bank, and follows a particular format.

### (Immediate Origin) Name

The optional field contains the name of the ACH operator or sending point for which that file is destined. It is 23-digits long, is optional, and is supplied by the Bank.

## **Company Name**

The mandatory 16-digit field can contain the ordinary company name.

### **Company Identification**

The mandatory 10-digit field is an alphameric code used to identify an Originator. If the user intends to enter the company Federal Employer Identification Number (FEIN), the number must be prefixed with a "1". However, if the entry is to be some other numbering system (other than DUNS), the first position will be a "9" for "User Assigned Number." Again, the bank can be helpful in suggesting the entry.

#### **Company Entry Description**

The mandatory 10-position code is entered by the Originator to provide a description of the purpose of the entry to be displayed back to the Receiver. The bank will provide the description.

## **Originating DFI Identification**

The mandatory 8-position code is the Routing Number used to identify the DFI originating entries within a given batch.

## Bank Account (DFI Account Number)

The required 17-position code is the Bank Account Number of the ACH Operator that is sending the file. It is obtained from the MICR line of a voided check, from a bank statement or passbook, or other source document that specifically designates the account number to be used for ACH purposes. The entry can be numbers and hyphens.

## **Routing Number (of ACH Operator)**

The mandatory 8-position code is the Routing Number of the ACH Operator that is sending the file.

## Account Type

The is a BIS<sup>®</sup> program selection item of two potential choices: Payroll and Savings. Choosing one or the other is mandatory.

#### 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.

## UN Tab

The Union tab of the System Wide Parameters contains settings that pertain to the Union module.

Figure: Install-115A System Wide Parameters UN tab form.	🖻 System Wide Parameters												- • •			
	<u>G</u> L	AP	AR	CD	<u>C</u> R	Ī	AD	PR	UN	ĴС	JB	DM	B <u>K</u>	Miscellaneous	Consolidation	
	Accrue Union Contribution to the General Ledger															
	Union Payable Account Union Expense Account						2410		1	Q, U	Union Payable 1					
							l	6035			Q U	Union Benefits-Trade				
	Click a	on the	<save< td=""><td>&gt; but</td><td>ton to</td><td>save</td><td>char</td><td>iges</td><td></td><td></td><td></td><td></td><td></td><th></th><td></td><td></td></save<>	> but	ton to	save	char	iges								

## Accrue Union Contribution to General Ledger

Check this option and enter or select the Union Payable account and Union Expense account to accrue Union contributions to the General Ledger.

### **Payable Account**

Select or enter the Payable account for accruing Union contributions.

## **Expense Account**

Select or enter the Expense account for accruing Union contributions.

## JC Tab

The Job Cost tab of the System Wide Parameters contains settings that affect Job Cost.

#### **Menu Access**

Administrator | System Wide Parameters | JC Tab



### Apply Unit Cost from Cost Code Library to Job Budget

When checked, the feature automatically extends the Unit Cost Material field of the Cost Code per the Quantity field to the Material field of the Job Budget line item.

#### Show Budget balances in Job Cost Distribution

When checked, the feature will show the Budget Balance in the Job Cost Distribution

### **General Journal Entries**

### Make Job Cost Details with Job Cost Accounts optional

When checked, the feature makes the Job Cost Details optional.

#### 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.
# JB Tab

The Job Billing tab of the System Wide Parameters contains settings that affect Job billing.

🄍 Tip

The JB tab is available only if the Job Billing and Accounts Receivable modules are installed.

# **Menu Access**

Administrator | System Wide Parameters | JB Tab

Figure: Install-117	<b>=</b> :	System	n Wid	e Param	neters	s										- • ×
Administrator, System	GL	AP	A <u>R</u>	CD	CR	ĪV	AD	PR	UN	<u>]</u> C	3 <u>B</u>	DM	₿ <u>K</u>	Mi <u>s</u> cellaneous	Consolidation	
Wide Parameters, JB tab screen form.		AP hange ( ] Offer thedule ] Appl Billing of	A <u>R</u> Drder I Applic of Val	CD ! Print Sec ation fo lues — ount from ed Mater	<u>C</u> R quenc r Pay n Billir ials	<u>I</u> V ment	AD B t Print/t Odde Libu	<u>P</u> R ly C.C Previo	UN D. Nun ew Co to Sch ate	<u>J</u> C nber ntrac	JB		BK	Migcellaneous	Consolidation	
	Click	on the	<save< td=""><td>e&gt; butto</td><td>n to :</td><td>save</td><td>chang</td><td>les</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></save<>	e> butto	n to :	save	chang	les								

# **Change Order Print Sequencing**

Use the drop-down menu to select the Change Order print sequence: by Date Only or by C.O. Number.

#### **Offer Application for Payment/Preview Contract Invoice**

When checked, a prompt will appear when processing Application for Payment offering the option to preview the Contract Invoice being generated.

#### Apply Amount from Billing Code Library to Schedule of Values

When checked, the feature automatically extends the Amount field of the Billing Code to the Scheduled Value field of the Schedule of Values line item.

#### 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.

# DM Tab

The Document Manager tab of the System Wide Parameters contains settings that affect the Document Manager module, if installed.

🄍 Tip

The DM tab is only available if the Document Manager module is installed.

#### **Menu Access**

Administrator | System Wide Parameters | DM Tab



# Show Fax Number on Document Manager Report Forms

When the options is selected, the company's fax number will be shown on all document manager printed forms.

# **Company Logo**

When the feature is employed, a company logo in bitmap format can be automatically included in the header of the company address block of each Document Manager module form.



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 upper left-hand side screed form. 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.

Select either Clip, Stretch, or Isometric to format the image correctly for the Document Manager forms.

# 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.

# **BK Tab**

The Bank Reconciliation tab of the System Wide Parameters contains settings that affect the processing of bank reconciliations. The Exclude enables the user to exclude the checked items from be included in the reconciliation. Once checked, these items may optionally also be hidden from view.

į)	Гір	The BK tab is available only if the Bank Reconciliation module is installed.
----	-----	--

#### **Menu Access**

Administrator | System Wide Parameters | BK Tab



🄍 Tip

The Exclude Options are primarily intended for use by legacy BIS<sup>®</sup> users, but it have value to others who need to make special adjustments to a Bank Reconciliation.

#### **Enable Exclude option for Checks in Bank Reconciliation**

When the box is marked, checks listed in the bank reconciliation Checks tab may be identified to be excluded from the reconciliation. Optionally, they may also be hidden. The option is intended for legacy users who have checks that have already been reconciled manually.

#### Enable Exclude option for Cash Deposits in Bank Reconciliation

When the box is marked, cash deposits listed in the bank reconciliation Cash Deposits tab may be identified to be excluded from the reconciliation. Optionally, they may also be hidden. The option is intended for legacy users who have deposits that have already been reconciled manually.

#### Enable Exclude option for Other/EFT in Bank Reconciliation

When the box is marked, Other/EFT receipts listed in the bank reconciliation Other/EFT tab may be identified to be excluded from the reconciliation. Optionally, they may also be hidden. The option is intended for legacy users who have Other/EFT receipts that have already been reconciled manually.

#### Enable Exclude option for Credit Card Deposits in Bank Reconciliation

When the box is marked, credit card deposits listed in the bank reconciliation Credit Card tab may be identified to be excluded from the reconciliation. Optionally, they may also be hidden. The option is intended for legacy users who have credit card deposits that have already been reconciled manually.

#### Enable Exclude option for Adjustments in Bank Reconciliation

When the box is marked, journal entry adjustments listed in the bank reconciliation Adjustments tab may be identified to be excluded from the reconciliation. Optionally, they may also be hidden. The option is intended for legacy users who have journal entry adjustments that have already been reconciled manually.

# Miscellaneous Tab

The Miscellaneous tab is used to set defaults for Date Forms, email method, reports, page margins, and more.

# Menu Access

Administrator | System Wide Parameters | Miscellaneous Tab



# Date Format

Select between the two date formats are offered, mm/dd/yy and mm/dd/yyyy.

# Send Email by

BIS<sup>®</sup> allows Professional and Enterprise Edition users to send emails from within BIS<sup>®</sup> with reports attached by two means, the internal BIS<sup>®</sup> Email Service, and Microsoft<sup>®</sup> Outlook<sup>®</sup> or Microsoft<sup>®</sup> Outlook<sup>®</sup> Express.

# **Reports' Options**

# **Company Name**

Set the company name justification on reports to either, Left, Center, or Right.

# **Page Margins**

Set the appropriate margins needed for the default printer for top and bottom, left and right between 0.05 and 2.00 inches. The default setting is 0.25 inches.

# W-2 and W-3 Laser Form Margins

Set the margins for W-2s for top and left.

# Reset the numeric coprocessor

Do not use the option unless instructed to do so by BIS® Technical Support.

# Verify the Trial Balance upon startup

The option verifies the General Ledger Trial Balance each time a company is opened. If an out-of-balance condition is detected, a message will list the amount. The option is enabled by default.

# **Allow Offset Transactions**

When checked, this provides the option for creating offsetting Journal Entry transactions.

# Show the Copy Previous Line (CTRL + R) Confirmation Message.

When checked, this option provides a prompt alert when using the Copy Previous Line (CTRL + R).

# **Edit Session Date**

When checked, this provides the user option to edit the transaction's session.

# Use Advanced Mode to Preview System and User defined Forms.

When checked, this provides an optional mode for previewing various forms which includes additional form options.

#### 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.

# **Consolidation Tab**

The Consolidation Maintenance feature was designed for those organizations that wish to use BIS<sup>®</sup> as a multicompany accounting system, where the financial results for all companies can be combined. When a company is created, the consolidation is set to "None" by default.

🄍 Tip

The Consolidation tab is available to Professional and Enterprise Edition users.

If working with a parent company and its subsidiaries, the consolidation must be set for each company to allow for proper maintenance. The last tab on the System Wide Para<sup>®</sup> meters form is for Consolidation. When a company is created, the consolidation is set to "None" by default.

# Menu Access

Administrator | System Wide Parameters | Consolidation

# ▲ Caution

A parent company is a holding company. It cannot be used for any type of data entry. In  $BIS^{\circledast}$ , it exists for the sole purpose of combining the financial records of the subsidiaries in one location.

Only the subsidiary companies can be used for transaction purposes. Use the Consolidated Maintenance forms to create and consolidate files to update the parent company from subsidiary company locations.

The option can also be used to maintain separate financial records for different sites within the same company, allowing the consolidation of financial data for the company as a whole. In the case, each site would be made a "subsidiary" and the main company would be the "parent."

# 🄍 Tip

The parent company must be created before another company can be designated as its subsidiary.

# To define a company as a parent or subsidiary:

- 1. Select System Wide Parameters from the Administrator menu.
- 2. Go to the Consolidation tab.
- 3. Select either Parent or Subsidiary. If a company is made a subsidiary, it should be given a unique location number, which will be used later to link the subsidiary to the parent company.
- 4. Save the changes.

# 🄍 Tip

- All subsidiaries assigned to the same parent company must have the same fiscal year.
- The mapping of the Transaction accounts in the subsidiary to the transaction accounts in the parent company must be complete and accurate.

## Figure: Install-123

Administrator, System Wide Parameters, Consolidation Tab with no consolidation set.

#### Figure: Install-124

Administrator, System Wide Parameters, Consolidation Tab with consolidation set as Parent.

	ers				
GL AP AR CD CR	IV AD PR	<u>JC</u> J <u>B</u> D <u>M</u>	BK Miscellaneous	Consolidation	
Consolidation Type	None				
Subsidiary ID Number	0				
Parent Company Name					<b>_</b>
Parent Company Path					
Commenter the design		-		and the second second	
working as either a Paren	t, Subsidiary, or in	dividual company	ne to set up the com	pany in which you a	e currently
Change the setting of this	switch to "Parent	and use it in com	bination with the Con	solidated Maintenan	e options of
the Financial Statements I	Menu if you wish to	o maintain this com	pany as the Parent o	ompany of a larger o	rganization
Change the setting of this the Consolidated Mainten	switch to "Subsidi	iary" and the inform	mation for this compa	ny will be accessible	to you from
		er arene company.			
ick on the <save> button !</save>	to save changes				
icit off the source button					
	to bare changes				
System Wide Paramet	ers				
System Wide Paramet	ers	JC JB DM	BK Miscellaneous	Consolidation	
System Wide Paramet	ers	<u>JC JB</u> DM	BK Miscellaneous	Consolidation	
System Wide Paramet	ers IV <u>A</u> D <u>P</u> R Parent	JC JB DM	BK Migcellaneous	Consolidation	
System Wide Paramet     LAP AR CD CR     Consolidation Type     Subsidiary ID Number	ers IV AD PR Parent 0	JC JB DM	B <u>K</u> Mi <u>s</u> cellaneous	<u>Consolidation</u>	
System Wide Paramet <u>GL</u> A <u>P</u> A <u>R</u> C <u>D</u> <u>C</u> R Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Name	ers IV AD PR Parent 0	<u>JC</u> J <u>B</u> D <u>M</u>	B <u>K</u> Miscellaneous	Consolidation	T T
System Wide Paramet <u>GL</u> A <u>P</u> A <u>R</u> C <u>D</u> <u>C</u> R Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Path	ers IV AD PR Parent 0	JC JB DM	BK Migcellaneous	Consolidation	T T
System Wide Paramet <u>GL</u> AP AR CD CR Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Path Comments: Use the design undrice are statistic a Paramet	ers IV AD PR Parent 0 L L Substitutions Parent*, *:	JC JB DM	BK Migcellaneous	Consolidation	e currently
System Wide Paramet GL AP AB CD CR Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Path Comments: Use the desig working as either a Paren	ers IV AD PR Parent 0 Inators 'Parent', 'S	2C JB DM	BK Migcellaneous	Consolidation	re currently
System Wide Paramet GL AP AB CD CR Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Path Comments: Use the desig working as either a Paren Change the setting of this the Finandal Statements	ers           IV         AD         PR           Parent         0         0           nators "Parent", "S         5         5           switch to "Parent to "Parent"         10         10	2C JB DM Subsidiary", or "No dividual company " and use it in com o maintain this con	BK Migcellaneous	Consolidation	re currently ce options of rganization
System Wide Paramet <u>GL</u> <u>AP</u> <u>AB</u> <u>CD</u> <u>CR</u> Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Path Comments: Use the desig working as either a Paren Change the setting of this the Financial Statements Change the setting of this	ers Parent 0 IV <u>AD</u> <u>PR Parent 0 Switch to "Parent switch to "Parent switch to "Subsidiary, or in switch to "Subsidiary.</u>	Subsidiary*, or "No dividual company t" and use it in com o maintain this con lary* and the infor	BK Migcellaneous	Consolidation	re currently ce options of organization to you from
System Wide Paramet     GL AP AB CD CR     Consolidation Type     Subsidiary ID Number     Parent Company Name     Parent Company Path     Comments: Use the desig     working as either a Paren     Change the setting of this     the Financial Statements     Change the setting of this     the Consolidated Mainten	ers Parent O D D D D D D D D D D D D D D D D D D	2C 38 DM Subsidiary", or "No idividual company t" and use it in com o maintain this com o maintain the infor e Parent company	BK Migcellaneous ne" to set up the com bination with the Con upany as the Parent c mation for this compa	Consolidation	re currently re options of rrganization to you from
System Wide Paramet <u>GL</u> <u>AP</u> <u>AB</u> <u>CD</u> <u>CR</u> Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Name Parent Company Path Comments: Use the desig working as either a Paren Change the setting of this the Financial Statements Change the setting of this the Consolidated Mainten	ers Parent 0 autors 'Parent', 'S ubsidiary, or in s switch to 'Parent Menu if you wish to ance options of th	3C 3B DM Subsidiary", or "No dividual company t" and use it in com o maintain this cor iary" and the inform ary" and the inform	BK Migcellaneous ne" to set up the com bination with the Con ipany as the Parent c mation for this compa	Consolidation	re currently re options of rganization to you from
System Wide Paramet <u>GL</u> <u>AP</u> <u>AB</u> <u>CD</u> <u>CR</u> Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Path Comments: Use the desig working as either a Paren Change the setting of this the Financial Statements Change the setting of this the Consolidated Mainten	ers Parent 0 Parent 0 switch to "Parent", "S switch to "Parent Menu if you wish t a switch to "Subsidiary, or in	3C 38 DM Subsidiary", or "No dividual company t" and use it in com o maintain this com iary" and the infor e Parent company	BK Migcellaneous ne" to set up the com bination with the Con ipany as the Parent c mation for this compa	Consolidation	re currently ce options of rganization to you from
System Wide Paramet <u>GL</u> <u>AP</u> <u>AR</u> <u>CD</u> <u>GR</u> Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Path Parent Company Path working as either a Paren Change the setting of this the Financial Statements I Change the setting of this the Consolidated Mainten	ers Parent 0 Parent 0 switch to "Parent", "3 t, Subsidiary, or in switch to "Parent Menu if you wish t switch to "Subsid ance options of th	JC JB DM Subsidiary", or "No dividual company t" and use it in com o maintain this com iary" and the infor e Parent company	BK Migcellaneous ne" to set up the com bination with the Con ipany as the Parent c mation for this compa	Consolidation	re currently ce options of organization to you from
System Wide Paramet <u>GL</u> <u>AP</u> <u>AR</u> <u>CD</u> <u>CR</u> Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Path Comments: Use the design working as either a Paren Change the setting of this the Financial Statements I Change the setting of this the Consolidated Mainten	ers Parent 0 IV AD PR Parent 0 Style="background-color: gray of the system: color: gray of the system:	2C JB DM Subsidiary", or "No dividual company and use it in com o maintain this com iary" and the infor e Parent company	BK Migcellaneous ne" to set up the com bination with the Con ipany as the Parent c mation for this compa	Consolidation	re currently ce options of organization to you from
System Wide Paramet GL AP AB CD CR Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Path Comments: Use the desig working as either a Paren Change the setting of this the Financia Statements Change the setting of this the Consolidated Mainten	ers Parent 0 IV AD PR Parent 0 Switch to "Parent Menu if you wish to switch to "Subsid ance options of th	LC JE DM Subsidiary", or "No dividual company t" and use it in com o maintain this com iary" and the infor e Parent company	BK Migcellaneous ne" to set up the com bination with the Con upany as the Parent c mation for this compa	Consolidation	re currently ce options of organization to you from
System Wide Paramet GL AP AB CD CR Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Path Comments: Use the desig working as either a Paren Change the setting of this the Financial Statements Change the setting of this the Consolidated Mainten	ers Parent 0 ators "Parent", "S Ubsidiary, or in switch to "Parent wenu if you wish switch to "Subsid ance options of th	LC JE DM Subsidiary", or "No dividual company t" and use it in com o maintain this com iary" and the infor e Parent company	BK Migcellaneous ne* to set up the com bination with the Con upany as the Parent c mation for this compa	Consolidation	re currently ce options of organization to you from
System Wide Paramet <u>GL</u> <u>AP</u> <u>AB</u> <u>CD</u> <u>CR</u> Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Path Comments: Use the desig working as either a Paren Change the setting of this the Financial Statements in Change the setting of this the Consolidated Mainten	ers Parent 0 autors "Parent," 5 t, Subsidiary, or in s switch to "Parent Menu if you wish to s switch to "Subsid ance options of th	2C 38 DM Subsidiary", or "No idividual company t" and use it in com o maintain this com iary" and the infor e Parent company	BK Migcellaneous ne" to set up the com bination with the Con upany as the Parent c mation for this compa	Consolidation	re currently ce options of organization to you from
System Wide Paramet <u>GL</u> <u>AP</u> <u>AB</u> <u>CD</u> <u>CR</u> Consolidation Type Subsidiary ID Number Parent Company Name Parent Company Path Comments: Use the desig working as either a Paren Change the setting of this the Financial Statements I Change the setting of this the Consolidated Mainten	ers Parent 0 nators "Parent", "5 t, Subsidiary, or in s switch to "Parent Menu if you wish tu s switch to "Subsid ance options of th	3C JB DM Subsidiary", or "No dividual company t" and use it in com o maintain this com o maintain this com e Parent company	BK Migcellaneous ne" to set up the com bination with the Con ipany as the Parent c mation for this compa	Consolidation	re currently e options of organization to you from

#### Figure: Install-125

Administrator, System Wide Parameters, Consolidation Tab with consolidation set as Subsidiary. Note that a Subsidiary Id Number, Parent Company Name, and Parent Company Path are needed to complete the 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.

# **User Preferences**

The options shown in these tabs are unique to the specific user, and are not system/company wide settings (that will be covered later). If similar settings are desired for other users, they must be individually set.

#### **Menu Access**

Administrator | User Preferences

# **Settings Tab**

The Settings tab includes settings for an alert "bell", the Auto Tab feature, and the Incremental Search feature.

#### **Menu Access**

Administrator | User Preferences | Settings

Figure: Install-126	🖃 User Prefe	erences for ADMIN	I - Administi	rator					
User Preferences, Settings	<u>Settings</u>	App for Payment	Hyperlinks	Backgrounds	Mail <u>A</u> ccount	Reports	Menu	Interface	
User Preferences, Settings tab screen form.	Settings Bel	App for Payment el el ng the Bell ON cause entry field. The pu uto Tab ng the Abell ON is esp uto Tab ng the Abell ON is esp uto Tab ng the Abel Tab ng the Abel Tab ng the Abel Tab nable Incremental S in Search Options in Grid se	Hyperlinks es a beep to r pose of the posed full becally helpful haracter is re earch	Backgrounds	Mail <u>Account</u> you reach the u to the end of or g data entry will TAB or ENTER t	Reports last charace the data end thout lookin to exit any e	Menu ter in an ntry field g at the data entr	Interface computer sc	reen
								Sav	e <u>C</u> lose

# Bell

When the option is selected, a bell will sound each time the user reaches the end of a data entry field. The option may be toggled on or off by clicking on the box.

# Auto Tab

If the option is selected, the cursor will automatically move to the next field when no more characters can be entered in the current field.

# Incremental Search

# **Enable Incremental Search**

When the is enabled, user can type successive characters into a master record or some other data fields and a drop-down list of records for that field will appear beginning with the first character entered. Each successive character brings the focus to the first record of the field that matches the characters already entered.

#### **Enable Autocomplete**

The option is only available when the Enable Incremental Search option is selected; otherwise it is grayed out. When the Enable Autocomplete option is selected, the system will provide the balance of characters and information based on the characters already entered by the user. Each successive entered character that provides further delineation of the field provides the system with a better set of source information from which to choose.

# Save Button

Click on the button to save the changes made to the Setting screen form.

# **Close Button**

Click on the button to close the Settings screen form without saving the changes since the last save.

# Forms Tab

The Forms tab of the User Preferences contains settings that affect users. These include the default AP, PR, and Other checks, Purchase Orders, AR Invoice, Sales Order, and Billing Statement formats, 1099 and W-2 Forms as well as the default printers for each user.

# ▲ Caution

It is very important to set the printer for critical items like checks to a printer with limited access to other users.

# **Menu Access**

Administrator | User Preferences | Forms

Open the forms tab of the User Preferences form.

Figure: Install-127	🖻 Forms & Printers - User	Preferences	
Administrator, User Preferences, Forms tab screen form showing form and printing options.	Eorms DM AP Checks Payroll Checks Other Checks Purchase Orders	Forms System Laser System Laser System Laser (PR Format) System Laser	Printers (Default printer)  (Default printer)  (De
	AR Invoices Sales Orders Billing Statements 1099 Forms W2 Forms To save changes, click the <se< td=""><td>System Laser Computer Form System Laser Laser Laser Laser Laser Laser</td><td>(Default printer)       •         (Default printer)       •</td></se<>	System Laser Computer Form System Laser Laser Laser Laser Laser Laser	(Default printer)       •

# 🔍 Tip

The default form set here can be changed on-on-the-fly by the user when actually printing the form.

# **AP Checks**

The option is used to select the user's default AP Check print format. The may be selected using the dropdown tool. Initially, the feature has three options, System Laser sheet-fed pre-printed forms, System Laser -Computer Form, and System Continuous for pre-printed dot matrix printers.



#### Figure: Install-128

AR Invoices drop-down showing optional default formats.

# **Payroll Checks**

The option is used to select the user's default Payroll Check print format. The may be selected using the dropdown tool. Initially, the feature has three options, System Laser sheet-fed pre-printed forms, System Laser -Computer Form, and System Continuous for pre-printed dot matrix printers.

AP Checks	System Laser	•	 (Default printer)	•
Payroll Checks	System Laser	-	 (Default printer)	-
Other Checks	System Laser	-	 (Default printer)	•
	System Laser (4-Digit SSN)			
Purchase Orders	System Laser (No SSN)	Ε	 (Default printer)	•
AR Invoices	System Laser with Rates	_	 (Default printer)	-
Sales Orders	System Laser with Rates (No SSN)		 (Default printer)	•
Billing Statements	System Continuous	-	 (Default printer)	•

#### Figure: Install-129

Payroll Checks drop-down optional default formats.

#### **Other Checks**

The option is used to select the user's default Other Check print format. The may be selected using the dropdown tool. Initially, the feature has three options, System Laser sheet-fed pre-printed forms and System Continuous for pre-printed dot matrix printers.

AP Checks	System Laser	-		(Default printer)	-
Payroll Checks	System Laser	-		(Default printer)	-
Other Checks	System Laser (PR Format)	-		(Default printer)	-
	System Laser (PR Format)		_		
Purchase Orders	System Continuous (PR Format)			(Default printer)	-
AR Invoices	System Laser (AP Format)	0		(Default printer)	-
Sales Orders	System Continuous (AP Format)	(		(Default printer)	-
Billing Statements	System Laser	-		(Default printer)	-

#### Figure: Install-130

Other Checks drop-down showing optional default formats.

#### **Purchase Orders**

The option is used to select the user's default Purchase Order print format. The may be selected using the dropdown tool. Initially, the feature has three options, System Laser sheet-fed pre-printed forms, System Laser -Computer Form, and System Continuous for pre-printed dot matrix printers.

Purchase Orders	System Laser	 (Default printer)	•
AR Invoices	System Laser	 (Default printer)	-
Sales Orders	System Continuous	 (Default printer)	-
Billing Statements	System Laser	 (Default printer)	-

#### Figure: Install-131

Administrator, User Preferences Forms tab screen form showing the two System forms and one User Laser Purchase Order form.

#### **AR Invoices**

The option is used to select the user's default AR Invoice print format. The may be selected using the dropdown tool. Initially, the feature has three options, System Laser sheet-fed pre-printed forms, System Laser -Computer Form, and System Continuous for pre-printed dot matrix printers.

Purchase Orders	System Laser		(Default printer)
AR Invoices	System Laser-Computer Form		(Default printer)
Sales Orders	System Laser		(Default printer)
Billing Statements	System Laser-Computer Form		(Default printer)
billing Statements	System Continuous	-	(berduit printer)

Figure: Install-132

AR Invoices drop-down showing optional default formats.

#### **Sales Orders**

The option is used to select the user's default Sales Order print format. The may be selected using the dropdown tool. Initially, the feature has three options, System Laser sheet-fed pre-printed forms, System Laser -Computer Form, and System Continuous for pre-printed dot matrix printers.

Purchase Orders	System Laser	-	 (Default printer)	-
AR Invoices	System Laser-Computer Form	-	 (Default printer)	-
Sales Orders	System Laser-Computer Form	-	 (Default printer)	-
Billing Statements	System Laser		 (Default printer)	-
	System Laser-Computer Form			
1099 Forms	System Continuous	-	(Default printer)	•
W2 Forms	Laser	-	(Default printer)	-

Figure: Install-133

Sales Orders drop-down optional default formats.

#### **Billing Statements**

The option is used to select the user's default Billing Statement print format. The may be selected using the drop-down tool. Initially, the feature has three options, System Laser sheet-fed pre-printed forms and System Continuous for pre-printed dot matrix printers.

Purchase Orders	System Laser	▼	(Default printer)	-
AR Invoices	System Laser-Computer Form	▼	(Default printer)	-
Sales Orders	System Laser-Computer Form	<b>-</b>	(Default printer)	-
Billing Statements	System Laser		(Default printer)	-
	System Laser			
1099 Forms	System Continuous		(Default printer)	-
W2 Forms	Laser	-	(Default printer)	-

#### Figure: Install-134

Billing Statements drop-down optional default formats.

#### 1099 Forms

The option is used to select the user's default 1099 Form print format. The may be selected using the dropdown tool. Initially, the feature has three options, System Laser sheet-fed pre-printed forms, System Laser -Computer Form, and System Continuous for pre-printed dot matrix printers.



Figure: Install-135

Form 1099 drop-down optional default formats.

#### W-2 Forms

The option is used to select the user's default W-2 Form print format. The may be selected using the dropdown tool. Initially, the feature has three options, System Laser sheet-fed pre-printed forms and System Continuous for pre-printed dot matrix printers.



Figure: Install-136

W-2 Forms drop-down optional default formats.

#### Form Editor

The Edit Forms button is used to access the BIS<sup>®</sup> Form Editor functions. The Form Editor may be used to copy existing forms, save them with a different name, and modify them. Such modifications could include adding graphics (in bitmapped format) to the form, changing fonts, removing or adding lines or columns, and more. Details about the form editor may be found in the Report Writer module manual. Newly created user forms can then be set as the default Type for the specific form.

**Figure: Install-137** Form Editor, User Defined screen form to create a new form, modify, delete, export, or import a previously created user-defined form.

Type         Form Name         Output         Description           PO         SALESOR         Laser         Sales Order	-
PO SALESOR Laser Sales Order	

The Forms Editor function will be found in all editions of BIS® irrespective of modules.

**W** Tip Refer to the Form Editor & Report Writer manual for detailed information about the Forms Editor use.



Figure: Install-138 Form Editor Report Designer showing the Laser Purchase Order format.

#### **Figure: Install-138a** Sample Forms & Printers DM Tab screen form.

	Forms		Printers	
Bid Request	Standard Bid Request Form	-	(Default Printer)	
Plan	Standard Plan Form	-	 (Default Printer)	
Insurance	Standard Insurance Form	-	 (Default Printer)	
Subcontract	Standard Subcontract Form	-	 (Default Printer)	
Submittal	Standard Submittal Form	-	 (Default Printer)	
General Change Order	Standard General Change Order Form	•	 (Default Printer)	
Subcontract Change Order	Standard Subcontract Change Order Form	•	 (Default Printer)	
Transmittal	Standard Transmittal Form	-	 (Default Printer)	
Request for Information	Standard Request for Information Form	-	 (Default Printer)	
Deficiency Notice	Standard Deficiency Notice Form	-	 (Default Printer)	
Lien Release	Standard Lien Release Form	-	 (Default Printer)	
Meeting Minutes	Standard Meeting Minutes Form	-	 (Default Printer)	
Closeout Submittal	Standard Closeout Submittal Form	-	 (Default Printer)	
Punchlist	Standard Punchlist Form	-	 (Default Printer)	

#### Figure: Install-138b

Sample DM Tab Form Editor, User Defined screen form to create a new form, modify, delete, export, or import a previously created user defined form.

estination folder for t ser Forms Folder	he exported user-defined ::\BIS\CONTROL\FORMS\	forms		
ser Forms Folder	: (BIS (CONTROL (FORMS)		-	
				wse
	Form Name	Des	scription	-
BDREQ1		Revised Bid Request 1		
-				
-				
-				
i				-
•	III			•
New	dify Delete	Export Import		Close

#### Figure: Install-138c

Sample of Form Editor for an existing DM form.

	« <b>compname»</b> «compaddr1» «compaddr2»	Bid Requ	uest	
	«compcity» «compphone»	Number	«bidnum»	
	«compfax»	Date	«biddate»	
		From	«fromname»	
To: «vendo «vendo «vendo «vendo	«vendorname» «vendoraddr»	Title	«fromtitle»	
	«vendorcity»	То	«toname»	
	«vendorphone»	Title	«totitle»	
		Telephone	«tophone»	
Job:	Job Number «jobnum»	Fax	«tofax»	
	«jobdesc»	Printed	«sd01»	
We re «work	quest your bid on the following work			

#### **Figure: Install-138d** Bid Request drop-down optional default formats.

Bid Request	Standard Bid Request Form	 (Default Printer)	-
Plan	Standard Bid Request Form	 (Default Printer)	-
Insurance	Alternate Bid Request Form	 (Default Printer)	-
Subcontract	Standard Subcontract Form	 (Default Printer)	-

#### Printer

Use the drop-down tool to select the default printer to which the particular form should be directed. The "(Default Printer)" initially shown is the local computer's default printer as set in Windows<sup>®</sup>. The default printer used by BIS<sup>®</sup> for the selected form can be any printer in the network to which the user's computer has access. The printer selection can be changed on-the-fly when actually printing the particular form.

# **Application for Payment Tab**

The tab offers similar options to the Form Types, but is limited to Application for Payment related forms. The same options apply, but the default printer is the same for all forms shown.

🄍 Tip

I-148

The tab is available only if the Job Billing module is installed.

# **Menu Access**

Administrator | User Preferences | App for Payment



Each of the forms in the tab is available in formats:

- System Computer Form The format includes all headers and data.
- System AIA<sup>®</sup> Form The format contains data only, intended for the older version of the form.
- AIA<sup>®</sup> G702 1992 The format contains data only and is intended for the new version of the form.

**Tip** Since subcontractors often are required to use the form supplied by the General Contractor, users may employ the form editor to either replicate the complete form, or relocate the location of data to be printed on a GC-supplied form.

**Tip** General Contractors that build speculative (spec) houses financed through bank loans can modify these forms to use as a "Request for Funds" or "Request for Loan Release."

# **Cover Page**

The option is used to select the user's default Application for Payment Cover Page print format. The may be selected using the drop-down tool. Initially, the feature has the three standard formats listed above.

# Schedule of Values

The option is used to select the user's default Schedule of Values print format. The may be selected using the drop-down tool. Initially, the feature has the three standard formats listed above.

# **Change Order**

The option is used to select the user's default Change Order print format. The may be selected using the dropdown tool. Initially, the feature has the three standard formats listed above.

# **Lien Release**

The option is used to select the user's default Lien Release print format. The may be selected using the dropdown tool. Initially, the feature uses a system default that can be modified by the user.

# Form Editor

The button is used to access the BIS<sup>®</sup> Form Editor functions. The Form Editor may be used to copy existing forms, save them with a different name, and modify them. Such modifications could include adding graphics (in bitmapped format) to the form, changing fonts, removing or adding lines or columns, and more. Details about the form editor may be found in the Report Writer module manual. Newly created user forms can then be set as the default Type for the specific form. The Forms Editor function will be found in all editions of BIS<sup>®</sup> irrespective of modules.

🛡 Tip	į	Tip
-------	---	-----

Refer to the Report Writer manuals for detailed information about the Forms Editor use.

#### Figure: Install-140

Form Editor, User Defined screen form to create a new form, modify, delete, export, or import a previously created userdefined form.

er Repo	rts Folder C:\BIS\@	CONTROL/RW\		Browse.
Туре	Form Name	Output	Description	
APP2	SOV2	Computer	Schedule of Values 2	
		85		

📕 Builder Information System
File Edit View
Report Designer - sov2.frx
<u></u>
- Desc Elements (PageNumb)
PROJECT NO.: +Job [APPLICATION AND CERTIFICATE FOR PAYMENT # +A] [Date: +DTOC(app
Work Completed
Item     Description of Work     Scheduled     From     This     Materials     Total     4%     Balance     Retainage       No.     Value.     Previous     Previous     Period.     Stored     And Stored     (G/C)     to Finish       2
A Page Header
△ Group Header 1:Job
<sup>0</sup> Julier Desc. + JF (EMPTY/ALLTR (E(ThisForm.LS) (E(ThisF
▲ Detail
A Group Footer 1:Job
△ Page Footer

Figure: Install-141 Form Editor Report Designer showing the Laser Purchase Order format.

# Printer

Use the drop-down tool to select the default printer to which the particular form should be directed. The "(Default Printer)" initially shown is the local computer's default printer as set in Windows<sup>®</sup>. The default printer used by BIS<sup>®</sup> for the selected form can be any printer in the network to which the user's computer has access. The printer selection can be changed on-the-fly when actually printing the particular form.

# **Hyperlinks Tab**

The Hyperlinks tab enables modification the default appearance of hyperlink fields, both in the program forms and in reports previewed on the screen. Form Hyperlinks offer a shortcut to the field's master records or other data. Report Hyperlinks offer a variety of drill down options including the exclusive Drill Down  $+^{\text{®}}$  that are covered in each manual's report section.

#### **Menu Access**

Administrator | User Preferences | Hyperlinks Tab



# **Backgrounds Tab**

The Backgrounds Tab enables the user to set a different color or image as the screen background for the Application (program) and/or for the Forms in the program. Backgrounds can be set in two ways:

- Select a bitmap file to use as a background for the application or form forms. ٠
- Select a standard or user-defined color from a color pallette. •

The Installation CD contains a Sample Files folder that contains a few alternate color and picture backgrounds that can be copied and used. The user is not limited to those supplied with the BIS<sup>®</sup> CD, but, the backgrounds must be BMP files.

#### Menu Access

Administrator | User Preferences | Backgrounds Tab

Tip (į)

The background color or image selected will apply only the current company open.



# Set Application Background/Set Forms Background

Clicking on either the Set Application Background or the Set Forms Background buttons will open an

Figure: Install-144	Open Picture							
use the Explorer <sup>®</sup> style applet to select the desired	Look in:	📔 Backgrounds		- 3 🕫	G 🦻 📂 🖽 -			
bitmap file to use as a background.	Recent Places			27		^		
	Desktop		134	$\sim$				
	Libraries	ACBLUPRT.GIF	ACEXPDTN.GIF	ACINDSTR.GIF	ACRICEPR.GIF			
	Computer							
	Network	ACSNDSTN.GIF	ACSUMIPT.GIF	Blue hills.jpg	Crinkled Paper.bmp	-		
		Select a skin	All Comphise Files (* horse	*	Selec			
		Files of type:	All Graphics Files (".bmp;	;".dib;".cur;".ani;".ico;"	.j ▼ Cance	<b>H</b>		

Explorer<sup>®</sup> style applet. Navigate to the folder containing the background files copied from the BIS<sup>®</sup> CD or to any other desired bitmap file, and select it to use as the background image (or color).

Once selected the system will provide a message saying that the "User Preferences were saved successfully".



The Application Background function also offers the ability to set the image in a variety of positions on the screen:

- Stretch
- Center
- Top Left

Top Right

Top

- Right
- Bottom Right
- Bottom
- Bottom Left
- Left

# **Remove Application Background**

Clicking on the button will remove the background image previously selected. Once the selection is saved, the image will be removed from the application.

# **Set Application Background Color**

Click on the Set Application Background Color button to open the standard Windows<sup>®</sup> style color selection pallette.

Color
Basic colors:
Custom colors:
Define Custom Colors >>
OK Cancel

Figure: Install-146 Standard color pallette.

ustom colors:			
ustom colors:	Hue: 160	Red:	255
ustom colors:	Hue: 160 Sat: 0	Red: Green:	255 255

**Figure: Install-147** Custom color pallette selection screen.

Once the color is selected, click on the OK button to accept it.

Figure: Install-148	📑 Use	El User Preferences for ADMIN - Administrator							
The selected color appears	Setting	gs App for Payment	<u>H</u> yperlinks	Backgrounds	Mail <u>A</u> ccount	<u>R</u> eports	Menu	Interface	
window of the User Preferences, Backgrounds tab screen form.	The Selected Backgrounds will apply only to the current Company es, Backgrounds o form.			npany					
	R	Set Application Backgr emove Application Back	ound To ground	p 💌	<u>S</u> em	e <b>t Forms Ba</b> ove Forms	<b>ckground</b> Backgrou	i Ind	
		Set <u>Ap</u>	plication Back Reset to Dei	ground Color fault					
								Save	Close

# **Reset to Default**

Clicking on the Reset to Default button returns the Application Background Color to its system program default of dark gray.

# **Save Button**

Click on the Save button to retain the color or background selections.

#### **Close Button**

Click on the Close button to close the screen with changes removed since the last save.

# Mail Account Tab

The Professional and Enterprise editions of BIS<sup>®</sup> contain two methods of sending emails from within the program: the internal program email function, or Microsoft<sup>®</sup> Outlook<sup>®</sup> or Outlook Express<sup>®</sup>.

**W Tip** The Mail Account tab is available to Professional and Enterprise Edition users.

If the user will be using the internal BIS<sup>®</sup> email functionality, the information on the screen should be completed.

# Menu Access

🤍 Tip

Administrator | User Preferences | Mail Account Tab

Users of all editions (including Standard) should note that the email addresses that will be entered into forms (to be covered later) can open Microsoft<sup>®</sup> Outlook<sup>®</sup> (if installed), with the email address already in the "To" field.

Figure: Install-149	E User Preferences for ADMIN - Administrator								
form.	Settings App for Payment	Hyperlinks	<u>B</u> ackgrounds	Mail <u>A</u> ccount	<u>R</u> eports	Menu	Interface		
	User Information								
	Name	User 1							
	E-mail Address t	training@bisso							
	Reply Address	training@bissoftware.com							
	Outgoing Server Informat	ion			-				
	Mail Server (SMTP)	mail.online.co	m		Send Email by				
	Port Number (SMTP)	2525			() BIS	S Email Ser	vice		
	Account Name	Account Name training Password Authorization Methods NONE					NS Outlook Express		
	Password								
	Authorization Methods								
	Login Domain						Test email settings		
	This server requires a secure connection (SSL)								
							Save Close		

# **User Information**

In the appropriate fields, enter the name, email address, and reply email address.

# **Outgoing Server Information**

# ▲ Caution

Users may need the assistance of their network or computer technician or administrator to complete the Outgoing Server Information. Suffice it to say that networks with internal mail servers and fire walls will probably need special settings, if not minor changes to network settings.

# 🔍 Tip

In simple installations, the information needed for the form may be obtained from the pre-existing and working outgoing email program already in use.

# Mail Server (SMTP)

Enter the Mail Server (SMTP) information. Often, the takes the form of: mail.(isp-server-name).com.

# **Port Number (SMTP)**

Enter the Port Number (SMTP) information, if needed. Often, though not always, in network environments, the is number 2525.

#### I-156

#### Account Name

Enter the account number registered with the Internet Service Provider or used with the company outgoing mail server.

#### Password

Enter the password registered with the Internet Service Provider or used with the company outgoing mail server.

#### **Authorization Methods**

User the drop-down tool to choose the authorization method used with the Internet Service Provider or used with the company outgoing mail server from among the following:

- None
- CRAM-MDS

- LoginNTLM
- Plain

# Login Domain

The entry is only available and required when the NTLM Authorization Method is selected.

# The server requires a secure connection (SSL)

Select the option if the setting is required.

#### Send Email by

The selection shown in the area shows the choice made in Administrator | System Wide Parameters | Miscellaneous. The choices are BIS<sup>®</sup> Email Service or MS Outlook<sup>®</sup>/MS Outlook Express<sup>®</sup>.

#### **Test email settings**

After the appropriate settings are in place, click on the button to test them.

#### Save Button

Click on the button to save the settings established on the screen form.

#### **Close Button**

Click on the button to close the screen, ignoring changes made since the last use of the save button.

# **Reports Tab**

There are two sections of options under the Reports tab: Default Export Folder and Print and Mail Spoolers.

## Menu Access

Administrator | User Preferences | Reports Tab



# **Default Export Folder**

Users should define the default location of reports they export. As with other areas of the program, the Browse button allows users to search for the location with an Explorer like listing.

# 🄍 Tip

Please note that the Report Server module and option is only available to all Enterprise edition users and only Professional edition users with that module. It is not available to Standard edition users.

# **Print and Mail Spoolers**

BIS<sup>®</sup> optionally can provide a slowly rising popup message about successful printing or emailing of reports. These messages are similar to that of Microsoft<sup>®</sup> Outlook<sup>®</sup>. Again, the Email Spooler option is only available to Professional and Enterprise edition users.

# **Save Button**

Click on the button to save the settings established on the screen form.

# **Close Button**

Click on the button to close the screen, ignoring changes made since the last use of the save button.

# Menu Tab

There are two sections of options under the Menu Tab: Menu Style and Menu Colors.

# **Menu Access**

Administrator | User Preferences | Menu Tab

Figure: Install-151	User Preferences for ADMIN - Administrator								
User Preferences, Menu tab settings screen form.	User Preferences for ADMIN - Administrator      Settings App for Payment Hyperlinks Backgrounds Mail Account Reports Menu Interface      Menu Style      O Standard      Modules with Reports Group      Modules with Reports Listed      Menu Colors      O Disable      O Color Jumphate      More Jemplate								
	Color lemplates								

## Menu Style

Users can select the menu style that they may wish to use.

# Standard

The Standard style is the BIS<sup>®</sup> legacy style that emulates Windows<sup>®</sup>.

Builder Information System	
Eile Edit View Job List Transactions Reports Administrator Window Help	
i 🗅 🖄 🖬 🔂 🚿 🛦 🖻 🛍 🔊 🗙 📔 🔹	- ↓ ↓     Q   ↓ ∢ → ≫   Z ⇒   💾   🐼 🔘

**Figure: Install-152** BIS<sup>®</sup> Standard menu.

#### **Modules with Reports Group**

The menu style lists the individual modules, but in the drop-down sub-menu reports are listed in their own group.

Builder Information System	
i 🗅 🖄 🖪 I 🖻 🍼 I 🕉 🖻 🖺 🖃 🗙 I	▼ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
Eile Edit View Einancials GL BK JC JB SC AP PO Pay	rol <u>Union IV AR D</u> M Eguipment <u>Miscellaneous</u> Ot <u>h</u> er <u>A</u> dministrator <u>W</u> indow <u>H</u> elp
Cash Disbursements	
Customer Refunds	
Cas <u>h</u> Receipts	
Reports >	Cash Disbursements Journal
	Cash <u>R</u> eceipts Journal
	General Ledger
	Check Register
	Check List
	Cash Receipts List
	Activity By Code
	Activity By Job

**Figure: Install-153** BIS<sup>®</sup> Modules Menu with Reports Group.

# **Modules with Reports List**

The menu style lists the individual modules, but in the drop-down sub-menu reports are listed with other items and not in their own group.

	Builder Information System																
	D 🖄 🖬 🖻 🚿 🖌 🗈 🖺 🍘 🗙 I 🔍 🔹 🔽 🔹 🔽 🔽 🔹 🔽 👘 👘 💎 👘 👘 🖓 👘 👘 🖓 👘 👘 🖓 👘 👘 🖓 👘 👘 🖓 👘 👘 🖓 👘 👘 🖓																
					D.	8		<u>a</u>					1	🔲 🗟 🖪			
Eile		<u>E</u> dit	<u>V</u> iew	Einan	ncials	GL	BK JC JB SC AP PO	Payroll Uni	on <u>I</u> V A	<u>r</u> <u>D</u> M	E <u>q</u> uipment	Miscellaneous	Ot <u>h</u> er	Administrator	Window H	<u>H</u> elp	
							Cash Disbursements	+									
							<u>C</u> ustomer Refunds	•									
							Cas <u>h</u> Receipts	•									
							Cash Disbursements Jour	nal									
							Cash <u>R</u> eceipts Journal										
							General Ledger										
							Check Register										
							Check <u>L</u> ist										
							Cash Receipts List										
							Activity By Code										
							Activity By <u>J</u> ob										

Figure: Install-154 BIS<sup>®</sup> Modules Menu with Reports List.

🤍 Tip

Users may want to consider keeping the menu in its standard style, while also employing the sidebar My Desktop feature that provides modular access.

# **Menu Colors**

Users can set color choices for individual menu elements in BIS®.

#### Disable

When the option is selected, menu colors are disabled.

# **Color Templates**

Users can create their own templates or use the system default template. When the option is selected, the dropdown tool may be used to select a template.

Figure: Install-155 User Preferences, Menu	🗐 User Preferences for ADMIN - Administrator								
Figure: Install-155 Jser Preferences, Menu ab, Menu Colors, Femplate selection.	Settings Menus () () () () () () () () () () () () ()	App for Payment style @ Standard Modules with Rep Modules with Rep Colors Disable @ Color Templates	Hyperlinks	Backgrounds	Mail <u>A</u> ccount				
								Save	e Gose

#### More Templates . . .

Click on the More Templates button to open the Menu Color Template sub-screen.



#### I-160

#### Menu Color Templates – New

User the button to create a new Menu Color Template.

Figure: Install-157	🖻 Menu Colors	? <b>X</b>
User Preferences, Menu	Template:	
tab, Menu Colors,	Option Color:	+ -
Template selection, Menu	File	
Colors screen form.	⊕ Edit	
		=
	. IV	
	Barto AR Barto DM	
	⊕ ⊖ Equipment	-
	Save	Close
		<u></u>

Note that them folder list that appears is the same menu structure that was set for the user. Thus, if the menu structure was set as Standard, the folder list would list the same menu items as the Standard Menu.

# Template

Enter a template name for the new Menu Color Template of up to 30 alphanumeric characters.

# **Menu Options Tree Structure**

The is a graphical representation of the menu options. Branches may be expanded or collapsed as needed in order to provide select views, by clicking on the Plus (+) (expand branch) button or the Minus (-) (collapse branch) button. The menu options that appear next to a yellow folder icon are always available to all users. Menu options that are allowed to the current user appear next to a green dot, while options that are denied show a red dot.

# 🄍 Tip

Some menu options may not be available because that module is not included under the current BIS<sup>®</sup> license configuration.

The initial listings in the major window show the same menu items shown above the toolbar at the top of the screen. To the to right of the Option Color field, there are buttons similar to the Chart of Accounts. Clicking on the Plus (+) button will fully expand the list to show all subsidiary menu elements.

255

255 255

#### **Option Color**

Color Basic colors:

Click on the Details button to open the standard Windows<sup>®</sup> style color selection pallette.

Color	Color	
Basic colors:	Basic colors:	
Custom colors:	Custom colors:	
		Hue: 160 Red: Sat: 0 Green:
Define Custom Colors >>	Define Custom Colors >> ColorISc	lid Lum: 240 Blue:
OK Cancel	OK Cancel	Add to Custom Colors

Figure: Install-158 Standard color pallette.

Custom color pallette selection screen.

When the option color is selected, it is shown in the Option Color field.



#### Save Button

Click on the button to save the settings established on the screen form. When the colors are saved, the Menu Color Template lists the new template.

#### **Close Button**

Click on the button to close the screen, ignoring changes made since the last use of the save button.

Figure: Install-159

Figure: Install-161 Menu Color Template showing the newly created template.



# Menu Color Templates – Copy

form sample.

The Copy button may be used to copy and existing color template to be modified and saved with a new name.



The procedures for modifying the copied template are identical to setting the colors for a new template.

# Menu Color Templates – Edit

The Edit button may be used to modify and save an existing color template.

#### Menu Color Templates – Delete

The delete button is used to remove a color template. The template must not be use if it is to be deleted.

#### Menu Color Templates – Close Button

Click on the button to close the screen.

The drop-down tool in the Menu Colors will list the newly saved templates.

Monu Colors showing	Settings         App for Payment         Hyperlinks         Backgrounds         Mail Account         Reports         Menu         Interface	
ly saved color	Menu Style	
plates available for	Standard	
ction.	Modules with Reports Group	
	Modules with Reports Listed	
	Menu Colors Disable Color Templates Default Spring Winter More Templates	

#### **Save Button**

Click on the button to save the settings established on the screen form. When the colors are saved, the Menu Color Template lists the new template.

Save Close



# **Close Button**

Click on the button to close the screen, ignoring changes made since the last use of the save button.

# **Interface Tab**

There are three sections of options under the Interface Tab: Button Appearance, Data Entry Appearance, and Windows.

# **Menu Access**

Administrator | User Preferences | Interface Tab

# **Menu Style**

Users can select the menu style that they may wish to use.



# Button Appearance

The image to the left is the result of choosing the 3D Button Appearance.

In the image to the left is the result of choosing the Flat Button Appearance.

# **Data Entry Appearance**

# Standard

Selecting the Standard Data Entry Appearance results in data fields separated by a common line.

<b>Figure: Install-167</b> Vendor address data entry fields showing the Standard Data Entry Appearance.	Vendor Id Vendor Name Street Address 1 Street Address 2 City State	Q	
	Zip Code		

# Alternate

Selecting the Alternate Data Entry Appearance results in data fields separated by a small space.

<b>Figure: Install-168</b> Vendor address data entry fields showing the Alternate Data Entry Appearance.	Vendor Id Vendor Name Street Address 1 Street Address 2 City State	
	Zip Code	

#### Save Button

Click on the button to save the settings.

#### **Close Button**

Click on the button to close the screen, ignoring changes made since the last use of the save button.

# Windows

#### **One Instance**

The selection allows only one instance of a given entry form to appear on the screen at a time.

#### **Multiple Instances**

The selection allows multiple instances of the same form to appear on the screen at a time.

Figure: Install-169 Example of two Vendor master record screen forms on the screen at the	Vendors -	New E Vendors(2) - New Main Default (2)	v 2ontact History	1099 Udf Notes		
same ume.	Street Addr Street Addr City State Zip Code Day Teleph Night Teleph Fax E-Mail Cost Code	Vendor Id Vendor Name Street Address 1 Street Address 2 City State Zip Code Day Telephone Night Telephone Fax	() - () - () -		License Number Federal Id Number Ø Vendor requires Worker W/C Expiration Date Ø Vendor requires Liability L/I Expiration Date Vendor Status Customer Id	s' Comp. Date // Insurance Date // Active
	Payment Te	E-Mail <u>Cost Code</u> <u>Payment Terms</u> New			Vendor requires Auto Ir Auto Insurance Expiration	isurance Date

#### Show Job Information in Transaction Detail

When checked, the Job ID, Job Name, Cost Code, Cost Code Description and CO information will appear in the transaction line-item detail area.

## Show Job Budget subtotals in the Budget and Change Orders tabs

When checked, the Job Cost subtotals will appear on the Budget and Change Orders form in the Job Budget.

## **Save Button**

Click on the button to save the settings.

#### **Close Button**

Click on the button to close the screen, ignoring changes made since the last use of the save button.
# I-167

# Installation

# **Fiscal Year**

BIS<sup>®</sup> allows a maximum of 24 months of data to be stored in the system. The is divided into two periods: the current period and the prior period. When working in BIS®, only one fiscal year period may be open at a time, and only transactions with dates falling within the open fiscal year will be accepted. The open period will be displayed on the status bar.

🄍 Tip

The process also requires an exclusive use of the data files. No one else should be working in BIS<sup>®</sup> at when running the process.

# Menu Access

Administrator | Fiscal Year

# Change Fiscal Year Period

Transactions can be made for both the current and the prior fiscal years. BIS<sup>®</sup> maintains records for both years and allows access to each year separately for better security and maintenance of yearly figures. The means that only one fiscal year period can be open at any given time.

(į) Tip

BIS® will not allow any user to close the program without being in the Current Period.

To work in a different fiscal year, use the Change Fiscal Year Period option, or click the period listed on the status bar. Both years, current and prior, are displayed. The year that is currently open is indicated by white backgrounds in the text boxes. To change the period, click either the Prior or Current button, depending on which is desired.

# Menu Access

Administrator | Fiscal Year | Change Fiscal Year Period

Most often needed is the Change the Fiscal Year Period. BIS® makes all of the months of the Current Year and Prior Year available at any time. The feature allows switching to the prior year. Since the is a frequently used feature, it is also available directly from the Status Bar at the bar normally docked at the bottom of the screen.

Best Construction Company	Sø ADMIN 🗰 Current Period 💷 12/05/2014 🗙 RS
Figure: Install-170	Status Bar access to the Fiscal Year Change.

Clicking on the Current Period (or Prior Period) portion of the Status Bar will open to the same function as that available from the Change Current Fiscal Year Period accessible from the menu under Administration.

Figure: Install-171	🖻 Change Fiscal Year Period					
Administrator, Fiscal Year,	Prior Period		Current Period	Current Period		
Change Fiscal Year Period screen form showing the	Beginning date Ending date		Beginning date Ending date			
Current Period as open.	January	Open	January	Open		
	February	Open	February	Open		
	March	Open	March	Open		
	April	Open	April	Open		
	May	Open	May	Open		
	June	Open	June	Open		
	July	Open	July	Open		
	August	Open	August	Open		
	September	Open	September	Open		
	October	Open	October	Open		
	November	Open	November	Open		
	December	Open	December	Open		
	Balance Sheet ANNUAL CLO	SING Account Number				
	Q		Prior	Current	Close	
	Balance Sheet ANNUAL CLO:	Open SING Account Number	December	Open	<u>C</u>	

#### **Prior Button**

**Figure: Install-172** Administrator, Fiscal Year, Change Fiscal Year Period screen form showing the Prior Period as open.

Click on the button to move to the previous record in the current file and display the information for that record. The system will ask for confirmation, and if given, will provide a message identifying active period.

Phot Penou		Current Period	
Beginning date		Beginning date	
Ending date	1	Ending date	
January	Open	January	Open
February	Open	February	Open
March	Open	March	Open
April	Open	April	Open
May	Open	May	Open
June	Open	June	Open
July	Open	July	Open
August	Open	August	Open
September	Open	September	Open
October	Open	October	Open
November	Open	November	Open
December	Open	December	Open
BIANCE SNEET ANNUAL CLOS	ined Earnings	Prior	Current Close

#### **Current Button**

Select the current fiscal year button to move to the current period file and display the information for that record. The system will ask for confirmation, and if given, will provide a message identifying active period.

#### Close

The button closes the currently opened form.

# Change Fiscal Year Date Limits

The fiscal year dates were selected at the time the company was created and should have been selected carefully. It is recommended that fiscal year limits not be changed once transactions for the company are entered. However, if it becomes necessary to change these dates, it can be done through the option.



A BIS<sup>®</sup> backup should be performed prior to employing the feature.

Again, it is important to backup company files before beginning the process. If a backup is not completed, the system cannot be restored in case of an error or power outage, and data may be lost.

Because BIS<sup>®</sup> allows 24 months of financial data (two fiscal year periods) to exist at any given time, it is important to consider the effect the action will have on data currently stored in the system. If there is no prior fiscal year information stored in BIS<sup>®</sup> before changing the date limits, then all information currently recorded for the company will remain in the company's system files. A prior year will be created ending on the month prior to the new beginning date.

For example: the original date limits of the current fiscal year are 1/1/20 - 12/30/20, but will be changed to 7/1/20 - 6/30/21. BIS<sup>®</sup> will create a new fiscal year with dates ranging 7/1/20 - 6/30/21. All data transactions dated between 1/1/20 - 7/1/20 will appear in the prior year.

However, if a prior year already exists, the months between the old prior period beginning date and the new prior period beginning date will be permanently closed and all records will be purged (except open invoices, payroll and 1099 information). Again using the example given above, the original prior year would extend 1/1/20 - 12/30/20. When the fiscal year change takes place, BIS<sup>®</sup> will also change the prior year limits to 7/1/20 - 6/30/21. All transactions dated during 1/1/20 - 7/1/20 will be deleted.

### To change the fiscal year date limits:

- 1. Backup all data files.
- 2. Selecting Change Fiscal Year Date Limits from the Fiscal Year submenu of the Administrator menu.
- 3. Select the new beginning date for the fiscal year.
- 4. Check the box if closed purchase orders or those with a zero balance should be removed.
- 5. Verify the closing account.
- 6. Click the Start button.

# Figure: Install-173

i igule. Ilistali-175	Change riscar rear Date Limits	
Administrator, Fiscal Year, Change Fiscal Year Date Limits screen form.	This process will PERMANENTLY modify your data files, do not co Current Period Beginning Date Ending Date Ending Date Ending Date Ending Date Ending Date Ending Date I I I I Ending Date I I I I I I I I I I I I I I I I I I I	ontinue unless you have made a backup copy of your data files Update Beginning Balances Check Journal Entries Check Cash Disbursements Check Cash Disbursements Check Cash Receipts Check Counts Payables Check Accounts Payables Check Accounts Receivables Check Accounts Receivables Check Caynentory Adjustments Check Caynol Entries Check General Ledger Check Chart of Accounts Change Current Period to Prior Create New Current Period Update Company Information Venfy Beginning Balances Start

The new beginning date for the fiscal year must be greater than the original beginning date for BIS<sup>®</sup> to proceed. Once all information is verified, click the Start button to change the fiscal year dates. The report area generates messages pertaining to the results of the fiscal year change. BIS<sup>®</sup> will provide a notification when

# Menu Access

Administrator | Fiscal Year | Change Fiscal Year Period

# **Current Period**

The field displays the beginning and ending date of the current fiscal year. These dates were established when the company was created.

# **New Fiscal Year Date Limits**

The field is used to record the new beginning period date. The date may be typed or entered using the Calendar tool. BIS<sup>®</sup> calculates and displays the ending date.

# **Remove Closed PO's and PO's with Zero Balance**

The option is checked to remove purchase orders that are closed or have a zero balance from the system. The will free up disk space, if necessary.

# **Balance Sheet Annual Closing Account Number**

The field displays the account selected as the annual closing account.

# Total Disk Space

The field displays the amount of total disk space on the hard drive where BIS® resides.

# **Disk Free Space**

The field displays the amount of free disk space on the hard drive where BIS® resides.

# **Required Free Space**

The field displays the amount of disk space required for the action.

# Start Button

The button initiates the process.

# **Close Button**

The button closes the currently opened form.

# **Start New Fiscal Year**

BIS<sup>®</sup> allows 24 months of data to be stored for each company: the current fiscal year and the prior year. When a new fiscal year is opened, it becomes the current year, the current year becomes the prior year and any previous information is removed from the system. Therefore, be sure that all transactions for the prior year are completed before opening the new fiscal year. It is important to backup all data files before opening a new fiscal year. If the procedure is completed accidently, the deleted information can easily be replaced using the Restore feature.

A Caution

A BIS<sup>®</sup> backup should be performed prior to employing the feature.

Verify that all information is correct, then click the Start button to create the new fiscal year. The report area generates messages pertaining to the results of the fiscal year change. BIS<sup>®</sup> will provide a notification when the process is completed.

# To open a new fiscal year:

- 1. Backup all data files.
- 2. Choose Start New Fiscal Year from the Fiscal Year submenu of the Administrator menu.
- 3. To remove purchase orders that are closed or have a zero balance from the system, check the box next to the option.
- 4. Verify or enter the Balance Sheet Annual Closing Account Number.
- 5. Click the Start button to open the new year.

## **Menu Access**

Administrator | Fiscal Year | Start New Fiscal Year

<b>Figure: Install-174</b> Administrator, Fiscal Year,	E Start New Fiscal Year This process will PERMANENTLY modify your data files, do n	ot continue unless you have made a backup copy of your data files
Start New Fiscal Year screen form.	Current Period Beginning Date New Fiscal Year Date Limits Beginning Date Ending Date Endin	Update Beginning Balances Check Journal Entries Check Cash Disbursements Check Cash Receipts Check Customer Deposit Check Accounts Payables Check Accounts Payables Check Accounts Receivables Check Inventory Adjustments Check Payroll Entries Check Chart of Accounts Check Chart of Accounts Change Current Period Verify Beginning Balances Update Company Information

🄃 Tip

Data from the "former" prior year can be accessed by restoring the backup (after backing up the current data), or using other methods described in a Frequently Asked Question (FAQ). (Essentially, it employs the feature that enables the backup to be restored as if it were a different company with the same name. Contact MICS Technical Support, or Training Departments for more information

# I-172

### **Current Period**

The field displays the beginning and ending date of the current fiscal year. These dates were established when the company was created.

#### **New Fiscal Year Date Limits**

The field calculates and displays the beginning and ending date of the new fiscal year to be created.

#### **Remove Closed PO's and PO's with Zero Balance**

To remove purchase orders that are closed or have a zero balance from the system, check the box next to the option. The will free up disk space, if necessary.

#### **Balance Sheet Annual Closing Account Number**

The field displays the account selected as the annual closing account.

#### **Total Disk Space**

The field displays the amount of total disk space on the hard drive where BIS® resides.

#### **Disk Free Space**

The field displays the amount of free disk space on the hard drive where BIS® resides.

#### **Required Free Space**

The field displays the amount of disk space required for the action.

**Start Button** The button initiates the process.

### **Close Button**

The button closes the currently opened form.

# **Delete Fiscal Year**

The Delete Fiscal Year is a rarely used function that enables removal of all data from the oldest Historical Fiscal Year. Generally, if used at all, it is employed by new users at startup to recover from serious data entry errors.

# **Menu Access**

Administrator | Fiscal Year | Delete Fiscal Year

į	Tip
---	-----

The process also requires an exclusive use of the data files. No one else should be working in  $BIS^{\text{\tiny{(B)}}}$  when running the process.



A BIS<sup>®</sup> backup should be performed prior to employing the feature.

Note that closed Purchase Orders and Purchase Orders with zero balance can be removed simultaneously.

Figure: Install-175	🖻 Delete Fiscal Year				
Delete Fiscal Year form.	This process will PERMANENTLY modify your data files, do not continue unless you have made a backup copy of your data files.				
	The selected	Fiscal	Year to be deleted is the olde	st fiscal year on file.	
	Fiscal Year to be Deleted				
	Beginning Date	Ending Date	Update Beginning Balances		
				Delete Coch Dishursements	
				Delete Cash Disbursements	
				Delete Customer Deposit	
				Delete Accounts Payables	
	Remove Closed PO's and PO's with Zero Balance			Delete Payments by Credit Card	
				Delete Accounts Receivables	
	Balance Sheet AlvivOAL	Detained Services	Delete Inventory Adjustments		
	3520	4	Retained Earnings	Delete Payroll Entries	
				Delete General Ledger	
				Delete Chart of Accounts	
				Update Company Information	
				<u>Start</u>	ose

# **Close or Reopen Months**

The Close or Reopen Months feature in BIS<sup>®</sup> simply prevents or allows users to post data to specific months in the Fiscal Year. The functionality should not be confused with the accounting concept of "closing a month" in which subsidiary ledger data is transferred to the General Ledger.

#### Menu Access

Administrator | Close or Reopen Months

Simply click on the Down Arrow of any specific month, and select the status desired. The selection can be changed at any time.

Figure: Install-176 Sclose or Reopen Months				
Close or Reopen Months	Prior Period		Current Period	
screen form.	Beginning Date		Beginning Date	
	Ending Date	:	Ending Date	
	January	Closed 👻	January	Open 💌
	February	Closed 👻	February	Open 💌
	March	Closed 👻	March	Open 💌
	April	Closed 👻	April	Open 💌
	Мау	Closed 👻	May	Open 💌
	June	Closed 👻	June	Open 💌
	July	Closed 👻	July	Open 💌
	August	Closed 👻	August	Open 💌
	September	Closed 👻	September	Open 💌
	October	Closed 👻	October	Open 💌
	November	Closed 👻	November	Open 💌
	December	Closed 👻	December	Open 💌
				[
	Undo			OK <u>C</u> lose
	Open or Close Months			

# **Purge Jobs**

Since active jobs can continue across fiscal years, job data is not removed when creating a new period. It also may be useful to check old jobs for reference information. The Purge Jobs function enables the removal of old job information no longer needed.

# **Menu Access**

Administrator | Purge Jobs

🄍 Tip

The process does not remove open transactions (Accounts Payable, Accounts Receivable, etc.).

To use the feature, simply click on the Tagged boxes next to each job to be purged. These jobs may be untagged them prior to completing the process.

🄍 Tip

The process also requires an exclusive use of the data files. No one else should be working in the program when running the process.



A BIS<sup>®</sup> backup should be performed prior to employing the feature.

je Jobs screen form.	Tagged	Job	Description	Status 🔺	This option will alter your existing database
		1000	Pacific View Apartments	Active	permanently. Before proceeding, you must
		1010	Truesdale Elementary School	Active	make complete backup copies of your data
		1020	Giovanni's Pasta House	Active	base (*.DBF), index (*.CDX), and memo files (*.FPT)
					All job records including the Job Information file, Job Budget, Job Cost, Schedule of Values, Change Orders, Subcontracts and Document Manager will be purged from the Data Base. If you wish to maintain records for the jobs you can either print all the reports for the job or maintain a backup of your entire program and data files
					Burgo John Close

### **Purge Jobs Button**

The Purge Jobs button causes the purge process to commence.

### **Close Button**

# Recover

The Recover menu listing contains many different recovery components to fix damaged date or adjust some elements for 1099 reporting.

#### Menu Access

Administrator | Recover

# Verify the Database

The option verifies the integrity of the database and determines which files, if any are damaged. The option is not as extensive as the Recover choice listed that follows.

🤍 Tip

The process also requires an exclusive use of the data files. No one else should be working in the program when running the process.



A BIS<sup>®</sup> backup should be performed prior to employing the feature.

#### **Menu Access**

Administrator | Recover | Verify the Database



#### **Purge Deleted Records**

When selected, all records marked for deletion will be erased during the recover process.

#### Start Button

The start button causes the process to commence.

### **Close Button**

# **Rebuild Index Files**

Sometimes a BIS<sup>®</sup> index may become corrupted by weak media, power problems, hardware problems, etc. Corrupted indexes cause data to either hide or appear two or more times. In the case, select Rebuild Index Files if it relates to a problem with a customer, employee, vendor or inventory file, or with the Chart of Accounts.

The option is not as extensive as the Recover choice listed below.

V **Tip** The process also requires an exclusive use of the data files. No one else should be working in BIS<sup>®</sup> when running the process.

Caution

A BIS<sup>®</sup> backup should be performed prior to employing the feature.

#### Menu Access

Administrator | Recover | Rebuild Index Files

Figure: Install-179 Rebuild Index Files screen form.	Rebuild Index Files This option rebuilds index files of your data files. This procedure requires an exclusive use of your data files. Please make sure that no other user is running BIS using this company at this time. This option could take several minutes depending on the size of your data files. Purge deleted records	
		Close

#### **Purge Deleted Records**

When selected, all records marked for deletion will be erased during the recover process.

#### Start Button

The start button causes the process to commence.

#### **Close Button**

#### Recover

The Recover option is the most comprehensive method of data recovery. Note that if two years of data are available, the system allows the choice of which period or both to Recover.

The feature runs a general recovery procedure on all journals and ledgers, and it verifies that all information is correct. A report is generated with result messages pertaining to the recovery process.



▲ Caution

A BIS® backup should be performed prior to employing the feature.

#### Menu Access

Administrator | Recover | Recover

Current Period	Verify the Database		
Beginning Date Ending Date	Rebuild Index Files		
Prior Period	Verify the General Journal		
Beginning Date Ending Date	Verify the Cash Disbursements Journal		
	Verify the Apply Deposits Journal		
O Current period	Verify the Account Payable Journal		
Both period	Verify the Payments by Credit Card Journal Verify the Account Receivable Journal		
· · · · · · · · · · · · · · · · · · ·	Verify the Inventory Adjustments Journal		
Balance Sheet Annual Closing Account Number	Verify the Payroll Journal		
3520 Q Retained Earnings	Verify the General Ledger		
	Verify the Chart of Accounts		
	Verify Equipment Transactions		

#### **Current Period**

Displays the beginning and ending dates for the current fiscal year.

#### **Prior Period**

Displays the beginning and ending dates for the prior fiscal year.

### **Select Period Options**

Gives the option of running the recovery procedure on the current period, the prior period or both.

#### **Balance Sheet Annual Closing Account Number**

Displays the account selected as the annual closing account.

#### Logs

Selecting this option with provide Recover logs to view, if available.

#### **Recover Mode**

Select either Basic or Complete mode. It is recommended to run the Complete mode after applying a software update or upgrade or when dealing with data anomalies.

# **Start Button**

Click the Start button to begin the operation. A report is generated with result messages pertaining to the recovery process.

# **Close Button**

# **Verify AP Invoice Adjustments**

The option verifies the amount paid for all accounts payable invoices if the AP module is installed.

**Tip** The process also requires an exclusive use of the data files. No one else should be working in BIS<sup>®</sup> when running the process.

#### **Menu Access**

Administrator | Recover | Verify AP Invoice Adjustments

**Caution** A BIS<sup>®</sup> backup should be performed prior to employing the feature.



#### **Start Button**

The start button causes the process to commence.

#### **Close Button**

# **Verify AR Invoice Adjustments**

The option verifies the amount paid for all accounts receivable invoices if the AR module is installed.

**W Tip** The process also requires an exclusive use of the data files. No one else should be working in BIS<sup>®</sup> when running the process.

#### Menu Access

Administrator | Recover | Verify AR Invoice Adjustments

▲ Caution

A BIS<sup>®</sup> backup should be performed prior to employing the feature.

Figure: Install-182 Verify AP Invoice Adjustments screen form.	Verify AR Invoice Adjustments  This option verifies the amount received for all accounts receivable invoices. This procedure requires an exclusive use of your data files. Please make sure that no other user is running BIS using this company at this time.  This option could take several minutes depending on the size of your data files.  Start
	Press <start> to verify Invoices</start>

#### **Start Button**

The start button causes the process to commence.

#### **Close Button**

# Verify SSN

The option verifies the Social Security Numbers and Names for the employees if the Payroll module is installed.

🄍 Tip

The process also requires an exclusive use of the data files. No one else should be working in BIS<sup>®</sup> when running the process.

#### Menu Access

Administrator | Recover | Verify SSN

Caution
 A BIS® backup should be performed prior to employing the feature.

Figure: Install-183
Verify SSN (Social Security
Number) screen form.

This setting	if a the control construction to	have a distance for the		
employees.	rmes the Social Security Num	ibers and Names for the		
This option of files.	uld take several minutes dep	ending on the size of your da	ata	

#### **Start Button**

The start button causes the process to commence.

# **Close Button**

### Verify Year-To-Date Inventory Usage

The option verifies year-to-date inventory usage if the Inventory module is installed.

**W Tip** The process also requires an exclusive use of the data files. No one else should be working in BIS<sup>®</sup> when running the process.

#### Menu Access

Administrator | Recover | Verify Year-To-Date Inventory Usage

**L** Caution

A BIS<sup>®</sup> backup should be performed prior to employing the feature.

Figure: Install-184 Verify Year-To-Date Inventory Usage screen form.	E Verify Year-to-date Inventory Usage This option verifies year-to-date inventory usage. This procedure requires an exclusive use of your data files. Please make sure that no other user is running BIS using this company at this time. This option could take several minutes depending on the size of your data files.	? <b>×</b>
	Start	Qlose

### **Start Button**

The start button causes the process to commence.

Press <Start> to verify Inventory

#### **Close Button**

### **Reset Auxiliary Payroll Files**

If hours or other data are entered for a payroll and available in a pre-payment edit list, the data is placed in an auxiliary file until the payroll is process. The file will remove all entries in the auxiliary file

New users find the feature particularly useful when first learning the Payroll process. Effectively, it "cleans the slate" of all of the Payroll Hours & Adjustments entered for the next payroll. Remember, however, that use of the function also requires re-entry all of the payroll hours and adjustments.

🄍 Tip

The process also requires an exclusive use of the data files. No one else should be working in  $BIS^{\text{(B)}}$  when running the process.

#### **Menu Access**

Administrator | Recover | Reset Auxiliary Payroll Files



#### **Reset Button**

The reset button causes the process to commence.

#### **Close Button**

# **Rebuild Employee YTD Balances**

The option rebuilds and verifies employee year-to-date balances from the data in each processed payroll.

**Tip** The process also requires an exclusive use of the data files. No one else should be working in BIS<sup>®</sup> when running the process.

#### Menu Access

Administrator | Recover | Verify Employees Year-to-Date Balances

\rm <b>Caution</b>	A BIS <sup>®</sup> backup should be performed prior to employing t	he feature.
Figure: Install-186 Rebuild Employee YTD (Year-To-Date) Invento Usage screen form.	This option verifies employee year-to-date balances.         This option verifies employee year-to-date balances. This procedure requires an exclusive use of your data files. Please make sure that no other user is running BIS using this company at this time. This option could take several minutes depending on the size of your data files.	
	Press <start> to rebuild Employee Year-to-date Balances</start>	

### **Reset Button**

The reset button causes the process to commence.

### **Close Button**

# **1099 Adjustments**

The 1099 Adjustments form is used to adjust the 1099 status of any individual vendor payment. Most often, the Recover feature is used in January when getting ready to process 1099 forms. In some cases, small vendors only belatedly provide their identification numbers. In other cases, particular vendor invoices may not have been marked as being "1099-able." The feature enables modification of records that may have been entered inaccurately for 1099 vendors.

These payments could be the result of the payment of a cash-based Vendor Check or from paying a Vendor Invoice. Parameters for what payments are to be viewed should be set on the top left before pressing the Select button. Once the items are displayed on the screen, simply check or uncheck the items that need their status changed and press the Apply button. The buttons at the top right may be used to check or uncheck multiple items.

The 1099 Adjustments form is very flexible in terms of adjusting the 1099 attributes for each vendor payment. In addition to adjusting the overall 1099 status, the specific 1099 Type and 1099 Pay/Deduction settings may be changed. Simply use the drop-down box to change the settings of any payment. Once a payment is checked as a 1099 payment, the default settings for 1099 Type and 1099 Payment/Deduction are loaded from the Vendor Master Record.

#### **Menu Access**

Administrator | Recover | 1099 Adjustments

Figure: Install-187 1099 Adjustments screen form.	Image: 1099 Adjustments         Vendor Id         Beginning Check Date         Ending Check Date         Invoice/Check #/Trans #         Image: AP Invoices         Vendor Checks         Vendor Payments by	Credit Card	9 Records 💿 Nor	n-1099 Records	@ Both	Selen <u>I</u> ag <u>U</u> ntag <u>Appl</u> <u>C</u> los	ct All All Iy
	1099 Invoice Date	Invoice #	Invoice Amount	Amount Paid	1099 Type	Pay/Ded	
	Total payments	0.00 1099 pa	yments 0.0	0 Non-109	9 payments	0.	÷

### Vendor ID

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

Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Vendors - New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

**Figure: Install-188** Reports directly accessible by right-clicking on the field name hyperlink

Vendor File
Vendor Labels
Vendor Ledger
Accounts Payable Aging
Vendor Payments
What's This?
Control Access

The vendor ID may be entered manually, or the list of vendors can be examined by clicking on the Magnifying Glass  $\square$  icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the below the Vendor Id code.

# **Beginning Date**

The field is used to record the beginning date parameter for the list of records to be displayed on the form. The calendar drop-down tool may be used to select the date.

# **Ending Date**

The field is used to record the ending date parameter for the list of records to be displayed on the form. The calendar drop-down tool may be used to select the date.

### Invoice/Check #/Trans #

The field is used to record the specific invoice, check, or transaction number sought. Enter the number in the field and press the Select button to bring up the specific item.

### **Payment Type**

The selection allows viewing either AP Invoices, Vendor Checks, or Vendor Payments by Credit Card associated with the vendor.

### **Record Status**

The selection allows viewing all 1099 records, all non-1099 records, or both for the associated vendor.

# Display Grid

**Invoice Date** 

The Invoice Date column shows the date of the invoice that meets the criteria for selection.

### **Invoice Number**

The Invoice Number column shows the number of the invoice that meets the criteria for selection.

### **Invoice Amount**

The Invoice Amount column shows the invoice total of the invoice that meets the criteria for selection.

### **Amount Paid**

The Amount Paid column shows the total of all prior payments made on the invoice.

### 1099 Type

The field displays the current vendor's 1099 type and provides a selection of 1099 types. The available form types are:

Type 1: 1099-MISC, Miscellaneous Income

Type 2: 1099-DIV, Dividends and Distributions Type 3: 1099-INT, Interest

# 1099 Payment/Deduction

The field displays the type of payment or deduction that the expense should appear as on the company's 1099 and provides a selection of types to choose from.

# **Summary Area**

The area displays summary information pertaining to the 1099 and/or non-1099 payment information for the selected vendor.

# **Total Payments**

The field displays the total payments made to the selected vendor.

### 1099 Payments

The field displays the total 1099 payments made to the selected vendor.

#### Non-1099 Payments

The field displays the total non-1099 payments made to the selected vendor.

### **Buttons**

#### Select

All paid invoices that meet the parameters defined will appear on the table.

# Tag All

The button marks all payments listed for inclusion in the 1099 for the selected vendor.

# Untag All

The removes checkmarks shown in the Tag column from all items listed.

# Apply

The button applies all the tagged expenditures to the current Schedule of Values and closes the Cost Plus screen.

### Close

Closes the Cost Plus form. Only applied items are placed in the Schedule of Values.



Even if users use the Tag or Untag feature, they can still manually tag or untag individual items by clicking on the box with the mouse.

# **Print and Email Spooler**

The option provides a list of print and email reports that have been spooled and their success or failure. Most often, the form's information will only be needed when requested by MICS Technical Support.

#### Menu Access

Administrator | Recover | Print and Email Spooler

#### Figure: Install-189 Print & Email Spooler screen form.



### **Time Received**

The column shows the date and time that the report file was received by the spooler for distribution.

#### То

The column shows the email address of the recipient(s) of the email.

### Attachment

The column shows the report file name attached to the outgoing email.

#### **Buttons**

Refresh Lists

#### **Cancel Task**

Click on the button to cancel the selected task.

#### **Cancel All**

Click on the button to cancel all listed tasks.

#### Process

Click on the button to process all tasks.

#### **View Log**

Click on the button to view the Email log.

### Close

Click on the button to close the Print and Email Spooler window.

# **Report Queue Log – Summary Report**

Repo	ort Queue Log ary Report			Page
	Report	Status	5	
Group:	PROJECT MANAGER #1 Sub contract Report Variance Budget and Cost Summary of Billings and Cost Busted Budget Job Cost Status Report	Started: 09/05/2006 03:30 PM Failed Failed Failed Failed	Ended: 09/05/2006 03:31 PM	User: ADMIN

# Report Queue Log – Detail Report

				Page
Task	DeviceNa	me		Sta
Group: PROJECT MANA	GER#1 St	arted: 09/05/2008 03:30 PM	Ended: 09/05/2006 03:31 PM Us	er: ADMIN
Report: Subcontract Rep	ort			
<ul> <li>Verify Query C</li> </ul>	onditions			Do
<ul> <li>Create Query</li> </ul>	Cursor			Do
<ul> <li>Create Report</li> </ul>	Layout			Do
- Load Report				Doi
- Export Report	to Email C:\PROGR Report.R	AM FILES MICS BIS 1136-01 C	ONTROL/USERFILES/ADMIN/Subcontract	t Doi
<ul> <li>Send Report</li> </ul>	oEmail To:nrisch( CC: BCC:	@enar.net		Fai
Start mailing re Mail Server is t Please, cheok Reportwas no	port Slank your Mail Account in U t mailed	Js er Preferences		
Report: Variance Budget	andCost			_
<ul> <li>Verify Query C</li> </ul>	onditions			Dor
- Create Query	Cursor			Doi
- Create Report	Layout			Doi
- Export Report	to Email C:\PROGR	AM FILES MICS BIS 1136-01 C	ONTROL/USERFILES/ADMIN/Variance Bu	udget and Do
- Send Report	oEmail To:nrisch(	@enar.net		Fai
Start maning re Mail Serveris t Please, cheok Report was no Report: Summary of Billi	pont Jank your Mail Account in U t mailed nos an d Cost	Jser Preferences		
- Verify Query C	anditions			Do
- Create Query	Cursor			Do
- Create Report	Lavout			Do
- Load Report	20,000			Dor
_	to Email C:\PROGR	RAM FILES MICS BIS 1136-01 C	ONTROL/USERFILES/ADMIN/Summary o	fBillings Dor
<ul> <li>Export Report</li> </ul>		@enar.net		Fai
<ul> <li>Export Report</li> <li>Send Report</li> </ul>	oEmail To:nrisch CC: BCC:			
<ul> <li>Export Report</li> <li>Send Report</li> <li>Start mailing re Mail Server is I Please, chedi Report was no</li> </ul>	oEmail To:nrisch CC: BCC: port plank your Mail Account in U ;mailed	Jser Preferences		
- Export Report - Send Report Start mailingre Mail Server is t Please, cheok Report Busted Budget	oEmail To:misch CC: BCC: pont your Mail Account in L tmailed	Jser Preferences		<b>P</b> -1
<ul> <li>Export Report</li> <li>Send Report</li> <li>Start mailing re Mail Server is t Please, cheok Report Busted Budget</li> <li>Verify Query C</li> </ul>	oEmail To:misch CC: BCC: port your Mail Account in L t mailed	Jser Preferences		Dor
<ul> <li>Export Report</li> <li>Send Report</li> <li>Start mailing re Mail Server is t Please, chedi Report was no</li> <li>Report Busted Budget</li> <li>Verify Query C</li> <li>Create Query</li> </ul>	oEmail To:misch CC: BCC: port your Mail Account in L tmailed on ditions Cursor	Jser Preferences		Doi
<ul> <li>Export Report</li> <li>Send Report</li> <li>Start mailingre Mail Server is t Please, chedi Report was no</li> <li>Report Busted Budget</li> <li>Verify Query C</li> <li>Create Query</li> <li>Create Report</li> <li>Load Report</li> </ul>	o Email To:misch CC: BCC: Jont Jank your Mail Account in L trailed onditions Cursor Layout	Jser Preferences		Doi Doi Doi
<ul> <li>Export Report</li> <li>Send Report</li> <li>Start mailing re Mail Server is t Please, chedi Report was no</li> <li>Report was no</li> <li>Report: Busted Budget</li> <li>Verify Query C</li> <li>Create Query</li> <li>Create Report</li> <li>Load Report</li> <li>Evant Report</li> </ul>	o Email To:misch CC: BCC: Jank your Mail Account in L trailed onditions Cursor Layout			Doi Doi Doi toot BTE Doi
<ul> <li>Export Report</li> <li>Send Report</li> <li>Start mailingre Mail Server is I Please, chedi Report was no</li> <li>Report Busted Budget</li> <li>Verify Query C</li> <li>Create Query</li> <li>Create Report</li> <li>Load Report</li> <li>Export Report</li> <li>Send Report</li> </ul>	oEmail To:misch CC: BCC: Jont Jank your Mail Account in L trailed onditions Cursor Layout to Email C:\PROGF oEmail To:misch CC:	Jser Preferences RAM FILES WICS (BIS 1136-01)0 @enar.net	CONTROL/USERFILES/ADMIN/Busted Buc	Doi Doi Joget.RTF Doi Fai

**Figure: Install-191** Report Queue Log – Detail Report.

# **Copy Master Information**

After creating a new company, some master files can be copied from an existing company by selecting Copy Master Information from the Administrator menu. The option can save a great deal of time if the corresponding master files for the new company will be the same or similar as those already set up for another company.

**i Tip** Availability of master records depends on the modules that are installed.

The Copy Master Information window will display the currently opened company. For these purposes, the opened company should be the newly created company.

Once the selected master record files are copied, they can be edited in the new company, perhaps deleting unneeded information.

### **Menu Access**

Administrator | Copy Master Information

Figure: Install-192	🖻 Copy Master Inform	nation				- • •
Administrator, Copy Master	Current Company	ABC Test Company				
Information Scielentorm.	Company to Copy from	Best Construction Company			•	
	Available Data Files			Selected Data Files		
	Billing Code Library Cost Cost Library Customer Master File Discount Schedule Employee Master File Inventory File Macro Text Pay Type Payment Terms Report Code Sales Person		<ul> <li></li> &lt;</ul>	Chart of Accounts Departments		•
					Сору	Close

### **Current Company**

The field displays the name of the company currently open. The should be the new company that will receive the copied master records.

# **Company to Copy from**

The field is used to select the name of the company from which to copy master records.

# **Available Data Files**

The is a list of data files available to be copied. Files can be moved to the Selected Data Files by using the Add Selected Items or Add All Items buttons.

- Chart of Accounts
- Departments
- Payment Terms
- Sales Person
- Sales Tax
- Discount Schedule
- Payment Terms
- Standard Description

- Customer Master File
- Cost Code Library
- Billing Code Library
- Unit of Measure
- Vendor Master File
- Inventory File
- Sales Person
- Sales Tax

- Employee Master File
- Pay Type
- Ship Via Master File
- Report Code
- Standard Description
- User Defined Fields
- Macro Text

# **Selected Data Files**

The is a list of files selected to be copied to the active company. Files can be removed from the list with the Remove Selected Items or Remove All Items buttons.

# Сору

Click on the Copy button to copy the selected records to the current company. If one of more records exist in the current company, a message will appear.

**Figure: Install-193** Message that appears if attempting to overwrite a pre-existing record.

Builde	Information System
<b>()</b>	Chart of Accounts file is already established. Accounts from another company cannot be copied
	Ok

# Close

The button closes the currently opened form.

# **Change Length of Chart of Accounts**

The length of the account numbers was determined at the time the company was created in BIS<sup>®</sup>. To change the number of digits up to ten, use the option to add digits.

# 🄍 Tip

Once account numbers have been assigned, the length may not be shortened. However, additional digits can easily be added to expand the number of possible accounts.

#### **Menu Access**

Administrator | Change Length of Chart of Accounts

Figure: Install-194 Administrator, Change	🖻 Change Length of	Chart of Accounts		? 💌
Length of Chart of Accounts screen form.	Company Name	Best Construction Company		
	New Length	10 🛕		
	Maximum number is 10,	Minimum number is 4	Save	Close

### **Company Name**

The field displays the current company name.

### **Current Length**

The field displays the current company's chart of accounts length,

### **New Length**

The field is used to enter the new length of the chart of accounts numbers. The up/down tool can be used to select the new length up to a maximum length of 10 digits.

### Save

Click the button to save and apply the selection. The numbers in the Chart of Accounts will have additional zeros at the end of the existing numbers to comply with the new length selected.

#### Close

The button closes the currently opened form. If the new length has not been saved, the program will provide a dialog box to allow it to be saved, closed without saving, or do nothing, and return to the screen form.

# **Security Code**

The feature prints the application form that must be mailed or faxed to MICS to receive the Security Code for a BIS<sup>®</sup> for a company. After 500 transactions, the Security Code must be entered to gain access to BIS<sup>®</sup> from all workstations. The Application for Security Code can be printed either from the Login screen or from the Security Code screen.

# ▲ Caution

Each company requires a separate security code, which is issued by MICS. Each new company is allowed 500 transactions before a valid security code is required to gain access to that company's records. The number of transactions remaining appears at the bottom of the Login screen. Be sure to obtain a valid security code well in advance of the 500th transaction to assure continued access to the company's accounting records.

To obtain a valid security code, the following completed and signed documents must be returned to MICS:

- The End-User Registration Card: The End-User Registration Card is enclosed with the master program CD(s). Please fill it out and return it to MICS immediately. Doing so indicates acknowledgment and acceptance of the terms of the End-User License Agreement that is sent along with the master program CD(s).
- An Application for Security Code: The Application for Security Code can be printed either from the Login screen or from the Security Code screen. To view the application before printing it, click the Preview button. The information that appears corresponds to the information that is saved in the Security Code screen regarding the company, hardware, and the BIS<sup>®</sup> system purchased. Any information that is not printed automatically may be entered by hand. After printing the application, sign it and mail or fax it to MICS. Be sure to retain a copy of the Application for Security Code.

The security code is sent upon receipt of these two documents and the security code fee (if applicable). A security code can be obtained by telephone or fax only if the End-User License Agreement and Registration Card is already on file at MICS, Inc. Once obtained, the valid security code may be entered at the Login screen or the Security Code form.

The bulk of the information on the form was already entered when the company data was originally entered. Optionally, the Type of Construction, Name of Dealer, Make and Model of Computer, and Operating System can be added as well. In addition to any Technical Support and Startup Training & Tech Support plans that may have been included with a new purchase, users have the option to obtain more time with other plan offerings.

<b>Figure: Install-195</b> Administrator, Security Code entry screen form.	Security Code This section prints the Ap Remember: After 500 tra	oplication th ansactions,	at you must m you must have	ail in to recei e your Securit	ve your Security ty Code to gain	Code for your Buik	der Information S all stations.	ystem
	Company Name	Best Co	Instruction Cor	mpany				
	Street Address 1	1200 M	ain Street					
	Street Address 2	Unit 10	0					
	City	Arroyo	Grande					
	State	CA	California					
	IRS Country Code	US				Zip Code	93420-	
	Telephone Number	(805) 5	43-7000			Fax Number	(805) 534-159	5
	E-Mail	info@be	estconstruction	n.com				
	Type of Construction							
	Name of Dealer							
	Make of Computer	-						
	Model of Computer							
	Operating System	(Unknow	wn)			Memory Size	1,048	3,576 KB
						Serial Number	0000000	-
						Security Code		
					Pr <u>e</u> view	<u>Print</u>	<u>S</u> ave	<u>C</u> lose

#### Menu Access Administrator | Security Code

Once it is printed, the Security Code form must be signed by the company's authorized representative, and include his or her title, printed name, and date signed.

# **L** Caution

A new security code must be obtained immediately to reenter the system whenever a company's name is changed, one or more BIS<sup>®</sup> modules are added, one or more users are added, or when upgrading to a new edition.

Shortly after the Application is received at MICS, a copy of the form with the applicable security code will be sent (via mail or fax) back. It should be entered into the appropriate box in the lower right-hand corner of the form. Most often, the code is provided and entered during the initial training session.

🄍 Tip

Be sure to retain a copy of the completed Application for Security Code.

# **Company Name**

The field is used to record the complete company name.

### **Street Address 1**

The field is used to record the primary street address of the company up to 30 characters.

# **Street Address 2**

The field is used to record the secondary street address of the company up to 30 characters.

# City

The field is used to records the city as an alphanumeric field up to 30 characters.

### State

The state abbreviation may be typed manually or selected using the Find tool.

### State

The field displays the full name of the state based upon the selected state code.

### **IRS Country Code**

The field is used to record the company's IRS country code, usually US..

### **Zip Code**

The field is used to record the postal zip code. The number is limited to nine digits, formatted automatically as 99999-9999.

### **Telephone Number**

The field records the telephone number and is limited to ten digits that will be formatted automatically as (999) 999-9999.

### **Fax Number**

The field records the facsimile (FAX) number and is limited to ten digits that will be formatted automatically as (999) 999-9999.

#### I-198

#### E-mail

The field is sued to record the electronic mail (e-mail) address. It is an alphanumeric field limited to 35 characters.

#### Name of Dealer

The optional field is used to record the name of the dealer from which the BIS® software was purchased.

#### **Type of Construction**

The optional field is used to record the type of construction the company performs.

#### **Make of Computer**

The optional field is used to record the make of computer used to run the BIS® software.

#### **Model of Computer**

The optional field is used to record the model of the computer used to run the BIS<sup>®</sup> software.

#### **Operating System**

The field is used to record the operating system used to run the BIS® software.

#### I Plan to Purchase Support from MICS at the Time

When selected, the Application for Security Code will request the purchase of technical support.

### I Plan to Purchase a Maintenance Agreement from MICS at the Time

When selected, the Application for Security Code will request the purchase of a maintenance agreement.

#### **Memory Size**

The field displays the memory required for the BIS® system.

#### Serial Number

The field will display the serial number of the BIS<sup>®</sup> license.

#### **Security Code**

The essential field is used to records the security code once it is received.

#### Print

The Print button enables the Application for Security Code to be printed. If the security code field appears after typing in the company at the Login screen, it indicates that no security code has been entered for that company. The information is covered later in the manual. Once obtained, it may be entered at any time.

#### Preview

The Preview button enables the Application for Security Code to be printed. If the security code field appears after typing in the company at the Login screen, it indicates that no security code has been entered for that company. The information is covered later in the manual. Once obtained, it may be entered at any time.

#### Save Button

Press the button when the information entered is correct to open the selected company records.

#### Cancel

The button cancels the Security Code application process.

# **Builder Information System Application for Security Code**

	Application for Sec	urity Code
Company Name: Contact: Address:	Best Construction Company BILLJOHNSON 1200 Main Street Unit 100	
City, State, Zip Code: Telephone: E-Mail:	Arroyo Grande, CA 93420 (805) 543-7000 in fo@bestconstruction.com	Fax (805) 534-1595
Type of Business: Name of Dealer: Computer:		
Model: Operating System: Memory:	(Unknown) 1,048,576 KB	
Program: Control: Data:	C:\BIS\ C:\BIS\CONTROL\ C:\BIS\CONTROL\DEMO\	
The party named below (C has read and retained a co the terms and conditions of	ustomer') hereby acknowledges, by signi by of the MICS End-User License Agreer the FIIIA	ng this request for the Security Code that Customer nent (EULA') and that Customer agrees to abide by
Customer understands that	the use of the Builder Information Syste	m Software in conjunction with unapproved operating
Agreement and Support Or	de form for relefence of luture use.	
Agreement and support of Customer understands that for the first year. Customer include tax changes, upgra copy of the SUS agreemen	when Software was originally obtained, when Software was originally obtained, further understands that Customer will r des and enhancements or Support, unles t for reference.	the Software Update Subscription ("SUS") was paid not be eligible to receive software updates, which ss it is renewed annually. Customer should retain a
Agreement and support of Customer understands that for the first year. Customer include tax changes, upgra copy of the SUS agreemen Signature:	when Software was originally obtained, further understands that Customer will r des and enhancements or Support, unles t for reference. Printed Na	the Software Update Subscription ('SUS') was paid tot be eligible to receive software updates, which so it is renewed annually. Customer should retain a me:
Agreement and support of Customer understands that for the first year. Customer include tax changes, upgra copy of the SUS agreemen Signature:	when Software was originally obtained, further understands that Customer will r des and enhancements or Support, unles t for reference. Printed Na Date Signe	the Software Update Subscription ('SUS') was paid to the eligible to receive software updates, which as it is renewed annually. Customer should retain a me:
Agreement and Support Of Customer understands that for the first year. Customer include tax changes, upgra copy of the SUS agreemen Signature: Title: Email, Fax or Mail this Appl	when Software was originally obtained, further understands that Customer will r des and enhancements or Support, unler t for reference. Printed Na Date Signe ication with your End-User Registration (	the Software Update Subscription ('SUS') was paid to be eligible to receive software updates, which as it is renewed annually. Customer should retain a me:
Agreement and Support Of Customer understands that for the first year. Customer include tax changes, upgra copy of the SUS agreemen Signature: Title: Email, Fax or Mail this Appl Mana Attn: 7730	when Software was originally obtained, further understands that Customer will r des and enhancements or Support, unlet t for reference. Printed Na Date Signe ication with your End-User Registration ( agement Information Control Systems, In Customer Service Department Morro Rd. Suite 204	the Software Update Subscription ('SUS') was paid to be eligible to receive software updates, which as it is renewed annually. Customer should retain a me:
Agreement and Support of Customer understands that for the first year. Customer include tax changes, upgra copy of the SUS agreemen Signature: Title: Email, Fax or Mail this Appl Mana Attn: 7730 Atas: Your Security Code:	when Software was originally obtained, further understands that Customer will r des and enhancements or Support, unlei t for reference. Printed Na Date Signe ication with your End-User Registration ( agement Information Control Systems, In Customer Service Department Morro Rd. Suite 204 cadero, CA 93422	the Software Update Subscription ('SUS') was paid to be eligible to receive software updates, which so it is renewed annually. Customer should retain a me:
Agreement and Support of Customer understands that for the first year. Customer include tax changes, upgra copy of the SUS agreemen Signature: Title: Email, Fax or Mail this Appl Mana Attn: 7730 Atase Your Security Code:	when Software was originally obtained, when Software was originally obtained, further understands that Customer will r des and enhancements or Support, unler t for reference. Printed Na Date Signe ication with your End-User Registration ( agement Information Control Systems, In Customer Service Department Morro Rd. Suite 204 cadero, CA 93422 Dede will be entered here by the MICS Cu back to you.	the Software Update Subscription ('SUS') was paid to be eligible to receive software updates, which as it is renewed annually. Customer should retain a me: 
Agreement and Support Of Customer understands that for the first year. Customer include tax changes, upgra copy of the SUS agreemen Signature: Title: Email, Fax or Mail this Appl Mana Attn: 7730 Atase Your Security Code:	when Software was originally obtained, when Software was originally obtained, further understands that Customer will r des and enhancements or Support, unlex t for reference. Printed Na Date Signe ication with your End-User Registration ( agement Information Control Systems, In Customer Service Department Morro Rd. Suite 204 cadero, CA 93422 Customer Service Department Morro Rd. Suite 204 Customer Service Department Morro	the Software Update Subscription ('SUS') was paid to be eligible to receive software updates, which as it is renewed annually. Customer should retain a me: 
Agreement and Support Of Customer understands that for the first year. Customer include tax changes, upgra copy of the SUS agreemen Signature: Title: Email, Fax or Mail this Appl Mana Attn: 7730 Atas Your Security Code: Important: Your Security Cl be emailed, faxed or mailed *GL *AP *JC *PR *JB Office Use Date Re Date Ent	when Software was originally obtained, inthe understands that Customer will r des and enhancements or Support, unlet t for reference.  Printed Na Date Signe ication with your End-User Registration ( agement Information Control Systems, In Customer Service Department Morro Rd. Suite 204 cadero, CA 93422  Cadero, CA 93422  AR rEQ *PW *DL *BK *PO JE Detevied V ered: V	the Software Update Subscription ('SUS') was paid to be eligible to receive software updates, which as it is renewed annually. Customer should retain a me: 

 Figure: Install-196
 BIS<sup>®</sup> Security Code Application example.

# I-200

# <u>T</u>ools

The feature accesses three Windows applets: Calendar, Calculator, and Notepad. It also accesses the BIS<sup>®</sup> Table Browser, a feature that is mostly inaccessible without the assistance of MICS Technical Support. Finally, with the Professional and Enterprise editions, the BIS<sup>®</sup> email function to send emails with attachments other than BIS<sup>®</sup> reports is available.

Help for the Windows<sup>®</sup> applets is provided in Windows<sup>®</sup> or in the applets themselves.

# Menu Access

Administrator | Tools

# Calendar

III The selection opens the Windows applet for the calendar. It opens to the currently selected month and date.

# **Menu Access**

Administrator | Tools | Calendar

# Figure: Install-197

Administrator, Tools, Calendar applet screen form.

August			August		✓ YYYY -	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

# Calculator

The selection opens the Windows applet for the calculator. It opens to the currently selected month and date.

## **Menu Access**

Administrator | Tools | Calculator

<b>Figure: Install-198</b> Administrator, Tools, Calculator applet screen form.	Calculator	ndard 5	9	× □ ©	
	(				
	MC M	R M+	м-	MS M*	
	%	CE	с	8	
	1⁄x	x <sup>2</sup>	2√x	÷	
	7	8	9	×	
	4	5	6	-	
	1	2	3	+	
	+/_	0		=	

# Notepad

The selection opens the Windows<sup>®</sup> applet Notepad. It opens to a blank document. The Notepad can be used in conjunction with extended descriptions and other entries in BIS<sup>®</sup>.

#### Menu Access

Administrator | Tools | Notepad



**Figure: Install-199** Administrator, Tools, Calculator applet screen form.

# **Table Browser**

The selection opens the BIS<sup>®</sup> Table Browser Access, a tool that is mostly inaccessible without the assistance of MICS Technical Support. It is used to obtain internal program information otherwise inaccessible. In very rare situations, MICS Technical Support may instruct users with specialized problems to carry out specific tasks using the Table Browser.

## **Menu Access**

Administrator | Tools | Table Browser

Figure: Install-200	Table Browser Access	? 💌
Administrator, Tools, Table Browser Access screen	Access Code 139-098-136-162-105-128-127-103	
form.	Password	
	Access	<u>C</u> ancel

🔍 Tip

The code Access Code shown, and the password that is provided by MICS Technical Support, are only good for a single use.
# Email

The selection opens the BIS<sup>®</sup> Email program. It is used to send emails from within BIS<sup>®</sup> independent of the access to the internal or external email functionality.

🔍 Tip

The Email Address book is available with the Professional and Enterprise Editions.

# **Menu Access**

Administrator | Tools | Email

Figure: Install-201 Administrator, Tools, BIS Email screen form.	EISE-Mail Enter Recipient Name to Add: List of Recipients:	Select Attachments:       c:       c:\pis\control\demo\       [logs]       [new folder]       [new folder (2))       [production data]       admsyspred.dbf
	Subject:	admsysprst.dbf admsysprstd.dbf 

# **Enter Recipient Name to Add**

The field is used to enter the email recipient's name to add to the list.

# **List of Recipients**

The is the list of the recipients established for the email.

# Subject

The field is used to enter the subject of the email message.

# **Message Text**

The field is used to enter the text of the email message.

# **Select Attachments**

The Select Attachments function is used to select files to attach to the outgoing email.

# Send Button

Click on the button to send the completed email message

# **Close Button**

Click on the button to close the BIS<sup>®</sup> Email function.

# **Attached Documents**

The screen displays all of the documents attached to other modules' records and transactions using the BIS<sup>®</sup> Document Link & Imaging system. The feature can be used to check a document or open to view or delete a selected document.

🤍 Tip

The feature is only available with Professional and Enterprise editions that have the Document Link & Imaging module.

# **Menu Access**

Administrator | Attached Documents

# Figure: Install-202

System Attached Documents screen form. (Only available with Document Link & Imaging module.)

			essing the remove buctor		
*	Document	Folder	From	Id	
	CPR.XSD	C: \MICS \TEMPLATES \	Contract Invoice - 1029	00004R	
	DEMOPLAN.CAD	C: \DEMO \BIS \DEMO DL +I FILES \DOCUM	Job - 1000 - Pacific View	1000	
	DEPOSIT.TXT	C: \MICS \CONTROL \USERFILES \ADMIN \	Contract Invoice - 1028	00004Q	
	DUPLICATED CHECK.OD	C: USERS RARIZPE DOCUMENTS	Contract Invoice - 1014	000030	
	EXCAVATION PICTURE 1	C: \DEMO\BIS\DEMO DL+I FILES\DOCUM	Job - 1000 - Pacific View	1000	
	EXCAVATION PICTURE 2	C: \DEMO\BIS\DEMO DL +I FILES\DOCUM	Job - 1000 - Pacific View	1000	
	FRAMING PLAN A.JPG	C:\DEMO\BIS\DEMO DL+I FILES\DOCUM	Job - 1000 - Pacific View	1000	
	FRAMING PLAN B. JPG	C:\DEMO\BIS\DEMO DL+I FILES\DOCUM	Job - 1000 - Pacific View	1000	
	FRAMING PLAN C.JPG	C:\DEMO\BIS\DEMO DL+I FILES\DOCUM	Job - 1000 - Pacific View	1000	5
	HIGUERRA GLAS 1.BMP	C:\DEMO\BIS\DEMO DL+I FILES\DOCUM	Vendor Invoices - 12994	00002D	
	HIGUERRA GLAS 1.8MP	C:\DEMO\BIS\DEMO DL+I FILES\DOCUM	Vendor Invoices - 919 - 0	00001T	
	ID Image 01.JPG	C:\USERS\18057\DESKTOP\ID IMAGE\	Job - 1000 - Pacific View	1000	
	ID Back Image 01.JPG	C: USERS \18057 DESKTOP ID IMAGE	Job - 1200 - Kelly's House	1200	5
	ID Back image 2.JPG	C:\USERS\18057\DESKTOP\ID IMAGE\	Job - 1000 - Pacific View	1000	
	ID image 02.JPG	C:\USERS\18057\DESKTOP\ID IMAGE\	Job - 1000 - Pacific View	1000	
	ID image 03.JPG	C:\USERS\18057\DESKTOP\ID IMAGE\	Job - 1000 - Pacific View	1000	
	ID image 05-0001 1PG	C:\USERS\18057\DESKTOP\ID IMAGE\	Job - 1000 - Pacific View	1000	

# **Event Logs**

Event logs are specialized BIS<sup>®</sup> reports available to the Administrator. They include a User Logon Status, a Transaction Log, and an Error Log.

# Menu Access

Administrator | Event Logs

# **User Logon Status Report**

The User Logon Status Report shows the logon and/or logoff status of users .

# **Menu Access**

Administrator | Event Logs | User Logon Status

# **Report Types**

# Summary

The Summary Report Type displays the User Id, Name, Status, Computer (Workstation) Name, and Logon Date and Time.

Order By	Options	Fields
• User	<ul> <li>Show Report Criteria</li> </ul>	• User
	• Logon	
	Logout	

# **User Logon Status – Summary Report**

User Logon Status Summary Report				Best Construction	Company
User	Name	Status	Computer Name	Logon D	ate and Time
ADMIN	Administrator	LOGON	MICS110	12/12/	12:44 PM
U1	User 1	LOGOUT			
	Licor 2	LOGOLIT			

Figure: Install-203 User Logon Status – Summary Report, showing both Logon and Logout users.

# **Transaction Log**

The Transaction Log report shows the transaction completed by users that can be sorted in a variety of ways.

# Menu Access

Administrator | Event Logs | Transaction Log

# **Report Types**

# Summary

The Summary report type displays the Transaction Date, Session Date, User Id, Transaction, Journal, Reference, Amount, and Reversal status (whether the transaction was reversed).

#### **Order By**

•

•

#### Options • Show Report Criteria

- Transaction Date ٠ Session Date
- Case Sensitive

# Fields

- Transaction Date ٠
- Session Date •
- User
- Journal ٠
- Amount •

Reference ٠ Amount

Journal

• User

# **Transaction Log — Summary Report**

ransaction	Session	liner	Transaction	lournal	Pafaranaa	Amount Processed
DB/20/	DB/30/	ADMIN	Apply Qustomer Deposit	AD	1011	10.00 No
08/30/	08/30/	ADMIN	Contract Invoice	AR	1006	100.00 No
08/30/	06/30/	ADMIN	Contract Invoice	AR	1008	2 200 00 No
08/30/	06/30/	ADMIN	Credit Memo	AR	1010	-10.00 No
06/30/	06/30/	ADMIN	Customer Deposit	CR	1006	100.00 No
06/30/	06/30/	ADMIN	Customer Payment	CR	1009	10.00 No
08/30/	06/30/	ADMIN	Debit Memo	AR	1009	20.00 No
06/30/	06/30/	ADMIN	In ventory Adjustment	A	1015	10.00 No
06/30/	06/30/	ADMIN	Journal Entry	JE	1008	0.00 No
06/30/	06/30/	ADMIN	Journal Entry	JE	JE022808	0.00 No
06/30/	06/30/	ADMIN	Journal Entry	JE	JE022807	0.00 No
06/30/	06/30/	ADMIN	Other Cash Receipts	CR	1010	100.00 No
06/30/	06/30/	ADMIN	Pavable Check	CD	1003	10.00 No
06/30/	06/30/	ADMIN	Payable PaymentbyCC	CC	1014	10.00 No
06/30/	06/30/	ADMIN	Payroll Check	CD	1007	2.280.00 No
06/30/	06/30/	ADMIN	Payroll Check	CD	2028	1,494.01 No
06/30/	06/30/	ADMIN	Refund Deposit	CD	1005	10.00 No
06/30/	06/30/	ADMIN	Refund Invoice	CD	1004	100.00 No
06/30/	06/30/	ADMIN	Regular Check	CD	1001	100.00 No
06/30/	06/30/*	ADMIN	Sales Invoice	AR	1007	0.00 No
06/30/	06/30/	ADMIN	Vendor Check	CD	1002	200.00 No
06/30/	06/30/	ADMIN	Vendor Invoice	AP	121333	10.00 No
06/30/	06/30/	ADMIN	Vendor Invoice	AP	12994032	10.00 No
06/30/	06/30/	ADMIN	Vendor Invoice	AP	12994033	10.00 No
06/30/	06/30/*	ADMIN	Vendor Payment by CC	CC	1013	10.00 No
			Deset Collegi			
Fisc Cre O ( Cor	al Year: Se Report: Tra Type: Su sated by: Ad Date: Fri Order by: Tra Options: Sh Ca ditions: Tr. Se Us Jo	ected Period 01.01 Insaction Log Inmin is trator Iday, 12/12/ 02:38 Insaction Date (Asc Iow Report Criteria Ise Sensitive (No) Insaction Date (All) Iser = ADM IN Iurnal (All)	// to 12/31/ 8 PM sending) (Yes) 3/30/			

 Figure: Install-204
 Transaction Log – Summary Report, sorted by Transaction Date

# **Error Log Report**

The Error Log Report shows any system errors recorded since the log was purged. The information in the log may assist the MICS Technical Support Department when diagnosing a problem with an installation.

#### **Menu Access**

Administrator | Event Logs | Error Log

# **Error Log**



# **Purge Button**

Use the button to clear all error information from the Error Log.

# Section 5 – Supporting Master Records

Supporting master records contain essential information that is used throughout BIS<sup>®</sup> and primary master records to maintain the general ledger and all records for individual transactions.

🌵 Tip	Master records are available to be copied depending on the installed modules.
🌵 Tip	Master records and transaction records have a parent-child relationship; therefore master files must be established prior to being used in a transaction.

BIS<sup>®</sup> includes some sample master files that contain common information. These sample files can be loaded at the time of creating a new company, or by copying the samples later from the demo company or other companies.

The BIS<sup>®</sup> supporting master records include (alphabetically):

Assemblies Markup	Item Classifications	Payroll Tax Deferred
Billing Code Library	Macro Text	Sales Tax Code
Construction Trades	Payment Terms	Salespersons
Cost Code Library	Payment Types	Ship Via
Credit Cards	Payroll Additions	Standard Descriptions
Departments	Payroll Deductions	Union
Discount Schedule	Payroll Local Taxes	Unit of Measure
Email Address Book		Worker's Comp. Classifications

There is a hierarchy to master records in which some master records depend on information contained in other master records. The information in the section of the manual takes the user through the process of establishing master records from "the bottom - up," building the accounting records in a sequence similar to building a building.

# 🄍 Tip

The Chart of Accounts is a special master record and is treated separately in these manuals.

When making the transition to BIS<sup>®</sup>, set up the master files using existing information about the customers, vendors, inventory items, etc. Some master information can also be copied from other companies and modified as needed. Maintain files by updating and adding records as changes are made.

# Adding Master Records

To add a new master record:

- 1. Select the appropriate master file option from the main menu.
- 2. Enter all customer information requested on the appropriate tabs. If some of the information is not readily available, it can be added later by editing the record. For detailed instructions about the various fields, see the help topic that relates to the master record form.
- 3. Click Save or, to enter another new record, click New to save the record just created and open a blank form to enter the next.

To save time, master records can be copied from one company to a new company, then modified if necessary. The is recommended any time a new company will have one or master files that are similar to an existing company. The option can also be used to copy sample files from the BIS<sup>®</sup> demo company, if these sample files were not loaded at the time of creating the new company.

# I-210

To copy master information from another company:

- 1. Verify that the company shown on the status bar is the new company to which the master file(s) should be copied. If it is not, go to the Login screen and open the correct company.
- 2. Go to the Administrator menu and select Copy Master Information.
- 3. Use the drop down menu to select the company from which to copy the master information. (To copy sample files, the company selected should be "Best Construction Company, Inc.")
- 4. Under Available Data Files, highlight a file to be copied and click the Add Selected Item button to select it. Select as many files as necessary. To select all files, click the Add All Items button.
- 5. When the correct files have been selected. Click Copy to load the files into the current company's records.

Records may be deleted or modified at any time, provided that the record has not been referenced in a transaction record. In addition, transaction records may not be modified or deleted if the fiscal period (month or year) is closed.

🄍 Tip

A master record can only be deleted if the identification number for that record has not been used in any BIS<sup>®</sup> transactions.

# **Modifying Master Records**

To modify a master record or a transaction in BIS®:

- 1. Select the appropriate file option from the main menu. For example, to modify a journal entry, select Journal Entries from the Transactions menu.
- 2. Locate the record to be modified by using the Find, Lookup or VCR buttons.
- 3. When the correct record is located, click Open.
- 4. Make the necessary changes and save the record.

# 🄍 Tip

Modifications to transaction records can be shown on reports by selecting the option for Reversing Entries on the report setup form.

# **Deleting Master Records**

To delete a master record or a transaction in BIS®:

- 1. Select the appropriate file option from the main menu. For example, to delete a journal entry, select Journal Entries from the Transactions menu.
- 2. Locate the record to be deleted by using the Find, Lookup or VCR buttons.
- 3. When the correct record is located, click Delete. The record will be removed from the file and the next record in order will be displayed.

**Tip** Deleted transaction records can be shown on reports by selecting the option for Reversing Entries on the report setup form.

# **Miscellaneous**

Most of the elements of the List menu need to be completed in order to setup a new company. The establishment of an accounting system is a hierarchical process that begins in the List menu "from the bottom up." These Master Records contain information used in other Master Records. As the company setup process continues, the initial completion of these Master Records will allow later record entry to be much smoother. It is also true, however, that access to these fundamental Master Records is available later to add items on-the-fly.

The Miscellaneous master records include items that are sources of data used in other master records like, Employees, Vendors, Customers, and Jobs.

Modular Menu Access Miscellaneous

**Standard Menu Access** List | Miscellaneous

# **Email Address Book**

The email addresses will be associated with the individual names throughout the program.

🄃 Tip	The Email Address book is available with the Professional and Enterprise Editions.
Tip	Email addresses are contained in many Master Records, and are automatically included in the complete Email Address Book. Contact Names and Email Addresses entered in the master record are in addition to those from Master Records.

#### **Modular Menu Access**

Miscellaneous | Email Address Book

#### **Standard Menu Access**

List | Miscellaneous | Email Address Book

#### **New Record**

Figure: Email Ad

Initial access to the Email Address Book is from the menu opens the Email Address Book – New form. The form is used to enter new email address information. However, access to a new form when another email address record is on the screen only requires pressing the Ctrl+N or using the New 🗋 icon on the toolbar. The system will ask, however, if changes to the record should be saved.

Figure: Install-206 Email Address Book – New	🖻 Email Address Book - New		
Email Address Book – New screen form.	Main         Contact Name         Email Address		
	New		

# **Editing an Existing Record**

Figure: Install-207 Email Address Book Find/Search screen.

Search for Search in			
Condition	Contact Name        Begin with        Case Sensitive     Cancel		<u>S</u> earch <u>C</u> lear <u>O</u> k <u>C</u> ancel
C	Contact Name	Email Addres	s 🔺
State Contract	Officer	ijones@statecontracts. missjones@tax.anystat	anystate.us e.us

The list of email addresses may be examined by clicking on the Magnifying Glass  $\Box$  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.

# **Scrolling Through Email Address Records**

Users can scroll through the email address records by using the VCR buttons on the toolbar 4 + 1 at the top of the screen. Clicking on the First 4 icon (at the top of the screen) will open the first record of the list, according to Contact Name. Clicking on the Previous 4 icon (at the top of the screen) will open the immediately previous record of the list, according to Contact Name. Clicking on the Next 1 icon (at the top of the screen) will open the next record of the list, according to Contact Name. Clicking on the Last 1 icon (at the top of the screen) will open the next record of the list, according to Contact Name. Clicking on the Last 1 icon (at the top of the screen) will open the last record of the list, according to Contact Name.

Figure: Install-208 Sample Email Address	Email Address B	nail Address Book - State Contract Officer		
Book master record screen form for editing.	Contact Name Email Address	State Contract Officer		
		,**		
	Edit			

# Deleting an Existing Record

Once an email address 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  $\bowtie$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

# Main Tab

The Main tab is used to enter the contact name and email address.

# **Contact Name**

Enter the Contact Name desired with up to 30 alphanumeric characters. BIS<sup>®</sup> checks for duplication. A warning will appear if the contact name has already been assigned.

# **Email Address**

Enter the full email address of the contact name.

# 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.

# **Report – Email Address Book**

The Email Address Book report lists the email address recorded in the Email Address Book file.

# Access to Email Address Book Report

#### Module Menu with Reports Group

Miscellaneous | Reports | Email Address Book

# **Module Menu with Reports List**

Miscellaneous | Email Address Book

#### **Standard Menu**

Reports | Miscellaneous | Email Address Book

# Report Types

# Standard

The Email Address Book Standard Report displays the email addresses recorded in the Email Address Book file.

#### Order By

- Contact Name
- Email
- Customers
- Customer Contacts
- Vendors
- Vendor Contacts
- Job Owners
- Job Architect
- Employee Business
- Employee Personal
- Other
- Show Report Criteria
- Case Sensitive

# Email Address Book – Standard Report

	Best Construction Company
Email Address Book	
Standard Report	Page 1
Contact	Email
Others	
State Contract Officer	jjones@statecontracts.anystate.us
State Tax Agency	missiones@tax.anystate.us

#### Figure: Install-209 Email Address Book –Summary Report showing the Other email address records.

# Fields

- Contact Name
- Email

# Ship Via

The Ship Via feature allows shipping information text to be saved and recalled for use throughout the program. For example, records such as "UPS Ground," "Overnight" and "Federal Express 2nd Day Air" can be created. At the time a company is created, using the New Company form, an option is given to load a sample Ship Via file into the company's records.

If the sample Ship Via file was installed during the initial company setup, the Ship Via file will contain minimal listings. If the company does any kind of shipping, it may be useful to add the additional shipping venues to the list. The list of shipping types can be viewed by clicking on the Magnifying Glass icon (at the top of the screen) and double clicking on the item of interest. Adding new shipping methods only requires entering the method in the Main tab and saving (icon or Ctrl-S).

# **Modular Menu Access**

Miscellaneous | Ship Via

# **Standard Menu Access**

List | Miscellaneous | Ship Via

# New Record

Initial access to Ship Via is from the menu opens the Ship Via – New form. The form is used to enter new ship via information. However, access to a new form when another ship via record is on the screen only requires pressing the Ctrl+N or using the New  $\Box$  icon on the toolbar. The system will ask, however, if changes to the record should be saved.

**Figure: Install-210** Ship Via – New screen form.

Main		 	
<u>Ship Via</u>	I		

# **Editing an Existing Record**

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

**Figure: Install-211** Ship Via Find/Search screen.

Search for Search in Condition	Ship Via Begin with Case Sensitive	▼     Search       ∑lear       ▼       Qk       Cancel
Ship ed Express PS S Post Office	Via	
on obt office		

#### **Scrolling Through Ship Via Records**

Users can scroll through the ship via records by using the VCR buttons on the toolbar in 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 Ship Via code. Clicking on the Previous di icon (at the top of the screen) will open the immediately previous record of the list, according to Ship Via code. Clicking on the Next 🕑 icon (at the top of the screen) will open the next record of the list, according to Ship Via code. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to Ship Via code.

Figure: Install-212 Sample Ship Via master record screen form for editing	Ship Via - Fed Express	
culting.		
	Edit	

#### **Cloning an Existing Record**

Once a record is selected, users can clone it to create a new record, and make modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record icon 🖾 on the toolbar. The system will ask, "Do you want to clone the record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Ship Via code to be saved as a new record.

Figure: Install-213 Cloned record that, in the case, is a new record.	Ship Via - New         Main         Ship Via	
	New	

# **Deleting an Existing Record**

Once a ship via code has been saved, it cannot be deleted (or the ship via code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete kicon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

# Main Tab

The Main tab is used to enter the ship via code.

Figure: Install-214 Sample Ship Via master record screen form.	Einin         Ship Via       Fed Express	
	Edit	

#### Ship Via

Enter the Ship Via code desired, up to 20 alphanumeric characters. BIS<sup>®</sup> checks for duplication. A warning will appear if the code that has already been assigned.

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

#### 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.

# **Report – Ship Via File**

The Ship Via report lists the ship via types recorded in the Ship Via file.

Access to Ship Via Report Module Menu with Reports Group Miscellaneous | Reports | Ship Via

**Module Menu with Reports List** 

Miscellaneous | Ship Via

Standard Menu Reports | Miscellaneous | Ship Via

# **Report Types**

**Detail** The Ship Via Detail Report displays the ship via types recorded in the Ship Via file.

Or	der By	Op	otions	Fie	elds
•	Ship Via	•	Show Report Criteria	•	Ship Via

# Ship Via File – Detail Report

Ship Via File Detail Report	Best Construction Company
Ship Via	
FED EXPRESS UPS US POST OFFICE	

Figure: Install-215 Ship Via File – Detail Report.

# **Unit of Measure**

The option records units of measure that are associated with cost codes in the Cost Code Library. BIS<sup>®</sup> uses the unit of measure together with entered quantities to arrive at extended cost. At the time a company is created, using the New Company form, an option is given to load a sample Unit of Measure file into the company's records.

If the sample Unit of Measure file was installed during the initial company setup, the Unit of Measure file will contain minimal listings. Unit of Measure is used in conjunction with Inventory and some Cost Codes and Budget items. The list of Unit of Measure can be examined by clicking on the Magnifying Glass icon (at the top of the screen) and double clicking on the item of interest. Adding new units of measure only requires entering the Id and the Description in the Main tab and saving (icon or Ctrl-S).

# **Modular Menu Access**

Miscellaneous | Unit of Measure

# **Standard Menu Access**

List | Miscellaneous | Unit of Measure

# New Record

Initial access to Unit of Measure is from the menu opens the Unit of Measure – New form. The form is used to enter new Unit of Measure information. However, access to a new form when another Unit of Measure record is on the screen only requires pressing the Ctrl+N or using the New  $\square$  icon on the toolbar. The system will ask, however, if changes to the record should be saved.

**Figure: Install-216** Unit of Measure – New screen form.

Main			
Unit of Measure			
Description		]	

# **Editing an Existing Record**

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

**Figure: Install-217** Unit of Measure Find/Search screen.

Sea	arch for			Search
Search in Condition		Unit	Jnit 🗨	
		Begin with 💌		Qk
		Case Sensitive		Cancel
Unit		Description		*
Y	Cubit Ya	rd		
A	Each			
т	Feet			

#### **Scrolling Through Unit of Measure Records**

Users can scroll through the Unit of Measure records by using the VCR buttons on the toolbar **Here Parts** 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 Unit code. Clicking on the Previous disconcertain (at the top of the screen) will open the immediately previous record of the list, according to Unit code. Clicking on the Next licon (at the top of the screen) will open the next record of the list, according to Unit code. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to Unit code.

Figure: Install-218 Sample Unit of Measure master record screen form	E Unit of Measure - CY Cubit Yard	
for editing.	Unit of Measure CY Description Cubit Yard	
	Edit	

#### **Cloning an Existing Record**

Once a record is selected, users can clone it to create a new record, and make modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record 🗳 icon on the toolbar. The system will ask, "Do you want to clone the record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Unit of Measure code to be saved as a new record.

# **Deleting an Existing Record**

Once a Unit of Measure code has been saved, it cannot be deleted (or the Unit of Measure code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

# Main Tab

The Main tab is used to enter the Unit of Measure code.

Figure: Install-219 Cloned record, showing the same description, but	E Unit of Measure - New	
needing a new code.	Unit of Measure         I           Description         Cubit Yard	
	New	

#### **Unit of Measure**

The field is used to record an abbreviation for the unit of measure which will be used to reference the associated description. For example, LB could be used for pounds, EA for each or CY for cubic yards. The is an alphanumeric field limited to four characters. BIS<sup>®</sup> checks for duplication. A warning will appear if the code that has already been assigned.

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

#### Description

The field is used to record the description of the unit of measure, limited to 30 characters, associated with the abbreviation selected.

# 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.

# **Report – Unit of Measure**

The Unit of Measure report lists the units of measure recorded in the Unit of Measure file.

# Access to Unit of Measure Report

#### **Module Menu with Reports Group**

Miscellaneous | Reports | Unit of Measure

#### **Module Menu with Reports List**

Miscellaneous | Unit of Measure

# **Standard Menu**

Reports | Miscellaneous | Unit of Measure

# **Report Types**

# Detail

The Unit of Measure Report displays the units of measure recorded in the Unit of Measure file.

#### Order By

# Options

- Unit of MeasureDescription
- Show Report Criteria
- Case Sensitive

#### Fields

- Unit of Measure
- Description

# Ship Via File – Detail Report

Unit	of Measure		Best Construction Company
Detail	Report		Page 1
Unit	Description		
CY	Cubit Yard		
EA	Each		
FT	Feet		
		Figure: Install-220	Ship Via File –Detail Report.

# **Standard Description**

Standard Descriptions are texts (of any length) that are identified by a Code. The Standard Descriptions file allows descriptions of unlimited length that can be recalled throughout BIS<sup>®</sup>. To retrieve text, right-click while the cursor is in a text field or Notes tab, and select Std. Descriptions. A list of all standard descriptions on file will appear. Scroll through the list, or search using the code to import text in the current form.

One user example of a Standard Description was components of their default subcontractor agreement. (See the Demo company example.) The text can be inserted into other elements of the program either by using the Id, or copying and pasting the text. The list of Standard Descriptions can be examined by clicking on the Magnifying Glass icon (at the top of the screen) and double clicking on the item of interest. Adding new standard descriptions requires entering the Id and the Description in the Main tab and saving (icon or Ctrl-S).

# **Modular Menu Access**

Miscellaneous | Standard Descriptions

#### **Standard Menu Access**

List | Miscellaneous | Standard Descriptions

# New Record

Initial access to Standard Descriptions is from the menu opens the Standard Descriptions – New form. The form is used to enter new Standard Descriptions information. However, access to a new form when another Standard Descriptions record is on the screen only requires pressing the Ctrl+N or using the New  $\Box$  icon on the toolbar. The system will ask, however, if changes to the record should be saved.

# Figure: Setup-221

Standard Descriptions -New screen form.

Standard Description	ns - New	
<u>M</u> ain		
Code		
Description		<b>^</b>
		•
2W		

# **Editing an Existing Record**

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

**Figure: Install-222** Standard Descriptions Find/Search screen.

Search for			Search
Search in	Code	-	Clear
Condition	Begin with	-	<u>O</u> k
	Case Sensitive		<u>C</u> ancel
Code	Description		-
.000 All su	pcontracts should have progress upd	lated via inf	formation fron
LOOO All su	scontracts should have progress upd	lated via inf	formation fron

#### Scrolling Through Standard Descriptions Records

#### **Cloning an Existing Record**

Once a record is selected, users can clone it to create a new record, and make modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record 🖬 icon on the toolbar. The system will ask, "Do you want to clone the record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Standard Descriptions code to be saved as a new record.

Figure: Install-223 Cloned record, showing the same description, but needing a new code	Standard Description	ons - New	
	Description	All subcontracts should have progress updated via information from the project manager, not from the subcontractor. Weekly progress reports will be filed on Fridays by the project manager.	•
			-

# Deleting an Existing Record

Once a Standard Descriptions code has been saved, it cannot be deleted (or the Standard Descriptions code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

# **Main Tab**

The Main tab is used to enter the Standard Descriptions code.

# Code

The field is used to record a code that will be used to recall the standard description. The code may consist of up to five alphanumeric characters. BIS<sup>®</sup> checks for duplication. A warning will appear if the code that has already been assigned.

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

#### Description

The field is used to record the description, of unlimited length, associated with the code selected.

#### 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.

# **Report – Standard Descriptions**

The Standard Descriptions report lists the standard descriptions recorded in the Standard Descriptions file.

# Access to Standard Descriptions Report

**Module Menu with Reports Group** 

Miscellaneous | Reports | Standard Descriptions

# **Module Menu with Reports List**

Miscellaneous | Standard Descriptions

#### **Standard Menu**

Reports | Miscellaneous | Standard Descriptions

# **Report Types**

#### Detail

The Standard Descriptions Report displays the standard descriptions recorded in the Standard Descriptions file.

Or	der By	Options	Fie	lds
•	Code	Show Report Criteria	•	Code

# **Standard Descriptions – Detail Report**

Stand	ard Descriptions	Best Construction Company
Detail R	eport	Page 1
Code	Description	
1000	All subcontracts should have progress updated via information from the project manager, not from the subcontractor. Weekly progress reports will be filed on Fridays by the project manager.	

Figure: Install-224 Ship Via File – Detail Report.

# **Macro Text**

Macro Text includes written content of 30 characters or less that has no independent code or Id; the text itself is the code. (See the Demo company example.) The text can be inserted into other elements of the program either by using the macro, or by copying and pasting the text. To recall text, right-click while the cursor is in a text field or Notes tab, and select Macro Text.

Choose the text desired from the list of records displayed to import it into the current form. The list of Macro Texts can be examined by clicking on the Magnifying Glass Q icon (at the top of the screen) and double clicking on the item of interest. New Macro Text may be added by entering text (of 30 characters or less) in the Main tab and saving (icon or Ctrl-S).

# **Modular Menu Access**

Miscellaneous | Macro Text

# **Standard Menu Access**

List | Miscellaneous | Macro Text

Figure: Install-225 Macro Text – New screen form.	Macro Text - New  Main  Text	
	l New	

# **New Record**

Initial access to Macro Text is from the menu opens the Macro Text – New form. The form is used to enter new Macro Text information. However, access to a new form when another Macro Text record is on the screen only requires pressing the Ctrl+N or using the New 🗋 icon on the toolbar. The system will ask, however, if changes to the record should be saved.

# Editing an Existing Record

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

Figure: Install-226 Macro Text Find/Search screen.	Search for Search in	Text		Search
	Condition	Begin with	-	
		Case Sensitive		<u>C</u> ancel
		Text		*
				×

# I-226

# Scrolling Through Macro Text Records

Figure: Install-227	🖻 Macro Text - Hold for approval by Bill	
Macro Text screen form with sample data.	Main	
	Text Hold for approval by Bill	
	Edit	

# **Cloning an Existing Record**

Once a record is selected, users can clone it to create a new record, and make modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record 🖬 icon on the toolbar. The system will ask, "Do you want to clone the record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Macro Text code to be saved as a new record.

# **Deleting an Existing Record**

Once a Macro Text code has been saved, it cannot be deleted (or the Macro Text code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

Figure: Install-228 Cloned record that, in the case, is a new record.	Macro Text - New         Main         Text	
	New	

# I-228

# Main Tab

The Main tab is used to enter the Macro Text code.

Figure: Install-229 Sample Macro Text screen form.	Macro Text - Hold for approval by Bill         Main         Text         Hold for approval by Bill	
	Edit	

#### <u>Text</u>

Since the text and the code are the same, the field is used to record the text that will be used to recall the macro text. The code may consist of up to 30 alphanumeric characters. BIS<sup>®</sup> checks for duplication. A warning will appear if the code that has already been assigned.

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

#### 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.

#### **Report – Macro Text**

The Macro Text report lists the macro text recorded in the Macro Text file.

Access to Macro Text Report Module Menu with Reports Group Miscellaneous | Reports | Macro Text

#### **Module Menu with Reports List**

Miscellaneous | Macro Text

**Standard Menu** Reports | Miscellaneous | Macro Text

Report Types Detail The Macro Text Detail Report displays the macro text recorded in the Macro Text file.

Order By	Options	Fields
• Text	Show Report Criteria	• Text
	Case Sensitive	

# Macro Text – Detail Report



Figure: Install-230 Macro Text – Detail Report.

# **Vendor Types**

Vendor Types are in a master record library that are available to Vendor Master Records. The list of Vendor Types can be examined by clicking on the Magnifying Glass 🛄 icon (at the top of the screen) and double clicking on the item of interest. Vendor Types are used for categorizing Vendor records.

# **Modular Menu Access**

Miscellaneous | Vendor Types

#### **Modular Menu Access**

AP | Vendor Types

# **Standard Menu Access**

List | Miscellaneous | Vendor Types

# **New Record**

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

Figure: Install-231 Vendor Forms - New screen form Main tab screen form.

- New	

# **Editing an Existing Record**

screen.

Figure: Install-232 - - -🖃 Vendor Types Vendor Types Find/Search Search Search for Clear Search in Type • Condition Begin with • Ok Case Sensitive Cancel Type Subcontractor Supplier

# I-230

The list of vendor types may be examined by clicking on the Magnifying Glass  $\square$  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. Two default Vendor Types are already available: Subcontractor and Supplier; they cannot be modified or deleted.

# Scrolling Through Payment Terms Records

Users can scroll through the vendor terms records by using the VCR buttons on the toolbar 4 + 1 at the top of the screen. Clicking on the First 4 icon (at the top of the screen) will open the first record of the list, according to Vendor Type. Clicking on the Previous 4 icon (at the top of the screen) will open the next record of the list, according to Vendor Type. Clicking on the Next 1 icon (at the top of the screen) will open the next record of the list, according to Vendor Type. Clicking to Vendor Type. Clicking on the Next 1 icon (at the top of the screen) will open the immediately previous record of the list, according to Vendor Type. Clicking on the Last 1 icon (at the top of the screen) will open the top of the screen) will open the last record of the list, according to Vendor Type.

Figure: Install-233 Sample Vendor Terms; one of two non-editable.	El Vendor Types - Subcontractor           Main           Vendor Type           Subcontractor	
	Edit	

# **Cloning an Existing Record**

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

Figure: Install-234 Cloned record. Note that the initial Vendor Type field is blank.	Vendor Types - New   Main     Vendor Type
	New

# **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  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete the record? Click on the Yes button to delete it, or click

on the No button to leave the process.

#### Main Tab

The Payment Terms master file records the pertinent information related to vendor type. The information recorded on the tabs is used throughout BIS<sup>®</sup> whenever vendor types are referenced in transactions or in other master records. The Main tab records general information about the vendor type.

Figure: Install-235 Sample Vendor Terms; one of two non-editable.	Vendor Types - Subcontractor     Main	
	Vendor Type Subcontractor	
	Edit	

#### Vendor Type

The vendor type of 20 characters or less is entered in the first field. Two vendor types are preset as default: Subcontractor and Supplier, but others may be added. The choice selected from the drop-down makes the corresponding section below available for entry. BIS<sup>®</sup> checks for duplication. A warning will appear if the code that has already been assigned.

Please note that the underlined Vendor Type title is also a hyperlink field as well as the description of the information to be entered. Right-clicking on the Macro Text hyperlink opens access to the Vendor Type File report that can be directly accessed.

#### 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.

#### **Report – Vendor Types**

The Vendor Types report lists the vendor types recorded in the Vendor Types file.

**Access to Vendor Types Report Module Menu with Reports Group** Miscellaneous | Reports | Vendor Types

# **Module Menu with Reports List**

Miscellaneous | Vendor Types

Standard Menu Reports | Miscellaneous | Vendor Types

# Report Types Summary

The Vendor Types Summary Report displays the vendor types recorded in the Vendor Types file.

Order By	Options
<ul> <li>Vendor Type</li> </ul>	Case Sensitive

FieldsVendor Type

Vendor Types – Detail Report

Vendor Types Detail Report		Best Construction Company
Vendor Type		
Non-Job		
Subcontractor		
Supplier		
	Figure: Install-236	Vendor Types – Detail Report.

I-233

# I-234

# **Payment Terms**

Payment Terms are in a master record library that is available to both Vendor and Customer Master Records and to Transactions. The list of Payment Terms can be examined by clicking on the Magnifying Glass icon (at the top of the screen) and double clicking on the item of interest. Payment Terms are used for aging Vendor and Customer records, and for identifying discounts for early payment.

0

When establishing payment terms, a discount percentage can be recorded for payments made within a designated number of days from the invoice date. When entering paying invoices through the Customer Payment or Apply Customer Deposit options, discounts are automatically calculated and deducted if the payment date is within the specified time period. The amount deducted appears in the Discount Amount column. If necessary, the amount may be changed or deleted.

#### **Modular Menu Access**

Miscellaneous | Payment Terms

#### **Standard Menu Access**

List | Miscellaneous | Payment Terms

#### **New Record**

Initial access to Payment Terms from the menu opens the Payment Terms - New form. The form is used to enter new payment terms information. However, access to a new form when another payment term record is on the screen only requires pressing Ctrl+N or use the New  $\Box$  icon on the toolbar. The system will ask if any changes to the record should be saved.

<b>Figure: Install-237</b> Payment Terms with Standard Payment Type settings	Payment Terms - New       Main       Payment Terms       Payment Type       Standard       Days to Due Date       Discount       Discount Type       Discount Percentage       Discount Percentage       Discount Date       O
	Discount Amount 0.00 Days to Discount Date 0 🚖

# Figure: Install-237b Payment Terms with

Discount Date Driven Payment Type settings.

Main		
Payment Terms		
Payment Type	Discount Date Driven	
Discount Date Driven		
Discount Day on Next Mont	h 0 🚔 Date Due Next Month 0 🚔	
Discount		_
Discount Type	Percentage 💌	
Discount Percentage	0.00	
Discount Amount	0.00	

#### Figure: Install-237c Payment Terms with Dat Range Payment Type settings.

Payment Terms					
Payment Type		ate Range	-		
Invoice Date (Day	of the month)				
From	0 🚔 To	0 🚔	Due Date (DOM)	0 🚔	
But if from	0 🔶 To	0	Due Date (DOM)	0 🚔	

#### **Editing an Existing Record**

The list of payment terms may be examined by clicking on the Magnifying Glass icon (at the top of the

Figure: Install-238
Payment Terms
Find/Search screen.

Search for									Search	
Search in	Terms								<u>C</u> lear	
Condition	Begin with							•	<u>O</u> k	
[	Case Sensitive								Cancel	
Terms	Pay Type	Days to Due Date	Discount %	Days to Discount Date	Disc Type	Day of Month Due	Disc Amt	Min Days for Due this Month	Force Next Month	-
20-15/NET 30T	H Due Date Driven	0	0.00	15	Fixed Amour	30	20.00	15	No	
%-10/NET 30	Standard	30	2.00	10	Percentage	0	0.00	0	No	
%-15/NET 30TH	H Due Date Driven	0	5.00	15	Percentage	30	0.00	15	No	
ET 21	Standard	21	0.00	0	Percentage	0	0.00	0	No	
ET 30	Standard	30	0.00	0	Percentage	0	0.00	0	No	
ET 7	Standard	7	0.00	0	Percentage	0	0.00	0	No	

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.

#### **Scrolling Through Payment Terms Records**

Users can scroll through the payment terms records by using the VCR buttons on the toolbar  $[M \land P]$  at the top of the screen. Clicking on the First [M] icon (at the top of the screen) will open the first record of the list, according to Terms name. Clicking on the Previous [A] icon (at the top of the screen) will open the immediately prior record of the list, according to Terms. Clicking on the Next [P] icon (at the top of the screen) will open the screen) will open the next record of the list, according to Terms. Clicking on the Last [P] icon (at the top of the screen) will open the next record of the list, according to Terms.

Figure: Install-239 Sample payment terms record for editing.	Payment Terms - 2%-10/NET 30           Main	<b>×</b>
	Payment Terms       [2%-10/NET 30         Payment Type       Standard         Days to Due Date       30 -         Discount	_
	Edit	

#### **Cloning an Existing Record**

Once a record is selected, it may be cloned to create a new record, with modifications made to the cloned record. Once the source record is brought to the screen, use the Clone Record 🖬 icon on the toolbar. The system will ask, "Do you want to clone the record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Payment Terms name to be saved as a new record.

**Figure: Install-240** Cloned record. Note that all of the initial fields, except for the Payment Terms field, match the source record.

Payment Terms		
Payment Type	Standard 💌	
Standard		
Days to Due Date	30	
Discount		
Discount Type	Percentage 💌	
Discount Percentage	2.00	
Discount Amount	0.00	
Days to Discount Date	10	

# **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  $\bowtie$  icon (at the top of the screen). The system will ask, "Do you want to delete the record? Click on the Yes button to delete it, or click on the No button to leave the 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.

# Main Tab

The Payment Terms master file records all pertinent information related to payment terms for vendors and customers. The information recorded on these tabs is used throughout BIS<sup>®</sup> whenever payment terms are referenced in transactions or in other master records. The Main tab records general information about the payment term.

Figure: Install-241 Sample Payment Terms record.	Payment Terms - 2%-10/NET 30	
	Payment Terms       2%-10/NET 30         Payment Type       Standard         Standard       Image: Constraint of the standard of	
	Edit	

# **Payment Terms**

The name (20 characters or less) of the Payment Term is entered in the first field.

# **Payment Type**

Two Payment Types are available: Standard and Date Driven. The choice selected from the drop-down makes the corresponding section below available for entry, and grays out (as unavailable) the other section. Thus, if Standard is chosen, entries can only be made to the Standard section below; Date Driven is unavailable. If Date Driven is chosen, the opposite is true.

# Payment Type

# Standard

Standard refers to the number of days following the invoice date that payment is due. Enter or select the number of days (usually 1 -30, but could be up to 999).

# **Date Driven**

Date Driven refers to a specific date of the month on which the payment is due.

# **Day of Month Due**

Date Driven refers to a specific day of the month on which the payment is due. Enter or select the day number of the month (1 - 31).

# Min Days for Due the Month

The Min Days for Due the Month refers to the minimum number of days prior to the due date that the invoice must be received in order to be able to be processing and paid on time. If the invoice is received in fewer days than specified, its due date is shifted to the next month. Please note that there is a relationship between the Min Days for Due the Month and the Days to Discount Date discussed below.

# 🄍 Tip

The system will not allow the Days to Discount Date to be greater than the Min Days for Due the month.

# Force Next Month

The Force Next Month option always sets the due date in the month following the entered invoice date month.
### Discount

Discount computes the reduction of the amount due on the invoice if it is paid on or prior to the due date, within the range allowed.

### **Discount Type**

There are two Discount Types: Percentage and Fixed Amount. Depending on the selection made, one or the other of the next two fields will be available for entry.

### **Discount Percentage**

The Discount Percentage number entered here is applied to the invoice amount to compute the reduction in payment allowed.

### **Fixed Amount**

The Fixed Amount, a set dollar/cents amount, is applied to the invoice amount to compute the reduction in payment allowed.

### **Days to Discount Date**

The Days to Discount Date refers to the maximum number of days after the invoice date that the invoice must be paid in order to qualify for the selected form of discount. Please note that there is a relationship between the Min Days for Due the Month and the Days to Discount Date discussed above.



The system will not allow the Days to Discount Date to be greater than the Min Days for Due the month.

### 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.

### **Report – Payment Terms**

The Payment Terms report lists the payment terms recorded in the Payment Terms file.

### Access to Payment Terms Report

#### Module Menu with Reports Group

Miscellaneous | Reports | Payment Terms

### **Module Menu with Reports List**

Miscellaneous | Payment Terms

### Standard Menu

Reports | Miscellaneous | Payment Terms

### **Report Types**

#### Summary

The Payment Terms Summary Report displays the payment terms, Payment Type, and Discount Type recorded in the Payment Terms file.

#### Detail

The Payment Terms Detail Report also displays the discount amount or percentage, days to discount date, and day of the month or number of days to the due date recorded in the Payment Terms file.

#### Extended

The Payment Terms Extended Report also displays the discount type, percentage, amount, and days, along with the due date days, day of the month, and minimum number of days to be due next month, and whether the particular term is to be forced to a date the following month.

#### **Order By**

• Payment Terms

**Options**• Show Report Criteria

Case Sensitive

# Fields

• Payment Terms

#### **Payment Terms — Summary**

Payment Terms			Best Construction Company
Summary Report			Page 1
Terms	Payment Type	Discount Type	
\$20-15/NET 30TH	Date Driven	Fixed Amount	
2%-10/NET 30	Standard	Percentage	
5%-15/NET 30TH	Date Driven	Percentage	
NET 21	Standard	Percentage	
NET 30	Standard	Percentage	
NET 7	Standard	Percentage	



### Payment Terms — Detail

Detail Report				Page
Terms	Payment Type	Discount Type		
\$20-15/NET 30TH	Due DateDriven	Fixed Amount		
D is count Amount	20.00	[] Force Next Month	523	
Days to Discount Date	15	Minimun Days for Due Date	15	
Day of Month for Due Date	30			
2%-10/NET 30	Standard	Percentage		
D is count Percentage	2.00 %	CACCY 19605 21411		
Days to Discount Date	10			
Days to Due Date	30			
5%-15/NET 30TH	Due DateDriven	Percentage		
Discount Percentage	5.00 %	[] Force Next Month		
Days to Discount Date	15	Minimun Days for Due Date	15	
Day of Month for Due Date	30			
NET 21	Standard	Percentage		
D is count Percentage	0.00 %			
Days to Discount Date	0			
Days to Due Date	21			
NET 30	Standard	Percentace		
Discount Percentage	0.00 %			
Days to Discount Date	0			
Days to Due Date	30			
NET 7	Standard	Percentage		
Discourt Percentage	0.00.04	i ercenage		
Days to Discourt Date	0.00 %			
Days to Due Date	7			

### **Figure: Install-243** Payment Terms – Detail Report.

٦

# Payment Terms — Extended

						Best	Construct	ion Company
Payment Terms Extended Report								Page 1
		2	Discol	nt			Due Date -	Force Next
Terms	Рау Туре	Туре	Percentage	Amount	Daya	Daya	Day of Month	Min Days Month
\$20-15/NET 30 TH	Due Date Driven	Fixed Amount	t 0.00	20.00	15	0	30	15 No
2%10/NET 30	Standard	Percentage	2.00	0.00	10	30	0	0 No
5%15/NET 30TH	Due Date Driven	Percentage	5.00	0.00	15	0	30	15 No
NET 21	Standard	Percentage	0.00	0.00	0	21	0	0 No
NET 30	Standard	Percentage	0.00	0.00	0	30	0	0 No
NET7	Standard	Percentage	0.00	0.00	0	7	0	0 No

Figure: Install-244 Payment Terms – Extended Report.

### **Payment Types**

Payment Types are used in conjunction with the Bank Reconciliation module. Users should enter a Group Id to categorize credit cards into groups that will appear on the same credit card deposit slip. (The same feature can be utilized with any Payment Type, however.) The Group Id field in legacy Payment Types master record will initially be blank.

The Payment Types option will only be available if the Bank Reconciliation module is installed.

Since multiple check payments are recorded on a deposit slip, banks list deposits on the monthly statement. However, credit card deposits are often segregated by their type. For example, often Visa<sup>®</sup> and MasterCard<sup>®</sup> are processed together, but American Express<sup>®</sup> and Discover<sup>®</sup> are process separately in their own groups. The Master Record allows identification of the type of receipt to assist with processing the Bank Reconciliation.

# 🄍 Tip

It is important that users choose the Payment Type "Other" for Other/EFT (Electronic Fund Transfer) receipts especially when using the Bank Reconciliation module. Electronic Fund Transfers in the Payment Type category are, by definition, already individually listed deposits to the bank account.

### **Modular Menu Access**

Miscellaneous | Payment Types

### **Standard Menu Access**

List | Miscellaneous | Payment Types

### **New Record**

Initial access to Payment Types from the menu opens the Payment Types - New form. The form is used to enter new payment type information. However, access to a new form when another payment type record is on the screen only requires pressing Ctrl+N or use the New  $\square$  icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: Install-245 Payment Types – New screen form.	Payment Types - New  Main  Payment Code Description Group Id Account  Type Check American Express Diners Club Discover JCB MasterCard Visa
	New

<sup>🄍</sup> Tip

### **Editing an Existing Record**

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

Figure: Install-246 Payment Terms Find/Search screen.		ch for Code dition Begin w	ith Sensitive				Searc Clea Ok Canc	th r
	Code AMEX CASH CHECK EFT MC VISA	Description American Express Cash Check Electronic Fund T MasterCard VISA Credit Card	Account 1020 1020 1020 1020 1020 1020 1020	Type Credit Card Currency Check Other Credit Card Credit Card	Group Id AMEX V/MC V/MC	Credit Car	d Type	
								•

### Scrolling Through Payment Type Records

Users can scroll through the payment type records by using the VCR buttons on the toolbar **H** 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 Code. Clicking on the Previous icon (at the top of the screen) will open the immediately prior record of the list according to Code. Clicking on the Next *i* icon (at the top of the screen) will open the next record of the list according to code. Clicking on the Last *icon* (at the top of the screen) will open the last record of the list according to Code.

Figure: Install-247 Sample payment terms	Payment Types	MC MasterCard
record for editing.	Payment Code Description Group Id Account Type Edit	MC MasterCard V/MC 1020 Credit Card MasterCard MasterCard MasterCard Visa

#### **Cloning an Existing Record**

Once a record is selected, it may be cloned to create a new record, with modifications made to the cloned record. Once the source record is brought to the screen, use the Clone Record 🗈 icon on the toolbar. The system will ask, "Do you want to clone the record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Payment Type name to be saved as a new record.

**Figure: Install-248** Cloned record. Note that all of the initial fields, except for the Payment Type field, match the source record.

### **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  $\bowtie$  icon (at the top of the screen). The system will ask, "Do you want to delete the record? Click on the Yes button to delete it, or click on the No button to leave the 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.

F <b>igure: Install-249</b> Payment Types screen form sample for American	E Payment Types	- AMEX American Express
Express <sup>®</sup> (AMEX <sup>®</sup> ) credit card.	Payment Code Description <u>Group Id</u> <u>Account</u>	AMEX American Express AMEX 1020 Q Cash In Bank
	Туре	Credit Card   American Express  American Express  Diners Club  Discover  CB  MasterCard  Visa
	Edit	

### Main Tab Payment Code

The payment code is used to record the manner in which payment is made by customers. It is an alphanumeric code up to five characters in length. Examples of possible payment types are CASH, VI (Visa<sup>®</sup>) and MC (MasterCard<sup>®</sup>). A warning will appear if an existing code is entered.

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

### I-246

### Description

The field allows a more complete description of the payment type to be recorded. The is an alphanumeric field limited to 30 characters. The Description is the plain text identification of the particular type of receipt. For example, these Descriptions could be Cash, Check, Electronic Fund Transfer, VISA<sup>®</sup> Card, etc.

### <u>Group Id</u>

The field is used to select a Group Id from the drop-down list for the transaction. Group Ids categorization types of transactions. To enter a new Id or modify an existing one, click the Group Id hyperlink. A warning will appear if an existing code is entered.

The Group Id is used primarily with credit cards. The Group Id specifies the grouping the bank uses when processing credit card deposits. For example, often Visa<sup>®</sup> and MasterCard<sup>®</sup> are processed together, but American Express<sup>®</sup> and Discover<sup>®</sup> are process separately in their own groups.

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

### **Account**

The field is used to record the general ledger account number that will be used for posting payments of the type. The Default Sales Account can be entered manually or by using the Find tool.

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

### **Payment Type**

The field display the current payment type associated with the payment code and provides a selection of payment types to choose from. Click on the drop down control to select an option from the list. Four types of payment types can be selected from the drop-down list: Check, Currency, Credit Card, and Other. Although the first two choices have obvious application, more consideration should be given to Credit Card and Other.

If a one or more credit card Payment Codes are created, the system needs to know that it is such an entry for the Bank Reconciliation module. (However, as mentioned earlier in the section about Group Id, the grouping used by the bank for listing credit card bank deposits must be identified.

The "Other" category is primarily used for Electronic Fund Transfer receipts, and how most banks record them. Most banks list each Electronic Fund Transfer (in or out of the account) as a separate entry. Thus, for the BIS<sup>®</sup> Bank Account module to correctly list the payment receipt, it must be treated as if it was its own deposit slip.

#### 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.

#### **Report – Payment Types**

The Payment Types report lists the payment types recorded in the Payment Types file.

Access to Payment Types Report Module Menu with Reports Group Miscellaneous | Reports | Payment Types

### Module Menu with Reports List

Miscellaneous | Payment Types

### **Standard Menu**

Reports | Miscellaneous | Payment Types

#### **Report Types**

### Detail

The Payment Types Detail Report displays the payment type code, description, GL account, account name, and payment type.

#### **Order By**

- Payment Code
- Description

**Payment Types — Detail** 

• Account

#### Options

- Show Report Criteria
- Case Sensitive

#### Fields

- Payment Code
- Description
- Account

Pavm	ent Types			Best Construction Company
Detail R	leport			Page 1
Code	Description	GL Account	Account Name	Payment Type
AMEX	American Express	1020	Cash In Bank	Credit Card
CASH	Cash	1020	Cash In Bank	Currency
CHECK	Check	1020	Cash In Bank	Check
EFT	Electronic Fund Transfer	1020	Cash In Bank	Other
MC	MasterCard	1020	Cash In Bank	Credit Card
VISA	VISA Credit Card	1020	Cash In Bank	Credit Card



### Credit Card

The Credit Card master record is used for establishing information if the company is going to use one or more credit cards for vendor payments. These entries are essential, if the company is using (or considering using) credit cards for vendor payments.

🤍 Tip

The Credit Card option is available to the Professional and Enterprise editions.

### **Modular Menu Access**

AP | Credit Cards

#### **Modular Menu Access**

Miscellaneous | Vendor Types

### **Standard Menu Access**

List | Miscellaneous | Credit Cards

### **New Record**

Initial access to credit cards from the menu opens the Credit Card - New form. The form is used to enter new credit card information. However, access to a new form when another credit card record is on the screen only requires pressing Ctrl+N or use the New 🗋 icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: Install-251 Credit Card - New screen form.	Credit Card - New Main Billing Address Notes	
	Code Description Type Visa Card Number Vendor Id Member Since Expiration / Name Company	
	New	

### **Editing an Existing Record**

The list of credit cards 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.

Clea

Ok

Figure: Install-252	Search for	d
Credit Card, Find/Search	Search in	Begin with
form.	Condition	Case Sensitive
	MC	Master Card

### 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: Install-253 Credit Card screen form.	Credit Card - N	AC Master Card
	Code	MC Master Card
	Description	Master Caro
	Card Number	VISA  **** ***44 4
	Vendor Id	2000 Credit Card Bank Institution
	Member Since	2000
	Expiration	01/ YY
	Name Company	Bill Johnson
		Best Construction Company
	Edit	

### Scrolling Through Credit Card Records

Users can scroll through the credit card records by using the VCR buttons on the toolbar  $\mathbb{H}$  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 credit card Code. Clicking on the Previous di icon (at the top of the screen) will open the immediately prior record of the list, according to credit card Code. Clicking on the Next 🗾 icon (at the top of the screen) will open the next record of the list, according to the credit card Code. Clicking on the 💹 Last icon (at the top of the screen) will open the last record of the list, according to the credit card Code.

### **Cloning an Existing Record**

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

Figure: Install-254 Cloned record. Note that all of the initial source fields match the source record.	Credit Card - New Main Billing Addre Code Description Type Card Number Vendor Id Member Since Expiration Name Company	W ess Notes Master Card Visa Test and Credit Card Bank Institution 2000 01/ YY Bill Johnson Best Construction Company	
	New		

### **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  $\bowtie$  icon (at the top of the screen). The system will ask, "Do you want to delete the record? Click on the Yes button to delete it, or click on the No button to leave the 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.

### Main Tab

The Credit Card master file records all pertinent information related to credit cards used for payments to vendors. The information recorded on these tabs is used throughout BIS<sup>®</sup> whenever a vendor is referenced in transactions or in other master records. The Main section records general information about the credit card.

Figure: Install-255 Sample credit card screen form.	Credit Card - M	IC Master Card
	Code Description Type Card Number <u>Vendor Id</u> Member Since Expiration Name Company	MC Master Card Visa ***** ***44 2000 Q Credit Card Bank Institution 2000 01/ YY Bill Johnson Best Construction Company

### Code

The credit card Code can be up to 10 digits, but it is suggested that a familiar name or acronym be used for the card. (For example, consider AMEX<sup>®</sup> for American Express<sup>®</sup>, MC for MasterCard<sup>®</sup>, or VISA BOA for a Visa<sup>®</sup> card from Bank of America<sup>®</sup>, etc.)

#### Description

The Description is the natural name of the card, again perhaps referring to the issuing bank if appropriate.

### **Card Number**

Enter the credit card number. Spaces or dashes may be included if desired.

#### **Additional Identifier**

The Additional Identifier is usually (but not always) a three or four digit number printed on the reverse side of the card. Many vendors require the additional identifier when making telephone or online purchases. If the card does not have an additional identifier, the field may be left blank.

### Туре

BIS<sup>®</sup> has identified the four credit card types most requested by existing customers: Visa<sup>®</sup>, MasterCard<sup>®</sup>, American Express<sup>®</sup>, and Discover<sup>®</sup>.

### Vendor Id

The Vendor Id will be the code selected (later) for the bank or credit card agency from which the credit card billing is received and to which those credit card payments are made. The field may be entered later, after the Accounts Payable vendors have been entered.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Vendors - New form to add the credit card's payment center. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

**Figure: Install-256** Reports directly accessible by right-clicking on the field name hyperlink

Vendor File
Vendor Labels
Vendor Ledger
Accounts Payable Aging
Vendor Payments
What's This?
Control Access

### **Member Since**

The Member Since field is listed on some credit cards. It is not an essential field, but can be helpful when placing a credit card order.

### Expiration

The Expiration is the expiration date of the current card.

### Name

The Name on the card can be helpful when placing a credit card order.

### Company

Since the credit card could be a company credit card (instead of individual alone, the company name can be placed in the field.

### 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.

### **Billing Address Tab**

The Billing Address Tab will contain the cardholder's address, sometimes needed when placing a credit card order. The fields are self-evident.

Figure: Install-257	🖻 Credit Card -	MC Master Card	- • •
form.	Main Billing	Address Notes	
	Address 1 Address 2	641 Hatrick Way	
	City	Pismo Beach	
	State Zip Code	CA California 93448-	
	Edit		

### Address 1

Enter the street number and street name for the billing address for the cardholder. The is an alphanumeric field up to 30 characters.

### Address 2

Enter any secondary address information such as a suite number for the cardholder. The is an alphanumeric field up to 30 characters.

### City

Enter the name of the city, up to 30 characters..

### State

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

### Zip

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

### 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.



### 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.

### **Report – Credit Card List**

The Credit Card report lists the credit cards recorded in the Credit Cards file.

### Access to Credit Card List Report

**Module Menu with Reports Group** 

Miscellaneous | Reports | Credit Cards

### **Module Menu with Reports List**

Miscellaneous | Credit Cards

### Standard Menu

Reports | Miscellaneous | Cards

#### Summary

The Credit Card Summary Report displays the CC code, description, type, card number, additional Id, member since, and expiration date recorded in the Credit Cards file.

#### Detail

The Credit Card Detail Report also displays the name on the card, company, vendor Id, and vendor name recorded in the Credit Cards file.

### Extended

The Credit Card Extended Report also displays the billing address detail and any saved card images.

Case Sensitive

Show Report Criteria

#### **Order By**

- Code
- Description
- Card Number

- Options
- Show Notes

- **Fields**
- Code
- Description
- Card Number

### **Credit Card List — Summary**

Credit	Card List	Best Co	onstruction C	ompany		
Summary	Report					Page 1
CC Code	Description	Туре	Card Number	Addtional ID	Member Siince	Exp. Date
MC	Master Card	Visa	*************4444	123	2000	1/06
Notes	s 1. Obtain approval from	Mr. Johnson before usi	ng this card for purchases.			

Figure: Install-260 Credit Card List – Summary Report, showing Notes.

### Credit Card List — Detail

Credit Card List						Best Construction Comp	
CC Code	Description Name	Type Company	Card Number Ve	Ad endor Id	dtional ID Vendor Na	Member Siince ame	Exp. Date
MC	Master Card	Visa	**************4444	12	3	2000	1/06
	Bill Johnson		20	000	Credit Car	d Bank Institution	

Figure: Install-261 Credit Card List – Detail Report, showing Notes.

# **Credit Card List — Extended**

ended Report		Page
Credit Card: MC, Master Card		
<i>N</i> ain		
Code Description Card Number dditional I dentifier ype (endor I d fendor I d fendor Name Member Since ixpiration lame Company	MC Master Card 123 Visa 2000 Credit Card Bank Institution 2000 0108 Bill Johnson	
Billing Address ddress 1 ddress 2 Sity tate Lip Code	641 HatrickWay Pismo Beach CA 93448	
otes Obtain approval from	Mr. Johnson before using this card for purchases.	

### **Assemblies Markup**

The option is used only if the company will be producing assembled inventory items. The feature allows information to be stored that keeps track of markups on assembled items. Markups can be for labor, overhead or other expenses, aside from the cost of the components themselves.

**W Tip** The Assemblies Markup option is available if the Inventory module is installed.

The actual markup percentage is entered through the Assemblies Markup feature of the Inventory Assemblies form. However, the markup records created here will save time by keeping track of the description, posting account and any associated report code for each markup required. In addition to the Code Id, a Description is needed, but the GL Account and Report Code is optional.

### **Modular Menu Access**

AP | Credit Cards

### Modular Menu Access

Miscellaneous | Vendor Types

### **Standard Menu Access**

List | Miscellaneous | Vendor Types

#### **New Record**

Initial access to credit cards from the menu opens the Credit Card - New form. The form is used to enter new assembly markup information. However, access to a new form when another assembly markup record is on the screen only requires pressing Ctrl+N or use the New  $\Box$  icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: Install-263 Assemblies Markup – New screen form.	Assemblies Markup - New      Main Notes      Code     Description     GL Account     Q	

### **Editing an Existing Record**

The list of assembly markups may be examined by clicking on the Magnifying Glass  $\square$  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.



Searching		<u>Search</u>
Search in	Code	▼ <u>Clear</u>
Condition	Begin with	▼ <u>O</u> k
	Case Sensitive	<u>C</u> ancel
Code	Descrip	ption GL Accou
000	Electrical Markup	

### 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:: Install-265 Assemblies Markup screen	🖻 Assemblies Markup	o - 1000 Electrical Markup	- • •
form sample.	Main Notes		
	Code	1000	
	Description	Electrical Markup	
	GL Account	Q	
	Report Code	Q	
	Edit		

### Scrolling Through Assemblies Markup Records

### **Cloning an Existing Record**

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

Figure: In:	stall-266
-------------	-----------

Cloned record. Note that all of the initial source fields match the source record.

Main Notes		
Code Description GL Account Report Code	Electrical Markup	

### **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 the record? Click on the Yes button to delete it, or click on the No button to leave the 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.

### Main Tab

The Assemblies Markup master file records all pertinent information related to assemblies markup. The information recorded on these tabs is used throughout BIS® whenever an assembly is referenced in transactions or in other master records.

Figure: Install-267 Assemblies Markup screen form.	E Assemblies Mark	kup - 1000 Electrical Markup
	Code	1000
	Description	Electrical Markup
	GL Account	Q
	Report Code	Q
	Edit	

### Code

The field is used to record the reference Id that is used to add a markup to assembled items. The code may be any combination of letters and/or numbers up to 15 characters. A warning will appear if an existing code is entered.

Please note that the underlined Payment Code title is a hyperlink field as well as the description of the

information to be entered. Right-clicking on the assembly markup Code hyperlink directly accesses the Assemblies Markup report.

### Description

This field is used to record the description that is associated with the code. Generally, it should tell the user what expense the markup is providing.

### Account

This field is used to record the general ledger account number that will be used for posting the markup. The markup account can be entered manually or by using the Find tool.

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

### **Report Code**

The field is used to record a code that is associated with the markup. Report codes are maintained in the Report Codes files and can be used to create special, user-defined reports.

### Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 归 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: Install-268 Sample Credit Card master record screen form Notes	Assemblies Markup - 1000 Electrical Markup       Main	
tab.	1. Markup for electrical assembly.	*
	Edit	

### 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.

### **Report – Assemblies Markup**

The Assemblies Markup report lists the assemblies' markups recorded in the Assemblies Markup file.

**i** Tip The Assemblies Markup report is available if the Inventory module is installed.

### **Access to Assemblies Markup Report**

#### Module Menu with Reports Group

Miscellaneous | Reports | Assemblies Markup

### **Module Menu with Reports List**

Miscellaneous | Assemblies Markup

### Standard Menu

Reports | Miscellaneous | Assemblies Markup

### Summary

The Assemblies Markup Summary Report displays the code, description, GL account number and name, and report code recorded in the Assemblies Markup file.

**Fields** 

• Code

#### **Order By**

• Code

#### Options

- Show Notes
- Show Report Criteria

#### **Assemblies Markup — Summary**

Assemb	lies Markup		Be	st Construction Company
Summan	Papart			22.5 1 1 1 2
Summary F	kepon			Page 1
Code	Description	GL Acct	Acct Name	Report Code
1000	Electrical Markup			

#### Figure: Install-269 Assemblies Markup – Summary Report.

### **Item Classifications**

Item Classifications are used to organize inventory items into groups. The form consists of the Classification Id (up to 10 characters) and it's Description (up to 30 characters).

**i** Tip The Items Classifications option is available if the Inventory module is installed.

#### **Modular Menu Access**

Miscellaneous | Item Classification

### **Standard Menu Access**

List | Miscellaneous | Item Classification

### **New Record**

Initial access to item classification is from the menu opens the Item Classification – New form. The form is used to enter new item classification information. However, access to a new form when another Item Classification record is on the screen only requires pressing the Ctrl+N or using the New  $\Box$  icon on the toolbar. The system will ask, however, if changes to the record should be saved.

Figure: Install-270 Item Classifications – New master record screen form.		
	New	

### **Editing an Existing Record**

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

**Figure: Install-271** Item Classifications Find/Search screen.

Search for			Search	
Search in	Class			_
Condition	Case Sensitive	-	<u>O</u> k Cancel	
Class	Description			-
ELECTRICAL	Electrical Materials			
FRAMING	Framing Materials			
PLUMBING	Plumbing Materials			
				-

### **Scrolling Through Item Classification Records**

Users can scroll through the Item Classification records by using the VCR buttons on the toolbar at the top of the screen. Clicking on the First *icon* (at the top of the screen) will open the first record of the list, according to Classification code. Clicking on the Previous *icon* (at the top of the screen) will open the immediately previous record of the list, according to Classification code. Clicking on the Next 🗾 icon (at the top of the screen) will open the next record of the list, according to Classification code. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to Classification code.

Figure: Install-272 Item Classification master record screen form	Item Classification	ons - ELECTRICAL Electrical Materials	
sample.	Classification	ELECTRICAL	
p	Description	Electrical Materials	
	Edit		

### **Cloning an Existing Record**

Once a record is selected, users can clone it to create a new record, and make modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record 🗈 icon on the toolbar. The system will ask, "Do you want to clone the record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Item Classification code to be saved as a new record.

Figure: Install-273 Cloned record, showing the same description, but needing a new code.	Item Classifications - New   Main   Classification   Description   Electrical Materials
	New

### **Deleting an Existing Record**

Once a Item Classification code has been saved, it cannot be deleted (or the Item Classification code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete kicon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

### Main Tab

The Main tab is used to enter the Item Classification code.

Figure: Install-274 Item Classification master record screen form sample.	Electrical Materials   Main   Classification   ELECTRICAL   Description   Electrical Materials	
	Edit	

### **Classification**

The field is used to record an abbreviation for the item Classification which will be used to reference the associated description. For example, LB could be used for pounds, EA for each or CY for cubic yards. The is an alphanumeric field limited to four characters. BIS<sup>®</sup> checks for duplication. A warning will appear if the code that has already been assigned.

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

### Description

The field is used to record the description of the item classification, limited to 30 characters, associated with the abbreviation selected.

### 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.

### **Report – Item Classifications**

The Item Classifications' report lists the codes and descriptions recorded in the Item Classification file.

🄍 Tip The Items Classifications report is available if the Inventory module is installed.

Access to Item Classifications Report **Module Menu with Reports Group** Miscellaneous | Reports | Item Classifications

**Module Menu with Reports List** 

Miscellaneous | Item Classifications

### **Standard Menu**

Reports | Miscellaneous | Item Classifications

**Report Types** Summary The Item Classifications Report displays the item classifications recorded in the Item Classification file.

Order By	Options	Fields
Classification	Show Report Criteria	Classification

### Item Classification – Summary Report

Item Classifications Summary Report		Best Construction Company
Code	Description	
ELECTRICAL FRAMING PLUMBING	Electrical Materials Framing Materials Plumbing Materials	

Figure: Install-275 Item Classifications – Summary Report.

### **Salespersons**

The master record lists salesperson codes used by Accounts Receivable billing forms. The Salesperson The Salespersons Initials field is an alphanumeric field limited to 3 characters. The Name field is limited to 30 characters.

### **Modular Menu Access**

AR | Sales Persons

#### **Modular Menu Access**

Miscellaneous | Sales Person

### **Standard Menu Access**

List | Miscellaneous | Salespersons

### **New Record**

Initial access to Salespersons is from the menu opens the Salespersons - New form. The form is used to enter new salesperson information. However, access to a new form when another salesperson record is on the screen only requires pressing the Ctrl+N or using the New 🗋 icon on the toolbar. The system will ask, however, if changes to the record should be saved.

### Figure: Install-276

Salespersons - New screen form.

Main Udf	
Sales Person Name	

### **Editing an Existing Record**

The list of salespersons 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

Sales Person AM MJ	Name Alissa Monte	•
AM MJ	Alissa Monte	
MJ CM		
	Mike Jargon	Ŧ

the Search button feature or by using the mouse or cursor keys to select the record to be edited.

### Scrolling Through Salespersons' Records

Users can scroll through the sales tax code records by using the VCR buttons on the toolbar  $\mathbb{H} \to \mathbb{H}$  at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Sales Tax Code. Clicking on the Previous 🧾 icon (at the top of the screen) will open the immediately previous record of the list, according to Salesperson Initials. Clicking on the Next 🗾 icon (at the top of the screen) will open the next record of the list, according to Salesperson Initials. Clicking on the Last 🗾 icon (at the top of the screen) will open the last record of the list, according to Salesperson Initials.

<b>Figure: Install-278</b> Cloned record. Note that the other field, but not the Salesperson Initials, match the source record.	Sales Person         Sales Person         Name         Alissa Monte	
	New	

### **Cloning an Existing Record**

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

#### **Deleting an Existing Record**

Once a sales tax code has been saved, it cannot be deleted (or the salesperson changed) 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 the record?" Click on the Yes button to delete it, or click on the No button to leave the 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.

### Main Tab

The Main tab is used to enter the salesperson's initials and name.

Figure: Install-279 Sample Accounts Receivable Salespersons master record screen form for editing.	Sales Person - AM Alissa Monte	

### Sales Person

Enter the Sales Person initials desired. Any 3-digit alpha or numeric character or combination of both can be used in the Salesperson initials. BIS<sup>®</sup> checks for duplication. A warning will appear if the code that has already been assigned.

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

### Name

Enter the full name of the sales person in the alphanumeric field limited to 30 characters.

### 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**

The tab will display up to thirteen User Definable Fields that can store additional information in the Sales Person master record. Click the Define Fields button to add new fields and manage existing fields.

The Odi function is generally employed after installa	auon is complete.
igure: Install-280 ales Persons, Udf tab creen form with one cample of a user defined eld.	Define Fields

### **Define Fields Button**

Edit

User Definable Fields may be added to the Customers, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, 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 provide the maximum flexibility in creating exactly the type of field needed.

ample user Denned Heid	Field	Ca	ption Type	e Length	Dec	Display Order	1
or Sales Person screen form.	▶ SINCE	Since	D	8	0	1	
	-						
	•					Þ	

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 the form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

### Field

The field displays the field name for a User Definable Field that was entered upon creation. Once a field name 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

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

### Length

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

Figure: Install-282 Udf New Field screen	Eield Name:	nr MSTSP	
form.	Caption: Type: Tool Tip Text: Format:	Character 🗸	
	Length: Decimals:	10 🔹 0 💲	Use as a Find field to Search In Use as a Report Query field Use it in Report Writer OK Cancel

### Edit

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

Figure: Install-283	🖻 Editing Field	[SINCE] in MSTSP	- • <b>·</b>
Udf Editing Field screen form.	Field Name: Caption: Type: Tool Tip Text: Format: Length: Decimals:	SINCE Since Date v In Sales Since 8 ¢ 0 ¢	Use as a Find field to Search In Use as a Report Query field Use it in Report Writer QK Cancel

### Use as a Find field to Search In

Select this option to make the field a Search field parameter.

### Use as a Report Query field

Select this option to make the field a Report Query field.

### **Use it in Report Writer**

Select this options to make the field available in Report Writer.

# 🄍 Tip

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

Туре	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 allows a tip to be entered that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

Figure: Install-284 Sales Person Udf tab showing Tool Tip for the first field entered.	Sales Person - New	
	Define Fields	

### Format

The Format field is used to enter a format that will control the appearance of 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 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.

Format	Description	Format Example	Results for Value		/alue
Tonnat	Description		Text	Date	Numeric
l	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	12/31/06	
#	Permits only entry of digits, spaces, and	#####	Hello	12/31/06	***** (Overflow)
#	signs, such as the minus (-) sign.	#######################################	Hello Wo.rld	12/31/06	13579246.245
٩	Permits only entry of digits and signs, such	99999	Hello	12/31/06	***** (Overflow)
5	as the minus (-) sign.	99999999999	Hello Wo.rld	12/31/06	13579246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
,	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
•	and Language Options setting in the Windows Control Panel.	3 Language Options setting in the Windows Control Panel. 999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
Α	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	ннннн	Hello	12/31/06	AAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNNN
J	Permits alphabetic characters only and converts them to uppercase (A-Z).	υυυυυ	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	wwwww	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	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	12/31/06	YYYYY
	Virtually any character can be used in the	TPQQW	TPQQh	12/31/06	TPQQW
	tormat, but its behavior is subject to the table above.	123TQW	123T Qh	12/31/06	123TQW

**Figure: Install-285** Data Format Chart. The chart shows the format, description, an example, and results.

### Length

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

### Decimals

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

### Delete

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

### Close

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

### I-272

### **Report – Sales Person**

The Sales Person report lists the sales person codes, names, and user defined field information recorded in the Sales Person file.

Access to Sales Person Report Module Menu with Reports Group

Miscellaneous | Reports | Sales Person

### **Module Menu with Reports List**

Miscellaneous | Sales Person

### Standard Menu

Reports | Miscellaneous | Sales Person

# Report Types

### Detail

The Sales Persons Detail Report displays the sales persons' initials and names recorded in the Item Classification file.

### Udf

٠

The Sales Persons Udf Report also displays the Udf field name and data recorded in the Item Classification file.

### **Order By**

Name

- Options
- Sales Person Show Report Criteria
  - Case Sensitive
- Fields
- Sales Person
- Name

Sales Per	son	Best Construction Company
Detail Report	t	Page 1
Sales Person	Name	
AM MJ	Alissa Monte Mike Jargon	



# Sales Person – Udf Report

			Best Construction Compan
Sales Person User Definable Fields Udf Report			Page
Sales Person	Name UDF Field	Description	
AM	Alissa Monte		
	Since	01/01/ YYYY	
MJ	Mike Jargon		
	Since	11	

Figure: Install-287 Sales Person – Udf Report.

### **Discount Schedule**

The discount level is used in the accounts receivable invoicing and is referenced in the Customer master file. BIS<sup>®</sup> allows a multi-level discount schedule to be created with seven discount codes for each level.

**Use Tip** The Discount Schedule option is available if the Inventory module is installed.

The Level field records a one-digit level number. The Description field (up to 30 characters) records a description to be associated with the level. Discount codes (A-G) may be set up to define a discount rate as a percentage. Discount codes can be assigned to sales item through the Inventory Items file.

### Modular Menu Access

Miscellaneous | Discount Schedule

### **Standard Menu Access**

List | Miscellaneous | Discount Schedule

### **New Record**

Initial access to Discount Schedule is from the menu opens the Discount Schedule – New form. The form is used to enter new Discount Schedule information. However, access to a new form when another Discount Schedule record is on the screen only requires pressing the Ctrl+N or using the New  $\Box$  icon on the toolbar. The system will ask, however, if changes to the record should be saved.

Discount Schedule     Main     Level     Description	New		
Inventory Item Price D	scount Codes		
А	0.00		
В	0.00		
с	0.00		
D	0.00		
E	0.00		
F	0.00		
G	0.00		
	Discount Schedule -	A         0.00           B         0.00           C         0.00           B         0.00           C         0.00           E         0.00           F         0.00           G         0.00	A         0.00           B         0.00           C         0.00

### **Editing an Existing Record**

**Figure: Install-289** Discount Schedule Find/Search screen.

The list of Discount Schedule records may be examined by clicking on the Magnifying Glass  $\square$  icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by

Search for Search in Condition		Level  Begin with Case Sensitive							<u>C</u> lear <u>O</u> k <u>C</u> ancel
Level	Description		Code A	Code B	Code C	Code D	Code E	Code F	Code G
1	Repeat	: Customers	2.00	5.00	7.00	10.00	15.00	20.00	25.00

### I-274
either using the Search button feature or by using the mouse or cursor keys to select the record to be edited. **Scrolling Through Discount Schedule Records** 

Users can scroll through the Discount Schedule records by using the VCR buttons on the toolbar  $\mathbb{H}$  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 Level code. Clicking on the Previous dicon (at the top of the screen) will open the immediately previous record of the list, according to Level code. Clicking on the Next *icon* (at the top of the screen) will open the next record of the list, according to Level code. Clicking on the Last *icon* (at the top of the screen) will open the last record of the list, according to Level code.

Figure: Install-290 Discount Schedule screen form sample.	Discount Schedu Main Level Description	Ile - 1 Repeat Customers           1           Repeat Customers	
	Inventory Item Price	Discount Codes	
	A	2.00	
	В	5.00	
	С	7.00	
	D	10.00	
	E	15.00	
	F	20.00	
	G	25.00	
	Edit		

# **Cloning an Existing Record**

Once a record is selected, users can clone it to create a new record, and make modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record 🗳 icon on the toolbar. The system will ask, "Do you want to clone the record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Discount Schedule code to be saved as a new record.

Figure: Install-291 Cloned record, showing the same description, but needing a new code.	Discount Schedu     Main     Level     Description     Inventory Item Price	Ile - New Repeat Custor	ers	
	A B C D F G	2.00 5.00 7.00 10.00 15.00 20.00 25.00		

# **Deleting an Existing Record**

Once a Discount Schedule code has been saved, it cannot be deleted (or the Discount Schedule code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete kicon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

# Main Tab

The Main tab is used to enter the Discount Schedule code.

Figure: Install-292 Discount Schedule screen form sample.	E Discount Sched	dule - 1 Repeat Customers
	Inventory Item Pri A B C D E F G	ice Discount Codes

#### Level

The field is used to record a one-digit number for the Discount Schedule which will be used to reference the associated description. A warning will appear if the code that has already been assigned.

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

#### Description

The field is used to record the description of the selected level, limited to 30 characters, associated with the abbreviation selected.

#### **Item Discount Codes**

These fields record the discount rate percentages to be associated with the Item Discount Codes (A-G). Discount codes can be assigned to sales item through the Inventory Items file.

#### 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.

### **Report – Discount Schedule**

The Discount Schedule report lists the codes and descriptions recorded in the Discount Schedule file.

🄍 Tip The Discount Schedule report is available if the Inventory module is installed.

# **Access to Discount Schedule Report Module Menu with Reports Group**

Miscellaneous | Reports | Discount Schedule

# **Module Menu with Reports List**

Miscellaneous | Discount Schedule

# **Standard Menu**

Reports | Miscellaneous | Discount Schedule

# **Report Types**

# Detail

The Discount Schedules Report displays the Discount Schedules recorded in the Discount Schedule file.

Or	der By	
•	Level	

• Description

### Options

- Show Report Criteria
- Case Sensitive

# Fields

- Level
- Description

# **Discount Schedule – Detail Report**

Di	scount Schedule tail Report				Bes	st Const	ruction (	Company Page 1
Lev	el Description	Code A	Code B	Code C	Code D	Code E	Code F	Code G
1	Repeat Customers	2.00	5.00	7.00	10.00	15.00	20.00	25.00

Figure: Install-293 Item Classifications – Summary Report.

# **Report Codes**

BIS<sup>®</sup> provides report codes as a method for customizing reports. Report codes can be used to represent elements such as a job, company, department, machine, etc. Specialized reports may then be produced based upon the code.

**U Tip** Report Codes are usually not entered until after initial installation.

For instance, codes may be set up to track payment methods as follows:

- Code Description
- 100 Miscellaneous
- 102 Return Merchandise
- 103 Cash on Delivery
- 104 Prepaid
- 105 Company Check
- 106 Return Check
- 107 Cash Only Basis

Report codes are useful as a reference flag to be used for almost any purpose. Codes may be combined to further refine business analysis. For example, a report code of C1D03M19 could be used to represent activity for company number 1, department number 3, and machine number 19.

Once a report code is defined and assigned to transactions, a report may be run by using the Report Codes option of the Reports menu. The report code field can be a maximum of ten alphanumeric characters. The Description field (up to 30 alphanumeric characters) records a description associated with the report code selected.

# **Modular Menu Access**

Miscellaneous | Report Codes

# **Standard Menu Access**

List | Miscellaneous | Report Codes

# **New Record**

Initial access to Report Code is from the menu opens the Report Code – New form. The form is used to enter new Report Code information. However, access to a new form when another Report Code record is on the screen only requires pressing the Ctrl+N or using the New  $\square$  icon on the toolbar. The system will ask, however, if changes to the record should be saved.

Figure: Install-294 Report Codes - New screen form.	Report Codes - New       Main       Report Code       Description	
	New	

# **Editing an Existing Record**

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

Figure: Install-295 Report Codes Find/Search screen.	E Report Cod Search for Search in Condition	Report Code Begin with Case Sensitive	Search Clear Qk Cancel
	Report Code	Description	
	100	Miscellaneous	
	102	Return Merchandise	
	103	Cash on Delivery	
	104	Prepaid	
	105	Company Check	
	106	Return Check	
			-

# **Scrolling Through Report Code Records**

Users can scroll through the Report Code records by using the VCR buttons on the toolbar at the top of the screen. Clicking on the First us icon (at the top of the screen) will open the first record of the list, according to Report Code. Clicking on the Previous di icon (at the top of the screen) will open the immediately previous record of the list, according to Report Code. Clicking on the Next 🗾 icon (at the top of the screen) will open the next record of the list, according to report Code. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to Report Code.

Figure: Install-296 Report Code screen form sample.	Report Codes -	- 102 Return Merchandise
	Edit	

# **Cloning an Existing Record**

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

Figure: Install-297 Cloned record, showing	Report Codes	New	
the same description, but needing a new code.	Report Code Description	Return Merchandise	

# **Deleting an Existing Record**

Once a Report Code has been saved, it cannot be deleted (or the Report Code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

# **Main Tab**

The Main tab is used to enter the Report Code.

Figure: Install-298 Report Code screen form sample.	E Report Codes - : Main	102 Return Merchandise	
	Report Code	102	
	Description	Return Merchandise	
	Edit		

# **Report Code**

BIS<sup>®</sup> provides report codes as a method for customizing reports. Use report codes within BIS<sup>®</sup> to represent elements such as a job, company, department, machine, etc. Specialized reports may then be produced based upon the code. Report codes are useful as a reference flag to be used for almost any purpose. Report codes may be combined to further refine business analysis. For example, a report code of C1D03M19 could be used to represent activity for company number 1, department number 3, and machine number 19. The field records the report code, which can be a maximum of ten alphanumeric characters.

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

# Description

The field is used to record the description of the selected report code, limited to 30 characters, associated with the abbreviation selected.

### 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.

### **Report – Report Codes**

The Report Codes report lists the codes and descriptions recorded in the Report Code file.

# Access to Report Codes Report

**Module Menu with Reports Group** 

Miscellaneous | Reports | Report Codes

### **Module Menu with Reports List**

Miscellaneous | Report Codes

# Standard Menu

Reports | Miscellaneous | Report Code

# Report Types

**Detail** The Report Codes Report displays the Report Codes recorded in the Report Code file.

#### Order By

Report Code

Description

# Options

- Show Report Criteria
- Case Sensitive

# Fields

- Report Code
- Description

# **Report Code** – Detail Report

Dono	ut Codes	Best Construction Company
Detail F	Report	Page 1
Code	Description	
<u>100</u>	Miscellaneous	
102	Return Merchandise	
103	Cash on Delivery	
104	Prepaid	
105	Company Check	
106	Return Check	

#### **Figure: Install-299** Report Codes – Detail Report.

### **Sales Tax Codes**

Sales tax codes are used to establish records needed to charge the sales taxes required by the various taxing authorities in states and cities where the company does business. The records are set up based on the primary taxing district, although the tax rate for the selected record will most likely be a composite of various percentages collected by different governing tax districts.

**(i)** Tip Sales tax codes are used to set up the various tax rates for the different regions where business is conducted. Default tax codes can be set up in the customer master record.

To apply sales tax to a customer invoice:

- 1. Set the customer as taxable in its master record.
- 2. Follow help steps for entering Sales Orders, Sales Invoices, Contract Invoices and Debit/Credit Memos.
- 3. Place checkmark in the box in the Tax column for each taxable line item.
- 4. Select the correct sales tax code in the totals section of the invoice/order form.

BIS<sup>®</sup> will use the tax rate set up for the tax code chosen and calculate the correct sales tax amount for those line items marked.

Modular Menu Access

AR | Sales Tax Codes

Modular Menu Access Miscellaneous | Sales Tax Codes

# **Standard Menu Access**

List | Miscellaneous | Sales Tax Codes

# **New Record**

Initial access to Sales Tax Codes from the menu opens the Sales Tax Codes - New form. The form is used to enter new sales tax code information. However, access to a new form when another sales tax record is on the screen only requires pressing Ctrl+N or use the New 🗋 icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: Install-300 Accounts Receivable Sales Tax Codes – New screen form.	Sales Tax Codes - New      Main Iax Rate Udf      Sales Tax Code      Primary Taxing District Name      Street Address 1      Street Address 2      City      State      Zip Code      Sales Tax Number		
	New	 otal Sales Tax Percentage	0.0000

# **Editing an Existing Record**

The list of sales tax codes can be examined by clicking on the Magnifying Glass  $\square$  icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using

the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: Install-301 Accounts Receivable Sales Tax Code Find/Search screen.	Sales Tax C	Codes		<u>S</u> earch
	Search in Condition	Tax Code Include	<b>.</b>	<u>Clear</u>
		Case Sensit	tive	<u>C</u> ancel
	Tax Code	Tax Rate	Taxing Distric	t 🖍
	51	8.0000	San Luis Obispo County	Ţ

### Scrolling Through Sales Tax Code Records

Users can scroll through the sales tax code records by using the VCR buttons on the toolbar **ward at the top** of the screen. Clicking on the First 🔟 icon (at the top of the screen) will open the first record of the list according to Sales Tax Code. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Sales Tax Code. Clicking on the Next Dicon (at the top of the screen) will open the next record of the list according to Sales Tax Code. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to Sales Tax Code.

Figure: Install-302 Sample Accounts	Sales Tax Codes - 01 San	Luis Obispo County	
master record screen form for editing.	Sales Tax Code Primary Taxing District Name Street Address 1 Street Address 2 City State Zip Code Sales Tax Number	01 San Luis Obispo County 1239 Marsh Street San Luis Obispo CA Q California 93401 100000000000000	
	Edit	Total Sales Tax	Percentage 8.0000

# **Cloning an Existing Record**

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

**Figure: Install-303** Cloned record. Note that all of the initial fields, except for the Sales Tax Code, match the source record.

San Luis Obispo County		
1239 Marsh Street		
San Luis Obispo		
Q		
93401		
10000000000000		
	San Luis Obispo County 1239 Marsh Street San Luis Obispo 33401 1000000000000000	San Luis Obispo County 1239 Marsh Street San Luis Obispo Q 93401 10000000000000

# **Deleting an Existing Record**

Once a sales tax code has been saved, it cannot be deleted (or the sales tax changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the 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.

# **Main Tab**

**Figure: Install-304** Sales Tax Codes - Main Tab screen form.

The Main tab is used to record general information about the taxing district.

Sales Tax Code	01
Primary Taxing District Name	San Luis Obispo County
Street Address 1	1239 Marsh Street
Street Address 2	
City	San Luis Obispo
State	CA 🔾 California
Zip Code	93401
Sales Tax Number	1000000000000
	Tabel Calas Tau Barrata a 8 000

# Sales Tax Code

The Sales Tax Code is a 2-digit alphanumeric Id. Usually, the Primary Taxing District Name is the municipality to which payments are sent. Alternatively, it could be the local district for which the particular combination of taxes applies. The City Sales Tax Number is a 15-character field.

Enter the Sales Tax Code desired. Any 2-digit alpha or numeric character or combination of both can be used

in the Sales Tax Code. BIS® checks for duplication. A warning will appear if the code has already been assigned.

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

# **Primary Taxing District Name**

The field is used to record the name of the municipality to which sales tax payments must be sent. The is an alphanumeric field limited to 30 characters.

# Address 1

The field is used to record the primary street address. The is an alphanumeric field and is limited to 30 characters.

# Address 2

The secondary street address is recorded in the Address 2 field, an alphanumeric field and is limited to 30 characters.

# City

The field is used to record the city as an alphanumeric field, up to 30 characters.

### State

The state abbreviation may be typed manually as a two-character field or selected from the list of defined state codes. Click on the Find tool to see an extended list of states.

# Zip Code

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

# **City Sales Tax Number**

The field records the tax number for the municipality. The number can be found on tax correspondence and reports. The is an alphanumeric field limited to 15 characters.

# **Total Sales Tax Percentage**

The field displays the total sales tax for the area according to the breakdown entered on the Tax Rate tab.

# Save the Changed Record

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

# Installation

# **Tax Rate Tab**

The Tax Rate section records the various tax rates that make up the total sales tax percentage for the record. Although the record is based on the primary taxing district, the rate for that district can include percentages required by more than one district.

For example: In Denver, the sales tax percentage is 6.5%. The includes 3% for the City of Denver, 0.5% for the Regional Transportation District, and another 3% for the State of Colorado. Denver would be entered as the primary district, while the others would be the second and third districts.

The Discretionary Sales Surtax is a sales tax that applies above a set dollar amount. For example, if the sales tax is 5% for all, and there is an additional Discretionary Sales Surtax of 0.5% for purchases over \$1,000.00, the sales tax for \$1000.01 and up would be 5.5%, but for \$1000.00 and below would be 5%.

<b>Figure: Install-305</b> Sales Tax Codes - Tax Rate tab screen form.	Sales Tax Codes - 01 San	Luis Obispo County	
	Primary Taxing District Name	San Luis Obispo County	
	Primary District Tax Rate	8.0000	
	Second Taxing District Name		
	Second District Tax Rate	0.0000	
	Third Taxing District Name		
	Third District Tax Rate	0.0000	
	Fourth Taxing District Name		
	Fourth District Tax Rate	0.0000	
	Discretionary Sales Surtax —		
	Additional Taxing District		
	Additional District Tax %	0.0000	
	Taxable Amount Limit	0.00	
		Total Sales Tax Percentage	8.0000
	Edit		

# **Primary Taxing District Name**

The field is used to display the primary taxing district entered on the Main tab.

# **Primary District Tax Rate**

The field is used to record the tax percentage for the primary taxing district.

#### Second Taxing District Name

The field is used to record the name of the second municipality to which taxes must be paid. The is an alphanumeric field limited to 30 characters.

#### Second District Tax Rate

The field records the tax percentage for the secondary taxing district.

# **Third Taxing District Name**

The field records the name of the third municipality to which taxes must be paid. The is an alphanumeric field limited to 30 characters.

# **Third District Tax Rate**

The field records the tax percentage for the third taxing district.

#### **Fourth Taxing District Name**

The field records the name of the fourth municipality to which taxes must be paid. The is an alphanumeric field limited to 30 characters.

# Fourth District Tax Rate

The field records the tax percentage for the fourth taxing district.

# Additional Taxing District

The field is used to record the name of the additional taxing unit charging the discretionary surtax.

# Additional District Tax %

The rate of the additional discretionary surtax is entered into the field.

### **Taxable Amount Limit**

The limit amount to which the additional discretionary surtax applies is entered into the field.

# **Total Sales Tax Percentage**

The field calculates the total sales tax for the area by adding all the district rates.

# Udf Tab

The tab will display up to thirteen User Definable Fields that can store additional information in the Sales Tax Code 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: Install-306 🖃 Sales Tax Codes - New Sales Tax Codes file, Udf tab screen form with one

Sales Tax Codes file, Udf tab screen form with one example of a user defined field.	Main Tax Rate Udf Additional Data Due Quarterly Define Fields
	Define Fields

# **Define Fields Button**

User Definable Fields may be added to the Customers, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, 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 provide the maximum flexibility in creating exactly the type of field needed.

ample user Denneu Heiu	Field	Caption	Type	Length	Dec	Display Order	
for Sales Tax Code screen form	ADDITIONAL	Additional Data	С	99	0	1	
							-
							_

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 the form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

# Field

The field displays the field name for a User Definable Field that was entered upon creation. Once a field name 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

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

# Length

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

Figure: Install-283	🖻 Editing Field	I [SINCE] in MSTSP	_ • •
Udf Editing Field screen	Field Name:	SINCE	
ionn.	Caption:	Since	
	Type:	Date 🗸	
	Tool Tip Text:	In Sales Since	
	Format:		
	Length:	8 🔶	Use as a Find field to Search In
	Decimals:	0 🌲	Use as a Report Query field
			Use it in Report Writer
			OK Cancel

# Use as a Find field to Search In

Select this option to make the field a Search field parameter.

# Use as a Report Query field

Select this option to make the field a Report Query field.

# **Use it in Report Writer**

Select this options to make the field available in Report Writer.

# New

The New button is used to create a new character, numeric, date or logic field for the master file.

Figure: Install-308	🖻 New Field fo	or MSTTX	
Udf New Field screen form.	Field Name: Caption: Type: Tool Tip Text: Format: Length: Decimals:	Character v 10 v 0 v	Use as a Find field to Search In Use as a Report Query field Use it in Report Writer

### Edit

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

Figure: Install-309 Udf Editing Field screen form.	Sales Tax Codes - 01 San Luis Obispo County  Main Eax Rate Udf  Additional Data Due Quarterly  Enter additional information	
		efine Fields

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

	Tim
4	

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

Туре	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

# Format

The Format field is used to enter a format that will control the appearance of the 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 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.

Format	Description	Format Example		Results for V	alue
Tonnat	Description		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	12/31/06	
	Permits only entry of digits, spaces, and	#####	Hello	12/31/06	***** (Overflow)
#	signs, such as the minus (-) sign.	################	Hello Wo.rkd	12/31/06	13579246.245
0	Permits only entry of digits and signs, such	99999	Hello	12/31/06	***** (Overflow)
3	as the minus (-) sign.	99999999999	Hello Wo.rld	12/31/06	13579246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
,	<ul> <li>and Language Options setting in the Windows Control Panel.</li> </ul>		Hel,lo ,Wor	12/31/06	13,579,246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
•	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
Α	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAA
Н	Prevents entry of non-hexadecimal symbols in the specified position.	ннннн	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
Ν	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	υυυυυ	HELLO	12/31/06	υυυυυ
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	wwwww	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	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	12/31/06	YYYYY
	Virtually any character can be used in the	TPQQW	TPQQh	12/31/06	TPQQW
	table above.	123TQW	123T Qh	12/31/06	123TQW

Figure: Install-310 Data Format Chart. The chart shows the format, description, an example, and results.

# Length

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

<b>Figure: Install-311</b> Sales Tax Codes master record Udf tab screen form showing the Tool Tip for the first field listed.	Sales Tax Codes - 01       San Luis Obispo County         Main       Tax Rate       Udf         Additional Data       Due Quarterly         Enter additional information	
	Edit	

# I-292

### Decimals

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

# Delete

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

# Close

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

# **Report – Sales Tax Codes**

The Sales Tax Codes report lists the codes and descriptions recorded in the Report Code file.

# Access to Sales Tax Codes Report

**Module Menu with Reports Group** 

Miscellaneous | Reports | Sales Tax Codes

# Module Menu with Reports List

Miscellaneous | Sales Tax Codes

### Standard Menu

Reports | Miscellaneous | Sales Tax Codes

# **Report Types**

### Summary

The Sales Tax Codes Summary Report displays the sales tax codes, cities, and rates recorded in the Sales Tax Code file.

# Extended

The Sales Tax Codes Extended Report also displays the street addresses, state, zip code, city sales tax number, and tax rates and names for each primary taxing district and the discretionary sales surtax, along with the total rate recorded in the Sales Tax Code file.

# Udf

The Sales Tax Codes Report displays the sales tax codes and names, Udf field name and data recorded in the Sales Tax Code file.

# **Order By**

- Options
- Sales Tax Code
- City
- State
- Zip Code
- Total Sales Tax Percentage
- Show Report Criteria
- Case Sensitive

#### Fields

- Sales Tax Code
- City
- State
- Zip code
- Total Sales Tax Percentage

# Sales Tax File – Summary Report

Sale	as Tay File	Best Construction Company	
Summary Report			Page 1
Tax Co	ode City	Rate	
<u>01</u>	San Luis Obispo	8.0000	



# Sales Tax User Definable Fields – Udf Report

Salac T	av Lloor Dofinable I	Fields	Best Construction Company
Udf Report		rielus	Page 1
Tax Code	Name UDF Field	Description	
<u>01</u>	San Luis Obispo		

Figure: Install-313 Sales Tax User Definable Fields – Udf Report.

# Sales Tax File – Extended Report

ended Report		Pag
	Sales Tax Code 01	
Main	2	
Cales Tay Code	01	
Sales Tax Code	1220 March Street	
Street Address	1258 Marshopeer	
City	San Luis Obispo	
State	CA	
Zip Code	93401	
City Sales Tax Number	10000000000000	
Primary Taxing District Name	San Luis Obisco County	T
Primary District Tax Rate Second Taxing District Name	8.0000	
Second District Tax Rate Third Taxing District Name	0.0000	
Third District Tax Rate Fourth Taxing District Name	0.0000	
Fourth District Tax Rate	0.0000	
Discretionary Sales Surtax		
A ddtional Taxing District		
A dditional District Tax %	0.0000	
Taxable Amount Limit	0.00	
Total		-
Total Tax Rate	8.0000	

# Union

The form maintains union information, including contact information, classifications, posting accounts, company contributions, and employee deductions. The is a master record that must be completed prior to entering payroll records for any union employee.

(j) Tip

The Union functionality is only available if the Union module is installed.

# **Modular Menu Access**

Union | Union

# **Standard Menu Access**

List | Union

# **New Record**

Initial access to Unions from the menu opens the Unions - New form. The form is used to enter new Union information. However, access to a new form when another job record is on the screen only requires pressing Ctrl+N or using the New D icon on the toolbar. The system will ask if changes to the open record should be saved.

Figure: Install-315 Union Main tab screen	Union - New	
form sample.	Union Name       Street Address 1       Street Address 2       City       State       Zip Code       Telephone       ( ) -       Fax       Account Number       Contact Name	

# **Editing an Existing Record**

The list of Unions can be examined by clicking on the Magnifying Glass Q 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: Install-316 Union Find/Search screen.	E Union Search for Search in Condition	Union Code Begin with Case Sensitive	•	Search Clear Ok Cancel	
	Union Code	Union Name	Telephone	Fax	*
	1000	Laborer's Union	(805)543-7000	(805)534-1595	
	1001	Electrical Worker's Union	(805)543-8000	(805)534-1600	Ŧ

# I-296

### **Scrolling Through Union Records**

Users can scroll through the Union records by using the VCR buttons on the toolbar **H v n** 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 Union Code. Clicking on the Previous dicon (at the top of the screen) will open the immediately previous record of the list, according to Union Code. Clicking on the Next Dicon (at the top of the screen) will open the next record of the list, according to Union Code. Clicking on the Last icon (at the top of the screen) will open the next record of the list, according to Union Code.

Figure: Install-317	📑 Union - 1000 Laborer's U	Jnion	- • ×
screen form for editing	Main Accounts Classifica	ations Udf Notes	
5	Union Code Union Name	1000 Laborer's Union	
	Street Address 1 Street Address 2	15600 Ventura Blvd.	
	City State	Encino CA Q California	
	Zip Code Telephone	91316	
	Fax	(805)534-1595	
	Account Number Contact Name	100011111111 Lina Archer	
	Edit		
L			

# **Cloning an Existing Record**

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

Figure: Install-318 Cloned record. Note that all of the initial fields	E Union - New           Main         Accounts         Classific	cations Udf Notes	
except for the Union Code and State match the source record.	Union Name Street Address 1 Street Address 2	Laborer's Union 15600 Ventura Blvd.	
	Street Address 2 City State Zip Code Telephone Fax Account Number Contact Name	Endino 91316 (805)543-7000 (805)534-1595 100011111111 Lina Archer	
	New		

# **Deleting an Existing Record**

Once a Union Code 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 kicon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the 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.

# **Main Tab**

Sample Union Main tab creen form.	Main Accounts Cla	assifications Udf Notes
	Union Code	1000
	Union Name	Laborer's Union
	Street Address 1	15600 Ventura Blvd.
	Street Address 2	
	City	Encino
	State	CA 🔾 California
	Zip Code	91316
	Telephone	(805)543-7000
	Fax	(805)534-1595
	Account Number	100011111111
	Contact Name	Lina Archer
	Fdit	

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

### **Union Code**

Enter the union code desired. Any 10-digit alpha or numeric character or combination of both can be used in the Union Code. BIS<sup>®</sup> checks for duplication. A warning will appear if an existing code is entered.

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

#### **Union Name**

The field records the full name of the union represented by the Union Code selected. The is an alphanumeric field limited to 30 characters.

# Address 1

The field records the primary street address. The is an alphanumeric field and is limited to 30 characters.

### Address 2

The secondary street address is recorded in the alphanumeric field and is limited to 30 characters.

# City

The field records the city as an alphanumeric field, up to 30 characters.

### State

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

# Zip Code

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

### **Telephone Number**

The field records the telephone number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered. The field is masked to accept only numeric values.

# **Fax Number**

The field records the facsimile (FAX) number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered. The field is masked to accept only numeric values.

# E-mail

The field records the electronic mail (email) address. It is an alphanumeric field limited to 35 characters. Please note that if entered correctly as an email address, the field becomes a hyperlink field. If the hyperlinked email address is accessed (by double-clicking), it will open the default email program. The field is also used in BIS<sup>®</sup> to address internal emails with reports attached.

# Account Number

The field records the company's account number with the union. The is an alphanumeric field limited to 15 characters.

# **Contact Name**

The field is used to record the contact person's name at the union. It is an alphanumeric field limited to 30 characters.

# Save the Changed Record

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

# Accounts Tab

The Account section is used for listing the general ledger accounts used for posting union contributions and deductions.

Figure: Install-320	🖻 Union - 1000 Laborer's Union	
Union Accounts tab screen form sample	Main Accounts Classifications Udf Notes	
	Employee Deduction	
	Union Payable Account 2410 Q Union Payable 1	
	Union Taxable Accounts	
	Union Taxable Addition Account 2410 Q Union Payable 1	
	Union Taxable Deduction Account 2410 Q Union Payable 1	
	Edit	

#### **Employee Deduction**

If an employee deduction is required for the union, the box should be checked. The option enables entering the Union Payable Account field below to which the employee deduction will be posted.

#### Union Payable Account

The field is used to record the default payable account to which union payables, processed in payroll, will be posted. The may be selected from the Chart of Accounts by using the Find tool.

Please note that the underlined Union Payable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Union Payable Account hyperlink accesses a selection of reports that can be directly accessed.

#### Union Taxable Addition Account

The field is used to record the default the account that will be increased for tax collected on union taxable additions when BIS<sup>®</sup> posts payroll checks. The account may be selected from the Chart of Accounts by using the Find tool.

Please note that the underlined Union Taxable Addition Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Union Taxable Addition Account hyperlink accesses a selection of reports that can be directly accessed.

#### Union Taxable Deduction Account

The field is used to record the default the account that will be increased for tax collected on union taxable deductions when BIS<sup>®</sup> posts payroll checks. The account may be selected from the Chart of Accounts by using the Find tool.

Please note that the underlined Union Taxable Deduction Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Union Taxable Deduction Account hyperlink accesses a selection of reports that can be directly accessed.

# **Classifications Tab**

The table is used to enter the various union classifications and descriptions. Use the arrow keys or mouse to highlight a Classification or Description cell and type the correct information. To record the company and employee contributions, select the classification and click the appropriate button to open the Company Contribution data entry form or the Employee Contribution data entry form.

Figure: Install-321	🖻 Union - 1000 - Laborer's Union										
Union, Classifications tab	Main Accounts	Classifications	History Not	es							
screen form.	Classification	Description	Co. Amount	Co. Percent	Emp. Amount	Emp. Percent	Co. Effective	Emp. Effective	^		
	A1	Apprentice 1	0.750	1.500	1.000	0.000	01/01/2017	01/01/2017			
	A2	Apprentice 2	0.750	1.500	1.000	0.000	01/01/2017	01/01/2017			
	J1	Journeyman	0.750	1.750	1.250	0.000	01/01/2017	01/01/2017			
	A3	Apprentice 3	0.750	1.500	1.000	0.000	01/01/2017	01/01/2017			
	A4	Apprentice 4	0.750	1.500	1.000	0.000	11/01/2018	11/01/2018			
	A5	Apprentice 5	0.750	1.500	1.000	0.000	01/01/2019	01/01/2019			
	J2	Journeyman 2	0.750	1.750	1.250	0.000	03/01/2019	03/01/2019			
	J3	Journeyman 3	0.800	1.900	1.350	0.000	01/01/2020	01/01/2020			
			0.000	0.000	0.000	0.000					
	<							>	•		
	Clone Classification Employee								5		

# **Clone Classification**

Click on the Clone Classification to initiate cloning a selected classification. Provide the new Classification ID, Description and Date to add the new classification. The new classification may then be modified.

# **To Enter a New Classification**

Select the first field of an available new line and enter the Classification ID and the Description. Use the Company Contribution and Employee Contribution buttons to add individual contributions to the classification.

# **Company Contribution Button**

Click on the Company Contribution button to open the Company Contributions data entry form that allows entering detailed information about the company's contributions for the union classification selected. The table is used to enter the various union classification Company Contributions. The Add, Edit and Delete buttons on the form are used to modify or update the individual contributions to the classification.

# **Add Button**

Click to add a new contribution which displays the Add tab. On the Add tab, enter an Effective Date and either type in the next available line or click Insert Line and add the Contribution, Rate/Amount, select the Rate Type and check whether the contribution is Taxable. Multiple contributions can be listed here by entering as needed. Click Save.

# **Edit Button**

Click to modify a selected contribution in the list. Modify as needed and click Save.

# **Delete Button**

Click to delete a selected contribution from the list. Or click the Edit button, select the contribution and click the Delete Line button. Confirm that you want to delete the contribution. Click Save.

# 🌒 Tip

Contributions that are not taxable will not appear on the employee's payroll totals. When the payroll check is run, BIS<sup>®</sup> will create an automatic journal entry for the amount of the union company contribution.

# **Contribution Column**

Enter or modify the name of the company union contribution category in the contribution column.

### Rate

Enter or change the contribution rate for the selected line.

on, Classifications tab, npany Contributions n.	Union Classification Contribution Effective Dat	1000 J3 ns by Da	ate Ad	Laborer's Union Journeyman 3					
	Date	^		Contribution	Rate/Amt	Rate Type	Taxable	^	Add
	▶ 01/01, YYY	Y	Vacatio	n	1.900	3 Percent of Gross	$\checkmark$		
	08/22/ YYY	Y	Trainin	g	0.800	1 Dollar per Hour Worked			Ealt
	-	~	-				9 9	~	Close

#### Figure: Install-322A

Union, Classifications tab, Company Contributions Modification form.

nion	1000		Laborer's Union					
lassification	A1		Apprentice 1					
Contributions	by Date	Add						
Effective Dat	e (	Contribu	tions					
11			Contribution	Rate/Amt	Rate Type	Taxable	^	Insert Line
		Vacati	on	1.500	4 Percent of Reduced G	~ 🗸		- Delete Line
	[	Trainin	ng	0.750	1 Dollar per Hour Worke	~		Delete rue
	[					~		
				-				
						_		
						_		
						_		
	-					-		Save
						-	~	Cancel

# Rate Type

The rate is entered as either a rate per hour or a percentage, depending upon the rate type selected. Use the drop-down tool to select the correct rate type from the following choices:

- 1. Dollar per Hour Worked
- 2. Dollar per Hour Paid (can include overtime)
- 3. Percent of Gross (before taxes)
- 4. Percent of Reduced Gross (after taxes)

# Taxable

A contribution may be specified as subject to income tax by placing a checkmark in the Taxable column. When a company contribution is taxable, BIS® will automatically create a Union Tax Automatic Addition (code 26) and a Union Tax Automatic Deduction (code 56) in the union employee's payroll record for the taxable contribution. The automatic feature will allow the income taxes on the portion to be accurately calculated, without adding to the employee's net pay.

# **Employee Contribution Button**

Click on the Employee Contribution button to open the Employee Contributions data entry form for the selected Classification. This allows entering detailed information about the employee's contributions for the union classification selected. The Add, Edit and Delete buttons on the form are used to modify or update the individual employee contributions to the classification.

**Figure: Install-323** Union, Classifications tab, Employee Contributions screen.

e 1			
n Rate/Amt	Rate Type	^	Add
1.000	1 Dollar per Hour Worked	i	Edit
			Delete
			_
	on Rate/Amt 1.000	on Rate/Amt Rate Type	on Rate/Amt Rate Type    I.000 1 Dollar per Hour Worked

# **Contribution Column**

Enter or modify the name of the employee union contribution category in the contribution column.

# Rate

Enter or change the contribution rate for the selected line.

# **Rate Type**

The rate is entered as either a rate per hour or a percentage, depending upon the rate type selected. Use the drop-down tool to select the correct rate type from the following choices:

- 1. Dollar per Hour Worked
- 2. Dollar per Hour Paid (can include overtime)
- 3. Percent of Gross (before taxes)
- 4. Percent of Reduced Gross (after taxes)

# **Add Button**

Click to add a new contribution which displays the Add tab. On the Add tab, enter an Effective Date and either type in the next available line or click Insert Line and add the Contribution, Rate/Amount, select the Rate Type and check whether the contribution is Taxable. Multiple contributions can be listed here by entering as needed. Click Save.

# **Edit Button**

Click to modify a selected contribution in the list. Modify as needed and click Save.

# **Delete Button**

Click to delete a selected contribution from the list. Or click the Edit button, select the contribution and click the Delete Line button. Confirm that you want to delete the contribution. Click Save.

# **Udf Tab**

The 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 fu	nction is gener	ally employed	l after installation	n is complete.	
Figure: Insta Union, Udf tab with one exam user defined fie	II-324 screen form ple of a eld.	Union - 1000 - Laborer's     Main Accounts Classifice     Contribution Sched.	s Union uor History &	tes	Define Fields	
		Edit				

# **Define Fields Button**

User Definable Fields may be added to the Unions, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, 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.



Field	Caption	Type	Length	Dec	Display Order	Search In	Rpt. Quer
CONTIB	Contribution Sched.	С	10	0	1		

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 the form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

# Field

The 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.

#### Туре

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

### Length

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

Figure: Install-326	🖻 New Field fo	or UNINFO	
screen form.	Field Name: Caption: Type: Tool Tip Text:	Character 🗸	
	Tool Tip Text: Format: Length: Decimals:	10 🚖	Use as a Find field to Search In Use as a Report Query field Use it in Report Writer
			<u>O</u> K <u>C</u> ancel

# Edit

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



🤍 Tip

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

Туре	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: Install-328	🖻 Union - 1000 - Laborer's Union							
Union file Udf tab screen	Main Accounts Classifications UDF History Notes							
for the first field listed.	Contribution Sched. Monthly Enter the Contribution Schedule	jefine Fields						
	Edit							

# 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 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.

Format	Description	Format Example		Results for V	/alue
ronnat	Description	Tormat Example	Text	Date	Numeric
I	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	12/31/06	
#	Permits only entry of digits, spaces, and	#####	Hello	12/31/06	***** (Overflow)
π	signs, such as the minus (-) sign.	#######################################	Hello Wo.rkd	12/31/06	13579246.245
٩	Permits only entry of digits and signs, such	99999	Hello	12/31/06	***** (Overflow)
3	as the minus (-) sign.	99999999999	Hello Wo.rkd	12/31/06	13579246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
,	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
	and Language Options setting in the Windows Control Panel.		Hel,lo ,Wor	12/31/06	13,579,246
Α	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
Н	Prevents entry of non-hexadecimal symbols in the specified position.	ННННН	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	υυυυυ	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	wwwww	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	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.	11111	HELLO	12/31/06	YYYYY
	Virtually any character can be used in the	TPQQW	TPQQh	12/31/06	TPQQW
	table above.	123TQW	123T Qh	12/31/06	123TQW

**Figure: Install-329** Data Format Chart. The chart shows the format, description, an example, and results.

# 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.

# Use as a Find field to Search In

Select this option to make the field a Search field parameter.

### Use as a Report Query field

Select this option to make the field a Report Query field.

#### **Use it in Report Writer**

Select this options to make the field available in Report Writer.

### Delete

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

# Close

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

# **History Tab**

The History section provides an overview chronology of changes to the Union classifications.

Figure: Install-329A	I Union - 1000 - Laborer's Union								
tab screen.	<u>M</u> ain * Uni * Uni * Uni * Uni	Accounts ion Classifica ion Classifica ion Classifica ion Classifica	Classifications ation Contribution ation Contribution ation Contribution ation Contribution	UDF s effect s effect s effect s effect	History ive date 01/ ive date 11/ ive date 01/ ive date 03/	Notes			
	* Uni * Uni * Uni	ion Classifica ion Classifica ion Classifica	ation Contribution ation Contribution ation Contribution	s effect s effect s effect	ive date 08/ ive date 01/ ive date 07/	3/22/ 1/01/ //29/			
						•			
	Edit	<u>R</u> efresh				Preview History			

#### **Refresh Button**

Click Refresh to update the information on the screen.

### **Preview History Button**

Click Preview History to open a Notepad form with the information which may be printed and/or saved.

Figure: Install-329B	ZZ_5TI	OJ21QLTTO		- Notepad				_24	×
Union Classification,	File Edit	Format	View Hel	р					
History tab, Preview History Notepad form.	* Union * Union * Union * Union * Union * Union	Classi Classi Classi Classi Classi Classi Classi	fication fication fication fication fication fication fication	Contributions Contributions Contributions Contributions Contributions Contributions Contributions	effective effective effective effective effective effective	date date date date date date	01/01/ 11/01/ 01/01/ 03/01/ 08/22/ 01/01/ 07/29/		
	<								>
				Ln 1, Col 1	100%	Window	s (CRLF)	UTF-8	

# **Notes Tab**

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



# Save the Changed Record

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

# **Report – Union File**

The Union File Codes report lists the unions, descriptions, address and contact information, and other data recorded in the Union List report file.

Access to Union File Report Module Menu with Reports Group Miscellaneous | Reports | Union List

**Module Menu with Reports List** 

Miscellaneous | Union List

# Standard Menu

Reports | Miscellaneous | Union List

#### Report Types Summary

The Union List Summary Report displays the union code, description, telephone and fax numbers, complete address, account number, contact name, whether employee deductions are required and corresponding withholding account number, and union taxable addition and deduction account numbers.

# Detail

The Union List Detail Report also displays the union classification codes and descriptions associated with each union.

# Extended

The Union List Extended Report also displays all company contributions and employee deductions for each classification including description, rate, rate type and whether the contribution/deduction is taxable.

# Udf

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

# **Order By**

- Union Code
- Union Name
- City
- State

# Options

- Show Report Criteria
- Show Notes
- Case Sensitive

# Fields

- Union Code
- Union Name
- City
- State
# Union File – Summary Report

<b>Union Fi</b> l Summary R	truction Company				
Union Code	Description Address/City/Contact		Telephone State	Fax Zip Code/Account	
<u>1000</u>	Laborer's Union 15600 Ventura Blvd.		(805)543-7000	(805)534-1595	
	Encino Lina Archer		CA	91316 100011111111	
	Employee Deduction (Yes) Employee Deduction W/H GL Account	2410	Union Taxable A Union Taxable D	ddition GL Account eduction GL Account	2410 2410
<u>1001</u>	Electrical Worker's Union 12965 S. Marsh Street		(805)543-8000	(805)534-1600	
	San Luis Obispo Rudy Krogen		CA	93401 100122222222	
	Employee Deduction (Yes) Employee Deduction W/H GL Account	2420	Union Taxable A Union Taxable D	ddition GL Account eduction GL Account	2420 2420

**Figure: Install-331** Union File – Summary Report.

# Union User Definable Fields – Udf Report

Union U Udf Report	ser Definable Fields		Best Construction Company Page 1
Union Code	Description UDF Field	Description	
1000	Laborer's Union		
	Contribution Sched.	Monthly	
1001	Electrical Worker's Union		
	Contribution Sched	Weekly	

**Figure: Install-332** Union File – Udf Report.

#### Union File – Detail Report

etail R	eport	t				Pag
Inion Co	de D	Description Address/City/Contact		Telephone State	Fax Zip Code/A ccount	
000		Laborer's Union 15600 Ventura Blvd.		(805)543-7000	(805)534-1595	
		Encino		CA	91316	
		Lina Archer		and the second second	100011111111	
		Employee Deduction (Yes)		Union Taxable	Addition GL Account	2410
1	Notes	Employee Deduction W/H GL Acco 1. Meet with Union Shop Steward e	unt 2410 every 4th Thursd	Union Taxable lay of the month.	Deduction GL Account	2410
Co	de	Classification		Rate Rate Type	Taxable	Company/Employee
A1	9	Apprentice 1				
		Totals ¢1	Hrs Worked	SHrs Paid	% Groce % Rad	redGmss
		CompanyContribution	0.750	0.000	0,000 70 1000	1 500
		Employee Tavable	0.000	0.000	0,000	1 500
		Employee Deduction	1.000	0.000	0.000	0.000
A2		Apprentice2				
		Totals \$1	Hrs. Worked	\$ Hrs. Paid	% Gross % Redu	ced Gross
		CompanyContribution	0.750	0.000	1.500	0.000
		Employee Taxable	0.000	0.000	1.500	0.000
		Employee Paduction	1.000	0.000	0.000	0.000
J1		Journeyman	1.000	0.000	0.000	0.000
		Totals	KHrs Paid	% Gross % Rad	red Gross	
		Company Contribution	0.750	0.000	1 750	0.000
		Employee Tarable	0.000	0.000	1 750	0.000
		Employee Deduction	1.250	0.000	0.000	0.000
001	-	Ele etricel Mederal Union	1200	(005)542 0000	(005)534 1800	0.000
001		12965 S. Marsh Street		(000)040-0000	(803)334-1000	
		San Luis Obispo		CA	93401	
		Rudy Krogen			100122222222	
		Employee Deduction (Yes)		Union Taxable	Addition GL Account	2420
		Employee Deduction W/H GL Acco	unt 2420	Union Taxable	Deduction GL Account	2420
Co	de	Classification		Rate Rate Type	Taxable	Company/Employee
EA	1	Apprentice				
		Totals \$1	Hrs. Worked	\$ Hrs. Paid	% Gross % Redu	iced Gross
		CompanyContribution	0.500	0.000	1.000	0.000
		Employee Taxable	0.000	0.000	0.000	0.000
		Employee Deduction	1.000	0.000	0.000	0.000
EA	4	Journeyman				
		Totals \$1	Hrs. Worked	\$ Hrs. Paid	% Gross % Redu	iced Gross

Figure: Install-333 Union File – Detail Report.

# Union File – Extended Report

nion F	ile				
tended	Report				Pa
on Code	Description		Telephone	Fax Zin Code/A coour	
	I share's Usian		(00 E) E 42 7000	20 CODEX COOD	
<u>u</u>	15600 Ventura Blvd.		(805)543-7000	(800)034-1080	
	Encino		CA	91316	
	Lina Archer	Lina Archer			
	Employee Deduction (Yes)	1997 D.107	Union Taxable	Addition GL Account	nt 2410
Not	Employee Deduction W/H GL Acc tes 1. Meet with Union Shop Steward	ount 2410 levery4thThurs	Union Taxable day of the month.	Deduction GL Acco	ount 2410
Code	Classification		Rate Rate Type	Tax	able Company/Employee
A1	Apprentice 1		at the second states	a during a little	
	Vacation		1.500 % of Reduce	ed Gross Yes	CompanyContribution
	Training		0.750 \$ per Hour V	Vorked No	CompanyContribution
	Union Dues		1.000 \$ per Hour V	Vorked N/A	Employee Contribution
	Totals	Hrs. Worked	\$ Hrs. Paid	% Gross %	Reduced Gross
	CompanyContribution	0.750	0.000	0.000	1.500
	Employee Taxable	0.000	0.000	0.000	1.500
	Employee Deduction	1.000	0.000	0.000	0.000
A2	Apprentice 2				500 500 000 000 000
	Vacation	Vacation		Yes	CompanyContribution
	Training		0.750 \$ per Hour V	Vorked No	CompanyContribution
	Union Dues		1.000 \$ per Hour V	Vorked N/A	Employee Contribution
	Totals \$Hrs. Worked		\$ Hrs. Paid % Gross % F		Reduced Gross
	CompanyContribution	0.750	0.000	1.500	0.000
	Employee Taxable	0.000	0.000	1.500	0.000
	Employee Deduction	1.000	0.000	0.000	0.000
J1	Journeyman				Notes and a second second second
	Vacation		1.750 % of Gross	Yes	CompanyContribution
	Training		0.750 \$ per Hour V	Vorked No	CompanyContribution
	Union Dues		1.250 \$ per Hour V	Vorked N/A	Employee Contribution
	Totals \$	Hrs. Worked	\$ Hrs. Paid	% Gross %	Reduced Gross
	CompanyContribution	0.750	0.000	1.750	0.000
	Employee Taxable	0.000	0.000	1.750	0.000
	Employee Deduction	1.250	0.000	0.000	0.000
1	Electrical Worker's Union		(805)543-8000	(805)534-1600	
	12965 S. Marsh Street				
	San Luis Obispo		CA	93401	
	RudyKrogen			100122222222	
	Employee Deduction (Yes)		Union Taxable	Addition GL Account	nt 2420
	Employee Deduction W/H GL Acc	ount 2420	Union Taxable	Deduction GL Acco	ount 2420
Code	Classification		Rate Rate Type	Tax	able Company/Employee

Figure: Install-334 Union File – Extended Report.

# **Labor Rate Classifications**

Labor Rate Classifications codes

#### **Modular Menu Access**

Payroll | Labor Rate Classifications

#### **Standard Menu Access**

List | Labor Rate Classifications

#### **New Record**

Initial access to Labor Rate Classifications from the menu opens the Labor Rate Classifications- New form. The form is used to enter new Labor Rate Classifications information. However, access to a new form when another trade 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: I-334A Labor Rates Classifications New form	E Labor Rates Classifica	ations - New			
	Classification				
	Description				
		Regular	Overtime	Double-time	
	Pay Rate	0.00	0.00	0.00	
	Billing Rate/Hr	0.00	0.00	0.00	
	Per Diem Daily Rate	0.00			

#### **Editing an Existing Record**

You can access the list of Labor Rates Classifications 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 selected by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.



#### Scrolling Through Labor Rates Classifications Records

Users can scroll through the Labor Rates Classifications records by using the Navigation buttons on the toolbar at the top of the screen. Clicking on the First is icon (at the top of the screen) will open the first record of the list according to Classification Code or Description. Clicking on the Previous di icon (at the top of the screen) will open the immediately previous record of the list. Clicking on the Next Dicon(at the top of the screen) will open the next record of the list. Clicking on the Last icon (at the top of the screen) will open the last record of the list.

Figure: I-334C Sample Labor Rates Classifications master record screen form.	E Labor Rates Classif Main Notes Classification Description	fications - 1000 Pro	ject Manager		
		Regular	Overtime	Double-time	
	Pay Rate	26.00	39.00	52.00	
	Billing Rate/Hr	72.63	108.94	145.26	
	Per Diem Daily Rate	75.00			

#### **Cloning an Existing Record**

In both the Professional and Enterprise Editions of BIS<sup>®</sup>, once a record is selected, it can be cloned and then modified to create a new record. Once the source record is brought to the screen, use the Clone Record 🗳 icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Labor Rates Classifications Code to be saved as a new record.

Figure:	I-334D
---------	--------

**Cloned Labor Rates** Classifications master record. Note that all of the initial fields other than the Classification Code matc the source record.

📑 Labor Rates Classi	fications - New			
Main Notes				
Classification				
Description	Project Manager			
	Regular	Overtime	Double-time	
Pay Rate	26.00	39.00	52.00	
Billing Rate/Hr	72.63	108.94	145.26	
Per Diem Daily Pate	75.00			
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			

#### **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  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave the process.

#### 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.

## Main Tab

When the Labor Rates Classifications are used during payroll entry, the rates associated with the Classification code selected will override the default rates assigned in the employee's master record. The information recorded on these tabs is used throughout BIS<sup>®</sup> whenever an employee is referenced in transactions or in other master records. The Main section records general information including the Classification code, its description, Pay and Billing Rates: regular, overtime, and double time, and Per Diem Daily Rate.

Figure: I-334E	🖻 Labor Rates Classifi	cations - 1000 Pro	ject Manager		
Classifications screen form.	Main Notes				
	Classification	1000			
	Description	Project Manager			
		Regular	Overtime	Double-time	
	Pay Rate	26.00	39.00	52.00	
	Billing Rate/Hr	72.63	108.94	145.26	
	Per Diem Daily Rate	75.00			

#### **Classification Code**

The Classification Code field lists a unique classification code. The code may be any combination of numbers and/or letters, up to ten characters.

#### Description

This field is used to record the classification description that will be associated with the code, up to 30 characters.

#### **Pay Rate**

These fields are used to record the regular, overtime, and double-time hourly pay rates.

#### Billing Rate/Hr

These fields are used to record the regular, overtime, and double-time hourly billing rates.

#### **Per Diem Daily Rate**

This field records the per diem daily rate that will be used with this classification.

#### 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: I-334F Sample Labor Rates Classifications master	Labor Rates Classifications - 1000 Project Manager
form.	Per Diem for this dassification can be used when the job site is more than 2 hours travel time.

#### 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.

#### I-318

# **Payroll Adjustments**

The section covers four types of Payroll Adjustments master files: Additions, Deductions, Tax Deferred, and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

Once set up, company wide adjustments that can be applied, as-is, applied to an employee's individual record, modified, or removed. Additionally, these adjustments can be applied to an employee's paycheck (on-the-fly or bulk run) as-is, modified, or removed.

#### **Modular Menu Access**

Payroll | Payroll Adjustments

#### **Standard Menu Access**

List | Payroll Adjustments

#### Additions

The section covers one type of payroll adjustment: Additions. The option is used for recording payroll addition codes that can be used to increase an employee's gross pay for a reason other than hours worked.

#### **Modular Menu Access**

Payroll | Payroll Adjustments | Additions

#### **Standard Menu Access**

List | Payroll Adjustments | Additions

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

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

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

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an addition not included above. Setting up all default information in the Additions file will save time when entering

payroll records. The information saved in the section will appear as the default when an addition is made in the Payroll Hours and Adjustments process, but the defaults may be changed at the time of payroll entry, if necessary.

# ▲ Caution

If a company default addition that was used with one or more employees is changed, the employee's record must be changed as well.

If a new addition is created, it's initial default will appear in employee records.

#### New Record

Initial access to payroll adjustments additions from the menu opens the Additions - New form. The form is used to enter new payroll additions information. However, access to a new form when another payroll additions record is on the screen only requires pressing Ctrl+N or use the New  $\Box$  icon on the toolbar. The system will ask if any changes should be saved.

Figure: Install-335 Payroll Adjustments, Additions - New screen	E Additions - New           Main         Accruais         Notes	
form.	Addition Code         Description         Addition Limit         Q         Report Code         Addition         Addition         Amount       0.00         Percent of Gross Wages       Rate per Hour Worked         Include in	Non Payroll Adjustment     Non Payroll Adjustment     Pixed Amount     Rate per Hour Earned
	Federal Tax Withholding  Federal Unemployment Tax Amount  FICA Social Security Tax Withholding  FICA Medicare Tax Withholding	State Tax Withholding State Unemployment Tax Amount SDI Tax Withholding Local Tax Withholding

#### Scrolling Through Payroll Adjustment Addition Records

#### **Editing an Existing Record**

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

**Figure: Install-336** Payroll Adjustments, Additions Find/Search screen form.

Sear	ch for			Search	
Search in Code				Clear	
Condition Include				<u>O</u> k	
		Case Sensitive		Cancel	
Code		Description	Limit	Addition Amt	*
10	Vacatio	on Pay	0.00	0.000	
11	Holiday	/ Pay	0.00	0.000	
12	Sick Pa	у	0.00	0.000	
13	Special	Pay	0.00	0.000	
14	Other Earnings		0.00	0.000	
15	Other I	Earnings	0.00	0.000	
16	Other I	Earnings	0.00	0.000	
17	Non-Pa	ayroll Addition	0.00	0.000	
20	Box 14	on W-2 and PR Check	0.00	0.000	
21	Box 14	on W-2 but NOT PR Check	0.00	0.000	
22	Earned	Income Credit	0.00	0.000	
26	Union T	Fax Automatic Addition	0.00	0.000	
					-

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

<b>Figure: Install-337</b> Sample Payroll Adjustments master	Additions - 10 Va	acation Pay Notes			
Adjustments master record, Additions screen form.	Addition Code Description Addition Limit GL Account Report Code Addition Amount © Percent of Gr Include in V Federal Tax V Federal Une	10 Vacation Pay 0.00 7003 0.00 oss Wages Ra Withholding mployment Tax Amou	No Limit Salaries & Wa C	ges-Administration	Non Payroll Adjustment  Rate per Hour Earned  Iding ent Tax Amount
	FICA Social	security I ax Withholding	ing	✓ SDI Tax Withhold	ng ding

#### **Cloning an Existing Record**

In both the Professional and Enterprise Editions of BIS<sup>®</sup>, once a record is selected, it can be cloned and then modified to create a new record. Once the source record is brought to the screen, use the Clone Record 🖬 icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Addition Code, Description, etc. to be saved as a new record.

#### **Deleting an Existing Record**

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

#### Main Tab

The option is used for recording payroll addition codes that can be used to increase an employee's gross pay for a reason other than hours worked. BIS<sup>®</sup> maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

#### Form Fields

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

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

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an addition not included above. Setting up all default information in the Additions file will save time when entering payroll records. The information saved here will appear as the default when an addition is made in Payroll Hours and Adjustments, although the defaults may be changed at the time of payroll entry if necessary.

# \rm **Caution**

If a company default addition that was used with one or more employees is changed, the employee's record must be changed as well.

If a new addition is created, it's initial default will appear in employee records.

#### **Addition Code**

The Addition Code field records a unique code that will correspond to the payroll addition. The code may be any combination of letters and/or numbers, up to five characters.

#### Non-Payroll Adjustment

If the addition does not affect the employee's gross wages or tax withholding (such as a reimbursement), the box should be checked. When checked, all withholding boxes below will be disabled.

# I-322

#### Description

The Description field records a descriptive name that will correspond to the payroll addition. The code may be any combination of letters and/or numbers up to 30 characters.

#### **Annual Limit**

Records an annual limit for the addition per employee. BIS<sup>®</sup> will prohibit the limit from being exceeded during the fiscal year. The field is preset to a numeric dollar figure.

#### **No Limit Box**

If there is no annual limit for the addition, the No Limit box should be checked.

#### **GL Account**

Select a General Ledger account number to be associated with the payroll automatic addition. The account number is recalled when entering payroll. The default account can be changed on-the-fly and will override the adjustment's normal defaults for the employee only. The account may be entered manually or by using the Find tool, the Magnifying Glass icon, or by pressing Ctrl+F.

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

#### **Report Code**

The Report Code field is used to record a report code related to the addition that can be used for creating customized reports. The report code may be entered manually or by using the Find tool, the Magnifying Glass icon  $\square$ , or by pressing Ctrl+F.

Please note that the underlined GL Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Report Code - New screen form. Right-clicking on the GL Account hyperlink opens access to the Report Code report.

#### Addition

#### Amount

If the addition is given as an amount, BIS<sup>®</sup> will use the amount entered for the addition.

#### Туре

The type is selected using the radio buttons. The type options are: Percent of Gross Wages, Rate per Hour, Fixed Amount, or Rate per Hour Earned. The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). If the addition is given in hours, BIS<sup>®</sup> will multiply the number of hours by the employee's regular rate of pay.

#### Include In

These options allow defaults to be set whether the addition should be included for each type of withholding. If the addition is subject to withholding, the corresponding box should be checked; if not, it should be cleared. These default selections may be changed at the time payroll is entered by using the drop down menu in the W/H Type column to mark or unmark withholding options.

The tax options are: Federal Tax Withholding, Federal Unemployment Tax Amount, FICA Social Security Tax Withholding, FICA Medicare Tax Withholding, State Tax Withholding, State Unemployment Tax Amount, SDI (State Disability Insurance) Tax Withholding, and Local Tax Withholding.

#### **Accruals Tab**

The Payroll Adjustments Addition codes 10 (Vacation Pay) and 12 (Sick Leave) have an Accruals tab. The Accruals tab provides for creating one or more plans that accrue and track vacation and sick leave time. A plan is then assigned to employees on the employee master records. The employee's accruals information will appear on the payroll check Totals tab, and check stubs, and is also available in reports provided by BIS. Accrual plans can be based on a Pay Period or Rate per Hour method.

Accruals are initiated in the upper section of the Accruals tab. Click "Add Plan" and provide a Plan Number and Description along with Stop Accrual after hours and select an Accrual Method. Once the plan is completed in the upper section, the plan's levels are created by clicking the Add Level button for the lower section and providing the level parameters.

Figure 52.1 below shows an example of 4 Vacation Plans based on Pay Period and Rate per Hour; Figures 52.2 & 52.3 shows examples of the setup screens for the Plans and Levels.

Figure: I-337A Sample Vacation Accruals Plan in Payroll	Additions - 10	0 Vacation Pay		
Adjustments master	Pidris	Description	Accrual Method	Stop Accrual after (bre)
record Additions screen	DD 1	Description Day Period 1	Accrual Metrico	Stop Accruarater (ins)
record, Additions screen	PD2	Pay Period 2	Pay Period	0
form.	RPH1	Rate Per Hour 1	Rate per Hour	0 =
	NPH2	Pate Per Hour 2	Pate per Hour	0
	NI TIZ	Refer for floor 2	Rate per ribur	
	Levels	From To 1 12 13 60 61	Hours Per Year Default Rate pr 2 40 0 80 0 120 0	r Hour Actual Rate per Hour  01923 0.01923 0.03846 0.03846 0.03846 E
	Edit		[ Add L	Edit Level Delete Level
Figure: I-337B	F Plans		? 💌	

**Figure: I-337B** Vacation Accruals Sample Plan form.

= Plans		? 🔀	)
Plan Number	RPH2		
Description Stop Accrual after	Rate Per Hour 2 0 hours		
Accrual Method -			
<ul> <li>Pay Period</li> <li>Rate per Ho</li> </ul>	Jr		
Straig Overt Doubl Vacat Holida Sick H Other	ht Hours me Hours at Straight T e Time Hours at Straigh on Hours y Hours ours 0 selected 0 selected	Time ht Time	
	[	Ok Cancel	

#### **Figure: I-337C** Vacation Accruals Sample Plan Level form.

Plan	RPH2	
🔽 Last Level		
From Month	61	
To Month	0	
Hours per Year	120	
Rate per Hour	0.05769	
Actual Rate per Hour	0.05769	

Setting up the employee master record and beginning balance is shown below in Figures 52.4 and 52.5. The "Eligible" setting must be selected in order for the plan to accrue. If needed, a setting has been added to the System Wide Parameters PR tab to "Allow to use more vacation hours than accrued." Beginning balances and other adjustments can be entered through the Adjustments button. When a Leave of Absence condition is created the accrual will be on hold during the dates specified.



The Totals tab on Payroll Hours & Adjustments and Cash Disbursements | Payroll Checks will show the current amount being added for that check. On-the-fly adjustments can be created by selecting the "Use Custom Accrual" setting which opens the Custom Accrual field.



<u>M</u> ain	Accounts	State Acct	Hours	Certifie	d <u>A</u> dd	Dec	i ]	ax Def	Local Tax	Tota	als	Print	Notes		
Earnii	ings							Withhol	dings & Dec	ductions					
	Description H		Hou	rs	Amount		*	Description					Amou	Int	1
Re	gular Pay		40	.00	3,00	0.00		▶ Fede	ral Withhold	ding				521.00	1
Ov	ertime Pay		0	.00		0.00	Ξ	Extra	Federal W	ithholdin	g			0.00	1
Do	uble-time Pa	у	0	.00		0.00		Socia	Security V	Vithholdir	ng			0.00	L
Vac	cation Pay		0	.00		0.00		Media	care Withho	olding				68.39	
Ho	liday Pay		0	.00	0.00 State Withholding		State Withholding			231.19					
						0.00		State		ig					
Clid Tax D	the Davy the here to add Deferred	ust Wages	0	00		0.00	•	Click h	s s s s s s s s s s s s s s s s s s s	iy Withhold	dings (	& Comp	any Cor	n no ntributio	ns
Clid Tax D	-k Pay <u>k here to ad</u> Deferred	iust Wages	0	00	Amount	0.00	-	Click h	s	Withhold	dings (	& Comp	oany Cor	ntributio	ns
Clid Tax D	tk here to add	i <u>ust Wages</u> Description		00	Amount	0.00	•	Click h Accruals	s escription	Withhold	dings (	Use C	oany Cor Lustom	Custo	m ns
Clic Clic Tax D	k here to ad Deferred	iust Wages Description Ian	0	00	Amount 9	0.00	•	Click h Accruals	evention State with here to edit s Description tion eave	withhold	dings &	Use C	oany Cor Justom	Custo	m .0
Tax D	k here to ad Deferred x Deferred P	i <u>ust Waqes</u> Description Ian	0	00	Amount 9	0.00	•	Click h Accruals Vaca Sick L	s Description tion eave	withhold	dings 8 nount 2.31 0.00	Use C	Dany Cor Custom	Custo	m .0
Tax D	k here to adi Deferred x Deferred P	Description lan	40	.00	Amount 9	0.00	•	Click H Accruals Vaca Sick L	Vithholding:	withhold	dings ( nount 2.31 0.00	Use C	Custom	Custo 0 0 820.58	m .0
Tax E Tax E Tax Tax	k here to ad Deferred x Deferred P al Hours & Ea	ust Wages Description lan rnings stment	40	.00	Amount 91 3,000	0.00	•	Click H Accruals Vaca Sick L Total V	Vithholdings	y withhold	dings 8 10unt 2.31 0.00	Use C	Custom	Custo 0 0 820.58 60.00	m .0
Tax E Tax E Tax E Tax Tota Non Tax	k here to ad Deferred x Deferred P al Hours & Ea Payroll Adju Deferred Co	iust Wages Description lan rnings stment mpany Contri	40 bution	.00	Amount 91 3,000 ( 90	0.00	•	Click H Accruals Vaca Sick L Total V Total D	Vithholdings Deductions eferred Emp	y withhold Am s	dings 8 nount 2.31 0.00	Use C	Custom	Custo 0 0 820.58 60.00 90.00	m .00

A new Vacation Ledger report has been added with Summary and Detail formats to track accruals and usage. Other reports such as Prepayment List, Preview within Print Payroll Checks, Payroll Check Run, and Payroll Summary will also show accrual amounts.

# Figure: I-337G

Vacation Ledger Report.

Vootion							Dest Construction	Company
Detail Report	<b>Ledger</b> ort - Accrued Date	e (All)						Page
Accrued	back #	Check	Accrued	Used	Used	Available	Description	
Date Cil	HECK #	Date	nours	HOUIS	Date	Daidiice	Description	
<u>E001</u> B	Bill Johnson							
Ba	alance Forward		0.00	0.00		0.00		
01/01/ YYYY			30.00		01/01/ YYYY	30.00	New Year Adj.	
08/05/ YYYY 13	3	08/07/. YYYY	2.31		08/05/.YYYY	32.31		
08/07/YYYY 15	5	08/07/. YYYY	2.31		08/07/ YYYY	34.62		
		Totals	34.62	0.00				

#### **Notes Tab**

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

Figure: Install-338 Sample Payroll Adjustments master record Additions screen form.	Additions - 10 Vacation Pay	
	Edit	

#### 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.

#### **Report – Payroll Additions**

The Payroll Additions report lists the code, Description, GL account, and other data recorded in the Payroll Additions file.

# Access to Payroll Additions Report

# Module Menu with Reports Group

Payroll | Reports | Payroll Adjustments | Additions

#### Module Menu with Reports List

Payroll | Payroll Adjustments | Additions

#### Standard Menu

Reports | Payroll | Payroll Adjustments | Additions

## **Report Types**

#### Summary

The report type displays the addition code, description, default posting account, and default report code.

#### Detail

The report type displays the summary information plus the addition limit, addition amount, and status for federal tax, federal unemployment, FICA social security, FICA Medicare, state tax, state unemployment, and local tax.

#### **Order By**

- Addition Code
- Description
- Posting GL Account Number
- Report Code

#### Options

- Show Report Criteria
- Show Notes
- Case Sensitive

#### Fields

- Addition Code
- Description
- Posting GL Account Number
- Report Code

#### **Payroll Additions – Summary Report**

Summ	ary Report	Page	
Code	Description	GL Account	Report Code
10	Vacation Pay	7003, Salaries & Wages-Administration	
1	Notes 1. Review annually.		
11	Holiday Pay	7003, Salaries & Wages-Administration	
12	Sick Pay	7003, Salaries & Wages-Administration	
13	Special Pay	7003, Salaries & Wages-Administration	
14	Other Earnings	7003, Salaries & Wages-Administration	
15	Other Earnings	7003, Salaries & Wages-Administration	
16	Other Earnings		
17	Non-Payroll Addition		
20	Box 14 on W-2 and PR Check	7007, Employee Benefits-G&A	
21	Box 14 on W-2 but NOT PR Check		
22	Earned Income Credit		
26	Union Tax Automatic Addition	7003, Salaries & Wages-Administration	

**Figure: Install-339** Payroll Additions, Summary Report, sorted by Addition Code.

#### **Payroll Additions – Detail Report**

Payroll Additions

#### Best Construction Company

#### Detail Report Page 1 Code Description GL Account Report Code Subject to Wittholding Vacation Pay 7003, Salaries & Wages-Administration 10 Limit No Limit Federal Tax (Yes) State Tax (Yes) Amount 0.000 Federal Unemployment(Yes) State Unemployment (Yes) Fixed Amount FICA Social Security (Yes) State Disability Insurance (Yes) FICA Medicare (Yes) Local Tax (Yes) 11 Holiday Pay 7003, Salaries & Wages-Administration Limit No Limit Federal Tax (Yes) State Tax (Yes) Amount 0.000 Federal Unemployment(Yes) State Unemployment (Yes) State Disability Insurance (Yes) Fixed Amount FICA Social Security (Yes) FICA Medicare (Yes) Local Tax (Yes) Sick Pay 7003, Salaries & Wages-Administration 12 Limit No Limit Federal Tax (Yes) State Tax (Yes) Amount 0.000 Federal Unemployment(Yes) State Unemployment (Yes) Fixed Amount FICA Social Security (Yes) State Disability Insurance (Yes) FICA Medicare (Yes) Local Tax (Yes) 7003, Salaries & Wages-Administration 13 Special Pay Limit No Limit Federal Tax (Yes) State Tax (Yes) Amount 0.000 Federal Unemployment(Yes) State Unemployment (Yes) Fixed Amount FICA Social Security (Yes) State Disability Insurance (Yes) FICA Medicare (Yes) Local Tax (Yes) Other Earnings 7003, Salaries & Wages-Administration 14 Limit No Limit Federal Tax (Yes) State Tax (Yes) Amount 0.000 Federal Unemployment(Yes) State Unemployment (Yes) FICA Social Security (Yes) Fixed Amount State Disability Insurance (Yes) FICA Medicare (Yes) Local Tax (Yes) Other Earnings 7003, Salaries & Wages-Administration 15 Limit 0.00 Federal Tax (Yes) State Tax (Yes) Amount 0.000 Federal Unemployment(Yes) State Unemployment (Yes) Fixed Amount FICA Social Security (Yes) State Disability Insurance (Yes) FICA Medicare (Yes) Local Tax (Yes) Other Earnings 2620, Sales Tax Payable-Local Tax 1 16 Limit No Limit Federal Tax (No) State Tax (Yes) 0.000 Amount Federal Unemployment(No) State Unemployment (No) Fixed Amount FICA Social Security (No) State Disability Insurance (No) FICA Medicare (No) Local Tax (No) Non-Payroll Addition 17 No Limit Federal Tax (N/A) State Tax (N/A) Limit Amount 0.000 Federal Unemployment(N/A) State Unemployment (N/A) Fixed Amount FIC A Social Security (N/A) State Disability Insurance (N/A) No ne Payroll Adjustment FICA Medicare (N/A) Local Tax (N/A) 20 Box 14 on W-2 and PR Check 0.00 Limit Federal Tax (Yes) State Tax (Yes) 0.000 Federal Unemployment(Yes) State Unemployment (Yes) Amount FICA Social Security (Yes) State Disability Insurance (No) Fixed Amount FICA Medicare (Yes) Local Tax (Yes) 21 Box 14 on W-2 but NOT PR Check 07/30/ 03:30 PM

**Figure: Install-340** Payroll Additions, Detail Report, Sorted by Addition Code.

#### **Payroll Adjustments - Deductions**

The section covers one type of payroll adjustment: Deductions. The deduction option is used for recording payroll codes that can be used to decrease an employee's gross pay for a reason other than hours worked.

#### Modular Menu Access

Payroll | Payroll Adjustments | Deductions

#### Standard Menu Access

List | Payroll Adjustments | Deductions

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

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

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

These codes cannot be changed or deleted. However, new codes can be added at any time to cover a deduction not included above. Setting up all default information in the Deductions file will save time when entering payroll records. The information saved here will appear as the default when a deduction is made in Payroll Hours and Adjustments, but the defaults may be changed at the time of payroll entry if necessary.

# \rm **Caution**

If a company default deduction that was used with one or more employees is changed, the employee's record must be changed as well.

If a new deduction is created, it's initial default will appear in employee records.

#### New Record

Initial access to payroll adjustments deduction from the menu opens the Deductions - New form. The form is used to enter new payroll deduction information. However, access to a new form when another payroll deduction 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 should be saved.

Figure: Install-341 Payroll Adjustments, Deductions - New screen	El Deductions - New
form.	Deduction Code       Description       Deduction Limit       0.00       Min YTD Gross       0.00       Max YTD Gross       0.00       GL Account       Report Code
	Deduction Amount 0.000 Percent of Gross Wages Rate per Hour Worked Fixed Amount Rate per Hour Earned New

#### **Scrolling Through Payroll Adjustment Deduction Records**

Payroll adjustment deductions' records can be scrolled by using the VCR buttons on the toolbar *H* + *H* at the top of the screen. Clicking on the First 🔢 icon (at the top of the screen) will open the first record of the list according to Deduction Code. Clicking on the Previous di icon (at the top of the screen) will open the next record of the list according to Deduction Code. Clicking on the Next Dicon (at the top of the screen) will open the next record of the list according to the Deduction Code. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to the Deduction Code.

#### **Editing an Existing Record**

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

Figure: Install-342	📑 Dec	luctions						-		x
Deductions Find/Search screen form.	Search for Search in Condition		Code 💌 Begin with							
			Case Sensitive						Cancel	
	Code		Description	Limit	Min YTD Gross	Max YTD Gross	GL Account	Report Code	Amount	*
	30								55.000	
	31	Advance	e Payback Deduction	1,000.00	0.00	0.00	1430		500.000	
	32	Savings	Deduction	0.00	0.00	0.00	2560		0.000	
	35	Other D	eduction	0.00	0.00	0.00			0.000	
	36	Other D	eduction	0.00	0.00	0.00			0.000	
	37	Extra Fe	ederal Withholding	0.00	0.00	0.00	2210		0.000	
	38	Extra St	ate Withholding	0.00	0.00	0.00	2240		0.000	
	55	Union A	utomatic Deduction	0.00	0.00	0.00	2410		0.000	
	56	Union Ta	ax Automatic Deduction	0.00	0.00	0.00	2410		0.000	
	57	W/C Au	tomatic Deduction	0.00	0.00	0.00	2300		0.000	
										-
		1		1						

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

nple Payroll	Main Notes			
ord Deductions screen	Deduction Code	30		
ord, Deddedons screen	Description	Insurance Deduct	ion	
n.	Deduction Limit	0.00	Vo Limit	
	Min YTD Gross	0.00		
	Max YTD Gross	0.00		
	GL Account	2530	C Medical Plans Payable	
	Report Code		Q	
	Deduction Amount Percent of G	55.00 ross Wages 🔊 🔘 Ra	te per Hour Worked () Fixed /	Amount 🔊 Rate per Hour Earned

#### **Deleting an Existing Record**

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

#### Main Tab

This option is used for recording payroll deduction codes that can be used to decrease an employee's gross pay for a reason other than hours worked. BIS<sup>®</sup> maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

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

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

These codes cannot be changed or deleted. However, new codes can be added at any time to cover a deduction not included above. Setting up all default information in the Deductions file will save time when entering payroll records. The information saved here will appear when a deduction is made in Payroll Hours and Adjustments although the default entry may be changed at the time of payroll entry if necessary.

# ▲ Caution

If a company default deduction that was used with one or more employees is changed, the employee's record must be changed as well.

If a new deduction is created, it's initial default will appear in employee records.

#### **Deduction Code**

The Deduction Code field is used to record a unique code that will correspond to the payroll deduction. The code may be any combination of letters and/or numbers up to five characters.

#### Description

The Description field records a name that will correspond to the payroll deduction. The code may be any combination of letters and/or numbers up to 30 characters.

#### **Deduction Limit**

The field is used to record an annual limit for the deduction per employee. BIS<sup>®</sup> will prohibit exceeding the limit during the fiscal year. The field is preset to a numeric dollar figure.

#### **No Limit Box**

If there is no annual limit for the associated type of deduction, the No Limit box should be checked.

#### **Min YTD Gross**

The field is used to record a minimum year-to-date gross income limit required before the deduction will be applied. If an employee's year-to-date income does not meet the limit, the deduction will not be allowed.

#### **Max YTD Gross**

The field is used to record a maximum year-to-date gross income limit for the deduction. If an employee's year-to-date income has exceeded the limit, the deduction will not be allowed.

#### **GL Account**

Select a General Ledger account number to be associated with the payroll automatic deduction. The account number is recalled when entering payroll. The default account can be changed, and it will override the adjustment's normal defaults for the employee only. The account may be entered manually or by using the Find tool, the Magnifying Glass icon, or by pressing Ctrl+F.

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

#### **Report Code**

The Report Code field is used to record a report code related to the deduction that can be used for creating customized reports. The report code may be entered manually or by using the Find tool, the Magnifying Glass icon  $\square$  or pressing Ctrl+F.

Please note that the underlined Report Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Report Code - New screen form. Right-clicking on the Report Code hyperlink opens access to the Report Code report.

#### I-333

#### Installation

#### Deduction Amount

If the deduction is given as an amount, BIS<sup>®</sup> will use the amount entered for the deduction.

#### Туре

The type is selected using the radio buttons. The type options are: Percent of Gross Wages, Rate per Hour, Fixed Amount, or Rate per Hour Earned. The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). If the deduction is given in hours, BIS<sup>®</sup> will multiply the number of hours by the employee's regular rate of pay.

#### 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.



#### 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.

#### I-334

#### **Report – Payroll Deductions**

The Payroll Deductions report lists the code, Description, GL account, and other data recorded in the Payroll Deductions file.

#### Access to Payroll Deductions Report

#### Module Menu with Reports Group

Payroll | Reports | Payroll Adjustments | Deductions

#### **Module Menu with Reports List**

Payroll | Payroll Adjustments | Deductions

#### Standard Menu

Reports | Payroll | Payroll Adjustments | Deductions

#### Summary

The Report Type displays the deduction code, description, default posting account number and name, and default report code.

#### Detail

The Report Type displays the summary information plus the deduction limit; deduction amount, percentage or rate; and minimum or maximum YTD gross required.

#### **Order By**

- Deduction Code
- Description
- Posting GL Account Number
- Report Code

#### Options

- Show Report Criteria
- Show Notes
- Case Sensitive

#### Fields

- Deduction Code
- Description
- Posting GL Account Number
- Report Code

#### **Payroll Deductions – Summary Report**

Payr Summ	Page 1			
Code	Description	GL Account	Report Code	
<u>30</u>	Insurance Deduction Notes 1. Review annually.	2530, Medical Plans Payable		
<u>31</u>	Advance Payback Deduction	1430, Employee Advances		
<u>32</u> <u>35</u>	Savings Deduction Other Deduction	2560, Savings Plan		
<u>36</u> 37	Other Deduction Extra Federal Withholding	2210, Payroll Taxes Payable-FIT		
<u>38</u> 55	Extra State Withholding Union Automatic Deduction	2240, Payroll Taxes Payable-SIT 2410, Union Payable 1		
<u>56</u> 57	Union Tax Automatic Deduction W/C Automatic Deduction	2410, Union Payable 1 2300, Worker's Compensation Payable		

Figure: Install-345 Payroll Deductions, Summary Report, sorted by Deduction Code.

# **Payroll Deductions – Detail Report**

Code	Description		GL A ccount	Report Code	Faye
30	Insurance De	duction	2530, Medical Plans Payable	100000 CO. 11	1.041
	Limit	No Limit		Min YTD Gross	0.00
	Amount	55.000 Fixed	Amount	MaxYTDGross	0.00
	Notes 1. Revie	ew annually.			
31	Ad vance Payt	oack Deduction	1430, Employee Advances		
	Limit	1000.00		Min YTD Gross	0.00
	Amount	500.000 Fixed	Amount	MaxYTDGross	0.00
32	Savings Ded	uction	2560, Savings Plan		
	Limit	0.00		Min YTD Gross	0.00
	Amount	0.000 Percen	t of Gross Wages	MaxYTDGnoss	0.00
35	Other Deduc	tion			
	Limit	0.00		Min YTD Gross	0.00
	Amount	0.000 Percen	t of Gross Wages	MaxYTDGross	0.00
36	Other Deduc	tion			
	Limit	0.00		Min YTD Gross	0.00
	Amount	0.000 Percen	t of Gross Wages	MaxYTDGross	0.00
37	Extra Federal	Withholding	2210, Payroll Taxes Payable-FIT		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Fixed	Amount	MaxYTDGnoss	0.00
38	Extra State W	ithholding	2240, Payroll Taxes Payable-SIT		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Fixed	Amount	MaxYTDGnoss	0.00
55	Union Automa	tic Deduction	2410, Union Payable 1		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Percen	t of Gross Wages	MaxYTDGross	0.00
56	Union Tax Aut	tomatic Deduction	2410, Union Payable 1		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Percen	t of Gross Wages	MaxYTDGross	0.00
57	W/C Automat	ic Deduction	2300, Worker's Compensation Payab	le	
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Percen	t of Gross Wages	MaxYTDGross	0.00

 Figure: Install-346
 Payroll Deductions, Detail Report, sorted by Deduction Code.

#### **Payroll Adjustments – Tax Deferred**

A tax deferred compensation plan is a method whereby some taxation of a portion of an employee's wages can be deferred to a later date. Examples of these plans would include 401K, Tax Sheltered Annuity (TSA), Simplified Employee Plan-Individual Retirement Account (SEP-IRA), 403B annuity contracts, etc.

The section covers one type of payroll adjustment: Tax Deferred. The Tax Deferred option is used for recording tax deferred compensation and cafeteria plans for employees through the option.

#### **Modular Menu Access**

Payroll | Payroll Adjustments | Tax Deferred

#### **Standard Menu Access**

List | Payroll Adjustments | Tax Deferred

The form allows management of tax deferred compensation and cafeteria plans for employees. BIS<sup>®</sup> maintains the following payroll adjustments master files: Additions, Deductions, and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

# ▲ Caution

It is imperative to contact the company accountant before entering the taxation parameters for these plans. If the taxation is not correct, all of the payroll information will be incorrect.

The Main tab is used to set the basic information for each adjustment, while detailed default information for employee and company contributions are set up on the corresponding tabs.

Two tax deferred compensation codes are already set up in BIS®:

- 50 401(k)
- 52 Cafeteria Plan

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an adjustment not included above. Setting up all default information in the Tax Deferred file will save time when entering payroll records. The information saved in the option will appear as the default when a tax deferred adjustment is made in Payroll Hours and Adjustments, but these defaults may be changed at the time of payroll entry if necessary.

# ▲ Caution

If a company default tax deferred that was used with one or more employees is changed, the employee's record must be changed as well.

However, if a new tax deferred is created, it's initial default will appear in employee records.

#### **New Record**

Initial access to payroll adjustments tax deferred from the menu opens the Tax Deferred - New form. The form is used to enter new payroll tax deferred information. However, access to a new form when another payroll tax deferred record is on the screen only requires pressing Ctrl+N or using the New i icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: Install-347 Payroll Adjustments, Tax Deferred - New screen	Ell Tax Deferred - New       Main     Employee       Company     Notes	
form.	Tax Deferred Code       Description       W-2 Classification	
	Include in W-2 box number W-2 Label Status Active	
	New	

#### Scrolling Through Payroll Adjustment Tax Deferred Records

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

#### **Editing an Existing Record**

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

Figure: Install-348 Payroll Adjustments, Tax Deferred Find/Search screen form.	Sear Sear Con Stat	c Deferred rch for rch in dition us	Search       Clear       Qk       Cancel		
	Code	Tax Defe	Description erred Plan	Sta Active	tus
	52	Cafeteria	a Plan	Active	•

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

<b>Figure: Install-349</b> Sample Payroll Adjustments master	Tax Deferred - 50 Tax I	Deferred Plan
Adjustments master record, Tax Deferred screen form.	Tax Deferred Code Description W-2 Classification Include in W-2 box number W-2 Label Status	50 Tax Deferred Plan D Elective deferrals to a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement) 12 I2 Ø Employee Contributions D Active V

#### **Deleting an Existing Record**

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

#### Main Tab

This form allows managing tax deferred compensation and cafeteria plans for employees. BIS<sup>®</sup> maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

The Main tab is used to set the basic information for each adjustment, while detailed default information for employee and company contributions are set up on the corresponding tabs.

# ▲ Caution

It is imperative to contact the company accountant before entering the taxation parameters for these plans. If the taxation is not correct, all of the payroll information will be incorrect.

#### **Form Fields**

Two tax deferred compensation codes are already set up in BIS®:

- 50 401(k)
- 52 Cafeteria Plan

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an adjustment not included above. Setting up all default information in the Tax Deferred file will save time when entering payroll records. The information saved here will appear as the default when a tax deferred adjustment is made in Payroll Hours and Adjustments, but the defaults may be changed at the time of payroll entry if necessary.

# **Caution** If a company default tax deferred that was used with one or more employees is changed, the employee's record must be changed as well.

However, if a new tax deferred is created, it's initial default will appear in employee records.

## Tax Deferred Code

The Tax Deferred Code field records a unique code that will correspond to the payroll tax deferred adjustment. The code may be any combination of letters and/or numbers up to five characters.

## Description

The Description field records a descriptive name that will correspond to the payroll tax deferred adjustment. The code may be any combination of letters and/or numbers up to 30 characters.

#### W-2 Classification

The field is used to specify the W-2 classification for the tax deferred adjustment. Use the drop down menu to select the correct classification. These classifications may be none or any of the following:

- a Section 125
- b Section 126
- C Group-term life ins.
- D Section 401(k)
- E Section 403(b)
- F Section 408(k)(6)
- G Section 457
- H Section 501(c)(18)(D)
- J Nontaxable sick pay
- K 20% excise tax
- L Substantiated employee business exp

- M Uncollected SS or RRTA
- N Uncollected medicare tax
- P Excluding moving expenses
- Q Military employee
- R Employer contributions to (MSA)
- S Simple
- T Adoption benefits
- V Income nonstatutory stock option(s)
- W Employer contributions to (HSA)
- Y Section 409A Deferrals
- Z Section 409A Income

#### W-2 Category

The field is used to specify the W-2 category for the tax deferred adjustment. Use the drop down menu to select Tax Deferred or Cafeteria Plan. These categories may be none, or any of the following: None, 10, 11, 12, or 14.

#### Save the Changed Record

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

#### **Employee Tab**

The Employee tab is used to set parameters and default information for the employee contribution to the tax deferred compensation or cafeteria plan. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

# ▲ Caution

It is imperative to contact the company accountant before entering the taxation parameters for these plans. If the taxation is not correct, the payroll information will be incorrect.

The Employee tab is used to set the default information for employee contributions.

Figure: Install-350 Sample Payroll	Tax Deferred - 50     Tax Deferred Plan       Main     Employee     Company       Notes	
Employee tab screen form.	Contribution Limit Amount Contribution Limit Amount Contribution Limit	Rate per Hour Farned
	<ul> <li>✓ Reduce Federal Taxable Wages</li> <li>✓ Reduce FICA Social Security Taxable Wages</li> <li>✓ Reduce FICA Medicare Taxable Wages</li> <li>✓ Reduce FUTA Taxable Wages</li> </ul>	
	GL Account     2540     Q     40 1k Plan Payable       Report Code     Q	
	Edit	

#### **Contribution Limit**

Many tax deferred compensation plans impose limitations upon the amount an employee can contribute in any given year. The field allows setting the annual limit. Once the employee reaches that limit, the taxation parameters will no longer be taken into account and all of the employee's wages will be taxed as established in each employee's master record.

#### No Limit

If there is no limit on employee contributions, the No Limit box should be checked.

#### Amount

The Amount field is used to record the default amount of the employee contribution. The amount is entered as either a percentage or dollar amount depending on the type selected. The contribution type can be set as a percentage of the employee's gross wages, rate per hour worked fixed dollar amount, or rate per hour earned. The default amount can be changed on-the-fly when entering payroll. If the deduction is given in Amount, BIS<sup>®</sup> will use the amount entered for the deduction.

#### Туре

The type is selected using the radio buttons. The type options are: Percent of Gross Wages, Rate per Hour, Fixed Amount, or Rate per Hour Earned. The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). If the deduction is given in hours, BIS<sup>®</sup> will multiply the number of hours by the employee's regular rate of pay.

#### **Reduce Federal Taxable Wages**

If the amount of the adjustment is to be deducted from the employee's wages prior to withholding federal tax, the box should be checked.

#### **Reduce FICA Social Security Taxable Wages**

If the amount of the adjustment is to be deducted from the employee's wages prior to withholding FICA Social Security tax, the box should be checked.

#### **Reduce FICA Medicare Taxable Wages**

If the amount of the adjustment is to be deducted from the employee's wages prior to withholding FICA Medicare tax, the box should be checked.

#### **Reduce FUTA Taxable Wages**

If the amount of the adjustment is to be deducted from the employee's wages prior to withholding FUTA, the box should be checked.

#### **GL Account**

Select a General Ledger account number to be associated with the tax deferred payroll adjustment. The account number is recalled when entering payroll. The default account can be changed and will override the adjustment's normal defaults for the employee only. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

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

#### Report Code

The Report Code field is used to record a report code related to the tax deferred adjustment that can be used for creating customized reports. The report code may be entered manually or by using the Find tool, the Magnifying Glass  $\square$  icon or pressing Ctrl+F.

Please note that the underlined Report Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Report Code - New screen form. Right-clicking on the Report Code hyperlink opens access to the Report Code report.

#### Save the Changed Record

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

#### Company Tab

The Company tab form is used to set parameters and default information for the company contribution to the tax deferred compensation or cafeteria plan. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

# \rm **Caution**

It is imperative that to contact the company accountant before entering the taxation parameters for these plans. If the taxation is not correct, all of the payroll information will be incorrect.

The Company tab is used to set the default information for company contributions.

Figure: Install-351	🖻 Tax Deferred - 50 Tax Deferred Plan	-
Adjustments master record	Main Employee Company Notes	
Employee tab screen form.	Contribution Limit 0.00 V No Limit	
	Percent of Gross Wages      Rate per Hour Worked      Fixed Amount      Rate per Hour Earl	ned
	Increase Federal Taxable Wages	
	Increase FICA Social Security Taxable Wages	
	Increase FICA Medicare Taxable Wages	
	Increase FUTA Taxable Wages	
	☑ Accrue Company Contribution to the General Ledger	
	Payable Account 2540 Q 401k Plan Payable	
	Expense Account 7007 C Employee Benefits-G&A	
	Report Code	
	Edit	

#### **Contribution Limit**

Many tax deferred compensation plans impose limitations upon the amount the company can contribute in any given year. The field allows setting the annual limit. Once the limit is reached for the employee, BIS<sup>®</sup> will not permit additional contributions to be made.

#### No Limit

If there is no limit on company contributions, the No Limit box should be checked.

#### Amount

The field is used to record the default amount of the company contribution. The amount is entered as either a percentage or dollar amount, depending on the type selected. The contribution type can be set as a percentage of the employee's gross wages, rate per hour worked fixed dollar amount, or rate per hour earned. The default amount can be changed when entering payroll. If the deduction is given in amount, BIS<sup>®</sup> will use the amount entered for the deduction.

#### Туре

The Type is selected using the radio buttons. The Type options are: Percent of Gross Wages, Rate per Hour, Fixed Amount, or Rate per Hour Earned. The Type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned). If the deduction is given in hours, BIS<sup>®</sup> will multiply the number of hours by the employee's regular rate of pay.

#### **Increase Federal Taxable Wages**

If the amount of the adjustment is to be included in the employee's wages prior to withholding federal tax, the box should be checked.

#### **Increase FICA Social Security Taxable Wages**

If the amount of the adjustment is to be included in the employee's wages prior to withholding FICA Social Security tax, the box should be checked.

#### **Increase FICA Medicare Taxable Wages**

If the amount of the adjustment is to be included in the employee's wages prior to withholding FICA Medicare tax, the box should be checked.

#### **Increase FUTA Taxable Wages**

If the amount of the adjustment is to be included in the employee's wages prior to withholding FUTA, the box should be checked.

#### Accrue Company Contribution to the General Ledger

If the amount of the company contribution is to be accrued prior to payment, the box should be checked. Checking the box will enable the Payable Account and Expense Account fields. At the time payroll is run, BIS<sup>®</sup> will create an automatic journal entry that will credit and debit these accounts.

#### Payable Account

If the amount of the company contribution is to be accrued prior to payment, the default Payable Account to which it will be credited is recorded here. The defaults may be changed at the time of payroll entry if necessary.

Select a Payable Account number to be associated with the tax deferred payroll adjustment. The account number is recalled when entering payroll. The default account can be changed and will override the adjustment's normal defaults for the employee only. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

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

#### **Expense Account**

If the amount of the company contribution is to be accrued prior to payment, the default Expense Account to which it will be debited is recorded in the field. The defaults may be changed at the time of payroll entry if necessary.

Select an Expense Account number to be associated with the tax deferred payroll adjustment. The account number is recalled when entering payroll. The default account can be changed and will override the adjustment's normal defaults for the employee only. The account may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

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

#### I-344

#### Report Code

The Report Code field is used to record a report code related to the tax deferred adjustment that can be used for creating customized reports. The report code may be entered manually or by using the Find tool, the Magnifying Glass  $\square$  icon or pressing Ctrl+F.

Please note that the underlined Report Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Report Code - New screen form. Right-clicking on the Report Code hyperlink opens access to the Report Code report.

#### 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: Install-352 Sample Payroll	El Tax Deferred - 50 Tax Deferred Plan	- • •
Adjustments master	Main Employee Company Notes  1. Review annually.	
record, Notes screen form.		
		-
	Edit	

#### 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.

#### **Report – Payroll Tax Deferred**

The Payroll Tax Deferred report lists the tax deferred code, description, W-2 information, and other data recorded in the Payroll Tax Deferred file.

# Access to Payroll Tax Deferred Report

Module Menu with Reports Group

Payroll | Reports | Payroll Adjustments | Tax Deferred

#### **Module Menu with Reports List**

Payroll | Payroll Adjustments | Tax Deferred

#### Standard Menu

Reports | Payroll | Payroll Adjustments | Tax Deferred

#### Summary

The Report Type displays the tax deferred code, description, W-2 classification, W-2 box and W-2 label.

#### Detail

The Report Type displays the summary information plus the details of employee and company contributions including contribution limit; contribution amount or percentage; status for federal tax, FICA social security, FICA Medicare and federal unemployment; withholding account number and name; payable and expense account number and name; report code.

#### **Order By**

- Tax Deferred Code
- Description
- Posting GL Account Number
- Report Code

#### Options

- Show Report Criteria
- Show Notes
- Case Sensitive

#### Fields

- Tax Deferred Code
- Description
- Posting GL Account Number
- Report Code

#### **Payroll Tax Deferred – Summary Report**

Payr Summ	oll Tax Deferred	Deferred t Page 1		
Code	Description	W-2 Classification	W-2 Box	W-2 Label
<u>50</u>	Tax Deferred Plan	D - Elective deferrals to a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement)	12	D
No	tes 1. Review annually.			
<u>52</u>	Cafeteria Plan			

Figure: Install-353 Payroll Tax Deferred, Summary Report, sorted by Code.

Code	Description	W-2 Classificati	ion		W-2 Box	W-2 Label
<u>50</u>	Tax Deferred Plan	D - Elective defe arrangement pla arrangement)	errals to a section 401(i an (including a SIMPLE	k) cash or deferred 401(k)	12	D
E	mployee Contribution	,,	Company Con	tribution		
Li	imit: No Limit		Limit:	No Limit		
A	mount: 3.000 Percent o	f Gross Wages	Amount:	3.000 Per	cent of Gros	s Wages
R	Reduce Federal Taxable Wages (Yes)		Increase FICA	Social SecurityWag	ges (No)	
D	eductFICA Social SecurityWages (	(es)	In crease Fede	ral Taxable Wages (	No)	
D	DeductFICA Medicare Wages (Yes)		In crease FICA	Medicare Wages (N	lo)	
D	Deduct FUTA Wages (Yes)		In crease FUTA	Wages (No)		
N	WH Account 2540, 401k Plan Payable		Accrue Compa	ny Contribution to the	he General L	edger (Yes)
			Payable Acct	2540, 401k Plan Pa	ayable	
			Expense Acct:	7007, Employee Be	enefits-G&A	
R	eport Code		Report Code			
N	otes 1. Review annually.					
52	Cafeteria Plan					
E	mployee Contribution		Company Con	tribution		
Li	imit: No Limit		Limit:	0.00		
A	mount: 1.000 Percent o	f Gross Wages	Amount:	0.000 Per	cent of Gros	s Wages
R	Reduce Federal Taxable Wages (Yes)		Increase FICA	Social SecurityWag	ges (No)	
D	Deduct FICA Social SecurityWages (Yes)		In crease Fede	ral Taxable Wages (	No)	
D	DeductFICA Medicare Wages (Yes)		In crease FICA	Medicare Wages (N	lo)	
D	Deduct FUTA Wages (Yes)		In crease FUTA	Wages (No)		
N	VH Account 2550, Cafeteria Plan Payable		Accrue Compa	Accrue Company Contribution to the General Ledger (Yes)		
			Payable Acct Expense Acct:	2550, Cafeteria Pla 7007, Employee Be	an Payable enefits-G&A	
R	eport Code		Report Code			

#### Figure: Install-354Payroll Tax Deferred, Detail Report, sorted by Code.
### Payroll Adjustments – Local Taxes

The section covers one type of payroll adjustments: Local Taxes. The option is used for recording payroll deduction codes that can be used to decrease an employee's gross pay for a reason other than hours worked.

### Modular Menu Access

Payroll | Payroll Adjustments | Local Taxes

### **Standard Menu Access**

List | Payroll Adjustments | Local Taxes

The option allows setting up local tax codes that can be used for collecting local (not federal or state) taxes. BIS<sup>®</sup> maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

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

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

These codes cannot be changed or deleted. However, new codes can be added at any time to cover additional local taxes. Setting up all default information in the Local Tax file will save time when entering payroll records. The information saved here will appear as the default when an addition is made in Payroll Hours and Adjustments, although the defaults may be changed at the time of payroll entry if necessary.

# \rm **Caution**

It is imperative to verify the information or contact the company accountant before entering the local tax parameters. If the taxation is not correct, all of the payroll information will be incorrect.

# \rm **Caution**

If a company default local tax that was used with one or more employees is changed, the employee's record must be changed as well. However, if a new deduction is created, its initial default will appear in employee records.

Figure: Install-355 Payroll Adjustments master record, Local Taxes - New screen form.	
	lew

# **New Record**

Initial access to payroll adjustments deductions from the menu opens the Local Taxes - New form. The form is used to enter new payroll local tax information. However, access to a new form when another payroll deductions record is on the screen only requires pressing Ctrl+N or using the New i icon on the toolbar. The system will ask if any changes should be saved.

# **Scrolling Through Payroll Adjustment Deduction Records**

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

# **Editing an Existing Record**

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

### Figure: Install-356

Payroll Adjustments, Local Taxes Find/Search screen form.

Sear Sear Cond	ch for ch in lition	Code Include Case Ser	Code  Include Case Sensitive					<u>C</u> lear <u>O</u> k <u>C</u> ancel	
Code	De	scription	Limit	GL Account	Report Code	Amount	Exemption Amt	State	*
33	Local Ta	ах	0.00	2270		5.000	0.00	CA	
34	Other L	ocal Tax	0.00	2270		7.000	0.00	CA	
40	City of	New York	0.00	2270		0.000	0.00	NY	
41	City of	Yonkers	0.00	2270		0.000	0.00	NY	
42	Marylar	nd Residents	0.00	2270		0.000	0.00	MD	

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

### **Deleting an Existing Record**

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

### I-348

# Main Tab

The option allows setting up local tax codes that can be used for collecting local (not federal or state) taxes. BIS<sup>®</sup> maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

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

- 33 Local Tax: Local tax code 33 relates to the Deduction code 33 ("Local Deductions") in the DOS versions of BIS<sup>®</sup>.
- 34 Other Local Tax
- 40 City of New York
- 41 City of Yonkers
- 42 Maryland Residents

These codes cannot be changed or deleted. However, new codes can be added at any time to cover additional local taxes. Setting up all default information in the Local Tax file will save time when entering payroll records. The information saved here will appear as the default when an addition is made in Payroll Hours and Adjustments but the defaults may be changed at the time of payroll entry if necessary.

# Caution

It is imperative to verify the information or contact the company accountant before entering the local tax parameters. If the taxation is not correct, all of the payroll information will be incorrect.

# ▲ Caution

If a company default deduction that was used with one or more employees is changed, the employee's record must be changed as well. However, if a new deduction is created, it's initial default will appear in employee records.

Figure: Install-357 Payroll Adjustments, Local	E Local Taxes - 33 Local	I Tax
form	Local Tax Code	33
101111.	Description	Local Tax
	State	CA 🔍 California
	Withholding Limit	0.00 📝 No Limit
	Withholding Amount	5.000
	Percent of Gross Water Control of Gross Wa	ages Rate per Hour Worked Fixed Amount Rate per Hour Earned
	Exemption Amount	0.00
	GL Account	2270 Q Payroll Taxes Payable-Local Tax 1
	Report Code	Q
	☑ Include in W-2 Form W-2 Label	LT 33
	Edit	

# Local Tax Code

The field is used to record a unique code that will correspond to the local tax. The code may be any combination of letters and/or numbers up to five characters.

# Description

The field is used to record a description of the local tax up to 30 characters.

# State

The field is used to record the abbreviation of the state within which the local tax is applicable. The state code can be typed or selected using the Find tool.

The field is used to record an annual limit for the local tax withholding for each employee.

# No Limit

If there is no limit on withholding for the local tax, the No Limit box should be checked.

# Withholding Amount

The field is used to record the default withholding amount from the employee. The amount is entered as either a percentage or dollar amount depending on the type selected. The calculation type can be set as a percentage of the employee's gross wages, rate per hour worked fixed dollar amount, or rate per hour earned. The default amount can be changed when entering payroll. If the deduction is given in amount, BIS<sup>®</sup> will use the amount entered for the deduction.

# Туре

The type is selected using the radio buttons. The type options are: Percent of Gross Wages, Rate per Hour, Fixed Amount, or Rate per Hour Earned. The type selected determines whether the amount is entered as a dollar amount (rate per hour worked or fixed amount) or as a rate (percent of gross wages or rate per hour earned).

# **Exemption Amount**

The field records the amount that is exempt from the associated tax.

# **GL Account**

Select a general ledger account number to be associated with the selected payroll local tax deduction. The account number is recalled when entering payroll. The account can be changed on-the-fly when entering Payroll Hours & Adjustments that will override the normal defaults for the selected employee only. The account may be entered manually or by using the Find tool, the Magnifying Glass icon, or by pressing Ctrl+F.

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

# **Report Code**

The Report Code field is used to record a report code related to the local tax that can be used for creating customized reports. The report code may be entered manually or by using the Find tool, the Magnifying Glass icon  $\square$ , or pressing Ctrl+F.

Please note that the underlined Report Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Report Code - New screen form. Right-clicking on the Report Code hyperlink opens access to the Report Code report.

### Include in W-2 Form

If the local tax amount is to be listed on the employee's W-2 form, the Include in W-2 Form box should be checked.

### W-2 Label

If the selected local tax amount is to be listed on the employee's W-2 form, and the Include in W-2 Form box was checked, a local tax label should be entered to appear on the W-2. The entry can be any combination 10 alphanumeric characters.

### Save the Changed Record

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

# Tax Deferred Tab

The list displays all types of tax deferred adjustments defined for the company in the Tax Deferred file, including any additional ones set up by the user. Highlight an adjustment in order to specify whether the employee and company contributions should be included or excluded in the calculation for the local tax. The Tax Deferred tab is used to set the local tax information for each adjustment.

# ▲ Caution

It is imperative to contact the company accountant before entering the local taxation parameters for tax deferred plans. If the taxation is not correct, the payroll information will be incorrect.

There are a two system tax deferred compensation codes already set up in BIS®:

- 50 401(k)
- 52 Cafeteria Plan

These codes cannot be changed or deleted. However, new codes can be added at any time by the user to cover an adjustment not included above. Setting up all additional tax deferred information in the Tax Deferred file will save time when entering local tax records.

Figure: Install-358 Payroll Adjustments master record Tax Deferred tab screen form.	Local Taxes - 33 Local Tax     Main Tax Deferred Notes     S0 Tax Deferred Plan     52 Cafeteria Plan	Employee Contribution	
		Company Contribution	
	Edit		

# **Employee Contribution**

If the amount of the employee's contribution for the tax deferred adjustment selected is to be deducted from the employee's wages prior to withholding the local tax, the box should be checked.

# ▲ Caution

If a company default tax deferred that was used with one or more employees is changed, the employee's record must be changed as well.

If a new tax deferred item is created, it's initial default will appear in employee records.

# **Company Contribution**

If the amount of the company's contribution for the tax deferred adjustment selected is to be included in the employee's wages prior to withholding the local tax, the Company Contribution box should be checked.

# Notes Tab

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

Figure: Install-359 Sample Payroll Adjustments master	E Local Taxes - 33 Local Tax	
record, Local Taxes, Notes screen form.	1. Review annually.	
	Edit	

### 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.

### **Report - Local Taxes**

The report provides a list of local taxes on file.

# Access to Payroll Adjustments - Local Taxes

# **Module Menu with Reports Group**

Payroll | Reports | Payroll Adjustments | Local Taxes

# **Module Menu with Reports List**

Payroll | Payroll Adjustments | Local Taxes

### Standard Menu

Reports | Payroll | Payroll Adjustments | Local Taxes

### Summary

The displays the local tax code, description, state, posting account number and name, and report code.

### Detail

The displays the summary information plus the local tax limit, tax amount, rate or percentage, exemption amount, whether tax is included on the W-2 form, and the W-2 label.

Show Report Criteria

### **Order By**

### **Options**

•

- Local Tax Code •
- Description ٠

- Show Notes • Case Sensitive
- Posting GL Account Number
- Report Code

### **Fields**

- Local Tax Code
- Description
- Posting GL Account Number
- Report Code •

### **Payroll Local Taxes – Summary Report**

Payr	oll Local Taxes	В	Best Construction Company	
Summ	ary Report			Page
Code	Description	State	GL Account	Report Code
<u>33</u>	Local Tax	CA	2270, Payroll Taxes Payable-Local Tax 1	
N	otes 1. Review annually.			
<u>34</u>	Other Local Tax	CA	2270, Payroll Taxes Payable-Local Tax 1	
<u>40</u>	City of New York	NY	2270, Payroll Taxes Payable-Local Tax 1	
<u>41</u>	City of Yonkers	NY	2270, Payroll Taxes Payable-Local Tax 1	
<u>42</u>	Maryland Residents	MD	2270, Payroll Taxes Payable-Local Tax 1	

**Figure: Install-360** Payroll Local Taxes, Summary Report, sorted by Local Tax Code.

# Payroll Local Taxes – Detail Report

Pay	I Report	l Taxes			
Code	Descriptio	on	State	GL Account	Page - Report Code
33	Local Tax		CA	2270, Payroll Taxes Payable-Local Tax 1	
	Limit	No Limit			
	Amount	5.000	Percent of Gross Wages		
	Exemption Notes 1.1	0.00 Review annual	Include in W-2 Form (Yes) ly.	W-2 Label LT 33	
<u>34</u>	Other Loc	alTax	CA	2270, Payroll Taxes Payable-Local Tax 1	
	Limit	No Limit			
	Amount	7.000	Percent of Gross Wages		
	Exemption	0.00	Include in W-2 Form (Yes)	W-2 Label LT 34	
<u>40</u>	City of Ne	w York	NY	2270, Payroll Taxes Payable-Local Tax 1	
	Limit	No Limit			
	Amount	0.000	Fixed Amount		
	Exemption	0.00	Include in W-2 Form (Yes)	W-2 Label NY TAX	
<u>41</u>	City of Yo	nkers	NY	2270, Payroll Taxes Payable-Local Tax 1	
	Limit	No Limit			
	Amount	0.000	Fixed Amount		
	Exemption	0.00	Include in W-2 Form (Yes)	W-2 Label YONKERS	
<u>42</u>	Maryland	Residents	MD	2270, Payroll Taxes Payable-Local Tax 1	
	Limit	No Limit			
	Amount	0.000	Fixed Amount		
	Exemption	0.00	Include in W-2 Form (Yes)	W-2 Label MD	

**Figure: Install-361** Payroll Local Taxes, Detail Report, sorted by Local Tax Code.

# **Construction Trades**

Construction Trade codes are used in the preparation of certified payroll reports, for compliance with the Davis-Bacon Act. Construction Trade records are master records, and must be set up prior to using construction trade codes in any transactions. Default construction trade codes can be assigned to an employee.

### **Modular Menu Access**

Payroll | Construction Trades

### **Standard Menu Access**

List | Construction Trades

### **New Record**

Initial access to Construction Trades from the menu opens the Construction Trades - New form. The form is used to enter new construction trades' information. However, access to a new form when another trade record is on the screen only requires pressing Ctrl+N or using the New  $\Box$  icon on the toolbar. The system will ask if any changes to the record should be saved.

Construction Trades - N	lew		- • •
Main Notes			
Description			
Regular Rate	0.00		
Overtime Rate	0.00		
Double Time Rate	0.00		
	Main       Notes         Trade Code       Description         Regular Rate       Overtime Rate         Double Time Rate       Double	Main       Notes         Trade Code	Main       Notes         Trade Code

### **Editing an Existing Record**

The list of construction trades by clicking on the Magnifying Glass  $\square$  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.



### I-354

### Scrolling Through Construction Trade Records

Users can scroll through the construction trades' records by using the VCR buttons on the toolbar the top of the screen. Clicking on the First is icon (at the top of the screen) will open the first record of the list according to Trade Code. Clicking on the Previous di icon (at the top of the screen) will open the immediately previous record of the list, according to Trade Code. Clicking on the Next 🗾 icon (at the top of the screen) will open the next record of the list, according to the Trade Code. Clicking on the Last inicon (at the top of the screen) will open the last record of the list according to the Trade Code.

Figure: Install-364 Sample Construction Trades master record	Construction Trade	s - 1000 Carpentry	
	Main Notes		
screen form.	Trade Code	1000	
	Description	Carpentry	
	Regular Rate	25.00	
	Overtime Rate	38.00	
	Double Time Rate	50.00	
	Edit		
	Cuit		

### **Cloning an Existing Record**

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

<b>Figure: Install-365</b> Cloned Construction Trades master record. Note that all of the initial fields other than the Trade Code match the source record.	Construction Trade Main Notes Trade Code Description Regular Rate Overtime Rate Double Time Rate	es - New Carpentry 25.00 38.00 50.00	

### **Deleting an Existing Record**

New

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  $\bowtie$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the 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.

### Main Tab

The Construction Trades master file records all pertinent information used in the preparation of certified payroll reports in compliance with the Davis-Bacon Act. If construction trade codes are used during payroll entry, the wage rates associated with the construction trade code selected will override the default wage rates assigned in the employee's master record. The information recorded on these tabs is used throughout BIS<sup>®</sup> whenever an employee is referenced in transactions or in other master records. The Main section records general information including the trade code, its description, and rates: regular, overtime, and double time.

Figure: Install-366 Sample Construction	E Construction Trades - 1000 Carpentry				
Trades screen form	Main Notes				
	Trade Code	1000			
	Description	Carpentry			
	Regular Rate	25.00			
	Overtime Rate	38.00			
	Double Time Rate	50.00			
	Edit				

### **Trade Code**

The Trade Code field lists a unique construction trade classification code. The code may be any combination of numbers and/or letters, up to ten characters.

### Description

The field records the construction trade classification description that will be associated with the code, up to 30 characters.

#### **Regular Rate**

The field records the regular hourly rate for the trade classification.

### **Overtime Rate**

The field records the overtime rate for the selected trade classification.

#### **Double Time Rate**

The field records the double-time rate for the trade classification.

### 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: Install-367** Sample Construction Trades' master record Notes tab screen form.

🖻 Constructio	n Trades - 1000 Carpentry	- • •
Main Notes	]	
1. Based on S	tate Contract Document # 123459876.	
Edit		•

# 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.

# **Report – Payroll Construction Trade Classifications**

The Payroll Construction Trade Classifications report provides the cost code and description, regular rate, overtime rate and double-time rate.

### Access

### **Module Menu with Reports Group**

Payroll | Reports | Certified Payroll | Certified Trade Classifications

### **Module Menu with Reports List**

Payroll | Union Payroll | Certified Payroll | Certified Trade Classifications

### Standard Menu

Reports | Payroll | Certified Payroll | Certified Trade Classifications

# **Report Type**

### Detail

The report type displays the cost code and description, regular rate, overtime rate and double-time rate.

### Order By

# • Show Report Criteria

- Trade CodeDescription
- Case Sensitive

Trade CodeDescription

Fields

Best Construction Company Trade Classifications Summary Report Page 1 **REG Rate** OT Rate DT Rate Trade Description 1000 Carpentry 25.00 38.00 50.00 1001 Electrical 27.00 40.00 54.00 1002 Plumbing 30.00 45.00 60.00

Figure: Install-368 Certified Payroll Trade Classifications Detail Report, sorted by Description.

# Workers' Comp. Classifications

The Workers' Comp. Classification option is used to record company and employee rates for state specific Workers' Comp. classifications that are applied to an employee's payroll hours. A default classification may be set up for each employee in the Employee master record (State Tax tab). Within Payroll Hours and Adjustments, each payroll line item is associated with a Workers' Comp. classification. Reports for Workers' Comp. may be found in the Payroll section of the Reports menu.

### **Modular Menu Access**

Payroll | Workers' Comp. Classifications

### **Standard Menu Access**

List | Workers' Comp. Classifications

### **New Record**

Initial access to Workers' Comp. Classifications from the menu opens the Workers Comp. Classifications -New form. The form is used to enter new workers' compensation classification information. However, access to a new form when another classification record is on the screen only requires pressing Ctrl+N or use the New icon on the toolbar. The system will ask if any changes to the record should be saved.

screen form.	State     Q       Insurance Carrier	
	Contact	

### **Editing an Existing Record**

The list of workers' compensation classifications may be examined pressing Ctrl+F or by clicking on the Magnifying Glass icon (at the top of the screen), 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.



### 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.

### Scrolling Through Workers' Comp. Classification Records

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

Figure: Install-371	🖻 Workers' Comp. Classifications - CA Worker's Comp. for California				
Sample Workers' Comp. Classification screen form.	E Workers' Comp. Cl Main Settings Cl State Insurance Carrier Address 1 Address 2 City State Zip Code Telephone Number Fax E-Mail Account Contact	assifications - CA Worker's Comp. for California			
	Edit				

### **Cloning an Existing Record**

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

Figure: Install-372	
Cloned Workers' Comp.	
Classification uppened Nate	

Classification record. Note that all of the initial fields other than the State match the source record.

Main Settings C	lassifications Udf Notes	
State	Q	
Insurance Carrier	Worker's Comp. for California	
Address 1	16000 Ventura Blvd.	
Address 2		
City	Ventura	
State	Q	
Zip Code	93001	
Telephone Number	(805)543-7000	
Fax	(805)534-1595	
E-Mail	j.smith@caworkerscomp.com	
Account	123456789	
Contact	Jane Smith	

### **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  $\square$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click

on the No button to leave the 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.

# Main Tab

The Workers' Compensation Classifications master file records all pertinent information related to workers' compensation classifications used for payroll payments to employees. The information recorded on these tabs is used throughout BIS<sup>®</sup> whenever an employee is referenced in transactions or in other master records. The Main section records general information about the workers' compensation classification.

<b>Figure: Install-373</b> Sample Workers Comp. Classifications screen form.	Workers' Comp. Cla Main Settings Cla	assifications - CA Worker's Comp. for California
	State	CA 🔾 California
	Insurance Carrier	Worker's Comp. for California
	Address 1	16000 Ventura Blvd.
	Address 2	
	City	Ventura
	State	CA 🔾 California
	Zip Code	93001
	Telephone Number	(805)543-7000
	Fax	(805)534-1595
	E-Mail	j.smith@caworkerscomp.com
	Account	123456789
	Contact	Jane Smith
	Edit	
	cuit	

### State

The field records the state abbreviation for which the workers' compensation record applies. The entry may be typed manually or selected using the Find tool. The list of states may be examined by clicking on the Magnifying Glass  $\Box$  icon 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.

Please note that the underlined State title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the State hyperlink accesses the Workers' Compensation reports that can be directly accessed.

### **Insurance Carrier**

The field records the name of the insurance carrier for Workers' compensation in the selected state.

### Address 1

The field records the primary street address of the insurance carrier. The entry is an alphanumeric field and is limited to 30 characters.

### Address 2

The secondary street address of the insurance carrier is recorded here. The entry is an alphanumeric field and is limited to 30 characters.

### City

The City lists records the city as an alphanumeric field, up to 30 characters.

### State

The state abbreviation may be typed manually or selected using the Find tool icon icon or pressing Ctrl+F. The field to the right of the State field displays the full name of the state based upon the selected state code.

# Zip Code

The field records the postal zip code. The number is limited to nine digits, formatted automatically as 99999-9999.

# **Telephone Number**

The field records the telephone number of the insurance carrier. The field is limited to ten digits and will be formatted automatically as (999) 999-9999.

# Fax Number

The field records the facsimile (FAX) number. The field is limited to ten digits and will be formatted automatically as (999) 999-99999.

# E-mail

The field records the electronic mail (e-mail) address of the insurance carrier. It is an alphanumeric field limited to 35 characters.

# Account

The field records the workers' compensation account or policy number.

# Contact

The Contact field records the name of the insurance contact for the account.

# 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.

### **Settings Tab**

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

Figure: Install-374 Workers' Comp. Classifications master record Settings tab screen form.	Workers' Comp. Classification - CA - Worker's Comp. for California
	Calculation Mode  Percent of Reduced Gross Wages  Rate per Hour  Percent of Gross Wages
	Experience Modifier 1.2500
	Employee Deduction
	Workers' Comp. Payable Account 2300 Worker's Compensation Payable
	Accrue Workers' Comp. to the General Ledger
	Workers' Comp. Payable Account 2310 Q CA Work Comp
	Workers' Comp. Expense Account 7070 Q CA Work Comp Expense
	Edit

#### **Calculation Mode**

Use the section of radio buttons to select the mode for calculating workers' compensation payment amount for employees. The possible choices are Percent of Reduced Gross (after taxes), Rate per hour, or Percent of Gross Wages.

### **Experience Modifier**

The gross workers' compensation amount will be multiplied by the modifier to determine the company's payment.

#### **Employee Deduction**

If an employee deduction for workers' compensation is required, place a checkmark in the box, and enter the employee rate on the Classifications tab.

#### Workers' Comp. Payable Account

The field displays the Employee Deduction workers' compensation account set in the System Wide Parameters. Select a General Ledger Expense (usually Salary or Wages), Cost of Goods sold (COGS) labor, Work in Progress (WIP), or other account number to be associated with the workers' compensation policy. The account number is recalled when entering payroll. The account may be entered manually or by using the Find tool. The hyperlink leads to the Chart of Accounts screen form.

Please note that the underlined Workers' Comp. Payable Account title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Workers' Comp. Payable Account hyper-link opens a selection of reports that can be directly accessed.

### Accrue Workers' Comp. to The General Ledger

Check this setting to active adding Workers' Comp. Payable Account and Expense Accounts to accrue Workers' Comp to the General Ledger for this carrier. This option allows for multiple separate Workers' Comp. Payable and Expense accounts for the purpose of individually tracking State Workers' Comp. expenditures.

#### Workers' Comp. Payable Account

The field displays the workers' compensation Payable account to accrue to the General Ledger for this Workers' Comp. Carrier.

### Workers' Comp. Expense Account

The field displays the workers' compensation Expense account to accrue to the General Ledger for this Workers' Comp. Carrier.

Figure: Install-375	Chart of Accounts
Reports directly accessible	Chart of Accounts Budget
by right-clicking on the	Chart of Accounts Tree Structure
field name hyperlink.	Departments
	What's This?
	Control Access

### Account Name

The field displays the account name associated with the account number selected.

# 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.

# **Classifications Tab**

The tab records all of the Workers' Compensation Classifications for the state, including the code, description, company rate and employee rate (if any). To set parameters for the numeric values in the Company Rate and Employee Rate columns, go to the Settings tab of the form.

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.

assifications master	Main Seconds C				
cord Classifications tab	Classification	Description	Company Rate	Employee Rate	
een form	► 5040	Iron or Steel Erection	13.65000	0.00000	
centionn.	5183	Plumbing	6.10000	0.00000	
	5190	Electrical Wiring	4.38000	0.00000	
	5200	Concrete or Cement Work	5.90000	0.00000	
	5222	Concrete Construction	15.23010	0.00000	
	5436	Hardwood Flooring	9.04000	0.00000	8
	5474	Painting	10.29000	0.00000	
	5479	Insulation	13.39000	0.00000	
	5551	Roofing	12.89300	0.00000	
	5645	Capenter	11.05000	0.00000	
	6003	Bridge Construction	22.00000	0.00000	
	6011	Dam Construction	5,15000	0.00000	
	6204	Drilling	20.38000	0.00000	
	•				4
				Insert	Delete

# Columns

### Classification

Enter each classification for the state workers' compensation policy.

### Description

Enter the description of the classification.

### **Company Rate**

Enter the rate payable by the company for the classification. The is a number limited to 7 digits and will be formatted automatically as nn.nnnnn as the number is entered. The field is set to accept only numeric values.

### **Employee Rate**

Enter the rate withheld from the employee (if applicable) for the classification. The is a number limited to 7 digits and will be formatted automatically as nn.nnnnn as the number is entered. The field is set to accept only numeric values.

### 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.

### I-364

### Udf Tab

The tab will display up to thirteen User Definable Fields that can store additional information in the Workers' Comp. Classifications master record. Click the Define Fields Button to add new fields and manage existing fields.

Figure: Install-377 Workers' Comp. Classifications master record Udf screen form.	Workers' Comp. Classifications - CA Worker's Comp. for California	
	Edit	Define Fields

### **Define Fields Button**

User Definable Fields may be added to the Unions, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, 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: Install-378** Sample User Defined Fields for Customers screen form.

Field		Caption	Type	Length	Dec	Display Order
ATES	Due Dates		С	15	0	1
	_					

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 the form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

### Field

The 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.

### Туре

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

### Length

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

### Decimal

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

value greater than zero.

### Use as a Find field to Search In

Select this option to make the field a Search field parameter.

### Use as a Report Query field

Select this option to make the field a Report Query field.

### **Use it in Report Writer**

Select this options to make the field available in Report Writer.

### **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 the Master File.

Figure: Install-379	🖻 New Field fo	New Field for MSTWC			
form.	Field Name: Caption: Type: Tool Tip Text: Format: Length: Decimals:	Character V	Use a Use a Use i	s a Find field s a Report Q in Report W	to Search In Juery field riter
				<u>O</u> K	Cancel

### Edit

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

Figure: Install-380	📑 New Field fo		
Udf Editing Field screen	Field Name:	DATES	
ionn.	Caption:	Due Dates	
	Type:	Date 🗸	
	Tool Tip Text:	Identify the periodic payment	t dates
	Format:		
	Length:	8 💠	Use as a Find field to Search In
	Decimals:	0 🔺	Use as a Report Query field
			Use it in Report Writer
			<u>O</u> K <u>C</u> ancel

🄍 Tip

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

Туре	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: Install-381 Workers' Comp. file Udf tab screen form showing the Tool Tip for the first field listed.	Workers' Comp. Classifications - CA Worker's Comp. for California	
	Edit	-

### 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 V	alue
Tonnat	Description	T Offiat Example	Text	Date	Numeric
I	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	12/31/06	
#	Permits only entry of digits, spaces, and	#####	Hello	12/31/06	***** (Overflow)
#	signs, such as the minus (-) sign.	#######################################	Hello Wo.rkd	12/31/06	13579246.245
0	Permits only entry of digits and signs, such	99999	Hello	12/31/06	***** (Overflow)
9	as the minus (-) sign.	99999999999	Hello Wo.rkd	12/31/06	13579246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
,	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
•	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
Α	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
н	Prevents entry of non-hexadecimal symbols in the specified position.	ННННН	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	υυυυυ	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	wwwww	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	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	12/31/06	YYYYY
	Virtually any character can be used in the	TPQQW	TPQQh	12/31/06	TPQQW
	tormat, but its behavior is subject to the table above.	123TQW	123T Qh	12/31/06	123TQW

Figure: Install-382 Data Format Chart. The chart shows the format, description, an example, and results.

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 the master file.

# Close

The 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: Install-383	🖻 Workers' Comp. Classifications - CA Worker's Comp. for California	
Sample Workers' Comp. Classifications master record Notes tab screen form.	Main       Settings       Classifications       Udf       Notes         1. Review daims semi-annually.	•
	Edit	

### 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.

# **Report – Payroll Workers Compensation Classifications**

The Workers' Compensation Classifications report provides a listing of the company's Workers' Compensation insurance carriers for the various states, with or without a listing of classifications for each state.

# Access

# **Module Menu with Reports Group**

Payroll | Reports | Workers' Compensation | Classifications

### Module Menu with Reports List

Payroll | Workers' Compensation | Classifications

### Standard Menu

Reports | Payroll | Workers' Compensation | Classifications

### **Report Types**

Figure: Install-384	Workers' Compensat	ion			×
Payroll Workers' Compensation Classification Report screen query form showing three report types: Summary, Detail, and Udf.	My Query Report Type Summary Qetai Udf Ummar @ Ascending Data	v 2	Op Show Report Criteria Show Classifications	tions	•
	Field	Operati	or Beginning	Ending	
	State	All			•

### Summary

The lists the state, carrier description, telephone and fax numbers.

### Detail

The also displays the complete address, contact name, account number, experience modifier, and calculation mode.

### Udf

The displays the information on the Udf (user defined fields) tab.

# Options

**Order By** • State

Fields • State

Show Classifications

Show Report Criteria

# Workers' Compensation – Summary Report

Workers' (	Compensation			
Summary Rep	Description	Talashana	- Ferr	Page
state	Description	Telephone	FdX	
CA	Worker's Comp. for California	(805) 543-7000	(805) 534-1595	
Classification	Description	Company	Employee	
5040	Iron or Steel Erection	13.65000	0.00000	
5183	Plumbing	6.10000	0.00000	
5190	Ele ctrical Wiring	4.38000	0.00000	
5200	Concrete or Cement Work	5.90000	0.00000	
5222	Concrete Construction	15.23010	0.00000	
5436	Hardwood Flooring	9.04000	0.00000	
5474	Painting	10.29000	0.00000	
5479	Insulation	13.39000	0.00000	
5551	Roofing	12.89300	0.00000	
5645	Capenter	11.05000	0.00000	
8003	Bridge Construction	22.00000	0.00000	
8011	Dam Construction	5.15000	0.00000	
8204	Drilling	20.38000	0.00000	
8217	Excavation	6.19000	0.00000	
8306	Sewer Construction	12 30000	0.00000	

# Workers' Compensation – Summary Report

State	Description	Telephone	Fay	8-
Jule	Address	relepitore	1 dA	
	City	State	Zip Code	
	Contact	Account		
CA	Worker's Comp. for California 16000 Ventura Blvd.	(805) 543-7000	(805) 534-1595	
	Ventura	CA	93001	
	Jane Smith	123456789		
	Experience Modifier: 1.25000	Calculation Mode	Percent of Reduced Gross Wages	
Notes	1. Review daims semi-annually.			
Classification	Description	Company	Employee	
5040	Iron or Steel Erection	13.65000	0.00000	
5183	Plumbing	6.10000	0.00000	
5190	Ele ctrical Wiring	4.38000	0.00000	
5200	Concrete or Cement Work	5.90000	0.00000	
5222	Concrete Construction	15.23010	0.00000	
5436	Hardwood Flooring	9.04000	0.00000	
5474	Painting	10.29000	0.00000	
5479	Insulation	13.39000	0.00000	
5551	Roofing	12.89300	0.00000	
5645	Capenter	11.05000	0.00000	
6003	Brid ge Construction	22.00000	0.00000	
8011	Dam Construction	5.15000	0.00000	
6204	Drilling	20.38000	0.00000	
6217	Excavation	6.19000	0.00000	

Figure: Install-386 Payroll Workers' Compensation Detail Report.

# W/Compensation User Definable Fields – Udf Report

W/C U	ser Definable Fields		Best Construction Company
State	Description UDF Field	Description	
CA	Worker's Comp. for California		
	Due Dates	To be determined	
	2nd Contact	Donna Johnson	
	Alt Phone Entension	120	

Figure: Install-387 Payroll Workers' Compensation Udf Report.

# **Cost Code Library**

The cost code library is a fundamental element of BIS<sup>®</sup>. 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 all 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. The details of how to load one of the sample Cost Code libraries is earlier the manual. A Cost Code library can also be copied from one company to another. Some details will be found earlier in the manual.

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. The process provides the ability to draw upon past experience to better estimate future performance. A complete cost code library will also save time.

### **Modular Menu Access**

JC | Cost Code Library

# Standard Menu Access

Job | Cost Code Library

#### **New Record**

Initial access to Cost Codes from the menu opens the Cost Code Library - New form. The form is used to enter new cost code information. However, access to a new form when another cost code record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if changes to the open record should be saved.

<b>Figure: Install-388</b> Job Cost, Cost Code	E Cost Code Library - New	
Library – New screen form.	Cost Code       Description       Unit of Measure       Unit Cost Labor       0.00       Unit Cost Material       0.00       Unit Cost Subcontract       0.00       Unit Cost Subcontract       0.00       Unit Cost Equipment       0.00       Unit Cost Equipment       0.00       Unit Man Hours       0.00       Status	
	New	

### **Editing an Existing Record**

Users can examine the list of cost codes by clicking on the Magnifying Glass  $\Box$  icon (at the top of the screen) or pressing Ctrl+F and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

**Figure: Install-389** Job Cost, Cost Code Library Find/Search screen.

Sear	ch for									Search	
Sear	ch in	Cost Code						-		Clear	
Cond	lition	Begin with						-		<u>O</u> k	
Statu	IS	All			-		Case 5	ensitive		Cancel	
Cost Code	1	Description	Unit	U.C. Lab	U.C. Mat	U.C. Sub	U.C. Oth	U.C. Equ	U.M.H.	Status	^
01000	Genera	l Requirements				0.00	0.00			Active	-
01010	Summa	ry Of Work		0.00	0.00	0.00	0.00	0.00	0.00	Active	
01100	Alterna	tives		0.00	0.00	0.00	0.00	0.00	0.00	Active	
1200	Project	Meetings		0.00	0.00	0.00	0.00	0.00	0.00	Active	
1300	Submitt	als		0.00	0.00	0.00	0.00	0.00	0.00	Active	
01400	Quality	Control		0.00	0.00	0.00	0.00	0.00	0.00	Active	
1500	Temp. I	acilities/controls		0.00	0.00	0.00	0.00	0.00	0.00	Active	
1600	Product	ts		0.00	0.00	0.00	0.00	0.00	0.00	Active	
1700	Project	Closeout		0.00	0.00	0.00	0.00	0.00	0.00	Active	
2000	Site Wo	ork		0.00	0.00	0.00	0.00	0.00	0.00	Active	
2010	Subsur	face Exploration		0.00	0.00	0.00	0.00	0.00	0.00	Active	
12100	Clearing	-		0.00	0.00	0.00	0.00	0.00	0.00	Active	

# Scrolling Through Cost Code Records

Figure: Install-390 Sample Job Cost, Cost	Cost Code Library - 0	1000 General Requirements	
Code Library screen form for editing.	Cost Code Description Unit of Measure Unit Cost Labor Unit Cost Material Unit Cost Subcontract Unit Cost Other Unit Cost Equipment Unit Cost Equipment Unit Man Hours Status	01000 General Requirements 0.00 0.00 0.00 0.00 0.00 0.00 Active	
	Edit		

# **Cloning an Existing Record**

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

**Figure: Install-391** Cloned Cost Code record. Note that all of the initial fields except for the Cost Code match the source record.

<u>Cost Code</u>	General Requirements	
Unit of Measure		
Unit Cost Labor	0.00	
Unit Cost Material	0.00	
Unit Cost Subcontract	0.00	
Unit Cost Other	0.00	
Unit Cost Equipment	0.00	
Unit Man Hours	0.00	
Status	Active	

# **Deleting an Existing Record**

Once a cost code has been saved, it cannot be deleted (or the cost code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

# Save the Changed Record

When the record is complete or satisfactorily edited, it can be saved by clicking on the Save 🖃 button on the toolbar or by pressing Ctrl-S.

### Main Tab Cost Code

Enter up to 10-digit alpha or numeric characters or combination of both in the Cost Code. BIS<sup>®</sup> checks for duplication, and a warning will appear if the code has already been assigned.

Please note that the underlined 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, but as shown in the sample, others may be used as "separators" of groups of codes. 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 up to 30 characters for the task or job function that is associated with the cost code listed.

### **Unit of Measure**

The field records the abbreviation for the unit of measure for the cost code. The may be entered manually or using the Find tool. For example, if measuring in Cubic Yards, the abbreviation CY may be used. These abbreviations must be recorded in the unit of measure master file. If it is not, BIS<sup>®</sup> will provide an alert if unit is not on file and will ask if it should be added. Answering yes will open the Unit of Measure form.

Please note that the underlined Unit of Measure title is a hyperlink field as well as the description of the

information to be entered. Left-clicking on the Unit of Measure hyperlink opens the Unit of Measure – New screen form. Right-clicking on the Unit of Measure hyperlink opens access to the Unit of Measure report that can be directly accessed.

# **Unit Cost Labor**

The unit cost determines the cost of the category (Labor) 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. The is an optional entry.

# **Unit Cost Material**

The unit cost determines the cost of the category (Material) 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. The is an optional entry.

# **Unit Cost Subcontract**

The unit cost determines the cost of the category (Subcontract) 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. The is an optional entry.

# **Unit Cost Other**

The unit cost determines the cost of the category (Other Direct Cost) 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. The is an optional entry.

# **Unit Cost Equipment**

The unit cost determines the cost of the 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. The is an optional entry.

### **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. The is an optional entry.

# Save the Changed Record

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

### **Default Tab**

Use the tab to add default payroll codes, classifications, and the default state for workers compensation.

Figure: Install-392	🖻 Cost Code Library - 01000 General Requirements				
Job Cost, Cost Code Library sample Default tab screen form.	Main Default Notes				
	Payroll Defaults				
	Construction Trade	1000 Carpentry			
	Union Code	1000 Q Laborer's Union			
	Union Classification	J1 Q Journeyman			
	Workers' Comp. State	CA Q Worker's Comp. for California			
	Workers' Comp. Classification	5645 Capenter			
	Edit				

### **Construction Trade**

The field records the Construction Trade code assigned to the Cost Code. The entry assigns classification codes and standardized pay rates associated with these codes that are required for printing a Certified Payroll Report. When a construction trade code is assigned to an employee's payroll line item on the Payroll Hours and Adjustments form, the wage rates associated with the code will override the default wage rates in the employee's master record.

Please note that the underlined Construction Trade title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Construction Trade hyperlink opens the Construction Trades – New screen form. Right-clicking on the Construction Trade hyperlink opens access to the Construction Trade report that can be directly accessed.

### **Union Code**

The field records the Union code that assigned to the Cost Code. The details associated with the code will override the defaults in the employee's master record.

Please note that the underlined Union Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Union Code hyperlink opens the Union – New screen form. Right-clicking on the Union Code hyperlink opens access to the Union File report that can be directly accessed.

### **Union Classification**

The field records the Union Classification that assigned to the Cost Code. The details associated with the code will override the defaults in the employee's master record.

Please note that the Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Union Classification hyperlink opens the Union – New screen form. Right-clicking on the Union Classification hyperlink opens access to the Union File report that can be directly accessed.

### Workers Comp. State

The field records the Workers' Compensation Sate code that assigned to the Cost Code. The details associated with the code will override the defaults in the employee's master record. Please note that the underlined Workers' Comp. State title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Workers' Comp State hyperlink opens the Workers' Comp. Classifications – New screen form. Right-clicking on the Workers' Comp. State hyperlink opens access to the Workers' Compensation report that can be directly accessed.

### **Workers Comp. Classification**

The field records the Workers' Compensation Classification code that assigned to the Cost Code. The details associated with the code will override the defaults in the employee's master record.

Please note that the underlined Workers' Comp. Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Workers' Comp Classification hyperlink opens the Workers' Comp. Classifications - New screen form. Right-clicking on the Workers' Comp. Classification hyperlink opens access to the Workers' Compensation report that can be directly accessed.

### Notes Tab

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

<b>Figure: Install-393</b> Sample Cost Code Library Master Record Notes tab	El Cost Code Library - 01000     General Requirements       Main     Default     Notes	
screen form.	Special union rates apply.	
	Edit	<b></b>

### 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.

### **Report – Cost Code Library**

The Cost Code Library report lists all the cost codes on file for a company.

### Access to Cost Code Library Report

### **Module Menu with Reports Group**

JC | Reports | Cost Code Library

### **Module Menu with Reports List**

JC | Cost Code Library

### **Standard Menu**

Reports | Job | Cost Code Library

# **Report Type**

# Summarv

The Summary Report Type displays each cost code with the corresponding descriptions and units of measure.

### Detail

The Detail Report Type also includes the unit costs and labor hours.

### **Order By**

### Options

- Cost Code
- Show Report Criteria
- Show Notes
- Description
- Case Sensitive

# Fields

- Cost Code
- Description

# Cost Code Library – Summary Report

Summary Report					
Cost Code	Description	Unit	Status		
01000	General Requirements		Active		
Notes	s Special union rates apply.				
01010	Summary Of Work		Active		
01100	Alternatives		Active		
01200	Project Meetings		Active		
01300	Submittals		Active		
01400	Quality Control		Active		
01500	Temp. Facilities/controls		Active		
01600	Products		Active		
01700	Project Closeout		Active		
02000	Site Work		Active		
02010	Subsurface Exploration		Active		
02100	Clearing		Active		
02110	Demolition		Active		
02200	Earthwork		Active		
02250	Soil Treatment		Active		
02300	Pile Foundations		Active		
02350	Caissons		Active		
02400	Shoring		Active		
12500	Site Drainage		Active		
<u>J2550</u>	Site Utilities		Active		
12000	Paving & Sunadig		Active		
12/00	Site Improvements		Active		
12000	Dailyaad Work		Active		
12000	Marine Work		Active		
02050	Tuppoling		Active		
12000	Concrete		Active		
03100	Concrete Formwork		Active		
03150	Expansion/contract_loint		Active		
03200	Concrete Reinforcement		Active		
03300	Cast-in-place Concrete		Active		
03350	Specially Finished Concr.		Active		
03360	Specially Placed Concrete		Active		
03400	Precast Concrete		Active		
03500	Cementitious Decks		Active		
04000	Mortar		Active		
04150	Masonry Accessories		Active		
04200	Unit Masonry		Active		
04400	Stone		Active		
04500	Masonry Restoration/clean		Active		
04550	Refra ctories		Active		
05000	Metals		Active		
05100	Structural Metal Framing		Active		

Figure: Install-394 Cost Code Library, Summary Report, sorted by Cost Code.

# Cost Code Library – Detail Report

Cost Code	Description		Unit	Status	
01000	General Requirements			Active	
	UCLabor	0.00	Construction Trade	1000	Carpentry
	UC Material	0.00	Union Code	1000	Laborer's Union
	UC Subcontract	0.00	Union Classification	J1	Journeyman
	UCOther	0.00	Worker's Comp State	CA	Worker's Comp. for California
	UCEquipment	0.00	Worker's Comp Class.	5645	Capenter
	Unit Man Hours	0.00			
Notes	Special union rates apply.				
01010	Summary Of Work			Active	
	UCLabor	0.00	Construction Trade		
	UC Material	0.00	Union Code		
	UC Subcontract	0.00	Union Classification		
	UCOther	0.00	Worker's Comp State		
	UCEquipment	0.00	Worker's Comp Class.		
	Unit Man Hours	0.00			
<u>D1100</u>	Alternatives			Active	
	UCLabor	0.00	Construction Trade		
	UC Material	0.00	Union Code		
	UC Subcontract	0.00	Union Classification		
	UCOther	0.00	Worker's Comp State		
	UCEquipment	0.00	Worker's Comp Class.		
	Unit Man Hours	0.00			
01200	Project Meetings	0.00	Construction Trade	Active	
	UCLabor	0.00	Construction Trade		
	UCSubcontract	0.00	Union Classification		
	UCOther	0.00	Worker's Como State		
	UCEquipment	0.00	Worker's Comp Class		
	Unit Man Hours	0.00	riditer of our points		
01300	Submittals			Active	
	UCLabor	0.00	Construction Trade		
	UC Material	0.00	Union Code		
	UC Subcontract	0.00	Union Classification		
	UCOther	0.00	Worker's Comp State		
	UCEquipment	0.00	Worker's Comp Class.		
	Unit Man Hours	0.00			
01400	Quality Control			Active	
	UCLabor	0.00	Construction Trade		
	UC Material	0.00	Union Code		
	UC Subcontract	0.00	Union Classification		
	UCOther	0.00	Worker's Comp State		
	UCEquipment	0.00	Worker's Comp Class.		
	Unit Main Hours	0.00			

Figure: Install-395 Cost Code Library, Detail Report, sorted by Cost Code.

# **Billing Code Library**

The section of the Job Billing chapter covers adding and editing the Billing Code Library. The billing codes each identify a billing item in the Schedule of Values. Just as it is important to maintain a complete cost code library, it is also important to have a complete billing code library.

**Modular Menu Access** 

JB | Billing Code Library

### Standard Menu Access

Job | Billing Code Library

### **New Record**

Initial access to Billing Codes from the menu opens the Billing Code Library - New form. The form is used to enter new billing code information. However, access to a new form when another billing code record is on the screen only requires users to press Ctrl+N or use the New 🗋 icon on the toolbar. Users will be asked, however, if users wish to save any changes to the record on which users were working.

<b>Figure: Install-396</b> Job Scheduling Billing Code Library - New screen form.	Billing Code Library - New     Main   Notes   Billing Code   Description   Unit of Measure   Amount   0.00   Status     Active	

### Editing an Existing Record

New

Users can examine the list of billing codes by clicking on the Magnifying Glass 🛄 icon (at the top of the

**Figure: Install-397** Billing Code Library Find/Search screen.

Search for Search in Condition Status	Billing Code Indude All Case Sens	✓ <u>Clear</u> ✓ <u>Qk</u> itive <u>Cance</u>	r el	
Billing Cod	e Description	Status	-	
1000	General Requirements	Active		
1100	Sitework	Active		
1200	Foundation	Active		
1300	Framing	Active		
1400	Insulation	Active		
1500	Doors & Windows	Active		
1600	Roofing	Active		
1700	Drywall	Active		
1800	Electrical	Active		
1900	Plumbing	umbing Active		
2000	Painting	inting Active		
2100	Finish Carpentry	Active		
2200	Carpeting	Active		
2300	Landscaping	Active		
			-	

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.

# **Scrolling Through Billing Code Records**

Figure: Install-398 Sample Job Scheduling	📑 Billing Code - 1000 - Gen	ieral Requirements	
Sample Job Scheduling Billing Code Library screen form for editing.	Billing Code - 1000 - Gen         Main       Notes         Billing Code       1000         Description       Gene         Unit of Measure       Amount         Status       Activity	eral Requirements	
	Edit		

# **Cloning an Existing Record**

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


#### **Deleting an Existing Record**

Once a billing code has been saved, it cannot be deleted (or the billing code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete  $\bowtie$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the 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.

# Main Tab

#### **Billing Code**

Enter any 10-digit alpha or numeric character or combination of both in the Billing Code. BIS<sup>®</sup> checks for duplication, and a warning will appear if it has already been assigned.

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

Each billing code identifies a billing item in the schedule of values that are maintained in the billing code library. The billing code can be any combination of numbers and/or letters up to ten characters in length. It is suggested that all codes be made the same length. For example, if users begin by assigning a five-digit code number, continue to assign five-digit numbers to all additional codes. However, sometimes codes of different lengths are used as "separators" between groups of codes.

#### Description

Enter a description of the billing code of up to 30 characters.

#### **Unit of Measure**

Optionally enter or select a Unit of Measure which may be used in calculating billing amounts in conjunction with the Amount Code if the option is set in Administrator | System Wide Parameters | JB.

#### Amount

Enter the dollar amount to be applied to the Billing Code if the option is set in Administrator | System Wide Parameters | JB. That option extends the Amount field of the Billing Code to the Scheduled Value field of the Schedule of Values line item.

#### Save the Changed Record

When the record is complete or satisfactorily edited, users should 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.

Billing Code Library - 1200 Foundation	- • •
Main Notes	
This Billing Code usually includes concrete and mortar.	
	-
Edit	

#### 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.

## **Report – Billing Code Library**

The Billing Code Library report lists all the billing codes on file for a company.

## Access to Billing Code Library

Module Menu with Reports Group

Job Billing | Reports | Billing Code Library

#### **Module Menu with Reports List**

Job Billing | Billing Code Library

#### Standard Menu

Reports | Job | Billing Code Library

#### Report Type Detail

The Detail Report Type displays the billing codes and their descriptions on file for a company.

Field       Operator       Beginning       Ending         Dilling Code       All	Figure: Install-401 Billing Code Library, Query screen form, showing one Report Type: Detail.	Billing Code Library My Query Report Type Detail Order By Billing Code @ Ascending @ Detail	v 2)	Options     Options     Show Report Criteria     Active     Show Notes     Case Sensitive			
		Field Billing Code Description	Operator All All	Beginning	Ending		

## **Order By**

- Billing Code
- Description

## Options

- Show Report Criteria
- Show Notes
- Case Sensitive

## Fields

- Billing Code
- Description

Billing	Code	Library	
---------	------	---------	--

Billing Co Detail Report	ode Library		Best Constru	ction Company
Billing Code	Description	Amount	Status	
1000	General Requirements	0.00	Active	
1100	Sitework	0.00	Active	
1200	Foundation	0.00	Active	
Notes	This Billing Code usually includes concrete and mortal.			
1300	Framing	0.00	Active	
1400	Insulation	0.00	Active	
<u>1500</u>	Doors & Windows	0.00	Active	
1600	Roofing	0.00	Active	
1700	Drywall	0.00	Active	
1800	Electrical	0.00	Active	
1900	Plumbing	0.00	Active	
2000	Painting	0.00	Active	
2100	Finish Carpentry	0.00	Active	
2200	Carneting	0.00	Active	
2200	ourpoung	0.00	. ware	

**Figure: Install-402** Example of Billing Code Library Detail Report with hyperlinks in the Billing Code column, sorted by Billing Codes.

# **Section 6 – Primary Master Records**

Primary master records contain essential information that is used throughout BIS<sup>®</sup> to maintain the general ledger and all records for individual transactions.



BIS<sup>®</sup> includes some sample master files that contain common information. These sample files can be loaded at the time of creating a new company, or by copying the samples later from the demo company or other companies.

Other than the Chart of Accounts and Departments, The BIS® primary master records include (alphabetically):

- Customers
- Employees
- Inventory Items
- Jobs
- Vendors

There is a hierarchy to master records in which some master records depend on information contained in other master records. The information in the section of the manual takes the user through the process of establishing master records from "the bottom - up," building the accounting records in a sequence similar to building a building.

🄍 Tip

The Chart of Accounts is a special master record and is treated separately in these manuals.

When making the transition to BIS<sup>®</sup>, set up the master files using existing information about the customers, vendors, inventory items, etc. Some master information can also be copied from other companies and modified as needed. Maintain files by updating and adding records as changes are made.

## **Adding Master Records**

To add a new master record:

- 1. Select the appropriate master file option from the main menu.
- 2. Enter all customer information requested on the appropriate tabs. If some of the information is not readily available, it can be added later by editing the record. For detailed instructions about the various fields, see the help topic that relates to the master record form.
- 3. Click Save or, to enter another new record, click New to save the record just created and open a blank form to enter the next.

To save time, master records can be copied from one company to a new company, then modified if necessary. The is recommended any time a new company will have one or master files that are similar to an existing company. The option can also be used to copy sample files from the BIS<sup>®</sup> demo company, if these sample files were not loaded at the time of creating the new company.

#### **Copying Master Records**

To copy master information from another company:

- 1. Verify that the company shown on the status bar is the new company to which the master file(s) should be copied. If it is not, go to the Login screen and open the correct company.
- 2. Go to the Administrator menu and select Copy Master Information.
- 3. Use the drop down menu to select the company from which to copy the master information. (To copy sample files, the company selected should be "Best Construction Company, Inc.")
- 4. Under Available Data Files, highlight a file to be copied and click the Add Selected Item button to select it. Select as many files as necessary. To select all files, click the Add All Items button.
- 5. When the correct files have been selected. Click Copy to load the files into the current company's records.

Records may be deleted or modified at any time, provided that the record has not been referenced in a transaction record. In addition, transaction records may not be modified or deleted if the fiscal period (month or year) is closed.

A master record can only be deleted if the identification number for that record has not been used in any BIS<sup>®</sup> transactions.

#### **Modifying Master Records**

To modify a master record or a transaction in BIS<sup>®</sup>:

- 1. Select the appropriate file option from the main menu. For example, to modify a journal entry, select Journal Entries from the Transactions menu.
- 2. Locate the record to be modified by using the Find, Lookup or VCR buttons.
- 3. When the correct record is located, click Open.
- 4. Make the necessary changes and save the record.

(j) Tip

Modifications to transaction records can be shown on reports by selecting the option for Reversing Entries on the report setup form.

#### **Deleting Master Records**

To delete a master record or a transaction in BIS<sup>®</sup>:

- 1. Select the appropriate file option from the main menu. For example, to delete a journal entry, select Journal Entries from the Transactions menu.
- 2. Locate the record to be deleted by using the Find, Lookup or VCR buttons.
- 3. When the correct record is located, click Delete. The record will be removed from the file and the next record in order will be displayed.

**Tip** Deleted transaction records can be shown on reports by selecting the option for Reversing Entries on the report setup form.

<sup>🄍</sup> Tip

## Inventory

The option is used to maintain basic information for inventory items. BIS<sup>®</sup> tracks the items that are entered here through transactions that deal with these items, such as Sales Orders, Customer Invoices, Purchase Orders and Vendor Invoices.

BIS<sup>®</sup> will automatically keep track of the quantity on hand, the quantity assigned to customers, the quantity ordered and the quantity on back order. The information is displayed for reference when customer invoices are entered and will provide an alert when an item is in an oversold situation. Adjustments can be made using the Inventory Adjustments option.



The Inventory functionality is only available if the Inventory module is installed.

## **Modular Menu Access**

List | Inventory Items

#### **Standard Menu Access**

List | Inventory Items

## **New Record**

Initial access to Inventory from the menu opens the Inventory - New form. The form is used to enter new Inventory 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  $\square$  icon on the toolbar. The system will ask if changes to the open record should be saved.

#### Figure: Install-403

Inventory Item Main tab screen form sample.

ain Default Udf M	lotes			
tem Number				
tem Description			Туре	Purchased Item 💌
lassification		Q	Status	Active 💌
Unit of Measure	Q			
rice Discount Code	None 💌			
ast Unit Cost	0.000	00		
elling Price Per Unit	0.00			
leorder Point	0.00			
referred Stock Full Point	0.00			
referred Unit Cost	0.000	00		
verage Unit Cost	0.000	00		
ty on Hand	0.00			
Jnits Assigned	0.00	(Sales Orders)		
Qty Available	0.00		Picture	Remove
Qty on Order	0.00	(Purchase Orders)		

## **Editing an Existing Record**

The list of Inventory 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

#### Figure: Install-404

Union Find/Search screen.

Search ir Conditior Status	n Item Number n Begin with All			•	Cas	e Sensit	v C	<u>O</u> k <u>C</u> ancel	
Item Number	Description	Unit	Selling Price	Inventory Acct.	Vendor Id	Cost Code	Туре	Status	-
E1000	Stranded Wire	FT	0.25	1300	1601	16000	Purchased	Active	
E1001 EA1000 EA1000-1 EA1000-2	Plastic Anchor 1" Breaker Box Steel Box Circut Breaker	EA EA EA	35.00 250.00 200.00 50.00	1300 1300 1300 1300	1601	16000 16000 16000 16000	Purchased Assembled Purchased Purchased	Active Active Active Active	

#### I-388

the Search button feature or by using the mouse or cursor keys to select the record to be edited.

#### Scrolling Through Inventory Item Records

Users can scroll through the Inventory Item records by using the VCR buttons on the toolbar **H** at the top of the screen. Clicking on the First is icon (at the top of the screen) will open the first record of the list according to Item Number. Clicking on the Previous difference in the top of the screen) will open the immediately previous record of the list according to Item Number. Clicking on the Next 🗾 icon (at the top of the screen) will open the next record of the list according to Item Number. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to Item Number.

Figure: Install-405	🖻 Inventory Items - E100	0 Stranded Wire			
Sample Inventory Item Main tab screen form for	Main Default Udf	Notes			
editina.	Item Number	E1000			
calangi	Item Description	Stranded Wire		Type P	urchased Item 👻
	Classification	ELECTRICAL	Electrical Materials	Status A	ctive 💌
	Unit of Measure	FT Q Feet	-		Manager I Property in
	Price Discount Code	Α 💌	2000		
	Last Unit Cost	0.15000			
	Selling Price Per Unit	0.25			
	Reorder Point	500.00	-		
	Preferred Stock Full Point	3,000.00			
	Preferred Unit Cost	0.12000		/// <b>1</b>	
	Average Unit Cost	1.00000			A Contraction of the
	Qty on Hand	10.00			
	Units Assigned	0.00 (Sa	les Orders)	// 🐨	
	Qty Available	10.00		Picture	Remove
	Qty on Order	0.00 (Pu	rchase Orders)		
	Edit				

#### **Cloning an Existing Record**

Once an Inventory 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 the record?" Click on the Yes button to clone it or click on the No button to leave the process. Records can be edited as described. However, the cloned record will require a new Item Number to be saved as a new record.

<b>Figure: Install-406</b> Cloned record. Note that all of the initial fields	Inventory Items - New           Main         Default         Udf         D	lotes			
except for the Item	Item Number	Strandad Wire		Turne	Burchaged Item
Number, Price Discount	Classification	ELECTRICAL	Q Electrical Materials	Status	Active
Code, and Picture match	Unit of Measure	FT Q Feet		status	
the source record.	Price Discount Code	None 💌			
	Last Unit Cost	0.150	00		
	Selling Price Per Unit	0.25			
	Reorder Point	500.00			
	Preferred Stock Full Point	3,000.00			
	Preferred Unit Cost	0.120	00		
	Average Unit Cost	0.000	00		
	Qty on Hand	0.00			
	Units Assigned	0.00	(Sales Orders)		
	Qty Available	0.00		Picture	Remove
	Qty on Order	0.00	(Purchase Orders)		
	New				

#### **Deleting an Existing Record**

Once a Inventory 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  $\bowtie$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the 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.

#### I-391

#### **Main Tab**

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

Figure: Install-407	🖻 Inventory Items - E1000	) Stranded Wire	_ • •
Inventory Item Main tab	Main Default Udf	lotes	
Server rorm Sample.	Item Number	E1000	
	Item Description	Stranded Wire	Type Purchased Item 👻
	Classification	ELECTRICAL C Electrical Materials	Status Active 💌
	Unit of Measure	FT Q Feet	North and a state of the state of the
	Price Discount Code	A 💌	
	Last Unit Cost	0.15000	TRATE PT LEVEL
	Selling Price Per Unit	0.25	
	Reorder Point	500.00	
	Preferred Stock Full Point	3,000.00	
	Preferred Unit Cost	0.12000	
	Average Unit Cost	1.00000	
	Qty on Hand	10.00	
	Units Assigned	0.00 (Sales Orders)	a serie a siste i fait marie e private marie e substantia
	Qty Available	10.00	Picture Remove
	Qty on Order	0.00 (Purchase Orders)	
		<u></u>	

#### **Item Number**

Enter the Item Number desired. Any 20-digit alpha or numeric character or combination of both can be used in the Inventory Code. BIS<sup>®</sup> checks for duplication, and a warning will appear if an existing code is entered.

With careful planning, inventory can be grouped to produce efficient and meaningful inventory listings. If not carefully planned, the inventory item numbers can be cumbersome and difficult. Keep item numbers as simple as possible and set up a numbering system before beginning to enter inventory into the BIS<sup>®</sup> system.

The item number can be used as a sort code to group inventory into various categories. For example: T500 could represent Tools number 500. T500A could represent Tools number 500 department A. T500AR4S6 could represent Tools number 500, department A, Row 4, Shelf 6.

Please note that the underlined Item Number title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the underlined Item Number title hyperlink opens a selection of reports and other functions that can be directly accessed.

Figure: Install-408 Reports and other functions directly accessible by right-clicking on the field name hyperlink	Inventory File Inventory Labels
accessible by right-clicking on the field name hyperlink	Price List Inventory Activity History Inventory Planning Report Inventory Reorder Inventory Back Ordered Inventory on Order Inventory on Back Order <u>W</u> hat's This? Control <u>A</u> ccess

#### **Item Description**

The field records the full name or description of the Inventory represented by the Item Number selected. The is an alphanumeric field limited to 30 characters.

#### **Classification**

The field records a classification to be assigned to the inventory item selected. All classifications must be recorded in the Item Classifications file. The may be typed or selected using the Find tool. Please note that

the underlined Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Classification tittle hyperlink directly opens the Item Classification – New master record. Right-clicking on the underlined Classification hyperlink directly accesses the Classification report.

## Туре

The Type field displays the selected item's type and provides a list of item types from which to select. Click on the drop down control to select one of the two item types: Purchased Item and Assembled Item.

## Unit of Measure

The field records the unit of measure code for the inventory item. The codes are maintained in the Unit of Measure file. The code may be typed or entered using the Find tool.

Please note that the underlined Unit of Measure title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Unit of Measure tittle hyperlink directly opens the Unit of Measure – New master record. Right-clicking on the underlined Unit of Measure hyperlink directly accesses the Unit of Measure report.

## Price Discount Code

The field records the price discount code associated with the item and provides a list of discount codes from which to select. The discount code is a letter from A to G and refers to the Item Discount Code section in the Discount Schedule form. Type the letter or click on the drop down control to select an option from the list.

Please note that the underlined Price Discount Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Price Discount Code tittle hyperlink directly opens the Discount Schedule master record. Right-clicking on the underlined Price Discount Code hyperlink directly accesses the Discount Schedule report.

## Last Unit Cost

The field records the most recent cost per unit for the inventory item.

## Selling Price Per Unit

The field records the suggested selling price per unit for the inventory item. The unit price can be any number from 0.00 to 9,999,999.99.

## **Reorder Point**

The reorder point is the quantity needed on hand to avoid running out of stock during the period of time required to receive an order once it has been placed.

For example: If the average time to receive an order of the item is ten days, and the average number of units sold during a ten day period is eight, then the reorder point should be at least eight units. BIS<sup>®</sup> can print a report of all items that are below, at or within a selected percentage of the reorder point.



The reorder point is NOT a reorder quantity.

## **Preferred Stock Full Point**

The preferred stock full point is the maximum desired quantity of stock on hand (under normal conditions) after receiving a new order of inventory. BIS<sup>®</sup> uses the stock full quantity to suggest a quantity for reordering by determining the number needed to reached the Preferred Stock Full lever, taking into consideration the balance on hand and the units assigned, minus the stock on order.

## **Preferred Unit Cost**

The preferred unit cost is the desired cost of stock on hand. BIS<sup>®</sup> will use the Preferred Unit Cost as the Default Unit Cost if it is set in Administrator | System Wide Parameters | Inventory.

#### **Average Unit Cost**

The field displays the calculated average cost per unit for the inventory item. BIS<sup>®</sup> will use the Average Unit Cost as the Default Unit Cost if it is set in Administrator | System Wide Parameters | Inventory.

#### **Units on Order**

The field displays the current units on order for the inventory item from Purchase Orders (if the module is installed).

#### **Units Assigned**

The field displays the current units assigned to customers from sales orders.

#### Picture

The Inventory form also allows a bitmap photo of the inventory item to 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: Install-409** Picture screen form used to select picture file for

employees.



#### Save the Changed Record

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

#### **Default Tab**

The Defaults section of the Inventory Items form is used for setting up the default values for information related to the item. The is a convenient option for fields that are repeated frequently. However, the information may also be changed manually by entering a new value at the time of the transaction.

Figure: Install-410 Inventory Default tab	El Inventory Items - E1000 Stra Main Default Udf Notes	anded Wire			
screen form sample.	Tax Type	Nontaxable	-	1	
	Vendor Id	1601	Q	Highvolt Electric	
	Days for Delivery from Vendor	3			
	Inventory Account	1300	Q	Inventory	
	Cost Code	16000	Q	Electrical	
	Sales Account	4010	Q	Contract Revenue	
	Edit				

#### Тах Туре

Use the drop-down tool to select the tax status of the item. The choices are Taxable and Nontaxable.

#### Vendor Id

The field allows a particular vendor to be associated with the item to minimize the possibility from ordering the inventory item from the wrong supplier. When entering purchase orders, BIS<sup>®</sup> will compare the vendor number used with the vendor number recorded here and alert the user if the codes do not agreed.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Vendors – New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

**Figure: Install-411** Reports directly accessible by right-clicking on the field name hyperlink

Vendor File
Vendor Labels
Vendor Ledger
Accounts Payable Aging
Vendor Payments
<u>W</u> hat's This?
Control Access

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

#### **Days for Delivery from Vendor**

The field is used to record the average number of days required, under normal conditions, to receive an order once it has been placed with the supplier.

#### **Inventory Account**

The field is used to record the default inventory account from the Chart of Accounts associated with the item.

It is important to select the account carefully since it can not be easily changed after transactions for the inventory item are entered.

Please note that the underlined Inventory Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Inventory Account hyperlink opens a selection of reports and other functions that can be directly accessed.

#### Cost Code

This field is used to record the default cost code that will be used for the inventory item. The code may be changed on-the-fly during data entry.

The cost code may be entered manually, or the list of cost codes may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected cost code, but it must exist in the Cost Code Library master file. When an existing cost code is selected, its name appears to the right of the Cost Code.

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 the hyperlink opens the Cost Code Library – New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

## **Default Sales Account**

The field allows a sales account to be associated with the inventory item. The account number is recalled when entering sales orders, debit or credit memos, sales invoicing, and contract invoicing. The Default Sales Account can be entered manually or by using the Find tool.

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

## 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.

I-396			Installation
Udf Tab			
🌵 Tip	The Udf fu	nction is generally employed after installa	tion is complete.
Figure: Insta Inventory Udf form with one a user defined	all-412 tab screen e example of field.	Inventory Items - E1000 Stranded Wire  Main Default Udf Notes  Alternate Vendor	

The 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.

#### **Define Fields Button**

User Definable Fields may be added to the Inventory, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Inventory, 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.

Type Length Dec

30 0

- - -

Close

Display Order

Figure: Install-413	🖃 User Defined	l Fields for Inventory Items
Sample User Defined	Field	Caption
Fields for Inventory screen	ALTVEND	Alternate Vendor
form.		
	T.	

New

Edit

Delete

Edit

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 the form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

#### Field

The 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.

#### Туре

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

#### I-397

#### Length

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

#### Decimal

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

#### Use as a Find field to Search In

Select this option to make the field a Search field parameter.

#### Use as a Report Query field

Select this option to make the field a Report Query field.

#### Use it in Report Writer

Select this options to make the field available in Report Writer.

#### **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 the Master File.

Figure: Install-414	🖻 New Field fo	or MSTIV	- • •
Inventory Udf tab Editing screen form.	Field Name: Caption: Type: Tool Tip Text: Format: Length: Decimals:	Character V 10 ¢	Use as a Find field to Search In Use as a Report Query field Use it in Report Writer OK Cancel
			<u> </u>

## Edit

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

Figure: Install-415	📑 New Field fo	or MSTIV			
Inventory Udf tab Editing Field screen form with sample data.	Field Name: Caption: Type: Tool Tip Text: Format: Length: Decimals:	ALTVEN Alternate Vendor Character v Enter an alternate vendor f 30 2 0 2	or this Item Use a Use a Use it	<u>s a Find field</u> is a Report Q in Report W ОК	to Search In uery field riter
				2.	ganeer

Figure: Install-416 Inventory file Udf tab screen form showing the Tool Tip for the first field listed.	Inventory Items - E1000       Stranded Wire         Main       Default       Udf         Alternate Vendor       Alpha Wire         Enter an alternate vendor for this item.	
	Edit	<u>D</u> efine Fields

## **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.

## Format

🄍 Tip

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

Туре	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

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 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.

Format	ormat Description Format Example			Results for V	alue
Tonnat	Description	Tornat Example	Text	Date	Numeric
I	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.	1111	HELLO	12/31/06	
#	Permits only entry of digits, spaces, and	#####	Hello	12/31/06	***** (Overflow)
#	signs, such as the minus (-) sign.	#######################################	Hello Wo.rkd	12/31/06	13579246.245
٥	Permits only entry of digits and signs, such	99999	Hello	12/31/06	***** (Overflow)
5	as the minus (-) sign.	99999999999	Hello Wo.rld	12/31/06	13579246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
,	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
•	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
Α	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
Η	Prevents entry of non-hexadecimal symbols in the specified position.	нннн	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNN	Hello	12/31/06	NNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	υυυυυ	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	wwwww	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	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	12/31/06	YYYYY
	Virtually any character can be used in the	TPQQW	TPQQh	12/31/06	TPQQW
	table above.	123TQW	123T Qh	12/31/06	123TQW

**Figure: Install-417** Data Format Chart. The chart shows the format, description, an example, and results.

#### 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 the master file.

## Close

The 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: Install-418 Sample Inventory master	E Inventory Items - E1000 Stranded Wire           Main         Default         Udf         Notes	
record Notes tab screen form.	1. Buy in lots of 50,000 feet reels.	
	Edit	

#### 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.

## **I-400**

## **Report – Inventory List**

The report provides a listing of records in the Inventory Items file and information based on inventory transactions.

Access to Inventory List Report Module Menu with Reports Group Inventory | Reports | Inventory List

## **Module Menu with Reports List**

Inventory | Inventory List

#### Standard Menu

Reports | Inventory | Inventory List

#### Report Types Summary

The Inventory List Summary Report shows the inventory item number, item descriptions, unit of measure, item type (purchased or assembled), price, assigned inventory account, quantity on hand, quantity assigned, and quantity on order.

#### Detail

The Inventory List Detail Report also displays the default sales account and tax type.

#### Extended

The Inventory List Extended Report displays all information recorded and displayed in the Inventory Items form as well as the quantity on hand and the last sale date.

#### Udf

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

#### **Order By**

#### Options

- Item Number
- Description
- Unit of Measure
- Selling Price
- Cost Code
- Sales Account
- Show Report Criteria
- Show Cost Code
- Purchased Items
- Assembled Items
- Taxable
- Non Taxable
- Exclude items with no Quantity on Hand
- Show Notes
- Case Sensitive

#### Fields

- Item Number
- Description
- Unit of Measure
- Selling Price
- Cost Code
- Sales Account

## **Inventory File – Summary Report**

Summary R	eport								Page 1
Item Number		Description	Unit	Туре	Price	IV Account	On Hand	Assigned	On Order
<u>E1000</u>	-	Stranded Wire	FT	P	0.25	1300	50,000.00	7,500.00	50,000.00
Cost Code	16000	Electrical							
	Notes:	1. Buy in lots of 50,000 feet ree	ls.						
<u>E1001</u>		Plastic Anchor 1"	EA	P	35.00	1300	300.00	25.00	0.00
Cost Code	16000	Electrical							
EA1000		Breaker Box	EA	A	250.00	1300	25.00	10.00	0.0
Cost Code	16000	Electrical							
	Notes:	Contains 1 each Steel Box (EA	1000-1) and Circuit	Breaker (EA	1000-2)				
EA1000-1		Steel Box	EA	P	200.00	1300	25.00	100.00	600.00
Cost Code	16000	Electrical							
EA1000-2		Circut Breaker	EA	P	50.00	1300	50.00	15.00	25.00
Cost Code	16000	Electrical							

Figure: Install-419	Inventory File – Summary Report.
---------------------	----------------------------------

## Inventory User Definable Fields – Udf Report

Inventory	User Definable Fie	Best Construction Company	
Udf Report Item Number	Description	Page	
	UDF Field	Description	
E1000	Stranded Wire		
	Alternate Vendor	Alpha Wire	
E1001	Plastic Anchor 1"		
	Alternate Vendor	Alpha Wire	
EA1000	Breaker Box		
	Alternate Vendor		
EA1000-1	Steel Box		
	Alternate Vendor	Alpha Wire	
EA1000-2	Circut Breaker		
	Alternate Vendor	Alpha Wire	

Figure: Install-420 Inventory User Definable Fields – Udf Report.

## Inventory File – Detail Report

Detail Repo											Page 1
Item Number		Description	Unit	Type	Price IV Account	Sales Account	Tax Type	On Hand	Assigned	On Order	
E1000 Cost Code	16000 Notes:	Stranded Wire Electrical 1. Buy in lots of 50,000 feet reels.	Е	۵.	0.25 1300	4010	Non Taxable	50,000.00	7,500.00	50,000.00	
E1001 Cost Code	16000	Plastic Anchor 1" Electrical	EA	٩	35.00 1300		Non Taxable	300.00	25.00	0.00	
EA1000 Cost Code	16000	Breaker Box Electrical	EA	A	250.00 1300		Non Taxable	25.00	10.00	00.0	
EA1000-1	Notes:	Contains 1 each Steel Box (EA1000- Steel Box	-1) and Circuit EA	t Breaker (EA) P	1000-2) 200.00 1300		Non Taxable	25.00	100.00	600.009	
Cost Code EA1000-2	00001	Electrical Circut Breaker	EA	٩	50.00 1300		Non Taxable	50.00	15.00	25.00	
01/23/ 10:1	a MA										

## Inventory File – Extended Report

		em E 1000, Stranded Wire
Main		Photo
Item Number Item Number Item Description Item Type Selling Price Unit of Measurement Price Discount Level Reorder Point Quantity on hand Quantity on hand Quantity Assigned Quantity Assigned Quantity on Order Preferred Stock full Point Year-b-date Usage Average Unit Cost Last Unit Cost Preferred Cost Last Sale Date Classification	E1000 Stranded Wile Purchased 025 FT A 50,000.00 50,000.00 7,500.00 42,500.00 42,500.00 100,000.00 0.00 0.00 0.1502 0.15 0.12 // Ele otrical Materials	Notes 1. Buyin lots of 50,000 feet reels.
Tax Ty pe Vendor Id Vendor Name Days Dellvery Inventory Account Cost Code Sales Account	Non Taxable 1601 Highvolt Electric 3 1300 16000 4010	

#### Employees

The Employees master file records all pertinent payroll information related to each person employed by the company. The information recorded on these tabs is used throughout BIS<sup>®</sup> whenever an employee is referenced in a payroll transaction. The Main section records general information about employees.

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

🄍 Tip

The Employee functionality is only available if the Payroll module is installed.

It is usually more effective to enter all of the employees' information at the same time. However, if some of the information is not readily available, it can be entered later.

Menu Access Modular Menu Access Payroll | Employees

Standard Menu Access

Transactions | Employees

#### **New Record**

Initial access to Employees from the menu opens the Employees - New form. The form is used to enter new employee information. However, access to a new form when another employee's record is on the screen only requires pressing Ctrl+N or using the New  $\Box$  icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: Install-423	🖻 Employees - N	lew									
Employees - New Master	Main Other	Default	Eedera	State	Adjustme	Accruals	Tax Def	Direct De	History	UDF	Notes
record screen form Main tab.	Employee Id First Name Display Name Street Address 1 Street Address 2 City State Zip Code				M.I.		Last	Name			
	Title	()-		-		2					
	SSN	10									
	Birth Date	11	$\sim$	Date Hire	d	11	$\sim$				
	Date Last Raised	11	~	Date Terr	minated	11		Pict	ure	Re	move
	Status	Active		~	L						
	Documents										
	New										

#### **Editing an Existing Record**

Figure: Install-424 Employee Find/Search

The list of employees may be examined by clicking on the Magnifying Glass  $\Box$  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.

Search i Conditio Status	n Employee I Include Active	d	•	Case Se	• • ensitive	<u>C</u> lear <u>O</u> k <u>C</u> ancel	
Employee Id	Name	Status	Construction Trade	GL Account	Union Code	Union Classification	
E001	Bill Johnson	Active	1001	7003			
E002	Mike Jarvis	Active		5010			
E003	Alissa Monte	Active		7003			
E004	Tim Hardaway	Active		5010	1000	J1	
E005	Joe Martinez	Active	1000	5010	1000	J1	
E006	Steve Schwartz	Active	1001	5010	1001	EA4	
E007	Mike Smith	Active	1002	5010	1000	A2	

#### **Scrolling Through Employee Records**

Figure: Install-425	Employee - E0	03 - Alissa	Monte								
for editing	Main Other	Default	<u>F</u> ederal	State	<u>A</u> djustme	Accruals	Tax Def	Direct De	History	UDF	Notes
for calling.	Employee Id	E003									
	First Name	Alissa	10		M.I.	Α	Last	Name	Monte		
	Display Name	Alissa Mo	nte					Contraction of			
	Street Address 1	1689 22n	d Street					Sec.		(P)	
	Street Address 2										
	City	Oceano						00			
	State	CA Q	California	a				100		12	
	Zip Code	93445-							-10-		
	Telephone	(805)543	-7000						107	DA	100
	Title	Title Office Manager									
	S.S.N.	555-55-1	.002			-			1		
	Birth Date	12/30/19	84 ~	Date Hire	d		$\sim$				
	Date Last Raised	1997 - C	$\sim$	Date Terr	ninated	11		Pict	ure	Re	move
	Status	Active		~							
	Documents										
	Edit										

#### **Cloning an Existing Record**

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

screen.

Cloned record. Note that		yees n										
Il of the initial fields	<u>M</u> ain	Other	Default	<u>F</u> ederal	State	<u>A</u> djustme	Accruals	Tax Def	Direct De	History	Udf	Notes
A state, SSN, and the source	Employe First Nar Display I Street A	e <u>Id</u> me Name Iddress 1	Bill Bill Johns 641 Hatri	on ick Way		M.I.	3	Last	Name	Johnson		
	City State Zip Code Telephon		Pismo Bea Q 93448- (805)543	ach								
	Title S.S.N. Birth Dai Date Las Status <u>Docume</u>	te st Raised <u>nts</u>	Owner  Active	•	Date Hire Date Terr	d minated	// //	•	<u>P</u> ict	ure	R	emove

#### Deleting an Existing Record

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

Once the source record is brought to the screen, use the Delete  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the 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.

## **Main Tab**

The Main section records general information about employees.

ain tab.	(Main)	Other	Default	<u>F</u> ederal	State	<u>A</u> djustme	Accruals	Tax Def	Direct De	History	Udf	Notes
	Employee	e Id	E001									
	First Nam	ne	Bill			M.I.	J	Last	Name	Johnson		
	Display N	lame	Bill Johnse	on								
	Street Ad	ddress 1	641 Hatri	ck Way								
	Street Ad	ddress 2										
	City		Pismo Bea	ach						1		
	State		CA Q	Californ	ia						!	
	Zip Code		93448-									
	Telephon	ne	(805)543	-7000			_					
	Title		Owner								11-	
	S.S.N.		555-55-1	000		_					2	1 3
	Birth Dat	e	01/19/56	-	Date Hire	d	11	-	1	113		
	Date Las	t Raised	01/01/YY	-	Date Terr	minated	11		Allenser			
	Status		Active		-				Pict	ure	Rer	move
	Documer	nts										

#### Employee Id

Enter the Id to be assigned to the employee. The Employee Id can be any 10-digit alpha or numeric character or combination of both in. BIS<sup>®</sup> checks for number duplication. A warning will appear if the entered number has already been assigned.

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

#### **Employee First Name**

Enter the first name of the employee, up to 30 characters.

#### M.I. (Employee Middle Initial)

Enter the middle initial(s) of the employee, up to 5 characters.

#### **Employee Last Name**

Enter the last name of the employee, up to 30 characters.

#### **Employee Display Name**

The system will offer a display name that can be edited. The name will appear at other places in the system.

#### **Street Address 1**

Enter the street number and street name of the employee. The is an alphanumeric field up to 30 characters.

#### **Street Address 2**

Enter any secondary address information such as an apartment number for the employee. The is an alphanumeric field up to 30 characters.

#### City

Enter the name of the city, up to 30 characters.

#### State

The two-character state abbreviation may be typed manually or selected from the list of defined state codes. Click on the Find tool to see an extended list of states.

#### Zip

Enter the postal zip code. The number field is limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered.

## Telephone

Enter the employee's home telephone number. The number field limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

## Title

Enter the employee's title. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered. The field is set to accept only numeric values.

## S.S.N.

Enter the employee's social security number. The number field is limited to 9 digits.

## **Birth Date**

Enter the employee's date of birth. The date may be typed of entered using the Calendar tool.

#### Date Hired

Enter the employee's date of employment. The date may be typed of entered using the Calendar tool.

#### Date Last Raise

Enter the date that the employee last received a raise. For a new employee, the should be the date he or she was hired. The date may be typed of entered using the Calendar tool.

#### **Date Terminated**

Enter the employee's date of termination. If the is a current employee, the field should be left blank. The date may be typed of entered using the Calendar tool.

#### Status

Select the status for the employee. It provides a selection of status options to choose from. Click on the drop down control to select either Active or Inactive. Making an employee inactive prevents any transactions from being processed for that employee. However, employment reports and records will continue to be available.

#### Picture

The Employees form also allows a bitmap photo of the employee to 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.



## I-410

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.

## 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.

## **Other Tab**

The Other tab is used to record additional information relevant to the employee including, Business and personal email addresses, mobile and pager phone numbers, and emergency contact information.

Figure: Install-429	🖻 Er	mployees - E	001 Bill Jo	ohnson								
Sample Other tab of Employees master record	Ma	n <u>O</u> ther	Default	<u>F</u> ederal	State	<u>A</u> djustme	Accruals	Tax Def	Direct De	History	Udf	Notes
Employees master record.	Bus Per Mot Pag Eme Nar Tele	iness Email sonal Email ile Phone er Number ergency Conte regency Conte sphone 1 sphone 2	bjohnso bjohnso (805)55 (805)55 act Susan J (805)55 (805)55	n @bestcor in @coldmai 55-1234 55-4321 ohnson 55-9876 55-6543	I.com	.com						
	Edit											

#### **Business E-mail**

If available, enter the business e-mail address, an alphanumeric field limited to 35 characters.

#### **Personal E-mail**

Enter the employee's personal e-mail address, an alphanumeric field limited to 35 characters.

#### **Mobile Telephone**

Enter the mobile (cellular) telephone number of the employee. The number field is limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

#### Pager Number

If the employee has one, enter the pager telephone number. The number field is limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

#### **Emergency Contact Section**

The section of the Other tab is for the employee's emergency contact information that includes a name and up to two telephone numbers.

#### Name

Enter the employee's emergency contact name. The field may be up to 30 characters, but only the first 24 will appear on the screen.

#### Telephone 1

Enter the first telephone number of the employee's emergency contact person. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered. The field is set to accept only numeric values.

#### **Telephone 2**

Enter the second telephone number of the employee's emergency contact person. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered. The field is set to accept only numeric values.

#### Save the Changed Record

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

## **Default Tab**

The Default tab section of the Employee master form is used for setting up the default values for information related to the employee selected.

#### Figure: Install-430

Employee master record sample Default tab screen form for a salaried, nonunion employee.

Employees - E001	Bill Johnson								• 🗙
Main Other De	fault <u>F</u> ederal	State	<u>A</u> djustme	Accruals	Tax Def	Direct De	History	Udf	Notes
Pay Period Pay Type	Weekly Salary	•		Minor Gend	ity Code er	N	/A Iale	▼ ▼	
Classification	Journey Worke	r 💌		Othe	r Burden '	%	7.00		
Pay Rate	2,400.00		0.00	Double-	.00				
Construction Trade	0.00	Q	0.00						
<u>GL Account</u>	7003	<b>Q</b> :	Salaries & W	ages-Adm	nistration				
Union Employee	<u>Union Co</u> <u>Union Cla</u>	de ssificatio	<u>n</u>	Q	Q				
Departmentalized	Departme	ent		Q,					
dit									

#### Figure: Install-431

Employee master record sample Default tab, screen for an hourly, union employee.

<u>M</u> ain	Other	Default	<u>F</u> ederal	State	Adjustme	Accruals	Tax Def	Direct De	History	Udf	Note:
Pay Per	iod	Wee	kly	-		Minor	rity Code	H	lispanic	-	
Pay Typ	e	Hour	ly	-		Gend	ler	IM	1ale	-	
Classific	ation	Jour	ney Worke	-		Othe	r Burden 🧌	%	3.00		
Rate Cl	assification	1		Q							
			Regular		Overtime	Double-	time				
Pay Ra	te		24.00		36.00	48	.00				
Billing R	ate/Hr		30.00		45.00	60	.00				
Constru	iction Trad	e 1000	1	Q	Carpentry						
GL Acco	unt	5010		Q	Cost of Cont	tracts-Lab	or				
V Unio	n Employe	e	Union Cod	<u>le</u>	1000	24. 22. 7	Q Lab	orer's Unic	n		2
			Union Cla	ssificatio	on J1	Q Jo	urneymar	1			
Depa	artmentali	zed	Departme	nt		Q					

#### **Pay Period**

The field is used to assign the appropriate pay period. Use the drop down menu to select either Weekly, Biweekly, Semi-Monthly or Monthly. The information can be used by BIS<sup>®</sup> to project the employee's annual wages.

## Pay Type

The field is used to assign the method for calculating an employee's gross earnings. Use the drop down menu to select the correct type. The options are Hourly or Salary.

#### Classification

The field is used to record the appropriate classification for the employee. Use the drop down menu to select Journey Worker, Apprentice or Trainee. (The field does NOT refer to Union classification, but is sometimes required for government contracts.)

## **Minority Code**

The field is used to record the minority code for the employee. Use the drop down menu to select N/A, Black Hispanic, Asian or Pacific Islander, or American Indian or Alaskan. The field is sometimes needed for

government contracts.

#### Gender

The field is used to record the gender of the employee. Use the drop down menu to select Male or Female. The field is sometimes needed for government contracts.

#### **Construction Trade**

Select a Construction Trade to be associated with the employee, primarily for Certified Payroll (government contracts). Users can examine the list of employees by clicking on the Magnifying Glass icon 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.

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

#### **GL Account Number**

Select a General Ledger Expense (usually Salary or Wages), Cost of Goods sold (COGS) labor, Work in Progress (WIP), or other account number to be associated with the employee's gross wages. The account number is recalled when entering the payroll. The account may be entered manually or by using the Find tool.

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

#### Figure: Install-432

Right-click hyperlink to access reports and other available functions.

_	
	Chart of Accounts
	Chart of Accounts Budget
	Chart of Accounts Tree Structure
	Departments
	<u>W</u> hat's This?
	Control Access

#### Pay Rate

The employee's Regular, Overtime, and Double-time rates are entered here. The should be the hourly wage received if the employee is paid on an hourly basis. If the employee is salaried, the salary per pay period should be entered in the Regular field and the other two fields should be left blank.

#### **Billing Rate per Hour**

The field records the employee's Regular, Overtime, and Double-time billing rates. In the Markup tab of the Jobs master record, BIS<sup>®</sup> can be set to use either the hourly billing rates (Manually Entered Rate) or a calculated billing rate (Calculated) to determine the labor billing. The calculated billing rate is the employee's gross plus the worker's compensation rate times the hours plus the other burden percentage.

#### **Other Burden Percentage**

The field records the employee's optional burden percentage to increase the job cost labor. BIS<sup>®</sup> will increase the job cost labor with the other burden percentage to calculate direct and indirect overhead in the Job Cost files. For example, the option can be used for calculating the employer's cost for payroll. The rate is one of five different burden components available in BIS<sup>®</sup> (FICA/Medicare, Workers' Compensation, Union, Other Burden, and Production Expense).

#### **Union Employee**

Check the box if the employee is a member of a union, and the Union module is installed. Once it is checked, BIS<sup>®</sup> open the fields for the Union Code and the Union Classification, if the Union module is installed.

## I-414

## Union Code

Select the appropriate Union Code to be associated with the employee, if the Union module is installed. The account may be entered manually or by using the Find tool. The list of employees may be examined by clicking on the Magnifying Glass icon 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.

Please note that the underlined Union Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Union Code hyperlink will open the Union master record screen form. Right-clicking on the Union Code hyperlink lists the Union File report that can be directly accessed.

#### **Union Classification**

Select the appropriate Union Classification to be associated with the employee, if the Union module is installed. The account may be entered manually or by using the Find tool. The list of employees may be examined by clicking on the Magnifying Glass icon 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.

Please note that the underlined Union Classification title is a hyperlink field as well as the description of the information to be entered. Left-clicking the hyperlink leads to the Union Classification – New screen form. Right-clicking on the Union Classification hyperlink lists the Union File report that can be directly accessed.

#### Departmentalized

Check the box if the employee is in a department used for accounting purposes. Once it is checked, BIS<sup>®</sup> opens the field for the Department.

#### Department

Select the appropriate Department to be associated with the employee. The department can be entered manually or by using the Find tool. The list of departments may be examined by clicking on the Magnifying Glass icon  $\square$  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.

Please note that the underlined Department title is a hyperlink field as well as the description of the information to be entered. Left -clicking the hyperlink leads to the Departments – New screen form. Right-clicking on the Union hyperlink lists the Departments report that can be directly accessed.

#### Save the Changed Record

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

## **Federal Tab**

The Federal tab screen form is used for setting up federal tax withholding information for each employee so that BIS<sup>®</sup> correctly calculates the federal tax withholding amounts for each paycheck. Information entered here will also be used for automatically preparing the employee's W-2 form at the end of the year.

Figure: Install-433	Employee - E001 - Bill Johnson			
record Federal tab screen	Main Other Default Federa	al <u>S</u> tate <u>A</u> djustme A	Accruals <u>T</u> ax Def Direct	De <u>H</u> istory <u>U</u> DF <u>N</u> otes
record Federal tab screen form.	Main Other Default Peder     Filing Status Married Filing Join     Number of Exemptions     Additional Withholding Amount     Estimated Withholding Amount     Estimated Withholding Amount     Employee claims to be exempt fro     Withholding Adjustment for Nonr Earned Income Credit Filing Status     Verification Code     Employee has submitted Form W     Form W-4, box in Step 2 is a     Step 3. Claim Dependents Amount     Step 4. Other Income Amount     Step 4. Deductions Amount	nty v a State Adjustic A nty v 3 50.00 0.00 om federal withholding esident Aliens No Filing  4 for 2020 or later thecked unt 2,500.00 5,000.00	(not from jobs)	V-2 Box 13 Statutory Employee Retirement Plan Third-party sick pay
	Step 4. Deductions Amount Edit	5,000.00		

#### **Filing Status**

Select the filing status for federal income tax according to the employee's W-4 form. Use the drop down menu to select Single, Married or Married-Single Rates.

#### **Number of Exemptions**

Enter the number of exemptions claimed by the employee on the W-4 form for federal income tax.

#### **Additional Withholding Amount**

The field records any amount of additional withholding according to the employee's W-4 form. The field is set to accept only dollar values.

#### **Estimated Withholding Amount**

The field records any amount of estimated withholding according to the employee's W-4 form. The field is set to accept only dollar values.

#### **Employee Claims to be Exempt from Federal Withholding**

The box should be checked if exempt status is claimed on the employee's W-4 form. When checked, no federal tax will be deducted for the employee.

#### **Earned Income Credit Filing Status**

The field records the employee's status for the Advance Earned Income Credit program. Use the drop down menu to select the correct status from the following options: No Filing, Single, or Married with One W-5 Form Filing, or Married with Two W-5 Form Filing.

#### **Verification Code**

This field is used for the 2018 federal pilot program with third party payroll services.

#### **Print Verification Code in W2**

The pilot program has ended in calendar year 2019, Box 9 on the W2 form is no longer used but remains available in BIS<sup>®</sup> in case a 2018 W2 must be reprinted

#### Employee has submitted Form W-4 for 2020 or Later

The box should be checked if the Employee is subject to the 2020 W-4 new employee guidelines.

#### Form W-4, box in Step 2 is Checked

The box should be checked if the Employee's 2020 Form W-4 box in step 2 is checked.

#### **Step 3. Claim Dependents Amount**

Enter the "Claim Dependents Amount" from the Employee's 2020 Form W-4 box in step 3, if it applies.

#### **Step 4. Other Income Amount**

Enter the "Other Income Amount" from the Employee's 2020 Form W-4 box in step 4, if it applies.

#### **Step 4. Deductions Amount**

Enter the "Deductions Amount" from the Employee's 2020 Form W-4 box in step 4, if it applies.

#### W-2 Box 13

The options that apply to the employee should be selected in order for the corresponding box on the W-2 form to appear checked when the form is printed. These options include: Statutory Employee, Retirement Plan, or Third-party sick pay. Consult with the company accountant for the proper selection.

#### Save the Changed Record

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

## **State Tab**

The tab is used to list all states to which tax may be paid for the employee. To select a state here, it must be first be activated in the System Wide Parameters and basic state tax information recorded. Only states displayed on the tab will be available when the employee's payroll information is entered. A state may be

ord State tab screen	Main	Other	<u>D</u> efault	Eederal	State	<u>A</u> djustme A	ccruals	Tax Def	Direct De	History	UDF	Notes
m with a single state	State Name Tax										^	
ed for the employee	► CA	CA Q California										
ed for the employee.		Q										
	_											
	-	-					- 13					
	-											
	_											
	_	-										
		-					-					
	<											>
	Defende	Default Tax Withholding State CA										

selected by using the Find tool in the State column. For each state that is selected, click the button to the right of the state name to open the Employee State Tax Information form. There the state tax and worker's compensation information for that state may be recorded.

# ▲ Caution

Note that an employee can have more than one state listed. One example may be when the employee resides in an adjacent state from the business location. Another example may occur if the employer has the employee set up long-term, but temporary residence in another state for a contract. It is important to check with the company accountant to determine the states that should be listed.

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

#### Figure: Install-435

Sample employee master record State tab screen tab with more than one state listed for the employee.

M	lain	0	ther	Default	Eederal	State	Adjustme	Accruals	Tax Def	Direct De	History	UDF	Note
	State Name			ne	a Tax								
Þ	CA	Q	Calif	ornia									
	MD	Q,	Mary	land									
		Q,											
-													
-			-										
-	6												
_			-										,
Ľ	<												>
De	≪ efault efault	Tax	Withh	nolding Sta ment Stat	te MD	~		Default	Workers' C	omp State	CA 🗸		>

### I-418

#### Form Fields - State

The state abbreviation may be typed manually or selected from the list of defined state codes. The list of states may be examined by clicking on the Magnifying Glass  $\square$  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.

#### Name

The selected state name will appear in the Name column.

#### Тах

For each state that is selected, the button to the right of the state name should be clicked to open the Employee State Tax Information form. The state tax and worker's compensation information for that state may be recorded in the box that opens.

#### **State Tax Information**

The form is used to record specific state tax information for the employee. Although each state form will contain options specific to that state, there are some common elements generally including Sate Exemptions, an option if the employee claims to be exempt from state withholding, the number of exemptions, any additional amount to be withheld, a checkbox that is used if the employee is exempt from State Unemployment, a Local Tax Code, if needed, and the Workers' Comp. Classification.

Figure: Install-436	🖻 MD Maryland State Tax Informat	ion ?	x								
form	State Filing Status	Married Filing Joint or Head of Household	$\sim$								
	Jurisdiction	Allegany	$\sim$								
	Withhold for State Disability Insurance										
	Form MW-507										
	State Exemptions	0 ≑									
	Employee claims to be exempt from state withholding										
	Additional amount to withhold	0.00									
	Exempt from State Unemployment										
	Local Tax Code	Q									
	Workers' Comp. Classification	Q									
		Save Go:	se								

#### **State Filing Status**

Select the filing status for state income tax according to the employee's state form. Use the drop down menu to select the appropriate status for that state. For some states, it may include Single, Married or Married-Single Rates. For others, it may include the selection of the county in which the employee lives.

#### Withhold for State Disability Insurance

The box should be checked if the employee should have state disability insurance withheld. When NOT checked, no federal tax will be deducted for the employee.

#### **State Exemptions**

Enter the number of exemptions claimed by the employee on the state form for state income tax.

#### Employee claims to be exempt from state withholding

The box should be checked if exempt status is claimed on the employee's state form. When checked, no state tax will be deducted for the employee.

#### Additional amount to withhold

The field records any amount of additional withholding according to the employee's state form. The field is set to accept only dollar values.
#### **Employee exempt from State Unemployment**

The box should be checked if the employee is exempt from state unemployment taxes.

#### Local Tax Code

The local tax code may be typed manually or selected from the list of defined state local tax codes. Click on the Find tool to see an extended list of local tax codes applicable to the withholding state for the employee.

#### Workers' Comp. Classification

Select the appropriate Workers' Compensation Classification to be associated with the employee. The classification may be entered manually or by using the Find tool. The list of classifications may be examined by clicking on the Magnifying Glass icon a 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.

#### Save the Changed Record

When the sub-record is complete or satisfactorily edited, click on the Save button in the sub-form.

#### **Default State Area**

The area displays the default tax withholding and unemployment state(s) for the employee. Check with the company accountant about whether more than one state's information applies.

#### **Default Tax Withholding State**

Use the field to choose one state from those listed above to be the default tax withholding state for the employee. The may be changed to any of the states listed on the tab when entering the employee's payroll.

#### **Default Unemployment State**

Use the field to select the state from those listed above to be the default unemployment state for the employee. The may be changed to any of the states listed on the tab when entering the employee's payroll.

#### Save the Changed Record

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

# **Adjustments Tab**

The tab is used to set up automatic additions and deductions for the employee. All the additions and deductions defined for the company appear on the appropriate table. Adjustments are selected by clicking the box in the Auto column so that a checkmark appears. Additions and Deductions are defined for the company in the appropriate file under Payroll Adjustments.



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

For each deduction marked, the type and amount must be entered. The type is selected using the drop down menu. The type options are:

- 1 Percent of Gross Wages
- 2 Rate per Hour
- 3 Fixed Amount
- 4 Rate per Hour Earned.

The type selected determines whether the amount is entered as a dollar amount (2 or 3) or as a rate (1 or 4). The default account can be changed in the GL Account column, which will override the addition's normal defaults for the employee only.

# 🄍 Tip

Remember that Payroll Adjustments can be set company-wide, and then modified in the individual employee master record (as described here), or set company-wide, modified in the employee master record, and changed when the payroll is being processed.

# 🄍 Tip

The insert and delete buttons do not work in the grid. Even if a particular Adjustment is not needed, it will be listed.

### Automatic Additions Form Grid Fields Auto

The box should be checked if the Addition is to be automatically created and calculated when processing the employee's payroll.

# Code

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

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

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an addition not included in the list. Setting up all default information in the Additions file will save time when entering payroll records. The information saved here will appear as the default when an addition is made in Payroll Hours and Adjustments, although the defaults may be changed at the time of payroll entry, if necessary.

# ▲ Caution

If a company default addition that was used with one or more employees is changed, the employee's record must be changed as well.

However, if a new addition is created, it's initial default will appear in employee records.

### Description

The description set in the Payroll Adjustments Additions master record will appear in the column based on its code.

# Туре

The type is selected using the drop down menu. The type options are:

- 1 Percent of Gross Wages
- 2 Rate per Hour
- 3 Fixed Amount
- 4 Rate per Hour Earned

The type selected determines whether the amount is entered as a dollar amount (2 or 3) or as a rate (1 or 4).

### Hours

If the addition is given in hours, BIS<sup>®</sup> will multiply the number of hours by the employee's regular rate of pay.

### Amount

If the addition is given in Amount, BIS<sup>®</sup> will use the amount entered for the addition.

# W/H Type

The default withholding type (W/H Type column) can be set (or un-set) by using the drop down menu to mark applicable taxes.

Figure: Install-438	Þ
List of payroll taxes for the	<ul> <li>Federal Withholding</li> </ul>
employee's automatic	FUTA Amount
addition tax default.	Social Security Withholding
	<ul> <li>Medicare Withholding</li> </ul>
	State Withholding

SUTA Amount

### **GL Account Number**

Select a General Ledger account number to be associated with the payroll automatic addition. The account number is recalled when entering the payroll. The account may be entered manually or by using the Find tool.

### Save the Changed Record

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

### **Automatic Deductions Form**

### Auto

The box should be checked if the Deduction is to be automatically created and calculated when processing the employee's payroll.

### Code

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

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

These codes cannot be changed or deleted. However, new codes can be added at any time to cover a deduction not included above. Setting up all default information in the Deductions master record file will save time when entering payroll records. The information saved here will appear as the default when a deduction is made in Payroll Hours and Adjustments, although the defaults may be changed at the time of payroll entry, if necessary.



The defaults set here will also appear on the list of automatic deductions in the employee master record. If selected as an automatic adjustment, the defaults may be changed to create new defaults that will override the basic deduction setting for that employee's automatic deduction only.

### **Deduction Code**

The field records a unique code that will correspond to the payroll deduction. The code may be any combination of letters and/or numbers, up to five characters.

▲ Caution	If a company default deduction that was used with one or more employees is changed, the employee's record must be changed as well.
	If a new deduction is created, it's initial default will appear in employee records.

### Description

The description set in the Payroll Adjustments Deductions master record will appear in the column based on its code.

### Туре

The type is selected using the drop down menu. The type options are:

- 1 Percent of Gross Wages
- 2 Rate per Hour
- 3 Fixed Amount
- 4 Rate per Hour Earned.

The type selected determines whether the amount is entered as a dollar amount (2 or 3) or as a rate (1 or 4).

### Hours

If the deduction is given in hours, BIS<sup>®</sup> will multiply the number of hours by the employee's regular rate of pay.

### Amount

If the deduction is given in amount, BIS® will use the amount entered for the deduction.

### W/H Type

The default withholding type (W/H Type column) can be set (or un-set) by using the drop down menu to mark applicable taxes.

#### Figure: Install-439

List of payroll taxes for the Federal Withholding employee's automatic deduction tax default.



### **GL Account Number**

Select a General Ledger account number to be associated with the payroll automatic addition. The account number is recalled when entering payroll. The account may be entered manually or by using the Find tool.

#### Save the Changed Record

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

# Tax Def (Deferred) Tab

The Tax Deferred tab is used to set up semiautomatic or automatic deferred employee and/or employer contributions for the employee. The tab is used to set parameters and default information for the employee contribution to the tax deferred compensation or cafeteria plan.

cord, Tax Deferred	Main	Other	Default (	ederal <u>S</u> tate <u>A</u> dju	stments	Accruals I	ax Def Direct De	eposit <u>H</u> istory	Udf Notes	
reen form.	Activ	e Auto	Code	Descri	otion	Type	Amount	Limit	GL Account	
		V	50	Tax Deferred Plan		1 💌	3.000	0.00	2540	П
			52	Cafeteria Plan		1 🔻	1.000	0.00	2550	
										- ,
	•								•	
	Autom	atic Cor	mpany Contr Code	ibutions Description	Туре	Amount	Limit	Liability Acct	Expense Acct	
	1	1	50	Tax Deferred Plan	1 -	3.000	0.00	2540 Q	7007	J
			52	Cafeteria Plan	1 💌	0.000	0.00	2550	7007 🔍	J
	-									

All the contributions defined for the company appear on the appropriate table. Adjustments are selected by clicking the box in the Active column so that a checkmark appears. Tax Deferred Employee and Company Contributions are defined for the company in the appropriate file under Payroll Adjustments.

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

For each contribution marked, the type and amount must be entered. The type is selected using the drop down menu. The type options are:

1 Percent of Gross Wages

Edit

- 2 Rate per Hour
- 3 Fixed Amount
- 4 Rate per Hour Earned.

The type selected determines whether the amount is entered as a dollar amount (2 or 3) or as a rate (1 or 4). The default account can be changed in the GL Account column, which will override the addition's normal defaults for the employee only.

Remember that Payroll Adjustments can be set company-wide, and then modified in the individual employee master record (as we are describing here), or set company-wide, modified in the employee master record, and changed when the payroll is being processed.

🔍 Tip

🌒 Tip

The insert and delete buttons do not work in the grid. Even if a particular Tax Deferred contribution isn't needed, it will be listed.

## Automatic Tax Deferred Employee Contributions Form Active

The box should be checked if the Automatic Employee Contribution is to be available for either automatic creation and calculated when processing the employee's payroll, or for on-the-fly additions during the payroll process.

# Auto

The box should be checked if the Automatic Employee Contribution is to be automatically created and calculated when processing the employee's payroll. The option can only be set if the addition has already been marked as Active.

# Code

The addition codes listed here include system addition codes as well as those created by the user. There is a number of system tax deferred compensation codes that are already set up in BIS<sup>®</sup>:

- 50 401(k)
- 52 Cafeteria Plan

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an adjustment not included above. Setting up all default information in the Tax Deferred file will save time when entering payroll records. The information saved here will appear as the default when a tax deferred adjustment is made in Payroll Hours and Adjustments, although the defaults may be changed at the time of payroll entry, if necessary.

# ▲ Caution

If a company default tax deferred item that was used with one or more employees is changed, the employee's record must be changed as well.

If a new tax deferred item is created, it's initial default will appear in employee records.

# Description

The description set in the Payroll Tax Deferred Automatic Employee Contribution master record will appear in the column based on its code.

# Туре

The type is selected using the drop down menu. The type options are:

- 1 Percent of Gross Wages
- 2 Rate per Hour
- 3 Fixed Amount
- 4 Rate per Hour Earned.

The type selected determines whether the amount is entered as a dollar amount (2 or 3) or as a rate (1 or 4).

### Hours

If the addition is given in hours, BIS<sup>®</sup> will multiply the number of hours by the employee's regular rate of pay.

# Amount

If the addition is given as an amount, BIS<sup>®</sup> will use the amount entered for the addition.

# Limit

Many tax deferred compensation plans impose limitations upon the amount an employee can contribute in any given year. The annual limit can be changed, which will override the adjustment's normal defaults for the employee only. Once the employee reaches the limit, contribution will no longer be taken into account. The field is preset to a numeric dollar figure.

### **GL Account Number**

Select a General Ledger account number to be associated with the payroll automatic addition. The account number is recalled when entering payroll. The account may be entered manually or by using the Find tool. The default account can be changed, which will override the adjustment's normal defaults for the employee only.

### Save the Changed Record

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

# Automatic Tax Deferred Company Contributions Form

### Active

The box should be checked if the Automatic Company Contribution is to be available for either automatic creation and calculated when processing the employee's payroll, or for on-the-fly additions during the payroll process.

### Auto

The box should be checked if the Automatic Company Contribution is to be automatically created and calculated when processing the employee's payroll. The option can only be set if the addition has already been marked as Active.

### Code

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

- 50 401(k)
- 52 Cafeteria Plan

These codes cannot be changed or deleted. However, new codes can be added at any time to cover an adjustment not included above. Setting up all default information in the Tax Deferred file will save time when entering payroll records. The information saved here will appear as the default when a tax deferred adjustment is made in Payroll Hours and Adjustments, although the defaults may be changed at the time of payroll entry, if necessary.

# ▲ Caution

If a company default tax deferred item that was used with one or more employees is changed, the employee's record must be changed as well.

If a new tax deferred item is created, it's initial default will appear in employee records.

### Description

The description set in the Payroll Tax Deferred Company Contribution master record will appear in the column based on its code.

### Туре

The type is selected using the drop down menu. The type options are:

- 1 Percent of Gross Wages
- 2 Rate per Hour
- 3 Fixed Amount
- 4 Rate per Hour Earned.

The type selected determines whether the amount is entered as a dollar amount (2 or 3) or as a rate (1 or 4).

### Hours

If the addition is given in hours, BIS<sup>®</sup> will multiply the number of hours by the employee's regular rate of pay.

### Amount

If the addition is given as an amount, BIS<sup>®</sup> will use the amount entered for the addition.

### Limit

Many tax deferred compensation plans impose limitations upon the amount an employee can contribute in any given year. The annual limit can be changed, which will override the adjustment's normal defaults for the employee only. Once the employee reaches the limit, contribution will no longer be taken into account. The field is preset to a numeric dollar figure.

#### **Liability Account**

If the amount of the company contribution is to be accrued prior to payment, the default Liability (Payable) Account to which it will be credited is recorded here. Select a General Ledger liability account number to be associated with the company payroll automatic contribution. The account number is recalled when entering payroll. The account may be entered manually or by using the Find tool. The default account can be changed, which will override the adjustment's normal defaults for the employee only. The defaults may be changed at the time of payroll entry, if necessary.

#### **Expense Account**

If the amount of the company contribution is to be accrued prior to payment, the default Expense Account to which it will be credited is recorded in the field. Select a General Ledger liability account number to be associated with the company payroll automatic contribution. The account number is recalled when entering payroll. The account may be entered manually or by using the Find tool. The default account can be changed, which will override the adjustment's normal defaults for the employee only. The defaults may be changed at the time of payroll entry, if necessary.

#### Save the Changed Record

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

# **Direct Deposit Tab**

The Direct Deposit tab of the Employee master records the accounts to which funds will be deposited electronically via the file created in the Print Payroll Checks section. If the company (or the employee) do not want to deposit funds to the employee's accounts electronically, the tab's fields are left blank.

ect Deposit tab screen n.	Main Other	<u>D</u> efault Deposit	<u>F</u> ederal <u>S</u> tate	<u>A</u> djustment	Accru	als <u>T</u> ax Def	Direct	Deposit	<u>H</u> istory <u>U</u> df	Notes
	Bank	Account	Routing #	Acct Type	Active	Percent Amt	Prenote	Prenote Da	ate	
	12345678		102000021	Checking	<b>V</b>	100		01/23/15	•	
								11	•	
										- 2
	_									
	_									
	-				-			1	-	
				8	2 2		<u></u>			
				-						
	-									
					1					-

A Prenote electronic file must be sent to the bank prior to the first time an employee is to be paid via Direct Deposit. The file must also be created before the process can be activated. The file lets the bank test the possibility of routing funds to the employee's account from the company payroll account. To create a Prenote file, click the Prenote button. The file should be sent to the bank for each account of every employee to whom payroll funds will be distributed electronically.

The tab also provides some flexibility for distributing funds to multiple accounts belonging to an employee. A paycheck may be distributed to multiple accounts in varying percentages according to the employee's wishes.

### **Use Direct Deposit**

Check the box to enable direct deposits to go to the employee's bank accounts. Direct Deposit must be enabled in three places to work properly:

- System Wide Parameters PR tab
- Employee Master File Direct Deposit tab
- ٠ Print Payroll Checks.

### **Bank Account**

The field records the account number where the employee's check will be deposited.

### **Routing Number**

The routing number is that of the bank that with which the employee has his or her account. Typically, the number can be found at the bottom of an employee's personal voided check.

### Account Type

The field records the type of account (Checking or Savings) to which the funds will be deposited.

### Active

Check the box to activate the account distribution. Only active accounts will have funds distributed to them when payroll checks are printed.

### Percent Amt

The column records the type of account percentage amount of the employee's check that will be deposited to the account. All percentages in the column must total 100.

### Prenote

The button opens the Prenote dialog box.

### Prenote Date

The field column records the specified Prenote date recorded in the Prenote dialog box. The date may be changed manually or entered using the Calendar Tool.

### 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**

The History tab allows viewing the historical data regarding an employee's payroll records for quick reference. Year-to-date totals are shown for both the current and prior fiscal year periods. Also, displayed are the check number, date and amount of the employee's last paycheck. The information on the tab is for display only.

oyees - New History												
creen form.	Main	Other	Default	<u>F</u> ederal	State	<u>A</u> djustme	Accruals	Tax Def	Direct De	History	Udf	Notes
							2015		201	4		
	Year-To	-Date Gro	ss Wages				0.00		0.0	00		
	Year-To	-Date Fed	eral Tax W	ithheld			0.00		0.0	00		
	Year-To	-Date FIC	A Social Se	curity With	held		0.00		0.0	00		
	Year-To	-Date FIC	A Medicare	Withheld			0.00		0.0	00		
	Year-To	-Date Sta	te <mark>(s)</mark> Tax V	Vithheld			0.00		0.0	00		
	Year-To	-Date SDI	Tax Withh	eld			0.00		0.0	00		
	Year-To	-Date Loc	al Tax With	held			0.00		0.0	00		
	Year-To	-Date Vac	ation Hour	s Used			0.00		0.0	00		
	Year-To	-Date Sick	Hours Use	ed .			0.00		0.0	00		
	Last Che	eck Numbe	r					1				
	Last Che	eck Date				11		-				
	Last Che	eck Amour	it				0.00					

#### Year-To-Date Gross Wages

The Year-to-Date Gross Wages field displays the wages paid in the current calendar year.

#### Year-To-Date Federal Tax Withheld

The Year-to-Date Federal Tax Withheld field displays the federal taxes withheld from the employee's paycheck in the current calendar year.

### Year-To-Date FICA Social Security Withheld

The Year-to-Date FICA Social Security Withheld field displays the FICA taxes withheld from the employee's paycheck in the current calendar year.



#### Year-To-Date FICA Medicare Withheld

The Year-to-Date FICA Medicare Withheld field displays the Medicare taxes withheld from the employee's paycheck in the current calendar year.

### Year-To-Date State(s) Tax Withheld

The Year-to-Date State(s) Tax Withheld field displays the taxes withheld all applicable states from the employee's paycheck in the current calendar year.

# Year-To-Date SDI Tax Withheld

The Year-to-Date SDI Tax Withheld field displays the state disability insurance taxes withheld from the employee's paycheck in the current calendar year.

## Year-To-Date Local Tax Withheld

The Year-to-Date Local Tax Withheld field displays the local taxes of the applicable states withheld from the employee's paycheck in the current calendar year.

## Year-To-Date Vacation Hours Used

The Year-to-Date Vacation Hours Used field displays the sick hours used by the employee in the current calendar year.

### Year-To-Date Sick Hours Used

The Year-to-Date Vacation Hours Used field displays the sick hours used by the employee in the current calendar year.

### Year-To-Date Local Tax Withheld

The Year-to-Date Local Tax Withheld field displays the local taxes of the applicable states withheld from the employee's paycheck in the current calendar year.

### Last Check Number

The Last Check Number field displays the check number of the last payment made to the employee on file. BIS<sup>®</sup> enters the number from the payroll checks.

### Last Check Date

The Last Check Date field displays the check date of the last payment made to the employee on file. BIS<sup>®</sup> enters the number from the payroll checks.

### Last Check Amount

The Last Check Amount field displays the amount of the last payment made to the employee on file. BIS<sup>®</sup> enters the amount from the payroll checks.

# **Udf Tab**

The tab will display up to thirteen User Definable Fields (UDF) that can store additional information in the Sales Person 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: Install-444 Sample Employees' master	🖻 Emplo	oyees - EC	001 Bill Jo	ohnson							
Sample Employees' master record Udf tab screen form with two examples of user defined fields.	<u>M</u> ain Driver's Driver's	Qther Lic. Exp. Lic. No.	Default 12/02 D 100	Eederal 2/YYYY - 0888	State	Acruals	<u>I</u> ax Def	Direct De t	<u>d</u> istory	Udf	<u>N</u> otes
	Edit										

### **Define Fields Button**

User Definable Fields may be added to the Customers, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, 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 provide the maximum flexibility in creating exactly the type of field needed. 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 the form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

Sample User Denneu	Field	Caption	Туре	Length	Dec	Display Order	
Fields for Employees	DLDATE	Driver's Lic. Exp.	D	8	0	1	
screen form.	DL	Driver's Lic. No.	С	8	0	2	
							=
							-

#### Field

The field displays the field name for a User Definable Field that was entered upon creation. Once a field name 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

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

# I-433

#### Length

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

### Decimal

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

### Use as a Find field to Search In

Select this option to make the field a Search field parameter.

### Use as a Report Query field

Select this option to make the field a Report Query field.

### Use it in Report Writer

Select this options to make the field available in Report Writer.

### **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 the master file.

#### Figure: Install-446

Udf New Field screen

form	•		
------	---	--	--

🗐 New Field fo	or MSTEF		
Field Name: Caption: Type: Tool Tip Text: Format:	Character 🗸		
Length: Decimals:		Use as a Find field	to Search In uery field riter
		<u>0</u> K	Cancel

#### Edit

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

Figure: Install-447	🖻 Editing Field	[DLDATE] in MSTEF	- • •
form.	Field Name: Caption: Type: Tool Tip Text:	DLDATE Driver's Lic. Exp. Date Enter the Driver's License expiration of	late here.
	Length: Decimals:	8 🔹	Use as a Find field to Search In Use as a Report Query field Use it in Report Writer QK <u>C</u> ancel

# **Tool Tip Text**

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



### Format

The Format field is used to enter a format that will control the appearance of 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

Format	Description	Format Example		Results for V	alue
Tonnat	Description	r onnat Example	Text	Date	Numeric
I	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	12/31/06	
-#	Permits only entry of digits, spaces, and	#####	Hello	12/31/06	***** (Overflow)
#	signs, such as the minus (-) sign.	#######################################	Hello Wo.rk	12/31/06	13579246.245
٥	Permits only entry of digits and signs, such	99999	Hello	12/31/06	***** (Overflow)
3	as the minus (-) sign.	99999999999	Hello Wo.rkd	12/31/06	13579246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
,	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
Α	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
Н	Prevents entry of non-hexadecimal symbols in the specified position.	ННННН	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNN	Hello	12/31/06	NNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	υυυυυ	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	wwwww	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	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	12/31/06	YYYYY
	Virtually any character can be used in the	TPQQW	TPQQh	12/31/06	TPQQW
	tormat, but its behavior is subject to the table above.	123TQW	123T Qh	12/31/06	123TQW

**Figure: Install-449** Data Format Chart. The chart shows the format, description, an example, and results.

### Length

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

### Decimals

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

### Delete

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

### Close

The 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.



### 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.

# **Report – Employee List**

These report show the employee ID and name, title, social security number, status, union member, and other optional information.

# Access to Employee List

Module Menu with Reports Group

Payroll | Reports | Employee List

**Module Menu with Reports List** 

Payroll | Employee List

# Standard Menu

Reports | Payroll | Employee List

# Report Type

# Summary

The Summary Report Type shows the employee ID and name, title, social security number, status, and union membership.

### Detail

The Detail Report Type displays the employee address and telephone number.

# Extended

The Extended Report Type provides a full-page report for each employee that displays all information from the Main and Default tabs of the Employees file.

## **Automatic Adjustments**

The Automatic Additions Report Type shows the summary information plus the code, description, hours, amount, limit, GL account, and expense account for each employee's automatic payroll adjustments.

# Udf

The Udf Report Type displays the employee name and number plus the information on the Udf (User Defined Fields) tab of the Vendor file.

# **Order By**

- Employee ID
- Employee First Name
- Employee Last Name
- Employee Name
- City
- State
- Zip Code
- Telephone Number
- Social Security Number
- Date Hired
- Status

# Options

- Show Report Criteria
- Active
- Inactive
- Union
- Non Union
- Show Notes
- Case Sensitive

# Fields

- Employee ID
- Employee Name
- City
- State
- Zip Code
- Telephone Number
- Social Security Number
- Date Hired

# **Employee List – Summary Report**

mployee	Employee Name	Intie	50C. Sec. #	Status	Union
001	Bill Johnson	Owner	555-55-1000	Active	No
N	tes Sometimes works from home				
002	Mike Jarvis	Project Manger	555-55-1001	Active	No
003	Alissa Monte	Office Manager	555-55-1002	Active	No
004	Tim Hard away		555-55-1003	Active	Yes
005	Joe Martinez		555-55-1004	Active	Yes
006	Steve Schwartz		555-55-1005	Active	Yes
007	Mike Smith		555-55-1006	Active	Yes

Figure: Install-451Employee List – Summary Report.

# **Employee List – Detail Report**

Employee Id	Employee Name First Name Addres s/City	Title Middle Initial Telephone/Sta	te/Zip Code	Soc. Sec. # Last Name Department	Status	Union
Withholding Stat	te					
Unem p. State	Description	W/C Code	SDI W/H	LocalTax	Description	
E001	Bill Johnson	Owner		555-55-1000	Active	No
	Bill	J		Johnson		
	641 Hatrick Way	(805) 543-7000				
	Pismo Beach	CA	93448			
MD	Maryland		SDI (No)			
CA	California	5190	SDI (No)			
Notes	Sometimes works from home					
E002	Mike Jarvis	Project Mange	r	555-55-1001	Active	No
	Mike	P		Jarvis		
	1812 6th Street	(805) 543-7000				
2.04	Grover Beach	CA	93433			
CA	California	5190	SDI (Yes)			
CA	California	5190	SDI (Yes)			
E003	Alissa Monte	Office Manage	r	555-55-1002	Active	No
	Alissa	A		Monte		
	1689 22nd Street	(805) 543-7000				
	Oceano	CA	93445			
CA	California	5190	SDI (Yes)			
CA	California	5190	SDI (Yes)			
E004	Tim Hard away			555-55-1003	Active	Yes
	Tim			Hardaway		
	916 E. Meridian	(805) 543-7000				
	Grover Beach	CA	93433			
CA	California	5645	SDI (Yes)			
CA	California	5645	SDI (Yes)			
E005	Joe Martinez			555-55-1004	Active	Yes
12 11 12 12 12 12 12 12 12 12 12 12 12 1	Joe	P		Martinez		
	805 T Street	(805) 543-7000				
	Pismo Beach	CA	93448			
CA	California	5645	SDI (Yes)			
CA	California	5645	SDI (Yes)			
E008	Steve Schwartz			555-55-1005	Active	Yes
	Steve	M		Schwartz		No Gale And
	963 Presker Canyon Road	(805) 543-7000				
	Arroyo Grande	CA	93420			
CA	California	5190	SDI (Yes)			
	California	5190	SDI (Yes)			

**Figure: Install-452** Payroll Employee List Report - Detail, sorted by Employee Id.

# Employee List – Extended Report

	Employee E004	1, Bill Johnson	
Main		Photo	
Employee Id First Name M.I. Last Name Display Name Street Address 1 Street Address 2 City State Zip Code Telephone Title S.S.N. Birth Date	E001 Bill J Johnson Bill Johnson 641 Hatrick Way Pismo Beach CA 93448 (805) 543-7000 Owner 555-55-1000 01/19/1956	Default Pay Period Pay Type	Veekiy Salaried
Date Hired Date Last Raised Date Terminated Status	// 01/01/ // Active	Classification Minority Code Gender Rate Classification	Journey Worker N/A Male
Federal Tax		Reg. Pay Rate	\$2,400.00
Filing Status No. of Exemptions Additional W/H Amt. Estimated W/H Amt. Exempt Ea med Income Credit W2 Box 13 W2 Box 13 W2 Box 13 W/H A djustment State Tax	Single 0 0 0 1 2 3 Exempt from Federal Withholding 3 Single or Married with one W5 Form Filing [] Statutory Employee [X] Retirement Plan [] Third-party sick pay [] W/H Adjustment for Nonresident Aliens	Ot. Pay Rate Dt. Pay Rate Reg. Billing Rate Ot. Billing Rate Dt. Billing Rate Other Burden % Construction Trade GL. Account Union Union Code Union Classification Department	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 7.00 7003 Salaries & [] Union Employee
Withholding State	MD Maryland	History	
Unemployment State	CA California	Last Check Number Last Check Date Last Check Amount	55555 01/01/ \$1,404.20
Business Email Personal Email Mobile Phone	biohnson@bestconstruction.com biohnson@coldmail.com (805)555-1234 (805)555-4321	Emergency Contact Name Telephone 1	Susan Johnson (805)655-9876 (805)655-8543

Figure: Install-453Employee List, Extended Report.

# **Employee List – Automatic Adjustments Report**

e Id Employe Name	Title		Social Security#	Status	Union	
e Description	Hours	Amount	Limit GL A cot	Expense A co	t	
Bill Johnson	Owner		555-55-1000	Active	No	
Insurance Deduction		2.00	7007			
Tax Deferred Plan		3.00	0.00 2540			
Tax Deferred Plan		3.00	0.00 2540	7007		
Mike Jarvis	Project Ma	inger	555-55-1001	Active	No	
Tax Deferred Plan		5.00	0.00 2540			
Tax Deferred Plan		3.00	0.00 2540	7007		
Alissa Monte	Office Man	ager	555-55-1002	Active	No	
Tim Hard away			555-55-1003	Active	Yes	
Joe Martinez			555-55-1004	Active	Yes	
Steve Schwartz			555-55-1005	Active	Yes	
Mike Smith			555-55-1006	Active	Yes	
	eld Employe Name e Description Bill Johnson Insurance Deduction Tax Deferred Plan Tax Deferred Plan Mike Jarvis Tax Deferred Plan Tax Deferred Plan Alissa Monte Tim Hard away Joe Martinez Steve Schwartz Mike Smith	ac Adjustment's Report e d Employe Name File Description Hours Bill Johnson Owner Insurance Deduction Tax Deferred Plan Tax Deferred Plan Tax Deferred Plan Alissa Monte Office Man Tim Hard away Joe Martinez Steve Schwartz Mike Smith	aid         Employe Name         Title         Hours         Amount           Bill Johnson         Owner         Insurance Deduction         2.00         7ax Deferred Plan         3.00           Tax Deferred Plan         3.00         Mike Jarvis         Project Manger         7ax Deferred Plan         5.00           Tax Deferred Plan         5.00         3.00         Alissa Monte         Office Manager           Tim Hard away         Joe Martinez         Steve Schwartz         Mike Smith         Steve Schwartz	In Adjustments Report           eld Employe Name         Title         Social Security#           Bill Johnson         Owner         555-55-1000           Insurance Deduction         2.00         7007           Tax Deferred Plan         3.00         0.00 2540           Mike Jarvis         Project Manger         565-56-1001           Tax Deferred Plan         5.00         0.00 2540           Mike Jarvis         Project Manger         565-56-1001           Tax Deferred Plan         5.00         0.00 2540           Alissa Monte         Office Manager         565-56-1002           Alissa Monte         Office Manager         565-56-1002           Tim Hard away         565-55-1004         555-55-1004           Steve Schwartz         555-55-1005           Mike Smith         555-55-1006	Dia Adjustmentis Report           eld Employe Name         Title         Social Security#         Status           Bill Johnson         Owner         555-55-1000         Active           Insurance Deduction         2.00         7007         Tax Deferred Plan         3.00         0.00 2540         7007           Tax Deferred Plan         3.00         0.00 2540         7007         Active           Tax Deferred Plan         5.00         0.00 2540         7007           Mike Jarvis         Project Manger         555-55-1001         Active           Tax Deferred Plan         5.00         0.00 2540         7007           Alissa Monte         Office Manager         555-55-1001         Active           Tim Hard away         555-55-1002         Active           Joe Martinez         555-55-1003         Active           Steve Schwartz         555-55-1005         Active           Mike Smith         555-55-1008         Active	ek Employe Name ek Employe Name e Description Tate Bill Johnson Tax Deferred Plan Tax Deferred Plan Tim Hard away Joe Martinez Steve Schwartz Mike Smith Tax Steve Schwartz Mike Smith Store School Active Tax Deferred Plan Tax

**Figure: Install-454** Employee List, Automatic Deductions Report, sorted by Employee Id.

eck	List Report						Page
1	Employee Name	Address 1	Address 2	City	State	Zip Code	SSN
	Bill Johnson	641 Hatrick Way		Pismo Beach	CA	93448	555-55-100
	Mike Jarvis	1812 6th Street		Grover Beach	CA	93433	555-55-100
	Alissa Monte	1689 22nd Street		Oceano	CA	93445	555-55-10
	Tim Hardaway	916 E. Meridian		Grover Beach	CA	93433	555-55-10
	Joe Martinez	805 T Street		Pismo Beach	CA	93448	555-55-10
	Steve Schwartz	963 Presker Canyon Road		Arroyo Grande	CA	93420	555-55-10
	Mike Smith	1845 Oak Park	Apt. B	Oceano	CA	93445	555-55-10

### Figure: Install-454a Employee Check List report.

# **Employee User Definable Fields – Udf Report**

Employe	e User Definable F	Fields	Best Construction Company
JdfReport			Page
Employee Id	Employee Name UDF Field	Description	
E001	Bill Johnson		
	Driver's Lic. Exp.	12/02/	
	Driver's Lic. No.	D1000888	
E002	Mike Jarvis		
	Driver's Lic. Exp.	10/10/:	
	Driver's Lic. No.	D1001888	
E003	Alissa Monte		
and the second	Driver's Lic. Exp.	11	
	Driver's Lic. No.		
E004	Tim Hard away		
1	Driver's Lic. Exp.	03/23/	
	Driver's Lic, No.	D1003888	
E005	Joe Martinez		
1.000	Driver's Lic, Exp.	11/28/	
	Driver's Lic No	D1004888	
006	Steve Schwartz		
	Driver's Lic Exp	09/03/	
	Driver's Lic No	D1005888	
007	Mike Smith	51003000	
	Drivede Lie Evo	02/15/	
	Drivers Lic. Exp.	D1008000	
02/	5-52 DM		

# Vendors

The section covers two options, "Add Vendor Information" and "Edit Vendor Information". It is usually more effective to enter all of the vendor information at the same time. However, if some of the information is not readily available, it can be entered later by selecting from the AP Menu, Vendors. Instructions for changing a vendor using the option appear at the end of the section.

**Modular Menu Access** 

AP | Vendors

**Standard Menu Access** 

List | Vendors

### **New Record**

Initial access to Vendors from the menu opens the Vendors - New form. The form is used to enter new vendor information. However, access to a new form when another vendor's record is on the screen only requires pressing Ctrl+N or using the New  $\square$  icon on the toolbar. The system will ask if any changes to the record should be saved.

**Figure: Install-456** Vendors - New master record screen form Main tab.

<u>M</u> ain	Default	Contact	History	1099	Udf	Notes			
Vendo	Id .								
Vendo	Name						License Number		
Street	Address 1						Federal Id Number		
Street	Address 2						Vendor requires Work	ers' Comp. Date	e
City							W/C Expiration Date	11	-
State		Q		Vendor requires Liabili	ty Insurance Da	ate			
Zip Co	de						L/I Expiration Date	11	-
Day Te	lephone	()					Vendor Status	Active	
Night 1	elephone	()					Customer Id		
Fax		()							
E-Mail									
Cost C	ode			Q					
Payme	nt Terms				Q		Vendor requires Auto	Insurance Date	
							Auto Insurance Expiration	n //	-

### **Editing an Existing Record**

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

Figure: Install-457 E Vendors Accounts Payable, Vendor Search Search for Find/Search screen. Clear Search in Vendor Id • Condition Include Qk Status All -Case Sen Cancel Status Day Telephone Night Telephone Federal Id State Zip Code Name Fax E-Mail City Street Address 1 Id Number 0201 BK Contracting Active (805)543-7000 ( ) (805)534-1595 ion@bkcontracting.com Oceano CA 93455 16701 Douglas Way 1700000000000 (805)534-1595 jack@nagelfoundatons.com 93420 6800 Oak Park Blvd Nagel Founda Active (805)543-7000 ( Arroyo Grande CA (805)543-7000 ( ) 13010000000 0203 Yardsee-Jones Lands g Active (805)534-1595 cliff@yjlandscaping.com Oceano CA 93445 5231 28th Street 0301 Dry Gulch Concrete Active (805)543-7000 ( (805)534-1595 markmonahan@emailstuff.com Santa Maria CA 93448 193 Snake Canyon Road 11000000000 Active (805)543-7000 ( (805)534-1595 clarson@gcframing.com 0601 Gold Coast Framing 93422 683 Johnston Avenue 13000000000 Atascadero 0602 Classic Interiors Active (805)543-7000 ( ) (805)534-1595 projects@dassicinteriors.com Pismo Beach CA 93448 859 Shore Avenue 170000000000 0701 A1 Insulation 0702 Hightop Roofing Active (805)543-7000 ( ) (805)534-1595 San Luis Obispo CA 93401 1825 Highland Way 140000000000 Active (805)543-7000 ( (805)534-1595 peterfranks@fr Los Osos CA 93402 1803 Ninth Street 160000000000 0801 Higuerra Glass Active (805)543-7000 ( ) (805)534-1595 San Luis Obispo CA 93401 1396 Higuerra Street 150000000000 0901 Quintus Drywall Active (805)543-7000 ( ) (805)534-1595 Santa Maria CA 93454 3258 Los Casitas Drive 180000000000

### **Scrolling Through Vendor Records**

Users can scroll through the vendor records by using the VCR buttons on the toolbar  $\mathbb{H}$  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 Vendor Id. Clicking on the Previous di icon (at the top of the screen) will open the immediately previous record of the list according to Vendor Id. Clicking on the Next Dicon (at the top of the screen) will open the next record of the list, according to Vendor Id. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to Vendor Id.

or editina.	<u>Plain</u> <u>D</u> efault	Contact History 1099 Udf Notes				
5	Vendor Id	0203				
	Vendor Name	Yardsee-Jones Landscaping	License Number	100000000013		
	Street Address 1	5231 28th Street	Federal Id Number	13010000000		
	Street Address 2		Vendor requires Workers' Comp. Date			
	City	Oceano	W/C Expiration Date	06/18/ 💌		
	State	CA 🔾 California	Vendor requires Liability	Vendor requires Liability Insurance Date		
	Zip Code	93445	L/I Expiration Date	03/22/ 💌		
	Day Telephone	(805)543-7000	Vendor Status	Active 💌		
	Night Telephone	() -	Customer Id			
	Fax	(805)534-1595	41859635			
	E-Mail	cliff@yjlandscaping.com				
	Cost Code	02800 Q Landscaping				
	Payment Terms	NET 21	Vendor requires Auto In	surance Date		
	Sector research and and a	here i har si	Auto Insurance Expiration	11 -		

### **Cloning an Existing Record**

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

### **Deleting an Existing Record**

Figure Install-459 Cloned record. Note that	Vendors - New <u>Main Default</u>	Contact History 1099 Udf Notes					
except for the Vendor Id, match the source record.	Vendor Id Vendor Name Street Address 1 Street Address 2 City State Zip Code Day Telephone Night Telephone	Yardsee-Jones Landscaping 5231 28th Street	License Number Federal Id Number	100000000013 13010000000			
			Vendor requires Worker	s' Comp. Date			
		Oceano	W/C Expiration Date	01/23/: 💌			
		Q	Vendor requires Liability Insurance Date				
		93445	L/I Expiration Date	01/23/ 💌			
		Day Telephone	Day Telephone	Day Telephone	(805)543-7000	Vendor Status	Active 👻
		() -	Customer Id				
	Fax	(805)534-1595	41859635				
	E-Mail	diff@yjlandscaping.com					
	Cost Code	02800 Q Landscaping					
	Payment Terms	NET 21	Vendor requires Auto Ir	surance Date			
	and the second second second		Auto Insurance Expiration	11 -			
	New						

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 the record? Click on the Yes button to delete it, or click on the No button to leave the 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.

# Main Tab

The Vendors master file records all pertinent information related to vendors. The information recorded on these tabs is used throughout BIS<sup>®</sup> whenever a vendor is referenced in transactions or in other master records. The Main section records general information about the vendor.

# Vendor Id

Enter an Id that is to be assigned to the vendor. Any 10-digit alpha or numeric character or combination of both may be used in the Vendor Id. BIS<sup>®</sup> checks for number duplication. A warning will appear if the Id has already been assigned. Please note that the underlined Vendor Id title is a hyperlink field as well as the description of the information to be entered.

Figure: Install-460

Reports directly accessible by right-clicking on the field name hyperlink

Vendor File	
Vendor Labels	
Vendor Ledger	
Accounts Paya	ble Aging
Vendor Paymer	nts
What's This?	
Control Access	

### Vendor Name

Enter the name of the vendor, up to 30 characters.

### Street Address 1

Enter the street number and street name of the vendor. The is an alphanumeric field up to 30 characters.

# **Street Address 2**

Enter any secondary address information such as a suite number for the vendor. The is an alphanumeric field up to 30 characters.

# City

Enter the name of the city, up to 30 characters.

# State

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

# Zip

Enter the postal zip code. The number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered.

### **Day Telephone**

Enter the day telephone number of the vendor. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

### **Night Telephone**

Enter the night telephone number of the vendor. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

### Fax

Enter the fax telephone number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

### E-mail

Enter the e-mail address, an alphanumeric field limited to 35 characters.

# Cost Code

Select the default cost code related with the vendors. Cost codes are maintained in the Cost Code Library. Click the hyperlink to open the Cost Code Library window. The code may be entered manually or by using the Find tool.

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 the hyperlink opens the Cost Code Library - New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

### Payment Terms

Select the default payment terms related with the vendors. Click the hyperlink to open the Payment Terms master record window to add or modify payment terms. The code may be entered manually or by using the Find tool described above.

Please note that the underlined Payment Terms title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Payment Terms - New form. Right-clicking the accesses the Payment Terms report that can be directly opened.

### **License Number**

Enter the vendor's license number, an alphanumeric field limited to 13 characters, that is needed for those vendors who perform subcontract work.

### **Federal ID Number**

Enter the Federal ID number. The number should be the same as the vendor's taxpayer identification number if the vendor is to receive a 1099 in the alphanumeric field limited to 12 characters.

### **Vendor Requires Worker's Comp Date**

Check the box for subcontractor's worker's compensation insurance expiration date. BIS<sup>®</sup> will provide a warning if the expiration date has passed while entering accounts payable invoices.

### **Workers Compensation Insurance Date**

Enter the worker's compensation insurance expiration date for the vendor. The date will also be included in vendor subcontract files. BIS<sup>®</sup> will provide a warning if the expiration date has passed while entering accounts payable invoices. The date may be typed of entered using the Calendar tool.

### **Vendor Requires Liability Insurance Date**

Check the box for a subcontractor's liability insurance expiration date. BIS<sup>®</sup> will provide a warning if the expiration date has passed while entering accounts payable invoices.

### **Liability Insurance Expiration**

Enter the liability insurance expiration date for the vendor. The date will also be included in vendor subcontract files. BIS<sup>®</sup> will provide a warning if the expiration date has passed while entering accounts payable invoices. The date may be typed of entered using the Calendar tool.

### **Vendor Status**

Enter the vendor status for the vendor. It provides a selection of status options to choose from. Click on the drop down control to select either Active or Inactive. Making a vendor inactive prevents any transactions from being processed for that vendor.

# 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.

### I-446

# **Default Tab**

The Default tab section of the Vendor maintenance form is used for setting up the default values for information related to the vendor selected.

Figure: Install-461 Vendor master record	E Vendors - 0101 Central Coast Building Supply       Main       Default       Contact       History       1099       Udf       Notes
sample screen Default tab.	GL Account       5015       Cost of Contracts-Material         Vendor Type       Supplier       Image: Cost of Contracts-Material         Union Vendor       Image: Cost of Contracts-Material         Women Owned Business Enterprise       Women Owned Business Enterprise         Women or requires a separate check for each invoice
	Edit

### **GL Account Number**

Select a General Ledger Expense, Cost of Goods sold (COGS), Work in Progress (WIP), or Inventory account number to be associated with the vendor. The account number is recalled when entering purchase orders and accounts payable invoices. The account may be entered manually or by using the Find tool. The hyperlink leads to the Chart of Accounts screen form.

Please note that the underlined GL Account title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the GL Account hyperlink opens a selection of reports that can be directly accessed.

### Vendor Type

Select a Vendor Type to be associated with the vendor. Click on the drop down control to select from a list of vendor types. Two of the vendor types, Subcontractor and Supplier are preset by the program, and cannot be deleted. However, left-click the hyperlink to access the Vendor Types - New form to add more vendor types.

Please note that the underlined Vendor Type tittle is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Vendor Type hyperlink directly accesses the Vendor Types report.

### **Union Vendor**

If the vendor selected is a union vendor, the option should be activated. It is activated when a checkmark appears in the box. Use the mouse to toggle the checkmark on and off.

### Minority Owned Business Enterprise (MOBE)

If the vendor selected is a minority owned business, the option should be activated. It is activated when a checkmark appears in the box. Use the mouse to toggle the checkmark on and off.

### Woman Owned Business Enterprise (WOBE)

If the vendor selected is a woman owned business, the option should be activated. It is activated when a checkmark appears in the box. Use the mouse to toggle the checkmark on and off.

### 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.

# **Contact Tab**

**Figure: Install-462** Sample vendor master record screen form Contact tab.

The Contact tab screen form records an unlimited number of contacts for the vendor. The contact name, title, telephone and fax number, and e-mail address can be entered in the corresponding fields. To enter notes for a particular contact, click the button in the Notes column to open the screen for notes.

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

Contact Nar	ne Title	Day Telephone	Day Telephone Ext	Night Telephone	Mobile Phone	Fax
Luis Trisdale	Owner	(805)543-7000		() -	() -	(805)534-1595
		() -		() -	() -	() -
-						
-			S			
		2				
-						
-						
1						

### **Contact Name**

Enter the name of the person contacted at the vendor.

### Title

Enter the Contact person's title.

#### **Day Telephone**

Enter the day telephone number of the vendor. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

#### **Night Telephone**

Enter the night telephone number of the vendor. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

#### Fax

Enter the Fax telephone number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

### E-mail

Enter the electronic mail (e-mail) address.

#### Notes

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

### **Default Contact**

Allows for the selection of a default Vendor contact.

### 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

The History tab displays accounts payable information to date, and is for reference only.

Figure: Install-463	E Vendors - 0201 BK Contracting	
Sample vendor master record screen form History tab.	Main       Default       Contact       History       1099       Udf       Notes         Date of Last Payment       01/23/       Amount of Last Payment       8500.00	P.O. Invoices Payments
	Edit	

### **Date of Last Payment**

The Date of Last Payment field displays the date of the last payment made to the vendor on file. BIS<sup>®</sup> enters the date from the accounts payable checks.

### **Amount of Last Payment**

The Amount of Last Payment field displays the amount of the last payment made to the vendor on file. BIS<sup>®</sup> enters the amount from the accounts payable checks.

### P.O. Button

Use the PO button to display a list of purchase orders on file for the selected vendor.

#### Figure: Install-464

Sample vendor master record screen from History tab, Purchase Orders subscreen.

Date	P.O. Number	Amount	Description	Status	
01/27/	1002	10,000.00	Demolition Materials	1	
06/30/	1012	10.00		1	
01/23/.	1018	8,500.00	Demolition Materials	1	
	1				Þ
te 🔽 All	Beginning //	▼ Ending	11 -	<u>S</u> elect	Close

#### Date

Either check the date box to see all purchase orders irrespective of their date, or enter a beginning and ending date to see a range of purchase orders.

#### **Select Button**

After selecting either All or a date range of purchase orders, click on the Select button to list the selection.

#### **Close Button**

Click on the Close button to close the purchase order list and return to the History tab.

# **Invoices Button**

Use the Invoices button to display a list of invoices on file for the selected vendor.

#### Figure: Install-465

Sample vendor master record screen form History tab, Invoices sub-screen.

Invoice Date	Invoice #	Invoice Amt	Amount Paid	Purchase Order	Disc Date
01/06/	101536	39,000.00	37050.00	1000	11
01/23/	101694	29,000.00	29000.00	1001	11
02/03/	55560	3,000.00	0.00		11
02/03/	55500	6,000.00	0.00		11
					>
					-

### Date

Either check the date box to see all invoices irrespective of their date, or enter a beginning and ending date to see a range of invoices.

### **Select Button**

After selecting either All or a date range of invoices, click on the Select button to list the selection.

### **Close Button**

Click on the Close button to close the invoices list and return to the History tab.

### **Payments Button**

Use the Payments button to display a list of payments on file for the selected vendor.

Figure: Install-466 🖻 Payments for Vendor 0201 - • × Sample vendor master Check Date Check Number Amount Invoice Number Invoice Date 1099 Type 1099 Pay/Ded 01/08/ 01/24/ 03/10/ 06/30/ record screen form 10501 4,500.00 890 01/07/ 1 7 715.50 895 01/14/ 10503 History tab, Payments 50023 150.00 sub-screen. 1002 200.00 1 06/30/ 1003 10.00 123 02/28/ 06/30 1013 10.00 06/30 1014 10.00 121333 06/30/ 12/01/ 12012014-1 1,500.00 12/01/ 12012014-2 2,500.00 1a 12/01/ 12012014-3 3,500.00 01/23/ 01232015-1 8,500.00 12315.01 01/23/ -11 -Select Close Date 🔽 All Beginning 11 Ending

#### Date

Either check the date box to see all payments irrespective of their date, or enter a beginning and ending date to see a range of invoices.

#### **Select Button**

After selecting either All or a date range of payments, click on the Select button to list the selection.

### **Close Button**

Click on the Close button to close the payments list and return to the History tab.

# 1099 Tab

The 1099 tab records information that may be used to prepare 1099 forms for the selected vendor.

Figure: Install-467 Vendors 1099 tab screen form sample.	🖻 Vendor - 0201 - BK Contracting			
	Main Default Contact History 1099 UDF Notes			
	Form 1099 is required for this vendor			
	1099 Type 1 🗸 1099-MISC Miscellaneous Income			
	1099 Payment or Deduction 7 🗸 Nonemployee compensation			
	1099 Recipient's Name BK Contracting			
	DBA ' in front of Vendor Name No 🗸			
	Taxpayer Identification number (TIN) 12-3456789			
	Taxpayer Account # (Optional for 1099's)			
	IRS Country Code US			
	Taxpayer Type EIN-Business or Organization			
	FATCA filing requirement			
	Edit			

### Form 1099 is Required for the Vendor

To track the vendor's activity for purposes of issuing 1099 forms, indicate so by selecting the box. Clear the box if the vendor is not to receive a 1099 form.

#### 1099 Type

The 1099 Type displays the current vendor's 1099 type and provides a selection of 1099 types from which to choose. Click on the drop down control to select an option from the list. The available form types are:

- Type 1 1099-MISC, Miscellaneous Income
- Type 2 1099-DIV, Dividends and Distributions

Type 3 1099-INT, Interest

BIS<sup>®</sup> will accumulate and print the vendor's payments by these types. A report containing 1099 activity can be printed in AP reports: 1099 Reports, 1099 Forms, and Magnetic Media.

#### **1099 Payment or Deduction**

The 1099 Payment or Deduction displays the type of 1099 payment or deduction associated with the vendor and provides a selection of 1099 types from which to choose. Click on the drop down control to select an option from the list.

#### **1099 Recipient's Name**

The 1099 Recipient's Name records the recipient name to appear on the 1099 form, if different from the vendor name. The is an alphanumeric fields limited to 20 characters.

#### **DBA** in Front of Vendor Name

The DBA in Front of Vendor Name allows DBA (Doing Business As) to be printed on the 1099 form in front of the vendor name. If the 1099 recipient's name is different from the vendor name, select *Yes* from the drop down option in the field.

#### **Taxpayer Identification Number (TIN)**

The Taxpayer Identification Number (TIN) records the vendor's TIN. The is an alphanumeric field limited to nine characters.

#### **Taxpayer Account Number**

The Taxpayer Account Number records the taxpayer account number for the vendor, if applicable. The is an alphanumeric field limited to 20 characters.

The IRS Country Code records the IRS country code for the vendor. The is an alphanumeric field limited to two characters.

## **Taxpayer Type**

The Taxpayer Type displays the current vendor's taxpayer type and provides a selection of taxpayer types from which to choose. Click on the drop down control to select an option from the list. The available types are EIN-Business or Organization, SSN-Individual, ITIN-Not eligible to obtain a SSN, and N/A-Not determinable.

### **FATCA Filing Requirement**

Check this setting if the Vendor falls under the compliance of the Foreign Account Tax Compliance Act (FATCA.)

### 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

The tab will display up to thirteen User Definable Fields that can store additional information in the Sales Person master record. Click the Define Fields button to add new fields and manage existing fields.

(j) Tip The Udf function is generally employed after installation is complete. Figure

Figure: Install-468	Vendors - 0201 BK Contracting	
tab screen form sample.	Main Default Contact History 1099 Udf Notes Relationship Status Contractor and Supplier	
	Fax No. 2 805-555-5555	
	Edit	Define Fields

### **Define Fields Button**

User Definable Fields may be added to the Customers, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, 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 provide the maximum flexibility in creating exactly the type of field needed.



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 the form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

# Field

The field displays the field name for a User Definable Field that was entered upon creation. Once a field name 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

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

### Length

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

### Decimal

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

### Use as a Find field to Search In

Select this option to make the field a Search field parameter.

### Use as a Report Query field

Select this option to make the field a Report Query field option on related UDF report query forms.

### **Use it in Report Writer**

Select this options to make the field available in Report Writer.

### **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 the master file.

Figure: Install-470	🖻 New Field for MSTVF 📃 📼 💌			
Udf New Field screen form.	Field Name: Caption: Type: Tool Tip Text: Format: Length: Decimals:	Character V 10 ÷ 0 ÷	Use as a Find field to Search In Use as a Report Query field Use it in Report Writer	

### Edit

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

Figure: Install-471 Udf Editing Field screen form.	🖃 Editing Field	I [FAX2] in MSTVF	
	Field Name: Caption: Type: Tool Tip Text: Format: Length: Decimals:	FAX2 Fax No. 2 Character v Enter a second fax num	iber here.
		999-999-9999	
		10 🜩	Use as a Find field to Search In
		0 🛓	Use as a Report Query field
			<u>O</u> K <u>Cancel</u>
# 🄍 Tip

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

Туре	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 allows a tip to be entered that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

Figure: Install-472 Employees Udf tab	E Vendors - 0201 BK Contracting	
showing Tool Tip for the	Main Default Contact History 1099 Udf Notes	
first field entered.	Relationship Status Contractor and Supplier	
	Fax No. 2 805-555-5555	
	Enter a second fax number here.	
		Define Fields
	Edit	

#### Format

The Format field is used to enter a format that will control the appearance of 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 is changed to all capital letters. Using any other letter will cause the user entry in that position of the

Format	Description	Format Example		Results for V	alue
Tonnat	Description		Text	Date	Numeric
I	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	12/31/06	
-#	Permits only entry of digits, spaces, and	#####	Hello	12/31/06	***** (Overflow)
#	signs, such as the minus (-) sign.	#######################################	Hello Wo.rk	12/31/06	13579246.245
٩	Permits only entry of digits and signs, such	99999	Hello	12/31/06	***** (Overflow)
J	as the minus (-) sign.	99999999999	Hello Wo.rkd	12/31/06	13579246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
,	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
Α	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
Н	Prevents entry of non-hexadecimal symbols in the specified position.	ННННН	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	υυυυυ	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	wwwww	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	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	12/31/06	YYYYY
	Virtually any character can be used in the	TPQQW	TPQQh	12/31/06	TPQQW
	tormat, but its behavior is subject to the table above.	123TQW	123T Qh	12/31/06	123TQW

**Figure: Install-473** Data Format Chart. The chart shows the format, description, an example, and results.

# Installation

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 Udf field.

### Decimals

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

#### Delete

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

#### Close

The 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.



# 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.

# Report – Vendor List

The report provides a listing of records in the Vendors file. A variety of report types are available to produce as detailed a listing as needed.

### Access to Vendor List Module Menu with Reports Group AP | Reports | Vendor List

Module Menu with Reports List AP | Vendor List

Standard Menu Reports | Accounts Payable | Vendor List

# Report Types

# Summary

The Summary Report Type displays the vendor ID and name, daytime telephone and fax numbers, status, whether it is a union vendor, a minority owner business, a woman owner business, and whether a Form 1099 is required.

# Detail

The Detail Report Type also lists the complete vendor address, nighttime telephone, and e-mail.

# Extended

The Extended Report Type also provides a full-page report for each vendor that displays all information from the Main, Default, 1099, and History, Udf, and Notes tabs. It also displays the amount due to the vendor.

# Contact

The Contact Report Type provides a listing of all contacts recorded on the Contact tab of the Vendor file.

# Udf

The Udf Type provides a listing of all user defined fields recorded on the Udf tab of the Vendor file.

# Order By

- Vendor Id: Alphanumeric
- Vendor Id Numeric: (Numeric-Alpha)
- Vendor Name
- VenueCity
- CityState
- State
- Zip Code Day Telephone
- Day TelephoCost Code
- Vendor Type

# Options

- Show Report Criteria
- Active
- Inactive
- Union Vendors
- Non-Union Vendors
- Minority Owned Business Enterprise
- Non-MOBE
- Women Owned Business Enterprise
- Non-WOBE
- 1099 Vendors
- Non-1099 Vendors
- Show Notes
- Case Sensitive

# Fields

- Vendor Id
- Vendor Name
- City
- State
- Zip Code
- Day Telephone
- Cost Code
- Vendor Type

# Vendor File – Summary Report

Display         Central Coast Building Supply         (B05) 543-7000         (B05) 534-1565         Active         No         Yes         Yes           2021         Nagel Foundations         (005) 543-7000         (805) 534-1565         Active         No         No         No         Yes         Yes         No         No         No         Yes         Yes         Solition         Golt Coast Framing         (605) 543-7000         (805) 543-1565         Active         No         No         No         Yes         Yes         No         No         Yes         Yes         Yes <t< th=""><th>0101 0201 Notes</th><th>Central Coast Building Supply BK Contracting</th><th>(80.5) 542 7000</th><th></th><th></th><th></th><th></th><th></th><th></th></t<>	0101 0201 Notes	Central Coast Building Supply BK Contracting	(80.5) 542 7000						
Instruction         Constraint Ober Hall Ober Hall Open (1997) 593-1685         Active         No         N	Notes	BK Contracting		(005) 524 1505	Action	No	No	No	Ma
Base         Display         Display         Display         Display         Notes         1. Long-term wendor.           2. On time and quick delivery.         3. Invoice disputes due to dissolved partnership, payments on older invoices are On Hold.         Nagel Foundations         (805) 543-7000         (805) 534-1595         Active         No         Yes         Yes         Yes         No         No         No         Yes         Yes         No         Yes         Yes         No         Yes         Yes<	Notes	Die Gondacung	(805) 543-7000	(805) 534-1505	Active	No	No	No	Vec
Nagel Foundations         (80) 5337000         (80) 534-1595         Active         No         No         No         Yes         Yes           2021         Nagel Foundations         (80) 5337000         (80) 534-1595         Active         No         No         No         Yes         Yes           2021         Dry Guich Concrete         (80) 533-7000         (80) 534-1595         Active         No         No         No         Yes           Notes         Rates higher and completion times longer than Nagel Foundations.         001         Gold Coast Framing         (80) 533-7000         (80) 534-1595         Active         No         No         No         Yes           2021         Gold Coast Framing         (80) 543-7000         (80) 534-1595         Active         No         No         No         Yes         Yes         No         Yes         No         Yes         No         Yes         Yes         No         Yes         Yes         Yes         Yes         Yes         Yes         Yes         No         No         No         Yes         Ye	0202	Long-term vendor.     On time and quick delivery.     In voice disputes due to displayed pa		on older invoices	are On Hold			110	100
Construction         Construction<	0002	Nagel Foundations	(805) 543-7000	(80.5) 534-1595	Active	No	No	Yes	Yes
Day Gulch Concrete(805) 543-7000(805) 534-1585ActiveNoNoNoYesNotesRates higher and completion times longer than Nagel Foundations.(805) 534-1585ActiveNoNoNoNoYes0501Gold Coast Framing(805) 543-7000(805) 534-1585ActiveNoNoNoYes0502Classic Interiors(805) 543-7000(805) 534-1585ActiveNoNoYesNoYes0501A1Insulation(805) 543-7000(805) 534-1585ActiveNoNoNoYes0702Hightop Roofing(805) 543-7000(805) 534-1585ActiveNoNoNoNoYes0801Higuerra Glass(805) 543-7000(805) 534-1585ActiveNoNoNoNoYes0802Ladd Painting(805) 543-7000(805) 534-1585ActiveNoNoNoNoYes0802Ladd Painting(805) 543-7000(805) 534-1585ActiveNoNoNoNoYes0802Ladd Painting(805) 543-7000(805) 534-1585ActiveNoNoNoNoYes0802Mesa Carpeting(805) 543-7000(805) 534-1585ActiveNoNoNoYes0803Mesa Carpeting(805) 543-7000(805) 534-1585ActiveNoNoNoYes0803Mesa Carpeting(805) 543-7000(805) 534-1585ActiveNoN	0203	Yardsee-JonesLandscaping	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
NotesRates higher and completion times longer than Nagel Foundations.Note NoteNote NoteNoteNote Note<	0301	DryGulch Concrete	(805) 543-7000	(80.5) 534-1595	Active	No	No	No	Yes
Boot         Gold Coast Framing         (805) 543-7000         (805) 534-1585         Active         No         No         No         No         Yes           2002         Classic Interiors         (805) 543-7000         (805) 534-1585         Active         No         No         No         Yes         No         No         No         No         Yes         No         No         Yes         No         No         Yes         No         No         Yes         No         No         Yes         No         No         Yes	Notes	Rates higher and completion times long	er than Nagel Found	lations		110			
Display         Classic Interiors         (BD5) 543-7000         (BD5) 534-1585         Active         No         No         No         Yes           0202         Classic Interiors         (BD5) 543-7000         (BD5) 534-1585         Active         No         No         No         Yes           0202         Hightop Roofing         (BD5) 543-7000         (BD5) 534-1585         Active         No         No         No         No         Yes           0201         Quintus Drywall         (BD5) 543-7000         (BD5) 534-1585         Active         No         No         No         No         No         Yes           0202         Ladd Painting         (BD5) 543-7000         (BD5) 534-1585         Active         No         No<	0801	Gold Coast Framing	(80.5) 543-7000	(80.5) 534-1595	Active	No	No	No	Yes
A1 Insulation         (805) 543-7000         (805) 534-1595         Active         No         Yes         No         Yes           2701         A1 Insulation         (805) 543-7000         (805) 534-1595         Active         No         No         No         Yes         No         Yes           2702         Hightop Roofing         (805) 543-7000         (805) 534-1595         Active         No         No         No         Yes           2801         Quintus Drywall         (805) 543-7000         (805) 534-1595         Active         No         No         No         Yes           2902         Ladd Painting         (805) 543-7000         (805) 534-1595         Active         No	0802	Classic Interiors	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
InstructionCorp. StateNo <th< td=""><td>0701</td><td>A1 Insulation</td><td>(805) 543-7000</td><td>(805) 534-1595</td><td>Active</td><td>No</td><td>Yes</td><td>No</td><td>Yes</td></th<>	0701	A1 Insulation	(805) 543-7000	(805) 534-1595	Active	No	Yes	No	Yes
BaseHorsterneH	0702	Hightop Roofing	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
InstructionCorrection	0801	Higuerra Glass	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
Interference         (corportion of the problem o	0901	Quintus Drwall	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
Notes         Call office for jobsite location schedule.         Notes         Call office for jobsite location schedule.         Notes         Notes         Call office for jobsite location schedule.         Notes         Notes         Notes         Notes         No         No         No         Yes         No         No         Yes         No         No         Yes         No         No         Yes           Notes         Temp. subcontractwork until our crewsgetup to speed.         (805) 543-7000         (805) 534-1595         Active         No         No         No         Yes           Notes         Temp. subcontractwork until our crewsgetup to speed.         (805) 543-7000         (805) 534-1595         Active         No         No         No         Yes           Notes         Renegotiating payment terms 1/2/2015         (800) 838-6427         Active         No         N	0902	Ladd Painting	(805) 543-7000	(805) 534-1595	Active	No	No	No	No
D903 1501Mesa Carpeting Complete Plumbing(805) 543-7000 (805) 543-7000 (805) 534-1595 (805) 534-1595 ActiveNoNoNoYesNotes 1601Temp. subcontractwork until our crewsgetup to speed. High volt Electric(805) 543-7000 (805) 543-7000 	Notes	Call office for jobsite location schedule	(200) 010-1000	(100)001-1000	- data the				
Interform         Interform <t< td=""><td>0903</td><td>Mesa Carpeting</td><td>(805) 543-7000</td><td>(805) 534-1505</td><td>Active</td><td>No</td><td>No</td><td>No</td><td>Yes</td></t<>	0903	Mesa Carpeting	(805) 543-7000	(805) 534-1505	Active	No	No	No	Yes
Notes         Temp. subcontractwork until our crewsget up to speed.         Notes         Notes         No         No         No         No         No         No         Yes           Notes         Renegotiating payment terms 1/2/2015         (800) 838-6427         Active         No         No         No         No         No         No         No         Yes           1602         PG&E         (800) 838-6427         Active         No	1501	Complete Plumbing	(805) 543-7000	(805) 534-1595	Active	Yes	No	No	Yes
Notes         Fearph - Bucontract Non Cartographic program           1601         High volt Electric         (805) 534-1595         Active         No         No         No         Yes           Notes         Renegotiating payment terms 1/2/2015         (800) 838-6427         Active         No	Notes	Temp subcontractwork until our crews	net up to speed	(000)0011000					
Notes         Renegotiating payment terms 1/2/2015         (800) 838-6427         Active         No	1601	Highvolt Electric	(RD5) 543-7000	(80.5) 534-1505	Active	No	No	No	Vec
Notes     Religiousing payment lemis n2/2010       1602     PG&E     (800) 838-6427     Active     No     No     No     No       1603     Pacific Bell     (800) 838-6427     Active     No     No     No     No       2000     Credit Card Bank Institution     Active     No     No     No     No	Notes	Papagotisting payment terms 10/2015	(000)0101000	(000)0011000	- Notive	140	140	110	100
Pacific Bell (800) 838-8427 Active No No No No 2000 Credit Card Bank Institution Active No No No No	1602	PG&F	(800) 838-6427		Active	No	No	No	No
2000 Credit Card Bank Institution Active No No No No	1802	Papific Ball	(000) 000-0427		Active	No	No	No	No
	2000	Credit Card Back Institution	(000) 000-0421		Active	No	Ne	Ne	Ne
							110		

Figure: Install-475 Vendor File – Summary Report.

# Vendor File – Detail Report

	Vendor Name Addres s City	Day Te Night State	elephone Telephon Zip Coo	Fax e Email de	Status Vendor Type	Union	MOBE	WOBE Cost C	1099 ode
<u>0101</u>	Central Coast Building Supply 3987 Hwy 1	(805) 5	543-7000	(805) 534-1595 dosio@micsonl	Active ine.com	No	No	No 01000	No
	Pismo Beach	CA	93448		Supplier				
0201	BK Contracting	(805) 5	543-7000	(805) 534-1595	Active	No	No	No	Yes
	16701 Douglas Way			jon@bkcontracti	ng.com			01400	
	Oceano	CA	93455		Subcontractor				
Notes	<ol> <li>Long-term vendor.</li> <li>On time and quick delivery.</li> <li>In voice disputes due to dissolved particular discovery.</li> </ol>	artnership,	payments	on older invoices:	are On Hold.				
0202	Nagel Foundations	(805) 5	543-7000	(805) 534-1595	Active	No	No	Yes	Yes
	6800 Oak Park Blvd.			jack@nagelfoun	datons.com			03000	
	Arroyo Grande	CA	93420		Subcontractor				
0203	Yard see-Jones Landscaping	(805) 5	543-7000	(805) 534-1595	Active	No	No	No	Yes
	5231 28th Street			diff@yilandscap	ing.com			02800	
	Oceano	CA	93445		Subcontractor				
0301	DryGulch Concrete	(805) 5	543-7000	(805) 534-1595	Active	No	No	No	Yes
	193 Snake Canyon Road			markmonahan@	emailstuff.com			03000	
	Santa Maria	CA	93448		Subcontractor				
Notes	Rates higher and completion times long	ger than Na	agel Found	lations.					
0801	Gold Coast Framing	(80.5) 5	543-7000	(805) 534-1595	Active	No	No	No	Yes
	683 Johnston Avenue			darson@gcfram	ing.com			06100	
	Atascadero	CA	93422		Subcontractor				
0802	Classic Interiors	(805) 5	543-7000	(805) 534-1595	Active	No	No	No	Yes
	859 Shore Avenue			pro jects@classic	cinteriors.com			06200	
	Pismo Beach	CA	93448		Subcontractor				
0701	A1 Insulation	(805) 5	543-7000	(805) 534-1595	Active	No	Yes	No	Yes
	1825 Highland Way							07200	
	Suite 305								
	San Luis Obispo	CA	93401		Subcontractor				
	12.1. 5. 5	(805) 5	543-7000	(805) 534-1595	Active	No	No	No	Yes
0702	Hightop Rooting			peterfranks@fe	eemail.com			07300	
<u>0702</u>	1803 Ninth Street								
<u>0702</u>	High top Rooting 1803 Ninth Street Los Osos	CA	93402		Supplier				Yes
0702	Hightop Rooting 1803 Ninth Street Los Osos Higuerra Glass	CA (805) 5	93402 543-7000	(805) 534-1595	Supplier Active	No	No	No	
0702 0801	Hightop Rooting 1803 Ninth Street Los Osos Higuerra Glass 1396 Higuerra Street	CA (805) 5	93402 543-7000	(805) 534-1595	Active	No	No	No 08000	
<u>0702</u> 0801	Hightop Rooting 1803 Ninth Street Los Osos Higuerra Glass 1396 Higuerra Street San Luis Obispo	CA (805) 5 CA	93402 543-7000 93401	(805) 534-1595	Supplier Active Supplier	No	No	No 08000	
0702 0801 0901	Hightop Rooting 1803 Ninth Street Los Osos Higuerra Glass 1396 Higuerra Street San Luis Obispo Quintus Drywall	CA (805) 5 CA (805) 5	93402 543-7000 93401 543-7000	(805) 534-1595	Supplier Active Supplier Active	No	No	No 08000 No	Yes
0702 0801 0901	Hightop Rooting 1803 Ninth Street Los Osos Higuerra Glass 1396 Higuerra Street San Luis Obispo Quintus Drywall 3258 Los Casitas Drive	CA (805) 5 CA (805) 5	93402 543-7000 93401 543-7000	(805) 534-1595 (805) 534-1595	Supplier Active Supplier Active	No No	No No	No 08000 No 09250	Yes

**Figure: Install-476** Vendor File – Detail Report showing address information and email addresses, sorted by Vendor Id.

#### Vendor File – Extended Report



Figure: Install-477 Vendor File – Extended Report showing one vendor per page.

Ve ndior ld	Vendor Name	Telephone	Ext	Mobile	Fax	Email	Title
0101	Central Coast Building Supply	(805) 543-7000			(805) 534-1595	dosio@micsonline.com	
	Luis Trisdale	(805) 543-7000			(805) 534-1595		Owner
0201	BK Contracting	(805) 543-7000			(805) 534-1595	pn@bkcontracting.com	
	Jon Kessel	(805) 543-7000					
0202	Nagel Foundations	(805) 543-7000			(805) 534-1595	a dv@n agelfoundatons.com	
	Jack Nagel	(805) 543-7000			(805) 534-1595	ack@nagefoundatons.com	Project Manager
0203	Yardsee-Jones Landscaping	(805) 543-7000			(805) 534-1595	clift@yjlandscaping.com	
	Cliff Wabash	(805) 543-7000			(805) 534-1595	ciH@yilandscaping.com	
0301	Dry Guldt Concrete	(805) 543-7000			(805) 534-1595	markmonaha n@ema istuff.com	
	Mark Monahan	(805) 543-7000			(805) 534-1595	markmonahan@emailstuff.com	President
0601	Gold Coast Framing	(805) 543-7000			(805) 534-1595	darson@gc#aming.com	
	Chris Larson	(805) 543-7000			(805) 534-1595	darson@goftaming.com	Operations Manage
0602	C la ssic Interiors	(805) 543-7000			(805) 534-1595	projects@classic interiors.com	
	George Eymani	(805) 543-7000			(805) 534-1595	projects@classicinteriors.com	Owner
0701	A1 Insulation	(805) 543-7000			(805) 534-1595		
	Javier Lopez	(805) 543-7000			(805) 534-1595		Owner
0702	Hightop Roofing	(805) 543-7000			(805) 534-1595	petermanksm releanail.com	
	Peter Franks	(005) 543-7000			(000) 534-1595	pelerrarkagereemail.com	Manager
0601	Higuera Gass	(805) 543-7000			(005) 534-1595		Describent
0001	Quintus Downell	(805) 543-7000			(005) 534-1595		Respent
0901	Roh Mayers	(805) 543-7000			(000) 004-1090		
0902	Ladd Dainting	(805) 543-7000			(205) 534, 1505	willhomas@ladiasisting.com	
0502	Will Thomas	(805) 543-7000			(805) 534-1595	withomas@ladbairting.com	Owner
0903	Mesa Cameting	(805) 543-7000			(805) 534-1595	verenson@mesaci.net	C. A. C.
	Vince Greason	(805) 543-7000			(805) 534-1595	vareason@mesacinet	
1501	Complete Plumbing	(805) 543-7000			(805) 534-1595	omnibob57@aol.com	
	Bob Mills	(805) 543-7000			(805) 534-1595	omnitob57@aol.com	President
1601	Highvolt Electric	(805) 543-7000			(805) 534-1595	nickiames@highvo telectric.com	
	Nick James	(805) 543-7000			(805) 534-1595	nickiames@highvoltelectric.com	Owner
1602	PG&E	(800) 838-6427					
1603	PadificBell	(800) 838-6427					
2000	Credit Card Bank Institution						
1/23/:	2:23:06 PM						

Г

	User Definable Fields		Page 1
Vendor Id	Vendor Name		
	UDF Field	Description	
0101	Central Coast Building Supply		
	Relationship Status	Preferred	
	Fax No. 2		
0201	BK Contracting		
	Relationship Status	Contractor and Supplier	
	Fax No. 2	805-555-55	
0202	Nagel Foundations		
	Relationship Status	Preferred	
	Fax No. 2		
0203	Yardsee-JonesLandscaping		
	Relationship Status	Preferred	
	Fax No. 2		
0301	DryGulch Concrete		
	Relationship Status	Backup	
	Fax No. 2		
0601	Gold Coast Framing		
	Relationship Status	Preferred	
	Fax No. 2		
0802	Classic Interiors		
	Relationship Status		
	Fax No. 2		
0701	A1 Insulation		
	Relationship Status	Preferred	
	Fax No. 2		
0702	Hightop Roofing	And a start of	
	Relationship Status	Preferred	
12477	Fax No. 2		
0801	Higuerra Glass		
	Relationship Status	Preferred	
	Fax No. 2		
0901	Quintus Drywall	and the second se	
	Relationship Status	Preferred	
	Fax No. 2		
0802	Ladd Painting		
	Relationship Status	Preterred	
0000	Fax No. 2		
0903	Mesa Carpeting		
	Relationship Status	Preterred	
1504	Camplete Divertian		
1001	Complete Flumbing Relationship Status	Tomograpy	
	Fax No. 2	Temporary	
1601	Highwolt Electric		
1001	Palationchin Status	Professed	
	Fax No 2	rieeneu	
1802	PGRE	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	
1002	OBE		

Figure: Install-477b Vendor UDF Report

# Customers

The Customer master file records all pertinent information related to customers. The information recorded on these tabs is used throughout BIS® whenever a customer is referenced in transactions or in other master records. The Customers' form is a master record that must be completed before a particular customer can be used in a transaction. Default information entered will be used in a variety of transactions, including invoices, cash receipts, and refunds. Defaults entered in the customer record can be changed at the time an individual transaction is entered. The use of defaults is encouraged because they can save time and provide more accurate entry.

# **Modular Menu Access**

AR | Customers

# Standard Menu Access

List | Customers

# **New Record**

Initial access to Customers from the menu opens the Customers - New form. The form is used to enter new customer information. However, access to a new form when another job record is on the screen only requires pressing Ctrl+N or using the New licon on the toolbar. The system will ask if changes to the open record should be saved.

Figure: Install-478	E Customers - N	lew						
Accounts Receivable Customers – New screen form.	Customers - N     Main Default     Customer Id     Customer Name     Street Address 1     Street Address 2     City     State     Zip Code     Telephone     Fax     E-Mail     Seller's Permit #     Credit Limit     Payment Terms     Documents	<u>Contact</u>	Ship to Address	History	UDF	Notes Monthly Interest Rate Customer Type Status	0.00 Balance Forwar Active	
	New							

# **Editing an Existing Record**

Figure: Install-479 Accounts Receivable, Customer Find/Search

screen.

The list of customers can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F and double clicking on the 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.

Search Search Condition Status	for Customer Id Include All				•	Case Sensitive		<u>C</u> lear <u>O</u> k <u>C</u> ancel
Customer Id	Name	Status	Telephone	Fax	E-Mail	City	State	Zip
C002 C003 CASH	Har west Properties Harmon Brothers San Luis Obispo County CASH	Active Active Active	(805)543-7000 (805)543-7000 (805)543-7000 () -	(805)534-1595 (805)534-1595 (805)534-1595 (805)534-1595 () -	jimc@rarwest	Atlanta San Luis Obispo	GA CA	30301 30301 93401

# I-464

### Installation

#### Scrolling Through Customer Records

Users can scroll through the customer records by using the VCR buttons on the toolbar  $\mathbb{H}$  at the top of the screen. Clicking on the First di icon (at the top of the screen) will open the first record of the list according to Customer Id. Clicking on the Previous disconsistent icon (at the top of the screen) will open the immediately previous record of the list according to Customer Id. Clicking on the Next 🗾 icon (at the top of the screen) will open the next record of the list according to Customer Id. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to Customer Id.

eceivable Customer	Main Default	Contact Ship to Address History UDF N	otes					
aster record screen form	Customer Id	C001						
or editing.	Customer Name	Far West Properties	Monthly Interest Rate	2.00				
e calangi	Street Address 1	1625 Parker Street	Customer Type	Balance Forward 🗸				
	Street Address 2		Status	Active 🗸				
	City	Los Angeles						
	State	CA 🔾 California						
	Zip Code Telephone	Zip Code 90001						
		(805)543-7000						
	Fax	(805)534-1595	1					
	E-Mail	jimc@farwest.com						
	Seller's Permit #	1000000000000						
	Credit Limit	45,000.00						
	Payment Terms	2%-10/NET 30						
	Documents							

#### **Cloning an Existing Record**

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

Figure: Install-481 Cloned record. Note that	E Custo	omers - N	ew	Chin to A	ddaaaa	1 February	105	Neter				
all of the initial fields	<u></u> u	Deraut	Contact	Subrow	uuress	HISTORY	UDF	Notes				
except for the Customer Id	Custome	er Id						13				
match the source record.	Custome	er Name	Far West	Properties				Mont	thly Interest Rate	2.00		_
	Street A	ddress 1	1625 Park	ker Street				Cust	omer Type	Balance Fo	orward	~
	Street A	ddress 2	2					Stat	a	Active	$\sim$	
	City		Los Angel	es								
	State		٩									
	Zip Code	2	90001									
	Telephor	ne	(805)543-	-7000								
	Fax E-Mail		(805)534-	-1595								
			jimc@farwest.com									
	Seller's F	Seller's Permit #		10000000000000								
	Credit Li	mit	45,	,000.000								
	Payment	t Terms	2%-10/NE	ET 30	0	2						
	Documer	nts										
	Marrie											

# **Deleting an Existing Record**

Once a billing code 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  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the 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.

# Main Tab

The Main Tab of the Customer Master Record is used to record general customer information

# **Customer Id**

Enter the Customer Id code desired. Any 10-digit alpha or numeric character or combination of both can be used in the Customer Id. BIS<sup>®</sup> checks for duplication. A warning will appear if an existing code is entered.

Please note that the underlined Customer Id title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the underlined Billing Code title hyperlink opens a selection of reports that can be directly accessed.

**Figure: Install-482** Right-click a hyperlink to display a selection of accessible reports.

Customer File	
Customer Labels	
Customer Ledger	
Accounts Receivable Agi	ng
Customer Deposits	
Customer Payments	
Customer Refunds	
What's This?	
Control Access	

#### **Customer Name**

The field records the full name of the customer represented by the customer Id selected. The is an alphanumeric field limited to 30 characters.

#### Address 1

The field records the primary street address. The is an alphanumeric field of up to 30 characters.

# Address 2

The secondary street address is recorded here. The is an alphanumeric field and is limited to 30 characters.

#### City

The field records the city as an alphanumeric field, up to 30 characters.

#### State

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

# Zip Code

The field records the postal zip code. The number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered.

#### **Telephone Number**

The field records the telephone number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

#### **Fax Number**

The field records the facsimile (FAX) number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

#### I-466

### Installation

#### E-mail

The field records the electronic mail (email) address. It is an alphanumeric field limited to 35 characters. Please note that if entered correctly as an email address, the field becomes a hyperlink field. If the hyperlinked email address is accessed (by double-clicking), it will open the default email program. The field is also used in BIS<sup>®</sup> to address internal or Outlook<sup>®</sup> emails with reports attached.

# Seller's Permit

The field records the seller's permit number for the customer, an alphanumeric field limited to 15 characters.

### **Credit Limit**

The field records the customer's credit limit. The credit limit can be any dollar amount from 0.00 to 9,999,999.99. If, when entering an invoice for the customer, the customer's credit limit is exceeded, a message will be displayed to alert the user. Negative credit limits are not accepted by the program.

# Payment Terms

The field records the payment terms for the customer. Terms are maintained in the Payment Terms file. BIS<sup>®</sup> uses the field for aging each customer invoice. A code for a payment term can be entered manually or by using the Find tool.

Please note that the underlined Payment Terms title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Payment Terms – New form to add new sales tax codes. Right-clicking on the Tax Code hyperlink accesses the Payment Terms report.

#### Documents

The Documents hyperlink will be visible on the form if the optional Document Link and Imaging module is a part of the company license.

### **Monthly Interest Rate**

The field records the monthly interest rate for past due invoices that will be charged to the customer. The rate can be different for each customer and can be changed as often as needed. BIS<sup>®</sup> will compute interest for each day that an invoice is past due (one day or more past the invoice due date). Interest calculations begin on that day and the program adds daily interest charges to each customer's account at the time billing statements are printed. If the customer will not be charged interest for past due amounts, leave the amount zero.

#### **Customer Type**

The field displays the type for the current customer and provides a selection of customer types to choose from. Click on the drop down control to select an option from the list. The available customers' categories are Balance Forward or Open Item. When applying customer payments, BIS<sup>®</sup> will automatically pull up the oldest invoices first for Balance Forward customers. If the Open Item method of accounting is used, BIS<sup>®</sup> applies a payment received only to the particular invoice specified at the time the payment is entered.

#### **Customer Status**

The field displays the current status of the selected customer. Click on the drop down control to select an option from the list. The available status types are Active or Inactive. Making a customer record inactive prevents any transactions from being processed for that customer.

#### Save the Changed Record

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

# **Default Tab**

Use the Default section of the customer maintenance form to set up the default values for various information items related to the customer. The is a convenient option for fields that are repeated frequently. However, the information may also be changed manually by entering a new value at the time of the transaction.

tomers screen form	Main Default Cont	act	Ship t	Address	History	UDF	Notes		
ault tab.	Тах Туре	Nont	axab	e v					
	Sales Tax Code	01		San Luis Obispo County					
	Sales Person	MJ	J 🔍 Mike Ja		ı				
	Default Sales Account	4010	010		Contract Revenue				
	Discount Level	1	Q	Repeat Cus	tomers				
	Credit Card Type								
	Credit Card Type Name on Card Expiration Month				Expira	ation Yea	ar	-	
	Credit Card Type Name on Card Expiration Month Billing Address				Expira	ation Yea	ar	-	
	Credit Card Type Name on Card Expiration Month Billing Address Zip Code				Expira	ation Yea	ar	-	

# Figure: Install-483

Accounts Receivable, Customers screen form Default tab.

	Customer File
	Customer Labels
	Customer Ledger
	Accounts Receivable Aging
2	Customer Deposits
	Customer Payments
	Customer Refunds
	<u>W</u> hat's This?
	Control <u>A</u> ccess

# **Tax Type**

The field records the default tax type for the customer selected. Use the drop-down tool to select either Taxable or Nontaxable.

# 🄍 Tip

Sales Taxes follow a hierarchy of rules:

For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status is utilized second.

For Applications for Payment (posted to Accounts Receivable), the Job Master record is considered first, and the Customer Master Record is considered second.

# Tax Code

The field records the default sales tax code for the customer selected. The sales tax code will appear when entering orders and invoices and can be overwritten. The tax code can be entered manually or by using the Find tool.

Please note that the underlined Tax Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Sales Tax Codes - New form to add new sales tax codes. Right-clicking on the Tax Code hyperlink accesses the Sales Tax File report.

#### Installation

#### **Sales Person Initials**

The field records the initials of the salesperson that transacts with the customer most frequently. The Sales Person Initials can be entered manually or by using the Find tool.

Please note that the underlined Sales Person Initials title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Salesperson Initials – New form to add new salesperson initials. Right-clicking on the Sales Person Initials hyperlink accesses the Salesperson File report.

### **Default Sales Account**

The field allows a sales account to be associated with the customer. The account number is recalled when entering sales orders, debit or credit memos, sales invoicing, and contract invoicing. The Default Sales Account can be entered manually or by using the Find tool.

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

#### **Discount Level**

The field records the default customer discount level. The discount levels are maintained in the Discount Schedule. These discount levels are used to provide preferred customer discounts and can be changed during data entry if required. The Discount Level can be entered manually or by using the Find tool.

Please note that the underlined Discount Level title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Discount Schedule – New form to add new discount levels. Right-clicking on the Discount Level hyperlink accesses the Discount Schedule report.

### **Credit Card**

The Credit Card section in the lower portion of the form is utilized with the optional Credit Card Payment Processing module which integrates with Payment Processing, Inc. (PPI). For additional information refer to the CC manual.

#### 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.

# **Contact Tab**

The tab form records an unlimited number of contacts for the customer selected. The contact name, title, telephone and fax number, and email address can be entered in the corresponding fields. To enter notes for a particular contact, click the button in the Notes column to open the screen for notes.

tomers screen form	Main	<u>D</u> efault	Contact	Ship to Address	Histo	ry <u>U</u> DI	= <u>N</u>	lotes				
tact tab		Contact	Person	Title	Te	elephone		1	Mobile	Fax	E-Mail	^
	Jin	Corrant		Vice President	(805)543-7000		0	()	-	(805)534-1595	jimc@far	
	To	mas Kant			() -			()	-	() -	tomask@	
	De	nis Robles			() -			() -		() -	drobles@	
	Þ				()	-		()	-	() -		
				1							>	~
	Defa	ult Contac	t Jim Corra	ant	$\sim$							

#### **Contact Person**

The column records the name of the customer contact.

### Title

The column records the title of the customer contact on the same line.

#### Telephone

The column records the telephone number for the customer contact.

#### Fax

The column records the fax number for the customer contact.

#### E-Mail

The column records the email address of the customer contact. Please note that if entered correctly as an email address, the field becomes a hyperlink field. If the user double-clicks on the hyperlinked email address, it will open the default email program. The field is also used in BIS<sup>®</sup> to address internal or Outlook<sup>®</sup> emails with reports attached.

#### Notes

The column records free-form notes related to the customer contact.

# **Default Contact**

Allows for the selection of a default Vendor contact.

# Ship to Address Tab

The tab form records an unlimited number of shipping addresses for the customer selected. The name, address, telephone and fax numbers, and e-mail address information is entered in the corresponding fields.

# Name

The column records the name of the Ship-To Address for the customer. It could be the same or different from the customer name

ounts Receivable,	Main	Default	Contact	Ship to Ad	dress	History	LIDE	Notes			
tomers, Ship to		Name	Stre	et Address 1	Street	Address 2		City	State	Zin	Tele 🔺
iress tab screen form.		Hame	040	Ct Address 1	Jucci	Addi C33 Z		City	Q	zφ	(
	Þ								Q		(
	-						-				
	-										
	-						-				
	_		-				-				
							-				_
							-				
	<										>
	Defa	ult Ship To	Address			1	~				
			L								

# Address 1

The field records the primary street address. The is an alphanumeric field and is limited to 30 characters.

# Address 2

The secondary street address is recorded here. The is an alphanumeric field and is limited to 30 characters.

# City

The field is used to records the city as an alphanumeric field of up to 30 characters.

# State

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

# Zip Code

The field records the postal zip code. The number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered.

# Telephone

The field records the telephone number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

# Fax

The field records the facsimile (FAX) number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

# E-mail

The field records the electronic mail (email) address. It is an alphanumeric field limited to 35 characters. Please note that if entered correctly as an email address, the field becomes a hyperlink field. If the user double-clicks on the hyperlinked email address, it will open the default email program. The field is also used in BIS<sup>®</sup> to address internal or Outlook<sup>®</sup> emails with reports attached.

# **Default Ship To Address**

Allow for selection of a Default Ship To Address from the form list.

# **History Tab**

The history section displays accounts receivable information to date for the customer and is for reference only.

Figure: Install-486 Accounts Receivable,	Customers - C001 Far West Properties	- • •
Customers file, History tab screen form.	Main       Default       Contact       Ship to Address       History       Udf       Notes         Date Account Opened       01/01// </td <td>Sales Orders Invoices Deposits Payments Refunds</td>	Sales Orders Invoices Deposits Payments Refunds
	Edit	

#### **Date Account Opened**

The field records the date the customer's account was opened. The Calendar tool can be accessed from the drop-down arrow to select the date.

#### **Date Account Closed**

The field records the date the customer's account was closed. The Calendar tool can be accessed from the drop-down arrow to select the date.

# **Last Payment Date**

The field displays the date of the last payment made by the customer. BIS<sup>®</sup> will enter the date from customer payments or applied customer deposits.

# Last Payment Amount

The field displays the amount of the last payment on file for the customer. BIS<sup>®</sup> will enter the amount from customer payments or applied customer deposits.

#### **Last Invoice Number**

The field displays the number of the last invoice used for the customer.

### Last Statement Date

The field displays the date of the last statement run for the customer.

# **Sales Orders Button**

The button displays a list of sales orders on file for the selected customer.

#### Figure: Install-487

Accounts Receivable, Customers file, History tab Sales Orders button screen form.

Date	Order #	Amount	AR Acct	Job	SP	Ship Date	
02/16/	1001	600.00	1110		1.1	02/16/	
					-		+
			2		-	1	-
							+
			:		-		-
							1
	· · · · · · · · · · · · · · · · · · ·		2				_
					-		-
							۴
_							

#### Date

The column displays the date of the Sales Order.

#### Order #

The column displays the order number of the Sales Order.

#### Amount

The column displays the amount for the Sales Order.

#### **AR Account**

The column displays the AR Account for the Sales Order.

### Job

The column displays the job number the sales order on the line.

#### SP

The column displays Salesperson for the Sales Order on the line.

#### Ship Date

The column displays the shipping date for the sales order on the line.

#### Date

The user has the option of checking the date box to show all of the sales order. If not checked, the user can select a Beginning and Ending date range, either entering the dates manually, or using the drop-down Calendar tools.

#### Select

If the date range described above is checked, the Select button will apply the date range to the displayed sales orders.

# Close

#### Installation

# Invoices Button

The button displays a list of invoices on file for the selected customer.

	Date	Invoice #	Invoice Amt	Invoice Type	AR Acct	Job	Sales Person	Ship Date	1
stomers file History tab,	01/07/	1000	58,768.29	1	1110	1000	MJ	01/07/.	
oices button screen	01/21/	1001	30,879.28	1	1110 1120 1110	1000 1000 1000	MJ	01/21/	
	01/21/	1002	9,960.84	1			MJ	01/21/	
n.	06/30/	1006	100.00	1				06/30/	
	06/30/	1008	2,200.00	1	1110	1000	MJ	06/30/	
	06/30/	1009	20.00	3	1110	1000	MJ	06/30/	
	06/30/	1010	-10.00	4	1110	1000	MJ	06/30/	
	02/17/	1011	400.00	2	1110			02/17/	
			m						

# Date

The column displays the invoice date.

# Invoice #

The column displays the invoice number.

#### **Invoice Amt**

The column displays the invoice amount.

#### **Invoice Type**

The column displays the invoice type.

# **AR Account**

The column displays AR (Accounts Receivable) Account for the invoice.

# Job

The column displays the job number of the invoice.

# SP

The column displays the salesperson for the invoice.

#### Ship Date

The column displays the shipping date for the invoice.

#### Date

A user has the option of checking the date box to show all of the invoices. If it is not checked, the user can select a Beginning and Ending date range, either by entering the dates manually or by using the drop-down Calendar tools.

#### Select

If the date range described above is checked, the Select button will apply the date range to the displayed invoices.

#### Close

# **Deposits Button**

The button displays a list of deposits on file for the selected customer.

#### Figure: Install-489

Accounts Receivable, Customer file History tab, Deposits button screen form.

Date	Deposit #	Payment Type	Amount	GL Account	Receipt #	
01/01/	1000	CHECK	50,000.00	2400	1500	
06/30/	1	CHECK	100.00	2060	1006	
02/16/	101	CHECK	75,000.00	2060	1001	-
						+
						+
						-
						•

# Date

The column displays the deposit date.

#### Deposit #

The column displays the deposit number.

### **Payment Type**

The column displays the deposit type.

#### Amount

The column displays the deposit amount.

#### **GL Account**

The column displays GL Account for the deposit.

#### Receipt #

The column displays the receipt number of the deposit.

#### Date

A user has the option of checking the date box to show all of the deposits. If the box is not checked, the user can select a Beginning and Ending date range, either by entering the dates manually or by using the drop-down Calendar tools.

#### Select

If the date range described above is checked, the Select button will apply the date range to the displayed deposits.

# Close

# **Payments Button**

The button displays a list of payments on file for the selected customer.

	Check Date	Receipt #	Amount	Discount Amt	Invoice #	Payment Type
stomer file, History	01/07/	100	51,175.37	1175.37	1000	
ments button screen	06/30/	1009	10.00	0.00	1001	CHECK
inclus batton sciecin	06/30/	1011	10.00	0.00	1000	
m.	02/18/	1501	1,000.00	0.00	1002	CHECK
	_					
	-					
	1		1			

# **Check Date**

The column displays the payment check date.

### Receipt #

The column displays the receipt number.

#### Amount

The column displays the amount of the payment.

# **Discount Amount**

The column displays the discount amount of the payment.

### Invoice #

The column displays invoice number for the payment.

### **Payment Type**

The column displays the payment type for the payment.

#### Date

A user has the option of checking the date box to show all of the payments. If it is not checked, the user can select a Beginning and Ending date range, either by entering the dates manually or by using the drop-down Calendar tools.

#### Select

If the date range described above is checked, the Select button will apply the date range to the displayed payments.

#### Close

×

# **Refunds Button**

The button displays a list of refunds on file for the selected customer.

	Chk. Date	Check #	Invoice #	Inv/Dep Date	Deposit #	Amt to Refund	GL Account
er file, Refunds	06/30/	1004	1000	01/07/		100.00	1110
screen form.	06/30/	1005		06/30/	1	10.00	2060
	02/19/	21915	1002	01/21/		75.00	1120
	_						
	_						
	-						
				1			
			-				
	Date 🔽 All	Beginning	11		11	▼ <u>S</u>	elect <u>C</u> lo

### **Check Date**

The column displays the refund check date.

#### Check #

The column displays the check number.

#### Invoice #

The column displays the invoice number for the refund payment.

### Inv/Dep Date

The column displays the invoice or deposit date of the refund payment.

#### Deposit #

The column displays deposit number for the refund payment.

#### Amt to Refund

The column displays the amount to refund for the refund payment.

#### **GL** Account

The column displays GL Account for the refund payment.

#### Date

The user has the option of checking the date box to show all of the refund payments. If not checked, the user can select a Beginning and Ending date range, either entering the dates manually, or using the drop-down Calendar tools.

# Select

If the date range described above is checked, the Select button will apply the date range to the displayed refunds.

#### Close

# I-479

# Udf Tab

The 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.

<b>Figure: Install-492</b> Accounts Receivable Customers file, Udf tab screen form with one example of a user defined	Main     Default     Contact     Ship to Address     History     Udf     Notes       Billing Method     Progress Billing - AIA Form	
field.		
	Defin	e Fields

#### **Define Fields Button**

Edit

User Definable Fields may be added to the Customers, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, 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.

De User Denneu	Field	Caption	Туре	Length	Dec	Display Order	
s for Customers	BILLING	Billing Method	С	30	0	1	
	-						- 8
	-						-
	4						•

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 the form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

# Field

The 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.

#### Туре

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

# 🄍 Tip

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

Туре	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

# Length

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

#### Decimal

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

#### Use as a Find field to Search In

Select this option to make the field a Search field parameter.

#### Use as a Report Query field

Select this option to make the field a Report Query field.

#### **Use it in Report Writer**

Select this options to make the field available in Report Writer.

#### **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 the Master File.

Figure: Install-494	📑 New Field fo	or MSTCF	
form.	Field Name: Caption: Type: Tool Tip Text:	Character 🗸	
	Format: Length: Decimals:	10 🜩 0 🗘	Use as a Find field to Search In Use as a Report Query field Use it in Report Writer QK <u>C</u> ancel

#### Edit

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

#### Installation

Figure: Install-495	🖻 Editing Field	I [BILLING] in MSTCF			, •
Udf Editing Field screen form.	Field Name: Caption: Type: Tool Tip Text: Format: Length: Decimals:	BILLING Billing Method Character 30 0 0	Use	as a Find field as a Report Q it in Report W OK	to Search In Juery field riter Cancel

# **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.

- - -

<b>Figure: Install-496</b> Customers file Udf tab screen form showing the	E Customers -	C001 Far	West Properties	History	<u>U</u> df	Notes
Tool Tip for the first field listed.	Main Default Billing Method Email 2	Progre	Ship to Address	History n e		

# 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 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.

Edit

#### 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 the master file.

#### Close

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

Farmet	Description			Results for V	alue
Format	Description	Format Example	Text	Date	Numeric
I	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.	11111	HELLO	12/31/06	
#	Permits only entry of digits, spaces, and	#####	Hello	12/31/06	***** (Overflow)
#	signs, such as the minus (-) sign.	#################	Hello Wo.rkd	12/31/06	13579246.245
0	Permits only entry of digits and signs, such	99999	Hello	12/31/06	***** (Overflow)
5	as the minus (-) sign.	99999999999	Hello Wo.rld	12/31/06	13579246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
,	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
1	<ul> <li>and Language Options setting in the Windows Control Panel.</li> </ul>	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
Α	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
Н	Prevents entry of non-hexadecimal symbols in the specified position.	нннн	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	υυυυυ	HELLO	12/31/06	υυυυυ
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	wwwww	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	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.	11111	HELLO	12/31/06	YYYYY
	Virtually any character can be used in the	TPQQW	TPQQh	12/31/06	TPQQW
	table above.	123TQW	123T Qh	12/31/06	123TQW

Figure: Install-497 Data Format Chart. The chart shows the format, description, an example, and results.

# **Notes Tab**

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

Figure: Install-498 Sample Accounts	Customers - C001 Far West Properties  Main Default Contact Ship to Address History Udf Notes	
Receivable Customers master record Notes tab screen form.	Main       Default       Contact       Ship to Address       History       Udf       Botes         Commercial buildings only.       Commercial buildings only.	•
	Edit	

# 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.

# Installation

# **Report – Customer List**

The report provides a listing of records in the Customers file. A variety of report types are available to produce as detailed a listing as needed.

#### Access to Customer List

Module Menu with Reports Group

AR | Reports | Customer List

# **Module Menu with Reports List**

AR | Customer List

#### Standard Menu

Reports | Accounts Receivable | Customer List

# **Report Types**

#### Summary

The type displays the customer Id and name, telephone and fax numbers, status, and type.

#### Detail

The Customer List Detail report also lists the complete customer address and e-mail.

#### Extended

The Customer List Detail report provides a full-page report for each customer that displays all information from the Main, Default and History tabs, as well as the amount due from the customer.

#### Contact

The Customer List Contact report includes a listing of all contacts recorded on the Contact tab of the Customer file.

#### **Ship to Address**

The Customer Ship to Address report includes a listing of all shipping addresses listed on the Ship To Address tab.

#### Order By

- Customer Id
- Customer Name
- City
- State
- Zip
- Telephone Number
- Customer type

#### Options

- Show Report Criteria
- Active
- Inactive
- Balance Forward
- Open Item
- Case Sensitive

# Fields

- Customer Id
- Customer Name
- City
- State
- Zip
- Telephone Number

# **Customer File — Summary Report**

Customer File Summary Report			Best	Constru	ction Company Page 1
Customer Id	Customer Name	Telephone	Fax	Status	Туре
<u>C001</u>	Far West Properties	(805) 543-7000	(805) 534-1595	Active	Balance Forward
<u>C002</u>	Harmon Brothers	(805) 543-7000	(805) 534-1595	Active	Open Item
<u>C003</u>	San Luis Obispo County	(805) 543-7000	(805) 534-1595	Active	Balance Forward
CASH	CASH			Active	Balance Forward



# **Customer File — Detail Report**

Custome	Constru	ction Company				
Detail Repor	t					Page 1
Customer Id	Customer Name Address City	State	Telephone Email Zip Code	Fax	Status	Туре
<u>C001</u>	Far West Properties 1625 Parker Street Los Angeles	CA	(805) 543-7000 jimc@farwest.co 90001	(805) 534-1595 m	Active	Balance Forward
<u>C002</u>	Harmon Brothers 5400 Peach Street Atlanta	GA	(805) 543-7000 30301	(805) 534-1595	Active	Open Item
<u>C003</u>	San Luis Obispo County 1825 Market Street San Luis Obispo	CA	(805) 543-7000 93401	(805) 534-1595	Active	Balance Forward
CASH	CASH				Active	Balance Forward

**Figure: Install-500** Customer File Detail Report sample. Note that in the screen preview of the report, the email address is "live" and can be used to open the computer's default email program with that address already entered.

#### **Customer File — Extended Report**



Figure: Install-501 Customer File, Extended Report.

# **Customer File — Contact Report**

Customer Contact Contact Report					
Customer Id	Customer Name	Telephone	Fax	Email	Title
<u>C001</u>	Far West Properties	(805) 543-7000	(805) 534-1595		
	Jim Corrant	(805) 543-7000	(805) 534-1595	jimc@farwest.com	Vice President
<u>C002</u>	Harmon Brothers	(805) 543-7000	(805) 534-1595		
	Susan Ursklah	(805) 543-7000			Manager
C003	San Luis Obispo County	(805) 543-7000	(805) 534-1595		
	Susan Durant	(805) 543-7000	(805) 534-1595	sdurant@sloschools.edu	Building Manager
CASH	CASH				

Figure: Install-502 Customer File, Contact Report.

# **Customer File — Ship-to-Address Report**

Custome Ship-to-Addr	er Ship to Address	Best	Construction Co	ompany Page	
Customer Id	Customer Name	Telephone	Fax	Email	
<u>C001</u>	Far West Properties Far West II 1700 Parker Street Los Angeles, CA 90001	(805) 543-7000 (805) 543-7000	(805)534-1595	jimc@farwest.com	
<u>C002</u>	Harmon Brothers	(805) 543-7000	(805) 534-1595		
<u>C003</u>	San Luis Obispo County	(805) 543-7000	(805) 534-1595		
CARL	CASH				

Figure: Install-503 Customer File, Ship-to-Address Report.

# **Customer File — Udf Report**

Customer User Definable Fields			Best Construction Company
Customer Id	Name UDF Field	Description	
C001	Far West Properties		
	Billing Method	Progress Billing - AIA Form	
	Email 2		
<u>C002</u>	Harmon Brothers		
	Billing Method	Contract Invoice	
	Email 2		
<u>C003</u>	San Luis Obispo County		
	Billing Method	AIA Billing	
	Email 2		
CASH	CASH		
	Billing Method		
	Email 2		

Figure: Install-504 Customer File, User Definable Fields Report.

# Equipment

Use the 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.

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.

(j) Tip

The Equipment functionality is only available if the Equipment module is installed.

# Modular Menu Access

Job | Equipment

# Standard Menu Access

Equipment | Equipment

# New Record

Initial access to Equipment from the menu opens the Equipment - New form. The 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.

-

Active

Picture

Figure: Install-505	🖻 Equipment - New		
Equipment Main tab	Main History Udf Notes		
Screen form Sumple.	Description		
	Serial Number		Statu
	Make		
	Model		
	Year		
	Rental Price (per hour)	0.00	
	Fuel Usage (off road)	0.00	
	Fuel Usage (on road)	0.00	
	Average Maintenance Unit Cost	0.00	
	Average Repair Unit Cost	0.00	
	Insurance Policy Number		
	Insurance Expiration Date	11 -	

License Numbe

Nev

# **Editing an Existing Record**

The list of Equipment Items can be examined by clicking on the Magnifying Glass Q 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.

📑 Equipmer	nt												×
Search for Search in Condition Status	Equipmen Begin wit All	nt# h									Case Sensitive	Search Clear Qk Cancel	
Equipment #	Description	Status	Serial #	Make	Model	Year	Rental Price (per hour)	Insurance Policy #	Insurance Exp Date	License #	Last Assigned Job	Last Assigned Date	*
1000 L	.oader	Active	3V1234567890V	Volvo	L500	2002	200.00	1000000000000000	12/16/13	DZA-123		11	
1001 L	oader	Active	3V1234567891V	Volvo	L180E	2002	300.00	10010000000000	12/19/13	DZA-124		11	
1002 G	Grader	Active	3V1234567892V	Volvo	G60	2002	300.00	100200000000000	01/01/13	DZA-125	1000	01/07/13	
1003 D	Dump Truck	Active	3M123456789K	Mack	Granite	2002	250.00	100300000000000	12/10/13	DZA-126		//	Ŧ

Equipment Find/Search screen. Figure: Install-506

#### **Scrolling Through Equipment Item Records**

# **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 D icon on the toolbar. The system will ask, "Do you want to clone the record?" Click on the Yes button to clone it or click on the No button to leave the process. Records can be edited as described. However, the cloned record will require a new Item Number to be saved as a new record.

#### Figure: Install-508

Cloned record. Note that
all of the initial fields
except for the Equipment
Number and Picture match
the source record.

Main History Udf Notes				
Equipment Number	1			
Description	Loader	· · · · · · · · · · · · · · · · · · ·		
Serial Number	3V12345678	390V	Status	Active 💌
Make	Volvo			
Model	L500			
Year	2002			
Rental Price (per hour)	20	0.00		
Fuel Usage (off road)		0.00		
Fuel Usage (on road)		0.00		
Average Maintenance Unit Cost		0.00		
Average Repair Unit Cost		0.00		
Insurance Policy Number	100000000	000000		
Insurance Expiration Date	03/13/YY	•		
License Number	DZA-123		Picture	Remove

# **Deleting an Existing Record**

Once a 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  $\boxtimes$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the 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.

an pie Equipment Main ab screen form for	Main History Udf Notes		
diting	Equipment Number	1000	
cutting.	Description	Loader	
	Serial Number	3V1234567890V	Status Active 💌
	Make	Volvo	Geo I
	Model	L500	
	Year	2002	
	Rental Price (per hour)	200.00	
	Fuel Usage (off road)	0.00	MEINER EL
	Fuel Usage (on road)	0.00	
	Average Maintenance Unit Cost	0.00	
	Average Repair Unit Cost	0.00	
	Insurance Policy Number	10000000000000	
	Insurance Expiration Date	12/16/	
	License Number	DZA-123	Picture Remove
			Deare
	Edit		

# Main Tab

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

quipment Main tab	Main History Udf Notes			
creen form sample.	Equipment Number	1000		
	Description	Loader		
	Serial Number	3V1234567890V	Status	Active 🔹
	Make	Volvo		Geo I
	Model	L500		
	Year	2002		
	Rental Price (per hour)	200.00	-	
	Fuel Usage (off road)	0.00		THE EL
	Fuel Usage (on road)	0.00		CIT & PI
	Average Maintenance Unit Cost	0.00		O THE WEAT
	Average Repair Unit Cost	0.00		
	Insurance Policy Number	10000000000000		
	Insurance Expiration Date	12/16/ 🔻		and the second se
	License Number	DZA-123	Picture	Remove

#### 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<sup>®</sup> 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

The field records the full name or description of the equipment represented by the Equipment Number selected. The 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

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

#### Model

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

#### Year

The 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 the 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**

The field is used to records the average monthly cost for scheduled maintenance.

# Average Repair Unit Cost

The field is used to records the average monthly cost for unscheduled repairs.

# **Insurance Policy Number**

The 15-character alphanumeric field is used to records the identification number of the insurance policy for the equipment.

# **Insurance Expiration Date**

The 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**

The 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.



# 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**

The screen displays history for the 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. The history will build automatically as equipment transactions are processed.

Figure: Install-511 Equipment History tab	Equipment - 1002	Grader <u>N</u> otes		
Selection Sumple.	Last Assigned Job Last Assigned Date	1000	Pacific View Apartments	

### Last Assigned Job

The 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 the hyperlink opens the Jobs – New form to add a new or edit existing job master record information. Right-clicking on the Last Assigned Job hyperlink opens a selection of reports that can be directly accessed.



Edit

### **Last Assigned Date**

The 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**

The 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.

🄃 Tip	The Udf fu	nction is generally employe	ed after installation is complete.	
Figure: Insta Equipment Udi form with one a user defined	f tab screen example of field.	E Equipment - 1000 Loader		

### **Define Fields Button**

Edit

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.

Define Fields

Field	Caption	Туре	Length	Dec	Display Order
ent <b>NEXTMAIN</b>	Next Maintenance	D	8	0	1
-					
-					
				_	
-					
1					

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 the form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

### Field

The 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

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

### I-493

### Length

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

Figure: Install-515	📑 New Field fo	or EQINFO	
Equipment Udf tab Editing Field screen form.	Field Name: Caption: Type: Tool Tip Text:	Character 🗸	
	Format: Length: Decimals:	10 🔶	Use as a Find field to Search In Use as a Report Query field Use it in Report Writer

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 the Master File. Edit

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

### Figure: Install-516

Figure: Install-516	New Field for EQINFO					
Inventory Udf tab Editing	Field Name:	ALTVEN				
Field screen form with	Caption:	Alternate Vendo				
sample data.	Type: Tool Tip Text: Format:	Character 🗸				
		Enter an alternate ve	ndor for this item.			
	Length:	30 🖨	Use as a	Find field to S	earch In	
	Decimals:	0 ≑	Use as a	Report Query	/ field	
			Use it in	Report Writer		
				<u>о</u> к	<u>C</u> ancel	

### **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.

# 🔍 Tip

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

Туре	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	

×

Figure: Install-517	🖻 Equipment - 1000 Loader	
Equipment file Udf tab screen form showing the Tool Tip for the first field listed.	Main       History       Udf       Notes         Next Maintenance       / /               Alternate Vendor       Enter the date of the next maintenance scheduled.            Edit       Edit	Define Fields

### 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 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.

Format	Description	Format Example		Results for V	s for Value		
Tolliat	Description	r onnat Example	Text	Date	Numeric		
I	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	12/31/06			
#	Permits only entry of digits, spaces, and	#####	Hello	12/31/06	***** (Overflow)		
	signs, such as the minus (-) sign.	#######################################	Hello Wo.rkd	12/31/06	13579246.245		
9	Permits only entry of digits and signs, such	99999	Hello	12/31/06	***** (Overflow)		
200	as the minus (-) sign.	99999999999	Hello Wo.rkd	12/31/06	13579246		
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)		
,	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246		
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)		
÷	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246		
Α	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAA		
Н	Prevents entry of non-hexadecimal symbols in the specified position.	ннннн	Hello	12/31/06	AAAAA		
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL		
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNN		
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	υυυυυ	HELLO	12/31/06	υυυυυ		
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	wwwww	hello	12/31/06	wwwww		
X	Permits any characters.	XXXXX	Hello	12/31/06	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	12/31/06	YYYYY		
	Virtually any character can be used in the	TPQQW	TPQQh	12/31/06	TPQQW		
	to the table above.	123TQW	123T Qh	12/31/06	123TQW		

Figure: Install-518 Data Format Chart. The chart shows the format, description, an example, and results.

### 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 the master file.

### Close

The 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.



### 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.

# **Report – Equipment List**

The report provides a listing of records in the Equipment file and information based on equipment transactions.

# Access to Equipment List 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 costs 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

Equipment List Summary Report Best Construction						
Equipment#	Description	Rental Price License	Ins. Policy#	Ins. Expirati	on Job	Date
1000	Loader	200.00 DZA-123	100000000000000000000000000000000000000	12/16/		11
1001	Loader	300.00 DZA-124	100100000000000	12/19/		11
1002	Grader	300.00 DZA-125	100200000000000	01/01/	1000	01/07/
1003	Dump Truck	250.00 DZA-126	100300000000000	12/10/		11

Figure: Install-520 Equipment File – Summary Report.

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 File – Summary Report

Eq	uipme	ent	File	– D	etail	Report
----	-------	-----	------	-----	-------	--------

Detail Repo	ort								Page
Equipment#	Description Make		Rental Price Model	License	Ins. Policy#	In Year	s. Expiratio Serial #	n Job	Date
1000	Loader		200.00	DZA-123	10000000000	000	12/16/		11
	Volvo	0.00	L500	0.00	Maintananaa	2002	3V123456	7890V	
	Fuer(oir road)	0.00	Fuer(on road)	0.00	Maintenance	U	.00		
1001	Loader		300.00	DZA-124	10010000000	000	12/19/		11
	Volvo		L180E			2002	3V123456	7891V	
	Fuel (off road)	0.00	Fuel (on road)	0.00	Maintenance	0	.00		
1002	Grader		300.00	DZA-125	10020000000	000	01/01/	1000	01/07/
	Volvo		G60			2002	3V123456	7892V	
	Fuel (off road)	0.00	Fuel (on road)	0.00	Maintenance	0	.00		
1003	Dump Truck		250.00	DZA-126	10030000000	000	12/10/		11
	Mack		Granite			2002	3M123456	789K	
	Fuel (off road)	0.00	Fuel (on road)	0.00	Maintenance	0	.00		

Figure: Install-521 Equipment File – Detail Report.

# **Equipment User Definable Fields – Udf Report**

Equipme Udf Report	ent User Definable	Fields	Best Construction Company
Equipment#	Description UDF Field	Description	
1000	Loader		
	Next Maintenance	11	
	Alternate Vendor		
1001	Loader		
	Next Maintenance	11	
	Alternate Vendor		
1002	Grader		
	Next Maintenance	11	
	Alternate Vendor		
1003	Dump Truck		
	Next Maintenance	11	
	Alternate Vendor		

Figure: Install-522Equipment User Definable Fields – Udf Report.

# **Equipment File – Extended Report**

	E quip me	nt 1000, Loader	
Main		History	
Equipment Number	1000	Last Job Last Date Job	11
Meka	Volvo		
Model	1.500		
Year	2002		
Serial Number	3V1234567890V	Photo	
Rental Price (per hour)	200.00	9	8
Fuel Usage (offroad)	0.00		
Fuel Usage (on road)	0.00	FI	1
Mainte nance Cost	0.00	THE SHARE	
Reparts Cost	0.00		R.s.
Insurance Policy Number	10000000000000		A 1488
			and the second se
Insurance Expiration	12/16/	No 10 0 Service	100.000
Insurance Expiration License Number Notes 1. Preferred operator: Mik	12/16/ DZA-123		
Insurance Expiration License Number Notes 1. Preferred operator: Mik	12/16/ DZA-123		
Insurance Expiration License Number Notes 1. Preferred operator: Mik	12/16/ DZA-123		
Insurance Expiration License Number Notes 1. Preferred operator: Mik	12/16/ DZA-123		
Insurance Expiration License Number Notes 1. Preferred operator: Mik	12/16/ DZA-123		
Insurance Expiration License Number Notes 1. Preferred operator: Mik	12/16/ DZA-123		
Insurance Expiration License Number Notes 1. Preferred operator: Mik	12/16/ DZA-123		

Figure: Install-523 Equipment User Definable Fields – Extended Report.

# 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 of the 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 a more accurate entry.

- Customer ID: Entered on the Defaults tab of the job record. When entering contract invoices and applications for payment, BIS<sup>®</sup> will pull up the customer ID and all related customer default information. The customer ID may not be changed during an invoice transaction.
- Posting Accounts: Default Contract Revenue, Contract Receivable, Retention Receivable, and Sales Tax Liability Accounts can be recorded on the Default tab.
- Sales Tax: If sales tax is to be collected for the job, the Apply Sales Tax option should be checked on the Default tab, and the default sales tax code should be entered.
- Retention Percentages: Retention percentages for work-in-place and stored materials are recorded on the Default tab. The percentages will be used as the default in the schedule of values for the job.
- Local Tax Code: If a local tax code will be applied to the earnings of employees working on the job, a default tax code can be entered on the Payroll tab. Whenever an employee's hours or additions are posted to the job, BIS<sup>®</sup> will use the code, overriding any employee default local tax code.

Jobs can be added on-the-fly from many places in the program, but it is advantageous to load job information in prior to any substantive work on the job. Entries to jobs do not affect other journals. However, entries to other journals can affect job information.

### New Record

Initial access to Jobs from the menu opens the Jobs – New form. The form is used to enter new job information. However, access to a new form when another job record is on the screen only requires pressing Ctrl+N or using the New  $\Box$  icon on the toolbar. The system will ask if changes to the open record should be saved.

<b>Figure: Install-524</b> Jobs Master form – New screen form.	Jobs - New           Main         Default         Ow           Job Number         Default         Ow	vner Architect I.&.M. Markup Payroll Hi	story Udf Notes	
	Job Name		Job Status	Active 💌
	Street Address 1		Date Completed	11 -
	City			
	State	Q		
	Zip Code Telephone	() -		
	Fax	() -		
	Contract For			
	Project Manager			
	SQ.FT. of Building	0		
	New			

### **Editing an Existing Record**

Users can examine the list of jobs 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.

n.	Sea Sea Con	arch for arch in Indition	Job Begin with								▼ Case Sensitive	<u>S</u> earch <u>C</u> lear <u>O</u> k	
	Job		Job Name	Job Status	Telephone	Fax	Project Manager	City	State	Zip Code	Street Address 1	Street Address 2	^
	1000 1010 1020 J1 J2	Pacific V Truesda Giovann Test Job Test Job	iew Apartments le Elementary School i's Pasta House d #1 d #2	Active Active Active Active Active	(805)543-7000 (805)543-7000 (805)543-7000 ( ) - ( ) - ( ) -	(805)534-1595 (805)534-1595 (805)534-1595 ( ) - ( ) - ( ) -	Mike Jarvis Bill Johnson Mike Jarvis	Pismo Beach Arroyo Grande Pismo Beach	CA CA CA	93448 93420 93448	1800 Pacific Avenue 4790 N. Broadway 520 Beach St.		

### **Scrolling Through Job Records**

n for oditing	Main	<u>D</u> efault	Owner	Architect	<u>T</u> &M	Unit <u>B</u> illing	Markup	<u>Payroll</u>	Certified Payroll	History	UDF	!		
in for earling.	Job Nu	mber .	100	D	1							-		
	Job Na	me	Paci	fic View Apa	rtments			Jo	b Status	Active	$\sim$			
	Street	Address 1	180	Pacific Ave	nue			Da	te Completed	11		1		
	Street	Address 2	а					SQ	.FT. of Building			c		
	City		Pism	o Beach				Re	ference Code					
	State			CA	CA 🔾 California									
	Zip Code	de	934	48										
	Teleph	one	(805	543-7000										
	Mobile			ne	()	-					Job Type			
	Fax	Fax Contract For		Fax Contract For		5)534-1595					Time & Mater	ials Job		
	Contra					ontract For		Contract For						
	Contra	ct Date	11	~					Certified Job					
	Project	Manager			-		]							
	Manag	er Mobile	()	-			÷							
	Docum	ents												

### **Cloning an Existing Record**

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

Figure: Install-527	🖻 Job - 1000 - Pacific View Apartments											
Cloned Job Record. Note	<u>M</u> ain	<u>D</u> efault	<u>O</u> wner	Architect	<u>T</u> & M	Unit <u>Billing</u>	Markup	<u>Payroll</u>	Certified Payroll	History	UDF	Notes
Cloned Job Record. Note that all of the initial fields except for the Job Number and State match the source record.	Main Job Nu Job Na Street City State Zip Coo Teleph Mobile Fax Contra	Default mber me Address 1 Address 2 de one ct For	Qwner Paci 1800 a Pism CA 934 (805 ()) (805	Architect fic View Apariton D Pacific Ave to Beach Califor 48 5)543-7000 5)534-1595	I & M	Unit Billing	Mar <u>k</u> up	Payroll Joi Da SQ Re	Certified Payroll b Status te Completed D.FT. of Building ference Code Job Type Time & Mater Unit Billing Jol	Active //	Notes	
	Contra Project Manag <u>Docum</u> Edit	ct Date : Manager er Mobile <u>ents</u>	()	-					Certified Job			

Figure: Install-527a Clone Record Options	E Clone Record Options	-?- <b>×-</b> )
	Job 1000, Pacific View A	partments
	Labor Classifications	
	V Budget	☑ Include Change Orders
	Schedule of Values	Include Change Orders
	Subcontracts	☑ Include Change Orders and Backcharges
	Tag All Untag A	II <u>O</u> k <u>C</u> ancel

### **Deleting an Existing Record**

Once a Job has been saved, it cannot be deleted if it has been used in any transactions. However, when the Job Status is changed to Closed, it can be purged from the Administrator menu. Once the source record is brought to the screen, use the Delete  $\bowtie$  icon (at the top of the screen). The system will ask, "Do you want to delete the record?" Click on the Yes button to delete it, or click on the No button to leave the process.

### Save the Changed Record

When the record is complete or satisfactorily edited, it can be saved by clicking on the Save 🐷 button on the toolbar, or by pressing Ctrl-S.

## **Main Tab**

The main section of the job form maintains the most general job information.

Job Number       1000         Job Name       Pacific View Apartments       Job Status       Active         Street Address 1       1800 Pacific Avenue       Date Completed       ///         Street Address 2       a       SQ,FT. of Building       0         City       Pismo Beach       Reference Code	en form	Main	<u>D</u> efault	Owner	Architect	<u>T</u> & M	Unit <u>B</u> illing	Markup	<u>Payroll</u>	Certified Payroll	History	UDF	Notes
Job Name Pacific View Apartments Job Status Active  Street Address 1 1800 Pacific Avenue Date Completed /// Street Address 2 a SQ.FT. of Building 0 City Pismo Beach Reference Code State CA Q. California Zip Code 93448 Telephone (805)543-7000 Mobile () - Job Type Fax (805)534-1595 Contract For Contract For Contract Date //  Project Manager Manager Mobile () -	ch lonn.	Job Nu	mber	1000	)	1							
Street Address 1       1800 Pacific Avenue       Date Completed       / / /          Street Address 2       a       SQ.FT. of Building       0         City       Pismo Beach       Reference Code       0         State       CA       California       0         Zip Code       93448       0       0         Telephone       (805)543-7000       Job Type       0         Mobile       () -       Job Type       100 Type         Fax       (805)534-1595       Time & Materials Job       0         Contract For       Unit Billing Job       Certified Job       0         Project Manager       () -       Certified Job       0         Documents       Contract State       () -       0       0		Job Na	me	Pacif	Pacific View Apartments					b Status	Active	$\sim$	
Street Address 2       a       SQ.FT. of Building       0         City       Pismo Beach       Reference Code         State       CA       California         Zip Code       93448         Telephone       (805)543-7000         Mobile       ()         Fax       (805)534-1595         Contract For       Unit Billing Job         Contract Date       / /         Project Manager       California         Manager Mobile       () -		Street	Address 1	1800	1800 Pacific Avenue					te Completed	11	~	1
City     Pismo Beach     Reference Code       State     CA     California       Zip Code     93448       Telephone     (805)543-7000       Mobile     ()       Fax     (805)534-1595       Contract For     Unit Billing Job       Contract Date     / /       Project Manager     C)       Manager Mobile     ()		Street	Address 2	a					sq	.FT. of Building		C	
State       CA       California         Zip Code       93448         Telephone       (805)543-7000         Mobile       ()         Fax       (805)533-1595         Contract For       Unit Billing Job         Contract Date       / /         Project Manager       Manager Mobile         Manager Mobile       ()		City		Pism	o Beach				Re	ference Code			-
Zip Code     93448       Telephone     (805)543-7000       Mobile     () -       Fax     (805)534-1595       Contract For     Unit Billing Job       Contract Date     / /        Project Manager     Contract For       Manager Mobile     () -		State		CA	Califo	rnia							
Telephone       (805)543-7000         Mobile       ()         Fax       (805)543-7595         Contract For       ITme & Materials Job         Contract Date       / /         Project Manager       Contract For         Manager Mobile       ()		Zip Coo	le	9344	18								
Mobile     () -     Job Type       Fax     (805)534-1595     Imme & Materials Job       Contract For     Unit Billing Job       Contract Date     / /      Certified Job       Project Manager     Manager Mobile     () -		Teleph	Telephone		(805)543-7000								
Fax     (805)534-1595     Imme & Materials Job       Contract For     Unit Billing Job       Contract Date     / /      Certified Job       Project Manager     Manager Mobile     Certified Job		Mobile		() -					Job Type				
Contract For Unit Billing Job Contract Date //		Fax		(805	(805)534-1595					Time & Materials Job			
Contract Date // v Certified Job Project Manager Manager Mobile ( ) -		Contra	ct For							Unit Billing Jol	Ь		
Project Manager Manager Moble () -		Contra	ct Date	11	11 ~					Certified Job			
Manager Mobile () -		Project	Manager										
Documents		Manag	er Mobile	()	-								
		Docum	ents										

### Job Number

The job number will be used to identify the budget, Schedule of Values and all related costs for a specific job. The job number can be any combination of numbers and/or letters, up to ten characters in length. It is suggested that all job numbers be made the same length. For example, if six-digit job number are initially assigned, it may be useful to continue to assign six-digit numbers to all additional jobs. Please note that the underlined Job Number title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

**Figure: Install-529** Reports directly accessible by right-clicking on the field hyperlink.



### Job Name

The field records the title of the job that relates to the job number assigned. In most cases, the job name will be displayed whenever a job number appears. The is an alphanumeric field up to 30 characters.

### Address 1

The alphanumeric field records the primary street address and is limited to 30 characters.

### Address 2

The secondary street address is recorded here. The is an alphanumeric field and is limited to 30 characters.

### City

The field records the city as an alphanumeric field up to 30 characters.

### State

The two character state abbreviation is a two-character field that may be typed manually or selected from the list of defined state codes. Click on the Find tool to see an extended list of states.

### Zip Code

The field records the postal zip code. The number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered.

## Job Type

## Time & Materials Job

Checking this box initiates the job for the Time & Materials billing process and activates the T & M tab for billing details and related settings.

### **Unit Billing Job**

Checking this box initiates the job for the Unit Billing billing process and activates the Unit Billing tab for billing details and related settings.

### **Certified Payroll**

Checking this box signifies this Job as a Certified Payroll job. By doing so it recognizes this job as a Certified Payroll job in Payroll Hours & Adj. And in the Cash Disbursements Payroll Checks process.

### I-504

The field records the telephone number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 when the number is entered.

### **Fax Number**

The field records the facsimile (FAX) number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 when the number is entered.

# **Contract for**

Use the alphanumeric field (limited to 35 characters) to enter a brief description for the job such as "New Construction" or "Remodel," etc.

### **Contract Date**

The field records the date of the contract or the start date for the job. The date may be entered manually or using the Calendar tool. If entered manually, the input will be masked in mm/dd/yy format.

### **Project Manager**

The name of the manager or person responsible for the job is entered into the alphanumeric field that is limited to 20 characters.

### **Square Foot of Building**

The field is for the total square footage of the project. The number will be used by BIS<sup>®</sup> to calculate cost per square foot as the job progresses and at the completion of the job. The field is limited to ten numeric characters.

### Job Status

The field records the current status of the job. The valid status options are Active, Inactive, or Closed.

### **Date Completed**

The field is for the date the job is completed. The field becomes available only when the Job Status is Completed. The date may be entered manually or using the Calendar tool.

# **Close Jobs – Procedure**

When a job is completed and the related detailed information no longer needs to be maintained, the job can be closed, permanently removing these records from BIS<sup>®</sup>. The job master information, budget, job cost records, schedule of values, change orders, subcontracts and document manager will all be purged.

# **Caution**

It is advisable to make a backup copy of the job cost files before actually removing them. Remember, once a job cost file is removed, it's gone forever! If job records are accidentally removed, the only way to get it back is to restore the files from a backup source.

Once a job is deleted, the job cannot be restored to the database. Therefore, be sure that the job is ready to be purged. The process of closing a job can be time-consuming for a large file. Be sure to allow enough time.

To close a job:

- 1. Complete the backup procedures for the company.
- 2. Select Close Jobs from the Administrator menu.
- 3. Place a checkmark in the Tagged box next to the job(s) that are to be closed.
- 4. Click the Close Jobs button. BIS<sup>®</sup> will require affirmation of the understanding that the job selected will be purged before completing the procedure.

# Default Tab

The default section of the job maintenance form is used for setting up the default values for various information related to the job.

Figure: Install-530	Job - 1000 - Pacific View Ap	partments								×
Figure: Install-530 Job Cost, Jobs master record, Default tab screen form sample.	Job - 1000 - Pacific View Ap <u>Main Default Owner An     Customer Id     Contract Revenue Account     Contract Receivable Account     Retention Receivable Account     Sales Tax Liability Account     Sales Tax Code     Apply Sales Tax     Default Retention % Work in Pk Default Retention % Stored Materials </u>	Antments chitect I & M L COO1 1110 1120 applies only to AIA AM Q Alissa 1 2610 01 Q Sa acce 10.00 10.00	Jnit B Q Q Billing Monte	Iling Margup Far West Prope Accounts Recei Accounts Recei ) e Sales Tax Paya s Obispo County	Payroll Cer erties vable-Trade vable-Retentio	tified Pa	ayroll <u>t</u> Cu Jim Cou Denis F	jistory UD stomer Conto rant Kant tobles	F Note	× •
	Billing of Stored Materials Job Access			~						

### **Customer ID**

A valid customer number must be entered if the Accounts Receivable module is activated. After an application for payment is closed, BIS<sup>®</sup> will update the customers' ledger, accounts receivable journal, general ledger and financial statements. If the AR module is not activated, the field may be left blank.

When a customer number is entered into the Job master record, the system will ask, "Do you want to fill the Owner Tab with information from the Customer?" If the answer is Yes, the relevant information from the Customer master record will automatically populate the Owner tab (covered below). If the answer is No, the fields in the Owner tab will need to be entered manually.



Please note that the underlined Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Customer - New form. Right-clicking on the Customer Id hyperlink opens a selection of reports that can be directly accessed.

**Figure: Install-532** Reports directly accessible by right-clicking on the field hyperlink.

Customer File
Customer Labels
Customer Ledger
Accounts Receivable Aging
Customer Deposits
Customer Payments
Customer Refunds
<u>W</u> hat's This?
Control <u>A</u> ccess

### **Contract Revenue Account**

The field records the general ledger account number used for contract revenue. An account number may be selected by using the Find tool to browse the Chart of Accounts. The description for the account number entered will appear after an account is selected. The is an alphanumeric field and is limited to ten characters.

The underlined Contract Revenue Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Contract Revenue Account hyperlink accesses a selection of reports that can be directly accessed.

### **Contract Receivable Account**

The field records the account number used for contract receivables. Generally, the account number should remain the same for every job entered. The account number may be typed or selected by using the Find tool to browse the Chart of Accounts. The description for the account number entered will be displayed. The is an alphanumeric field and is limited to ten characters.

The underlined Contract Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Contract Receivable Account hyperlink accesses a selection of reports that can be directly accessed.

### **Retention Receivable Account**

The field records the account number used for retention receivables. The account number may be typed or selected by using the Find tool to browse the Chart of Accounts. The description for the account number entered will appear after the account is selected. The is an alphanumeric field limited to ten characters.

The underlined Retention Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Retention Receivable Account hyperlink accesses a selection of reports that can be directly accessed.

### **Sales Tax Liability Account**

The field displays the sales tax account to be used for posting the sales tax for the job. The Sales Tax Account can be entered manually or by using the Find tool.

The underlined Sales Tax Liability Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Sales Tax Liability Account hyperlink accesses a selection of reports that can be directly accessed.

### Sales Tax Code

The displays the applicable tax code and rate. The Sales Tax Code can be entered manually or by using the Find tool. Please note that the underlined Sales Tax Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Sales Tax Codes – New form. Right-clicking on the Sales Tax Code hyperlink directly accesses the Sales Tax File Report.

### Apply Sales Tax

Selecting the box means sales tax will be applied for the job. If sales tax should not be applied for the job, clear the box.



Sales Taxes follow a hierarchy of rules:

For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.

For Applications for Payment (posted to Accounts Receivable), the Job Master record is considered first, and the Customer master record is considered second.

### **Default Retainage % Work in Place**

The default percentage entered here will determine the retention applied against work in place. The percentage can be overwritten when updating the Schedule of Values.

### **Default Retainage % Stored Materials**

The percentage will determine the retention applied against stored materials. The percentage can be overwritten when updating the Schedule of Values.

### **Billing of Stored Materials**

Allows the optional selection of Alternate or AIA Stored Materials as a billing metod for materials. Alternate billing of Stored Materials bills sequentially as the job progresses. The AIA Stored Materials option allows stored materials to be billed up front.

### **Customer Contacts**

Use the Select button to add the Job's Customer Contacts' contact information to the Select Contact form. The Select form is used in conjunction with a BIS custom app available which allows for sending Job related AR Invoices and additional documentation to the selected Customer contacts via an automated email process.

### Figure: Install-530

Jobs master record, Default tab, Select Job Contacts form sample.

Sele	ect Contact	Title	Phone	Mobile	Fax	Email	
	Jim Corrant	Vice President	(805)543-7000	() -	(805)534-1595	jimc@farwest.com	
	Tomas Kant		() -	() -	() -	tomask@farwest.com	
	] Denis Robles	0	() -	() -	() -	drobles@farwest.com	
				<u>.</u>			
				-			
-		0					
			2				
-							
-				-			_
-							-

# **Owner Tab**

The owner section contains information about the owner of the project site.

If the user answered Yes to the box, "Do you want to fill the Owner Tab with information from the Customer" when entering the Customer Id in the Main tab, the relevant information from the Customer master record will automatically populate the Owner tab. However, automatically entered data can be modified in the screen (but will does not affect the Customer master record). If the answer was No, the fields in the Owner tab must be entered manually.



Figure: Install-534	🖃 Job	s - 1000	Pacific Vie	w Apartme	nts						
Job Cost, Jobs master	Main	<u>D</u> efault	Owner	Architect	<u>T</u> &M	Mar <u>k</u> up	<u>P</u> ayroll	History	Udf	Notes	
form sample auto- populated from the Customer Id data.	Owne Stree City State Zip C Telep Fax E-Ma Cont	er Name et Address et Address ode ohone il act	I         1625           2         Los A           Q000:         (805)           (805)         jimc@           Jim Columna         Jim Columna	Vest Properti Parker Streed Californ Californ S43-7000 S34-1595 farwest.con orrant	es it						

### **Owner Name**

The alphanumeric field of up to 30 characters is for the name of the owner of the project.

### Address 1

The alphanumeric field of up to 30 characters records the primary street address.

### Address 2

The secondary street address is recorded here. The is an alphanumeric field limited to 30 characters.

### City

The alphanumeric field of up to 30 characters is used to record the city.

### State

The two-character state abbreviation is a 2-character field that may be typed manually or selected from the list of defined state codes. Click on the Find tool to see an extended list of states.

### **Zip Code**

The field records the postal zip code. The number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered.

### **Telephone Number**

The field records the telephone number. The number limited to ten digits and will be formatted automatically

as (999) 999-9999 as the number is entered.

### **Fax Number**

The field records the facsimile (FAX) number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

### E-mail

The field records the electronic mail (e-mail) address in an alphanumeric field limited to 35 characters.

### **Contact Name**

The is an alphanumeric field limited to 30 characters is used to record the contact's name.

### Save the Changed Record

When the record is complete or satisfactorily edited, it can be saved by clicking on the Save 🖬 button on the toolbar, or by pressing Ctrl-S.

# **Architect Tab**

The architect section contains information about the architect of the project. The data must be entered manually.

d. Architect tab	<u>Main</u> Default C	Owner Architect	<u>T</u> &M	Mar <u>k</u> up	<u>P</u> ayroll	History	Udf	Notes	
n form sample.	Architect	James & Johnson A	chitects			1			
	Street Address 1	3642 Beach							
	Street Address 2								
	City	Huntington Beach							
	State	CA Californi	CA 🔾 California						
	Zip Code	92605	92605						
	Telephone	(805)543-7000	_						
	Fax	(805)534-1595	-			2			
	E-Mail	info@jjarchitects.c		_					
	Contact	Yorgi Johnson							

### Architect

The alphanumeric field of up to 30 characters is for the name of the architect of the project.

### Address 1

The alphanumeric field of up to 30 characters records the primary street address.

### Address 2

The secondary street address is recorded here. The is an alphanumeric field limited to 30 characters.

### City

The alphanumeric field of up to 30 characters is used to record the city.

### State

The two-character state abbreviation is a 2-character field that may be typed manually or selected from the list of defined state codes. Click on the Find tool to see an extended list of states.

### Zip Code

The field records the postal zip code. The number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered.

### **Telephone Number**

The field records the telephone number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

### **Fax Number**

The field records the facsimile (FAX) number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

### E-mail

The field records the electronic mail (e-mail) address in an alphanumeric field limited to 35 characters.

### **Contact Name**

The is an alphanumeric field limited to 30 characters is used to record the contact's name.

# T & M - Time & Materials

When set as a Time & Materials Job on the Main tab, the T & M form becomes available for providing the Time & Materials billing information pertaining to that job.

The option to set a Job as a Time & Materials

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

rd T & M tab screen	<u>M</u> ain	<u>D</u> efault	Owner	Architect	<u>T</u> &M	Unit <u>B</u> illing	Markup	Payroll	Certified Payroll	History	UDF	Notes
sample	🗹 Tir	ne & Mate	rials Job	Cap	(Contract	t) Amount		0.00	Cap Hours		0.00	
	Marku	ups —										
	Lab	or %		0.00	Equipment %		%	0.00				
	Mat	Materials %		0.00			Other Dire	ct Cost %	0.00			
	Sub	contract o	%	0.00								
	Over	neads & Pr	rofit —									
	Mar	kup Acct	1		Q							
	Mar	kup Title :	1				۲	Percent (	Fixed Amt			
	Mar	kup Acct :	2		Q							
	Mar	kup Title 2	2				۲	Percent	Fixed Amt			
	Mar	kup Acct :	3		Q							
	Mar	kup Title 3	3				۲	Percent	Fixed Amt			

### Time & Materials Job

This check box is set on the Main tab. When set it will appear checked on th T & M tab.

### Cap (Contract) Amount

Enter a Cap Amount which will be recognized by the system. Prompts will alert the user when the Cap Amount is reached or if there is an attempt to exceed the Cap Amount which may be overridden.

### Cap Hours

Enter Cap Hours which will be recognized by the system. Prompts will alert the user when the Cap Hours have been reached or if there is an attempt to exceed the Cap Hours which may be overridden.

### Markups

Markups are applied on the T & M Invoices during the billing process.

### Labor %

Enter the Labor % markup to be applied to labor costs for the Job.

### Materials %

Enter the Materials % markup to be applied to material costs for the Job.

### Subcontract %

Enter the Subcontract % markup to be applied to subcontract costs for the Job.

### **Equipment %**

Enter the Equipment % markup to be applied to Equipment costs for the Job. (Requires the Equipment Mode to apply.)

### **Other Direct Cost %**

Enter the Other Direct Cost % markup to be applied to Other Direct costs for the Job.

The Overhead and Profit provided will appear in the lower portion of the Time & Materials Invoice form when billing.

### Markup Acct 1

Enter or select a GL account to apply additional overhead or profit. When an account is present the "Markup Title 1" field is available to enter a description and the option to set as a Fixed Amount and provide the amount is an available option.

### Markup Acct 2

Enter or select a GL account to apply additional overhead or profit. When an account is present the "Markup Title 2" field is available to enter a description and the option to set as a Fixed Amount and provide the amount is an available option.

### Markup Acct 3

Enter or select a GL account to apply additional overhead or profit. When an account is present the "Markup Title 3" field is available to enter a description and the option to set as a Fixed Amount and provide the amount is an available option.

# **Unit Billing**

When set as a Unit Billing Job on the Main tab, the Unit Billing form becomes available for providing the requisite information pertaining to the job billing.

Figure: Install-535b	🖻 Job - 1000 - Pacific View Apartments											
Sous master record, onic	Main	Default	Owner	Architect	<u>T</u> & M	Unit <u>B</u> illing	Markup	Payroll	Certified Payroll	History	UDF	Notes
	Defau Marku <u>Mar</u>	nit Billing Ju ult Retenti ups & Profi rkup Acct rkup Title	ob %		٩		OF	Percent (	Fixed Amt			
	Mar	kup Acct	2		Q							
	Ma	kup Title :	2				OF	Percent	Fixed Amt			
	Mar	kup Acct	3		Q							
	Ma	kup Title :	3				OF	Percent (	Fixed Amt			
	Edit											

### **Unit Billing Job**

This check box is set on the Main tab. When set it will appear checked on th Unit Billing tab.

### **Default Retention %**

Enter a Default Retention percentage to be applied during Unit Billing process.

### **Overheads & Profits**

### Markup Acct 1

Enter or select a GL account to apply additional overhead or profit. When an account is present the "Markup Title 1" field is available to enter a description and the option to set as a Fixed Amount and provide the amount is an available option.

### Markup Acct 2

Enter or select a GL account to apply additional overhead or profit. When an account is present the "Markup Title 2" field is available to enter a description and the option to set as a Fixed Amount and provide the amount is an available option.

### Markup Acct 3

Enter or select a GL account to apply additional overhead or profit. When an account is present the "Markup Title 3" field is available to enter a description and the option to set as a Fixed Amount and provide the amount is an available option.

# **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<sup>®</sup> 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. The allows users to bill change orders differently from the original contract, if desired. The option may be disabled by selecting Cost Only under Billing Method. The entries of the screen can be used when automatically creating a Schedule of Values from a Budget.



### Labor %

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

### Material %

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

### Subcontract %

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

### Other %

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

# **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 the percentage, minus previous billings and retention.

### **Scheduled Values Billing Method**

The billing method specified designates the job to be billed at cost only (Cost Only) or at cost plus a percentage markup of cost (Cost Plus Markup).

### Labor Billing Rate

The labor billing rate specified establishes whether the labor amount to bill is entered manually or is calculated based on the markup percentages entered above. The hourly billing rate can be entered on the Default tab of the Employees form. The calculated billing rate is the employee's gross plus the worker's compensation rate times the hours plus the other burden percentage.

### Save the Changed Record

When the record is complete or satisfactorily edited, it can be saved by clicking on the Save 🔄 button on the toolbar, or by pressing Ctrl-S.

# **Payroll Tab**

The information on the tab allows local payroll taxes to be assigned to job. It also allows a job to be identified as a government contract requiring the entry of payroll hours and production of certified payroll reports.

7 F/ W W 1 1/ WFFF1 C 3FF1F1/V/	Main	<u>D</u> efault	Owner	Architect	<u>T</u> & M	Unit <u>B</u> illing	Markup	Payroll	Certified P	Payroll <u>H</u> istory		lote	
creen form sample.	Local	Tax Code	- 1	(	2								
	State	A REAL PROPERTY		9									
	Us	Use Per Diem											
	Pa	vroll Additi	on	(	2								
	GL	Account			C								
	Cla	assification	s Exceptio	ons	Multipl	ier %	0.00		Per Diem Da	aily Rate Default		0.0	
		ssincation	s Exceptio	ons	митр	er %	0.00	•	Per Diem Da	ally Rate Default		0.0	
		Classi	fication		Descrip	tion	Bill Rate	e Reg Bi	I Rate OT	Bill Rate DT	Per Diem	- 1	
	-												
	_												
	-											-	
		<									1	>	

### Local Tax Code

The field assigns the default local tax code selected from the Local Taxes file. Each time an employee's hours or additions are assigned to the job through the Job Cost screen, the local tax code entered here will be pulled up, overriding any default local tax code entered for that employee. However, the tax code may be changed or deleted during payroll entry, if necessary.

Please note that the underlined Local Tax Code is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Local Taxes – New form. Right-clicking on the Local Tax Code hyperlink directly accesses the Local Taxes report.

### State

The field displays the state associated with the Local Tax Code for the job.

### Save the Changed Record

When the record is complete or satisfactorily edited, it can be saved by clicking on the Save 🖬 button on the toolbar, or by pressing Ctrl-S.

# **Certified Payroll Tab**

**Certified Job** The Certified Job setting is checked on the Main tab to active and recognize the job for Certified Payroll.

Figure: Install-537a	🗐 Job - 1000 - Pacific View Apartments											
Jobs master record, Certified Payroll tab form sample.		Default	Qwner	Architect	I&M	Unit Biling	Mar <u>k</u> up	Payroll	Certified Payroll	History	UDF	Notes
	Edit											

# **History Tab**

The history section displays Accounts Receivable job information to date.

Figure: Install-538 Job Cost, Jobs master record, History tab screen form sample.	Jobs - 1000 Pacific View Apart				
	Prior Year Ending Date Prior Year Revenues Gross Profit Recognized	12/31/YY 2,106.4 211.1	2		
	Last Application Number	01/21/20/	2		
	Retention Invoice Number	100	2		
	Retention Invoice Date	01/21/ YY	T		
	Retention Amount	9,960.8	4		
	Previous Certificates for Payment	89,647.5	7		
	Edit				'

### **Prior Year Ending Date**

BIS<sup>®</sup> will automatically display the ending date of the prior year, which may be changed as necessary. The date may be entered manually or selected using the Calendar tool.

### **Prior Year Revenues**

The field displays the amount, if any, of revenues earned from the prior fiscal year. The figure can be used to compute the Over/Under Billings Reports. With a new installation of BIS<sup>®</sup>, the field may be used to manually enter the beginning balance as of the beginning of the year.

### **Gross Profit Recognized**

The field displays the amount, if any, of gross profit recognized from the prior fiscal year. The figure can be used to compute the Over/Under Billings report. With a new installation of BIS<sup>®</sup>, the field may be used to manually enter the beginning balance as of the beginning of the year.

### **Last Application Number**

The field displays the number of the most recent Application for Payment on the current job.

### **Last Application Date**

The field displays the date of the most recent Application for Payment on the current job.

### **Retention Invoice Number**

The field displays the original invoice number for retention on the current job.

### **Retention Invoice Date**

The field displays the date of the original retention on the current job.

### **Retention Amount**

The field displays the total retention amount on the current job.

### **Previous Certificates for Payment**

The field displays the total amount of previous applications for payments.

# Udf Tab

The 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.

Figure: Install-539 Job Cost, Job File, Udf tab screen form with one example of a user defined field.	Imain Default Owner Architect I & M Margup Payroll History Udf Notes         Job Type	
		Define Fields

### **Define Fields Button**

Edit

User Definable Fields may be added to the Customers, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, 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. The choices are either character, numeric, date, or logical in nature to provide the maximum flexibility in creating exactly the type of field needed to store the data.

### Figure: Install-540

Sample User Defined Fields for Jobs screen form.

Field	Caption	Type	Length	Dec	Display Order	
JOBTYPE	Job Type	С	20	0	1	]
						_
						-1
						_
						_
r						đ

Within the User Defined Fields form, uses will see a listing of all fields that have been created for the source master record type. New fields can be created and existing fields can be edited or deleted in the form. Additionally, fields may have the order in which they appear adjusted by changing the Display Order.

### Field

The field displays the field name for a User Definable Field that was entered upon creation. Once a field name 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.

### Туре

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

### Length

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

### Dec

The Dec 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 allows creation of a new character, numeric, date or logic field for the Master File.

Figure: Install-541 Udf New Field screen form.	🖻 New Field fo	or JOBINFO	- • •
	Field Name: Caption: Type: Tool Tip Text:	Character 🗸	
	Format: Length: Decimals:	10 🗢	Use as a Find field to Search In Use as a Report Query field Use it in Report Writer QK Cancel

### Edit

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

Figure: Install-542	🖻 New Field fo	or JOBINFO	
Udf Editing Field screen	Field Name:	JOBTYPE	
form.	Caption: Type: Tool Tip Text: Format:	Job Type	
		Character 🗸	
		Enter the Type of job.	
	Length:	25 🜲	Use as a Find field to Search In
	Decimals:	0 ≑	Use as a Report Query field
			Use it in Report Writer
			<u>O</u> K <u>C</u> ancel

# **Tool Tip Text**

The Tool Tip Text field allows entering a tip that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

į	Tip
---	-----

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

Туре	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

**Figure: Install-543** Accounts Receivable Customers file Udf tab screen form showing the Tool Tip for the first field listed.



# Format

The Format field allows entering a format that will 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. See the chart below.

Format	Description	Format Example		Results for V	alue
Tonnat	Description		Text	Date	Numeric
I	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	12/31/06	
	Permits only entry of digits, spaces, and	#####	Hello	12/31/06	***** (Overflow)
#	signs, such as the minus (-) sign.	################	Hello Wo.rld	12/31/06	13579246.245
0	Permits only entry of digits and signs, such	99999	Hello	12/31/06	***** (Overflow)
3	as the minus (-) sign.	99999999999	Hello Wo.rkd	12/31/06	13579246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
,	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
	Display the current digits grouping, or separator symbol, as set by the Regional	999,999	Hel,lo	12/31/06	***,*** (Overflow)
	and Language Options setting in the Windows Control Panel.	999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
Α	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
Н	Prevents entry of non-hexadecimal symbols in the specified position.	ННННН	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	υυυυυ	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	wwwww	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	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	12/31/06	YYYYY
	Virtually any character can be used in the	TPQQW	TPQQh	12/31/06	TPQQW
	tormat, but its behavior is subject to the table above.	123TQW	123T Qh	12/31/06	123TQW

**Figure: Install-544** Data Format Chart. The chart shows the format, description, an example, and results.

### Length

The Length field allows control of the number of characters in the user's entry to the Udf field.

### Decimals

The Decimals field allows control of the number of decimals of a number field (only) to the user's entry to the Udf field.

### Delete

The Delete button allows removal of any previously saved character, numeric, date, or logic fields for the master file.

### Close

The 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: Install-545 Sample Job Cost, Jobs master record Notes tab screen form.

Edit

# Report – Job List

The report lists job information recorded in the Jobs master file for a company.

### Access to Job List Report

Module Menu with Reports Group

JC | Reports | Job List

**Module Menu with Reports List** 

JC | Job List

# Standard Menu

Reports | Job | Job List

# Report Type

## Summary

The Summary Report Type displays job number and name, corresponding telephone and fax numbers, and current status.

### Detail

The Detail Report Type also shows full address including city, state, and zip code.

### Extended

The Extended Report Type includes all job information recorded on the Main, Owner, Architect, History, and Notes tabs of the Jobs form.

### Markup

The Markup Report Type displays all summary information, as well as all information recorded on the Markup tab of the Jobs form.

### Defaults

The Defaults Report Type displays all summary information, as well as job default settings recorded on the Default tab of the Jobs form.

### **Payroll Local Tax**

The Payroll Local Tax Report Type displays all summary information, as well as settings from the Payroll tab of the Jobs form.

### Order By

- Job Number
- Job Number Numeric
- Job Name
- City
- State
- Zip Code
- Telephone
- Contract For
- Project Manager
- SQ.FT. of Building
- Job Status

### Options

- Show Report Criteria
- Active Jobs
- Inactive Jobs
- Completed Jobs
- Certified Jobs
- Non-Certified Jobs
- Show Notes
- Case Sensitive

### Fields

- Job Number
- Job Name
- City
- State
- Zip Code
- Telephone
- Contract For
- Project Manager
- SQ.FT. of Building

# Job File – Summary Report

Job File Summary Report				Best	Constru	iction		
Job	Job Name	Telephone	Fax	Status	Certified	T&M	PerDiem	
1000	Pacific View Apartments	(805) 543-7000	(805) 534-1595	Active	Yes	No	No	
1010	Truesdale Elementary School	(805) 543-7000	(805) 534-1595	Active	No	Yes	No	
1020	Giovanni's Pasta House	(805) 543-7000	(805) 534-1595	Active	No	No	No	

**Figure: Install-546** Job File Summary Report, sorted by Job Number.

# Job File – Detail Report

Job File Detail Repo	rt				Best	Constru	iction	Company
Job	Job Name Address/City	State	Telephone Zip Code	Fax Project Manager	Status	Certified	T&M	PerDiem
<u>1000</u>	Pacific View Apartments 1800 Pacific Avenue		(805) 543-7000	(805) 534-1595	Active	Yes	No	No
	Pismo Beach	CA	93448	Mike Jarvis				
Note	es County contract for the City of Pis	mo Beac	h.					
<u>1010</u>	Truesdale Elementary School 4790 N. Broadway		(805) 543-7000	(805) 534-1595	Active	No	Yes	No
	Arroyo Grande	CA	93420	Bill Johnson				
<u>1020</u>	Giovanni's Pasta House		(805) 543-7000	(805) 534-1595	Active	No	No	No
	Pismo Beach	CA	93448	Mike Jarvis				

Figure: Install-547 Job File – Detail Report, sorted by Job Number.

# Job File – Extended Report

ended Report			Page	
	Jo b 1000, Pag	cific View Apartments		
Main		Default/Payroll		
Job Job Name Street Address 1 Street Address 2 City State Zip Code Telephone Fax Contract For Contract For Contract Date Project Manager Sq. Ft. of Building Status	1000 Pacific View Apartments 1800 Pacific Avenue Pismo Beach CA 93448 (805) 543-7000 (805) 534-1595 New Construction 01.01/ Mike Jarvis 18,000 Active	Customer Id Contract Rev. Acct# Contract Rec. Acct# Retention Rec. Acct# Sales Tax Acct# Sales Tax Code Apply Sales Tax Retention % WIP Retention % SM Prev. Cert. for Paymt. Local Tax Code State Certified Job	C001         Far WestProperties           4010         Contract Revenue           1110         Accounts Receivable-Tr.           1120         Accounts Receivable-Re           2810         Sales Tax Payable-State           01         San Luis Obispo County           No         10.00           10.00         \$89,647.57           Yes         Yes	
Date Completed	11			
Owner		Architect		
Owner Name Street Address 1 Street Address 2 City State Zip Code Telephone Fax Email Contact	Los Angeles CA 90001 (805) 543-7000 (805) 534-1595 jimc@farwest.com Jim Corrant	A ronnect Name Street Address 1 Street Address 2 City State Zip Code Telephone Fax Email Contact	James & Jonnson Achitects 3642 Beach CA 92605 (805) 543-7000 (805) 534-1595 into@ijarchitects.com Yorgi Johnson	
T&M		Per Diem		
Time & Materials Cap Amount / Hours Billing Rate Markups Materials % Subcontract % Equipment % Other Direct Cost % Labor %	No 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Per Diem Payroll Addition GL Account Per Diem Daily Rate Notes Countycontract for the C	No 0.00 DityrofPismo Beach.	
Overheads & Profit 1 Title Percent Overheads & Profit 2 Title Amount Overheads & Profit 3 Title Amount	0.00 0.00			

**Figure: Install-548** Job File – Extended Report (single page).

# Job File – Job Markup Report

I-526

if ic View Apar edule of Value or % erial % sontract % er % g Method or Billing Rate ntycontract fo esdale Elemen edule of Value or % erial % sontract % er % g Method or Billing Rate g Method or Billing Rate edule of Value	tments as 10.00 10.00 15.00 10.00 Cost Plus Markup Calculated Billing Rate r the City of Pismo Beach. tary School es 10.00 10.00 10.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate	(805) 543-7000 Change Orders Labor % Material % Subcontract % Other % Equipment % Billing Method Labor Billing Rate (805) 543-7000 Change Orders Labor % Material % Subcontract % Other % Equipment % Billing Method	(805) 534-1595 1 1 2 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1	Active 5.00 5.00 5.00 5.00 rkup ered Billing Rate Active 0.00 0.00 0.00 0.00	Yes
edule of Value or % enail % contract % er % g Method or Billing Rate ntycontract fo esdale Elemen edule of Value or % erial % g method or Billing Rate van ni's Pasta edule of Value	es 10.00 10.00 15.00 10.00 Cost Plus Markup Calculated Billing Rate r the City of Pismo Beach. tary School es 10.00 10.00 10.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate	Change Orders Labor % Material % Subcontract % Other % Equipment % Biling Method Labor Billing Rate (80.5) 543-7000 Change Orders Labor % Material % Subcontract % Other % Equipment % Biling Method	1: 2: 1: CostPlusMa ManuallyEnt (805) 534-1595	5.00 5.00 5.00 5.00 rkup ered Billing Rate Active 0.00 0.00 0.00	No
or % enail % contract % er % g Method or Billing Rate ntycontract fo esdale Elemen edule of Value or % erial % contract % er % g Method or Billing Rate van ni's Pasta edule of Value	10.00 10.00 15.00 10.00 Cost Plus Markup Calculated Billing Rate r the City of Pismo Beach. tary School es 10.00 10.00 10.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate	Labor % Material % Subcontract % Other % Equipment % Billing Method Labor Billing Rate (80.5) 543-7000 Change Orders Labor % Material % Subcontract % Other % Equipment % Billing Method	1: 2: 1: CostPlus Ma Manually Ent (805) 534-1595	5.00 5.00 5.00 5.00 rkup ered Billing Rate Active 0.00 0.00 0.00	No
erial % contract % er % g Method or Billing Rate ntycontract fo esdale Elemen edule of Value or % erial % contract % er % g Method or Billing Rate edule of Value	10.00 15.00 10.00 Cost Plus Markup Calculated Billing Rate r the City of Pismo Beach. tary School es 10.00 10.00 10.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate	Material % Subcontract % Other % Equipment % Billing Method Labor Billing Rate (805) 543-7000 Change Orders Labor % Material % Subcontract % Other % Equipment % Billing Method	1: 2: 1: CostPlus Ma Manually Ent (805) 534-1595	5.00 0.00 5.00 5.00 ered Billing Rate Active 0.00 0.00 0.00 0.00	No
contract % er % pment % g Method or Billing Rate ntycontract fo esdale Elemen edule of Value or % erial % contract % er % pment % g Method or Billing Rate van ni's Pasta edule of Value	15.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate r the City of Pismo Beach. tary School es 10.00 10.00 10.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate	Subcontract % Other % Equipment % Billing Method Labor Billing Rate (80.5) 543-7000 Change Orders Labor % Material % Subcontract % Other % Equipment % Billing Method	2 1 1 CostPlusMa ManuallyEnt (805) 534-1595	0.00 5.00 rkup ered Billing Rate Active 0.00 0.00 0.00	No
er % pment % g Method or Billing Rate ntycontract fo esdale Elemen edule of Value or % erial % contract % er % g Method or Billing Rate edule of Value	10.00 10.00 Cost Plus Markup Calculated Billing Rate r the City of Pismo Beach. tary School es 10.00 10.00 10.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate	Other % Equipment % Billing Method Labor Billing Rate (805) 543-7000 Change Orders Labor % Material % Subcontract % Other % Equipment % Billing Method	1: CostPlusMa ManuallyEnt (805) 534-1595	5.00 5.00 ered Billing Rate Active 0.00 0.00 0.00	No
pment % g Method or Billing Rate ntycontract fo esdale Elemen edule of Value or % erial % contract % er % g Method or Billing Rate edule of Value	10.00 Cost Plus Markup Calculated Billing Rate r the City of Pismo Beach. tary School es 10.00 10.00 10.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate	Equipment % Billing Method Labor Billing Rate (805) 543-7000 Change Orders Labor % Material % Subcontract % Other % Equipment % Billing Method	1: CostPlusMa ManuallyEnt (805) 534-1595	5.00 rkup ered Billing Rate Active 0.00 0.00 0.00	No
g Method or Billing Rate ntycontract fo edule of Value or % erial % ontract % er % g Method or Billing Rate van nis Pasta edule of Value	Cost Plus Markup Calculated Billing Rate r the City of Pismo Beach. tary School es 10.00 10.00 10.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate	Biling Method Labor Billing Rate (805) 543-7000 Change Orders Labor % Material % Subcontract % Other % Equipment % Biling Method	CostPlusMa ManuallyEnt (805) 534-1595	rkup ered Billing Rate Active 0.00 0.00 0.00 0.00	No
or Billing Rate ntycontract fo edule of Value or % erial % contract % er % g Method or Billing Rate van ni's Pasta edule of Value	Calculated Billing Rate r the City of Pismo Beach. tary School es 10.00 10.00 10.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate	(805) 543-7000 Change Orders Labor % Material % Subcontract % Other % Equipment % Billing Method	Manually Ent (805) 534-1595	Active 0.00 0.00 0.00 0.00	No
ntycontract to edule of Value or % erial % oxontract % er % g Method or Billing Rate van ni s Pasta edule of Value	r the City of Pismo Beach. es 10.00 10.00 10.00 10.00 10.00 0.00 Cost Plus Markup Calculated Billing Rate	(80.5) 543-7000 Change Orders Labor % Material % Subcontract % Other % Equipment % Billing Method	(805) 534-1585	Active 0.00 0.00 0.00 0.00	No
edule of Value or % vrial % or nor ract % or % pment % g Method or Billing Rate van ni's Pasta edule of Value	tary School es 10.00 10.00 10.00 10.00 0.00 Cost Plus Markup Calculated Billing Rate	(80.5) 543-7000 Change Orders Labor % Material % Subcontract % Other % Equipment % Billing Method	(805) 534-1505	Active 0.00 0.00 0.00 0.00	No
edule of Value or % en al % contract % er % g Method or Billing Rate van ni's Pasta edule of Value	es 10.00 10.00 10.00 10.00 10.00 CostPlus Markup Calculated Billing Rate	Change Orders Labor % Material % Subcontract % Other % Equipment % Billing Method		0.00 0.00 0.00 0.00	
or% anal% contract% ar% g Method orBilling Rate van nis Pasta adule of Value	10.00 10.00 10.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate	Labor % Material % Subcontract % Other % Equipment % Billing Method		0.00 0.00 0.00 0.00	
erial % contract % er % g Method or Billing Rate van ni's Pasta edule of Value	10.00 10.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate	Material % Subcontract % Other % Equipment % Billing Method		0.00 0.00 0.00	
contract % ar % g Method or Billing Rate van ni's Pasta adule of Value	10.00 10.00 10.00 Cost Plus Markup Calculated Billing Rate	Subcontract % Other % Equipment % Billing Method		0.00 0.00	
er% pment% g Method or Billing Rate van ni's Pasta edule of Value	10.00 10.00 Cost Plus Markup Calculated Billing Rate	Other % Equipment % Billing Method		0.00	
pment % g Method or Billing Rate van ni's Pasta edule of Valu	10.00 Cost Plus Markup Calculated Billing Rate	Equipment % Billing Method			
g Method or Billing Rate van ni's Pasta edule of Valu	Cost Plus Markup Calculated Billing Rate	Biling Method	_	0.00	
or Billing Rate van ni's Pasta edule of Valu	Calculated Billing Rate		CostPlusMa	rkup	
van ni's Pasta edule of Valu		Labor Billing Rate	Manually Ent	ered Billing Rate	
edule of Value	House	(805) 543-7000	(805) 534-1595	Active	No
	25	Change Orders	()		
or %	10.00	Labor %	1	5.00	
erial %	10.00	Material %	1	5.00	
contract %	10.00	Subcontract %	1	5.00	
er %	10.00	Other %	1	5.00	
pment %	10.00	Equipment %	1	5.00	
g Method	CostPlusMarkup	Biling Method	CostPlusMa	rkup	
or Billing Rate	Manually Entered Billing Rate	Labor Billing Rate	Manually Ent	ered Billing Rate	
### Job Cost – Job Defaults Report

lob		J ob Name		Telephone	Fax	Status	Certifie d
1000		Pacific View Apartments		(805) 543-7000	(805) 534-1595	Active	Yes
		Customer Id	C001	Far West P	roperties		
		Contract Revenue Account	4010	Contract R	evenue		
		Contract Receivable Account	1110	Accounts F	Receivable-Trade		
		Retention Receivable Account	1120	Accounts R	eceivable-Retentio	n	
		Sales Tax Code	2610	Sales Lax P	Payable-State		
		ApplySales Tax	No	Sall Luis OL	ispo County		
		De fault Retainage % Work in Place	10.00				
		De fault Retainage % Stored Materials	10.00				
	Notes	Countycontract for the City of Pismo B	each.				
010		Truesdale Elementary School		(005) 542,7000	(20.5) 524 1505	Action	No
1010		Customer Id	C003	San Luis C	bispo County	Autre	140
		Contract Revenue Account	4010	Contract R	evenue		
		Contract Receivable Account	1110	Accounts F	Receivable-Trade		
		Retention Receivable Account	1120	Accounts R	eceivable-Retentio	n	
		Sales Tax Liability Account	2610	SalesTax	Payable-State		
		SalesTax Code					
		ApplySalesTax	No				
		De fault Retainage % Work in Place	10.00				
		De fault Retainage % Stored Materials	10.00				
1020		Gio van ni's Pasta House		(805) 543-7000	(805) 534-1595	Active	No
		Customer Id	1010	Harmon Br	others		
		Contract Revenue Account	4010	Contract R	evenue Jacoixable Trade		
		Retention Receivable Account	1120	Accounts R	ereivable-Retentio		
		Sales Tax Liability Account					
		SalesTax Code					
		ApplySalesTax	No				
		De fault Retainage % Work in Place	10.00				
		De fault Retainage % Stored Materials	10.00				

Figure: Install-550 Job Cost – Job Defaults Report, sorted by Job Number.

#### Job File – Payroll Local Tax Report

Payroll Local Tax Payroll Local Tax Report Page 1						
Job	Job Name		Telephone	Fax	Status	Certified
1000	Pacific View Apartments		(805) 543-7000	(805) 534-1595	Active	Yes
	Local Tax Code	Local Tax				
Not	es County contract for the City of Pi	smo Beach.				
1010	Truesdale Elementary School		(805) 543-7000	(805) 534-1595	Active	No
	Local Tax Code					
1020	Giovanni's Pasta House		(805) 543-7000	(805) 534-1595	Active	No
	Local Tax Code	Local Tax				

**Figure: Install-551** Job File – Payroll Local Tax Report, sorted by Job number.

Job Billing Rates Job Billing Rates Report Pagr						
Job Classification	Job Name Description	Status Bill Rate Reg	Certified Bill Rate OT	T&M Bill Rate DT	Per Diem Per Diem	Multiplier %
1000	Pacific View Apartments	Active	Yes	No	No	0.00
<u>1010</u>	Truesdale Elementary School	Active	No	Yes	No	0.00
1020	Giovanni's Pasta House	Active	No	No	No	0.00

Figure: Install-551a Job File - Job Billing Rates Report, sorted by Job number.

#### Job File – Job User Definable Field – Udf Report

Job User Definable Fields Udf Report Best Construction Co				
Job	Job Name UDF Field	Description		
1000	Pacific View Apartments			
	Job Type	Municipal		
1010	Truesdale Elementary School			
	Job Type			
1020	Giovanni's Pasta House			
	Job Type			



# Appendix

### **New Installation Walk-Through**

Please look over the following pages carefully prior to installing BIS<sup>®</sup>.

1. Be sure to follow Step 1 of the Installation Scenario before using the walk-through. The walk-through should be used in conjunction with Step 1 of the applicable Installation Scenario and is designed to present each screen and the decisions encountered when installing BIS<sup>®</sup> on a computer.

Note that the BIS<sup>®</sup> full installation is available to download either as a self-extracting compressed file or ISO file or it may be provided on a DVD disc. The self-extracting compressed file is first extracted to a folder by the same name prior to launching. The ISO File once downloaded may be mounted and accessed as a virtual drive and then launched. Once the installation is launched the process is the same whether from a download or from a DVD.

2. Place the BIS<sup>®</sup> DVD in the DVD-ROM drive. The following screens should appear in succession. Please refer to the applicable Installation Scenario if the installation process does not start automatically.



#### Figure: Install-552b

Main installation page with links to instructions, installations, and reports.



#### Read This First

Installation Instructions, list of enhancements, and more.

### Version Full Installation

subsequent updates. <u>Version Update Only</u> Installs the updates for BIS Version

Reference Manuals Reference Manuals for Administrator

Sample Reports An extensive collection of sample rep

www.bissoftware.com

**Figure: Install-552c** Second page of Full Installation showing another link to begin the process.



**Figure: Install-553** Installation begins to load.



Figure: Install-554 Press the Next button to continue.



### Installation



Figure: Install-556	
Accept the License	
Agreement, press Next.	

License Agreement				
Please read the following license agr	eement carefully.	C		
Management Info	mation Control System	ns, Inc. 🔺		
Builder	Information System			
End-User License Agreement Congratulations! You have just received one or more of the following: the Builder				
Information System (BIS) software,	the BIS Report Server (RS), th	he accompanying		
Information System (BIS) software, Quick Start Guide, and various relat this Agreement as the "Software."	the BIS Report Server (RS), the red materials, which are collect (Software also includes any S	he accompanying tively referred to in Software Updates		
Information System (BIS) software, Quick Start Guide, and various relat this Agreement as the "Software." provided to you by MICS.) Set forth	the BIS Report Server (RS), th ed materials, which are collect (Software also includes any S h below is a License Agreeme	he accompanying tively referred to in Software Updates ent between		
Information System (BIS) software, Quick Start Guide, and various relat this Agreement as the "Software." provided to you by MICS.) Set fort Management Information Control S variation and the produced End User Pace	the BIS Report Server (RS), the ed materials, which are collect (Software also includes any S h below is a License Agreeme ystems, Inc., called "MICS," a interior Cord rule in schemed	he accompanying tively referred to in Software Updates ent between and the end user		
Information System (BIS) software, Quick Start Guide, and various relat this Agreement as the "Software." provided to you by MICS.) Set fort Management Information Control S signing the enclosed End-User Reg	the BIS Report Server (RS), th ed materials, which are collect (Software also includes any S h below is a License Agreeme ystems, Inc., called "MICS," a istration Card who is referred	he accompanying tively referred to in Software Updates ent between and the end user to as "You." Please		
Information System (BIS) software, Quick Start Guide, and various relat this Agreement as the "Software." provided to you by MICS.) Set forth Management Information Control S Isigning the enclosed End-User Reg I accept the terms in the license agree	the BIS Report Server (RS), th ed materials, which are collect (Software also includes any S h below is a License Agreeme ystems, Inc., called "MICS," a istration Card who is referred eement	he accompanying tively referred to in Software Updates ent between and the end user to as "You." Please		
Information System (BIS) software, Quick Start Guide, and various relat this Agreement as the "Software." provided to you by MICS.) Set fort Management Information Control S Isiening the enclosed End-User Reg I accept the terms in the license agre I do not accept the terms in the license in the license I do not accept the terms in the license agre	the BIS Report Server (RS), th ed materials, which are collect (Software also includes any S h below is a License Agreeme ystems, Inc., called "MICS," a istration Card who is referred eement as agreement	he accompanying tively referred to in Software Updates ent between and the end user to as "You." Please		
Information System (BIS) software, Quick Start Guide, and various relat this Agreement as the "Software." provided to you by MICS.) Set fort Management Information Control S Isizning the enclosed End-User Reg I accept the terms in the license agre I do not accept the terms in the license InstallShield	the BIS Report Server (RS), th ed materials, which are collect (Software also includes any S h below is a License Agreeme ystems, Inc., called "MICS," a istration Card who is referred eement as agreement	he accompanying tively referred to in Software Updates ent between and the end user to as "You." Please Print		

<b>Figure: Install-557</b> Accept or enter the user name, etc.	Builder Information System - InstallShield Wizard  Customer Information  Please enter your information.	×
	User Name: Your Name Organization: Your Company	
	Install this application for:	
	InstallShield < Back Next >	> Cancel



### Figure: Install-559

Select or enter a Folder location.



#### Figure: Install-560

Click on the Install button to start.



### Installation

ait while the installation ogresses.	Installing The prog	g Builder Information System  gram features you selected are being installed.
	t <del>o</del>	Please wait while the InstallShield Wizard installs Builder Information System. This may take several minutes. Status: Copying new files
	InstallShield -	< Back Next > Cancel

Figure: Install-562	Builder Information System -	InstallShield Wizard
when complete.	2	InstallShield Wizard Completed
		The InstallShield Wizard has successfully installed Builder Information System. Click Finish to exit the wizard.
	2	
		Show the Windows Installer log
		< Back Finish Cancel

# 🄍 Tip

Some new installations of  $BIS^{\circledast}$  proceed in two stages: the installation of the basic program, and the automatic installation of any update then available. The following pages show the additional installation.

**Figure: Install-563** After clicking on the Finish button in an installation with an update, a small window will display the fact that a "BIS update will be applied."

🔀 Builder Information S	ystems - InstallSh	ield Wizard		×
2	InstallS	hield Wizard C	completed	
	The Install Informatio	Shield Wizard has s n Systems. Click Fi	successfully installed Bu nish to exit the wizard.	ilder
BIS	Update		×	
	BIS update	e will be applied.		
			ок	
		< Back	Finish	Cancel

#### Figure: Install-564

A tiny window at the upper right-hand part of the screen will show that BIS<sup>®</sup> is updating.





Figure: Install-565a Confirmation to begin installing the current update version on the CD.



# Figure: Install-565b

Shows the progress bar installing the update.



х



3. Return to the Installation Scenario for instructions on what to do after installing BIS<sup>®</sup>.

If there are any questions regarding the Installation Walkthrough, please don't hesitate to call the MICS Technical Support Department at (805) 543-7000.

< Back

Finish

Cancel

Figure: Install-566a Install Control Folder screen appears after launching BIS for the first time.	Control Folder Installation     EFORE The Login screen of BIS is accessible, a Control Folder must be created. This is a folder that will hold the list of all companies accessible by your system.     If you are using BIS on a single computer, you can create the Control Folder dose to where you installed BIS (your Program directory).     If BIS is being utilized in a multi-user environment, it is very important that this Control Folder be located on the network drive. For convenience, it should be placed close to your current Data directory.     Designating a Control Folder is something you should only have to do once. It will not be necessary in future updates. Accept a selected location by pressing the OK button below, or use the Browse button to create the Control Folder elsewhere.     Control Folder Path
	Browse QK Cancel

Shows using the Browse button to locate where to install the Control Folder.



Figure: Install-566c Shows adding the folder name "Control" to the selected installation path.	Control Folder Installation     Effore the Login screen of BIS is accessible, a Control Folder must be created. This is a folder that will hold the list of all companies accessible by your system.     If you are using BIS on a single computer, you can create the Control Folder dose to where you installed BIS (your Program directory).     If BIS is being utilized in a multi-user environment, it is very important that this Control Folder be located on the network drive. For convenience, it should be placed dose to your current Data directory.     Designating a Control Folder is something you should only have to do once. It will not be necessary in future updates. Accept a selected location by pressing the OK button below, or use the Browse button to create the Control Folder elsewhere.			
	Control Folder Path C:\pIS\CONTROL\ Browse QK Cancel			



Figure: Install-566e	📕 Builder	Information System	×
Shows pop-up message that a local drive is not shared with network users.	į	Note: You have selected a local drive for your Control Folder. A local Control Folder will not be shared with other network users.	
		Ok	

|--|

Shows pop-up message to install the software license.



#### **Figure: Install-566g** Shows using the Browse

Shows using the Browse feature to locate the license.

👂 👝 Data	a Drive (D:)		*
DVD	RW Drive (E:) BIS1140.33		
D 👝 Rem	ovable Disk (F:)		
D 👝 Rem	ovable Disk (G:)		
> Rem	ovable Disk (H:)		
> Rem	ovable Disk (I:)		_
D CD E	Drive (J:) U3 System		Ε
4 👝 Rem	ovable Disk (K:)		
🔺 퉲 E	BIS Licenses		
	📙 Enterprise 10 Users All	Modules + CC	-
•		4	

#### Figure: Install-566h

Shows the location of the license has been selected.

E License Disk Installation	? 💌
Please insert the disk labeled "LICENSE" in the folder specified below:	
Folder K:\BIS LICENSES\ENTERPRISE 10 USERS ALL MODULES + CC\	Browse
	OK Cancel

#### **Figure: Install-566i** Shows the license configuration.

older K	: \BIS LIC	ENSES (ENT	ERPRISE	10 USERS A	ALL MODUL	ES + CC\				Browse
1odules	🔽 GL	V AP	JC	V PR	JB	AR	📝 EQ	<b>₽</b> ₩	📝 DL	IS 🔽
	V BK	PO	JE	🔽 UN	SC	VI 🔽	V DM	📝 RW	RS 🖉	CC
dition		Enterpr	ise							
erial # Jumber o	ofUsers	000000	10							

**Figure: Install-566j** Shows the installation of the license is completed.



<b>Figure: Install-566k</b> Shows a pop-up message for installing a data folder used for testing or training.	A DEMO Company may be installed on your computer. Installing the DEMO data can be very valuable. It will allow you to test different features before using them with your own data. In addition, telephone training from MICS will utilize this DEMO data. To install the DEMO data for a single user system, press the OK button. If you wish to use the DEMO data in a multi-user environment, use the Browse button to place the DEMO data on your network drive. If you do not wish to install the DEMO data once the Cancel button.				
	DEMO data, press the Cancel button. Select the folder where you want to install DEMO company Folder GADISCONTROLIGEMON File Progress QK	Browse			

Figure: Install-566I Shows a pop-up message to create a new DEMO data folder.	Install DEMO Company     A DEMO company may be installed on your computer. Installing the DEMO data can be very valuable     to test different features before using them with your own data. In addition, telephone training from     this DEMO data.     To install the DEMO da	It will allow you     MICS will utilize  data in a multi-user ish to install the
	Folder C:\BIS\CONTROL\DEMO\	Browse
	File Progress	<u>C</u> ancel



**Figure: Install-566m** Shows the installation of the Demo folder was completed. folder.

#### Figure: Install-566n 🖃 Login ? 33 Shows login form to Select a company and enter your user id and password OK program only, not a data Q Company: <u>C</u>ancel ADMIN Q Administrator User Id: Help Password: Save Company dd/mm/yyyy 👻 Save User Id Date:

Figure: Install-5660 Shows navigation to the Restore menu.

Eil	e	Edit View	Job List Transactions				
		New	Ctrl+N				
C.		Open	Ctrl+O				
L.		<u>S</u> ave	Ctrl+S				
Q	כ	New Comp	any				
E	]	Open Com	pany				
		<u>C</u> lose Company					
	Ø	Edit Company					
		Ins <u>t</u> all DEM	10 Company				
10		Print Previe	2W				
6		Print					
	Ò	Print Setup	,				
Ł		Backup					
È	3	<u>R</u> estore					
		Exit					
_							

#### Figure: Install-566p

Shows using the Browse function to create a new data folder from a backup file.

🖻 Restore			
Backup File Company to Restore Backup Description Backup Date Destination Company Destination Folder	D:[BACKUPI]DATA.ZIP Best Construction Company Data backup prior to new server 03/13/	Browse	Select Folder  Destination Folder
File Progress		Start Gose	BIS BISRS Drivers Dirtel OK Cancel

#### Figure: Insall-566q

Shows a pop-up message warning folder with existing files has been selected.



#### **Figure: Install-566r** Shows a new data folder

name has been added to the Destination Folder path.

Restore		
Backup File	D:\BACKUP\DATA.ZIP	Browse
Company to Restore	Best Construction Company	
Backup Description	Data backup prior to new server	
Backup Date	03/13/: 👻	
Destination Company		
Destination Folder	C:\BIS\CONTROL\Best\	Browse
File Progress		
		<u>Start</u> <u>Glose</u>



📕 Builde	r Information System	×
?	Folder C:\BIS\CONTROL\BEST\ is not fou Do you want to create it?	und.
	Yes No	

#### Figure: Install-566t

Shows unzipping the backup file to a new data folder was completed.

Backup File	D:\BACKUP\DATA.ZIP	Browse	
Company to Restore	Best Construction Company		
Backup Description	Data backup prior to new server		
Backup Date	03/13/ 👻		
Destination Company			
Destination Folder	C:\BIS\CONTROL\BEST\	lder Information System	
File Progress		Restore process is complete	
Restore Progress —		Ok	

#### **Figure: Install-566u** Shows navigation to the Edit Company menu.



#### **Figure: Install-566v** Shows the Edit Company form and four function buttons.

Company	Name	Directory	
DEMO	SLO Construction Company, Inc.	C:\BIS\CONTROL\DEMO\	
6			
5			
			•

Figure: Install-566w Shows using the Add	Select Folder	x
button to browse and select a data folder to be added to the Edit Company List.	Company Folder    Company Folder    Company Folder   Cost C:  Cost C:  Cost Cost Cost Cost Cost Cost Cost Cost	Cancel





#### Figure: Install-566y

Shows a pop-up message for switching the data fodler to a new control folder.

The company that y TEST\CONTROL\ C	rou are trying to use belongs to the D:\ ontrol Folder.
This folder was crea	ted or changed by:
PC Name	MICS110
Network user:	HGUERBERO
BIS user:	ADMIN
BIS user name:	ADMINISTRATOR
Date:	02/17/
Time:	14:36:13
Your current Contro	l Folder is C:\BIS\CONTROL\.
You can switch this	company to your current Control Folder, but it will
he available to user	with the DUTESTI CONTROLL Control
Folder.	
Another way to use Control Folder	this company is to go to Administrator - Change
and choose the D:\ Folder.	TEST\CONTROL\ folder as your current Control
All companies belor	inging to this Control Folder will then be available to
you.	
Do you wish to use	this company and switch the Control Folder?

**Figure: Install-566z** Shows the new data folder has been added to the Edit Company List.

Company	Name	Directory	
DEMO	SLO Construction Company, Inc.	C:\BIS\CONTROL\DEMO\	
BEST	Best Construction Company	C:\BIS\CONTROL\BEST\	
•			- F

**Figure: Install-566za** Shows selecting the new data folder from the login screen.

📑 Login				? 🛛
Select a compa	any and enter	your use	r id and passwo <b>rd</b>	<u>O</u> K
Company:	BEST	Q	Best Construction Company	<u>Cancel</u>
<u>U</u> ser Id:	ADMIN	Q	Administrator	Help
Password:			Save Company	
Date:	11	-	Save User Id	
Security Code			Print Preview	
You may enter 387 transaction	the Security C ns remaining be	ode as s efore it's	soon as you receive it. But you have required.	approximately

#### Installation

### **Change Control Folder**

Occasionally, it may become necessary to change the Control Folder for BIS<sup>®</sup>. Such reasons may include accessing prior year company files without allowing other users to even see the prior years' data company listing.

To be able to access this menu option, the current company must be closed by going to File | Close Company, and clicking on Yes when the system presents the message about closing the current company. Once the current company is closed, a new menu option for changing the Control Folder becomes available.

#### Menu Access

Administrator | Change Control Folder

Enter or browse for the path for the new control folder.

#### Figure: Install-567

Change Control Folder screen form.

This folder should only be changed if you wish to access companies that belong to a Control Folde currently working with. Note that company data can only belong to a single Control Folder. If a new Control Folder, we conside does not exist it will be control.	r that you are not
If a new Central Folder you aperify does not exist, it will be created	
If a new control Polder you specify does not exist, it will be a cated.	
By switching to a new Control Folder, all companies that belonged to the old Control Folder will not relate any of these old companies to your new Control Folder, you will need to edit the company t Company menu option.	t be accessible.To hrough the File, Ed
Current Control Folder Path	
Current Control Folder Path C:\BIS\CONTROL\	
Current Control Folder Path C:JBIS\CONTROL\ New Control Folder Path	
Current Control Folder Path C:\BIS\CONTROL\ New Control Folder Path	Browse

#### **Example for Changing Control Folder**

Some BIS<sup>®</sup> users want to retain data from before currently accessible fiscal periods on the hard drive for review. Generally, when a fiscal year is closed, the first fiscal year's 12 months of data are removed from the system, and a new fiscal year's 12 months becomes available. Thus, the current fiscal year and former fiscal year's data are always available. Sometimes, however, the detail of the data from periods before the prior one is needed for simple reports or for tax or other audits.

There are several ways to accomplish this task. One of them involves backing up the current data, restoring the old data, obtaining the information, and then restoring the current data backup again. Another involves copying the data folder before changing fiscal periods to another folder name. Once this is done, the current folder name can be changed, and the old data folder renamed to the "current" name. Again, once the information is retrieved, everything can be returned to normal. Another of this variety is using the Company Edit function in BIS<sup>®</sup> to change the current company ID, and setting the old data to the "current" company ID name. Again, once complete, everything must be reset.

Each of these methods suffers from the same problem: While the old data is being used, no one can do any current work in the accounting system. With audits sometimes lasting days, if not weeks, this interruption can become a significant burden.

There are two other methods that can be used to eliminate this problem. One will allow limited access to the old data, while allowing other users to continue uninterrupted. The other allows any user to access the old data, provided their access rights are so defined.

#### Method 1

In this method, a workstation is used to create a separate, special Control folder used exclusively for this purpose. That new Control folder can be either on the local workstation or preferably on the server, similar to the normal Control folder. However, it must be given a unique name.

#### Figure: Install-568

The user should login to BIS<sup>®</sup> with the ADMIN user name, but without any company specified.

📑 Login			? 83
Select a com	pany and enter	your user id and password	<u>O</u> K
Company:		Q	Cancel
<u>U</u> ser Id:	ADMIN	Q Administrator	Help
Pass <u>w</u> ord:		Save Company	
Date:	11	▼ Save User Id	

Once logged in, the user should go to Administrator | Change Control Folder.

#### Figure: Install-569

The old Control Folder path will show in the first line of the screen. The user should select the same path, but Change the Control Folder name to Control 01-02 (for example) to represent the data for 2001 and 2002.

El Change Control Folder	? 🗙
This folder should only be changed if you wish to access companies that belong to a Control Folder that yo currently working with. Note that company data can only belong to a single Control Folder.	u are not
If a new Control Folder you specify does not exist, it will be created.	
By switching to a new Control Folder, all companies that belonged to the old Control Folder will not be accer relate any of these old companies to your new Control Folder, you will need to edit the company through t Company menu option.	essible. To he File, Edit
Current Control Folder Path	
C:\BIS\CONTROL\	
New Control Folder Path	
C:\BIS\Control_14-15\	Browse
QK	<u>C</u> ancel

As described earlier, the "current" data folder must be copied to a different name, but in this case to a different location. Thus, J:\Control\ABC might become J:\Control 01-02\ABC-01-02.

×





Figure: Install-569c	Builder	Information System
Shows changing to the new control folder is completed.	į)	Control Folder has been changed successfully
		Ok

Once the old data folder has been copied, and with no company opened, the user should go to File | Edit Company.

Figure: Install-570	🖻 Edit Company	
Using the Add button in	Company Name	Select Folder
the lower left, the user can browse for the location of		Company Folder
the new Control Folder,		
and Changed Company Folder.		BIS
		BEST
		Elogs Elogs Elogs
		BISRS
		OK Cancel

Using the Add button in the lower left, the user can browse for the location of the new Control Folder, and Changed Company Folder. Once selected, the user can close the screen.



**Figure: Install-570b** Shows a pop-up message to confirm switching control of the data folder.

uilder Inf	formation System	×	
?	The company that you are try C:\BIS\CONTROL\ Control Fo	ing to use belongs to the Ider.	
	This folder was created or cha	nged by:	
	PC Name:	MICS110	
	Network user:	HGUERBERO	
	BIS user:	ADMIN	
	BIS user name:	ADMINISTRATOR	
	Date:	03/27/	
	Time:	10:54:24	
	You can switch this company no longer be available to users with the t Another way to use this comp	to your current Control Folder, but it will C:\BIS\CONTROL\ Control Folder. any is to go to Administrator - Change	
	Control Folder		
	Folder.		
	All companies belonging to the you.	nis Control Folder will then be available to	
	Do you wish to use this comp	any and switch the Control Folder?	
		Yes No	

**Figure: Install-570c** Shows the data folder has been added to the control folder's list.

Company	Name	Directory	
BEST	Best Construction Company	C:\BIS\CONTROL_14-15\BEST\	
			_
			_
4			- F.
∢ <u>A</u> dd	Remove	Edit	los

#### Installation

I-551

The user can log into the "old" company, but will be prompted for the Security Code. This security code will be the same as the one already provided by MICS. Since the company name and features are unchanged, the security code will be the same.

<b>Figure: Install-571</b> BIS <sup>®</sup> Login screen.	🖻 Login				8 23				
	Select a comp	Select a company and enter your user id and password							
	Company:	BEST	Q	Best Construction Company	<u>C</u> ancel				
	User Id:	ADMIN	Q	Administrator	Help				
	Pass <u>w</u> ord:			Save Company					
	Date:	11	•	✓ Save User Id					
	Security Code	•		Print Preview					
	You may ente 387 transactio	r the Security ( ons remaining b	Code as s efore it's	oon as you receive it. But you hav required.	e approximately				

Please note that this method will enable the user at the one workstation to work with the company's old data. Thought should be given to restricting access, especially if the Password Module is active, so that these special users cannot change old data. Note also that other users will continue to access the current company data, since they will continue to use the original Control Folder. However, if other users at other workstations need to access the same "old" data, they too can change their Control Folder. In their case, however, since the alternate Control Folder already exists, these users need only browse and select it.

Finally, when users of the "old" data are finished with their work, the Control Folder on their workstations should be reset to the original Control Folder to allow it to resume its usual "current" data access. When the original Control Folder is selected, users will receive a message saying that it already contains files, and asking for confirmation. This is normal, and users should select that original Control Folder.

### Method 2

In this method, the user will temporarily rename the primary company ID, create a second one, rename it, and then change the primary ID back to the original.

Begin by closing the currently open company.

Figure: Install-572		В	uilder	Infor	matio	on Sy	stem
Close Company from the	:	<u>File</u>	Edit	View	Job	List	Transac
File menu.			New			Ct	rl+N
			Oper	n		Ct	rl+O
	[	H	Save	2		C	trl+S
		œ	New	Comp	any		
		œ	Oper	n Com	pany		
			Close	e Com	pany		
		QŰ	Edit	Compa	any		
			Insta	all DEM	10 Col	mpan	y
		d.	Print	Previe	ew		
		-	Print				
			Print	Setup	,		
		ta	Back	up			
		ta	Rest	ore			
			Exit				

Then select Edit Company.

Figure: Install-573 Edit Company from the File menu.

	B	uilder Informatio	n System
:	Eile	Edit View Job	List Transac
		New	Ctrl+N
		<u>O</u> pen	Ctrl+O
		Save	Ctrl+S
	ω	New Company	
	60	Open Company	8
		<u>Close</u> Company	
	C)Ø	Edit Company	
		Install DEMO Cor	mpany
		-	
		Print Pre <u>v</u> iew	
		Print Pre <u>v</u> iew Print	
		Print Pre <u>v</u> iew Print Print Setup	
		Print Pre <u>v</u> iew Print Print Setup Backup	
		Print Preview Print Print Setup Backup Restore	

Figure 9: Highlight the current company, and select the Edit button at the lower right-hand part of the screen. Rename the Company Id to a different name, and Save it.

? X

Highlight the current	C. Commonly	Name	Disastan	
company, and select the Edit button at the lower right-hand part of the screen.	Company     ABC	ABC Test Company		

Select company to edit

<b>Figure: Install-575</b> Rename the Company Id to a different name, and save it.	Edit Company - ABC - ABC Test Company					
	Company Id	ABCMAIN	12			
	Name	ABC Test Company				
	Directory	C:\BIS\CONTROL\ABC\				

Cancel

Save

Figure:	Install	-575a
Shows h	rowsina	to add

Shows browsing to add the 2nd copy of the data.

🖻 Edit Company	/	Select Folder	? <mark>×</mark>
Company ABCMAIN ABCMAIN	Name ABC Test Company	Company Folder	, ,
Select company to e	edit		Close

<b>Figure: Install-575b</b> Shows a pop-up message to confirm adding the data folder.	Edit Company	Name ABC Test Company	Directory C:\BIS\CONTROL\ABC\	
		Builder Informati     Do you     Tre	on System	Close

Select company to edit

### Figure: Install-575c

Shows the data folder has been added to the control folder's list.

Company	Name	Directory	
ABCMAIN	ABC Test Company	C:\BIS\CONTROL\ABC\	
ABC	ABC Test Company	C:\BIS\CONTROL\ABCTEST\	
4			- F
Add	Remove	Edit	Close

At this point, you will be able to access the prior data as if it is a different company. However, it is vital to NOT enter information into that old data. It may be useful, therefore, to place access control on all elements of that old data for viewing only.

# Index

### Numeric

1099 <u>I</u>	<u>-25</u> ,	<u>I-129</u> ,	<u>I-131</u> ,	<u>I-153</u> ,	<u>I-160</u> ,	, <u>I-170-17</u>	<u>'2, I-411</u>	, <u>I-416</u> ,	<u>I-422</u>
---------------	--------------	----------------	----------------	----------------	----------------	-------------------	------------------	------------------	--------------

### A

ACH	I-11	6-118
Applet	I-136, I-183,	I-184
Architect	<u>I-198</u> , <u>I-469</u> ,	I-478
Authorization		.I-140

### В

Billing CodeI-73-	76, I-78	, I-120, I-1	176, I-193,	I-277, I	[-349-353,	I-427, I-428
-------------------	----------	--------------	-------------	----------	------------	--------------

### С

Calculator	I-48, I-183, I-184
Calendar I-48, I-82, I-154, I-171, I-183, I-376, I-395-397, I-411, I-434-	439, I-451, I-464, I-473
Caption I-250, I-251, I-269, I-270, I-283, I-284, I-334, I-335, I-364, I-365, I-3	<u>398, I-399, I-418, I-419,</u>
<u>I-440, I-441, I</u>	<u>453, I-454, I-474, I-475</u>
Comparative Period	<u>I-64</u> - <u>66</u>
Contact I-6, I-11, I-16, I-21, I-25, I-91, I-116, I-122, I-155, I-196-198, I-2	<u>275, I-278, I-287, I-306,</u>
<u>I-308, I-310, I-312, I-317, I-319, I-321, I-331, I-338, I-361, I-377, I-</u>	<u>378, I-413, I-422, I-432,</u>
<u>I-444, I</u>	447, <u>I-451</u> , <u>I-468</u> , <u>I-469</u>
Control Folder	20, <u>I-21</u> , <u>I-25</u> , <u>I-491-493</u>
Cost CodeI-33-43, I-67-69, I-71-73, I-103, I-119, I-176, I-193, I-203, I-32	7, I-341-343, I-345-349,
	363, I-368, I-411, I-422
Credit CardI-123, I-124, I-171, I-225, I-227,	I-228, I-230-238, I-241
Credit Limit	
Customer I-94, I-96, I-97, I-99, I-101, I-161, I-176, I-193, I-198, I-218, I-2	255, I-263, I-355, I-357,
	14-447, I-460, I-465-467

### D

Discount ...... <u>I-96</u>, <u>I-98</u>, <u>I-99</u>, <u>I-101</u>, <u>I-123</u>, <u>I-176</u>, <u>I-193</u>, <u>I-218</u>, <u>I-220-222</u>, <u>I-255-258</u>, <u>I-358</u>, <u>I-360</u>, <u>I-431</u>, <u>I-438</u> Display Order ...... <u>I-250</u>, <u>I-251</u>, <u>I-269</u>, <u>I-270</u>, <u>I-283</u>, <u>I-284</u>, <u>I-334</u>, <u>I-335</u>, <u>I-364</u>, <u>I-365</u>, <u>I-398</u>, <u>I-399</u>, <u>I-418</u>, <u>I-419</u>, <u>I-440</u>, <u>I-441</u>, <u>I-453</u>, <u>I-454</u>, <u>I-474</u>, <u>I-475</u>

E		
EIN	I	-417
Email <u>I-25</u> , <u>I-47</u> , <u>I-87</u> , <u>I-91</u> , <u>I-116</u> , <u>I-125</u> , <u>I-139-141</u> ,	<u>I-173, I-183, I-186, I-193, I-196-198, I-252, I-</u>	- <b>27</b> 1,
<u>I-278, I-285, I-336, I-366, I-378, I-400, I-4</u>	<u>420, I-424, I-428, I-432, I-433, I-441, I-445, I-</u>	- <u>455</u> ,
	I	<u>-476</u>
Employee <u>I-57-62</u> , <u>I-67</u> , <u>I-103</u> , <u>I-105-108</u> , <u>I-112</u>	<u>2-116, I-161, I-169, I-176, I-198, I-275, I-279-</u>	-282,
I-287, I-291, I-292, I-294, I-295, I-299, I-30	1, <u>I-302, I-306, I-308-313</u> , <u>I-315, I-317, I-319</u> -	-321,
<u>I-324, I-326, I-328, I-330, I-332, I-333, I-341,</u>	I-372-376, I-378-387, I-389-394, I-397, I-402-	-407,
	I-460, I	-472
Enterprise I-2, I-3, I-17, I-19, I-47, I-48, I-77, I-8	<u>0, I-87-89, I-104, I-116, I-123, I-125, I-126, I-</u>	-139,
<u>I</u> -	141, I-183, I-186, I-187, I-196, I-230, I-412, I	-422
Equipment I-1, I-70, I-250, I-269, I-283, I-334, I-34	4, <u>I-364, I-398, I-418, I-440, I-448-454, I-456-</u>	-459,
	I-470, I-471, I	-474
Error	<u>I-153</u> , <u>I-188</u> , I	-191

### Installation

### I-557

E						
Financials						50. I-54. I-64
Fiscal Year	.I-26, I-126,	I-151-158,	I-162, I-295	, <u>I-302, I-372</u>	2, <u>I-374, I-396</u> ,	I-473, I-491

G	
GAAP	<u>I-49</u>

## Н

History	. <u>I-396</u> ,	<u>I-414</u> ,	<u>I-415</u> ,	<u>I-422</u> ,	<u>I-434-438</u> ,	<u>I-444</u> ,	<u>I-452</u> ,	<u>I-457</u> ,	<u>I-473, I-4</u>	<del>178</del>
---------	------------------	----------------	----------------	----------------	--------------------	----------------	----------------	----------------	-------------------	----------------

## Ι

Index Files		I-161
IRS	.I-25, I-180,	I-417
ITIN	······	I-417

## L

Labor	.I-51, I-70	, I-238	I-332,	I-344,	I-346,	I-380,	I-470,	I-471
Liability Insurance	······	, <u> </u>	·'	·····	· · · · · · · · · · · · · · · · · · ·	·····	, ,	I-411
License I-3-5, I-7, I-10, I-12, I-15, I-17, I-20	, I-85, I-8	7, I-91,	I-102,	I-145,	I-179,	I-181,	I-411,	I-451,
							I-457,	I-486

## Μ

apping <u>I-7, I-9, I-12, I-14, I-17, I-19, I-52, I-126</u>
arkup <u>I-193</u> , <u>I-238-242</u> , <u>I-380</u> , <u>I-470</u> , <u>I-471</u> , <u>I-478</u> , <u>I-481</u>
aster Record
<u>I-193, I-194, I-196, I-197, I-200, I-201, I-204, I-214, I-218, I-225, I-230, I-235, I-241, I-243-245</u>
<u>I-247, I-249-251, I-255, I-263, I-264, I-269-271, I-275, I-277, I-283, I-284, I-286, I-291, I-293</u>
<u>I-294, I-296, I-299-301, I-303, I-306, I-308, I-310, I-312, I-314, I-317, I-319, I-321, I-322, I-325</u>
<u>328, I-332-335, I-337, I-345, I-346, I-352, I-355, I-356, I-359, I-360, I-362, I-364, I-365, I-367</u>
<u>I-372, I-375, I-378-383, I-386-392, I-394, I-398, I-399, I-401, I-408, I-411-415, I-418, I-419</u>
<u>I-421, I-426-428, I-430, I-440, I-441, I-443, I-450, I-452-454, I-456, I-460, I-465-467, I-469</u>
<u>I-470, I-472-475, I-477</u>
aterial <u>I-51</u> , <u>I-70</u> , <u>I-119</u> , <u>I-344</u> , <u>I-470</u>
OBE <u>I-412</u> , <u>I-422</u>
SD

### Ν

NACHA	<b>I</b> -116
Notepad	<u>I-8, I-13, I-18, I-48, I-183, I-184</u>
NTLM	<u>I-140</u>

## 0

Owner
-------

### Ρ

Password				I-23	, I-77,	I-80, I-82	, I-84,	I-85,	I-140,	I-185,	I-493
Payment Terms	I-94, I-99,	I-176,	I-193,	I-215,	I-216,	I-218-220	, I-222	-224,	I-226,	I-411,	I-429
Peer to peer					,					.I-1, I-	<u>-3, I-7</u>

S	
Security Code	I-25, I-82, I-83, I-179-182, I-493
Ship-to	I-433, I-447
Spooler	I-47, I-141, I-173
SSN	I-166, I-373, I-417
Stand alone	
Subcontract	I-13, I-51, I-67, I-70, I-341, I-344, I-411, I-470
SUBST	

### т

able BrowserI-183, I-	-185
axpayer Account Number	-416
axpayer Identification numberI-411, I-	-416
IN	-416
MSD	I-47
ool Tip Text I-251, I-252, I-270, I-284, I-285, I-335, I-336, I-365, I-399, I-400, I-419, I-420, I-4	440,
	-475

### V

Vendor ....... <u>I-64</u>, <u>I-93</u>, <u>I-94</u>, <u>I-122</u>, <u>I-123</u>, <u>I-149</u>, <u>I-150</u>, <u>I-161</u>, <u>I-170-172</u>, <u>I-176</u>, <u>I-198</u>, <u>I-214-218</u>, <u>I-230</u>, <u>I-232</u>, <u>I-236</u>, <u>I-238</u>, <u>I-357</u>, <u>I-361</u>, <u>I-362</u>, <u>I-377</u>, <u>I-402</u>, <u>I-408-418</u>, <u>I-421-425</u>, <u>I-451</u>

### W

WOBE										.I-412	, I-422
Workers' Comp I-58,	I-71, I-72,	I-103,	I-328,	I-329	, I-332-334	I-336	, I-337,	I-345	, I-346	I-384	, I-385