BUILDER
INFORMATION
SYSTEM

BIS®
Administrator
Installation & Setup
Reference Manual

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Conventions Used In This Manual

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

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

Caution

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

Tip

Tips offer special information, considerations, or other insights when undertaking the task described.

Hyperlink

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

Access

Menu access to selected items is shown in the two or three ways available (depending on the item). Here 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® for Windows®.

Local Computer (Workstation) Requirements

Processor

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

Operating Systems

BIS® should be used with Windows®10® with all critical updates.

Memory

8 GB RAM minimum.

Hard Drive

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

Server Requirements

Operating System

MICS STRONGLY ADVISES that BIS® be used with a Standalone Server running Microsoft® Windows® Server 2012,or later. For the Enterprise Edition, Windows® Server 2012 (or later) with Remote Desktop Services® is necessary for both 64 and 32-bit.
2 GB minimum of fress space for BIS® programs. 10 GB or more of free space for BIS® 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® Windows® are recommended or supported.

It is possible to run BIS® in a peer-to-peer environment, but this is **NOT recommended or supported**. Prior to any BIS® 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®. Microsoft® requires the use of Internet Explorer® for these semi-automatic downloads. Other browsers can be used to download selected operating systems updates manually from other Microsoft® sites.

Network Environment

The server and workstations must be set to permit BIS® users FULL ACCESS to the folder(s) in which BIS® 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® (bis.exe) is a "trusted" application and all BIS® 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® 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® 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® 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® installation either as a downloaded file or on a DVD or other supporting media.
2. The BIS® license file or CD (depending on which was supplied).

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® is for a single computer, follow the directions below. Please read the directions entirely before upgrading to BIS®. 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® 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®, a few items must be available. These items include:

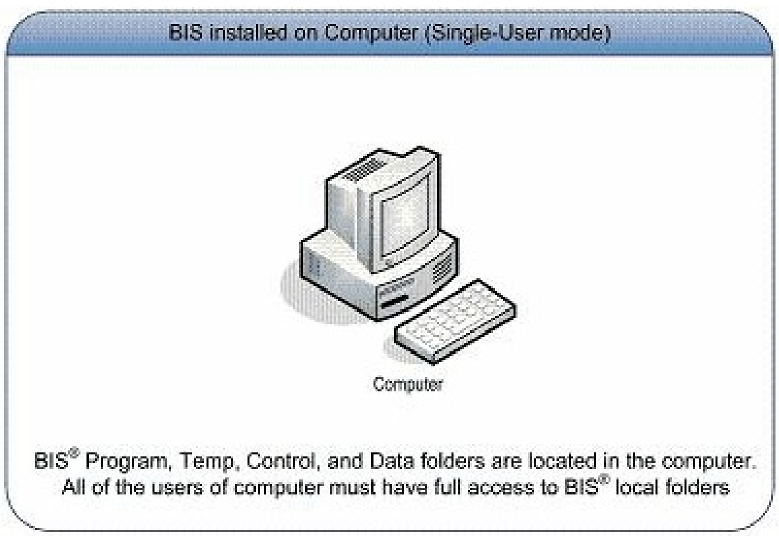
- The current BIS® License file or CD
- The latest Installation file or Installation DVD
- A pen and paper for noting essential folder paths

Step 1 - BIS® Program Installation

If installing from a DVD, 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® 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.

Figure: Install-1
Single-User installation of BIS®.



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® is installed – see the New Installation Walkthrough in the Appendix) for the next step.

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 2 – Initial Login

Upon initial login to BIS®, 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

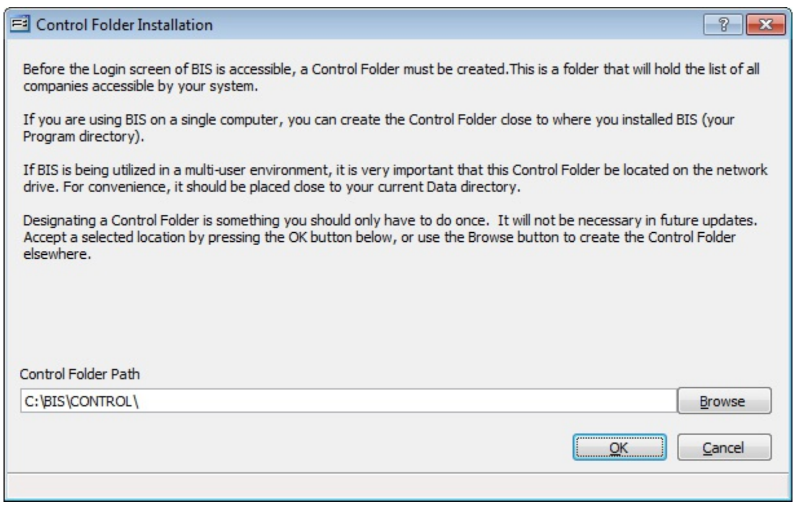
When the program asks where to place the Control Folder, it is recommended that the path of the Program Folder plus \Control is entered.

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

Caution

> It is vital that each BIS® user employing a workstation has full access to the program and local folders.

Figure: Install-2
BIS® Control Folder Installation screen dialog.



Step 2b – License file or CD

Tip

> The Control Folder is essential for the enhanced company and user management features within BIS®. 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® 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®. 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®, 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®, 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® multi-user environment.

Please read the directions entirely before upgrading to BIS®. 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® data.

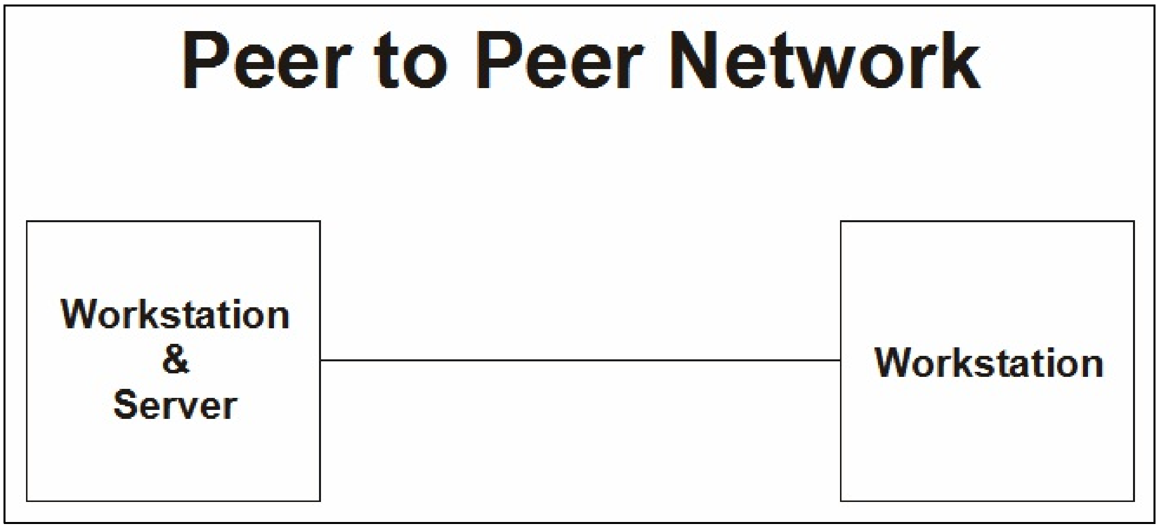


Figure: Install-3 Block diagram of a Peer to Peer computer network.

Before Beginning

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

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

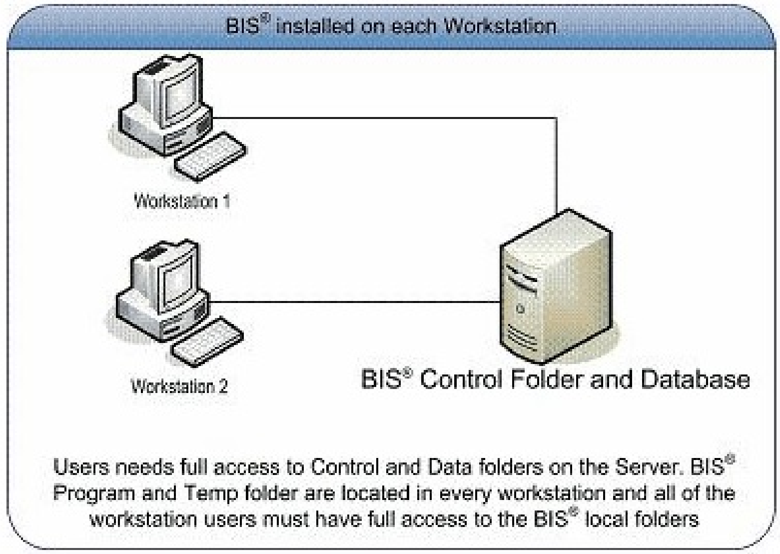
The installation process will ask for the intended location of three vital elements of the program:

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® 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.

Figure: Install-4
BIS® installed on each Workstation.



Caution

It is vital that BIS® users have complete access and rights to the network drive and folders created for BIS®. Like many programs, BIS® 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® 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® Explorer® 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.

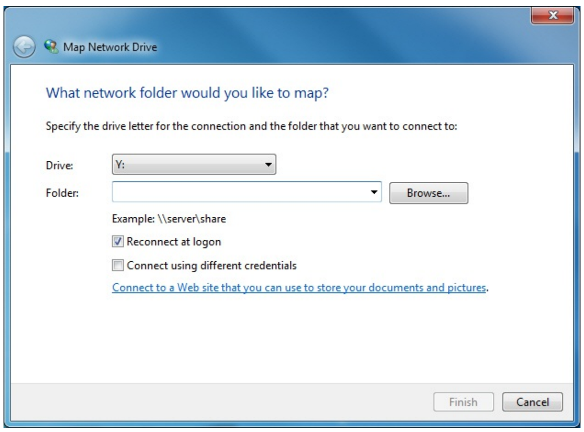
Map a Network Drive

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® Map Network Drive dialog screen.



Step 2 - BIS® 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® 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® to go to the DVD-ROM drive and select the Setup.exe file.

Caution

It is vital that BIS® users have complete access and rights to the network drive and folders created for BIS®. Like many programs, BIS® 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® is installed – see the New Installation Walkthrough in the Appendix) for the next step.

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®, three things will be asked:

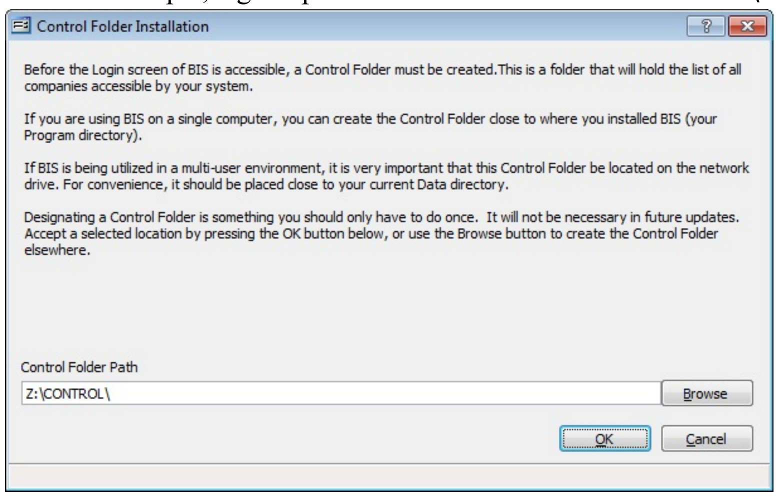
1. The location for a "Control Folder"
2. Installation of the License: The current BIS® License must be on hand for this step.
3. Where to place the Demo company data.

The Program Folder location must also be known. Log into BIS® 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
BIS® Control Folder Installation screen dialog.



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® 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®. 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 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®, 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® from additional workstations for the first time.

Upon initial login to BIS® 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® Control folder in the network.

Tip

> The Control Folder is essential for the enhanced company and user management features within BIS®. 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®, please contact the MICS Technical Support Department at 805-543-7000.

New Stand Alone Server Installation

If installing BIS® in a standalone server environment, follow the directions below. Please read the directions entirely before upgrading to BIS®. 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® data.

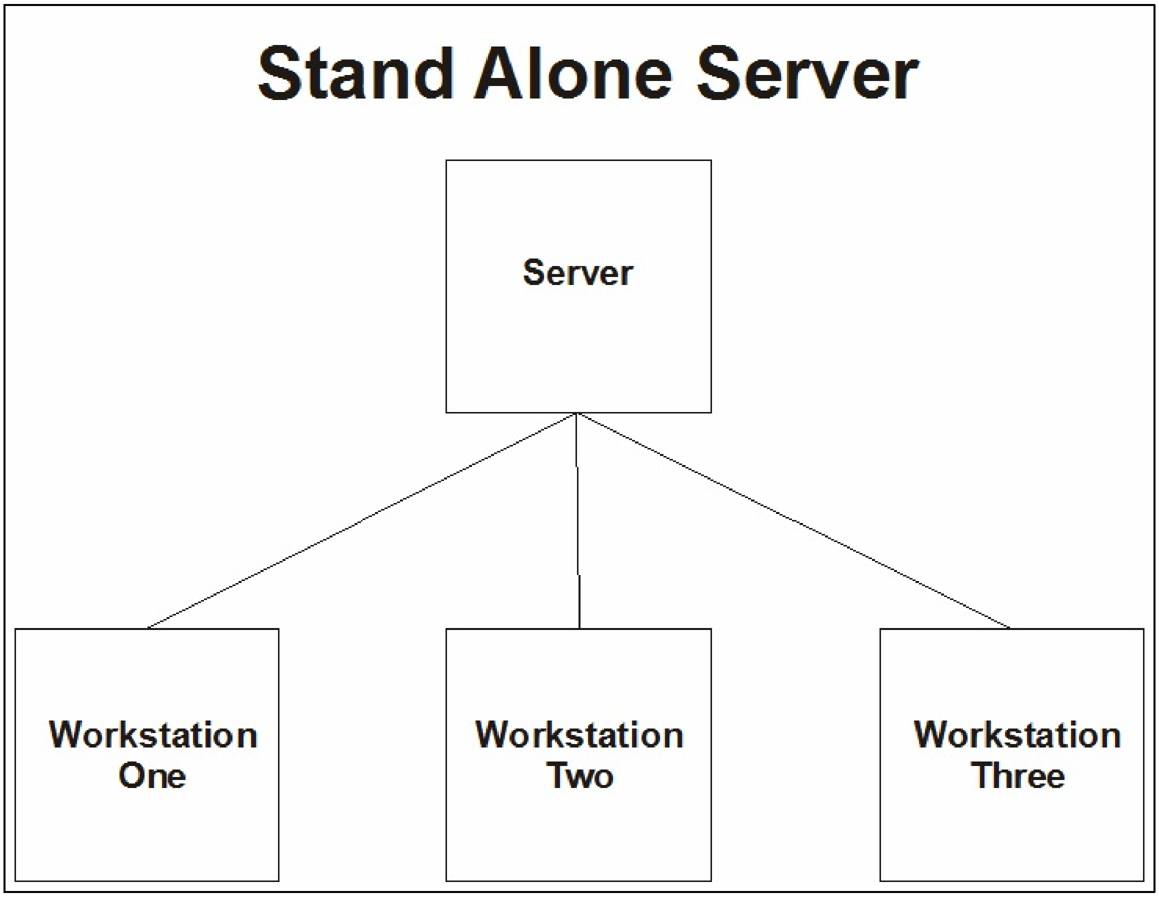


Figure: Install-7 Block diagram of a Stand Alone Server computer network.

Before Beginning

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

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

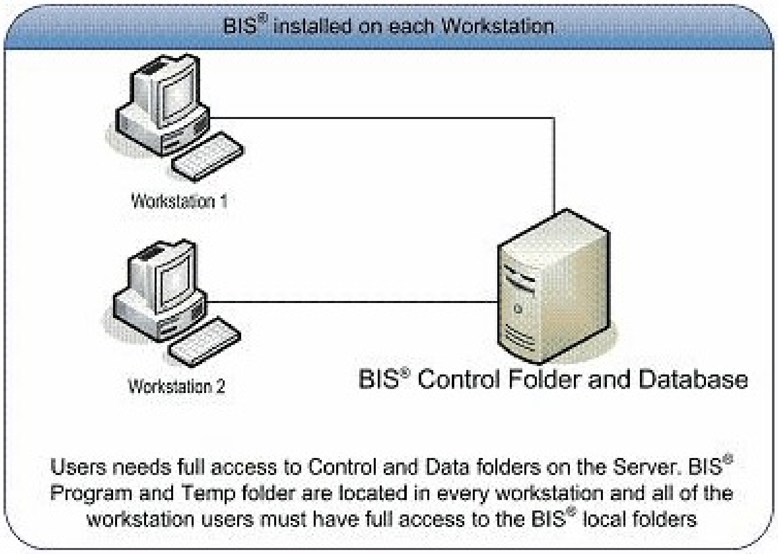
The installation process will ask for the intended location of three vital elements of the program:

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® is loaded. If the workstation is not correctly set up, it will not display the networked drive or folder.

Figure: Install-8
BIS® installed on each Workstation.



Caution

It is vital that BIS® users have complete access and rights to the network drive and folders created for BIS®. Like many programs, BIS® 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

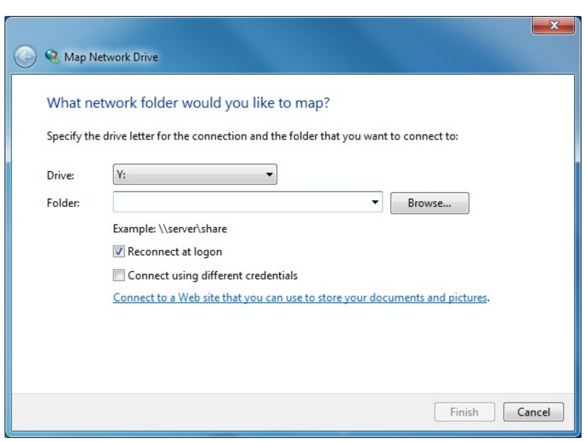
Tests have repeatedly demonstrated that the SUBST command works more efficiently on older operating systems than the Windows® mapping functionality. Thus, the following Windows® mapping is NOT recommended.

Windows® 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® Map Network Drive dialog screen.



Step 2 - BIS® 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® 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

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®, 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.

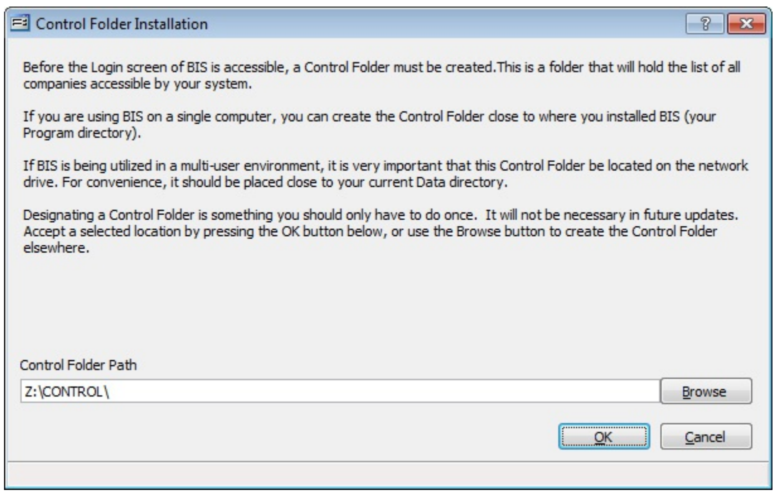
Step 4a – Control Folder

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®. Choosing a Control Folder is something that should only have to be done once.

Figure: Install-10
BIS® Control Folder Installation screen dialog.



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® 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®. 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®, 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® from a workstation for the first time.

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.

Upon initial log in to BIS® 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® Control folder in the network.

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

New BIS® Enterprise Installation

If installing BIS® in an enterprise environment, follow the directions below. Please read the directions entirely before upgrading to BIS®. 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® data.

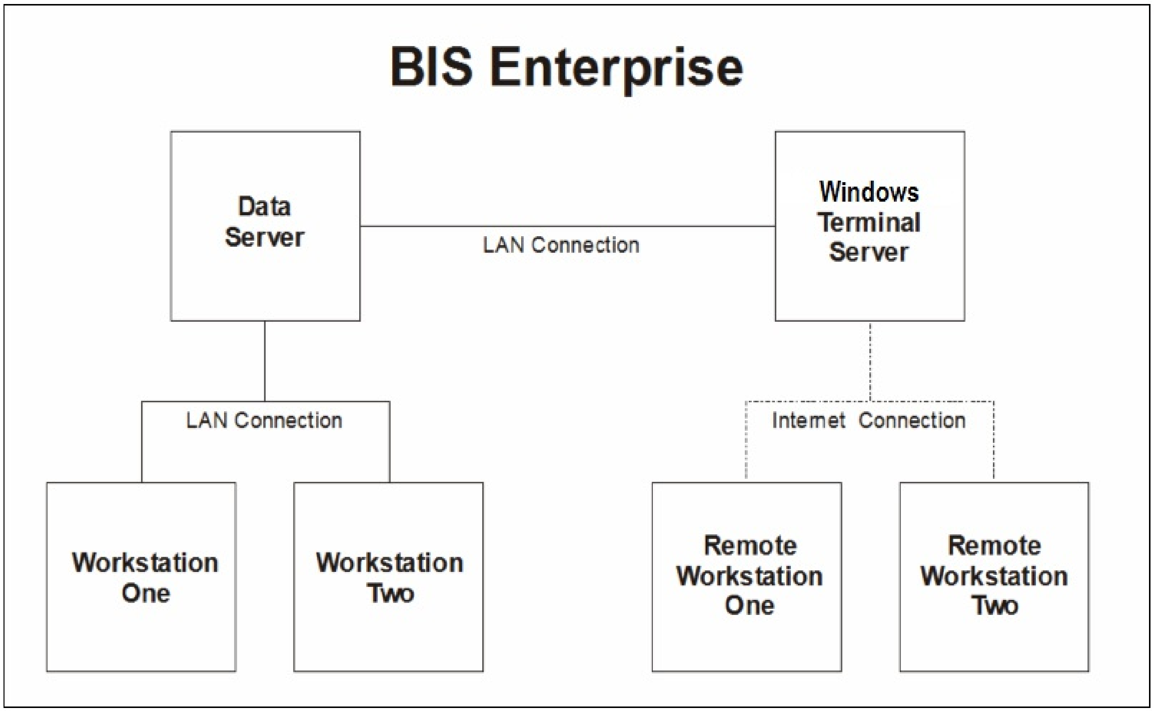


Figure: Install-11 Block diagram of a BIS® enterprise environment.

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® can be used in either type of configuration.

Before Beginning

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

- The current BIS® 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® is loaded. If the workstation is not correctly set up, it will not display the networked drive or folder.

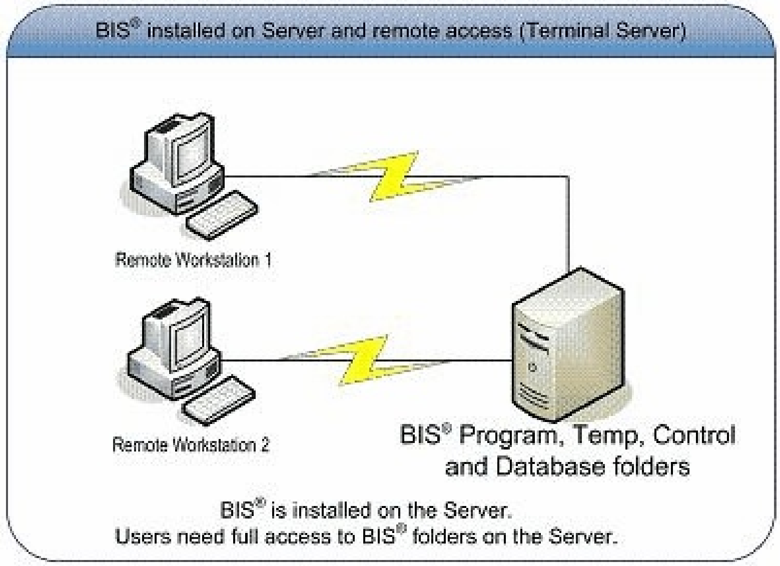


Figure: Install-12
BIS® installed on the Terminal Server. Users need full access to BIS® folders on the server.

⚠ **Caution**

It is vital that BIS® users have complete access and rights to the network drive that is created. Like many programs, BIS® 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® 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® Explorer® 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® Mapping

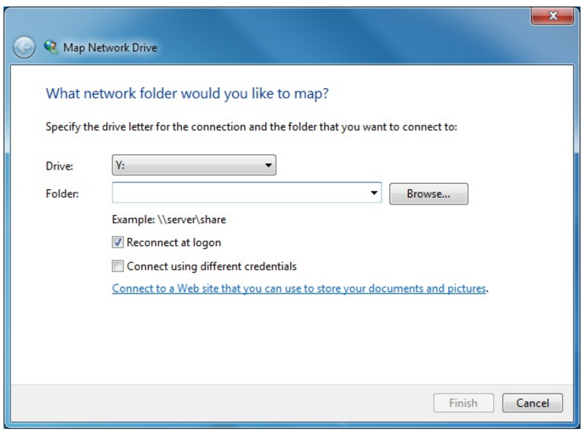
Tip Tests have repeatedly demonstrated that the SUBST command works more efficiently on older operating systems than using the Windows® mapping functionality. Thus, the following Windows® mapping may NOT be the most efficient approach.

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® Map Network Drive dialog screen.



Step 2 - BIS® 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 double-clicking 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®, three things will be asked:

1. The location for a "Control Folder"
2. Installation of the License: The current BIS® 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.

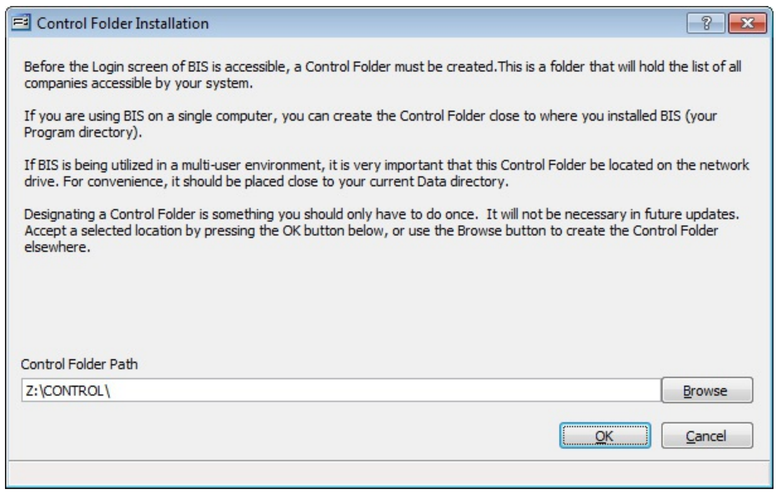
Step 4a – Control Folder

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®. Choosing a Control Folder is something that should only have to be done once.

Figure: Install-14
BIS® Control Folder Installation screen dialog.



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® 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®. 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®, 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® from a workstation for the first time.

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.

Upon initial log in to BIS® 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® Control folder in the network.

The installation should now be complete. If there are any questions regarding the installation of BIS®, 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® 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®. Beginning balances are covered in a different manual.

Tip

> Installation requirements depend on the BIS® 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®.

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.

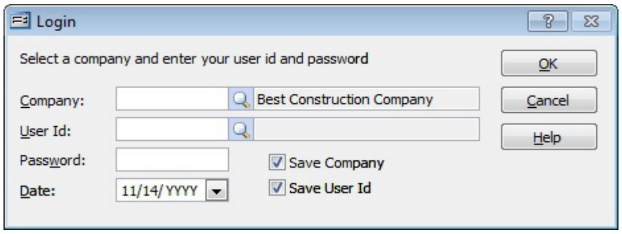
1. New Company Setup
2. Chart of Accounts
3. Administrator functions
   a. Users
   b. Access rights (depending on Password Module)
4. System Information
5. System Wide parameters
6. User Preferences
7. Other Administrator settings, options, and functions
8. Basic Master Records (from the bottom up,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

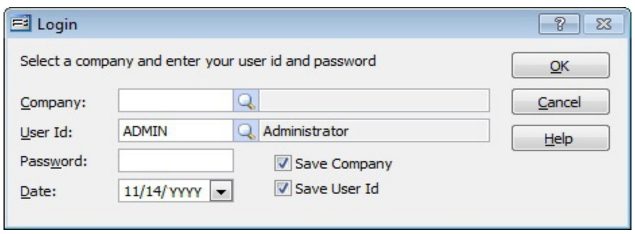
Later, the same method can be used for the Company Id and other selection processes in BIS®.

Figure: Install-15
Initial Login screen with no Company or User Id entered.



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
Initial Login screen with default ADMIN user entered or selected.

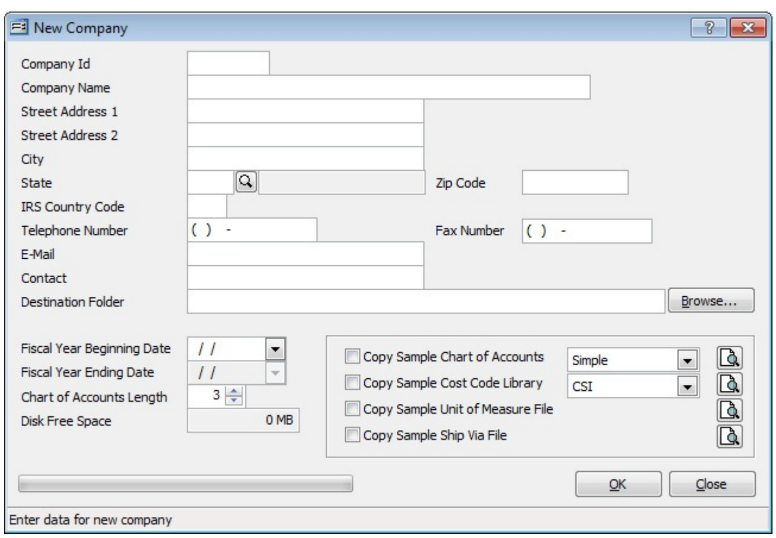


New Company Setup – Menu Access

File | New Company

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.

Figure: Install-17
The New Company data entry screen



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®. 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® installation and helps to create the Control folder.

⚠ **Caution**

> Please note that the drive and location **must be the same for all BIS® 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.

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®. 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®, accounts can be added or removed within the constraints of data security.

If one of the Sample Chart of Accounts is used, BIS® 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® and available for selection during installation.

Sample Chart of Accounts (Simple)

Builder Information System

Chart of Accounts (Simple)

Summary Report

Page 1

Account#	Account Name	Account Type	Classification
1000	Assets	Description	Assets
1010	Current Assets	Description	Assets
1100	Cash in Bank - Checking	Transaction	Assets
1200	Accounts Receivable	Transaction	Assets
1300	Contract Receivable	Transaction	Assets
1350	Retention Receivable	Transaction	Assets
1400	Inventory	Transaction	Assets
1450	Accounts Receivable Suspense	Transaction	Assets
1510	Fixed Assets	Description	Assets
1600	Computers	Transaction	Assets
1650	Automobiles	Transaction	Assets
1680	Furniture & Fixtures	Transaction	Assets
1710	Accumulated Depreciation	Transaction	Assets
1900	Other Assets	Description	Assets
1910	Refundable Deposits	Transaction	Assets
1930	Prepaid Expenses	Transaction	Assets
1950	Payroll Suspense	Transaction	Assets
1990	Liabilities	Description	Liabilities
2000	Current Liabilities	Description	Liabilities
2100	Accounts Payable - Trade	Transaction	Liabilities
2200	Federal Withholding Payable	Transaction	Liabilities
2210	Fica Withholding Payable	Transaction	Liabilities
2220	State Withholding Payable	Transaction	Liabilities
2230	SDI Withholding Payable	Transaction	Liabilities
2240	Worker's Comp. Payable	Transaction	Liabilities
2250	Union Payable	Transaction	Liabilities
2260	Tax Deferred Payable	Transaction	Liabilities
2270	Cafeteria Plan Payable	Transaction	Liabilities
2280	Sales Tax Payable	Transaction	Liabilities
2290	Local Taxes payable	Transaction	Liabilities
2300	FUTA Payable	Transaction	Liabilities
2310	SUTA Payable	Transaction	Liabilities
2400	Customer deposits	Transaction	Liabilities
2500	Credit Card Suspense	Transaction	Liabilities
2550	Accounts Payable Suspense	Transaction	Liabilities
2800	Long-term Liabilities	Description	Liabilities
2810	Corporate Bonds Payable	Transaction	Liabilities
3000	Equity	Description	Equity
3050	Stockholders Equity	Description	Equity
3100	Common Stock	Transaction	Equity
3200	Beginning Retained Earnings	Transaction	Equity
3250	Current Period Profit (Loss)	Result	Equity
3960	Revenues	Description	Revenue
4100	Contract Income	Transaction	Revenue
4700	Returns and Allowances	Transaction	Revenue
4800	Freight Charges	Transaction	Revenue

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

Sample Chart of Accounts (Simple)

Builder Information System

Chart of Accounts (Simple)

Summary Report

Page 2

Account#	Account Name	Account Type	Classification
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
6000	Operating Expenses	Description	Operating Expenses
6100	Accounting	Transaction	Operating Expenses
6150	Advertising	Transaction	Operating Expenses
6270	Insurance - Health Plan	Transaction	Operating Expenses
6350	Bank Charges	Transaction	Operating Expenses
6400	Interest	Transaction	Operating Expenses
6500	Depreciation	Transaction	Operating Expenses
6550	Dues & Subscriptions	Transaction	Operating Expenses
6700	Gas & Oil	Transaction	Operating Expenses
6750	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	Other Income	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.

Sample Chart of Accounts (Extended)

Builder Information System

Chart of Accounts (Extended)

Summary Report

Page 1

Account#	Account Name	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	Accounts Receivable	Description	Assets
1110	Accounts Receivable-Trade	Transaction	Assets
1120	Accounts Receivable-Retention	Transaction	Assets
1130	Accounts Receivable-Other	Transaction	Assets
1140	Accounts Receivable Suspense	Transaction	Assets
1200	Over/Under Billings	Transaction	Assets
1300	Inventory	Transaction	Assets
1350	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
1500	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
1545	Autos & Trucks	Transaction	Assets
1550	(Less Accum Depr-Autos & Trucks)	Transaction	Assets
1555	Construction Equipment	Transaction	Assets
1560	(Less Accum Depr-Construction Equip)	Transaction	Assets
1565	Shop Tools & Equipment	Transaction	Assets
1570	(Less Accum Depr-Shop Tools & Equip)	Transaction	Assets
1575	Other Fixed Assets	Transaction	Assets
1580	(Less Accum Depr-Other Fixed Assets)	Transaction	Assets
1600	Other Assets	Description	Assets
1610	Other Assets	Transaction	Assets
1620	Other Assets-Long Term Notes	Transaction	Assets
1630	Other Assets-Investments	Transaction	Assets
1640	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

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

Sample Chart of Accounts (Extended)

Builder Information System

Chart of Accounts (Extended)

Summary Report

Page 2

Account#	Account Name	Account Type	Classification
2050	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
2260	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
2720	Accrued Liabilities-State Income Taxes	Transaction	Liabilities
2730	Accrued Liabilities-Local Income Taxes	Transaction	Liabilities
2800	Notes Payable	Description	Liabilities
2810	Line of Credit 1	Transaction	Liabilities
2820	Note Payable 1	Transaction	Liabilities
2900	Current Portion Long Term Debt	Transaction	Liabilities
2950	Credit Card Suspense	Transaction	Liabilities
2999	Accounts Payable Suspense	Transaction	Liabilities
3000	Long Term Liabilities	Description	Liabilities
3010	Long Term Note 1	Transaction	Liabilities
3020	Long Term Note 2	Transaction	Liabilities
3030	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
3500	Equities	Description	Equity

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

Sample Chart of Accounts (Extended)

Builder Information System

Chart of Accounts (Extended)

Summary Report

Page 3

Account#	Account Name	Account Type	Classification
3510	Capital Stock	Transaction	Equity
3520	Retained Earnings	Transaction	Equity
3525	Current Earnings	Result	Equity
4000	Revenue	Description	Revenue
4010	Contract Revenue	Transaction	Revenue
4020	Service Revenue	Transaction	Revenue
4030	Freight Revenue	Transaction	Revenue
4040	(Discounts Allowed-A/R)	Transaction	Revenue
4090	Adj. For Over/Under Billings	Transaction	Revenue
5000	Cost of Goods Sold	Description	Direct Cost
5001	Cost of Contracts & Service Work	Description	Direct Cost
5010	Cost of Contracts-Labor	Transaction	Direct Cost
5015	Cost of Contracts-Material	Transaction	Direct Cost
5020	Cost of Contracts-Subcontractor	Transaction	Direct Cost
5025	Cost of Contracts-Equipment	Transaction	Direct Cost
5030	Cost of Contracts-Other	Transaction	Direct Cost
5040	Cost of Service Work-Labor	Transaction	Direct Cost
5045	Cost of Service Work-Material	Transaction	Direct Cost
5050	Cost of Service Work-Subcontractor	Transaction	Direct Cost
5055	Cost of Service Work-Equipment	Transaction	Direct Cost
5060	Cost of Service Work-Other	Transaction	Direct Cost
5090	Discounts Taken-A/P	Transaction	Direct Cost
6000	Indirect Expenses	Description	Direct Cost
6001	Indirect Construction Expenses	Description	Direct Cost
6010	Other Wages, Salary & Bonus	Transaction	Direct Cost
6015	Payroll Tax Expense-Trade	Transaction	Direct Cost
6020	Insurance-Workman's Comp-Trade	Transaction	Direct Cost
6025	Insurance-Gen. Liability-Trade	Transaction	Direct Cost
6030	Employee Benefits-Trade	Transaction	Direct Cost
6035	Union Benefits-Trade	Transaction	Direct Cost
6040	Small Tools Expense	Transaction	Direct Cost
6045	Operating Supplies Expense	Transaction	Direct Cost
6050	Meetings Expense	Transaction	Direct Cost
6055	Vehicle/Equip Lease Expense	Transaction	Direct Cost
6060	Mobil Phone/Pager Expense-Trade	Transaction	Direct Cost
6065	Shop/Warehouse Expense	Transaction	Direct Cost
6070	Misc Expense-Indirect	Transaction	Direct Cost
6100	Equipment Expenses	Description	Direct Cost
6110	Equipment Costs-Outside Repairs	Transaction	Direct Cost
6115	Equipment Costs- In House Maintenance	Transaction	Direct Cost
6120	Equipment Costs-Fuel & Oil	Transaction	Direct Cost
6125	Equipment Costs-Parts	Transaction	Direct Cost
6130	Equipment Costs-License & Tax	Transaction	Direct Cost
6135	Equipment Costs-Applied Operating Costs	Transaction	Direct Cost
7000	General & Administrative Expense	Description	Operating Expenses
7001	Salaries & Wages-Officer	Transaction	Operating Expenses

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

Sample Chart of Accounts (Extended)

Builder Information System

Chart of Accounts (Extended)

Summary Report

Page 4

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	Janitorial 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
7059	Vehicle Maint/Fuel Expense	Transaction	Operating Expenses
7061	Vehicle Lease Expense	Transaction	Operating Expenses
7065	Miscellaneous Expense	Transaction	Operating Expenses
8000	Other Income	Description	Other Revenue
8010	Interest Income	Transaction	Other Revenue
8020	Gain/Loss From Sale of Asset	Transaction	Other Revenue
8099	Inter-Account Transfer	Transaction	Other Revenue
9000	Income Taxes	Description	Provision for Taxes
9010	Federal Income Taxes	Transaction	Provision for Taxes
9020	State Income Taxes	Transaction	Provision for Taxes

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

Sample Chart of Accounts (Homebuilders - WIP)

Builder Information System

Chart of Accounts (Homebuilders - WIP)

Summary Report

Page 1

Account#	Account Name	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
1110	Funding Receivable-Trade	Transaction	Assets
1120	Funding Receivable-Retention	Transaction	Assets
1130	Funding Receivable-Other	Transaction	Assets
1140	Funding Receivable Suspense	Transaction	Assets
1150	Unrealized Revenue	Description	Assets
1160	Unrealized Revenue-Contract	Transaction	Assets
1200	Over/Under Billings	Transaction	Assets
1300	Inventory	Transaction	Assets
1325	Work In Place	Description	Assets
1330	WIP-Labor	Transaction	Assets
1335	WIP-Material	Transaction	Assets
1340	WIP-Subcontract	Transaction	Assets
1350	WIP-Equipment	Description	Assets
1360	WIP-Other	Transaction	Assets
1390	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
1500	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
1545	Autos & Trucks	Transaction	Assets
1550	(Less Accum Depr-Autos & Trucks)	Transaction	Assets
1555	Construction Equipment	Transaction	Assets
1560	(Less Accum Depr-Construction Equip)	Transaction	Assets
1565	Shop Tools & Equipment	Transaction	Assets
1570	(Less Accum Depr-Shop Tools & Equip)	Transaction	Assets
1575	Other Fixed Assets	Transaction	Assets
1580	(Less Accum Depr-Other Fixed Assets)	Transaction	Assets
1600	Other Assets	Description	Assets

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

Sample Chart of Accounts (Homebuilders - WIP)

Builder Information System

Chart of Accounts (Homebuilders - WIP)

Summary Report

Page 2

Account#	Account Name	Account Type	Classification
1610	Other Assets	Transaction	Assets
1620	Other Assets-Long Term Notes	Transaction	Assets
1630	Other Assets-Investments	Transaction	Assets
1640	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
2260	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
2720	Accrued Liabilities-State Income Taxes	Transaction	Liabilities
2730	Accrued Liabilities-Local Income Taxes	Transaction	Liabilities
2800	Notes Payable	Description	Liabilities
2810	Line of Credit 1	Transaction	Liabilities
2820	Note Payable 1	Transaction	Liabilities
2900	Current Portion Long Term Debt	Transaction	Liabilities
2950	Credit Card Suspense	Transaction	Liabilities

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

Sample Chart of Accounts (Homebuilders - WIP)

Builder Information System

Chart of Accounts (Homebuilders - WIP)

Summary Report

Page 3

Account#	Account Name	Account Type	Classification
2599	Accounts Payable Suspense	Transaction	Liabilities
3000	Long Term Liabilities	Description	Liabilities
3010	Long Term Note 1	Transaction	Liabilities
3020	Long Term Note 2	Transaction	Liabilities
3030	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
3500	Equities	Description	Equity
3510	Capital Stock	Transaction	Equity
3520	Retained Earnings	Transaction	Equity
3525	Current Earnings	Result	Equity
4000	Revenue	Description	Revenue
4010	Contract Revenue	Transaction	Revenue
4020	Service Revenue	Transaction	Revenue
4030	Freight Revenue	Transaction	Revenue
4040	(Discounts Allowed-A/R)	Transaction	Revenue
4090	Adj. For Over/Under Billings	Transaction	Revenue
5000	Cost 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
6001	Indirect Construction Expenses	Description	Direct Cost
6010	Other Wages, Salary & Bonus	Transaction	Direct Cost
6015	Payroll Tax Expense-Trade	Transaction	Direct Cost
6020	Insurance-Workman's Comp-Trade	Transaction	Direct Cost
6025	Insurance-Gen. Liability-Trade	Transaction	Direct Cost
6030	Employee Benefits-Trade	Transaction	Direct Cost
6035	Union Benefits-Trade	Transaction	Direct Cost
6040	Small Tools Expense	Transaction	Direct Cost
6045	Operating Supplies Expense	Transaction	Direct Cost
6050	Meetings Expense	Transaction	Direct Cost
6055	Vehicle/Equip Lease Expense	Transaction	Direct Cost
6060	Mobil Phone/Pager Expense-Trade	Transaction	Direct Cost
6065	Shop/Warehouse Expense	Transaction	Direct Cost
6070	Misc Expense-Indirect	Transaction	Direct Cost
6100	Equipment Expenses	Description	Direct Cost
6110	Equipment Costs-Outside Repairs	Transaction	Direct Cost
6115	Equipment Costs- In House Maintenance	Transaction	Direct Cost
6120	Equipment Costs-Fuel & Oil	Transaction	Direct Cost
6125	Equipment Costs-Parts	Transaction	Direct Cost
6130	Equipment Costs-License & Tax	Transaction	Direct Cost
6135	Equipment Costs-Applied Operating Costs	Transaction	Direct Cost

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

Sample Chart of Accounts (Homebuilders - WIP)

Builder Information System

Chart of Accounts (Homebuilders - WIP)

Summary Report Page 4

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	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	Janitorial 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
7059	Vehicle Maint/Fuel Expense	Transaction	Operating Expenses
7061	Vehicle Lease Expense	Transaction	Operating Expenses
7065	Miscellaneous Expense	Transaction	Operating Expenses
8000	Other Income	Description	Other Revenue
8010	Interest Income	Transaction	Other Revenue
8020	Gain/Loss From Sale of Asset	Transaction	Other Revenue
8099	Inter-Account Transfer	Transaction	Other Revenue
9000	Income Taxes	Description	Provision for Taxes
9010	Federal Income Taxes	Transaction	Provision for Taxes
9020	State Income Taxes	Transaction	Provision for Taxes

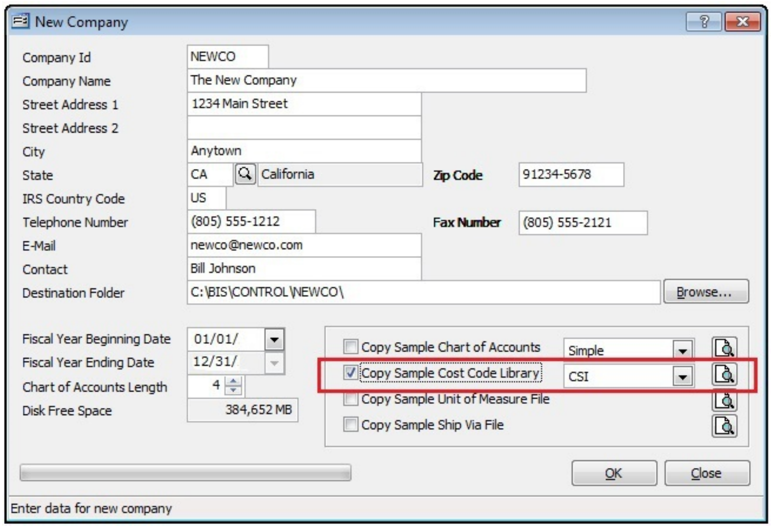
Figure: Install-23d Sample Chart of Accounts (Homebuilders - WIP), page 4

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®. 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 screen form showing the Copy Sample Cost Code Library option circled.



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® Excel®. Since the technique adds cost codes not already in the BIS® 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®.

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)

Builder Information System

Cost Code Library (CSI Sample)

Summary Report

Page 1

Cost Code	Description	Unit
01000	General Requirements	
01010	Summary Of Work	
01100	Alternatives	
01200	Project Meetings	
01300	Submittals	
01400	Quality Control	
01500	Temp. Facilities/controls	
01600	Products	
01700	Project Closeout	
02000	Site Work	
02010	Subsurface Exploration	
02100	Clearing	
02110	Demolition	
02200	Earthwork	
02250	Soil Treatment	
02300	Pile Foundations	
02350	Caissons	
02400	Shoring	
02500	Site Drainage	
02550	Site Utilities	
02600	Paving & Surfacing	
02700	Site Improvements	
02800	Landscaping	
02850	Railroad Work	
02900	Marine Work	
02950	Tunneling	
03000	Concrete	
03100	Concrete Formwork	
03150	Expansion/contract. Joint	
03200	Concrete Reinforcement	
03300	Cast-in-place Concrete	
03350	Specially Finished Concr.	
03360	Specially Placed Concrete	
03400	Precast Concrete	
03500	Cementitious Decks	
04000	Mortar	
04150	Masonry Accessories	
04200	Unit Masonry	
04400	Stone	
04500	Masonry Restoration/clean	
04550	Refractories	
05000	Metals	
05100	Structural Metal Framing	
05200	Metal Joists	

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

Cost Code Library (Contractor Sample)

Builder Information System

Cost Code Library (Contractor Sample)

Summary Report

Page 1

Cost Code	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	
0302	Tenative Map	
0303	School Impact	
0304	Coastal Commission	
0305	Building Permit	
0306	Environmental Fee	
0307	Soils Report Review	
0308	Other County Fees	
0309	Dre Processing Fees	
04	SITE PREPARATION	
0400	Total On-Site Costs	
0401	Clearing & Earthwork	
0402	Temp Facilities	
0403	Labor-Tractor Oper	
0404	Equip Rental	
0405	Hauling & Dump Fees	
0406	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	
07	DRYWALL	

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

Cost Code Library (Custom Home Sample)

Builder Information System

Cost Code Library (Custom Home Sample)

Summary Report Page 1

Cost Code	Description	Unit
01	GENERAL/LAND & DEVEL	
0101	Land	
0102	Survey	
0103	Prelim Drawings	
0104	Working Drawings	
0105	Sew & Water Upgrades	
0106	Zoning Applictn Fees	
0107	Impact Fees	
0108	Watr/Sewr/Pge Conctn	
0109	Building Permits	
0110	Appraisl/Credit Fees	
0111	Loan Fees	
0112	Interest	
0113	Sewer Laterals	
0114	Water Laterals	
0115	Curbs/Gutters/Sdwalks	
0116	Title & Escrow	
0117	Property Tax	
0118	Fire Insurance	
0119	Sewer Pumps	
0120	Supervision	
0121	Street Improvements	
0122	School Fees	
0123	Selling Commissions	
02	SITEWORK	
0201	Demolition & Clearing	
0202	Trenching	
0203	Fences & Gates	
0204	Irrigation & Landscaping	
0205	Paving & Resurfacing	
0206	Site Drainage	
0207	Site Utilities	
0208	Soil Treatment	
0209	Finish Grading	
0210	Clean Up	
03	CONCRETE	
0301	Stem Walls	
0302	Slabs	
0303	Driveways & Walls	
04	MASONRY	
0401	Foundations	
0402	Veneers & Wainscots	
0403	Walkways	
05	METALS	

Figure: Install-27 Cost Code Library (Custom Home Sample) Summary Report , page 1 of 2.

Cost Code Library (Framing Contractor Sample)

Builder Information System

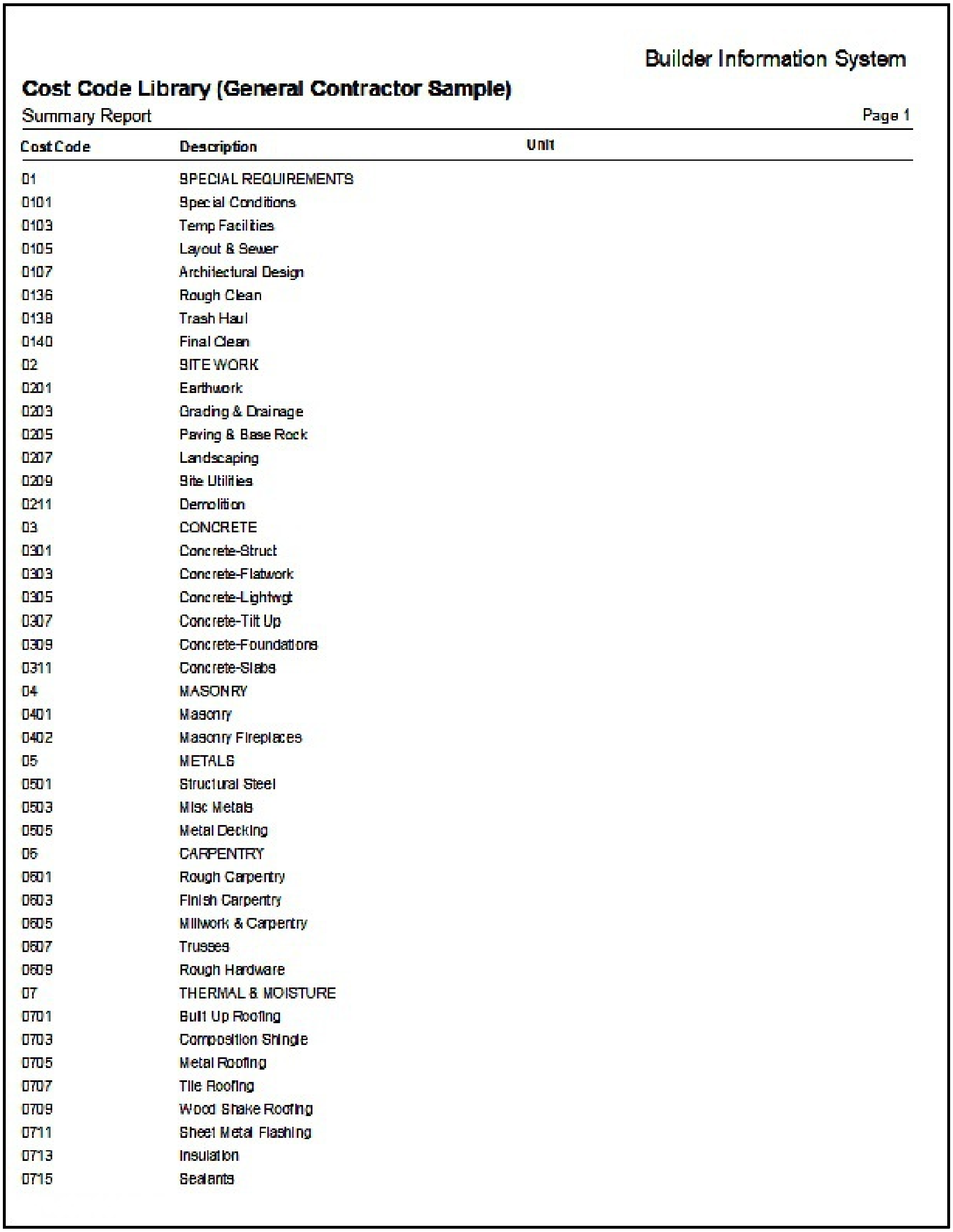
Cost Code Library (Framing Contractor Sample)

Summary Report Page 1

Cost Code	Description	Unit
01	FOUNDATION	
0101	Mudsill/Girders	
0102	Under Pinning	
0103	Joist	
10	1ST FLOOR	
1013	Lay Subfloor	
1014	Nail Subfloor	
1015	Bottom Layout	
1016	Bottom Frame	
1017	Plumb & Line	
1019	Stairs	
20	2ND FLOOR	
2022	2nd Floor Joists	
2023	Lay Subfloor	
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	Facia	
4044	Starter/Sheath	
4045	Nail Roof	
4046	Frame Paraphetts	
4047	Chimney Stack	
50	MISCELLANEOUS	
5051	Tiedowns	
5052	Shear	
5053	Nail Shear	
5055	Arches	
5056	Windows	
5057	Ext Doors	
5058	Drop Ceilings	
5059	Pick-Up	
60	EXTERIOR TRIM	
6050	Ext Siding	
6051	Stucco Trim	
6052	Fences	
6053	Decks	
6054	Ext Stairs	
6055	Ext Soffits	

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

Cost Code Library (General Contractor Sample)



Builder Information System

Cost Code Library (General Contractor Sample)

Summary Report Page 1

Cost Code	Description	Unit
01	SPECIAL REQUIREMENTS	
0101	Special Conditions	
0103	Temp Facilities	
0105	Layout & Sewer	
0107	Architectural Design	
0136	Rough Clean	
0138	Trash Haul	
0140	Final Clean	
02	SITE WORK	
0201	Earthwork	
0203	Grading & Drainage	
0205	Paving & Base Rock	
0207	Landscaping	
0209	Site Utilities	
0211	Demolition	
03	CONCRETE	
0301	Concrete-Struct	
0303	Concrete-Flatwork	
0305	Concrete-Lightwgt	
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 Carpentry	
0603	Finish Carpentry	
0605	Millwork & Carpentry	
0607	Trusses	
0609	Rough Hardware	
07	THERMAL & MOISTURE	
0701	Built Up Roofing	
0703	Composition Shingle	
0705	Metal Roofing	
0707	Tile Roofing	
0709	Wood Shake Roofing	
0711	Sheet Metal Flashing	
0713	Insulation	
0715	Sealants	

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

Cost Code Library (Developer Sample)

Builder Information System

Cost Code Library (Developer Sample)

Summary Report

Page 1

Cost Code	Description	Unit
01	SPECIAL REQUIREMENTS	
0101	Special Conditions	
0103	Temp Facilities	
0105	Layout & Sewer	
0107	Architectural Design	
0136	Rough Clean	
0138	Trash Haul	
0140	Final Clean	
02	SITE WORK	
0201	Earthwork	
0203	Grading & Drainage	
0205	Paving & Base Rock	
0207	Landscaping	
0209	Site Utilities	
0211	Demolition	
03	CONCRETE	
0301	Concrete-Struct	
0303	Concrete-Flatwork	
0305	Concrete-Lightwgt	
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 Carpentry	
0603	Finish Carpentry	
0605	Millwork & Carpentry	
0607	Trusses	
0609	Rough Hardware	
07	THERMAL & MOISTURE	
0701	Built Up Roofing	
0703	Composition Shingle	
0705	Metal Roofing	
0707	Tile Roofing	
0709	Wood Shake Roofing	
0711	Sheet Metal Flashing	
0713	Insulation	
0715	Sealants	

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

Cost Code Library (Paving Contractor Sample)

Builder Information System

Cost Code Library (Paving Contractor Sample)

Summary Report

Page 1

Cost Code	Description	Unit
01	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 & Fill	
0204	Place Import Fill	
03	SUBGRADE	
0300	Subgrade	
0301	Subgrade Parking	
0302	C & G Subgrade	
0303	C & G Rock	
0304	Subgrade Sidewalk	
04	FINISH GRADING	
0400	Fine Grade Pad	
0401	Fine Grade Parking	
0402	Fine Grade Landscape	
05	ON SITE CONCRETE	
0500	Grade For Walks	
06	SUB EXCAVATION	
0600	Excavate & Recompact	
0601	Excavate/Cmpct Ftgs	
0602	Excavate/Cmpct Prkng	
0603	Excavate Cmpct Pads	
07	PLACE & GRADE AGG	
0700	Place Rock On Pad	
0701	Trim Rock On Pad	
0702	Place Rock On Parking	
0703	Trim Rock On Parking	
0704	Rock & Trim Walks	
08	DEMOLITION WORK	
0800	Demo Asphalt	
0801	Demo Curb & Gutter	
0802	Demo Vert Curb	
0803	Demo Concrete Walk	
0804	Demo Driveways	
0805	Demo Trees	
0806	Demo Small Buildings	
09	ASPHALT PAVING	
0900	Pave w/Box Crew	
0901	Pave w/Machine	

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

Cost Code Library (Housing Developer Sample)

Builder Information System

Cost Code Library (Housing Developer Sample)

Summary Report Page 1

Cost Code	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	
0302	Tenative Map	
0303	School Impact	
0304	Coastal Commission	
0305	Building Permit	
0306	Environmental Fee	
0307	Soils Report Review	
0308	Other County Fees	
0309	Dre Processing Fees	
04	SITE PREPARATION	
0400	Total On-Site Costs	
0401	Clearing & Earthwork	
0402	Temp Facilities	
0403	Labor-Tractor Oper	
0404	Equip Rental	
0405	Hauling & Dump Fees	
0406	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	
07	DRYWALL	

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

Cost Code Library (Landscape Contractor Sample)

Builder Information System

Cost Code Library (Landscape Contractor Sample)

Summary Report

Page 1

Cost Code	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	
1029	Boxes	
1035	Controllers	
1040	Lateral Lines	
1045	Sprinkler Heads	
1050	Trenching-Drilling	
1055	Drainage	
1060	Testing	
1070	Clean Up	
1075	Outside Services	
1080	Miscellaneous	
14	PLANTING	
1410	Soil Preparation	
1412	Top Soil	
1414	Soil Mix	
1420	Grading	
1422	Finish Grading	
1428	Fertilizing	
1430	Trees	
1431	Staking-Trees	
1432	Shrubs	
1435	Ground Cover	
1450	Turfing-Lawns	
1460	Clean Up	
18	LANDSCAPE CONSTRUCTION	
1810	Header Boards	

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

Cost Code Library (Large Custom Home Sample)

Builder Information System

Cost Code Library (Large Custom Home Sample)

Summary Report

Page 1

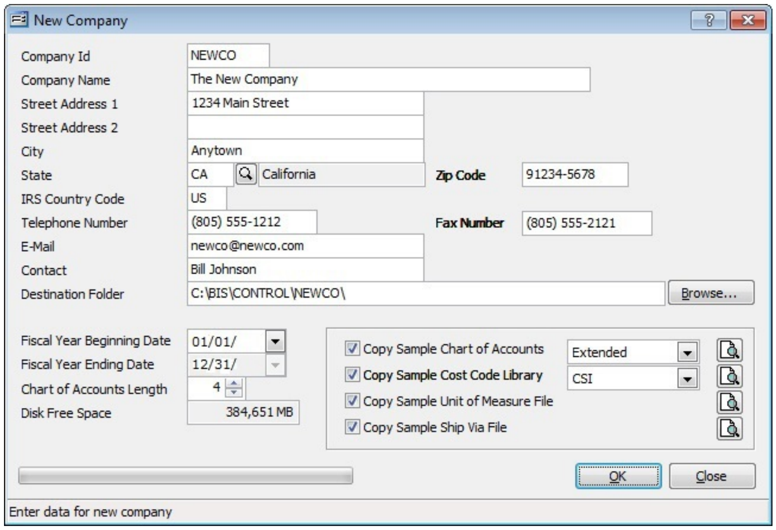
Cost Code	Description	Unit
01	GENERAL CONDITIONS	
0105	Superintendent	
0106	Permits, Licenses	
0107	Fees	
0108	Temporary Electric	
0109	Temporary Telephone	
0110	Temporary Water	
0111	Temporary Strorage	
0112	Temporary Toilets	
0113	Equipment Rentals	
0114	Insurance	
0116	Clean Up	
0118	Misc Labor	
02	SITE WORK	
0201	Grading	
0202	Drainage	
0203	Sanitary Sewer	
0204	Water	
0205	Electric	
0206	Gas	
0207	Telephone	
0208	Concrete-Sdwalk/Flw	
0209	Fencing	
0210	Landscaping	
0211	Decking	
0212	Retaining Wall	
03	CONCRETE	
0301	Building	
0302	Other	
04	MASONRY	
0401	Fireplaces	
0402	Wall Veneer	
0403	Masonry Flatwork	
05	METALS	
06	CARPENTRY	
0601	Rough Labor	
0602	Finish Labor	
0603	Rough Lumber	
0604	Interior Trim/Matl	
0605	Exterior Trim/Siding	
0606	Hardware	
0607	Stair Railing	
0608	Mantels	
0609	Carpentry-Misc	

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.

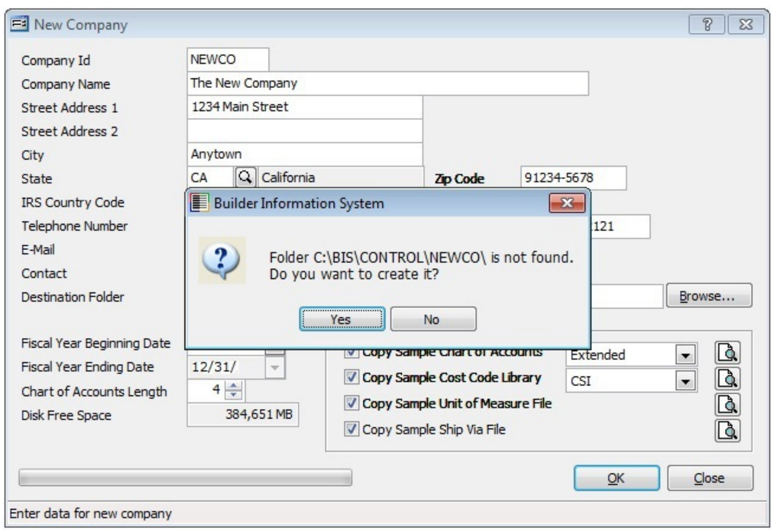
Figure: Install-35
Example of completed New Company setup form.



Create the Company Records

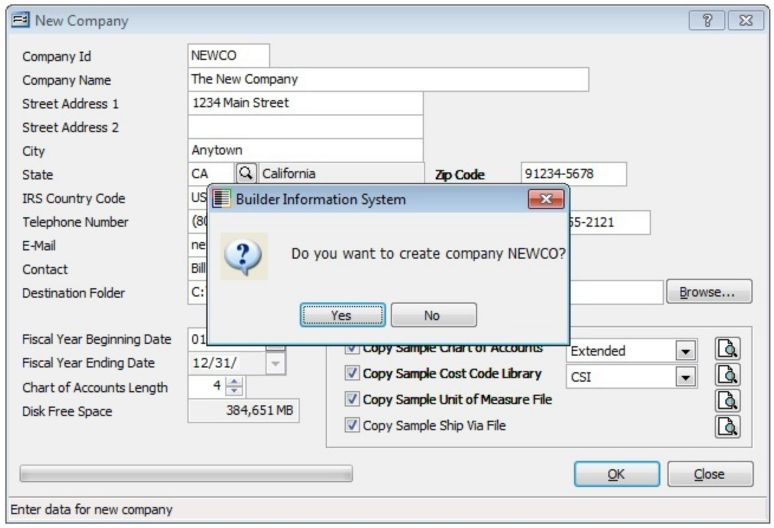
Once the New Company screen is completed click OK in the lower right to initiate the new company.

Figure: Install-36
A prompt will appear indicating the "New Company folder is not found. Do you want to create it?" Click "Yes."



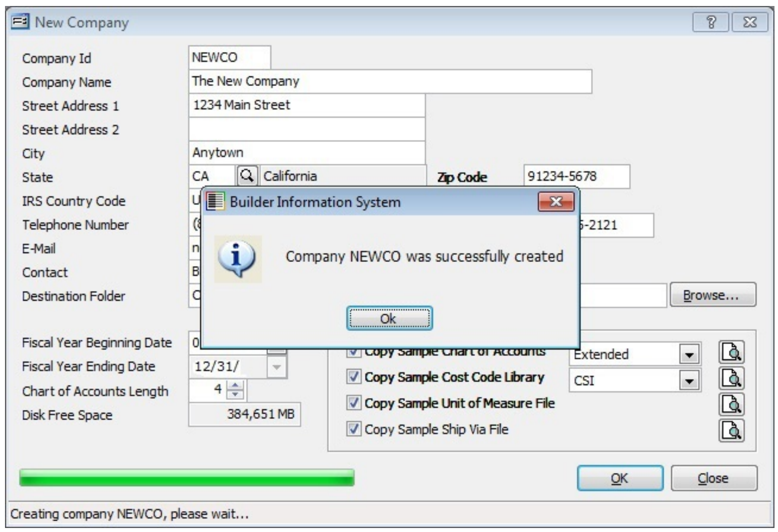
Another prompt appears "Do you want to create the company?" Click "Yes." The new company's files will be created.

Figure: Install-37
Creating the new company files.



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

Figure: Install-38
Successful creation of the company files.

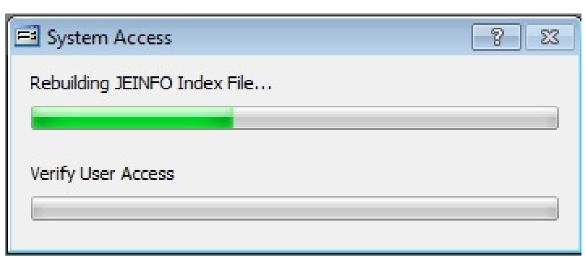


Login To New Company

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
Initial Login.

Figure: Install-40
System access after entering the login information.



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® 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.

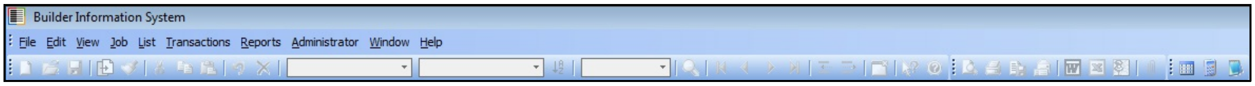


Figure: Install-41 The BIS® Standard Menu toolbar and menu.

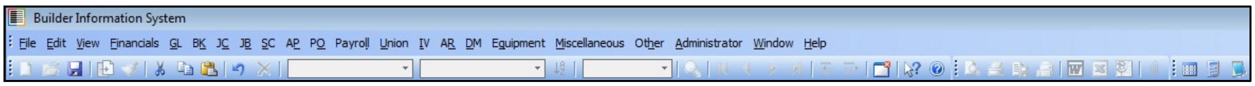


Figure: Install-42 The BIS® Modular Menu toolbar and menu.

New (Ctrl-N)

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)

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

Save (Ctrl-S)

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

Clone

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® 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)

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

Copy (Ctrl-C)

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.

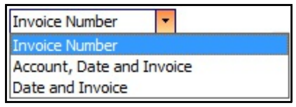
Delete (Ctrl-D)

The Delete icon works as it does in other Windows® programs with one important exception. Following good accounting practice, BIS® 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



Find (Ctrl-F)

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

"VCR" Buttons (F5, F6, F7, F8)

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)

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

BIS Help (F1)

The BIS® Help icon opens the context sensitive BIS® 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® MSD (Multiple Screen Display) or BIS® TMSD (Tabbed Multiple Screen Display).

Print (Ctrl-P)

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

Export Report

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

Microsoft® Word®

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®.

Microsoft® Excel®

The Microsoft® Excel® icon enables setup the BIS® Export Data feature with Microsoft® Excel®.

Attached Documents (Professional & Enterprise Editions)

The Attached Document icon opens the Document Link & Imaging® 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® calendar.

Calculator

The Calculator applet opens Windows® calculator.

Notepad

The Notepad applet opens Windows® Notepad program.

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

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

Choosing or Creating a Chart of Accounts

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

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

If departmentalizing or consolidating financial statements to reflect the operations of the company structure, the chart of 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® handles the chart of accounts in a powerful and flexible way.

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

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

Tip

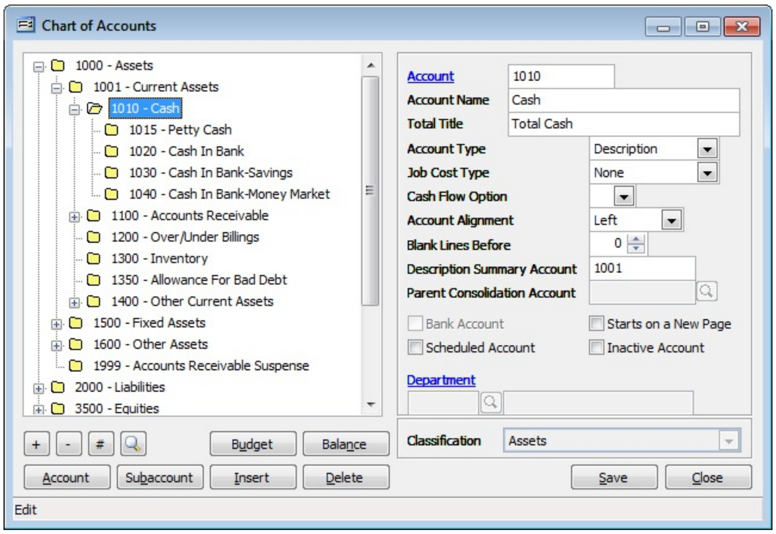
> Review the Appendix to this manual and read the Financial Statements Manual when establishing a new company's records.

Modular Menu Access
Financials | Chart of Accounts

Standard Menu Access
List | Chart of Accounts

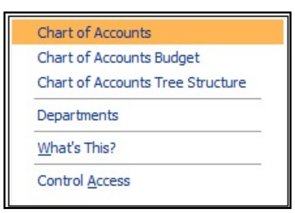
The Chart of Accounts is a listing of all the categories to which a business will record its assets, liabilities, revenues and expenses. BIS® makes these accounts easy to maintain and offers a visual representation of the accounts, as seen in the tree structure on the left portion of the screen.

Figure: Install-44
Chart of Accounts screen form sample.



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

Figure: Install-45
Reports directly accessible by right-clicking on the field name hyperlink.



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.

⚠ **Caution**

- Do not use letters, decimal points, hyphens, commas or other symbols within the account number.
- Do not begin any account number with a zero.
- Carefully plan the numbers assigned for the Chart of Accounts, especially if using departments, branches or jobs.
- Be careful not to use any account until reasonably sure the account number for that account is set and not likely to change.
- Once any activity has been posted to an account, that account number cannot be changed or deleted until the books for the year are closed. Therefore, to obtain a copy of any reports without the new account, print those reports before entering any transactions affecting the new account. 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.

Tip

> Cash flow format options apply to transaction accounts only.

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

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

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

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

Tip

> The mapping of the Transaction accounts in the subsidiary to the transaction 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.

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® 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

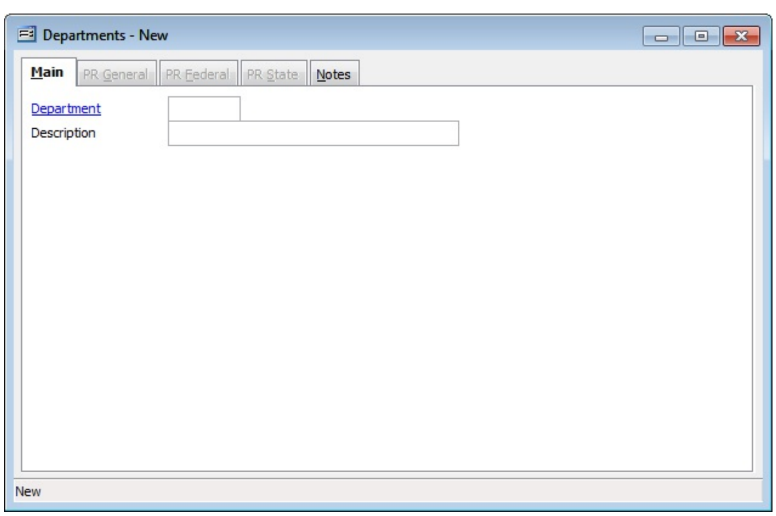
Standard Menu Access

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 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.



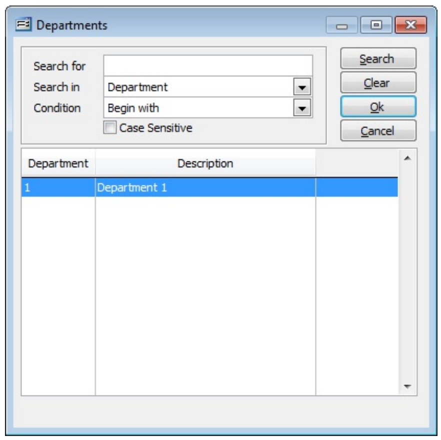
Scrolling Through Department Records

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

Editing an Existing Record

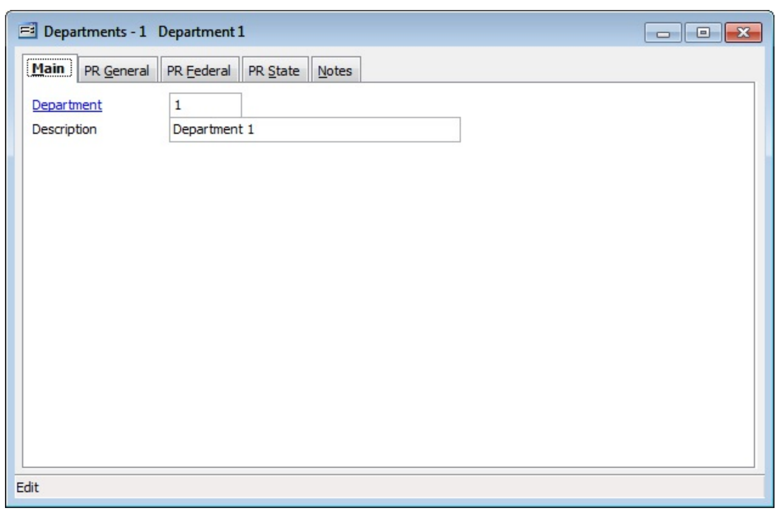
The list of existing departments can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record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

Figure: Install-47
Departments Find/Search screen form.



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

Figure: Install-48
Sample Department screen form that is editable.



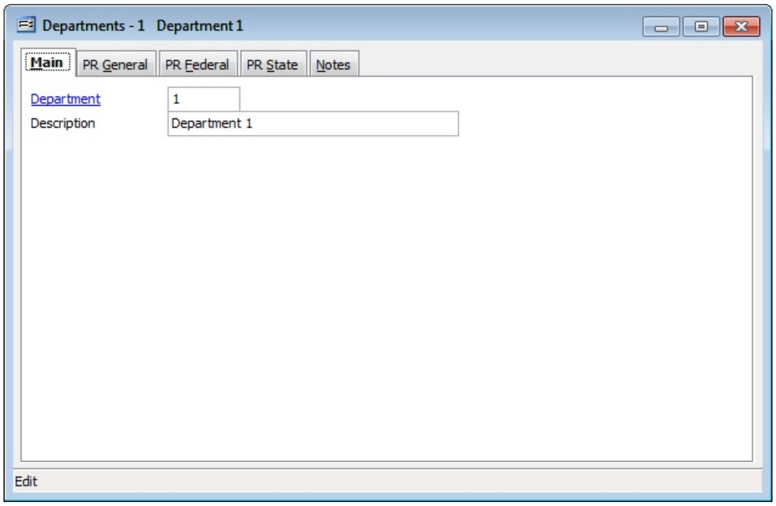
Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, “Do you want to delete 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.



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.

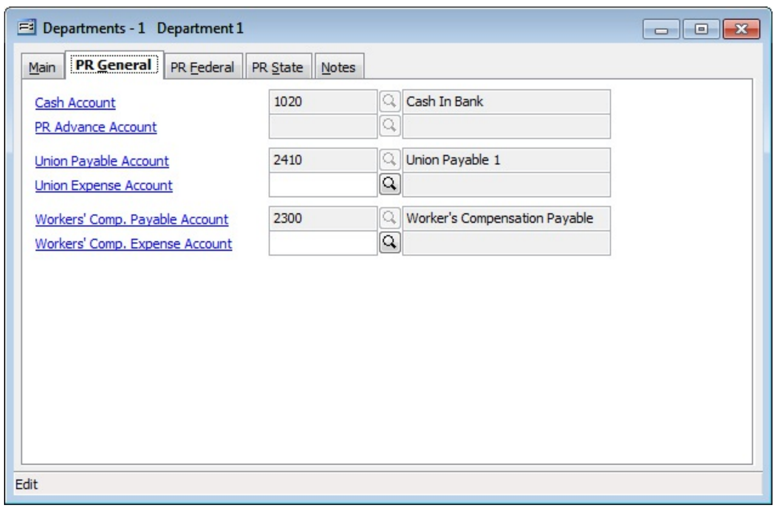
Tip

> 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.

Figure: Install-50
Departments, PR General Account tab screen form.

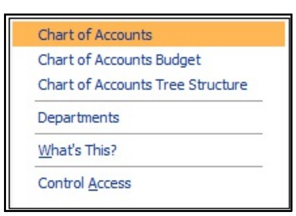


Cash Account

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.



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.

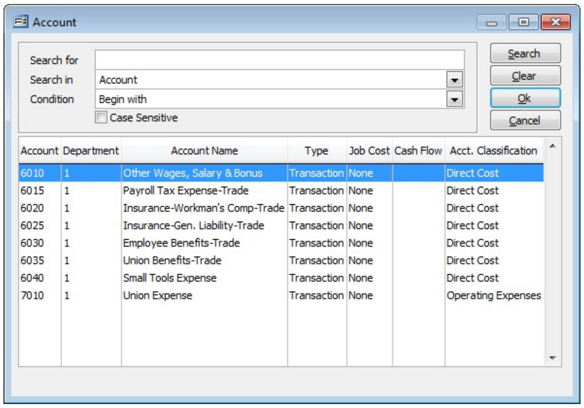


Figure: Install-52
Departmental Account Find/Search screen form showing only departmentalized accounts.

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.

PR Federal Tab

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

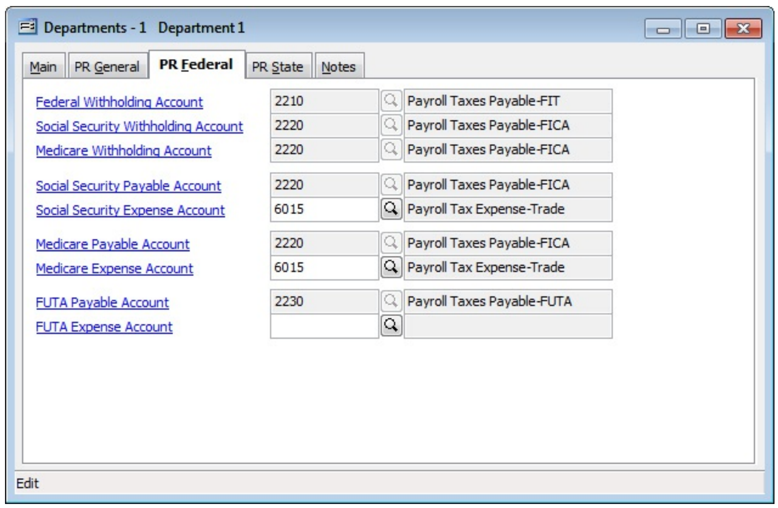
Tip

> 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.

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.

Figure: Install-53
Departments, PR Federal Account tab screen form.

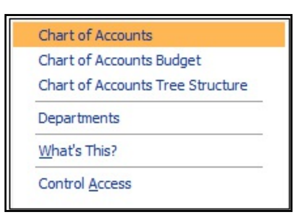


Federal Withholding Account

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.

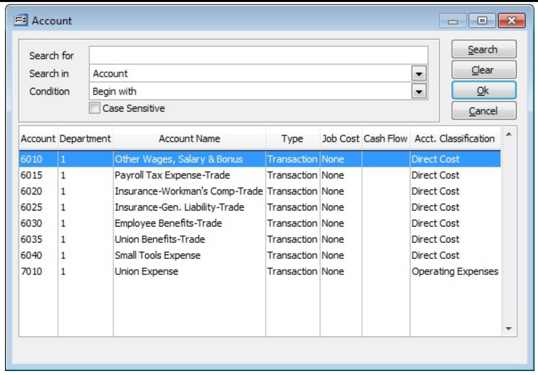
Figure: Install-54
Reports directly accessible by right-clicking on the field name hyperlink.



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.



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.

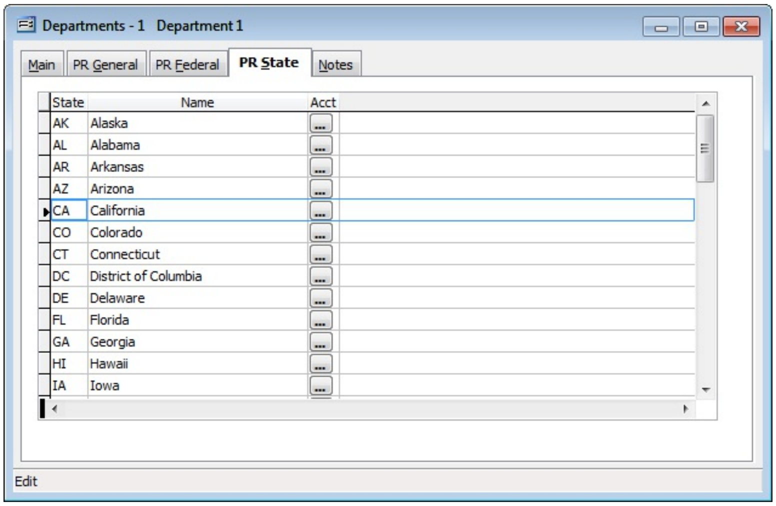
Save the Changed Record

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.



Tip

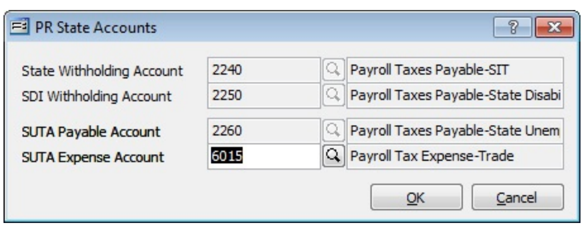
Often, users will postpone department payroll setup until later in the process. However, it is important to consider the need for departments early in the process so as to no foreclose any options later.

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
Departments, PR State Account tab screen form.

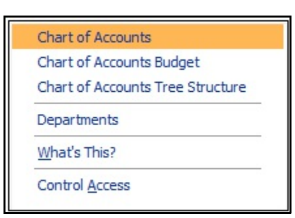


State Withholding Account

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.

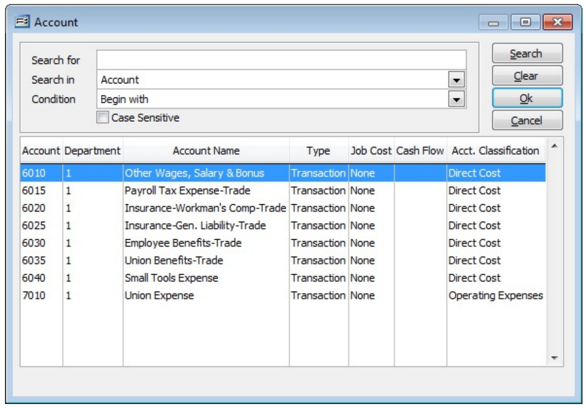
Figure: Install-58
Reports directly accessible by right-clicking on the field name hyperlink.



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 departmentalized accounts.



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.

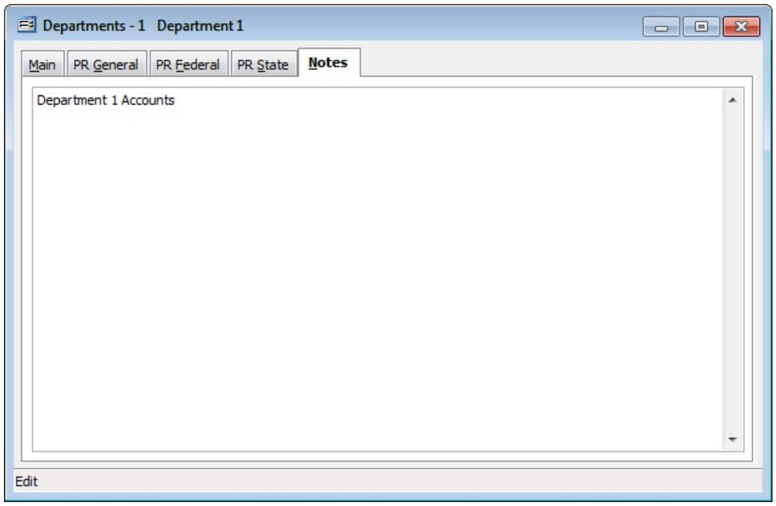
Save the Changed Record

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
Sample Departments Notes tab screen form.



Save the Changed Record

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

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®, 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® 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

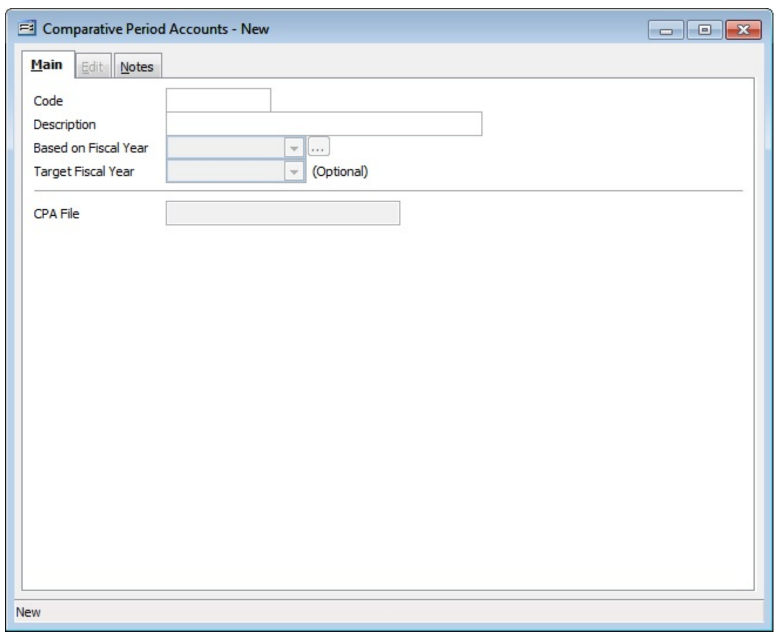
Standard Menu Access

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.



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® 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.

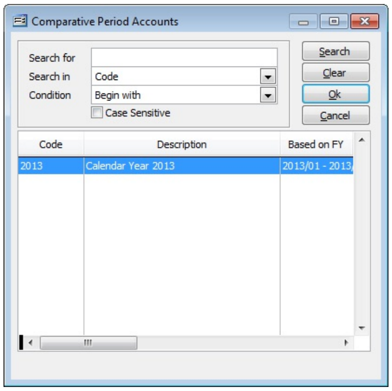


Figure: Install-63
Sample comparative Period Accounts screen form.

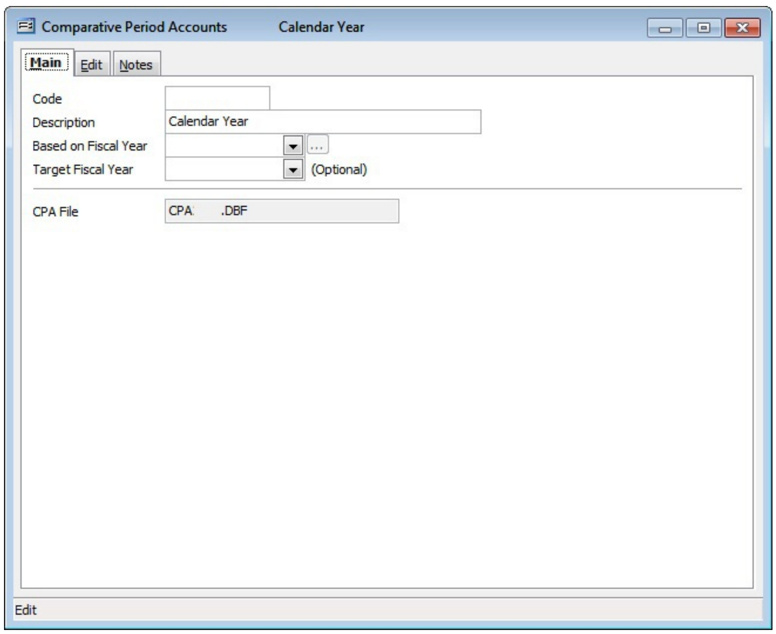
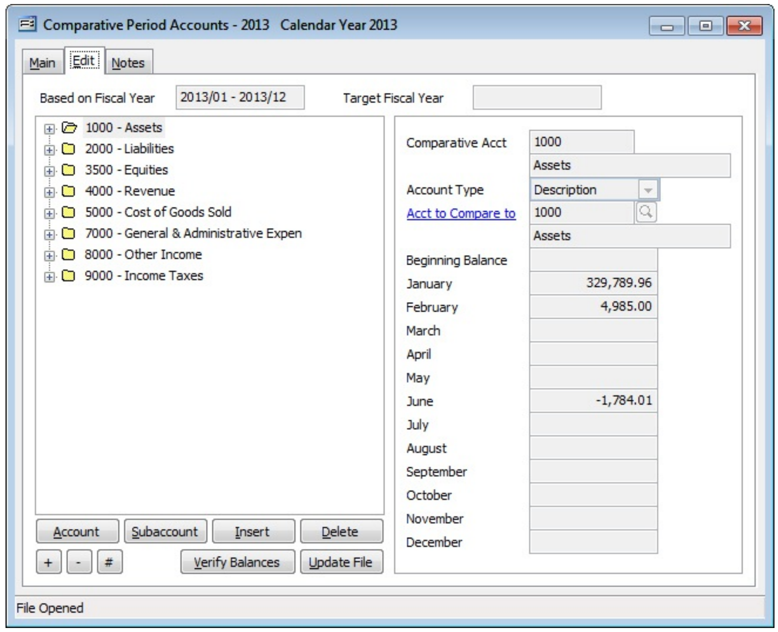


Figure: Install-63a
Sample Edit Tab Comparative Period Accounts screen form.



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.

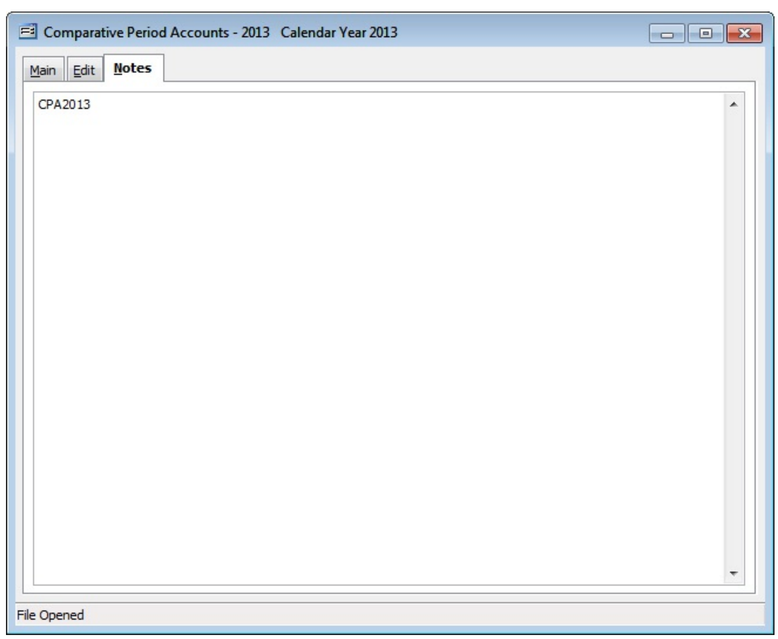
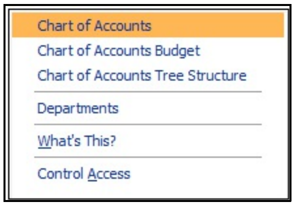


Figure: Install-64
Reports directly accessible by right-clicking on the field name hyperlink.



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® 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®. 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.

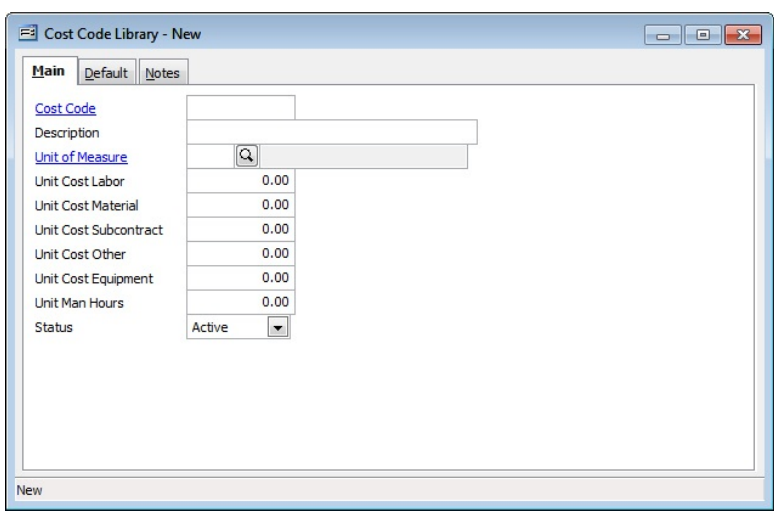
Normally, an individual job will include only a portion of the codes in the library. Establishing a complete cost code library will allow a consistent method of collecting and estimating costs on jobs to be built. The process provides the ability to draw upon past experience to better estimate future 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 icon on the toolbar. The system will ask if changes to the open record should be saved.

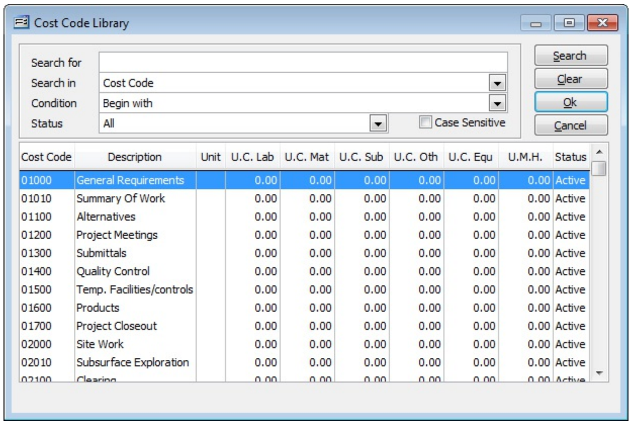
Figure: Install-65
Cost Code Library – New screen form.



Editing an Existing Record

Users can examine the list of cost codes 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.

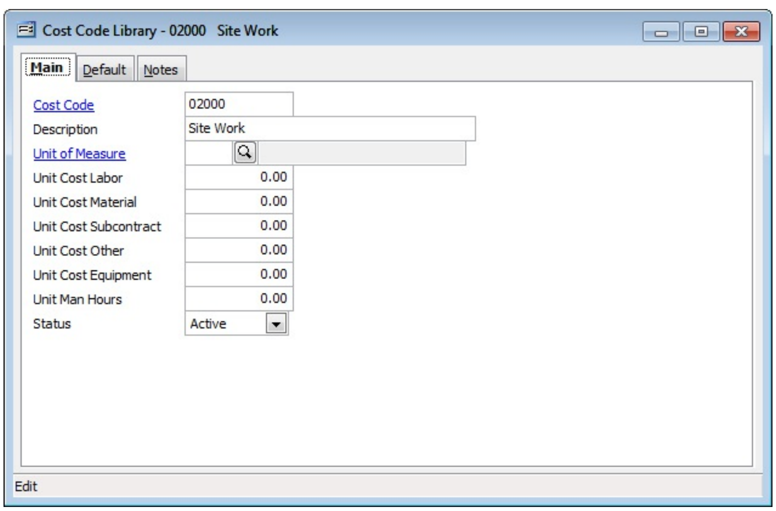
Figure: Install-66
Cost Code Library Find/Search screen.



Scrolling Through Cost Code Records

Users can scroll through the cost code 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 Cost Code. Clicking on the Previous icon (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.

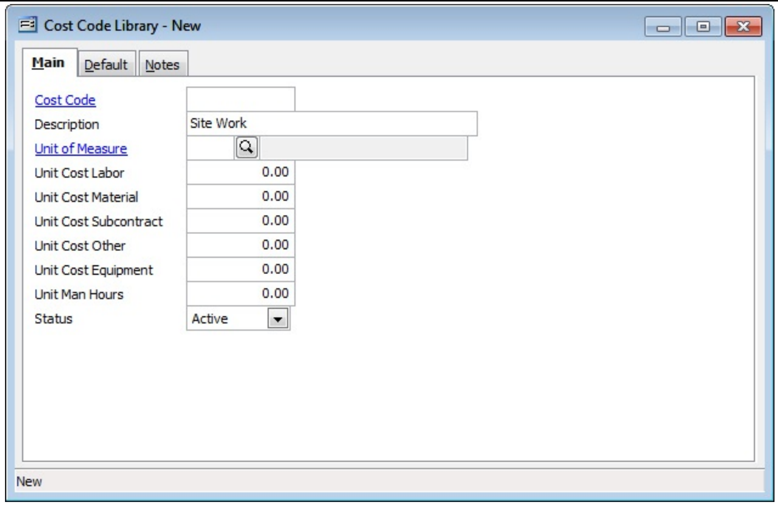
Figure: Install-66
Sample Cost Code Library screen form for editing.



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. Note that all of the initial fields except for the Cost Code match the source record.



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 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® 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® 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.

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.

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.

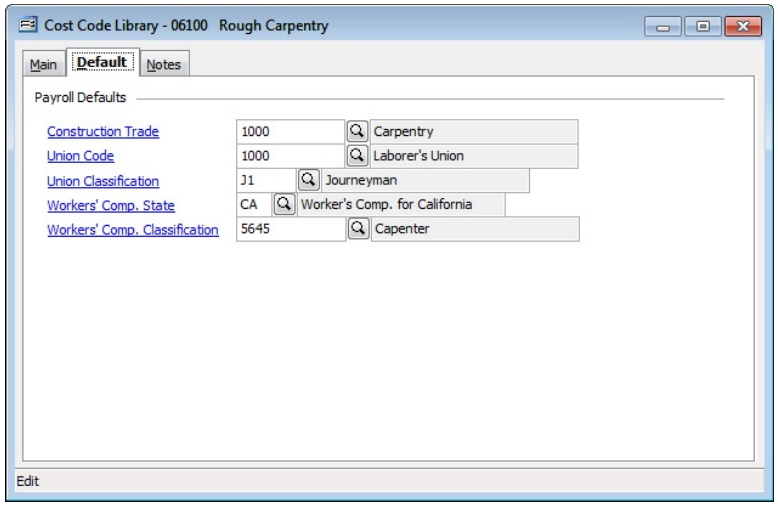
Unit Man Hours
The unit man hours determines the number of hours needed to complete one unit of measurement. The UMH may be expressed as a number with two decimals.

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
Job Cost, Cost Code Library sample Default tab screen form.



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.

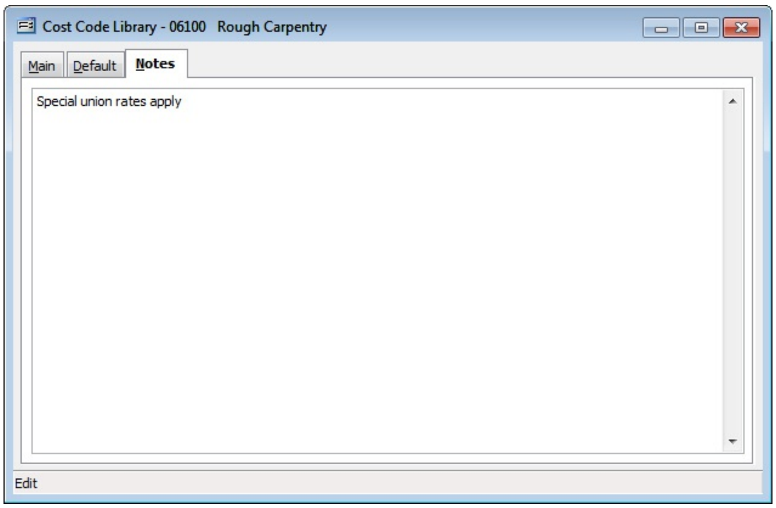
Workers Comp. Classification
The field records the Workers' Compensation Classification code that assigned to the Cost Code. The details associated with the code will override the defaults in the employee's master record.

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
Sample Cost Code Library Master Record Notes tab screen form.



Save the Changed Record

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

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

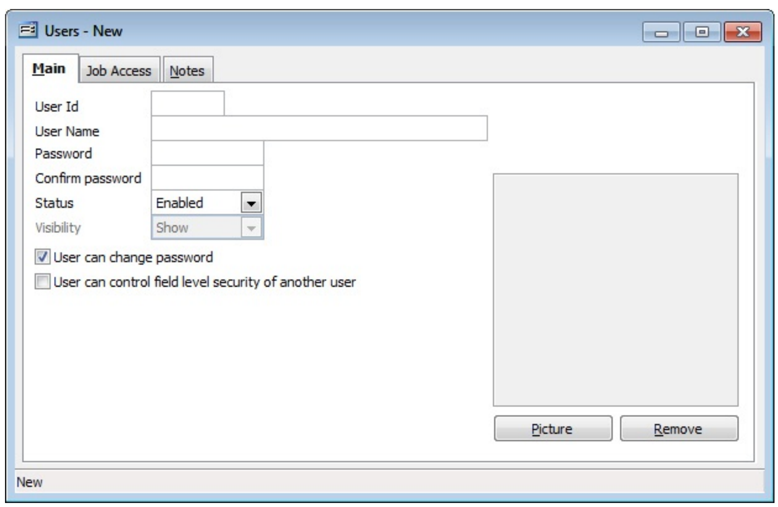
Standard Menu Access

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.



Editing an Existing Record

Users can examine the list of billing codes 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.

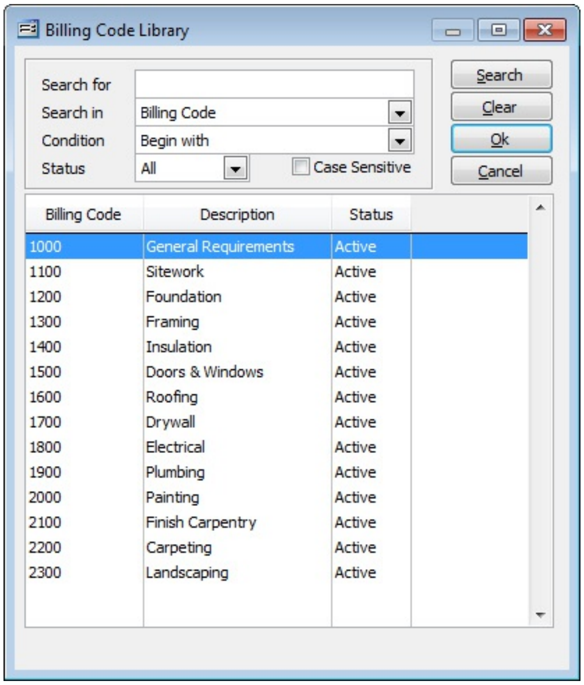


Figure: Install-72
Billing Code Library Find/Search screen.

Scrolling Through Billing Code Records

Users can scroll through the billing code 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 Billing Code. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Billing Code. Clicking on the Next 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.

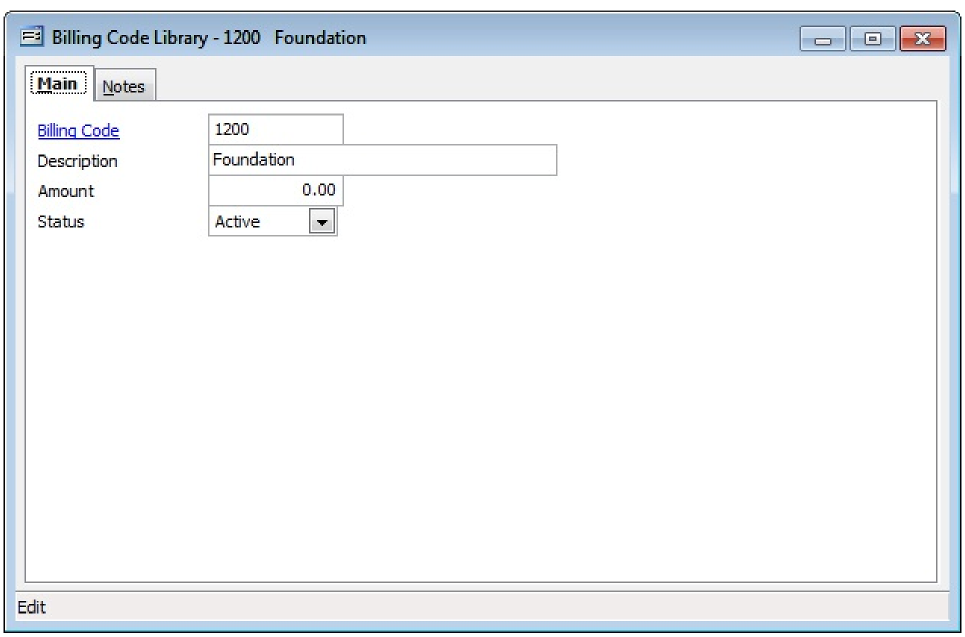
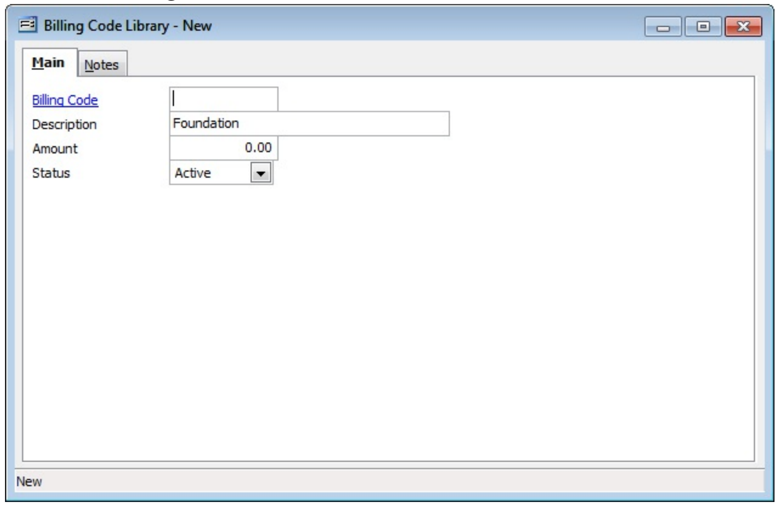


Figure: Install-73
Sample Billing Code Library screen form for editing.

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
Cloned record. Note that all of the initial fields, except for the Billing Code match the source 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 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

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® 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.

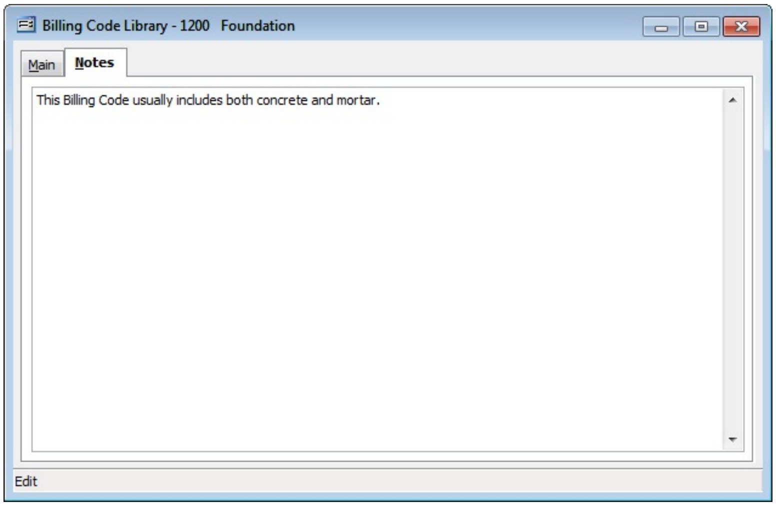
Amount

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
Sample Billing Code Library master record Notes tab screen form.



Save the Changed Record

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

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® 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.

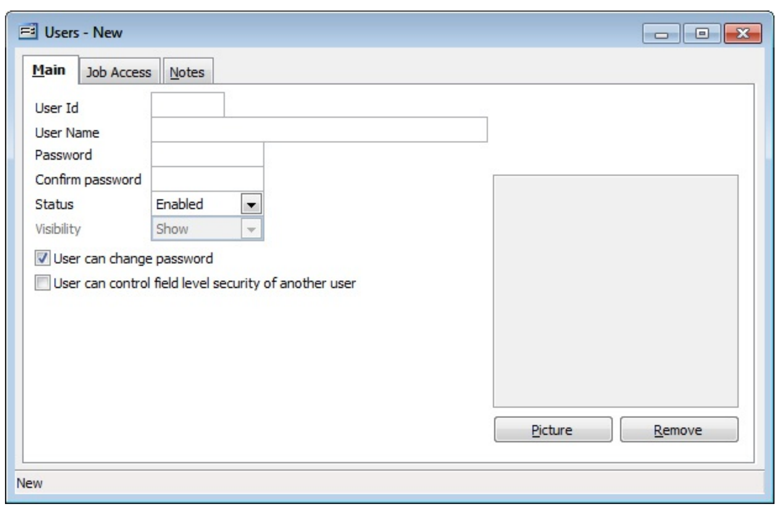
⚠ **Caution**	To avoid creating a "back door" to restricted functions, it is critical that a password is used protect the ADMIN user after creating other passwords for other users.

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.

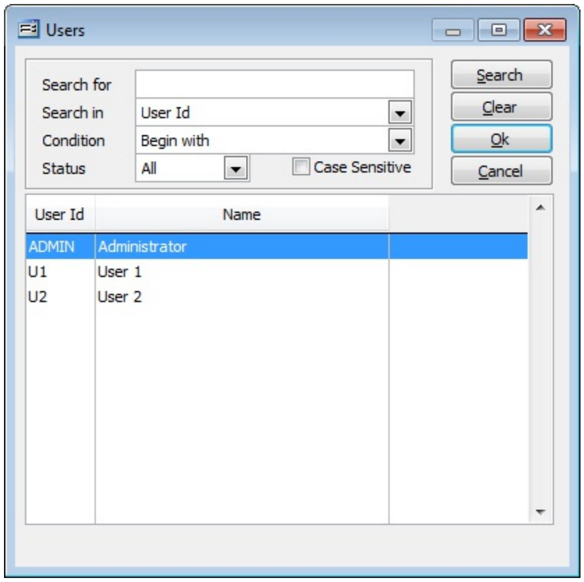
Figure: Install-76
Users - New screen form.



Editing an Existing Record

Users can examine the list of billing codes 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.

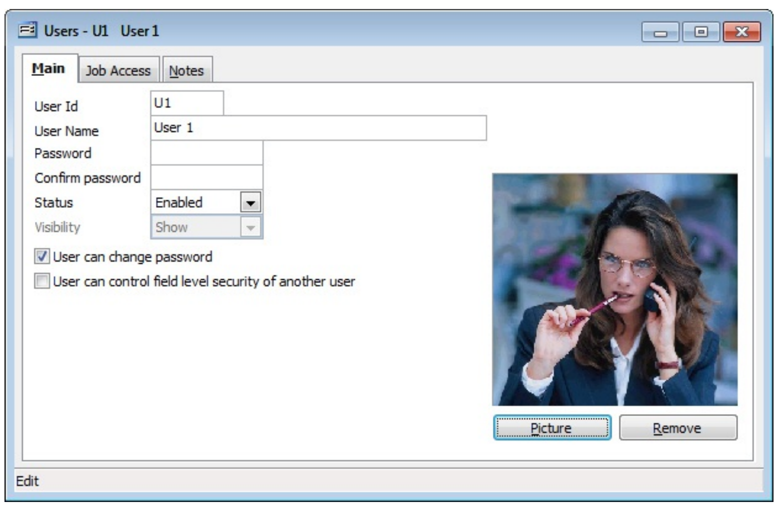
Figure: Install-77
Users Find/Search screen.



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 icon (at the top of the screen) will open the first record of the list according to User Id. Clicking on the Previous 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.

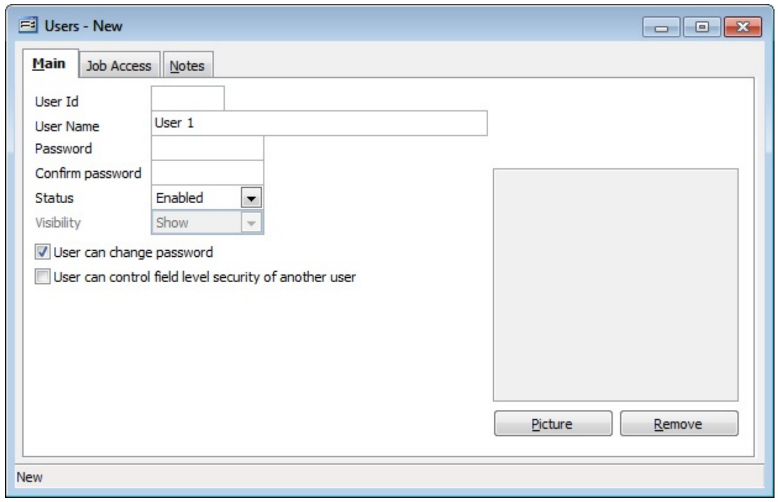
Figure: Install-78
Sample Job Scheduling Billing Code Library screen form for editing.



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-79
Cloned record. Note that all of the initial fields, except for the User Id and Picture match the source record.



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 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

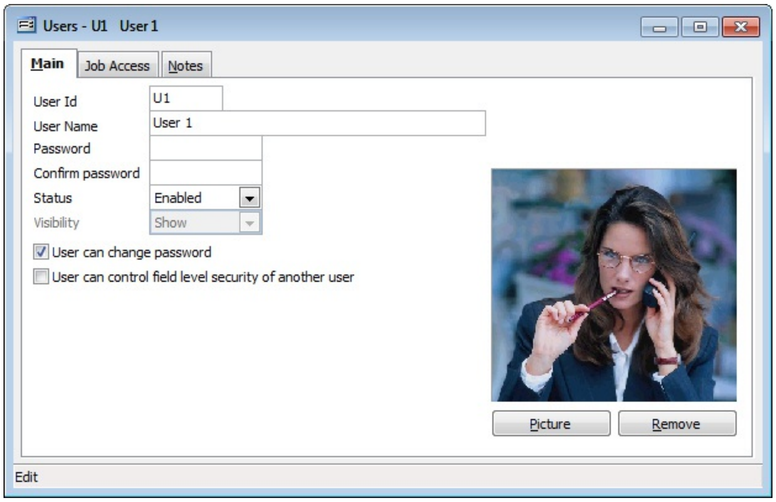
When the record is complete or satisfactorily edited, users should either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

Main Tab

User Id

A User Id can be up to 10 characters.

Figure: Install-80
Users setup form.



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® 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.

Tip 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® 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.

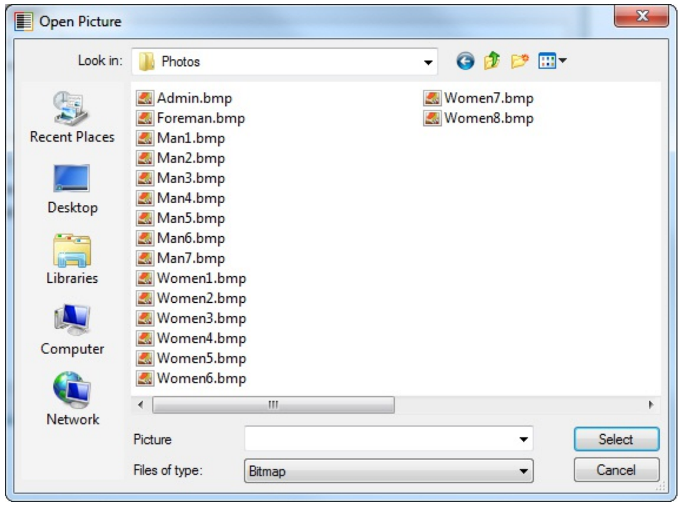
User can control field level security of another user

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.)

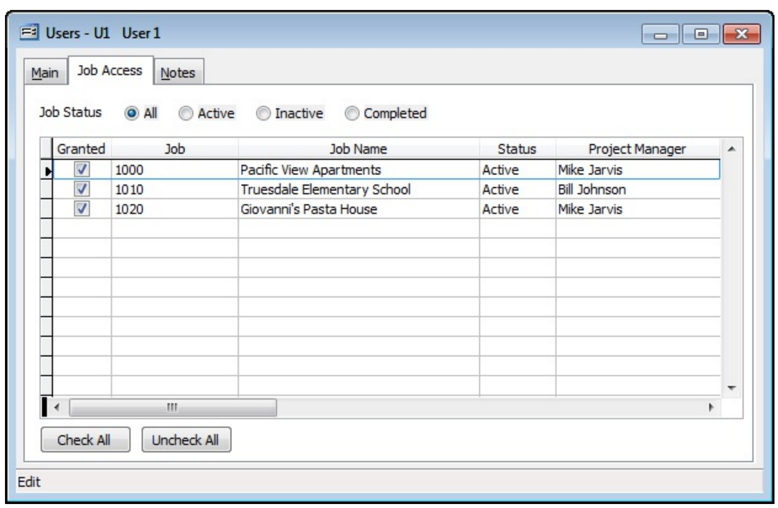
Figure: Install-81
Open Picture navigation screen.



Remove

The button is used to remove the bitmap image.

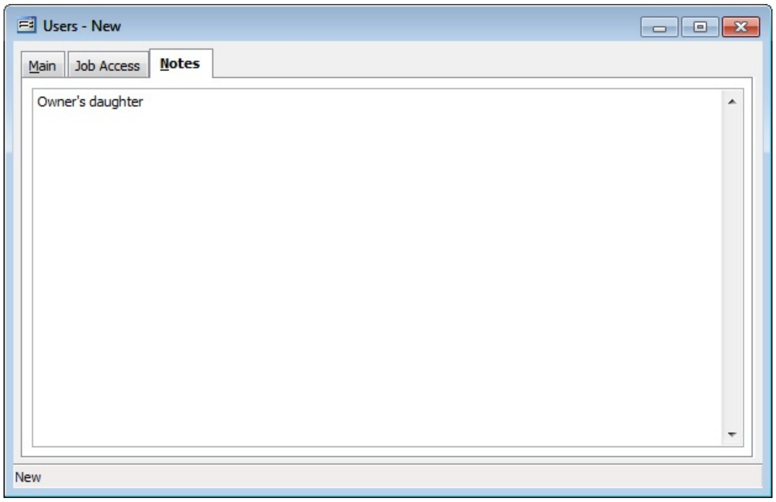
Figure: Install-81a
Sample Users master record Job Access Tab screen form.



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.



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.

Login

The Login selection opens the login screen seen earlier. The Login screen is displayed when BIS® 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-83
Login screen form.

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

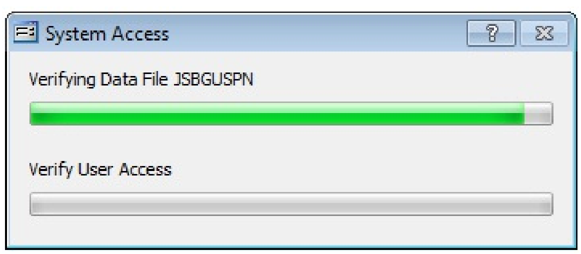
OK Button
Press the button when the information entered is correct to open the selected company records.

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.

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



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.

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.

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® 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.

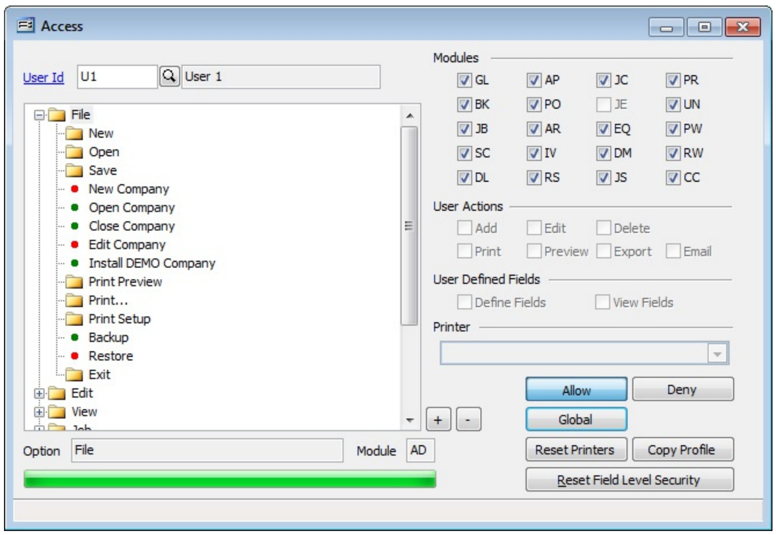
Tip

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

Menu Access

Administrator | Access

Figure: Install-85
Controlling access to BIS® for users with passwords.



<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® 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.

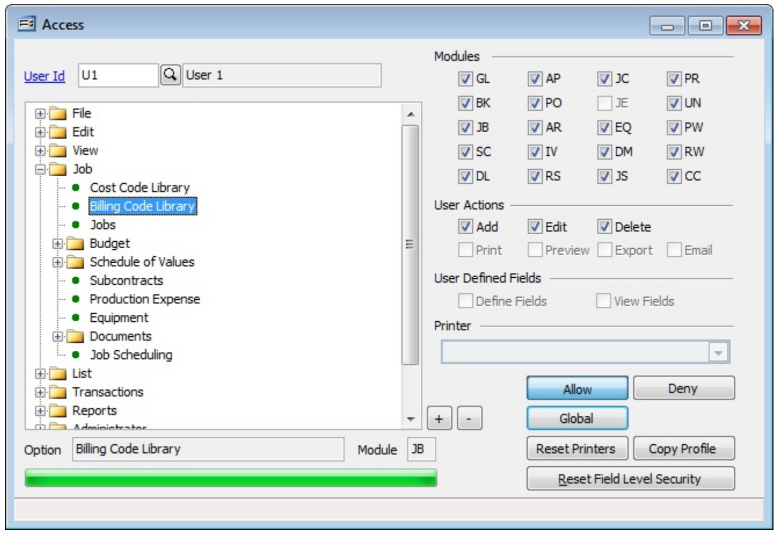
Modules

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.

Figure: Install-86
Access screen form showing the User Actions components.



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® 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.

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

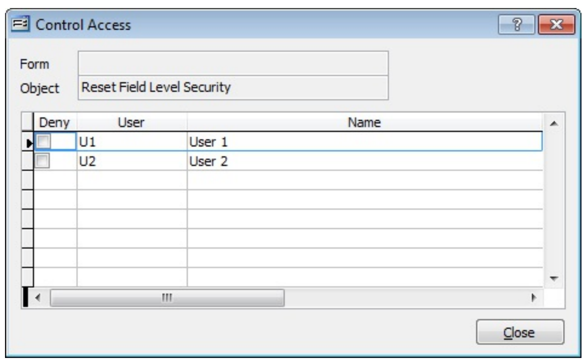
The Copy Profile button enables am administrator to create or use an access template (or another employee's access profile) to another user. Users can also copy an access profile from one user to another. Once copied, the new profile can be altered as needed.

Reset Field Level Security

Within the BIS® 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.



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

- User Id
- User Name

Options

- Show Report Criteria
- Show Notes
- Case Sensitive

Fields

- User Id
- User name

User File – Summary Report

Best Construction Company

Users File

Summary Report

Page 1

User Id	User Name	Status	Visibility
ADMIN	Administrator	Enabled	Show
USER1	User 1	Enabled	Show
USER2	User 2	Enabled	Show

Figure: Install-89 User File –Summary Report.

User File – Detail Report

Best Construction Company

Users File

Detail Report

Page 1

User Id	User Name	Password	Status	Visibility	Change PW	Field Level Security
ADMIN	Administrator		Enabled	Show	Yes	Yes
U1	User 1		Enabled	Show	Yes	No

Photo

User Id	User Name	Password	Status	Visibility	Change PW	Field Level Security
U2	User 2		Enabled	Show	Yes	No

Photo

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®. The option will direct BIS® 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..

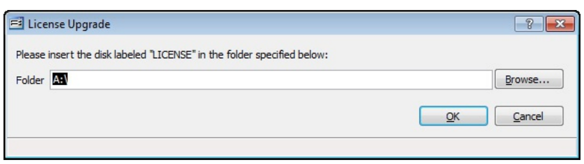
Save the changes by clicking on the Save button on the Tool Bar or pressing Ctrl-S.

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.

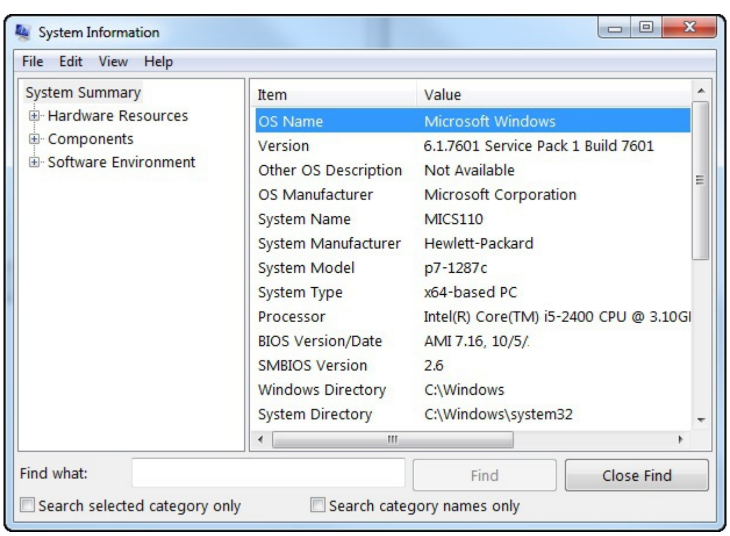
Upgrade Button
The Upgrade button is used when adding modules or increasing the number of licensed users.

Figure: Install-91
License Upgrade screen form.



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.



System Wide Parameters

The System Wide Parameters option is used to set defaults for modules and other elements of BIS®. 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

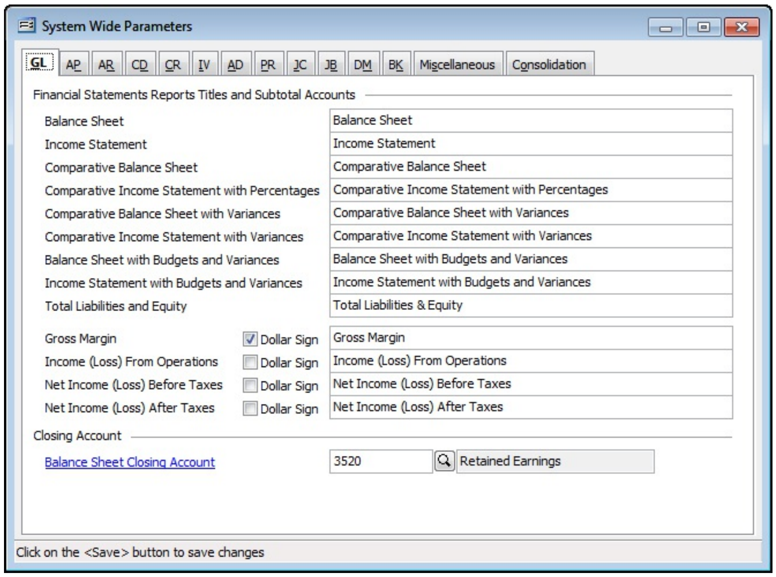
GL Tab

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, GL tab screen form.



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.

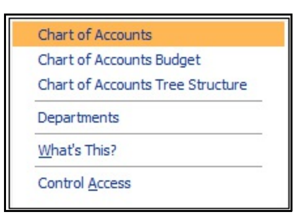
In addition, four of the subtotal accounts allow using or denying the use of dollar signs.

- Gross Margin
- Income (Loss) From Operations
- Net Income (Loss) Before Taxes
- 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.



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.

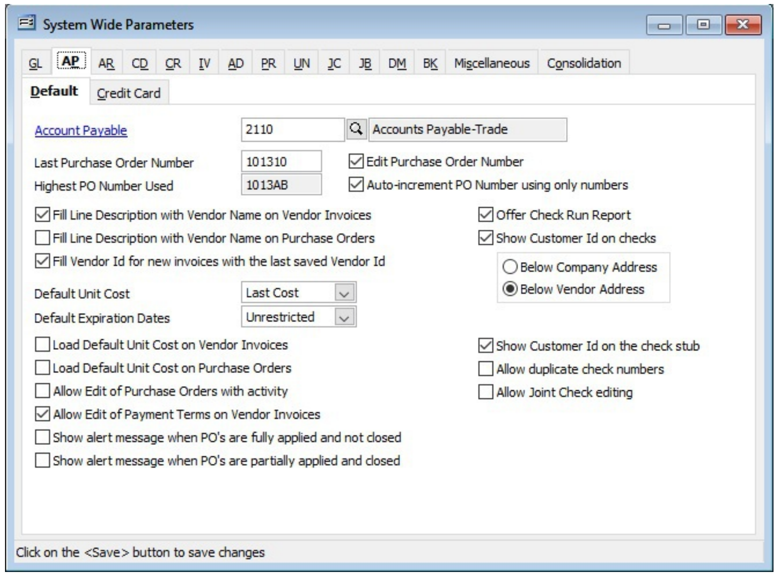
AP Tab

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

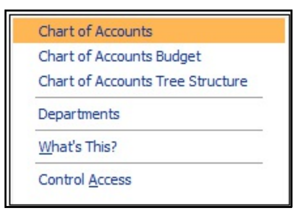
Figure: Install-95
System Wide Parameters, AP tab screen form.



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.



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® 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.

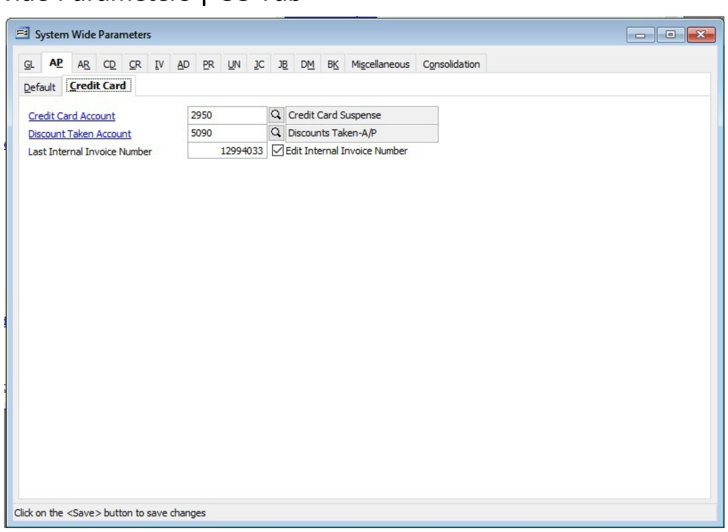
Credit Card Sub-tab

BIS® 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
Administrator, System Wide Parameters, CC tab screen form showing account options.



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

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® 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.

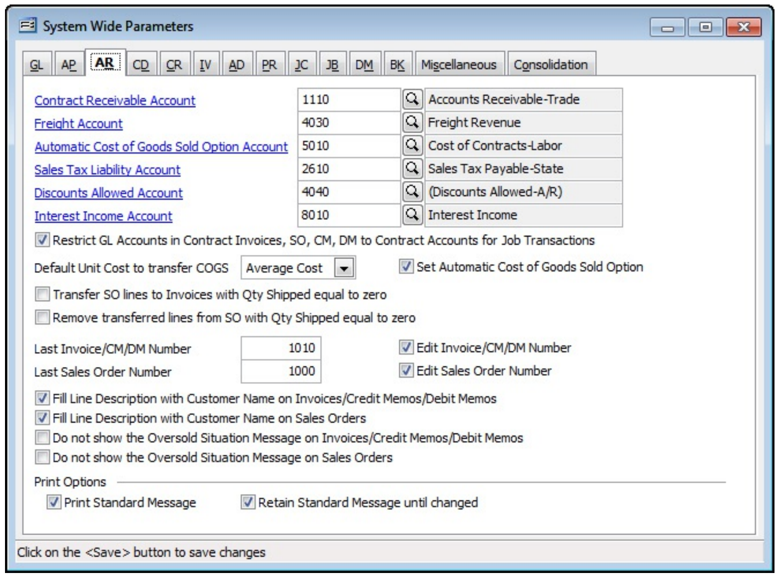
AR Tab

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
Administrator, System Wide Parameters, AR tab screen form showing account and other options.



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.

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® 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® 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® 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® 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® 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® 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® will automatically enter the customer name in the description field for invoices, credit memos, and debit memos.

Fill Line Description with Customer Name on Sales Orders
When the option is marked, BIS® will automatically enter the customer name in the description field for sales orders.

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.

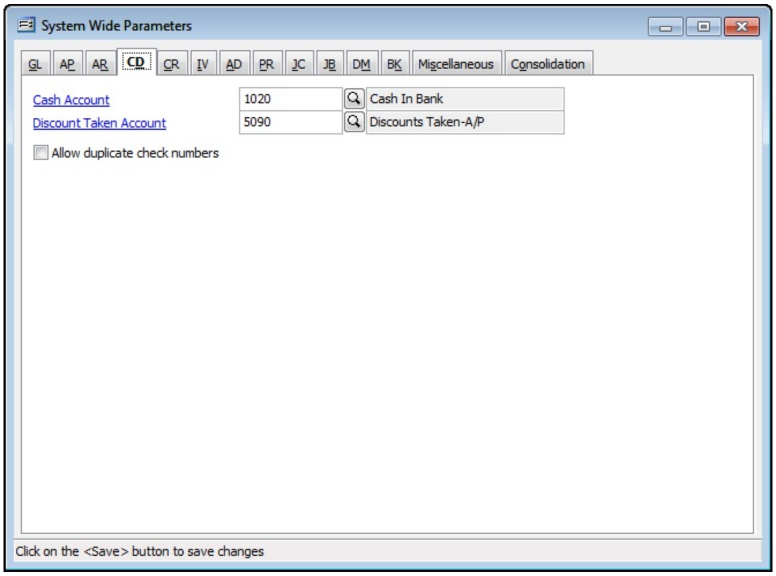
CD Tab

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.



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

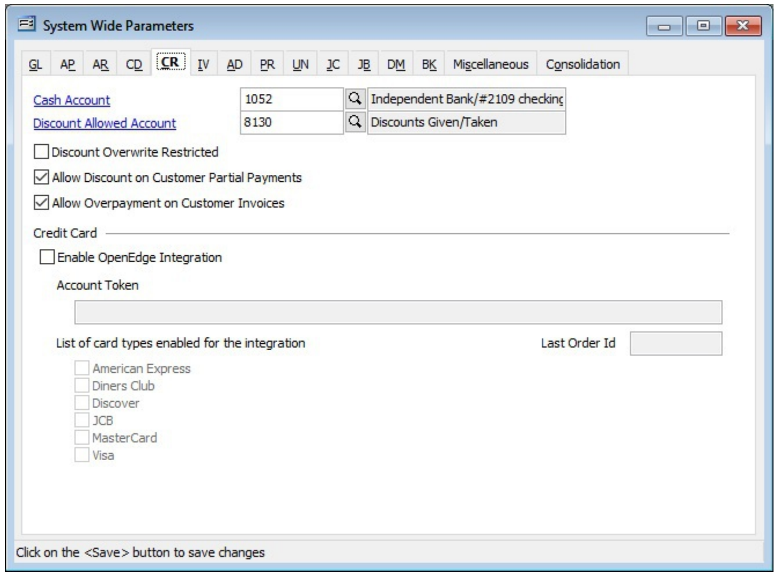


Figure: Install-99
Administrator, System Wide Parameters, CR tab screen form showing account options.

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.

Tip The IA tab will only be available if the Inventory module is installed.

Menu Access

Administrator | System Wide Parameters | IA Tab

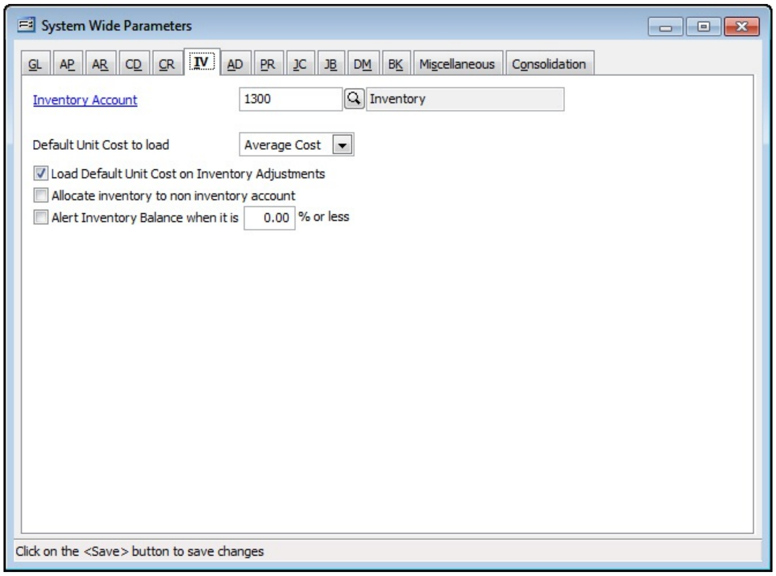


Figure: Install-100 Administrator, System Wide Parameters, IA tab screen form showing account options.

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.

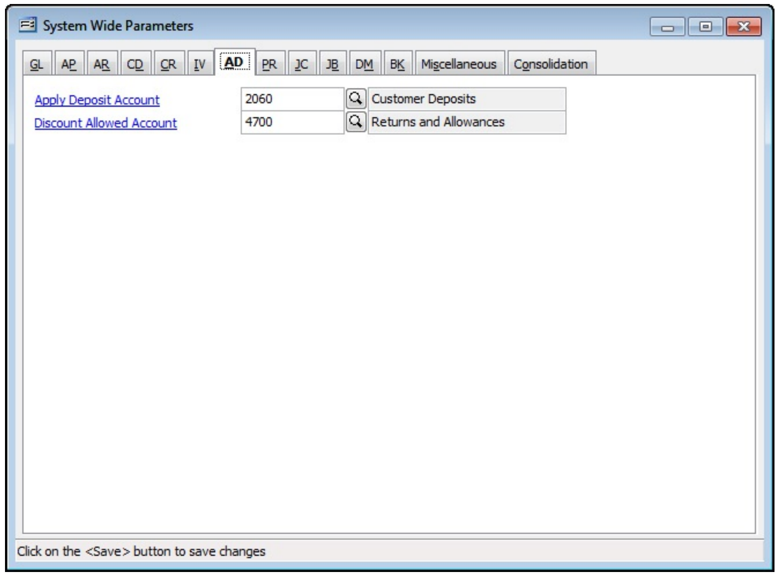
AD Tab

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.



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.

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

Menu Access

Administrator | System Wide Parameters | PR Tab

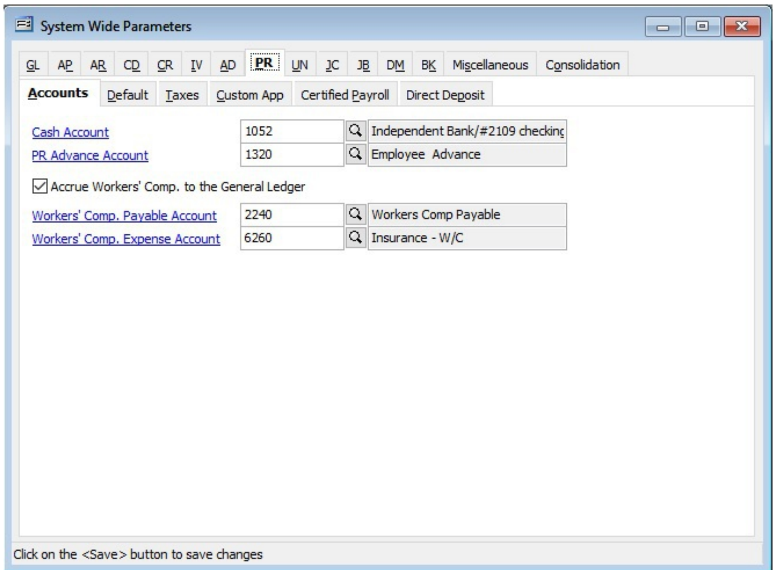


Figure: Install-102
Administrator, System Wide Parameters PR tab Accounts sub-tab screen form.

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.

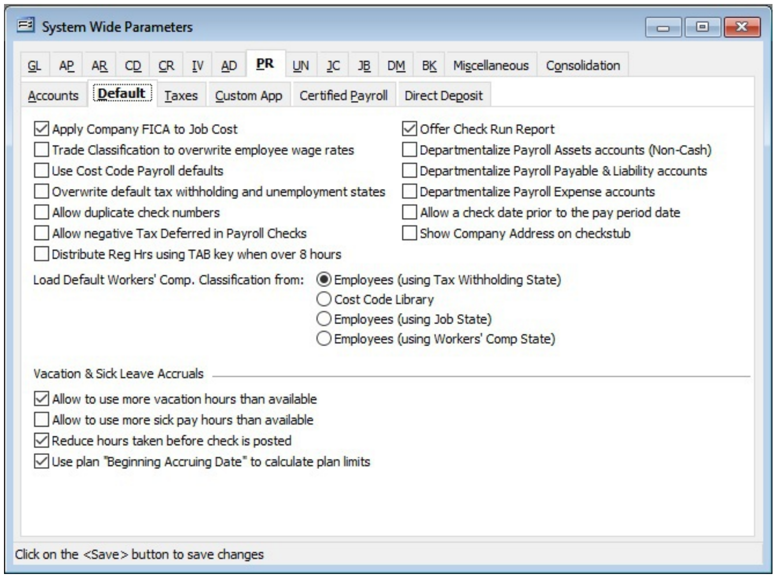
Workers' Comp. Payable Account

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.

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.

Figure: Install-102A Administrator, System Wide Parameters PR tab Default sub-tab screen form.



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.

Figure: Install-103
Information box when a Department box is checked in the PR tab of System Wide Parameters.

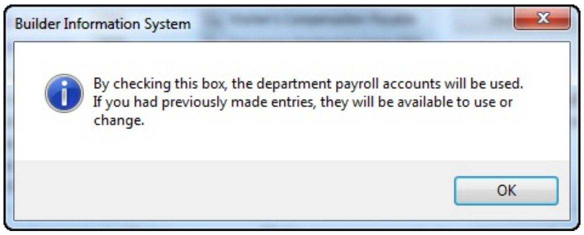
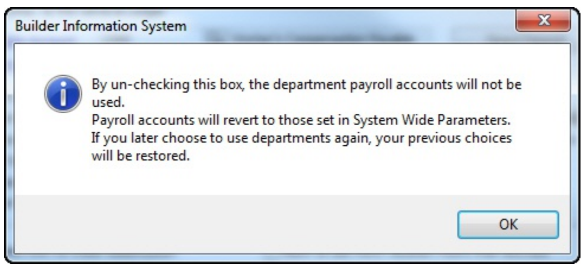


Figure: Install-104
Information box when a Department box is unchecked in the PR tab of System Wide Parameters.



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.

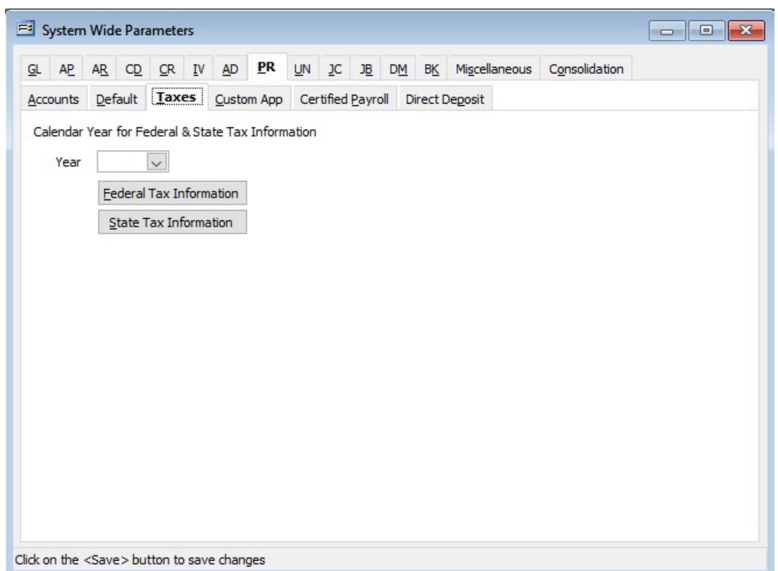
Allow to Use More Vacation Hours than Available
Selecting this the option allow the employee to use more sick pay than available or accrued.

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.

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® 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.

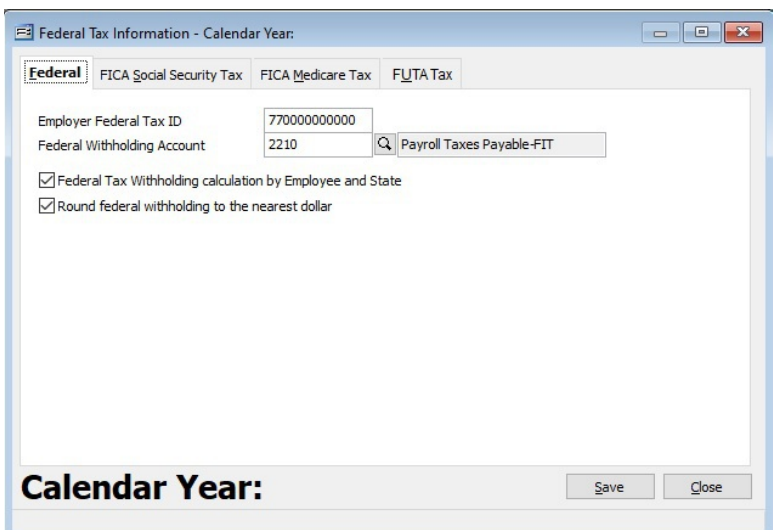


Figure: Install-105 System Wide Parameters PR tab, Federal Tax Information, Federal tab screen form.

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.

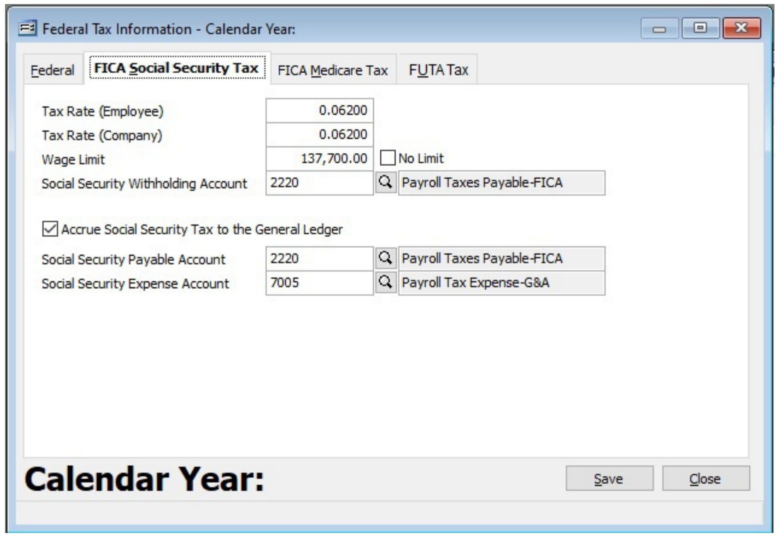
Federal Tax Information – FICA Social Security Tax Tab

The FICA Social Security Tax tab is used for recording detailed information related to Federal Insurance Contributions Act (FICA) Social Security withholdings.

Caution

> For BIS® to correctly compute the withholding amount for each employee, the data entered here must be accurate.

Figure: Install-106
System Wide Parameters PR tab, Federal Tax Information, FICA Social Security Tax tab screen form.



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® 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® 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.

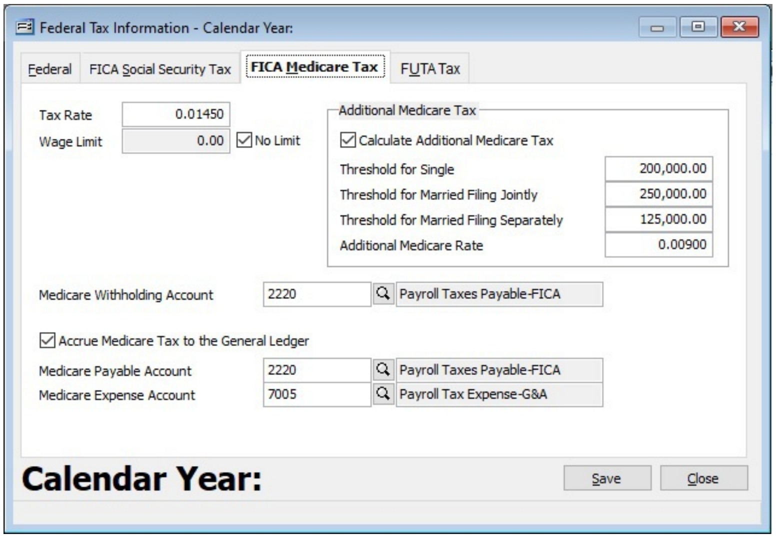
Federal Tax Information – FICA Medicare Tax Tab

The FICA Medicare Tax tab is used for recording detailed information related to Federal Insurance Contributions Act (FICA) Medicare withholdings.

Caution

> For BIS® to correctly compute the withholding amount for each employee, the data entered here must be accurate.

Figure: Install-107
System Wide Parameters PR tab, Federal Tax Information, FICA Medicare Tax tab screen form.



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® 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

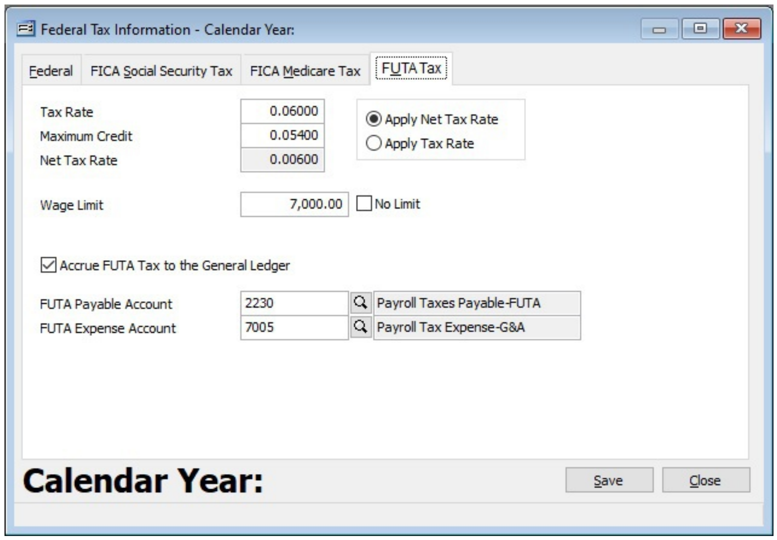
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

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.

> ⚠ **Caution**
>
> For BIS® to correctly compute the company's tax obligation for each employee, the data entered here must be accurate.

Figure: Install-108
System Wide Parameters PR tab, Federal Tax Information, FUTA Tax tab screen form.



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.

> ⚠ **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® 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.

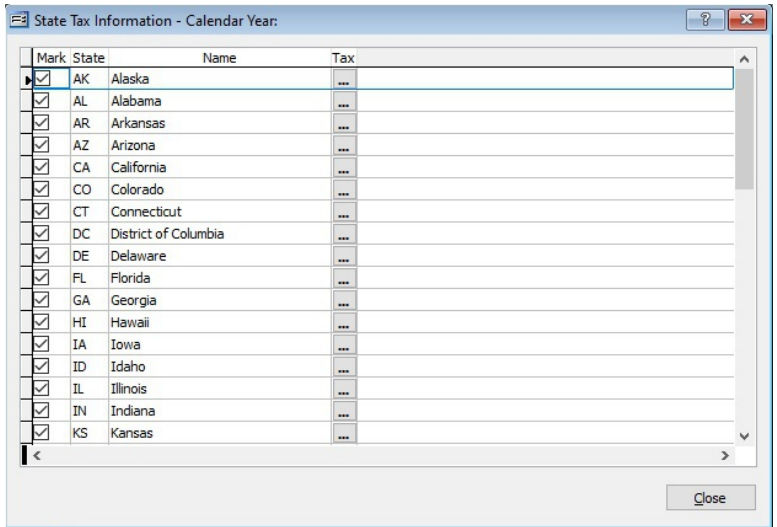
State Tax Information Button

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

Figure: Install-109
System Wide Parameters PR tab, State Tax Information screen form.



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

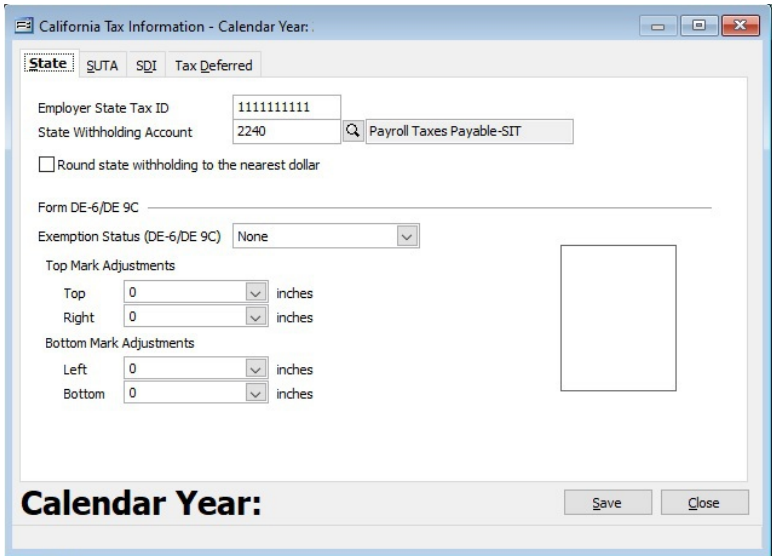
> The individual State Tax Information form must be properly completed for each state to be used for payroll before entering any payroll information. Failure to do so will result in incorrect computation of all payroll information. Care must be taken when completing the information to ensure the accuracy of the reports computed from it.

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

Figure: Install-110
System Wide Parameters PR tab, State Tax Information, State tab screen form.



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.

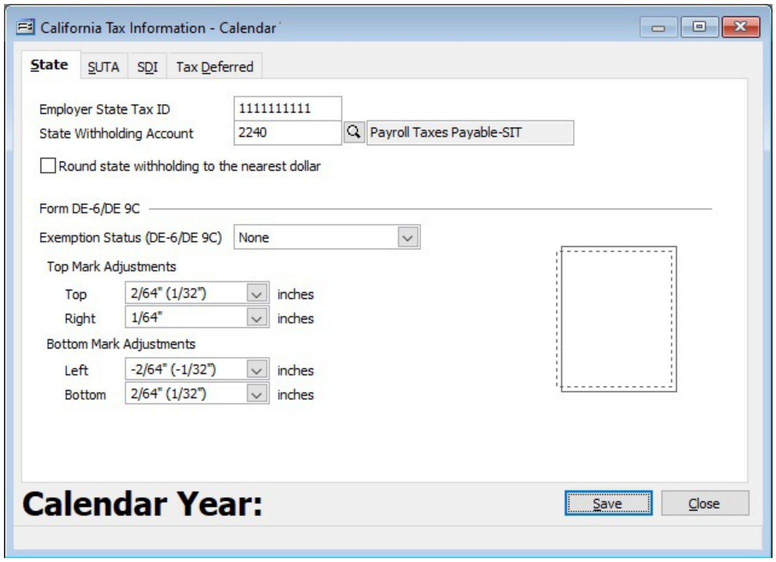
Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

State Tax Information – California State Tab

The State of California has a specific quarterly tax withholding form DE-6 that lists each employee. BIS® 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 -½” to +½”.

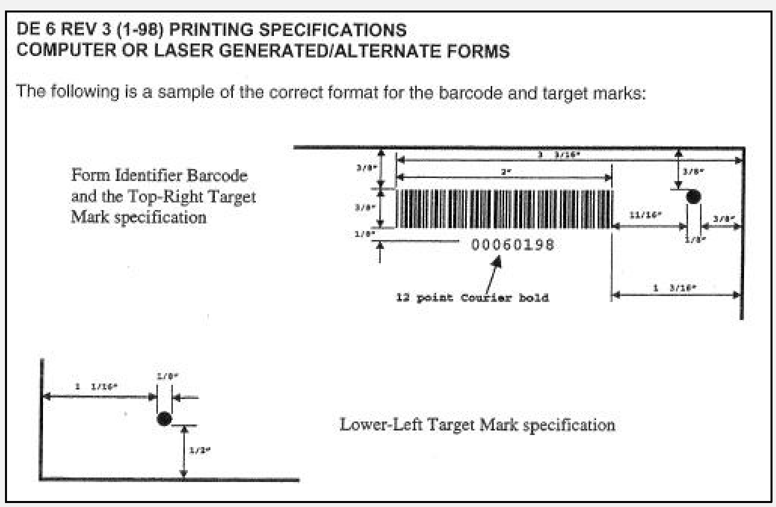
Figure: Install-111
System Wide Parameters PR tab, State Tax Information, California, State tab screen form.



A diagram is also included in the screen form to show the relative movement of the adjustment on the final print.

Caution

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..

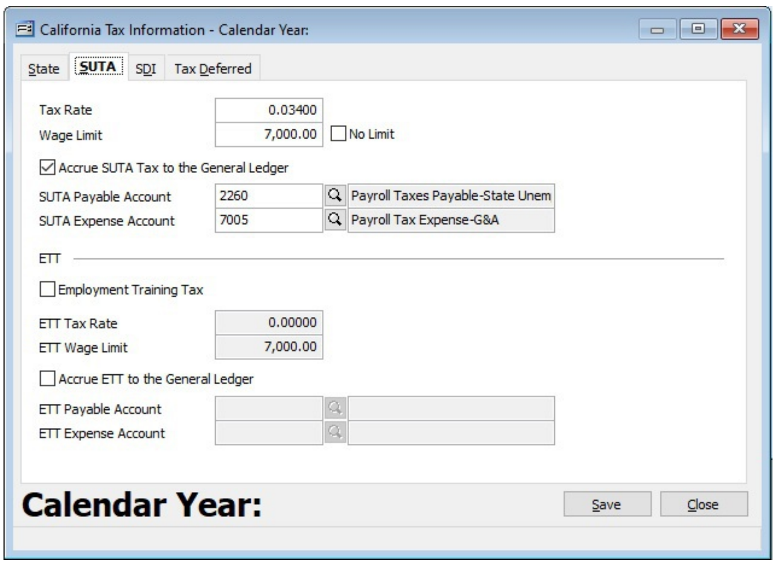
Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

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.

Caution

> For BIS® to correctly compute the company's state tax obligation for each employee, the data entered here must be accurate.

Figure: Install-112
System Wide Parameters PR tab, State Tax Information, SUTA Tax tab screen form.



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® 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® 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.

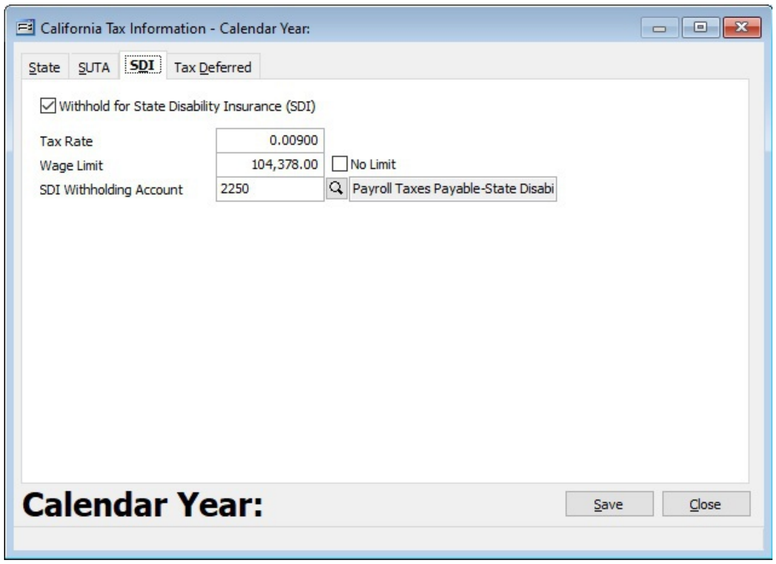


Figure: Install-113
System Wide Parameters PR tab, State Tax Information, SDI Tax tab screen form.

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® 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.

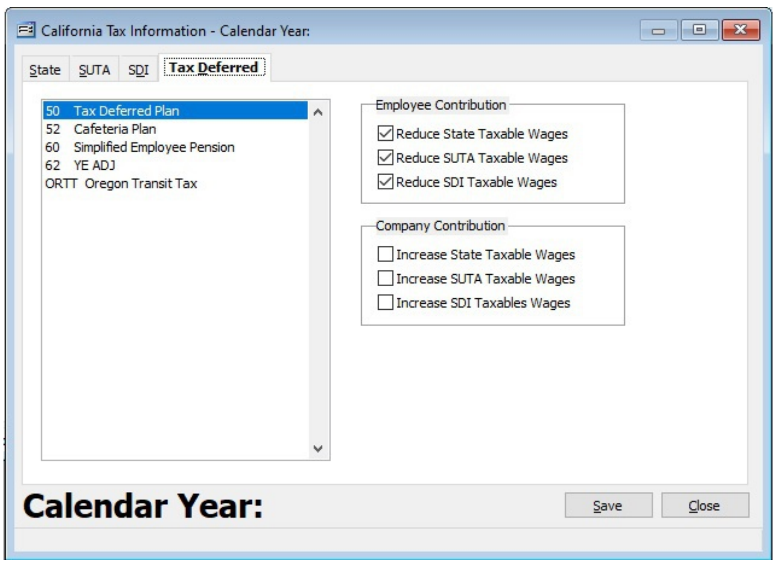
Caution

For BIS® 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®. 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

Figure: Install-114
System Wide Parameters PR tab, State Tax Information, Tax Deferred tab screen form.



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.

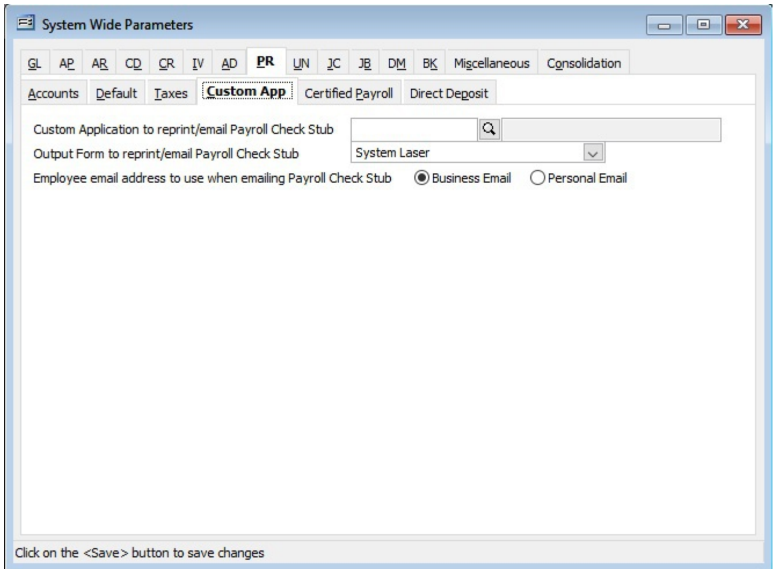
Save the Changed Record

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 PR tab, Custom App Sub-tab form.



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.

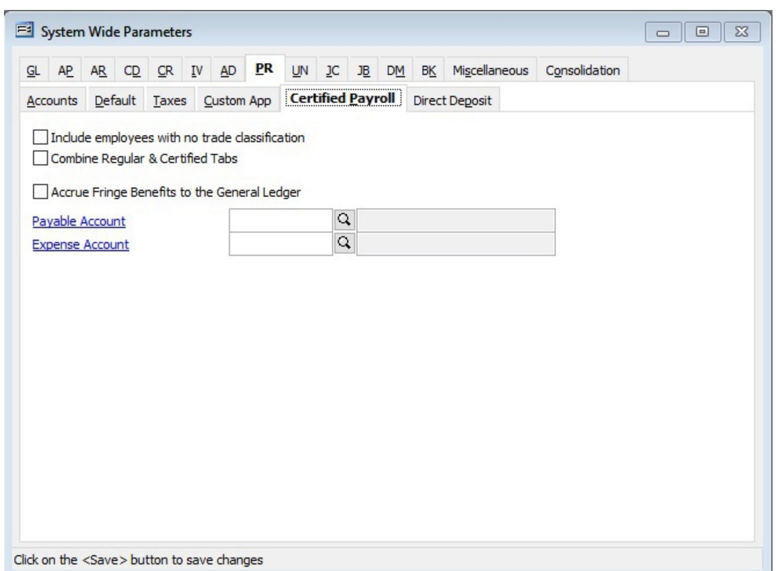
Employee email address to use when emailing Payroll Check Stub

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.



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.

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® 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.

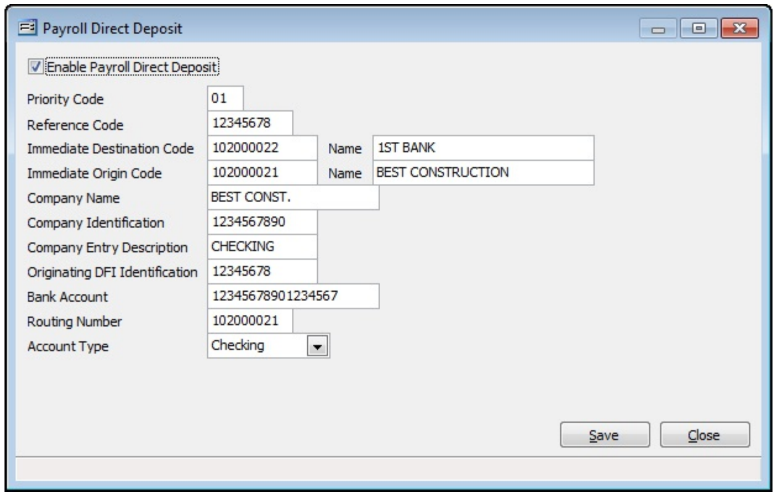
To enable Direct Deposit within the system, the Enable Direct Deposit check box found in three sections must be activated:

- 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

Figure: Install-115
System Wide Parameters PR tab, Direct Deposit screen form.



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 *A*utomated *C*learing *H*ouse *A*ssociation)
DFI: *D*epository *F*inancial *I*nstitution
ODFI: *O*riginating *D*epository *F*inancial *I*nstitution
RDFI: *R*eceiving *D*epository *F*inancial *I*nstitution

The fields are left justified if the data is less than the character length provided. The fields used in BIS® 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®, 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®, 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.

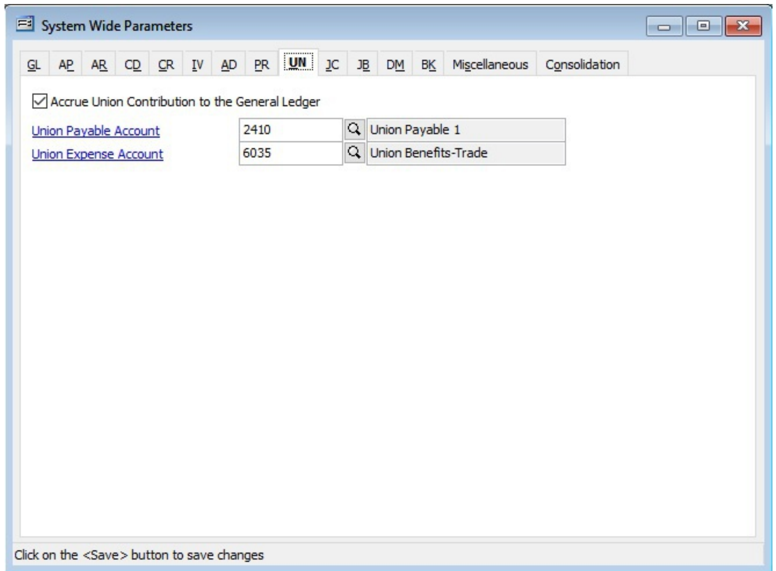
Account Type
The is a BIS® program selection item of two potential choices: Payroll and Savings. Choosing one or the other is mandatory.

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.



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

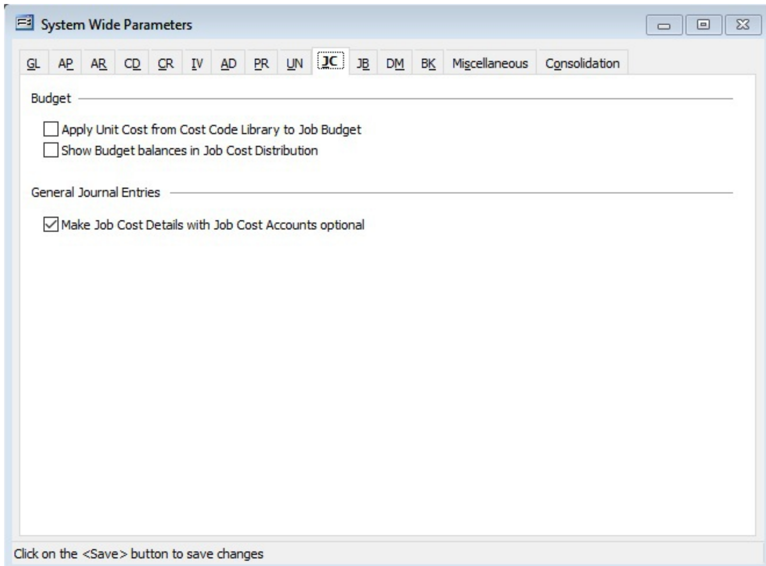


Figure: Install-116
Administrator, System Wide Parameters, JC tab screen form.

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.

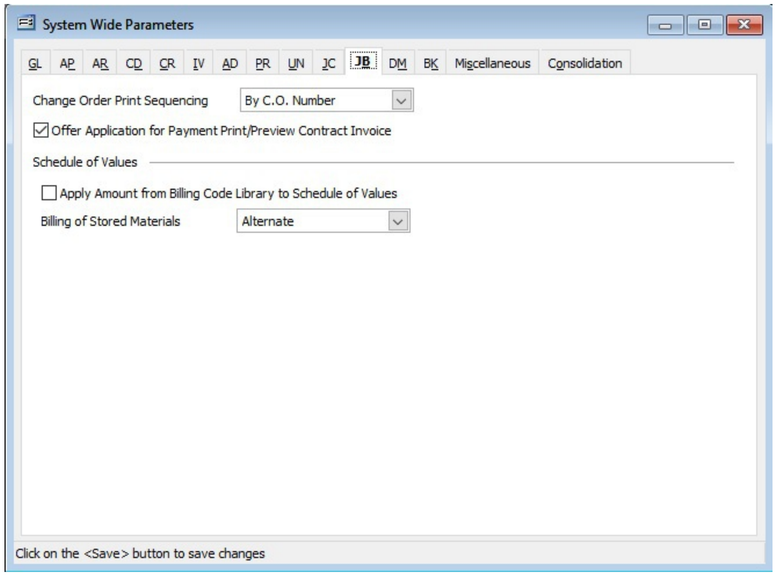
Tip

> 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
Administrator, System Wide Parameters, JB tab screen form.



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

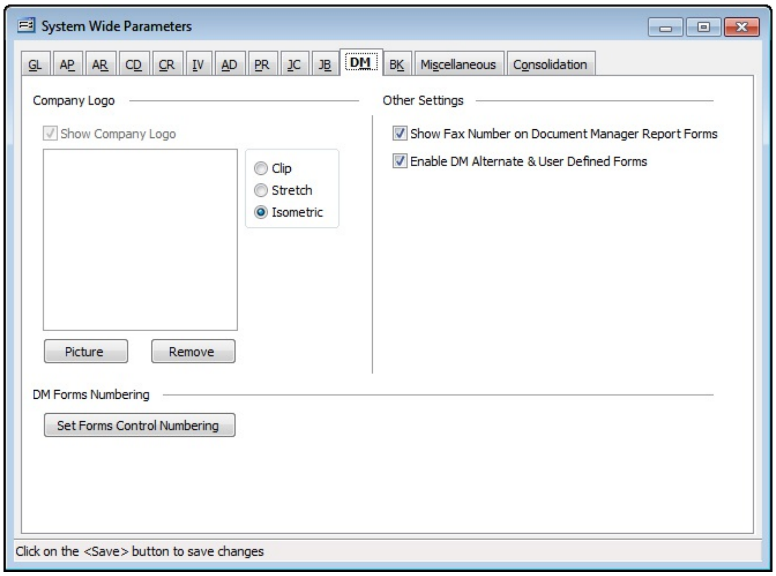
The Document Manager tab of the System Wide Parameters contains settings that affect the Document Manager module, if installed.

Tip The DM tab is only available if the Document Manager module is installed.

Menu Access

Administrator | System Wide Parameters | DM Tab

Figure: Install-118
Administrator, System Wide Parameters, DM tab screen form.



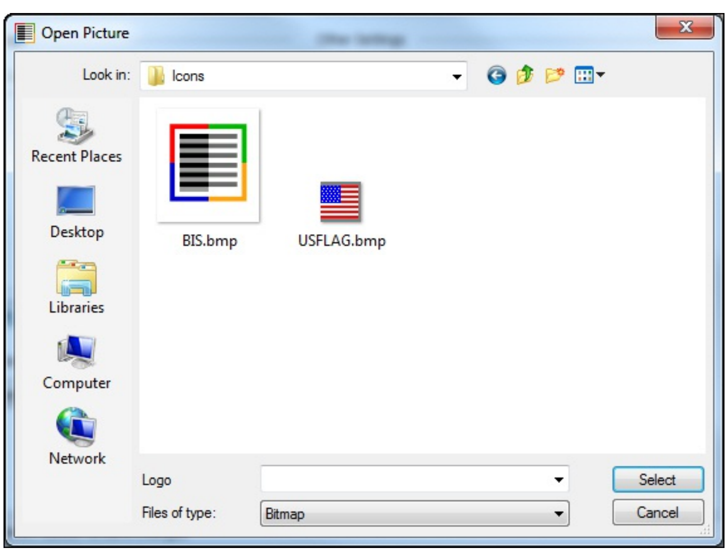
Show Fax Number on Document Manager Report Forms

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.

Figure: Install-119
Administrator, System Wide Parameters, DM tab, Open Picture screen 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

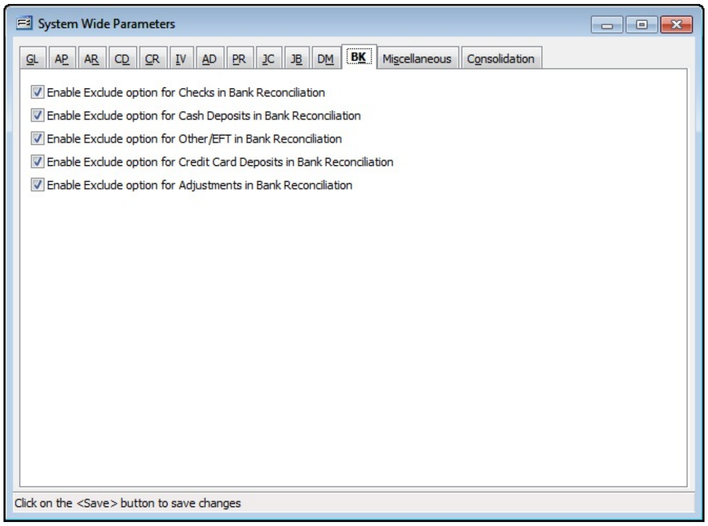
The Bank Reconciliation tab of the System Wide Parameters contains settings that affect the processing of bank reconciliations. The Exclude enables the user to exclude the checked items from be included in the reconciliation. Once checked, these items may optionally also be hidden from view.

Tip The BK tab is available only if the Bank Reconciliation module is installed.

Menu Access

Administrator | System Wide Parameters | BK Tab

Figure: Install-121
Administrator, System Wide Parameters, BK tab screen form showing account options.



Tip The Exclude Options are primarily intended for use by legacy BIS® 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

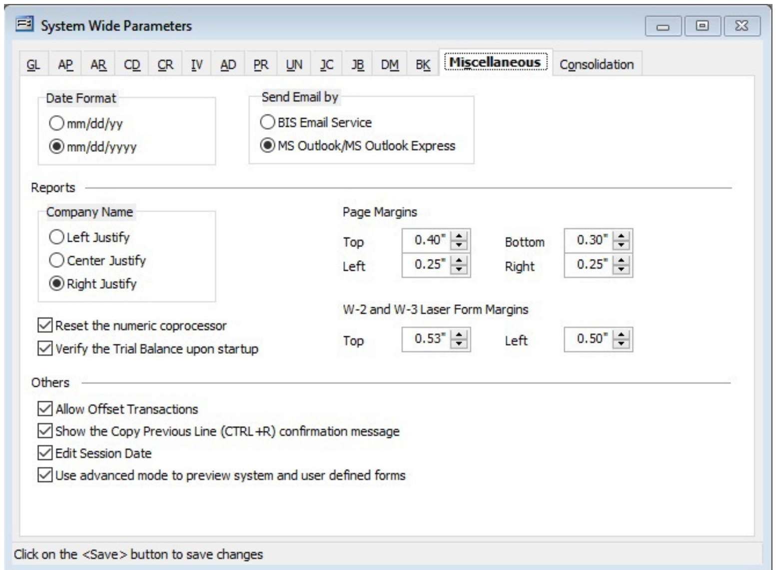


Figure: Install-122 Administrator, System Wide Parameters, Miscellaneous tab screen form showing account options.

Date Format

Select between the two date formats are offered, mm/dd/yy and mm/dd/yyyy.

Send Email by

BIS® allows Professional and Enterprise Edition users to send emails from within BIS® with reports attached by two means, the internal BIS® Email Service, and Microsoft® Outlook® or Microsoft® Outlook® 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® as a multi-company 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® 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®, 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.

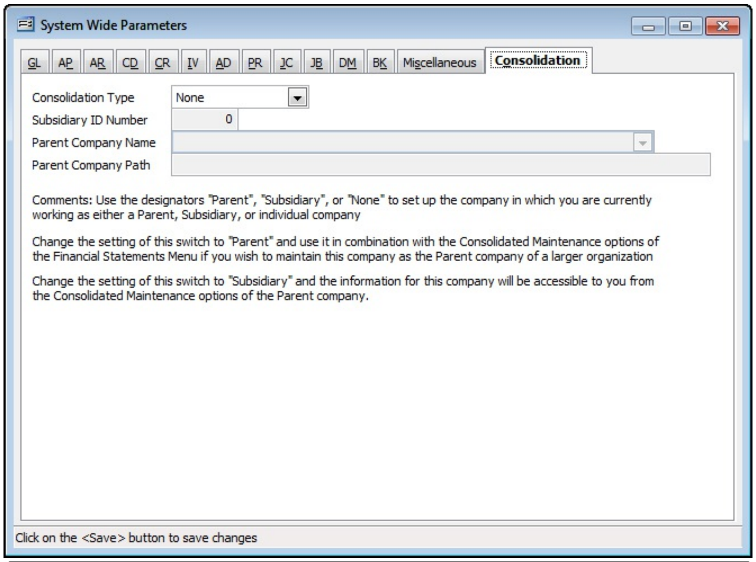


Figure: Install-124
Administrator, System Wide Parameters, Consolidation Tab with consolidation set as Parent.

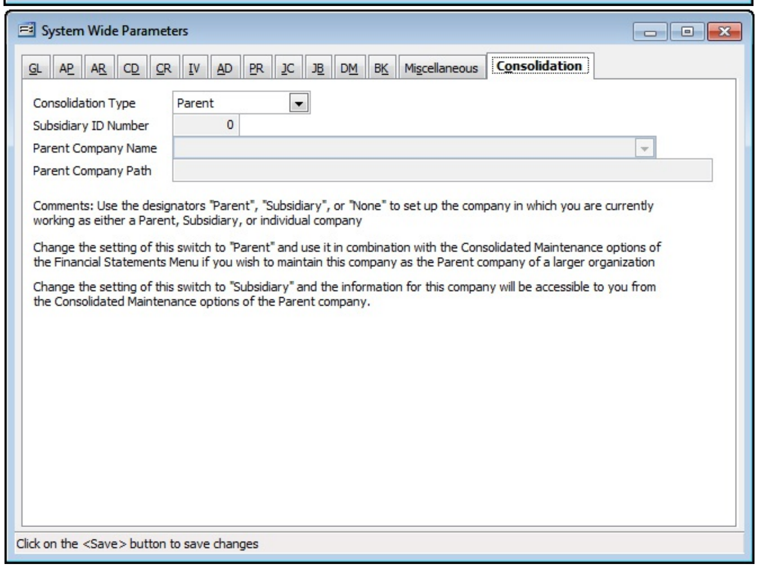
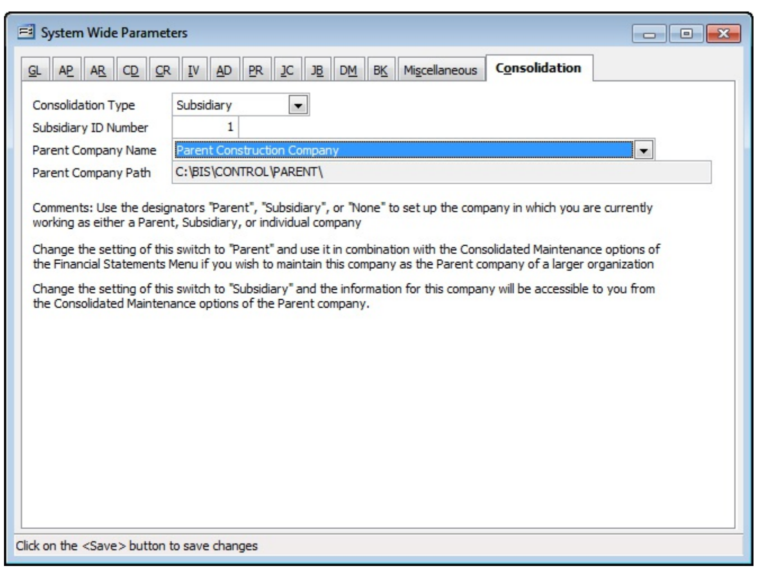


Figure: Install-125
Administrator, System Wide Parameters, Consolidation Tab with consolidation set as Subsidiary. Note that a Subsidiary Id Number, Parent Company Name, and Parent Company Path are needed to complete the record.



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.

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

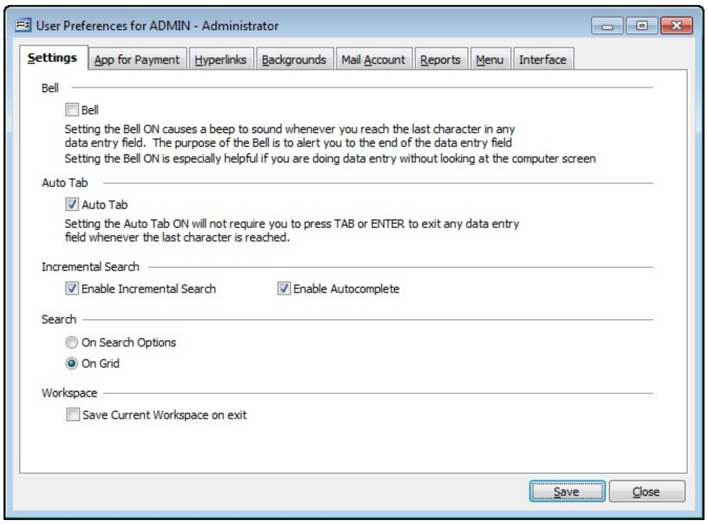


Figure: Install-126
User Preferences, Settings tab screen form.

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

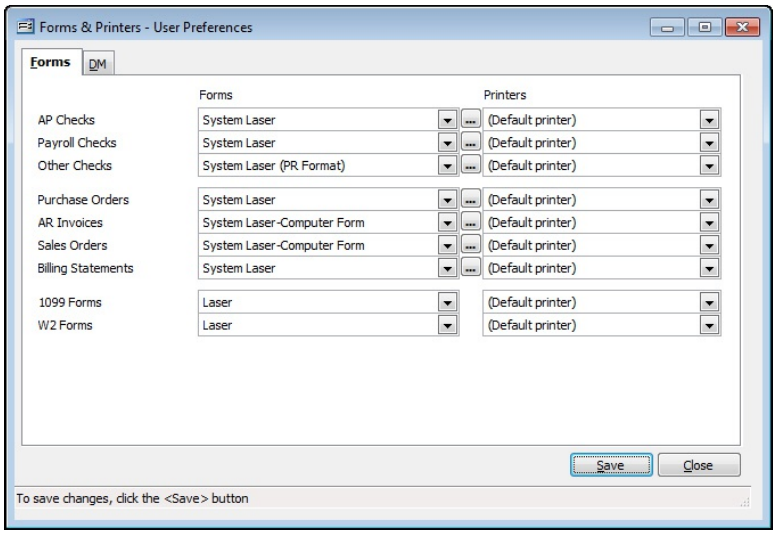
It is very important to set the printer for critical items like checks to a printer with limited access to other users.

Menu Access

Administrator | User Preferences | Forms

Open the forms tab of the User Preferences form.

Figure: Install-127
Administrator, User Preferences, Forms tab screen form showing form and printing options.



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 drop-down 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.

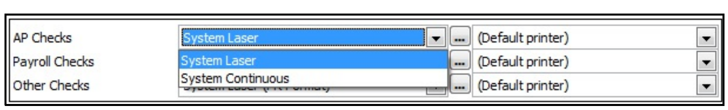


Figure: Install-128
AR Invoices drop-down showing optional default formats.

Payroll Checks

The option is used to select the user's default Payroll Check print format. The may be selected using the drop-down 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.

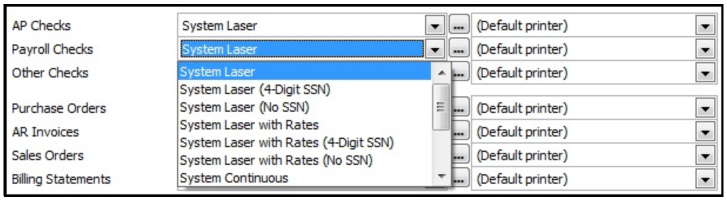


Figure: Install-129
Payroll Checks drop-down optional default formats.

Other Checks

The option is used to select the user's default Other Check print format. The may be selected using the 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.

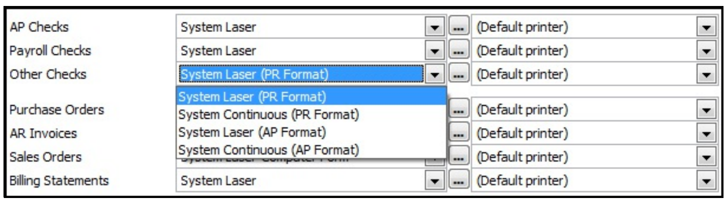


Figure: Install-130
Other Checks drop-down showing optional default formats.

Purchase Orders

The option is used to select the user's default Purchase Order print format. The may be selected using the drop-down 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.

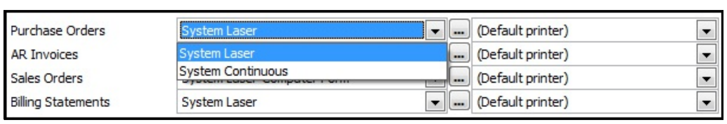


Figure: Install-131
Administrator, User Preferences Forms tab screen form showing the two System forms and one User Laser Purchase Order form.

AR Invoices

The option is used to select the user's default AR Invoice print format. The may be selected using the drop-down 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.

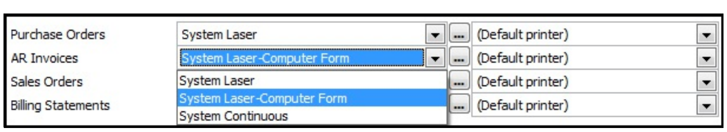


Figure: Install-132
AR Invoices drop-down showing optional default formats.

Sales Orders

The option is used to select the user's default Sales Order print format. The may be selected using the drop-down 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.

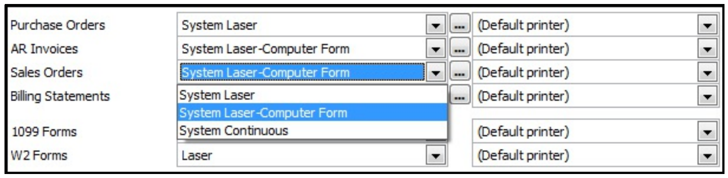


Figure: Install-133
Sales Orders drop-down optional default formats.

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.

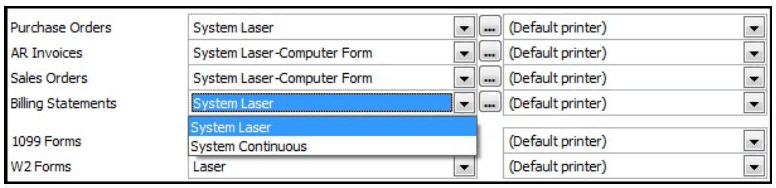


Figure: Install-134
Billing Statements drop-down optional default formats.

1099 Forms

The option is used to select the user's default 1099 Form print format. The may be selected using the drop-down 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 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.

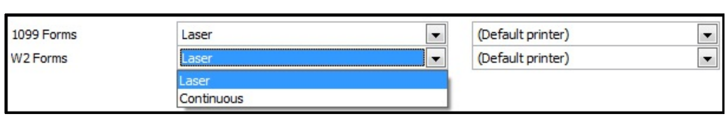
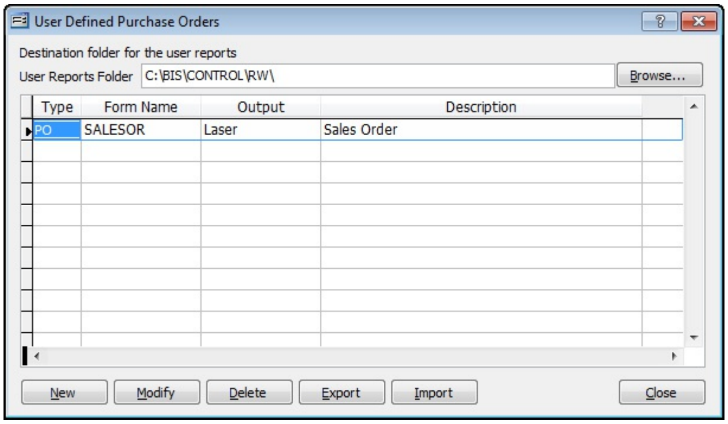


Figure: Install-136
W-2 Forms drop-down optional default formats.

Form Editor

The Edit Forms button is used to access the BIS® 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.



The Forms Editor function will be found in all editions of BIS® irrespective of modules.

Tip

> Refer to the Form Editor & Report Writer manual for detailed information about the Forms Editor use.

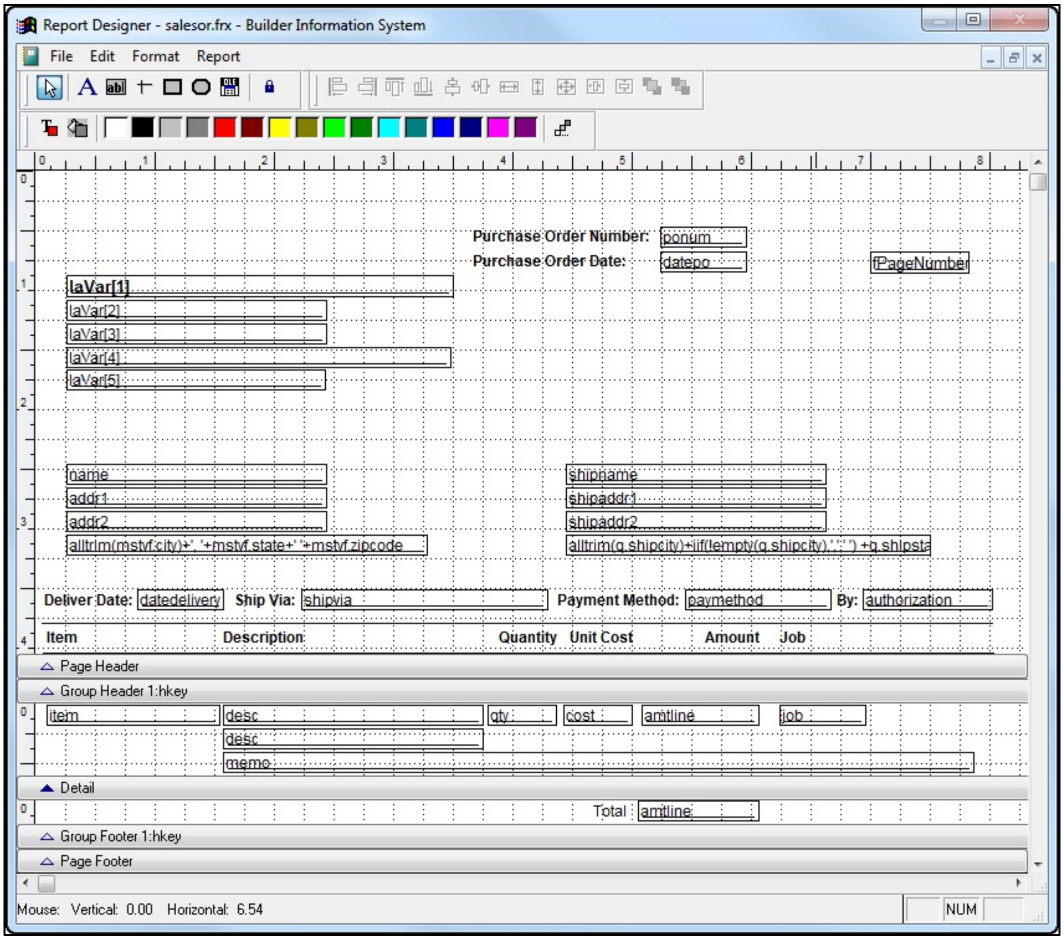


Figure: Install-138 Form Editor Report Designer showing the Laser Purchase Order format.

Figure: Install-138a
Sample Forms & Printers DM Tab screen form.

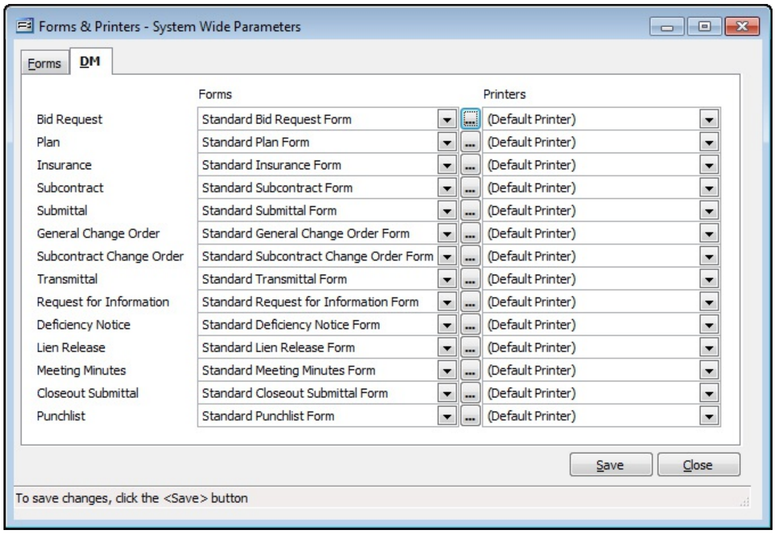


Figure: Install-138b
Sample DM Tab Form Editor, User Defined screen form to create a new form, modify, delete, export, or import a previously created user defined form.

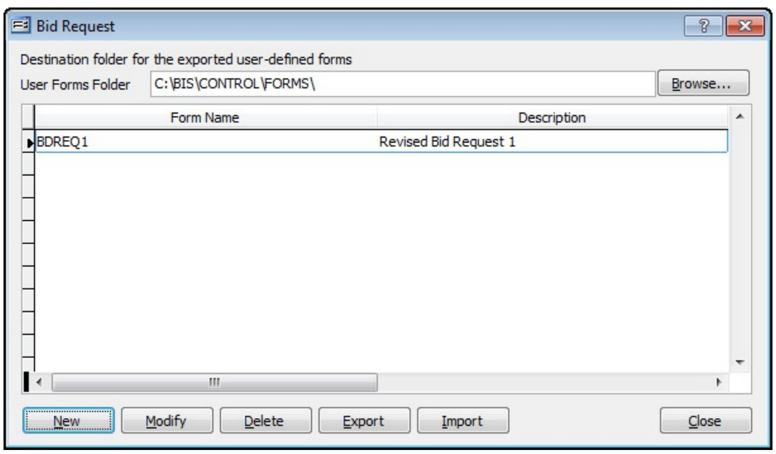


Figure: Install-138c
Sample of Form Editor for an existing DM form.

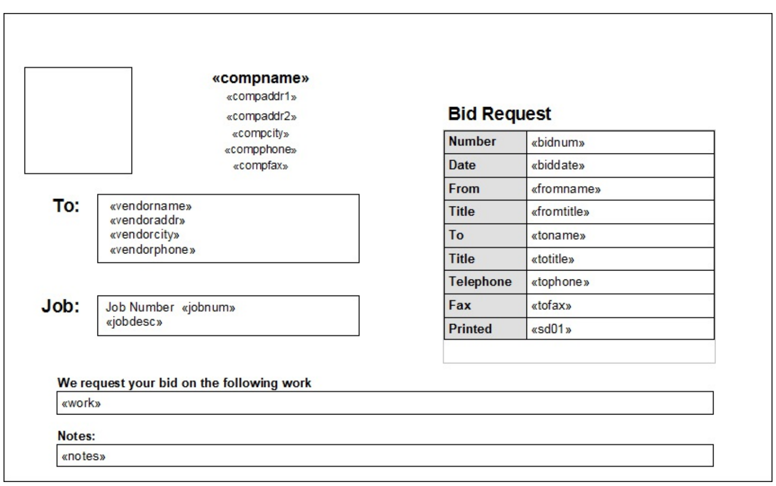
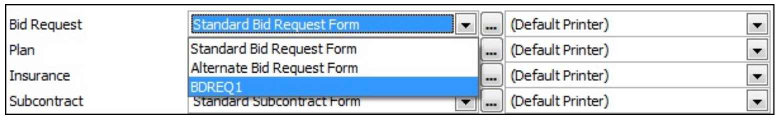


Figure: Install-138d
Bid Request drop-down optional default formats.



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®. The default printer used by BIS® 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 The tab is available only if the Job Billing module is installed.

Menu Access

Administrator | User Preferences | App for Payment

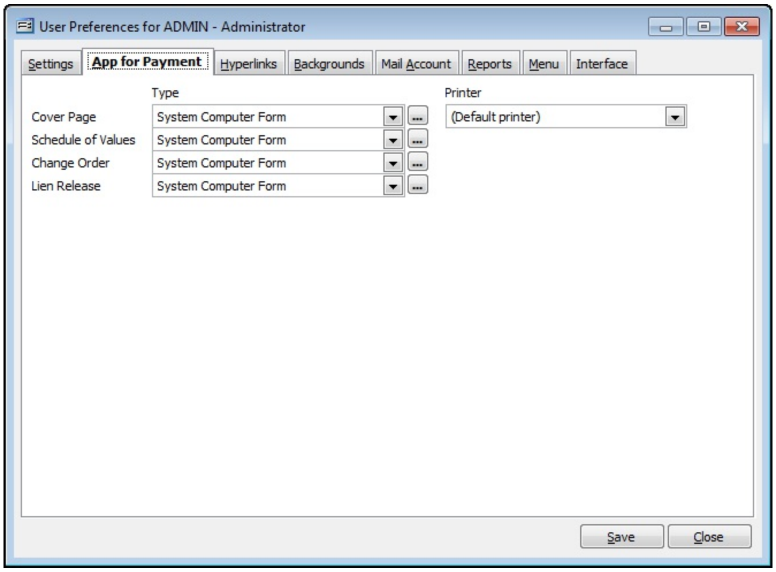


Figure: Install-139 Administrator, User Preferences, App for Payment tab screen form showing form and printing options.

Each of the forms in the tab is available in formats:

- System Computer Form – The format includes all headers and data.
- System AIA® Form – The format contains data only, intended for the older version of the form.
- AIA® 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 drop-down 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 drop-down tool. Initially, the feature uses a system default that can be modified by the user.

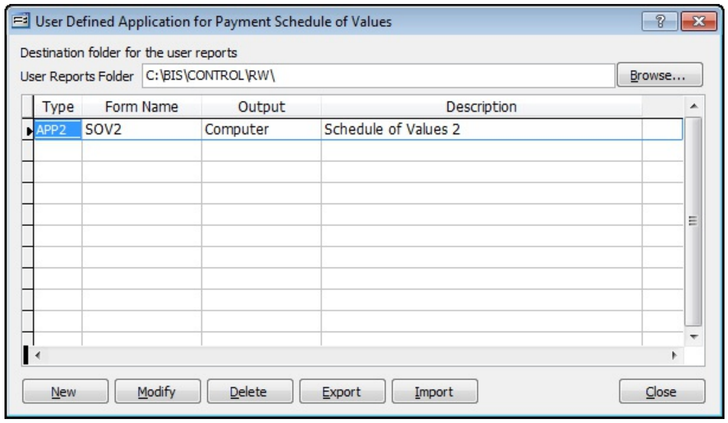
Form Editor

The button is used to access the BIS® 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® irrespective of modules.

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 user-defined form.



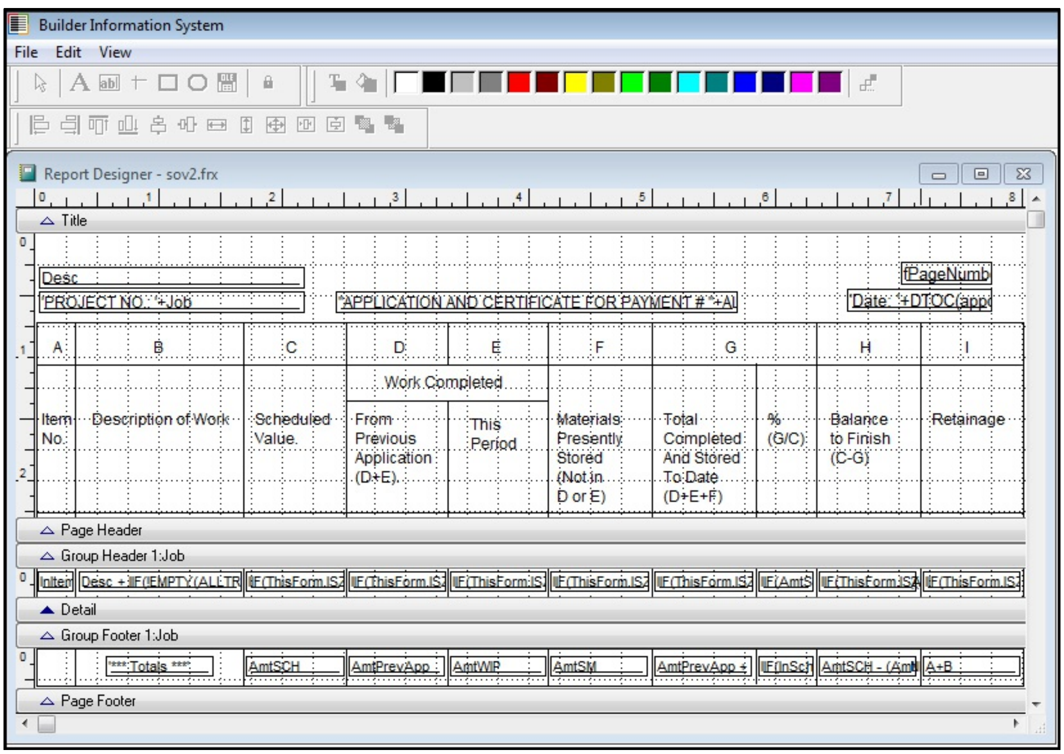


Figure: Install-141 Form Editor Report Designer showing the Laser Purchase Order format.

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®. The default printer used by BIS® 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.

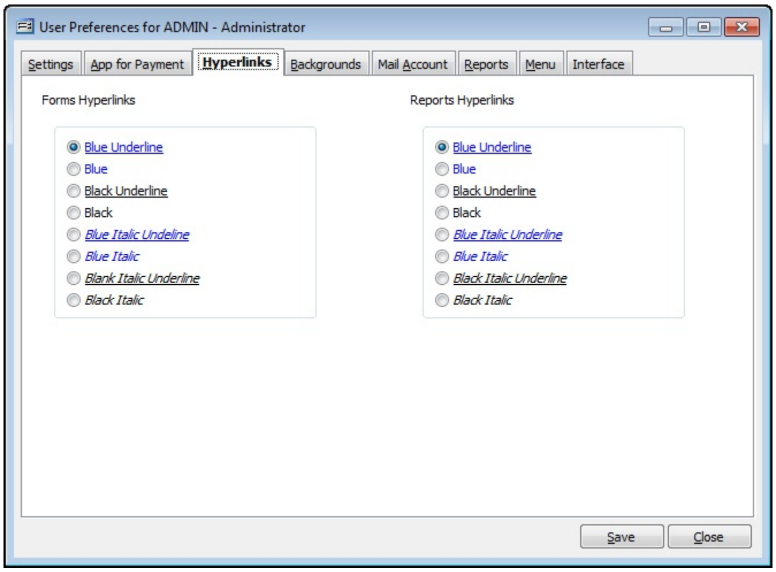
Hyperlinks Tab

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 +® that are covered in each manual's report section.

Menu Access

Administrator | User Preferences | Hyperlinks Tab

Figure: Install-142
User Preferences, Hyperlinks appearance screen form.



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.
- Select a standard or user-defined color from a color pallette.

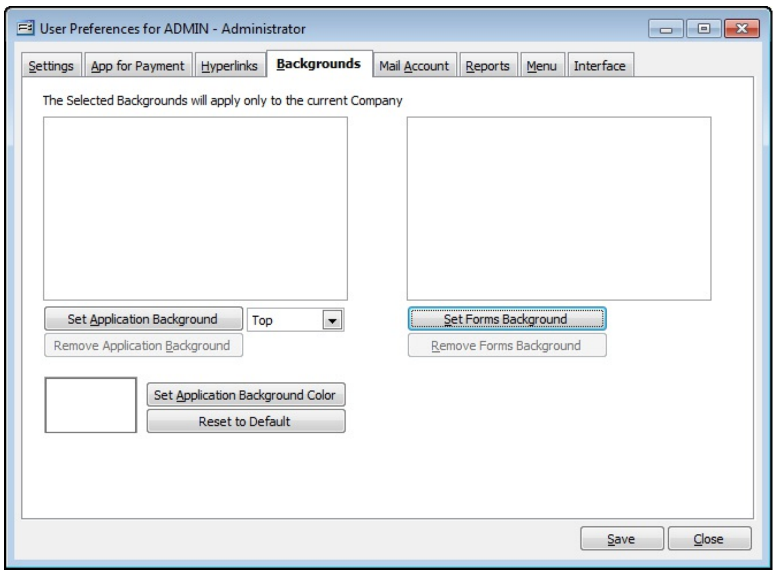
The Installation CD contains a Sample Files folder that contains a few alternate color and picture backgrounds that can be copied and used. The user is not limited to those supplied with the BIS® CD, but, the backgrounds must be BMP files.

Menu Access

Administrator | User Preferences | Backgrounds Tab

Tip The background color or image selected will apply only the current company open.

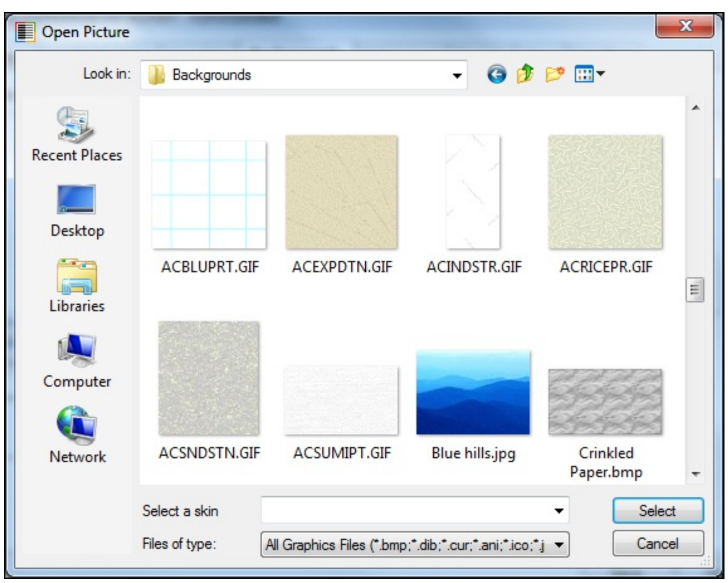
Figure: Install-143
User Preferences, Backgrounds Tab screen form.



Set Application Background/Set Forms Background

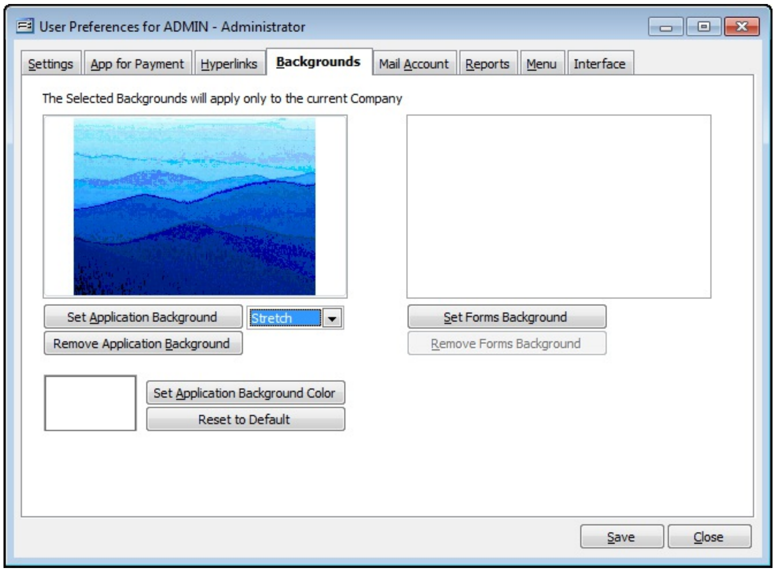
Clicking on either the Set Application Background or the Set Forms Background buttons will open an

Figure: Install-144
Use the Explorer® style applet to select the desired bitmap file to use as a background.



Explorer® style applet. Navigate to the folder containing the background files copied from the BIS® 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".

Figure: Install-145
The selected image will appear in the appropriate box.



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
- Top Right
- 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® style color selection pallette.

.

Figure: Install-146
Standard color pallette.

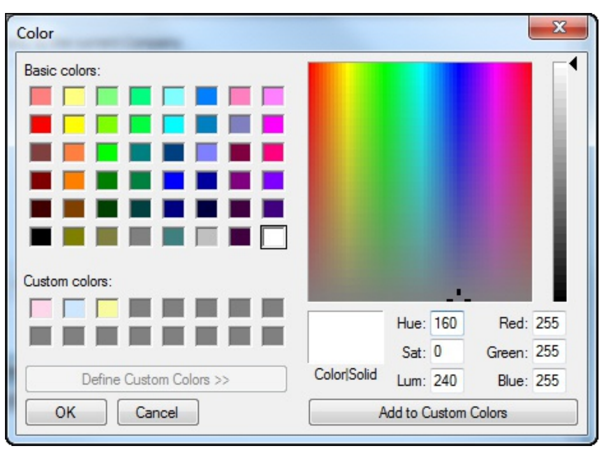
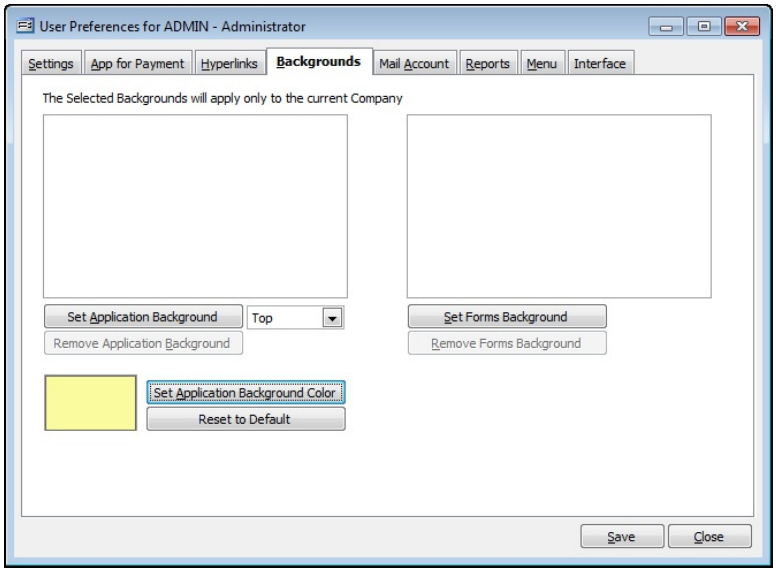


Figure: Install-147
Custom color pallette selection screen.

Once the color is selected, click on the OK button to accept it.

Figure: Install-148
The selected color appears in the small preview window of the User Preferences, Backgrounds tab screen form.



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® contain two methods of sending emails from within the program: the internal program email function, or Microsoft® Outlook® or Outlook Express®.

Tip

> The Mail Account tab is available to Professional and Enterprise Edition users.

If the user will be using the internal BIS® email functionality, the information on the screen should be completed.

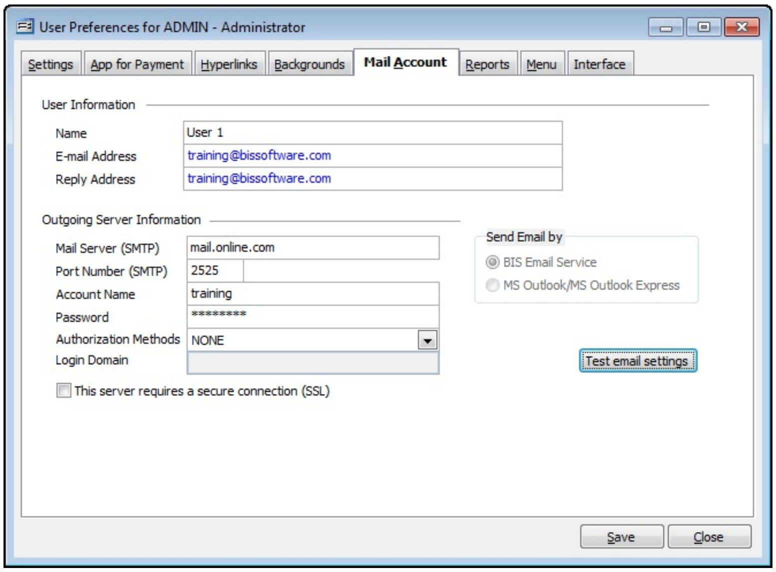
Menu Access

Administrator | User Preferences | Mail Account Tab

Tip

> 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® Outlook® (if installed), with the email address already in the "To" field.

Figure: Install-149
Mail Account setup screen form.



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.

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
- Login
- NTLM
- 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® Email Service or MS Outlook®/MS Outlook Express®.

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.

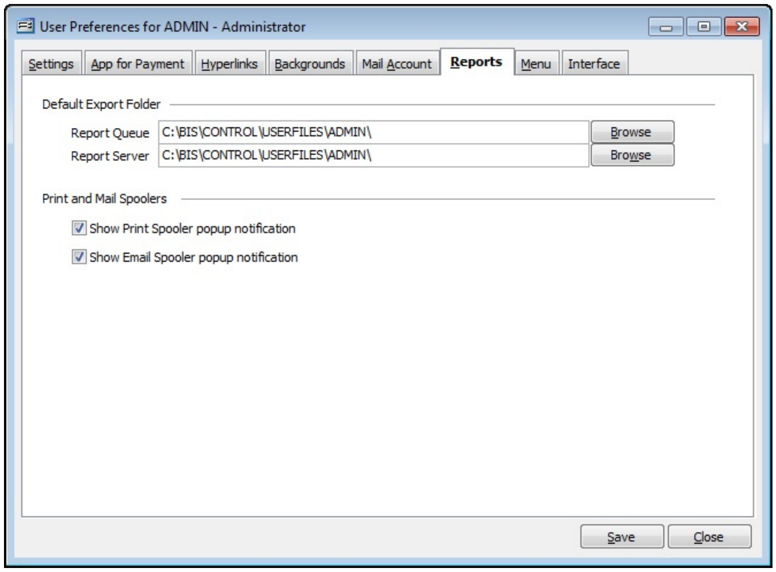
Reports Tab

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

Figure: Install-150
User Preferences, Reports tab settings screen form.



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® optionally can provide a slowly rising popup message about successful printing or emailing of reports. These messages are similar to that of Microsoft® Outlook®. 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.

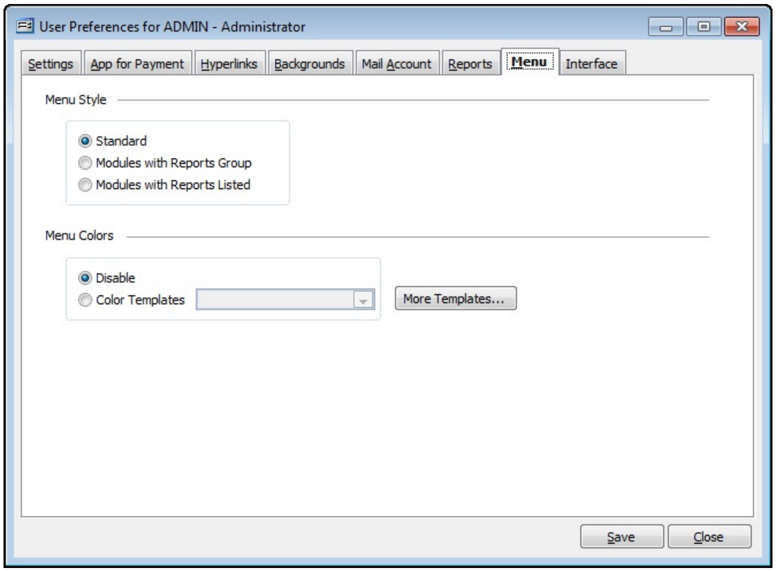
Menu Tab

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, Menu tab settings screen form.



Menu Style

Users can select the menu style that they may wish to use.

Standard

The Standard style is the BIS® legacy style that emulates Windows®.

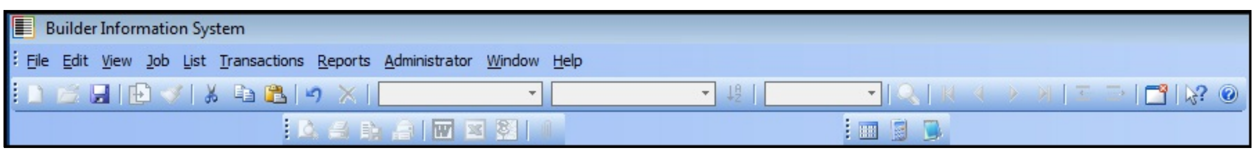


Figure: Install-152 BIS® Standard menu.

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.

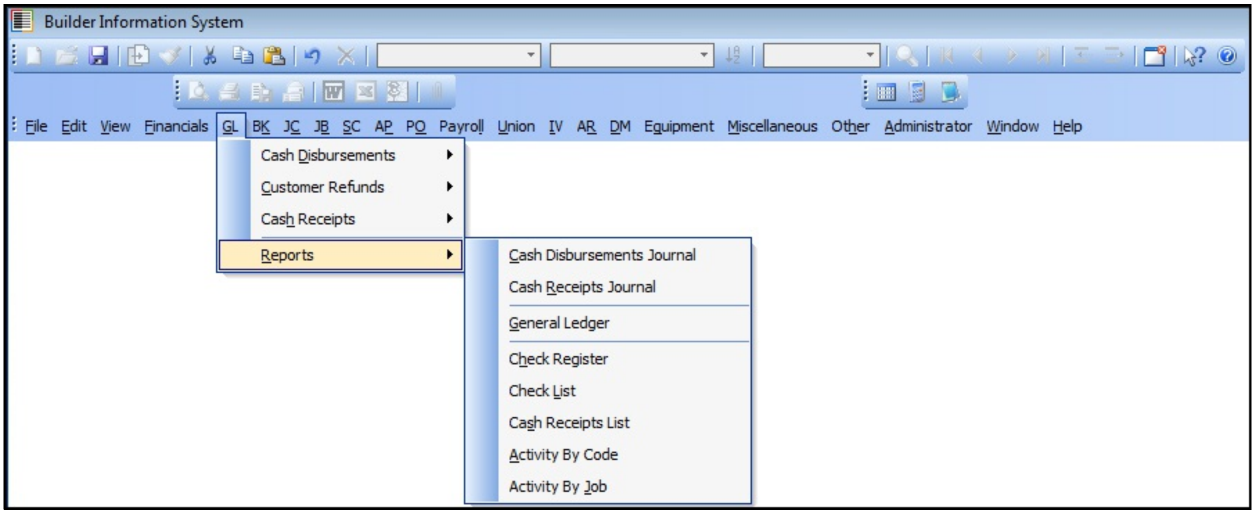


Figure: Install-153 BIS® Modules Menu with Reports Group.

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.

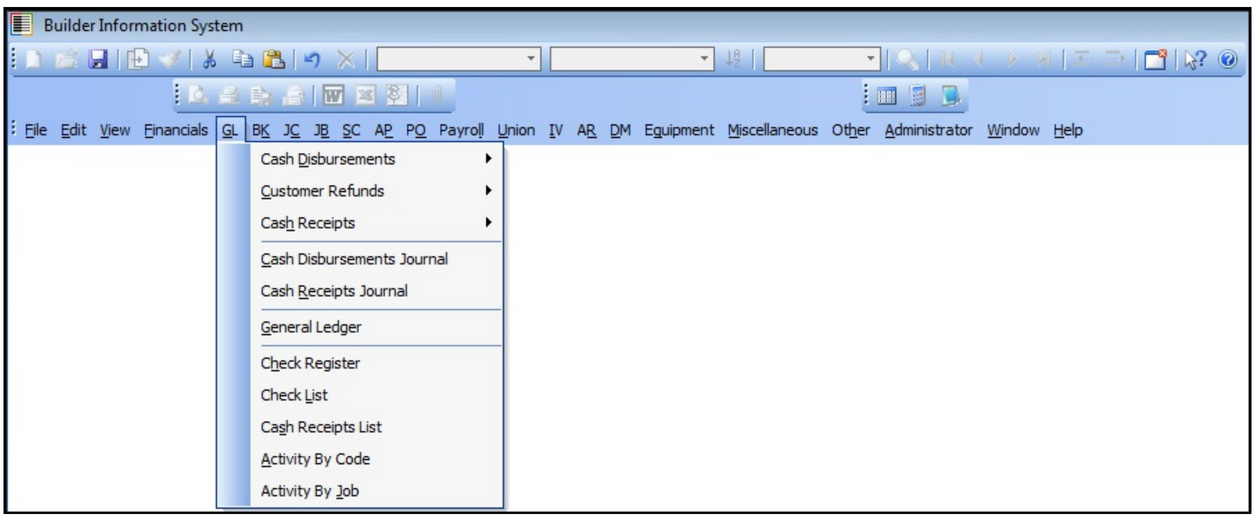


Figure: Install-154 BIS® Modules Menu with Reports List.

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®.

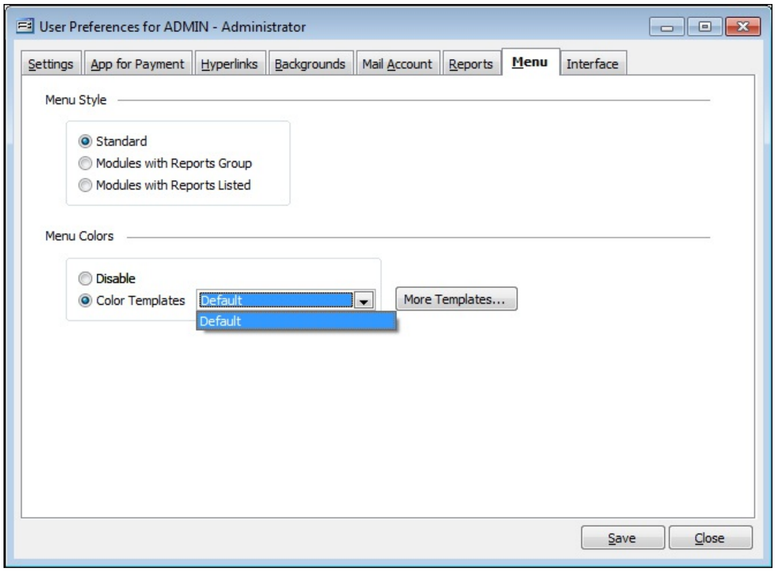
Disable

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 drop-down tool may be used to select a template.

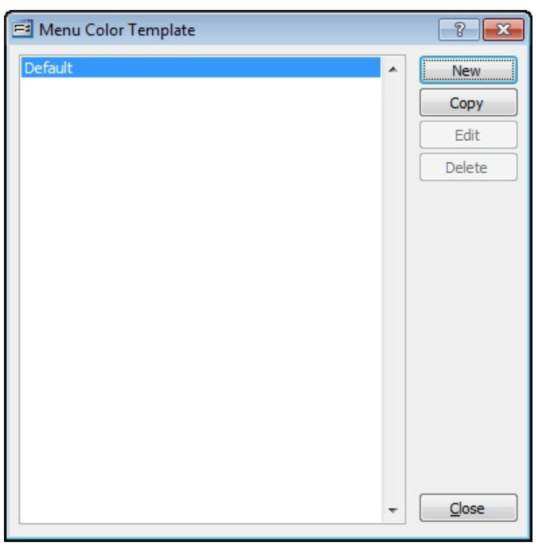
Figure: Install-155
User Preferences, Menu tab, Menu Colors, Template selection.



More Templates . . .

Click on the More Templates button to open the Menu Color Template sub-screen.

Figure: Install-156
User Preferences, Menu tab, Menu Colors, Template selection.



Menu Color Templates – New
User the button to create a new Menu Color Template.

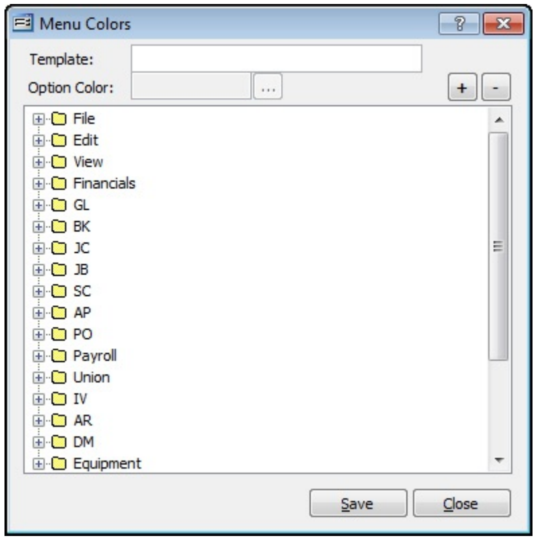


Figure: Install-157
User Preferences, Menu tab, Menu Colors, Template selection, Menu Colors screen form.

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® 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.

Option Color

Click on the Details button to open the standard Windows® style color selection pallette.

Figure: Install-158
Standard color pallette.

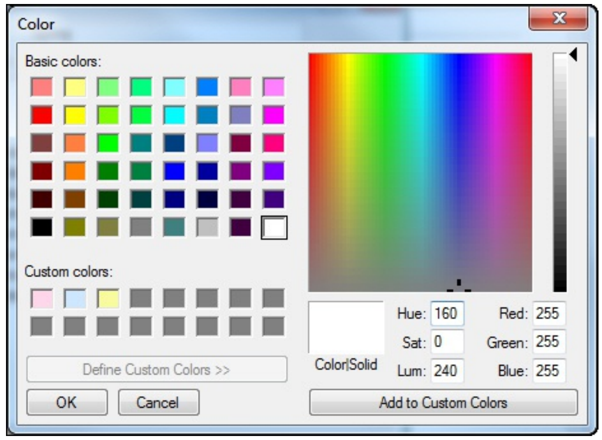
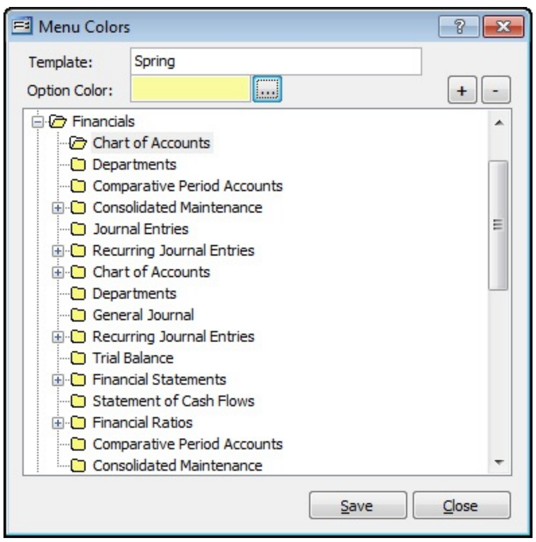


Figure: Install-159
Custom color pallette selection screen.

When the option color is selected, it is shown in the Option Color field.

Figure: Install-160
Menu Colors screen form sample showing sample color for the Chart of Accounts.



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.

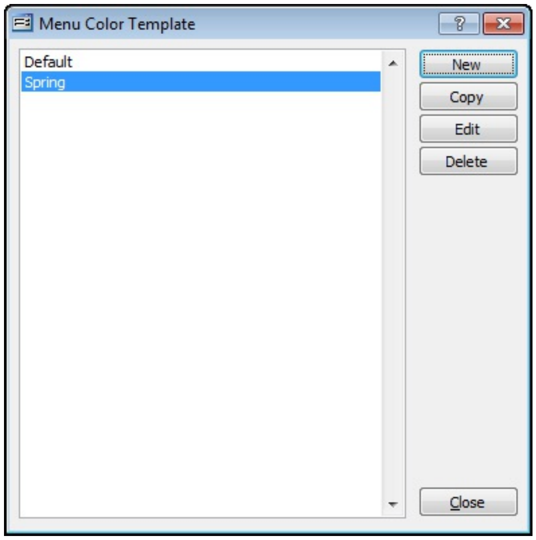


Figure: Install-161
Menu Color Template showing the newly created template.

Menu Color Templates – Copy

The Copy button may be used to copy and existing color template to be modified and saved with a new name.

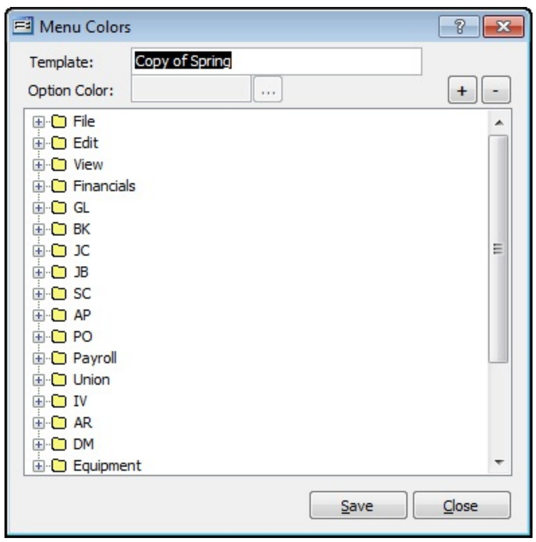


Figure: Install-162
Copied Menu Colors screen form sample.

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

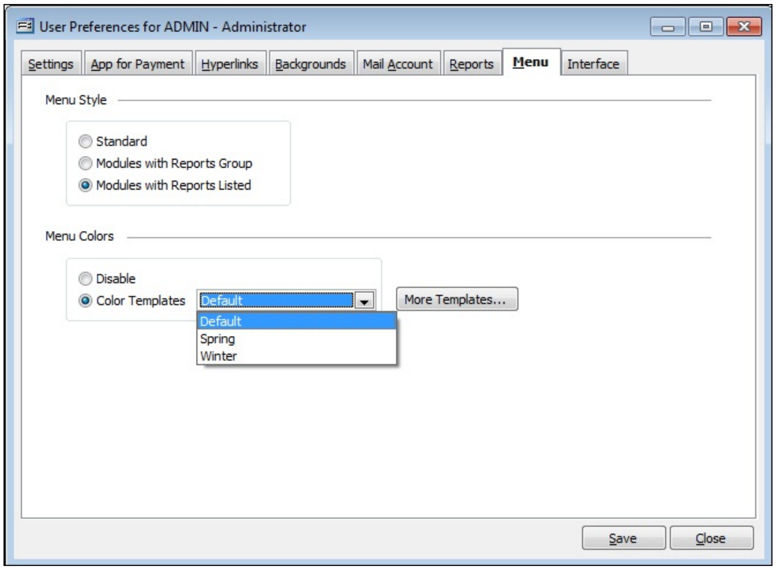
The delete button is used to remove a color template. The template must not be use if it is to be deleted.

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.

Figure: Install-163
User Preferences, Menu tab, Menu Colors showing newly saved color templates available for selection.



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.

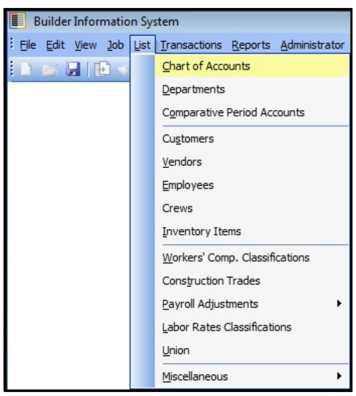


Figure: Install-164
Standard Menu showing the color selection for the Chart of Accounts.

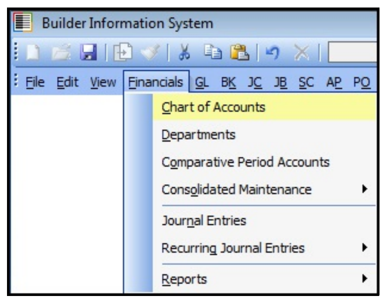


Figure: Install-165
Module Menu showing the color selection for the Chart of Accounts.

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.

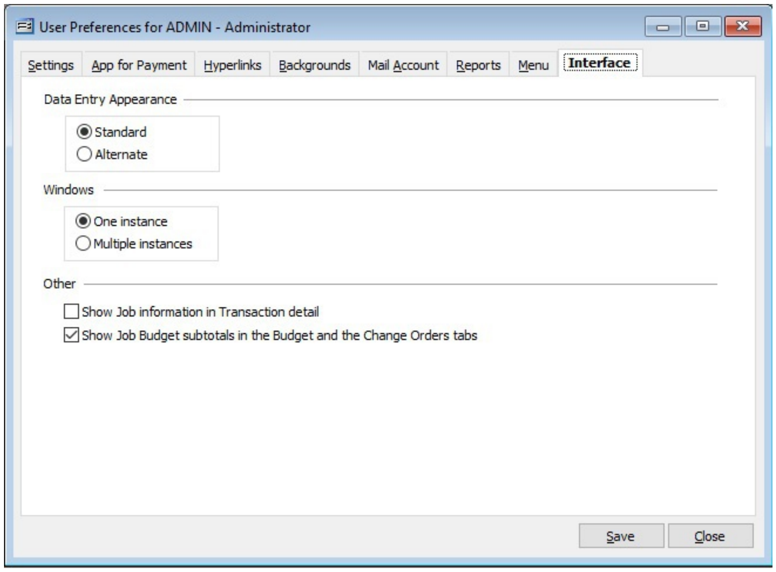
Menu Access

Administrator | User Preferences | Interface Tab

Menu Style

Users can select the menu style that they may wish to use.

Figure: Install-166
User Preferences, Interface tab settings screen form.



Button Appearance

 The image to the left is the result of choosing the 3D Button Appearance.

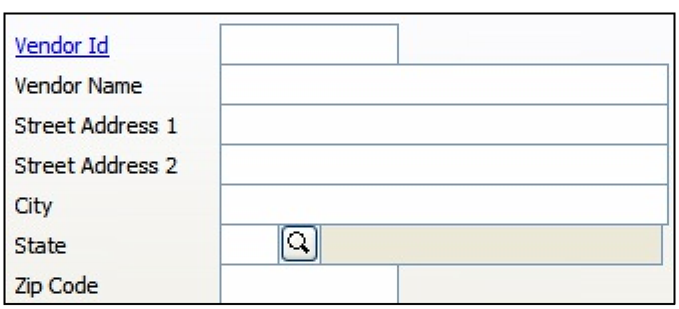
 The image to the left is the result of choosing the Flat Button Appearance.

Data Entry Appearance

Standard

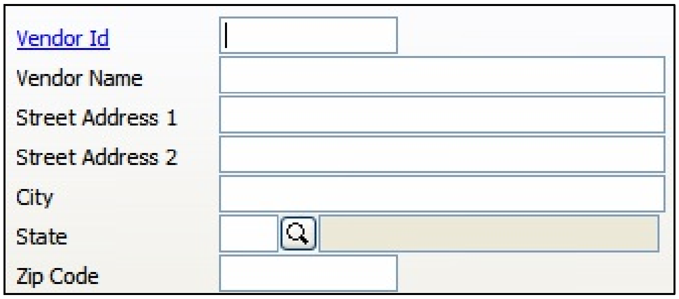
Selecting the Standard Data Entry Appearance results in data fields separated by a common line.

Figure: Install-167
Vendor address data entry fields showing the Standard Data Entry Appearance.



Alternate
Selecting the Alternate Data Entry Appearance results in data fields separated by a small space.

Figure: Install-168
Vendor address data entry fields showing the Alternate Data Entry Appearance.



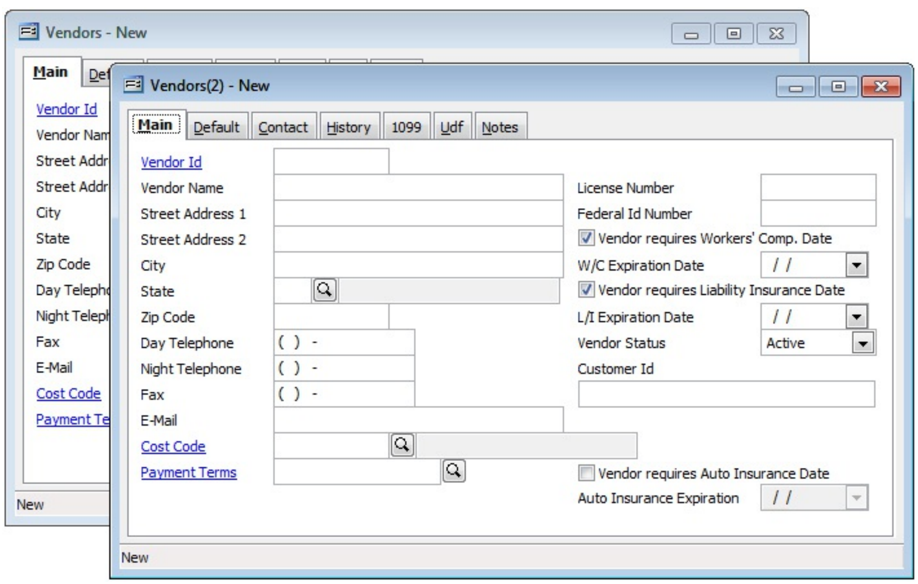
Save Button
Click on the button to save the settings.

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 same time.



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.

Fiscal Year

BIS® 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® 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® 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.

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

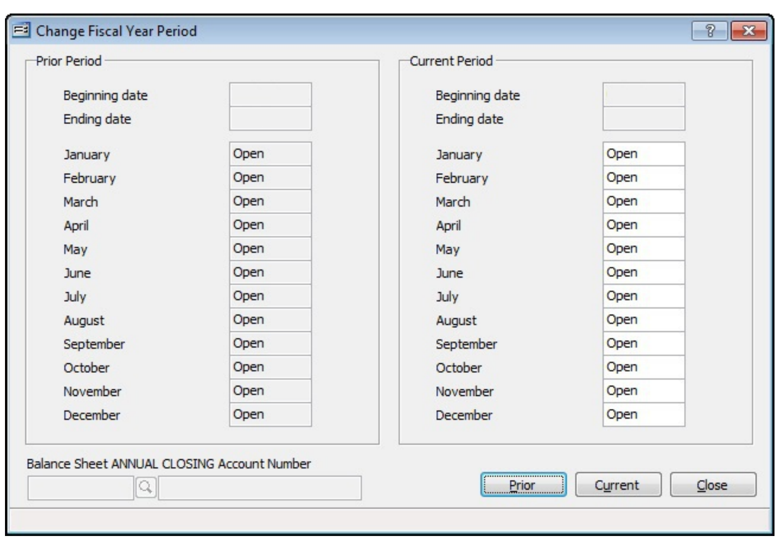
Administrator | Fiscal Year | Change Fiscal Year Period

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.

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 Administrator, Fiscal Year, Change Fiscal Year Period screen form showing the Current Period as open.



Prior Button
Click on ths 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.

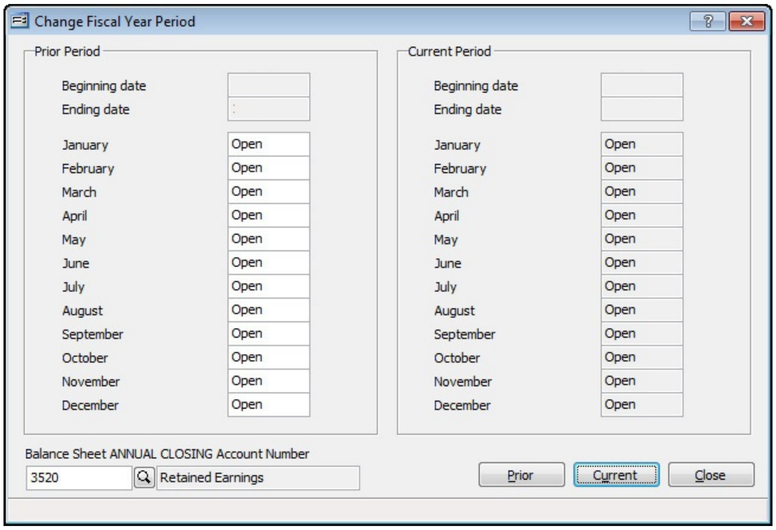


Figure: Install-172 Administrator, Fiscal Year, Change Fiscal Year Period screen form showing the Prior Period as open.

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.

Caution

A BIS® 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® 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® 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.

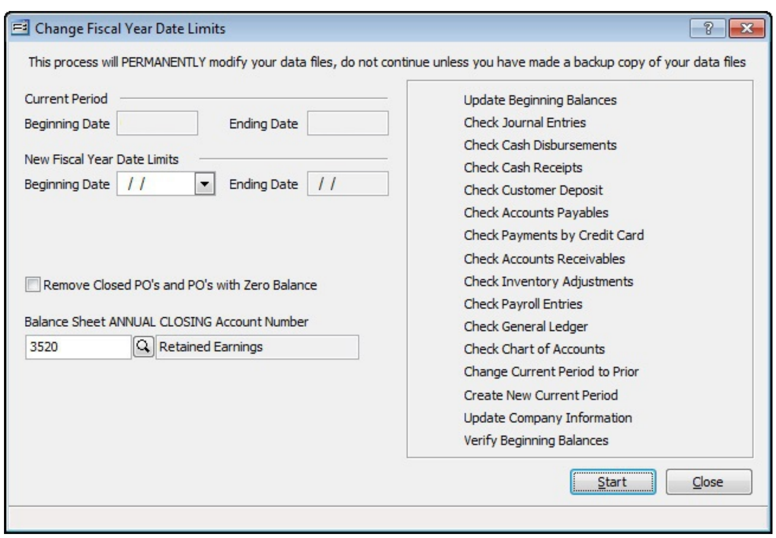
For example: the original date limits of the current fiscal year are 1/1/20 – 12/30/20, but will be changed to 7/1/20 – 6/30/21. BIS® will create a new fiscal year with dates ranging 7/1/20 – 6/30/21. All data transactions dated between 1/1/20 – 7/1/20 will appear in the prior year.

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® 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
Administrator, Fiscal Year, Change Fiscal Year Date Limits screen form.



The new beginning date for the fiscal year must be greater than the original beginning date for BIS® 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® will provide a notification when the process is completed.

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® 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® 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.

Caution

> A BIS® backup should be performed prior to employing the feature.

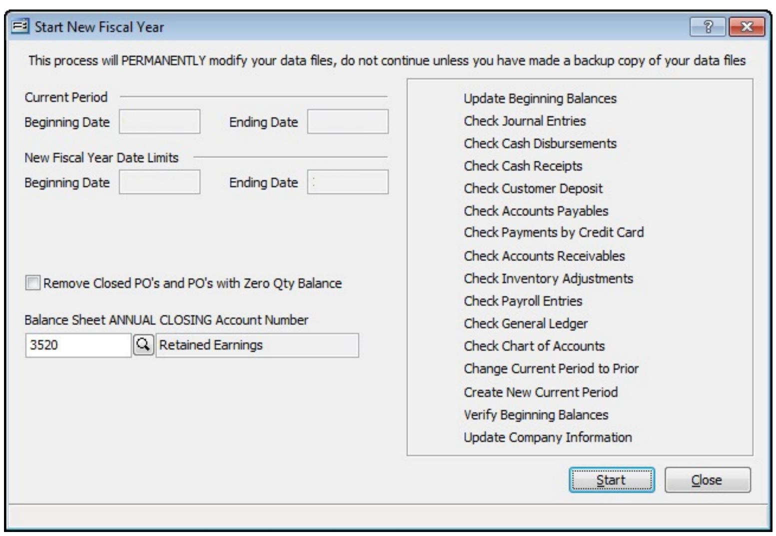
Verify that all information is correct, then click the Start button to create the new fiscal year. The report area generates messages pertaining to the results of the fiscal year change. BIS® will provide a notification when the process is completed.

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

Figure: Install-174
Administrator, Fiscal Year, Start New Fiscal Year screen form.



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

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

Tip

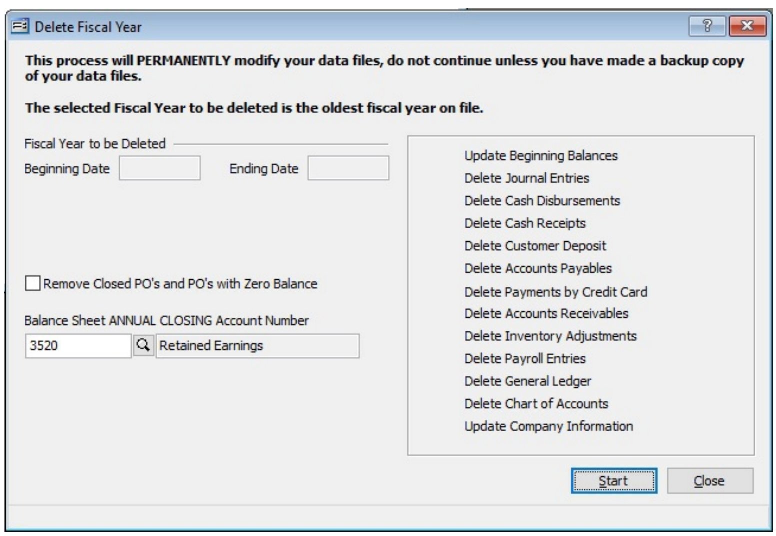
The process also requires an exclusive use of the data files. No one else should be working in BIS® when running the process.

Caution

A BIS® 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 form.



Close or Reopen Months

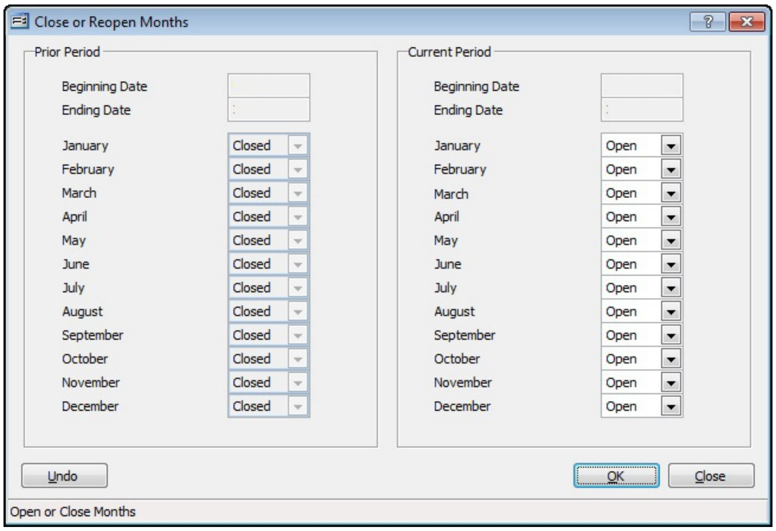
The Close or Reopen Months feature in BIS® simply prevents or allows users to post data to specific months in the Fiscal Year. The functionality should not be confused with the accounting concept of "closing a month" in which subsidiary ledger data is transferred to the General Ledger.

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
Close or Reopen Months screen form.



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.

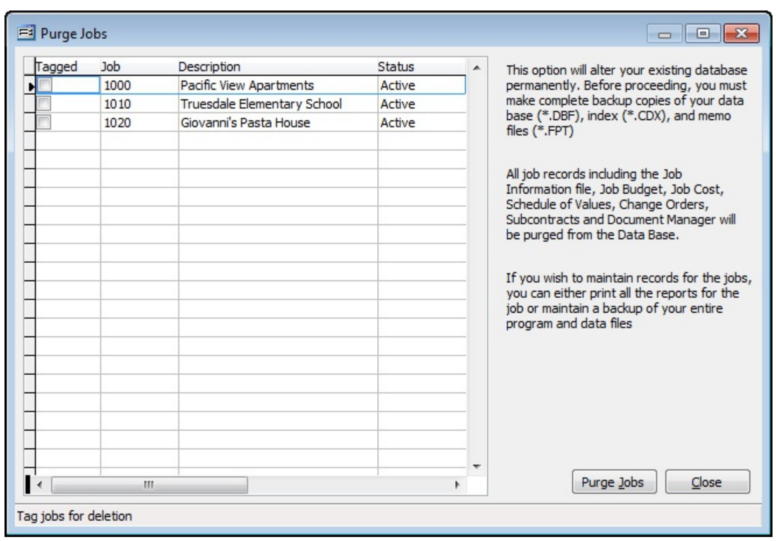
Tip

> The process also requires an exclusive use of the data files. No one else should be working in the program when running the process.

Caution

> A BIS® backup should be performed prior to employing the feature.

Figure: Install-177
Purge Jobs screen form.



Purge Jobs Button

The Purge Jobs button causes the purge process to commence.

Close Button

Closes the currently opened form and eliminates any data that has been changed since the last process.

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

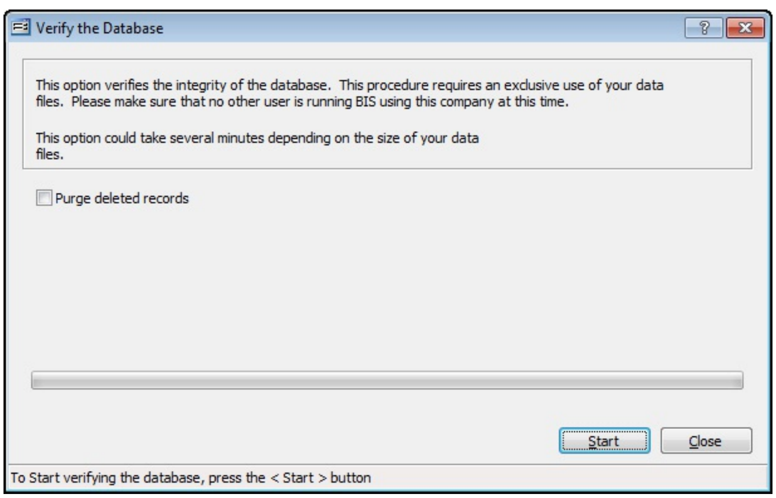
> The process also requires an exclusive use of the data files. No one else should be working in the program when running the process.

Caution

> A BIS® backup should be performed prior to employing the feature.

Menu Access
Administrator | Recover | Verify the Database

Figure: Install-178
Verify the Database screen form.



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
Closes the currently opened form and eliminates any data that has been changed since the last process.

Rebuild Index Files

Sometimes a BIS® 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.

Tip

The process also requires an exclusive use of the data files. No one else should be working in BIS® when running the process.

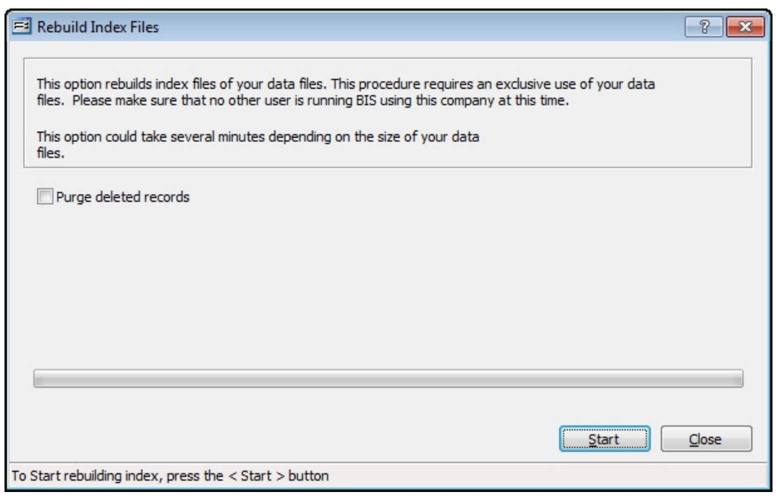
Caution

A BIS® backup should be performed prior to employing the feature.

Menu Access

Administrator | Recover | Rebuild Index Files

Figure: Install-179
Rebuild Index Files screen form.



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

Closes the currently opened form and eliminates any data that has been changed since the last process.

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.

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.

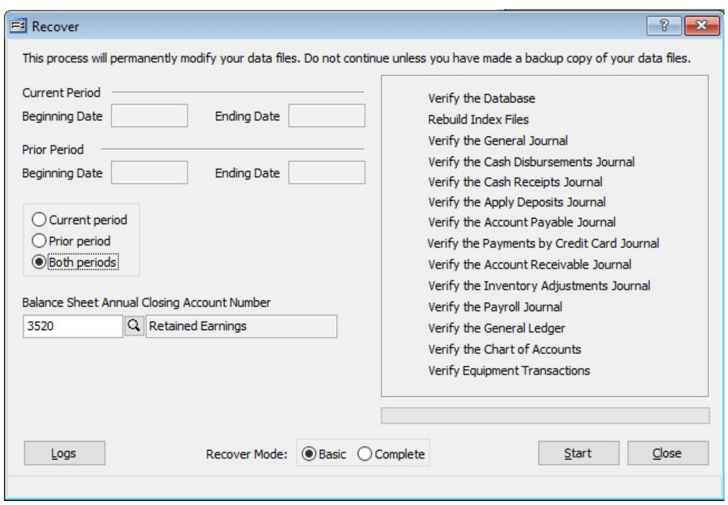
Caution

> A BIS® backup should be performed prior to employing the feature.

Menu Access

Administrator | Recover | Recover

Figure: Install-180
Recover screen form.



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
Closes the currently opened form and eliminates any data that has been changed since the last process.

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® when running the process.

Menu Access

Administrator | Recover | Verify AP Invoice Adjustments

Caution

A BIS® backup should be performed prior to employing the feature.

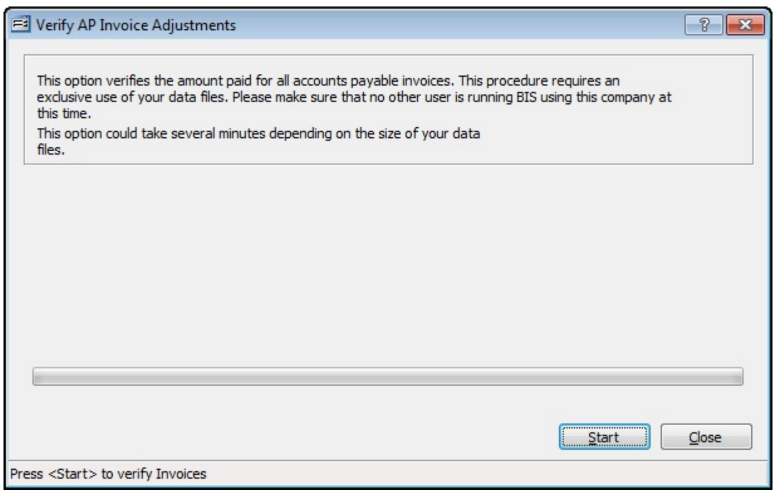


Figure: Install-181
Verify AP Invoice Adjustments screen form.

Start Button

The start button causes the process to commence.

Close Button

Closes the currently opened form and eliminates any data that has been changed since the last process.

Verify AR Invoice Adjustments

The option verifies the amount paid for all accounts receivable invoices if the AR module is installed.

Tip

> The process also requires an exclusive use of the data files. No one else should be working in BIS® when running the process.

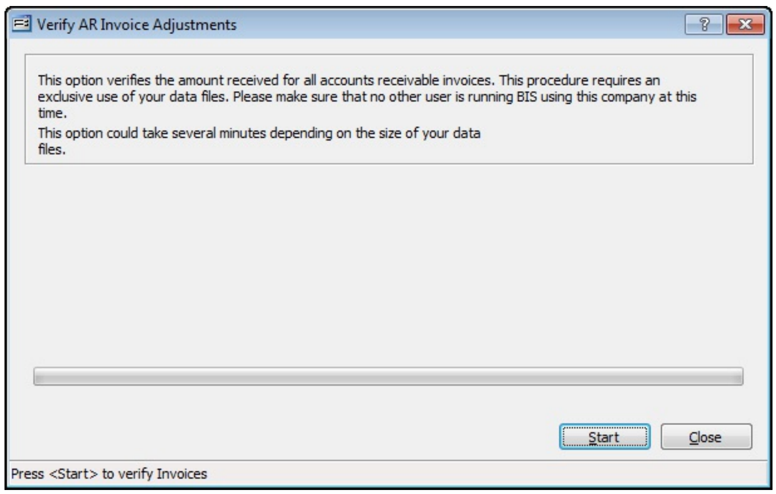
Menu Access

Administrator | Recover | Verify AR Invoice Adjustments

Caution

> A BIS® backup should be performed prior to employing the feature.

Figure: Install-182
Verify AP Invoice Adjustments screen form.



Start Button

The start button causes the process to commence.

Close Button

Closes the currently opened form and eliminates any data that has been changed since the last process.

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® when running the process.

Menu Access
Administrator | Recover | Verify SSN

Caution

A BIS® backup should be performed prior to employing the feature.

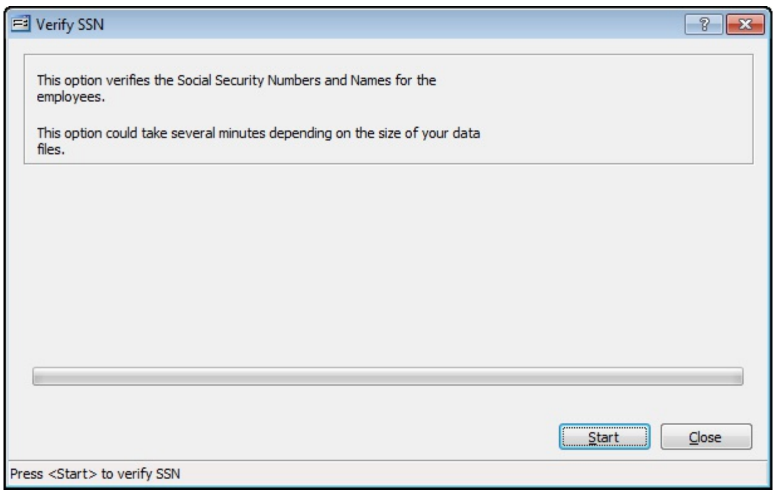


Figure: Install-183
Verify SSN (Social Security Number) screen form.

Start Button
The start button causes the process to commence.

Close Button
Closes the currently opened form and eliminates any data that has been changed since the last process.

Verify Year-To-Date Inventory Usage

The option verifies year-to-date inventory usage if the Inventory module is installed.

Tip

The process also requires an exclusive use of the data files. No one else should be working in BIS® when running the process.

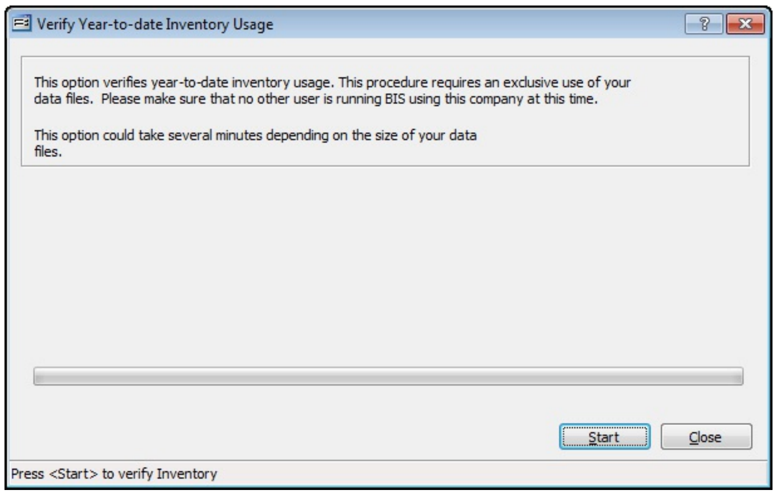
Menu Access

Administrator | Recover | Verify Year-To-Date Inventory Usage

Caution

A BIS® backup should be performed prior to employing the feature.

Figure: Install-184
Verify Year-To-Date Inventory Usage screen form.



Start Button

The start button causes the process to commence.

Close Button

Closes the currently opened form and eliminates any data that has been changed since the last process.

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® when running the process.

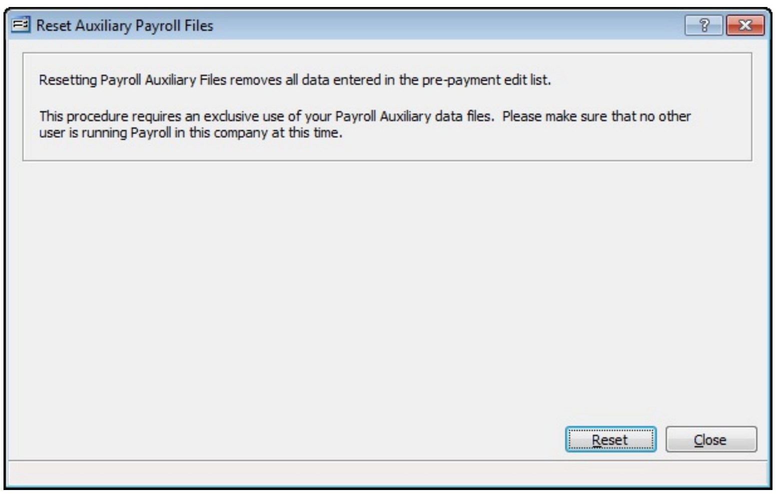
Menu Access

Administrator | Recover | Reset Auxiliary Payroll Files

Caution

> A BIS® backup should be performed prior to employing the feature.

Figure: Install-185
Reset Auxiliary Payroll Files screen form.



Reset Button

The reset button causes the process to commence.

Close Button

Closes the currently opened form and eliminates any data that has been changed since the last process.

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® when running the process.

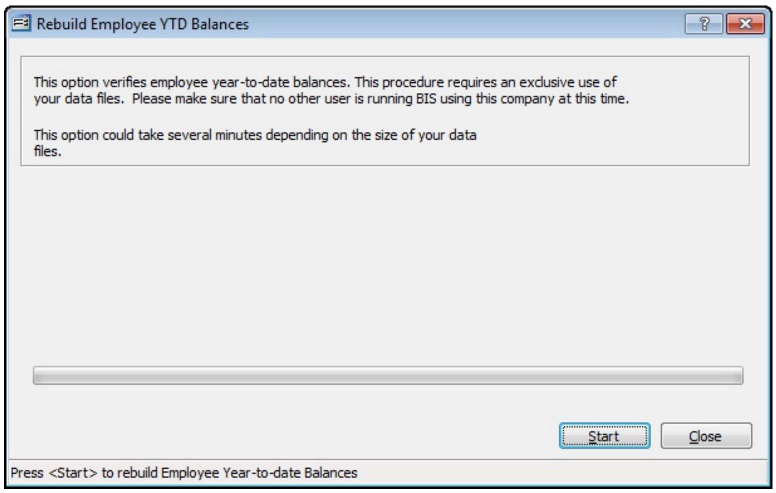
Menu Access

Administrator | Recover | Verify Employees Year-to-Date Balances

Caution

A BIS® backup should be performed prior to employing the feature.

Figure: Install-186
Rebuild Employee YTD (Year-To-Date) Inventory Usage screen form.



Reset Button

The reset button causes the process to commence.

Close Button

Closes the currently opened form and eliminates any data that has been changed since the last process.

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.

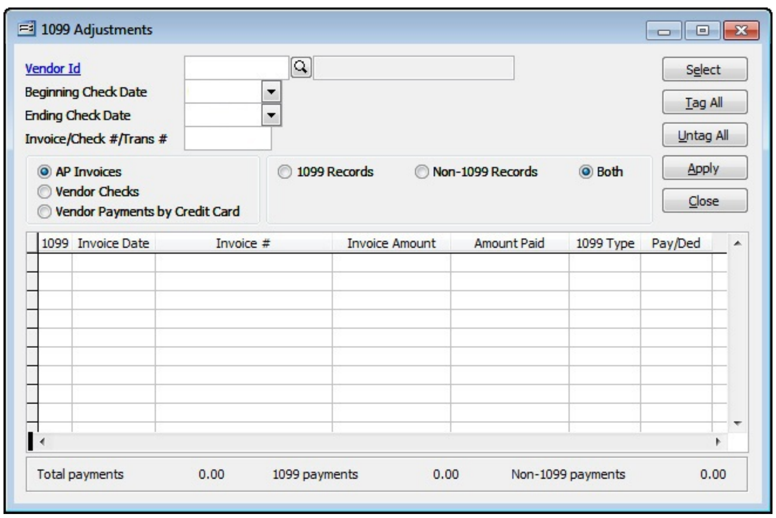
These payments could be the result of the payment of a cash-based Vendor Check or from paying a Vendor Invoice. Parameters for what payments are to be viewed should be set on the top left before pressing the Select button. Once the items are displayed on the screen, simply check or uncheck the items 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.



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

The vendor ID may be entered manually, or the list of vendors 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 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.

Tip

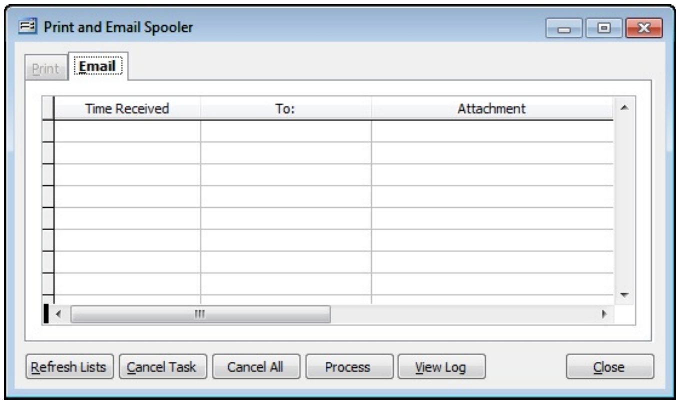
> Even if users use the Tag or Untag feature, they can still manually tag or untag individual items by clicking on the box with the mouse.

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.

To
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

Best Construction Company

Report Queue Log

Summary Report

Page 1

Report	Status
Group: PROJECT MANAGER #1	**Started:** 09/05/2006 03:30 PM **Ended:** 09/05/2006 03:31 PM **User:** ADMIN
Subcontract Report	Failed
Variance Budget and Cost	Failed
Summary of Billings and Cost	Failed
Busted Budget	Failed
Job Cost Status Report	Failed

09/05/06 03:31 PM

Figure: Install-190 Report Queue Log – Summary Report.

Report Queue Log – Detail Report

Best Construction Company

Report Queue Log

Detail Report

Page 1

Task	Device Name	Status
Group: PROJECT MANAGER #1	**Started:** 09/05/2006 03:30 PM **Ended:** 09/05/2006 03:31 PM	**User:** ADMIN
Report: Subcontract Report		
- Verify Query Conditions		Done
- Create Query Cursor		Done
- Create Report Layout		Done
- Load Report		Done
- Export Report to Email	C:\PROGRAM FILES\MICS\BIS1136-01\CONTROL\USERFILES\ADMIN\Subcontract Report.RTF	Done
- Send Report to Email	To : mrisch@enar.net CC : BCC:	Failed
Start mailing report Mail Server is blank Please, check your Mail Account in User Preferences Report was not mailed		
Report: Variance Budget and Cost		
- Verify Query Conditions		Done
- Create Query Cursor		Done
- Create Report Layout		Done
- Load Report		Done
- Export Report to Email	C:\PROGRAM FILES\MICS\BIS1136-01\CONTROL\USERFILES\ADMIN\Variance Budget and Cost.XLS	Done
- Send Report to Email	To : mrisch@enar.net CC : BCC:	Failed
Start mailing report Mail Server is blank Please, check your Mail Account in User Preferences Report was not mailed		
Report: Summary of Billings and Cost		
- Verify Query Conditions		Done
- Create Query Cursor		Done
- Create Report Layout		Done
- Load Report		Done
- Export Report to Email	C:\PROGRAM FILES\MICS\BIS1136-01\CONTROL\USERFILES\ADMIN\Summary of Billings and Cost.RTF	Done
- Send Report to Email	To : mrisch@enar.net CC : BCC:	Failed
Start mailing report Mail Server is blank Please, check your Mail Account in User Preferences Report was not mailed		
Report: Busted Budget		
- Verify Query Conditions		Done
- Create Query Cursor		Done
- Create Report Layout		Done
- Load Report		Done
- Export Report to Email	C:\PROGRAM FILES\MICS\BIS1136-01\CONTROL\USERFILES\ADMIN\Busted Budget.RTF	Done
- Send Report to Email	To : mrisch@enar.net CC : BCC:	Failed
Start mailing report		

09/05/06 03:33 PM

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.

Tip Availability of master records depends on the modules that are installed.

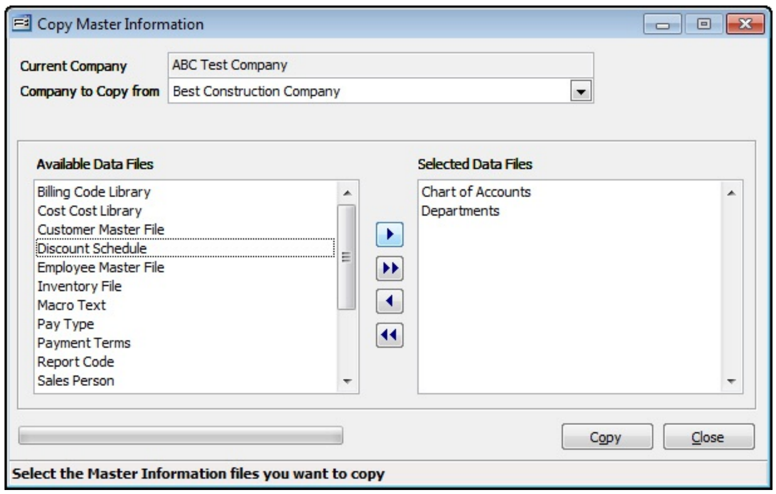
The Copy Master Information window will display the currently opened company. For these purposes, the opened company should be the newly created company.

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
Administrator, Copy Master Information screen form.



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

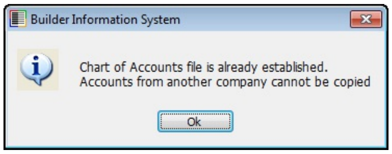
Selected Data Files

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.

Copy

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.



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®. To change the number of digits up to ten, use the option to add digits.

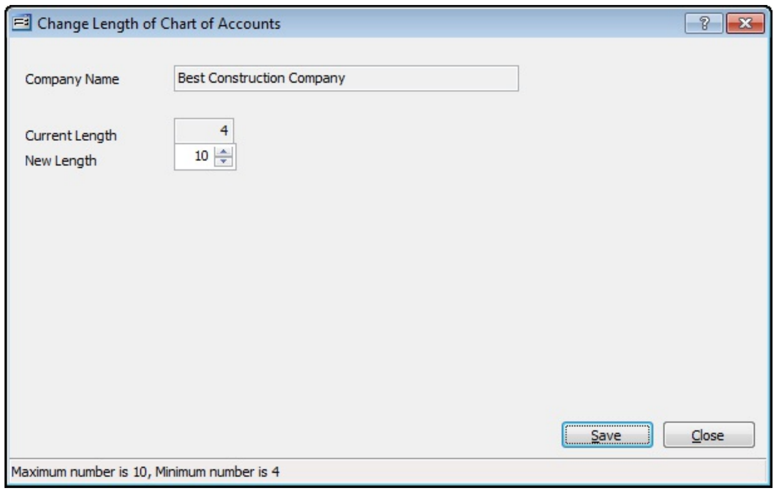
Tip

> 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 Length of Chart of Accounts screen form.



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® for a company. After 500 transactions, the Security Code must be entered to gain access to BIS® 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:

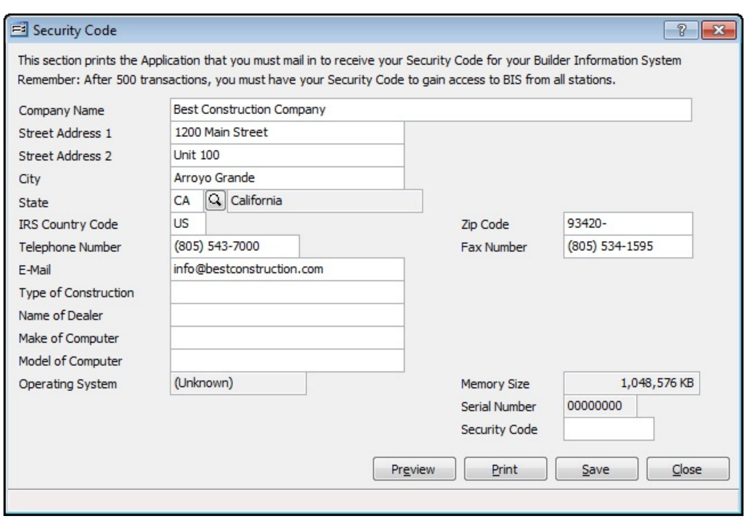
- The End-User Registration Card: The End-User Registration Card is enclosed with the master program CD(s). Please fill it out and return it to MICS immediately. Doing so indicates acknowledgment and acceptance of the terms of the End-User License Agreement that is sent along with the master program 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® 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.

Figure: Install-195
Administrator, Security Code entry screen form.



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.

Caution

> A new security code must be obtained immediately to reenter the system whenever a company's name is changed, one or more BIS® 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.

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® 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® 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

BUILDER INFORMATION SYSTEM

Application for Security Code

Company Name:	Best Construction Company		
Contact:	BILL JOHNSON		
Address:	1200 Main Street Unit 100		
City, State, Zip Code:	Arroyo Grande, CA 93420		
Telephone:	(805) 543-7000	Fax:	(805) 534-1595
E-Mail:	info@bestconstruction.com		
Type of Business:			
Name of Dealer:			
Computer:			
Model:			
Operating System:	(Unknown)		
Memory:	1,048,576 KB		
Program:	C:\BIS\		
Control:	C:\BIS\CONTROL\		
Data:	C:\BIS\CONTROL\DEMO\		

The party named below ('Customer') hereby acknowledges, by signing this request for the Security Code that Customer has read and retained a copy of the MICS End-User License Agreement ('EULA') and that Customer agrees to abide by the terms and conditions of the EULA.

Customer understands that the use of the Builder Information System Software in conjunction with unapproved operating systems and/or hardware shall void any warranty that Customer may have.

Customer understands that other than any Support purchased initially, additional Support may be obtained on a per call basis or by purchasing hours through a Support Plan. Customer also understands that the Software Update Subscription ('SUS') must be current in order to receive Support. Customer should retain a copy of the Support Agreement and Support Order form for reference or future use.

Customer understands that when Software was originally obtained, the Software Update Subscription ('SUS') was paid for the first year. Customer further understands that Customer will not be eligible to receive software updates, which include tax changes, upgrades and enhancements or Support, unless it is renewed annually. Customer should retain a copy of the SUS agreement for reference.

Signature: ______________________ Printed Name: ______________________

Title: ______________________ Date Signed: ______________________

Email, Fax or Mail this Application with your End-User Registration Card to:

Management Information Control Systems, Inc.	Telephone: (805) 543-7000
Attn: Customer Service Department	Fax: (805) 534-1595
7730 Morro Rd. Suite 204	http://www.bissoftware.com
Atascadero, CA 93422	email: customercare@bissoftware.com

Your Security Code: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Important: Your Security Code will be entered here by the MICS Customer Service Department and a photocopy will be emailed, faxed or mailed back to you.

*GL *AP *JC *PR *JB *AR *EQ *PW *DL *BK *PO JE *UN *SC *IV *DM *RW *RS *JS CC

Office Use

Date Received: ______________

Date Entered: ______________

Accepted By: ______________

Version: **Professional 2020.11.45.02**
Multi User (10 User License)
Serial#: **00000000**

Figure: Install-196 BIS® Security Code Application example.

Tools

The feature accesses three Windows applets: Calendar, Calculator, and Notepad. It also accesses the BIS® Table Browser, a feature that is mostly inaccessible without the assistance of MICS Technical Support. Finally, with the Professional and Enterprise editions, the BIS® email function to send emails with attachments other than BIS® reports is available.

Help for the Windows® applets is provided in Windows® or in the applets themselves.

Menu Access

Administrator | Tools

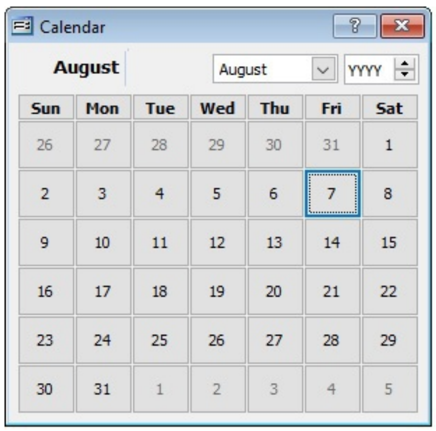
Calendar

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.



Calculator

The selection opens the Windows applet for the calculator. It opens to the currently selected month and date.

Menu Access

Administrator | Tools | Calculator

Figure: Install-198 Administrator, Tools, Calculator applet screen form.

Notepad

The selection opens the Windows® applet Notepad. It opens to a blank document. The Notepad can be used in conjunction with extended descriptions and other entries in BIS®.

Menu Access

Administrator | Tools | Notepad

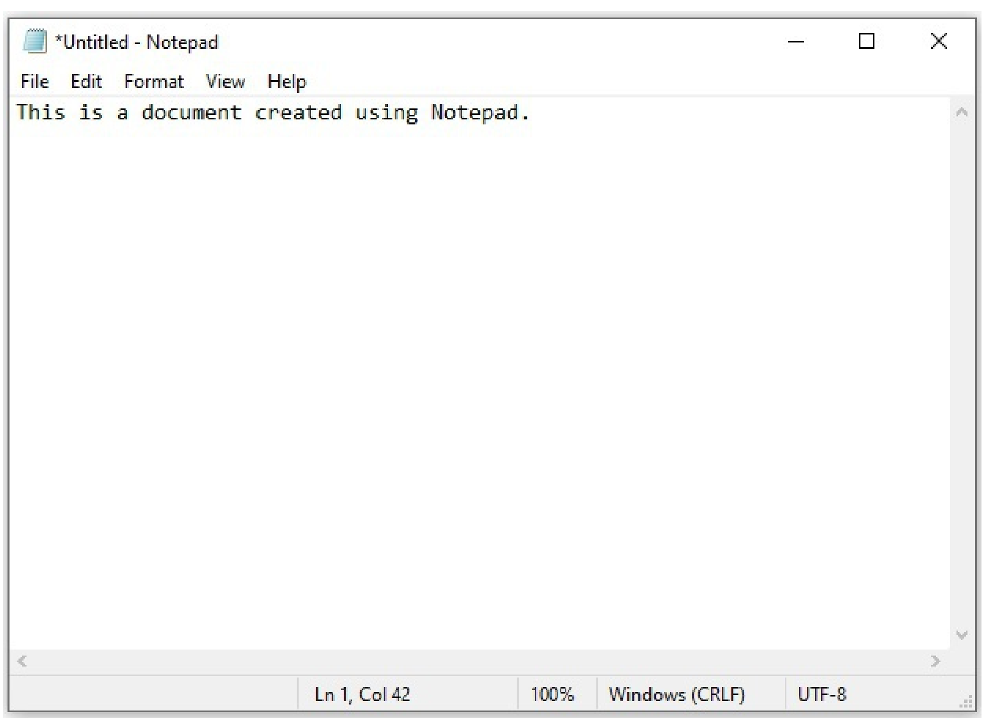


Figure: Install-199 Administrator, Tools, Calculator applet screen form.

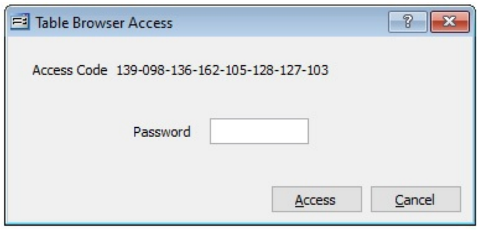
Table Browser

The selection opens the BIS® 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
Administrator, Tools, Table Browser Access screen form.



Tip

The code Access Code shown, and the password that is provided by MICS Technical Support, are only good for a single use.

Email

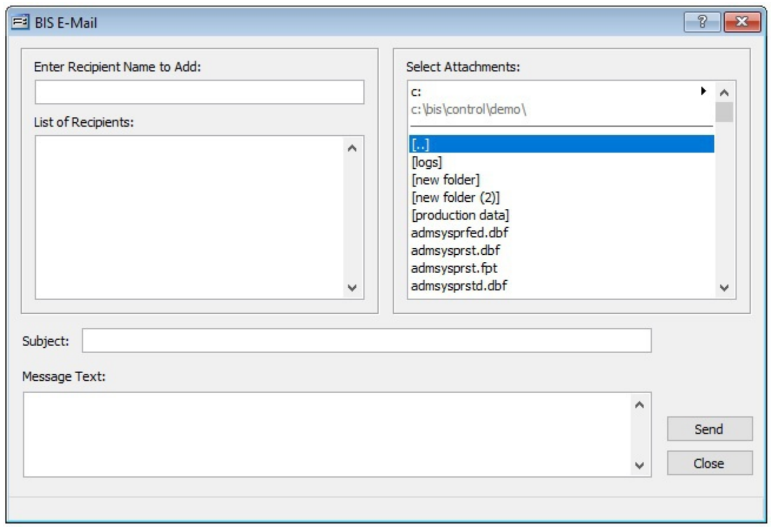
The selection opens the BIS® Email program. It is used to send emails from within BIS® independent of the access to the internal or external email functionality.

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.



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® Email function.

Attached Documents

The screen displays all of the documents attached to other modules' records and transactions using the BIS® Document Link & Imaging system. The feature can be used to check a document or open to view or delete a selected document.

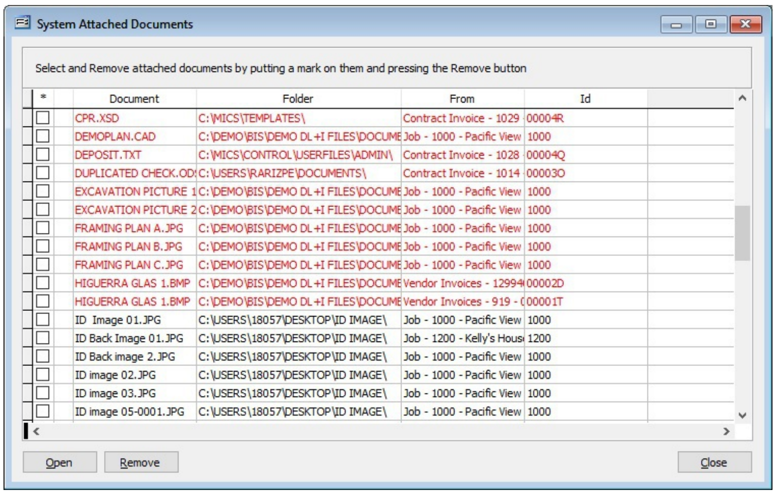
Tip

> 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.)



Event Logs

Event logs are specialized BIS® 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

- User

Options

- Show Report Criteria
- Logon
- Logout

Fields

- User

User Logon Status — Summary Report

Best Construction Company

User Logon Status

Summary Report

Page 1

User	Name	Status	Computer Name	Logon Date and Time
ADMIN	Administrator	LOGON	MICS110	12/12/ 12:44 PM
U1	User 1	LOGOUT		
U2	User 2	LOGOUT		

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

- Transaction Date
- Session Date
- User
- Journal
- Reference
- Amount

Options

- Show Report Criteria
- Case Sensitive

Fields

- Transaction Date
- Session Date
- User
- Journal
- Amount

Transaction Log — Summary Report

Best Construction Company

Transaction Log

Summary Report

Page 1

Transaction Date	Session Date	User	Transaction	Journal	Reference	Amount	Reversed
06/30/	06/30/	ADMIN	Apply Customer Deposit	AD	1011	10.00	No
06/30/	06/30/	ADMIN	Contract Invoice	AR	1006	100.00	No
06/30/	06/30/	ADMIN	Contract Invoice	AR	1008	2,200.00	No
06/30/	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
06/30/	06/30/	ADMIN	Debit Memo	AR	1009	20.00	No
06/30/	06/30/	ADMIN	Inventory Adjustment	IA	1015	10.00	No
06/30/	06/30/	ADMIN	Journal Entry	JE	1008	0.00	No
06/30/	06/30/	ADMIN	Journal Entry	JE	JE022806	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	Payable Check	CD	1003	10.00	No
06/30/	06/30/	ADMIN	Payable Payment by CC	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

Report Criteria

Company: Best Construction Company
Fiscal Year: Selected Period 01/01/ to 12/31/
Report: Transaction Log
Type: Summary
Created by: Administrator
Date: Friday, 12/12/ - 02:36 PM
Order by: Transaction Date (Ascending)
Options: Show Report Criteria (Yes)
Case Sensitive (No)
Conditions: Transaction Date = 06/30/
Session Date (All)
User = ADMIN
Journal (All)
Amount (All)
Description (All)

12/12/ 02:36 PM

Figure: Install-204 Transaction Log – Summary Report, sorted by Transaction Date

Error Log Report

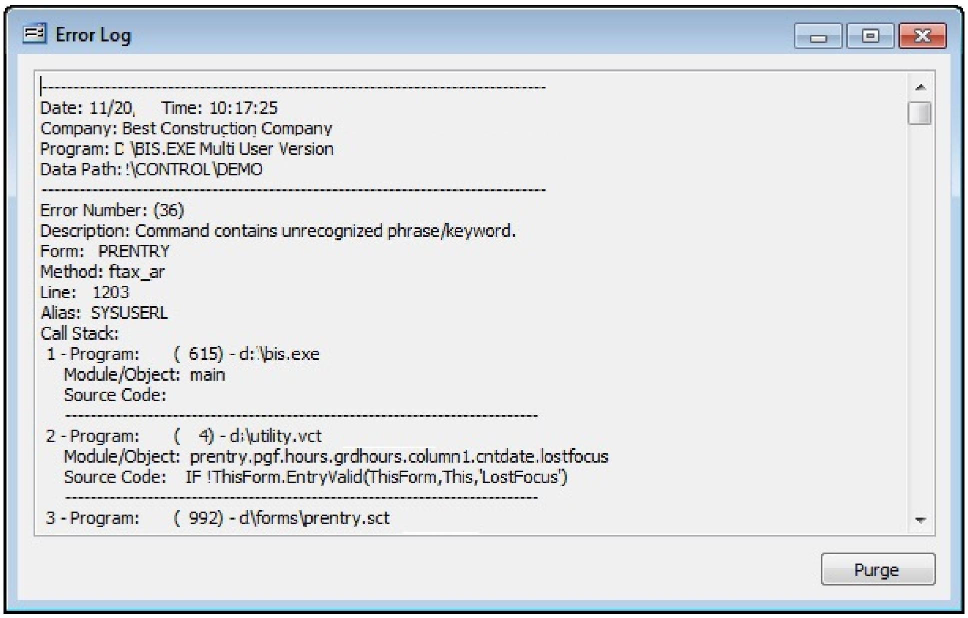
The Error Log Report shows any system errors recorded since the log was purged. The information in the log may assist the MICS Technical Support Department when diagnosing a problem with an installation.

Menu Access

Administrator | Event Logs | Error Log

Error Log

Figure: Install-205
Administrator, Event Logs, 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® 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® 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® supporting master records include (alphabetically):

Assembles Markup
Billing Code Library
Construction Trades
Cost Code Library
Credit Cards
Departments
Discount Schedule
Email Address Book
Item Classifications
Macro Text
Payment Terms
Payment Types
Payroll Additions
Payroll Deductions
Payroll Local Taxes
Payroll Tax Deferred
Sales Tax Code
Salespersons
Ship Via
Standard Descriptions
Union
Unit of Measure
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®, 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® 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.

Tip

> A master record can only be deleted if the identification number for that record has not been used in any BIS® 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.

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

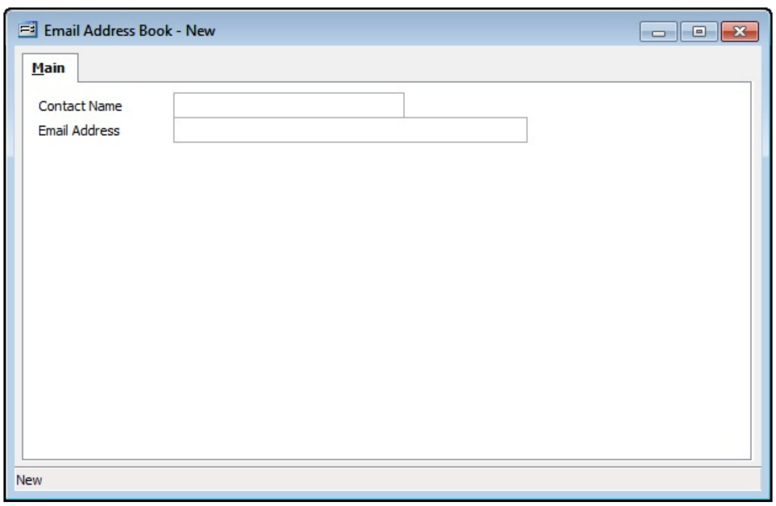
Standard Menu Access

List | Miscellaneous | Email Address Book

New Record

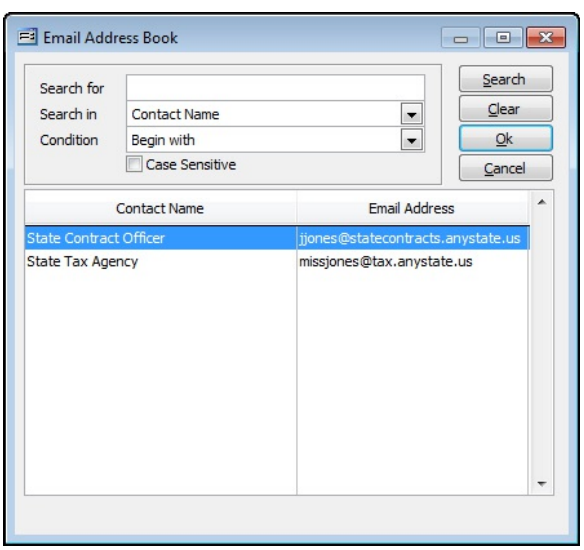
Initial access to the Email Address Book is from the menu opens the Email Address Book – New form. The form is used to enter new email address information. However, access to a new form when another email address record is on the screen only requires pressing the Ctrl+N or using the New icon on the toolbar. The system will ask, however, if changes to the record should be saved.

Figure: Install-206
Email Address Book – New screen form.



Editing an Existing Record

Figure: Install-207
Email Address Book Find/Search screen.

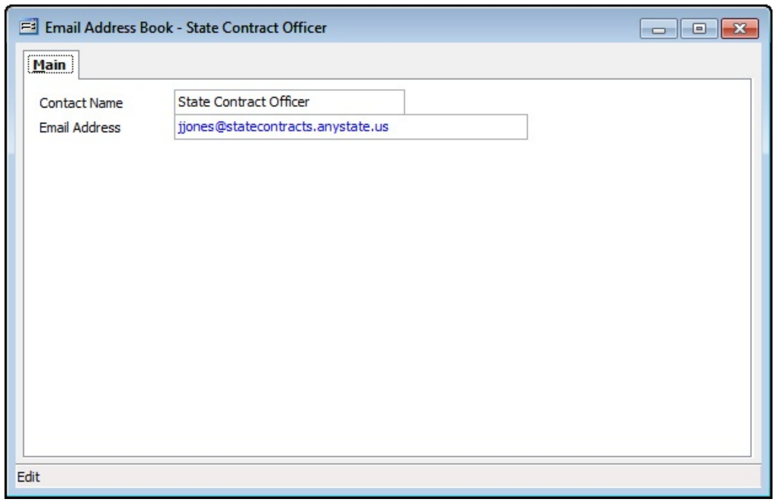


The list of email addresses may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to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

Scrolling Through Email Address Records

Users can scroll through the email address 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 Contact Name. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Contact Name. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to Contact Name. Clicking on the Last 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 Book master record screen form for editing.



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 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® 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

Options

- Customers
- Customer Contacts
- Vendors
- Vendor Contacts
- Job Owners
- Job Architect
- Employee Business
- Employee Personal
- Other
- Show Report Criteria
- Case Sensitive

Fields

- Contact Name
- Email

Email Address Book – Standard Report

Best Construction Company

Email Address Book

Standard Report

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Contact	Email
Others	
State Contract Officer	jjones@statecontracts.anystate.us
State Tax Agency	missjones@tax.anystate.us

Figure: Install-209 Email Address Book –Summary Report showing the Other email address records.

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

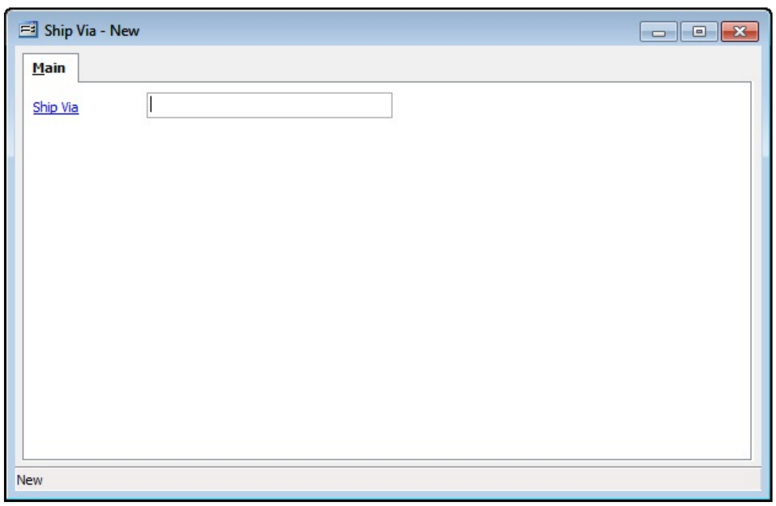
Standard Menu Access

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 icon on the toolbar. The system will ask, however, if changes to the record should be saved.

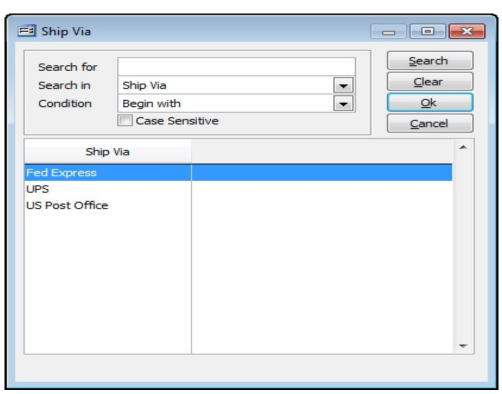
Figure: Install-210
Ship Via – New screen form.



Editing an Existing Record

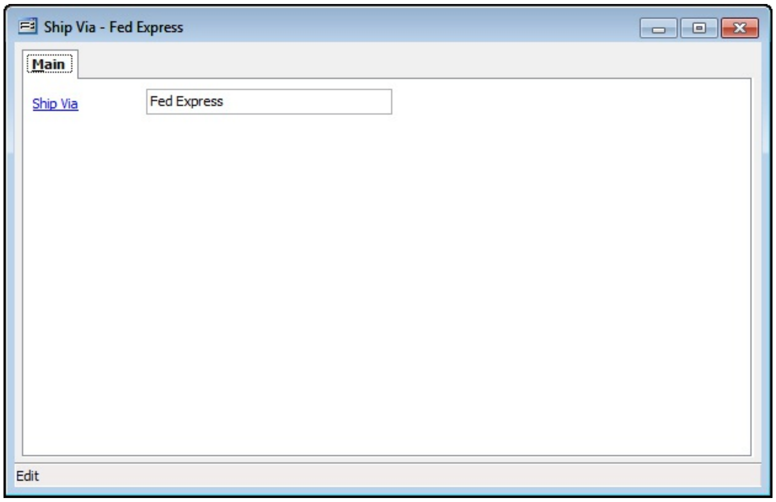
The list of ship via records may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to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

Figure: Install-211
Ship Via Find/Search screen.



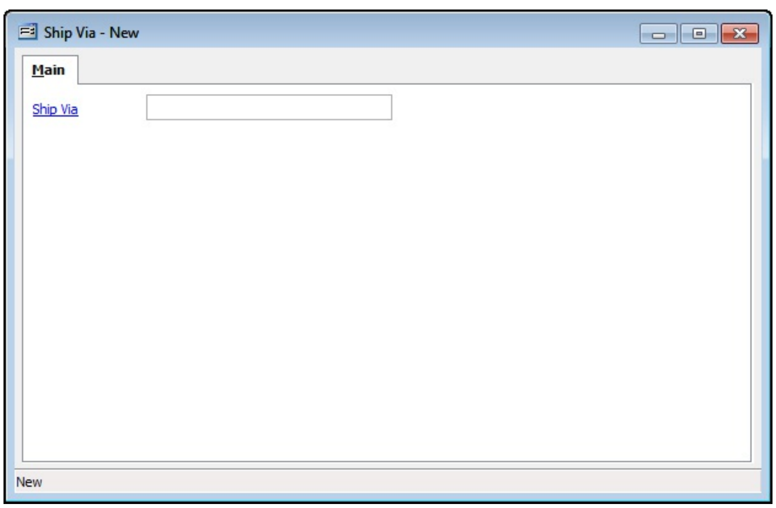
Scrolling Through Ship Via Records
Users can scroll through the ship via records by using the VCR buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Ship Via code. Clicking on the Previous icon (at 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.



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.



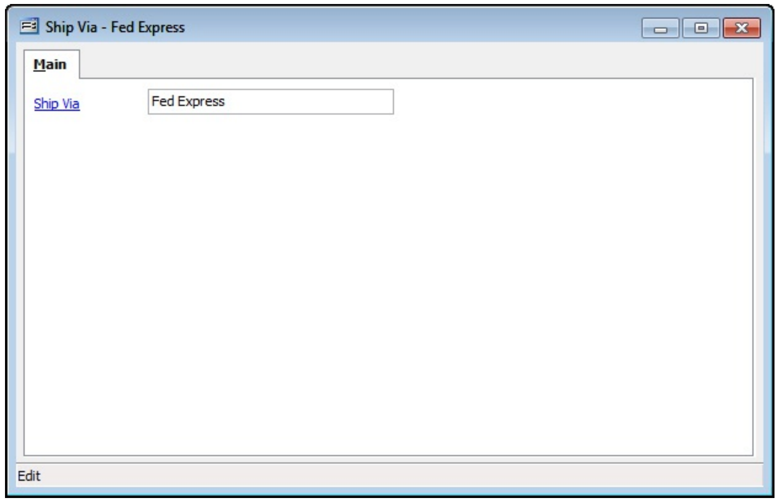
Deleting an Existing Record
Once a ship via code has been saved, it cannot be deleted (or the ship via code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete 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 ship via code.

Figure: Install-214
Sample Ship Via master record screen form.



Ship Via

Enter the Ship Via code desired, up to 20 alphanumeric characters. BIS® 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

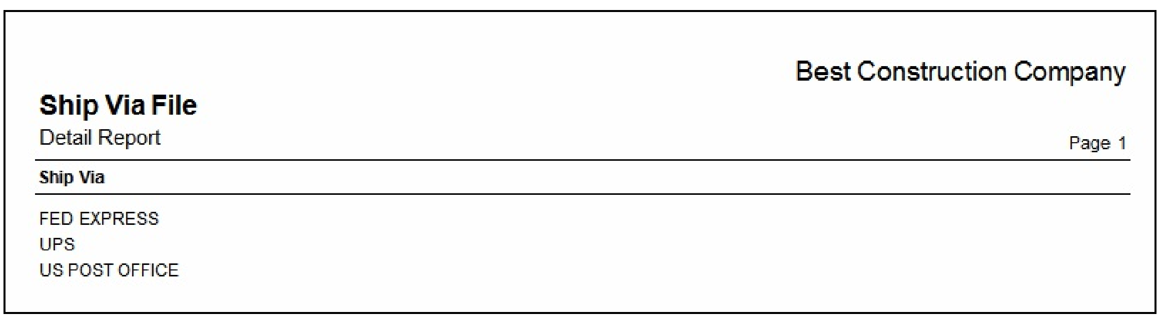
The Ship Via Detail Report displays the ship via types recorded in the Ship Via file.

Order By
- Ship Via

Options
- Show Report Criteria

Fields
- Ship Via

Ship Via File – Detail Report



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Ship Via File

Detail Report

Page 1

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® 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

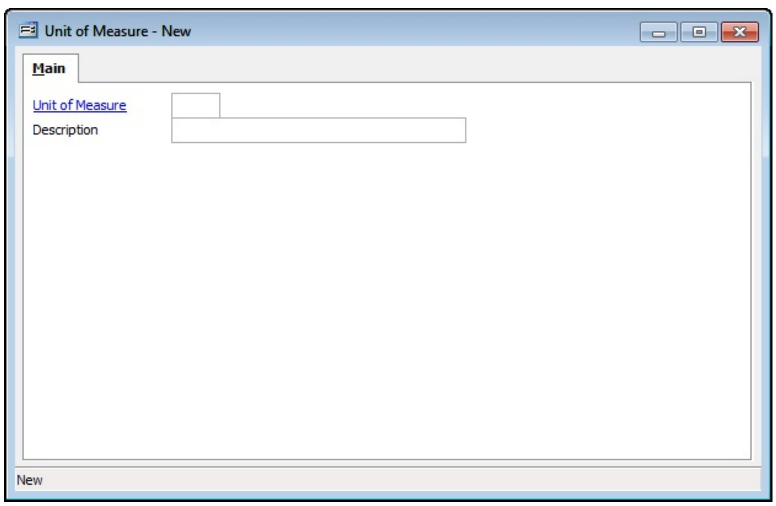
Standard Menu Access

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 icon on the toolbar. The system will ask, however, if changes to the record should be saved.

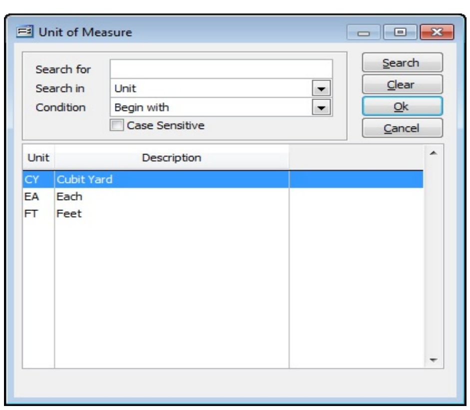
Figure: Install-216
Unit of Measure – New screen form.



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.

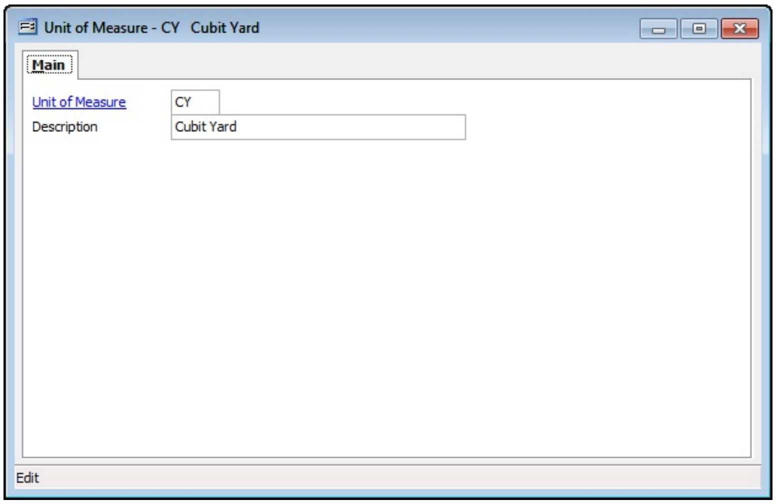
Figure: Install-217
Unit of Measure Find/Search screen.



Scrolling Through Unit of Measure Records

Users can scroll through the Unit of Measure 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 Unit code. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Unit code. Clicking on the Next icon (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 for editing.



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

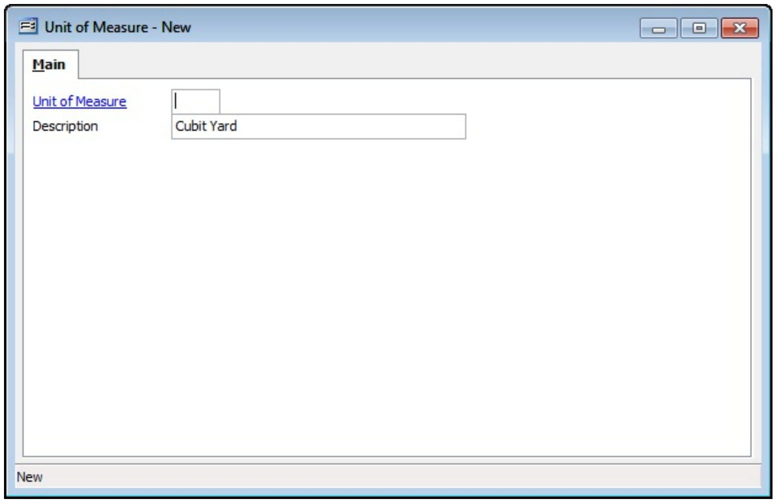
Once a Unit of Measure code has been saved, it cannot be deleted (or the Unit of Measure code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete 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 needing a new code.



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® 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

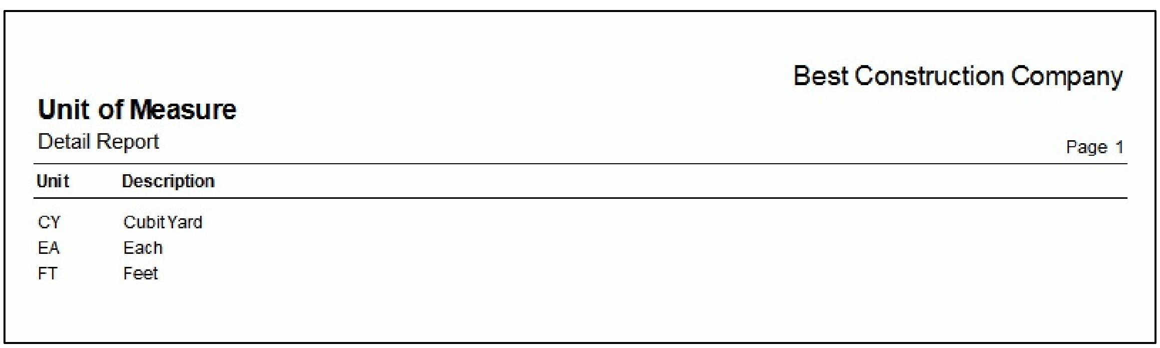
The Unit of Measure Report displays the units of measure recorded in the Unit of Measure file.

Order By
- Unit of Measure
- Description

Options
- Show Report Criteria
- Case Sensitive

Fields
- Unit of Measure
- Description

Ship Via File – Detail Report



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Unit of Measure

Detail Report

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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®. 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

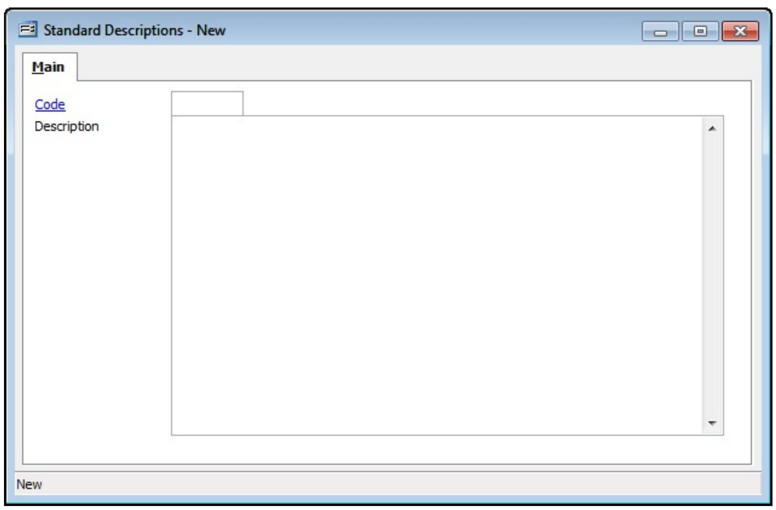
Standard Menu Access

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 icon on the toolbar. The system will ask, however, if changes to the record should be saved.

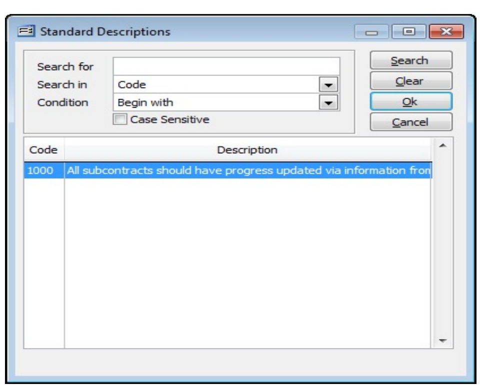
Figure: Setup-221
Standard Descriptions - New screen form.



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.



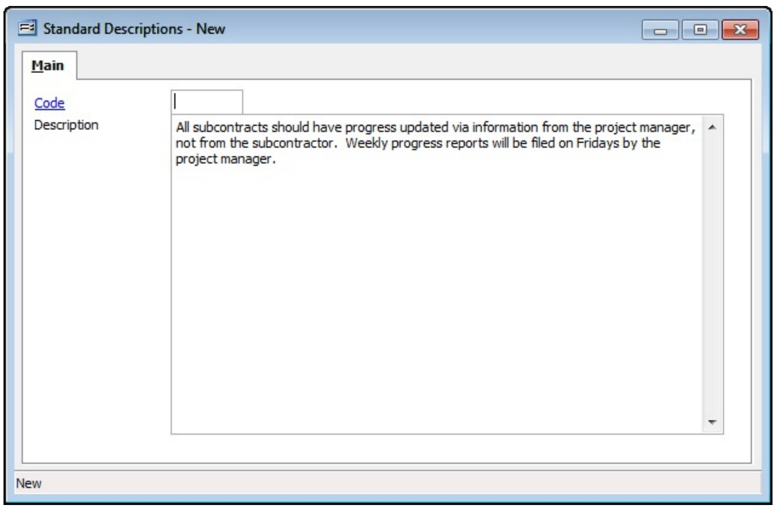
Scrolling Through Standard Descriptions Records

Users can scroll through the Standard Descriptions 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 Unit code. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Unit code. Clicking on the Next icon (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.

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.



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 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® 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

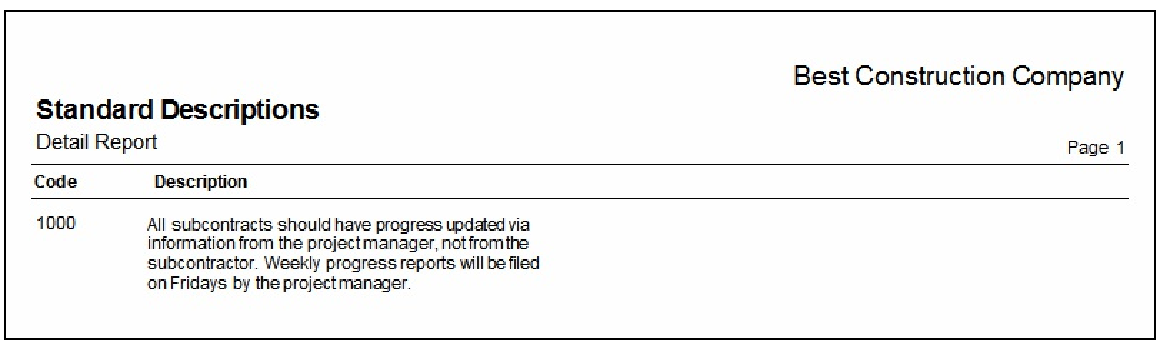
The Standard Descriptions Report displays the standard descriptions recorded in the Standard Descriptions file.

Order By
- Code

Options
- Show Report Criteria

Fields
- Code

Standard Descriptions – Detail Report



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Standard Descriptions
Detail Report

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 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).

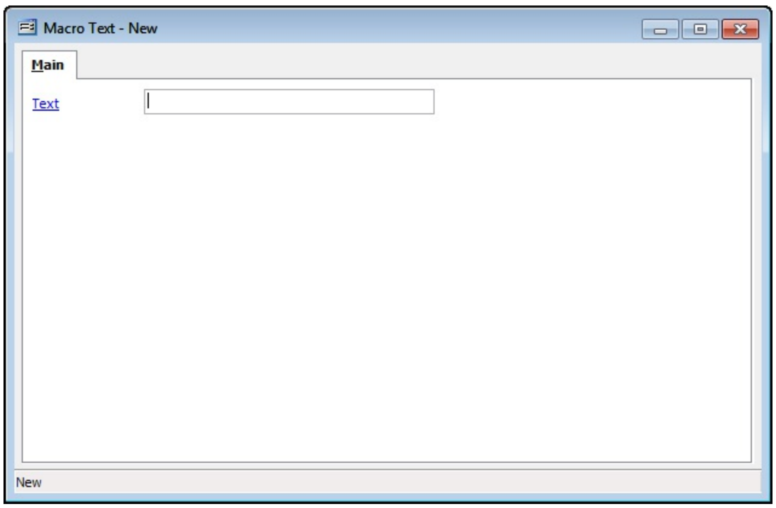
Modular Menu Access

Miscellaneous | Macro Text

Standard Menu Access

List | Miscellaneous | Macro Text

Figure: Install-225
Macro Text – New screen form.



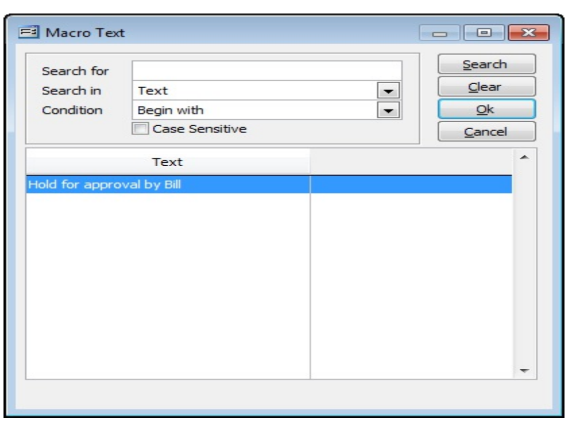
New Record

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 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.



Scrolling Through Macro Text Records

Users can scroll through the Macro Text 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 the text. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to the text. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to the text. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to the text.

Figure: Install-227
Macro Text screen form with sample data.

Cloning an Existing Record

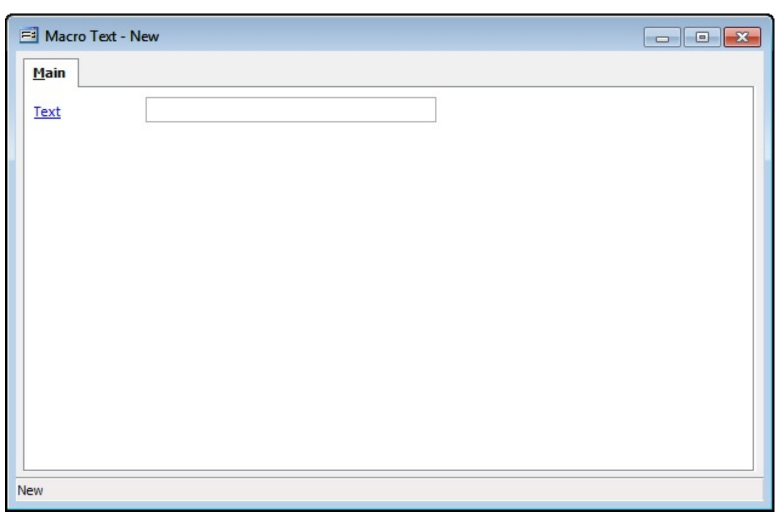
Once a record is selected, users can clone it to create a new record, and make modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, "Do you want to clone the record?" Click on the Yes button to clone it, or 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 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.



Main Tab

The Main tab is used to enter the Macro Text code.

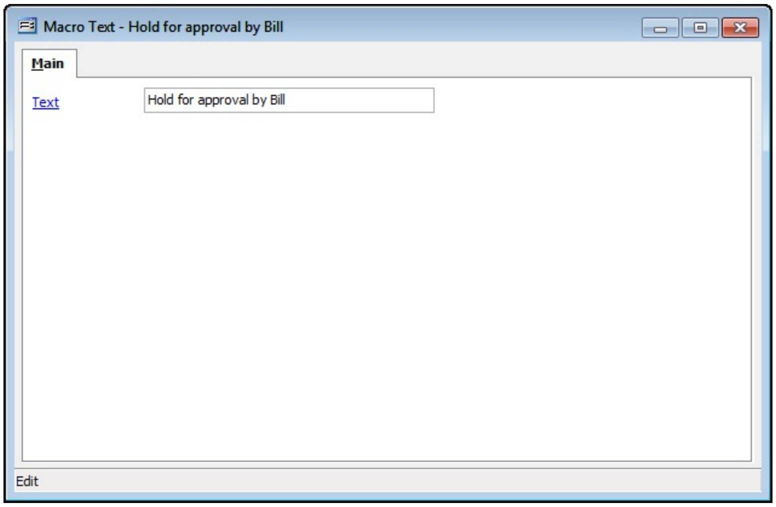


Figure: Install-229
Sample Macro Text screen form.

<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® 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

- Text

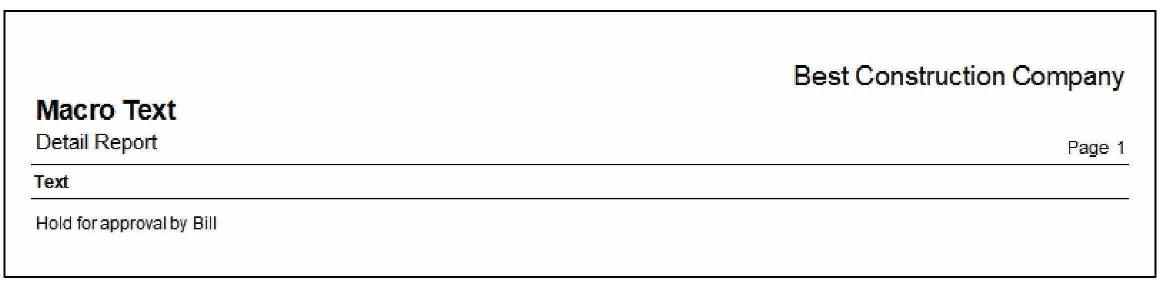
Options

- Show Report Criteria
- Case Sensitive

Fields

- Text

Macro Text – Detail Report



Best Construction Company

Macro Text

Detail Report

Page 1

Text
Hold for approval by Bill

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

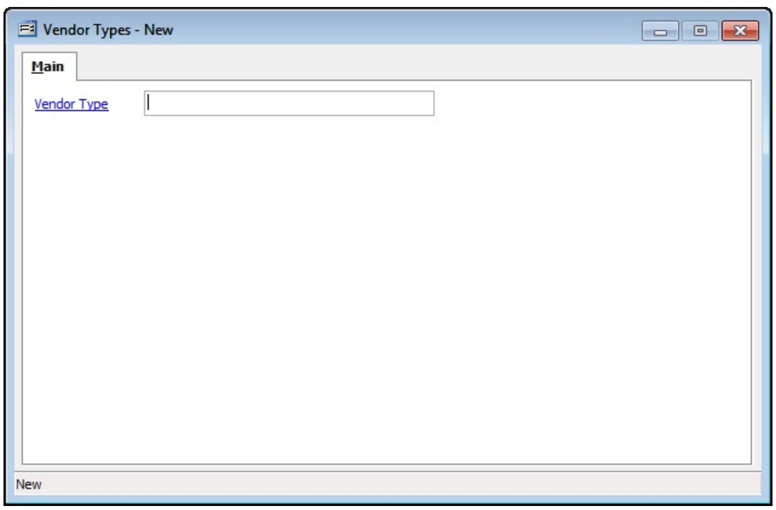
Standard Menu Access

List | Miscellaneous | Vendor Types

New Record

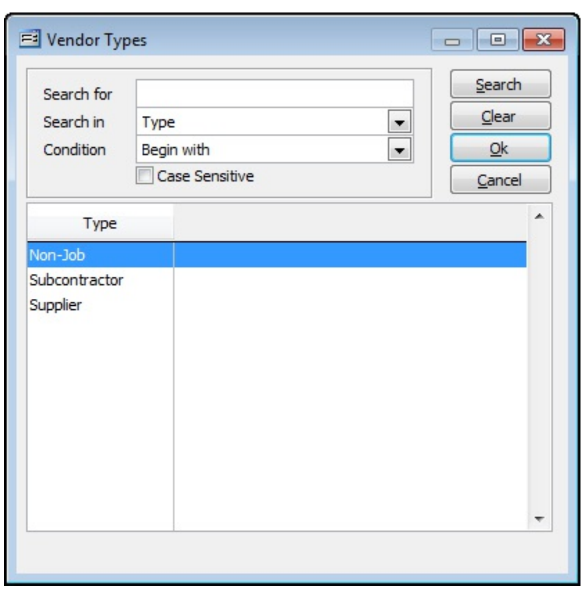
Initial access to Vendor Types from the menu opens the Vendor Types - New form. The form is used to enter new vendor type information. However, access to a new form when another vendor type record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask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

Figure: Install-231
Vendor Forms – New screen form Main tab screen form.



Editing an Existing Record

Figure: Install-232
Vendor Types Find/Search screen.



The list of vendor types 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. 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 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 Type. Clicking on the Previous icon (at the top of the screen) will open the next record of the list, according to Vendor Type. Clicking on the Next icon (at the top of the screen) will open the immediately previous record of the list, according to Vendor Type. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to Vendor Type.

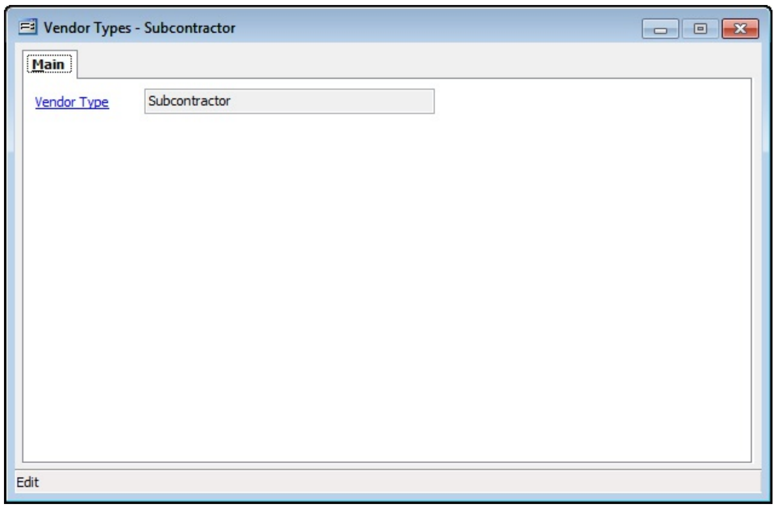


Figure: Install-233
Sample Vendor Terms; one of two non-editable.

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.

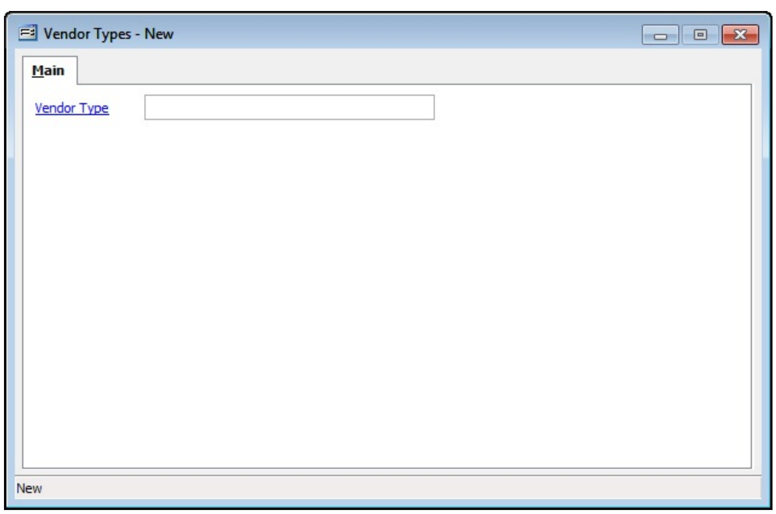


Figure: Install-234
Cloned record. Note that the initial Vendor Type field is blank.

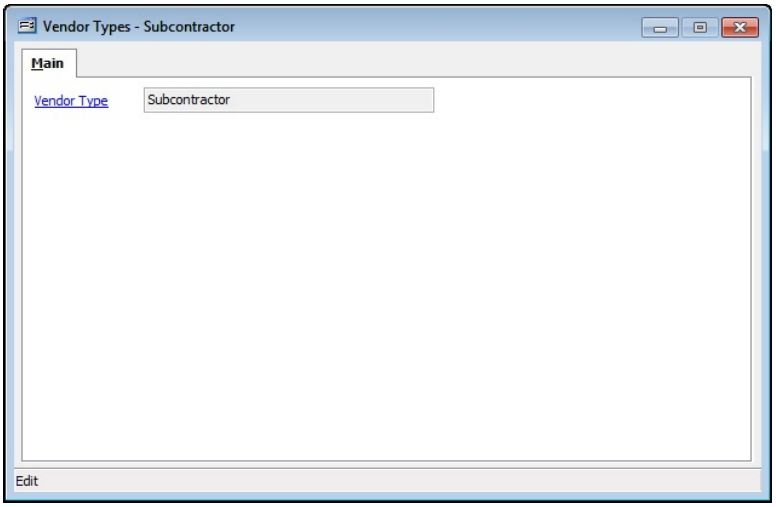
Deleting an Existing Record

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.

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® 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.



<u>Vendor Type</u>

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® 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
- Vendor Type

Options
- Case Sensitive

Fields
- Vendor Type

Vendor Types – Detail Report

Best Construction Company

Vendor Types
Detail Report

Page 1

Vendor Type
Non-Job
Subcontractor
Supplier

Figure: Install-236 Vendor Types – Detail Report.

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 icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: Install-237
Payment Terms with Standard Payment Type settings..

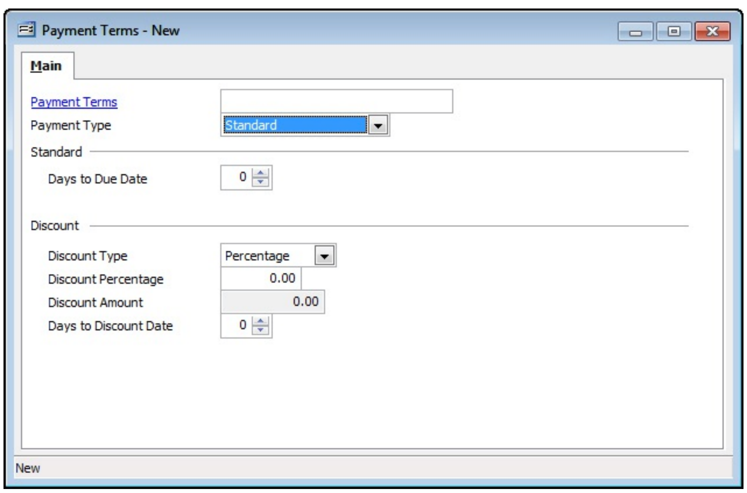


Figure: Install-237a
Payment Terms with Due Date Driven Payment Type settings.

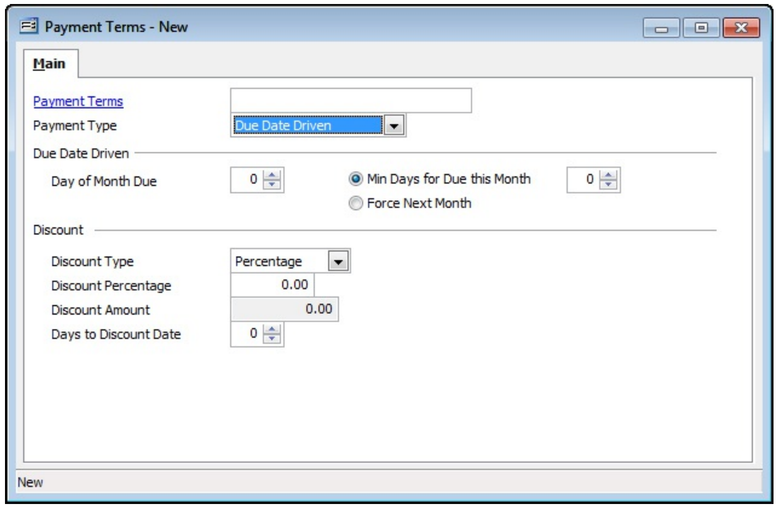


Figure: Install-237b
Payment Terms with Discount Date Driven Payment Type settings.

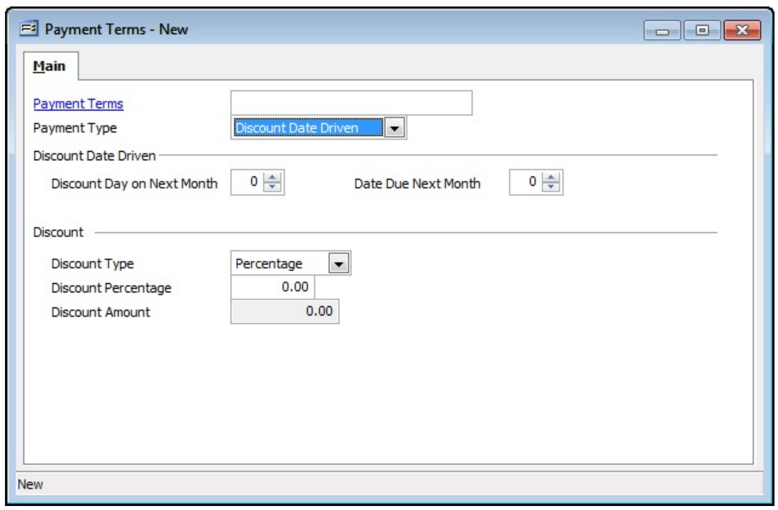
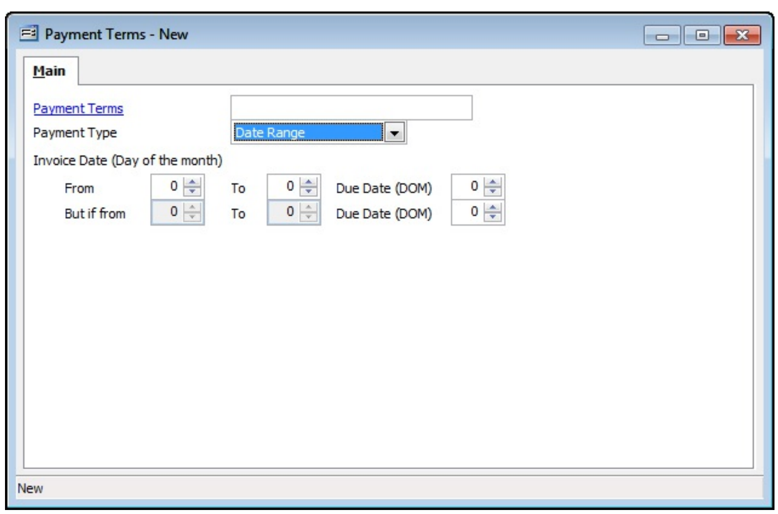


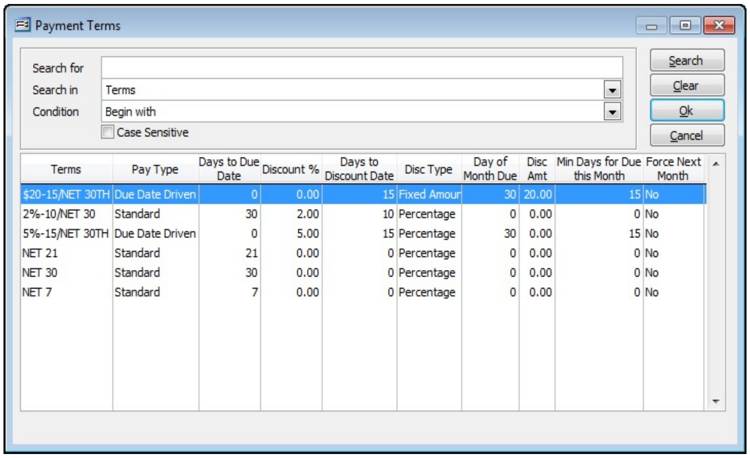
Figure: Install-237c
Payment Terms with Date Range Payment Type settings.



Editing an Existing Record

The list of payment terms 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.

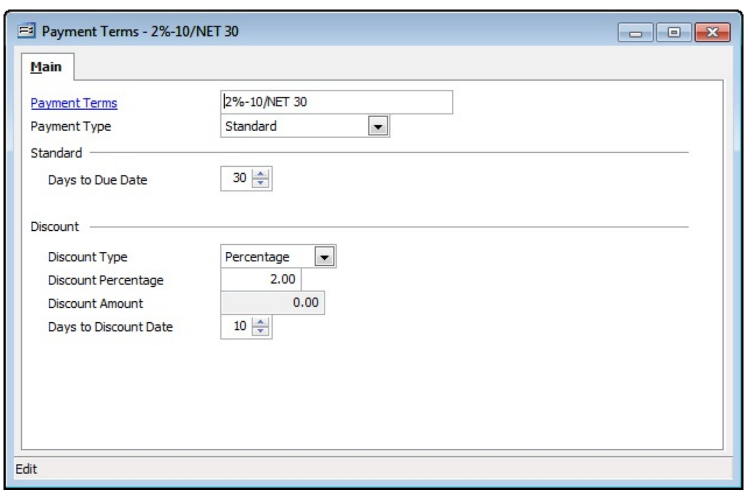
Figure: Install-238
Payment Terms
Find/Search screen.



Scrolling Through Payment Terms Records

Users can scroll through the payment terms 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 Terms name. Clicking on the Previous icon (at the top of the screen) will open the immediately prior record of the list, according to Terms. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to Terms. Clicking on the Last icon (at the top of the screen) will open the next record of the list, according to Terms.

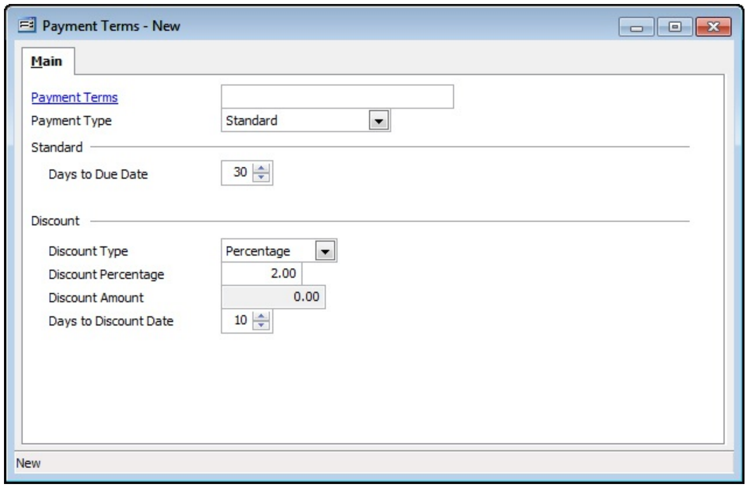
Figure: Install-239
Sample payment terms
record for editing.



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.



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.

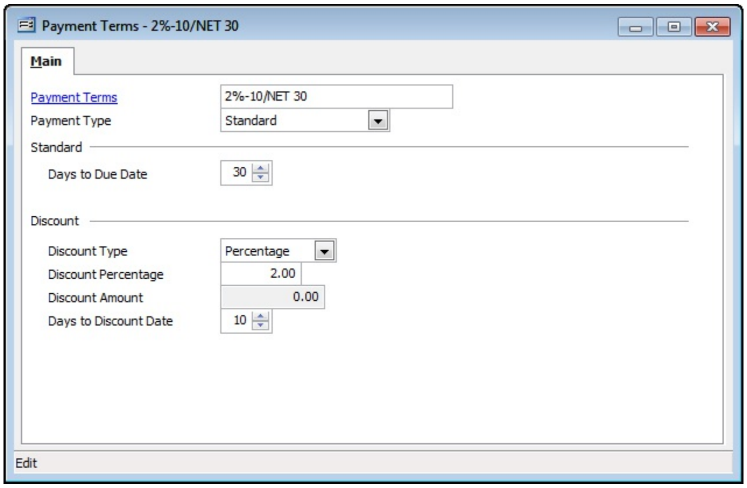
Save the Changed Record

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 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® 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

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.

Tip

> 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

Best Construction Company

Payment Terms
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

Figure: Install-242 Payment Terms, Summary Report.

Payment Terms — Detail

Best Construction Company

Payment Terms
Detail Report

Page 1

Terms		Payment Type	Discount Type	
$20-15/NET 30TH		Due Date Driven	Fixed Amount	
Discount Amount	20.00		[ ] Force Next Month	
Days to Discount Date	15		Minimun Days for Due Date	15
Day of Month for Due Date	30			
2%-10/NET 30		Standard	Percentage	
Discount Percentage	2.00 %			
Days to Discount Date	10			
Days to Due Date	30			
5%-15/NET 30TH		Due Date Driven	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	
Discount Percentage	0.00 %			
Days to Discount Date	0			
Days to Due Date	21			
NET 30		Standard	Percentage	
Discount Percentage	0.00 %			
Days to Discount Date	0			
Days to Due Date	30			
NET 7		Standard	Percentage	
Discount Percentage	0.00 %			
Days to Discount Date	0			
Days to Due Date	7			

07/29 10:55 AM

Figure: Install-243 Payment Terms – Detail Report.

Payment Terms — Extended

Best Construction Company

Payment Terms

Extended Report

Page 1

Terms	Pay Type	Discount Type	Discount Percentage	Discount Amount	Discount Days	Due Date Days	Due Date Day of Month	Due Date Min Days	Force Next Month
$20-15/NET 30TH	Due Date Driven	Fixed Amount	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
NET 7	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.

Tip

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® and MasterCard® are processed together, but American Express® and Discover® 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

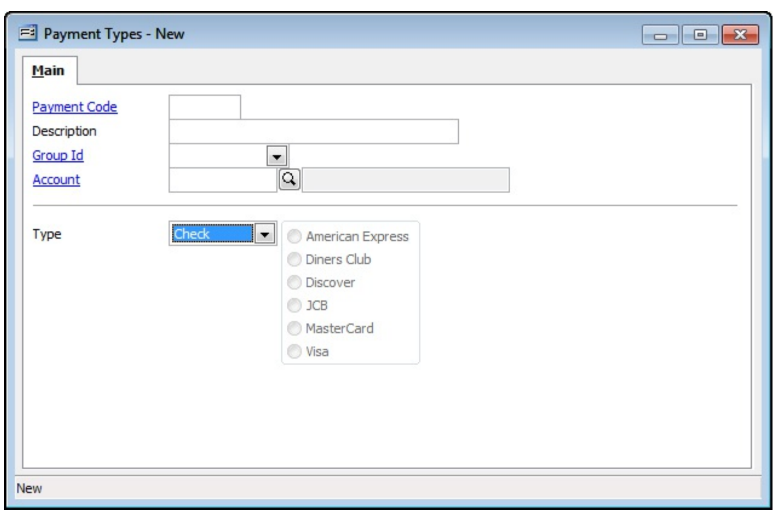
Standard Menu Access

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 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.



Editing an Existing Record

The list of payment types 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.

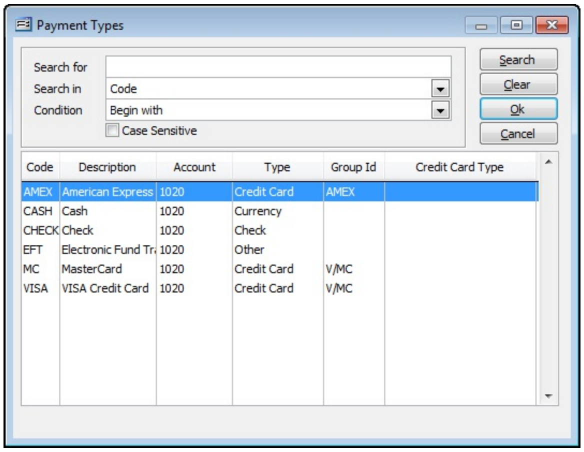


Figure: Install-246
Payment Terms Find/Search screen.

Scrolling Through Payment Type Records

Users can scroll through the payment type 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 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 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.

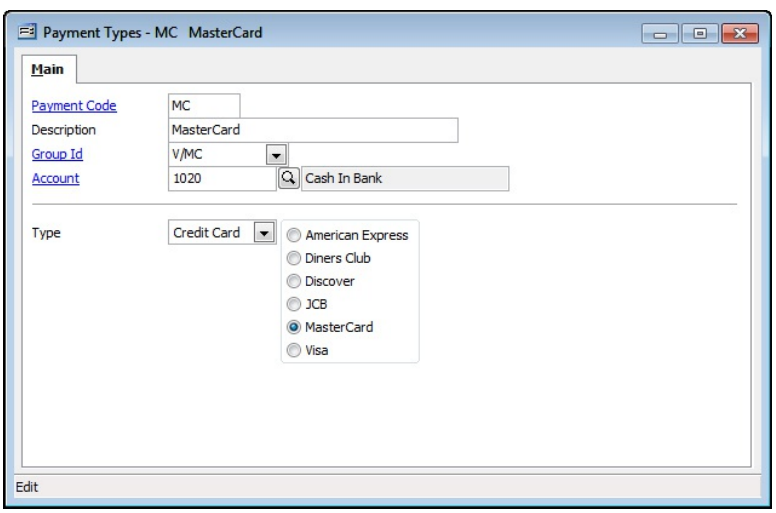


Figure: Install-247
Sample payment terms record for editing.

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.

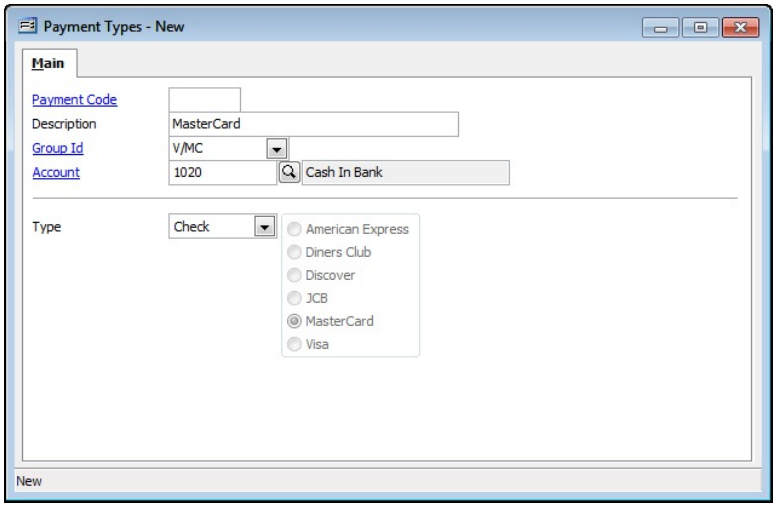


Figure: Install-248
Cloned record. Note that all of the initial fields, except for the Payment Type field, match the source record.

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 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.

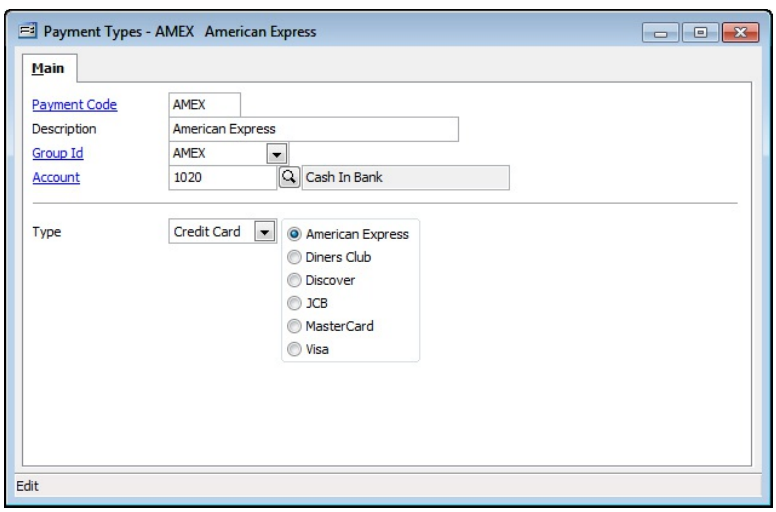


Figure: Install-249
Payment Types screen form sample for American Express® (AMEX®) credit card.

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®) and MC (MasterCard®). 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.

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® Card, etc.

Group Id
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® and MasterCard® are processed together, but American Express® and Discover® 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® 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

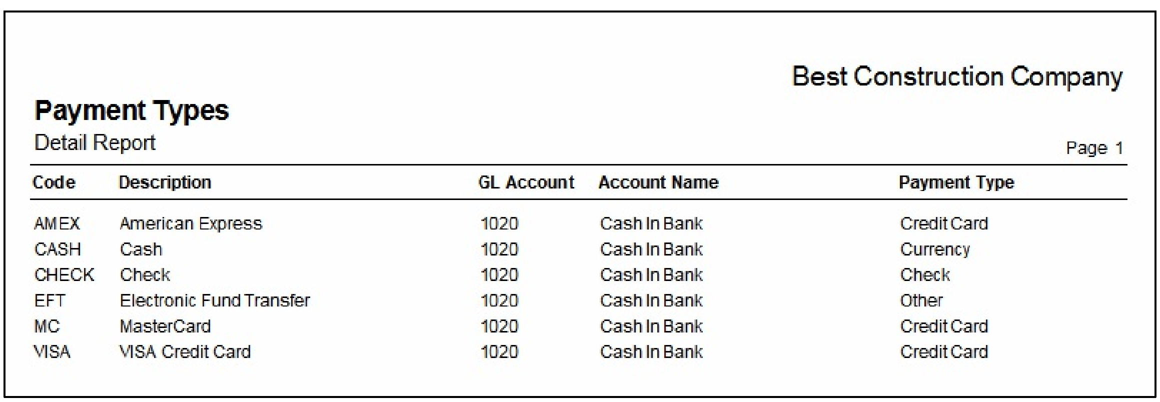
The Payment Types Detail Report displays the payment type code, description, GL account, account name, and payment type.

Order By
- Payment Code
- Description
- Account

Options
- Show Report Criteria
- Case Sensitive

Fields
- Payment Code
- Description
- Account

Payment Types — Detail



Best Construction Company

Payment Types
Detail Report
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

Figure: Install-250 Payment Types, Summary Report.

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.

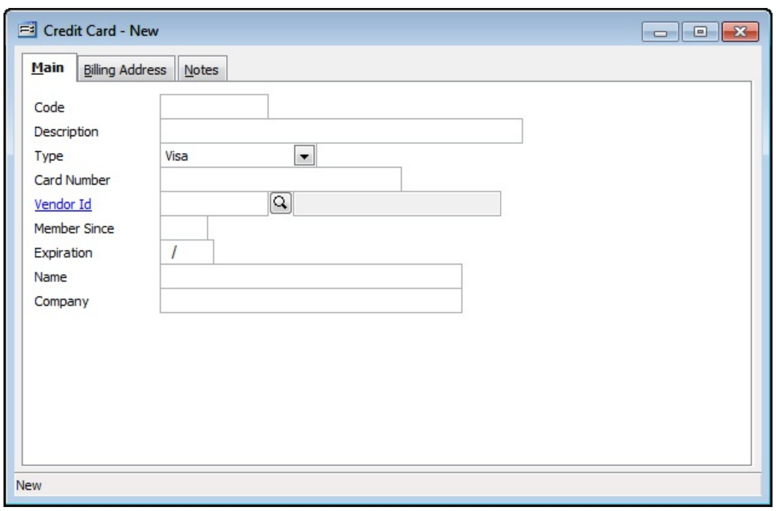
Modular Menu Access
AP | Credit Cards

Modular Menu Access
Miscellaneous | Vendor Types

Standard Menu Access
List | Miscellaneous | Credit Cards

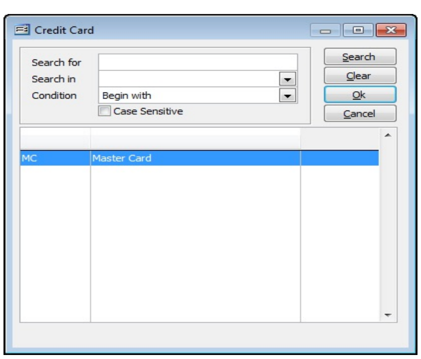
New Record
Initial access to credit cards from the menu opens the Credit Card - New form. The form is used to enter new credit card information. However, access to a new form when another credit card record is on the screen only requires pressing Ctrl+N or use the New icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: Install-251
Credit Card - New screen form.



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.

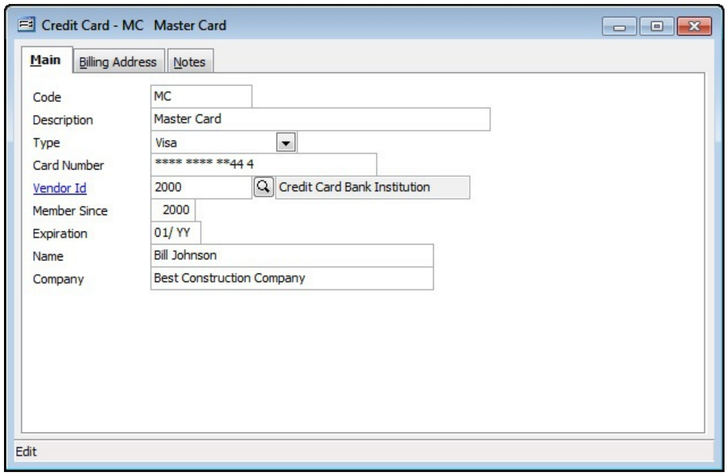
Figure: Install-252
Credit Card, Find/Search form.



Save the Changed Record

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

Figure: Install-253
Credit Card screen form.



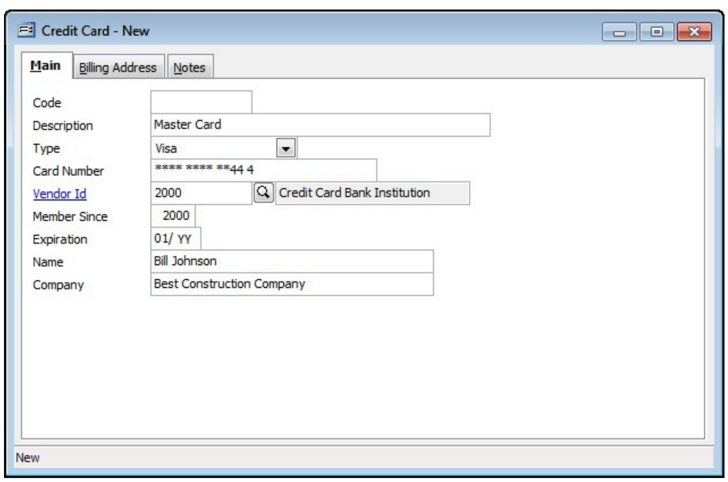
Scrolling Through Credit Card Records

Users can scroll through the credit card 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 credit card Code. Clicking on the Previous 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.



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

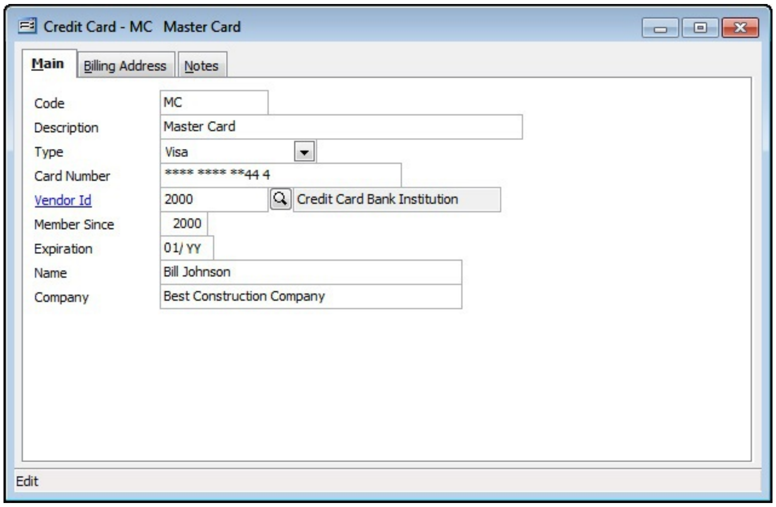
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press

Ctrl-S to save the changes.

Main Tab

The 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® 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.



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® for American Express®, MC for MasterCard®, or VISA BOA for a Visa® card from Bank of America®, 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.

Type

BIS® has identified the four credit card types most requested by existing customers: Visa®, MasterCard®, American Express®, and Discover®.

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

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.

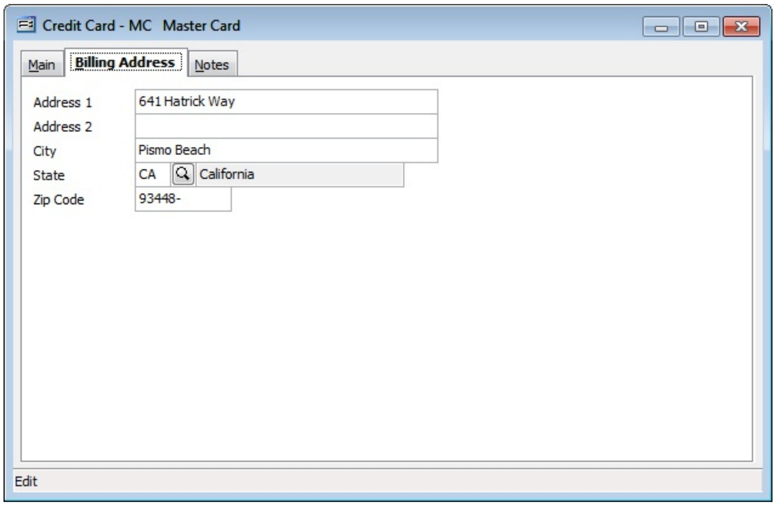
Company
Since the credit card could be a company credit card (instead of individual alone, the company name can be placed in the field.

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 sample screen form.



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.

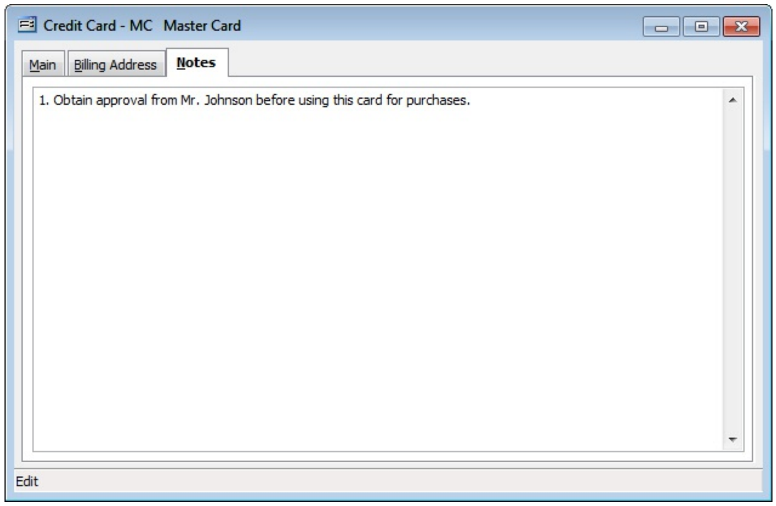
Save the Changed Record

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.

Figure: Install-259
Sample Credit Card master record screen form Notes tab.



Save the Changed Record

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

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.

Order By

- Code
- Description
- Card Number

Options

- Show Notes
- Show Report Criteria
- Case Sensitive

Fields

- Code
- Description
- Card Number

Credit Card List — Summary

Best Construction Company

Credit Card List

Summary Report

Page 1

CC Code	Description	Type	Card Number	Addtional ID	Member Siince	Exp. Date
MC	Master Card	Visa	************4444	123	2000	1/06
Notes	1. Obtain approval from Mr. Johnson before using this card for purchases.					

Figure: Install-260 Credit Card List – Summary Report, showing Notes.

Credit Card List — Detail

Best Construction Company

Credit Card List

Detail Report

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CC Code	Description Name	Type Company	Card Number Vendor Id	Addtional ID Vendor Name	Member Siince	Exp. Date
MC	Master Card Bill Johnson	Visa	************4444 2000	123 Credit Card Bank Institution	2000	1/06
Notes	1. Obtain approval from Mr. Johnson before using this card for purchases.					

Figure: Install-261 Credit Card List – Detail Report, showing Notes.

Credit Card List — Extended

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Credit Card List

Extended Report

Page 1

Credit Card: MC, Master Card

Main

Code	MC
Description	Master Card
Card Number	************4444
Additional Identifier	123
Type	Visa
Vendor Id	2000
Vendor Name	Credit Card Bank Institution
Member Since	2000
Expiration	0106
Name	Bill Johnson
Company	

Billing Address

Address 1	641 Hatrick Way
Address 2	
City	Pismo Beach
State	CA
Zip Code	93448

Notes

1. Obtain approval from Mr. Johnson before using this card for purchases.

Figure: Install-262 Credit Card List – Extended Report, including Notes.

Assembles 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.

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.

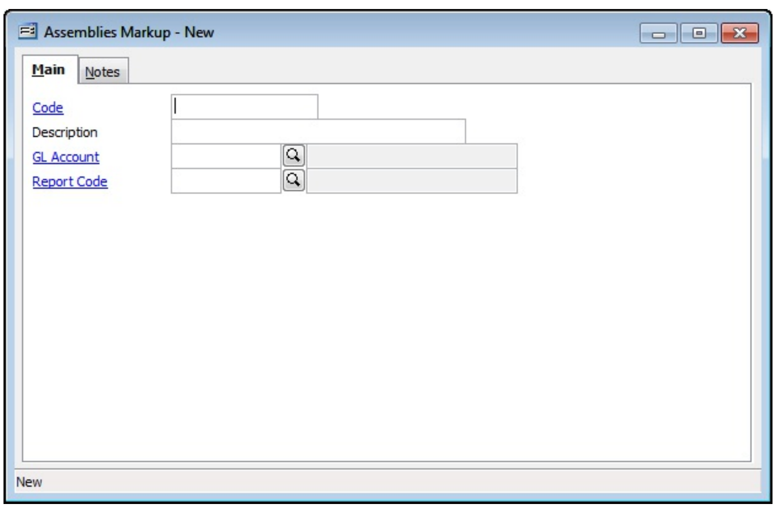
Modular Menu Access
AP | Credit Cards

Modular Menu Access
Miscellaneous | Vendor Types

Standard Menu Access
List | Miscellaneous | Vendor Types

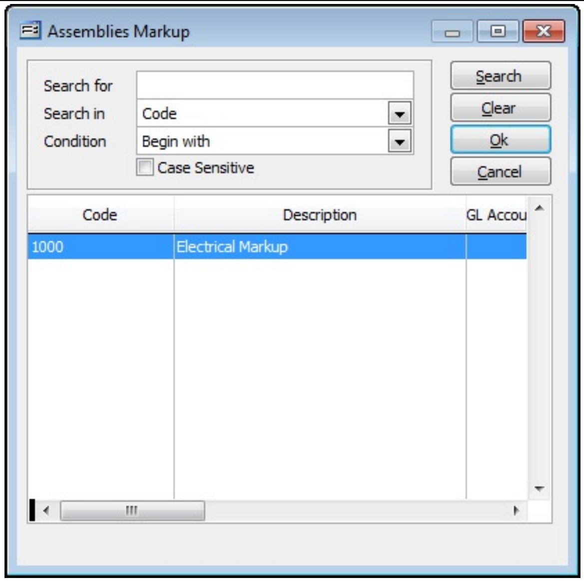
New Record
Initial access to credit cards from the menu opens the Credit Card - New form. The form is used to enter new assembly markup information. However, access to a new form when another assembly markup record is on the screen only requires pressing Ctrl+N or use the New icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: Install-263
Assemblies Markup – New screen form.



Editing an Existing Record
The list of assembly markups 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.

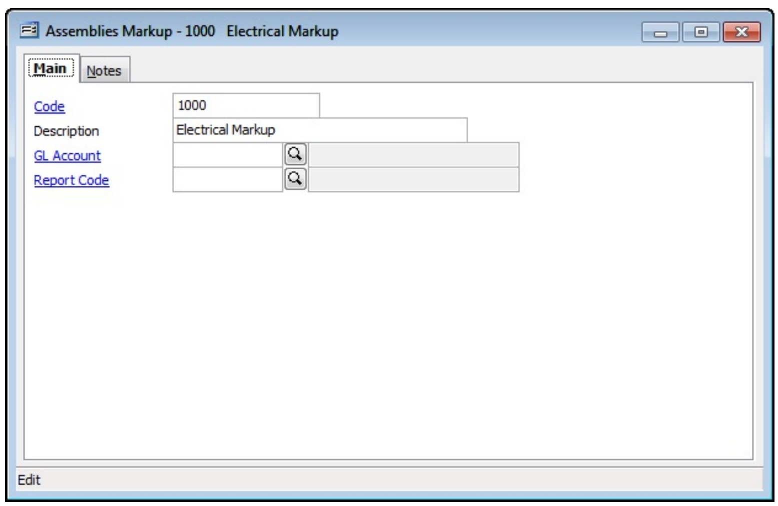
Figure: Install-264
Assemblies Markup, Find/Search form.



Save the Changed Record

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

Figure:: Install-265
Assemblies Markup screen form sample.



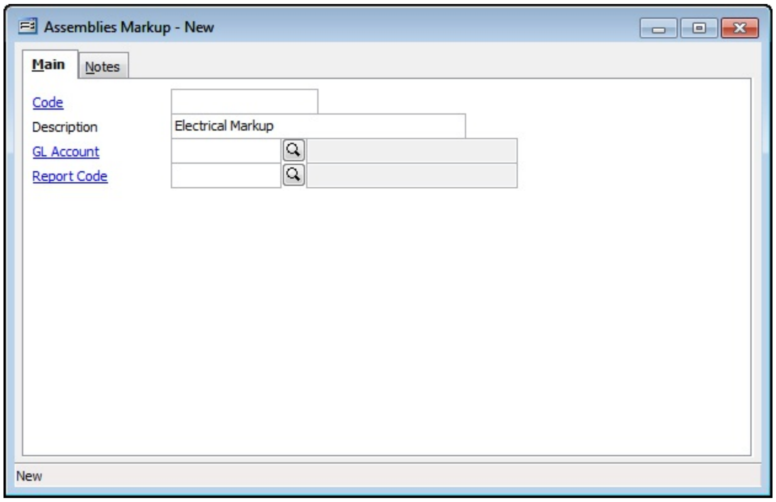
Scrolling Through Assemblies Markup Records

Users can scroll through the assembly markup 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 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 icon (at the top of the screen) will open the next record of the list, according to the Code. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to the 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 Assemblies Markup Code to be saved as a new record.

Figure: Install-266
Cloned record. Note that all of the initial source fields 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 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.

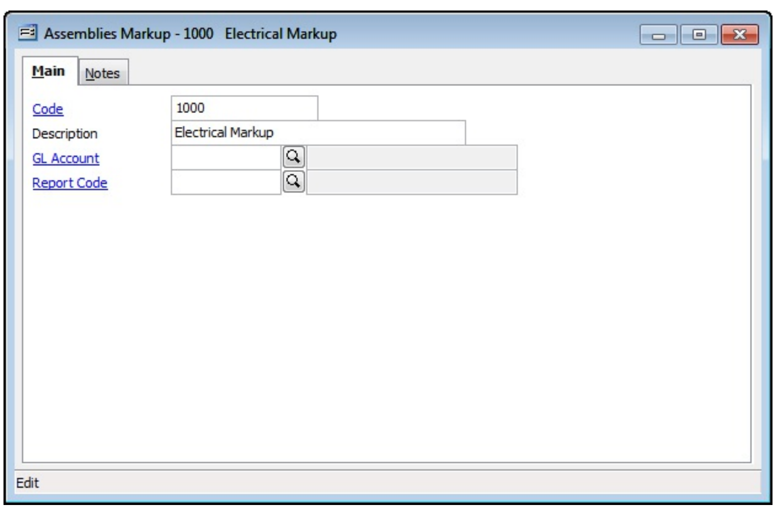
Save the Changed Record

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.



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.

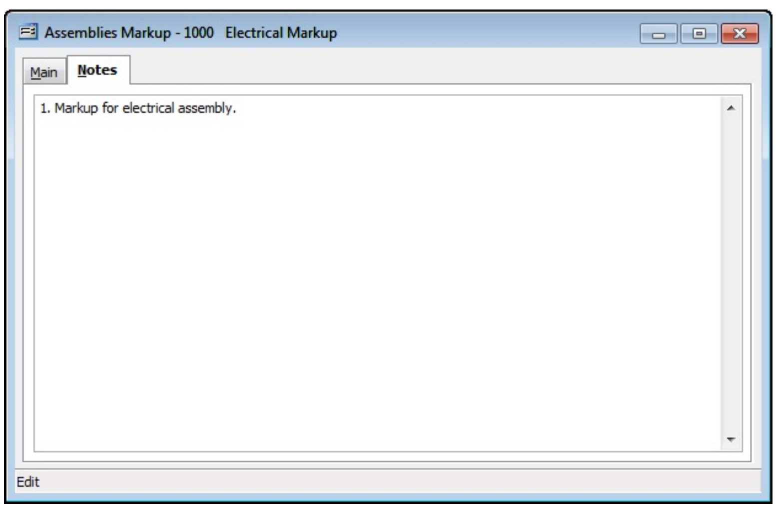
Please note that underlined Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Account hyperlink lists a selection of reports that can be directly accessed.

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 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 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.

Report – Assemblies Markup

The Assemblies Markup report lists the assemblies' markups recorded in the Assemblies Markup file.

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.

Order By
- Code

Options
- Show Notes
- Show Report Criteria

Fields
- Code

Assemblies Markup — Summary

Best Construction Company

Assemblies Markup

Summary Report

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).

Tip The Items Classifications option is available if the Inventory module is installed.

Modular Menu Access

Miscellaneous | Item Classification

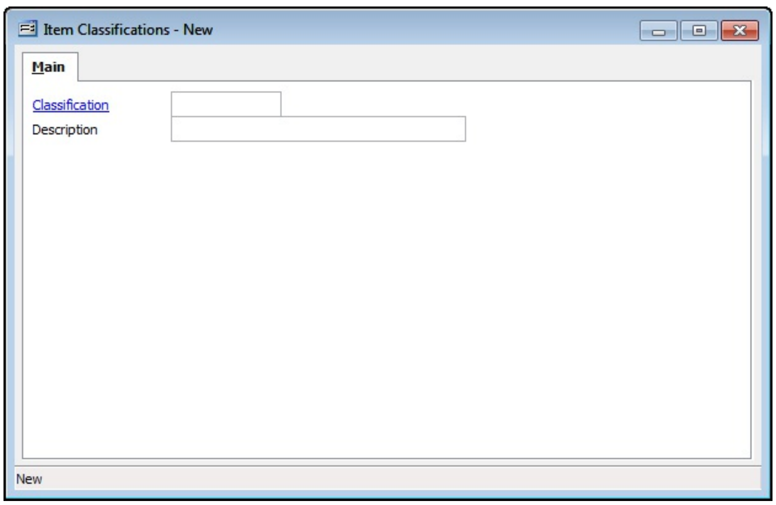
Standard Menu Access

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 icon on the toolbar. The system will ask, however, if changes to the record should be saved.

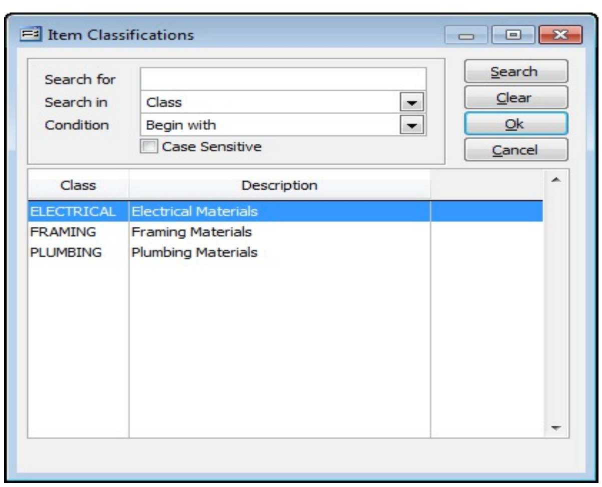
Figure: Install-270
Item Classifications – New master record screen form.



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.

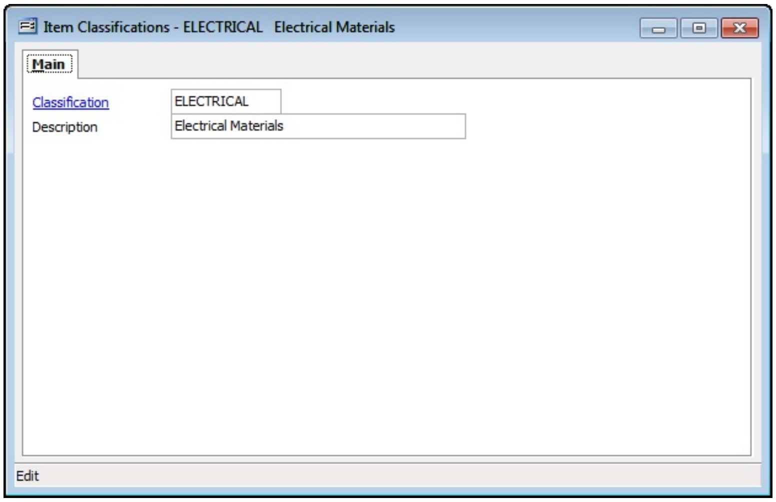
Figure: Install-271
Item Classifications Find/Search screen.



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.

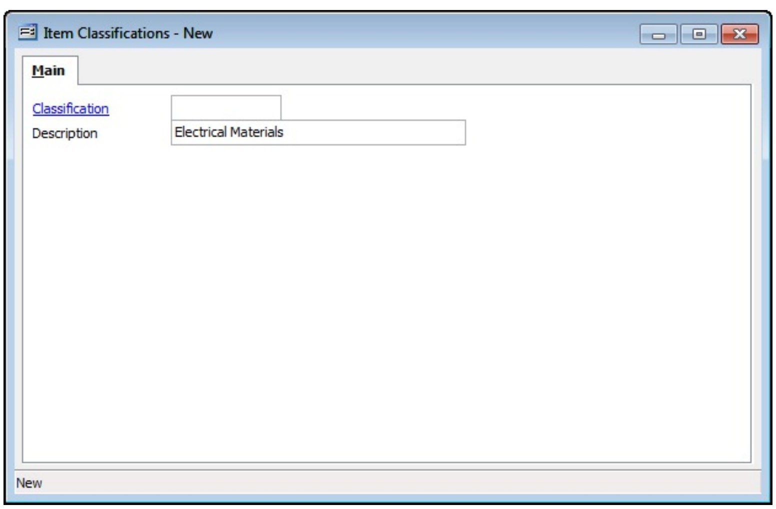
Figure: Install-272
Item Classification master record screen form sample.



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.



Deleting an Existing Record

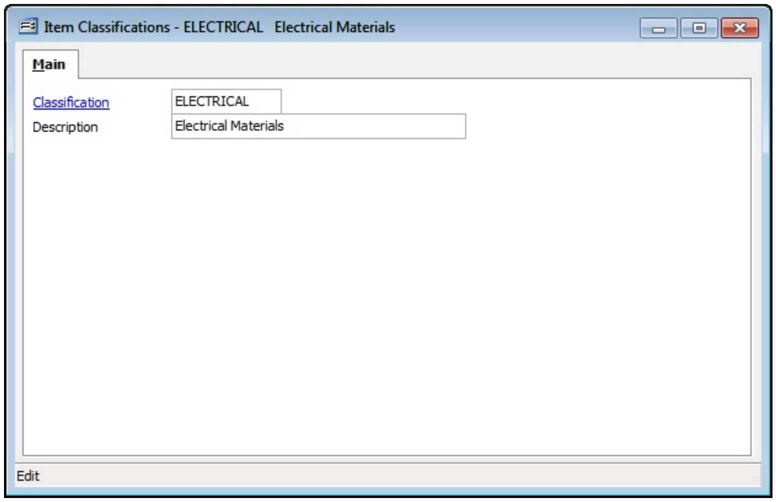
Once a Item Classification code has been saved, it cannot be deleted (or the Item Classification code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete 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 Item Classification code.

Figure: Install-274
Item Classification master record screen form sample.



<u>Classification</u>

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® 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
- Classification

Options
- Show Report Criteria

Fields
- Classification

Item Classification – Summary Report

Best Construction Company

Item Classifications

Summary Report

Page 1

Code	Description
ELECTRICAL	Electrical Materials
FRAMING	Framing Materials
PLUMBING	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

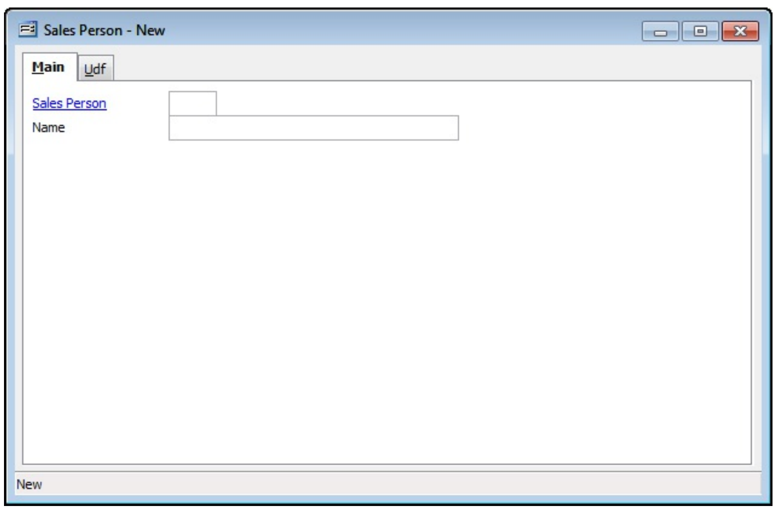
Standard Menu Access

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.

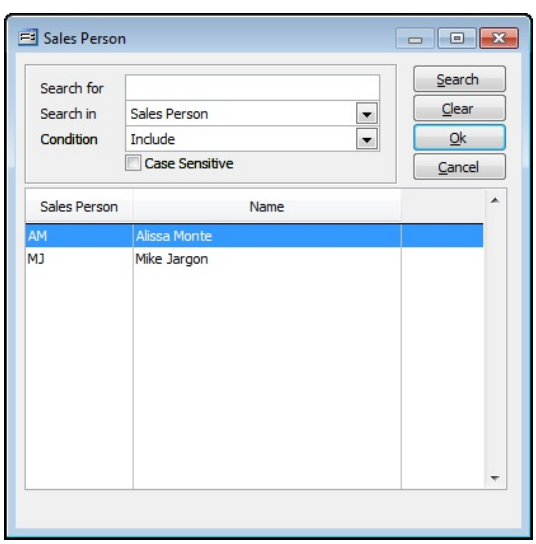
Figure: Install-276
Salespersons – New screen form.



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

Figure: Install-277
Salespersons Find/Search screen.



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 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.

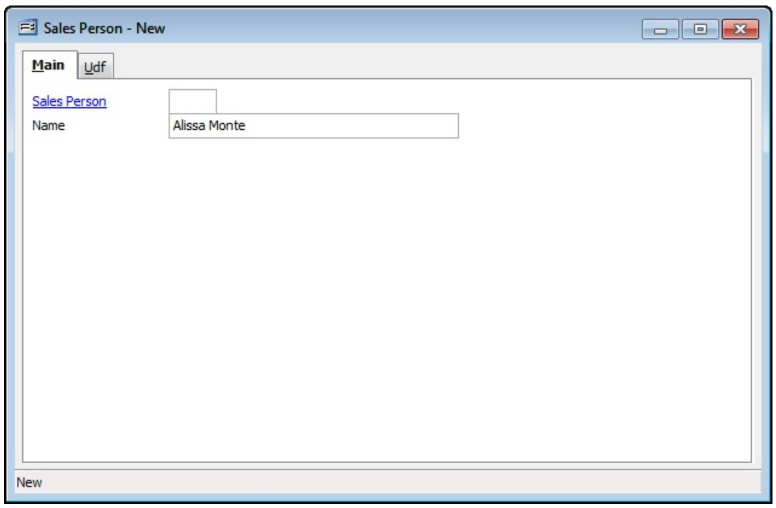


Figure: Install-278
Cloned record. Note that the other field, but not the Salesperson Initials, match the source record.

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.

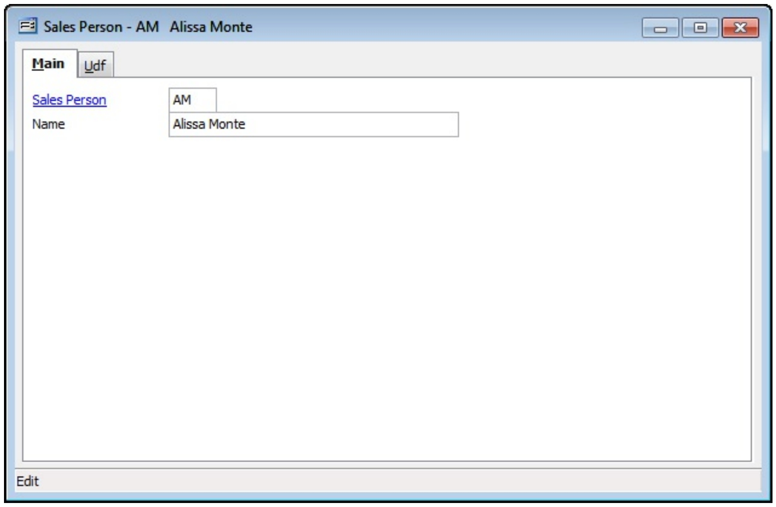
Save the Changed Record

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

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® 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.

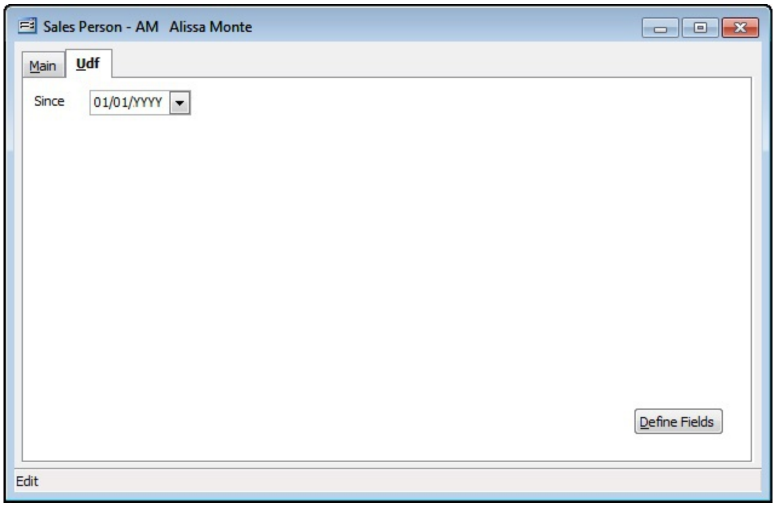
Udf Tab

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.

Tip

The Udf function is generally employed after installation is complete.

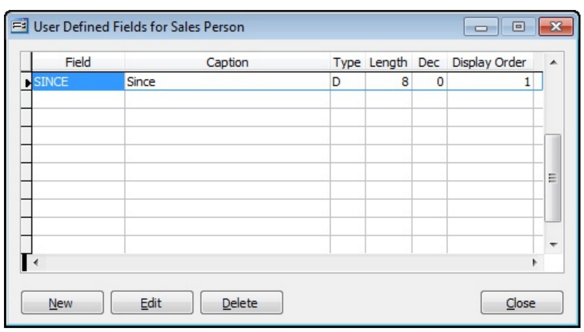
Figure: Install-280
Sales Persons, Udf tab screen form with one example of a user defined field.



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.

Figure: Install-281
Sample User Defined Field for Sales Person screen form.



All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from 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.

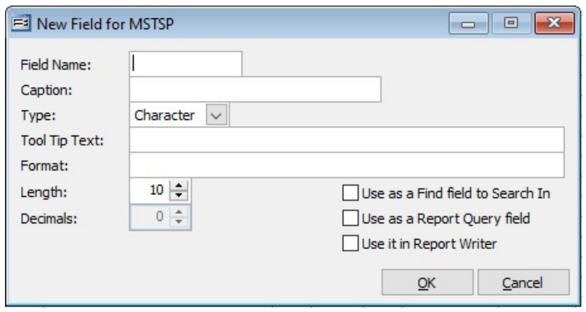
Display Order

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.

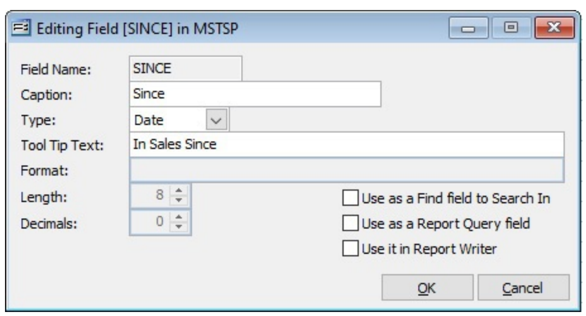
Figure: Install-282
Udf New Field screen form.



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
Udf Editing Field screen form.



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

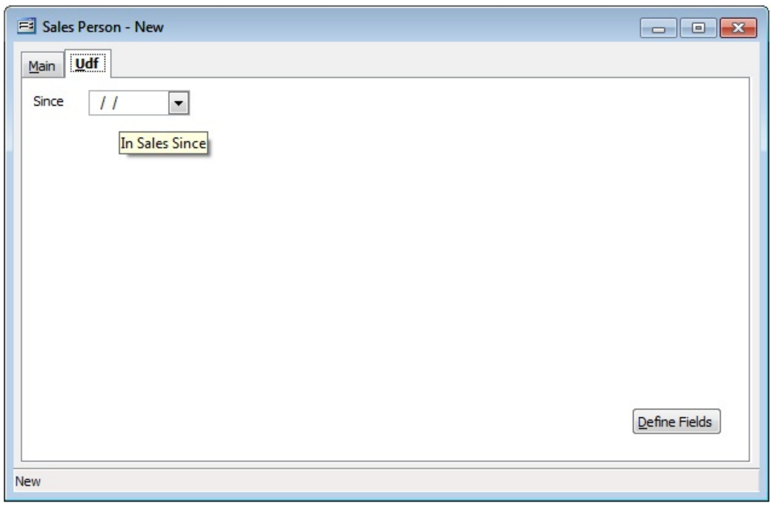
The following chart shows the relationship of the available types to the other controls.

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

Tool Tip Text

The Tool Tip Text field 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.



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		
			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 signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		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 and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	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).	UUUUU	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 format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	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.

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

The Sales Persons Udf Report also displays the Udf field name and data recorded in the Item Classification file.

Order By

- Sales Person
- Name

Options

- Show Report Criteria
- Case Sensitive

Fields

- Sales Person
- Name

Sales Person – Detail Report

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Sales Person

Detail Report

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Sales Person	Name
AM	Alissa Monte
MJ	Mike Jargon

Figure: Install-286 Sales Person – Detail Report.

Sales Person – Udf Report

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Sales Person User Definable Fields

Udf Report

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Sales Person	Name / UDF Field	Description
AM	Alissa Monte	
	Since	01/01/ YYYY
MJ	Mike Jargon	
	Since	/ /

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® allows a multi-level discount schedule to be created with seven discount codes for each level.

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

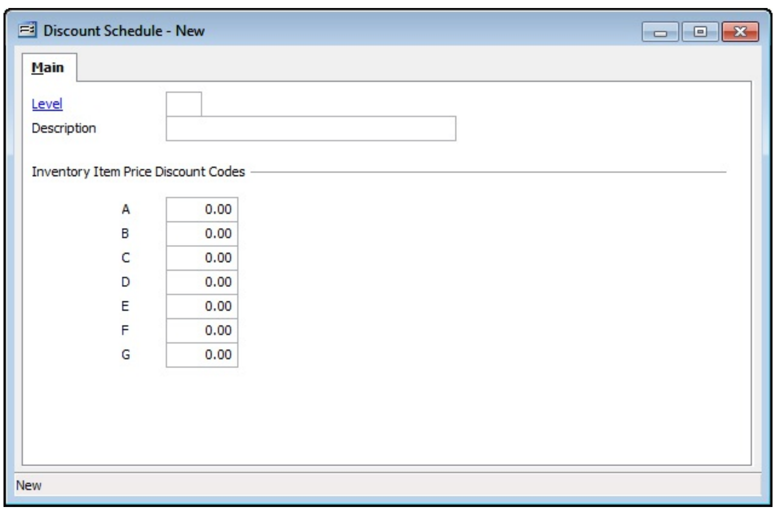
Standard Menu Access

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 icon on the toolbar. The system will ask, however, if changes to the record should be saved.

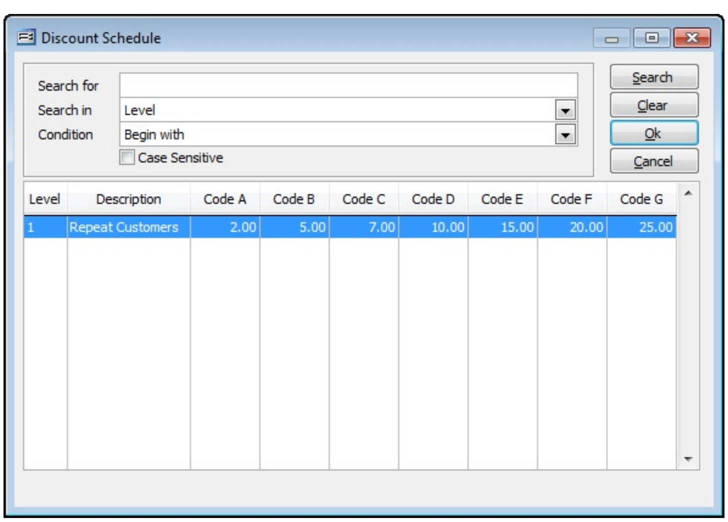
Figure: Install-288
Discount Schedule – New master record screen form.



Editing an Existing Record

The list of Discount Schedule 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

Figure: Install-289
Discount Schedule Find/Search screen.

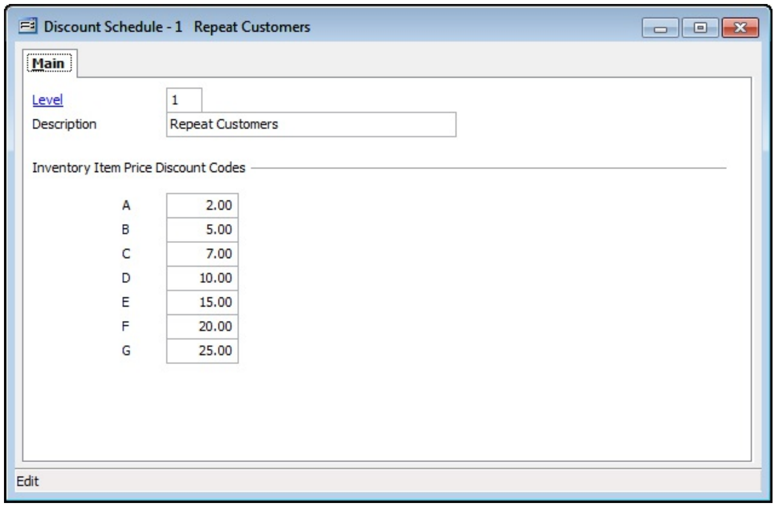


either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Scrolling Through Discount Schedule Records

Users can scroll through the Discount Schedule records by using the VCR buttons on the toolbar 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 icon (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.

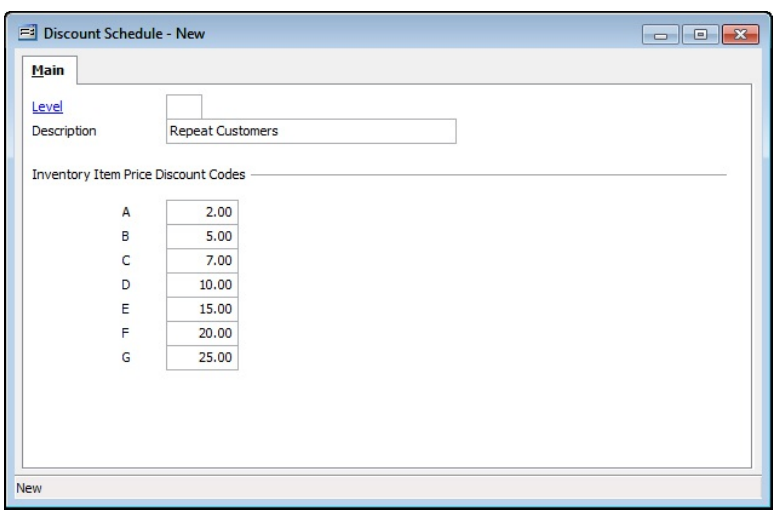
Figure: Install-290
Discount Schedule screen form sample.



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.



Deleting an Existing Record

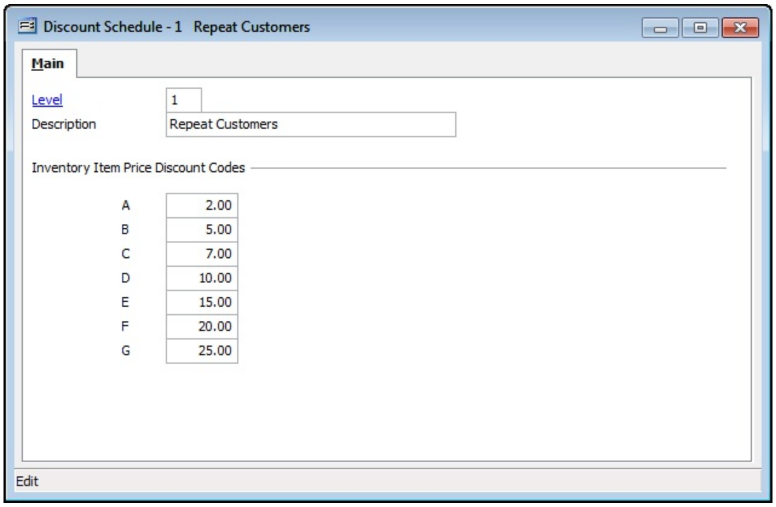
Once a Discount Schedule code has been saved, it cannot be deleted (or the Discount Schedule code changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete 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 Discount Schedule code.

Figure: Install-292
Discount Schedule screen form sample.



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.

Order By
- Level
- Description

Options
- Show Report Criteria
- Case Sensitive

Fields
- Level
- Description

Discount Schedule – Detail Report

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Discount Schedule
Detail Report

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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

Figure: Install-293 Item Classifications – Summary Report.

Report Codes

BIS® 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.

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

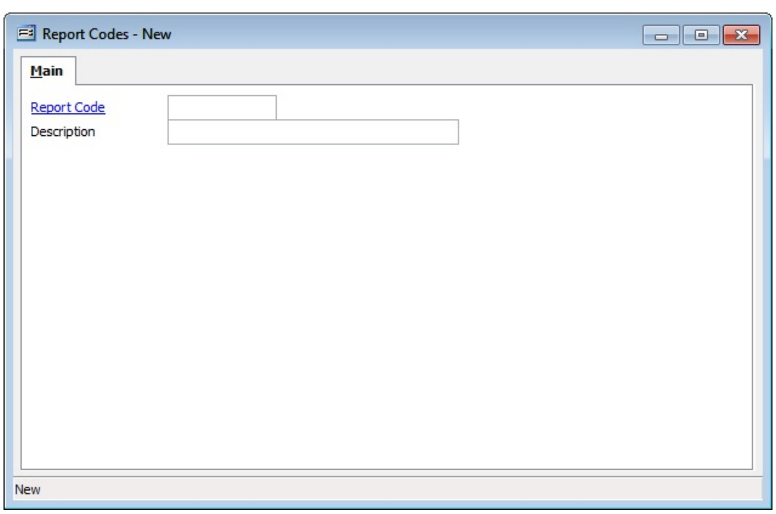
Standard Menu Access

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 icon on the toolbar. The system will ask, however, if changes to the record should be saved.

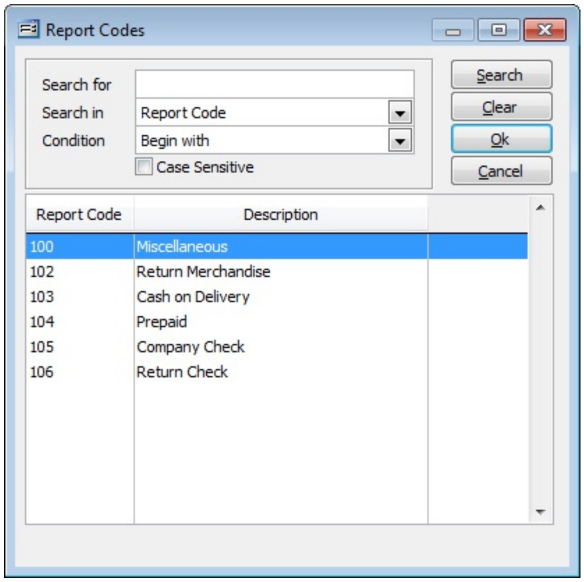
Figure: Install-294
Report Codes - New screen form.



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.

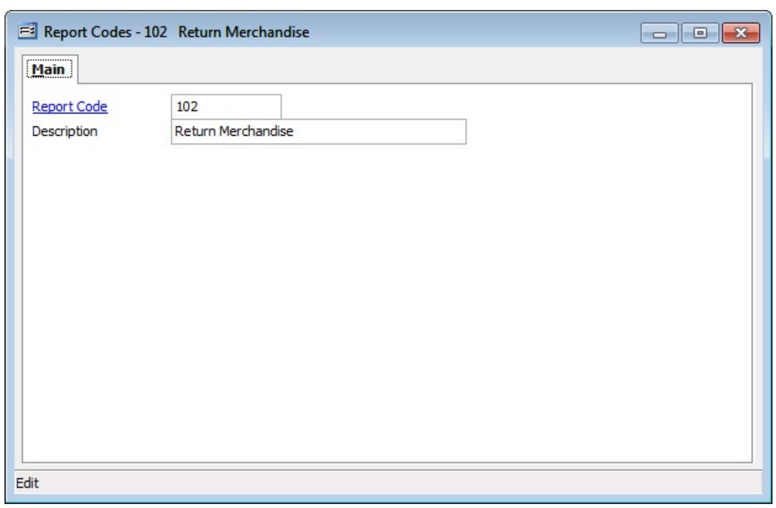
Figure: Install-295
Report Codes Find/Search screen.



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 icon (at the top of the screen) will open the first record of the list, according to Report Code. Clicking on the Previous 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.



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.

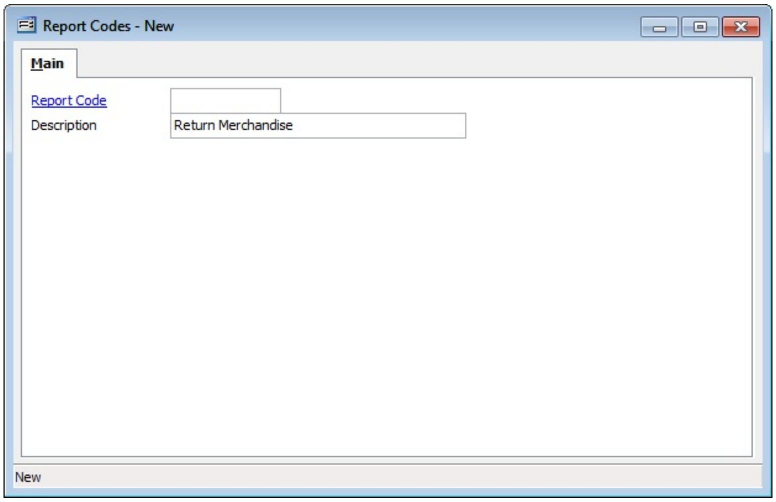


Figure: Install-297
Cloned record, showing the same description, but needing a new code.

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 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.

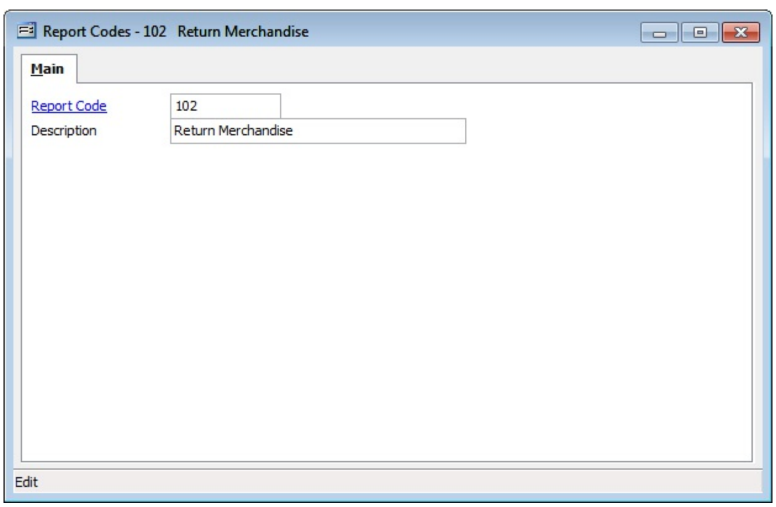


Figure: Install-298
Report Code screen form sample.

Report Code

BIS® provides report codes as a method for customizing reports. Use report codes within BIS® 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

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Report Codes
Detail Report

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Code	Description
100	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.

Tip The Sales Tax option is used if needed and if the AR module is installed.

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® 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.

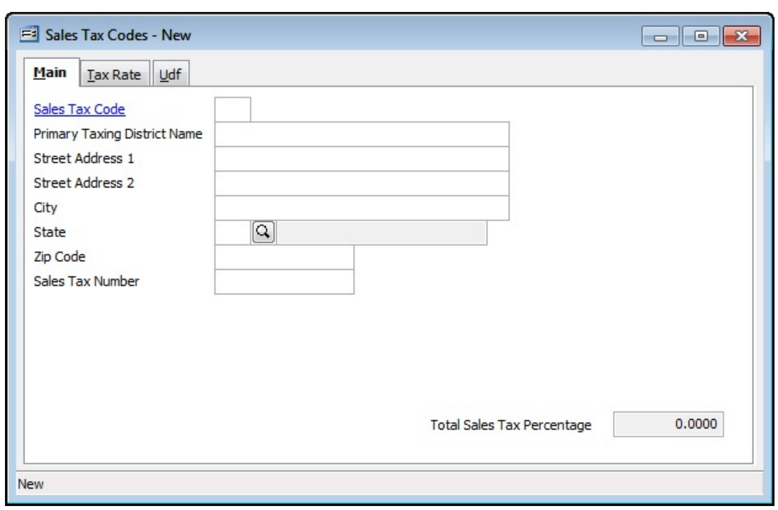


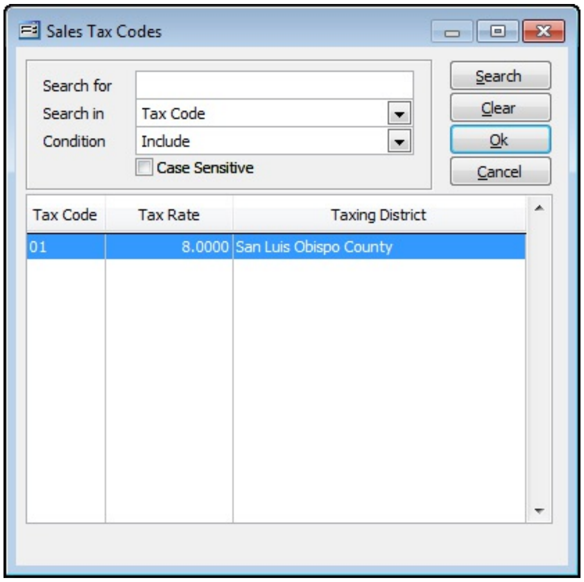
Figure: Install-300 Accounts Receivable Sales Tax Codes – New screen form.

Editing an Existing Record

The list of sales tax codes 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.

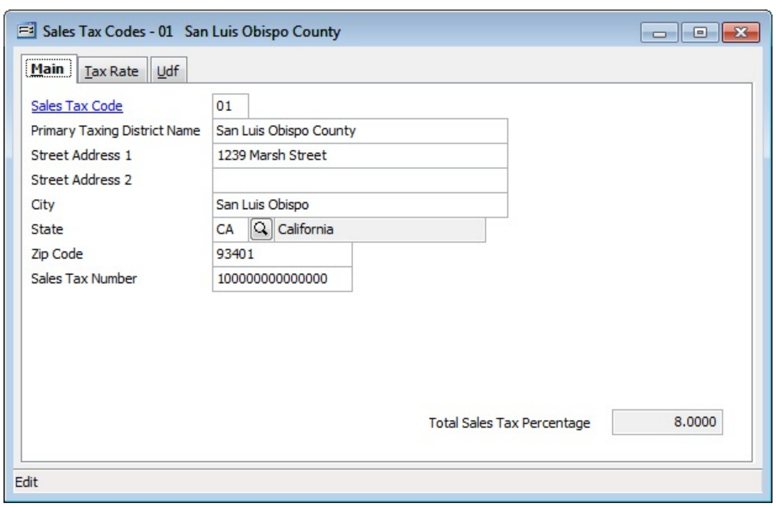
Figure: Install-301
Accounts Receivable Sales Tax Code Find/Search screen.



Scrolling Through Sales Tax Code Records

Users can scroll through the sales tax code 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 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 icon (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.

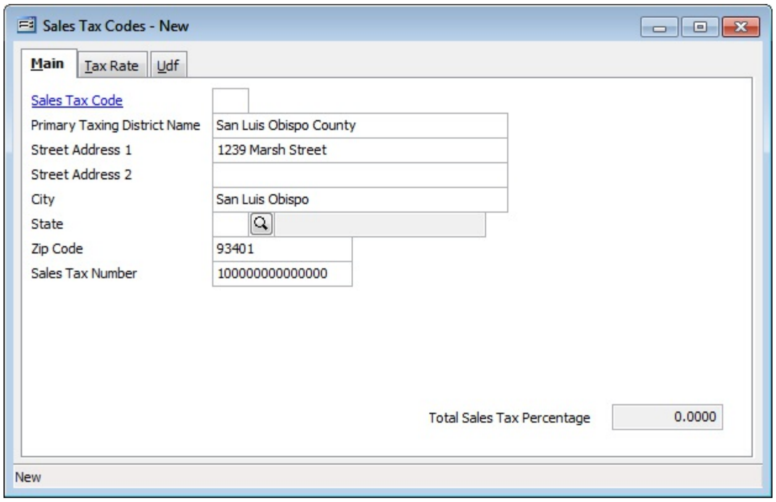
Figure: Install-302
Sample Accounts Receivable Sales Tax Code master record screen form for editing.



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.



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 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.

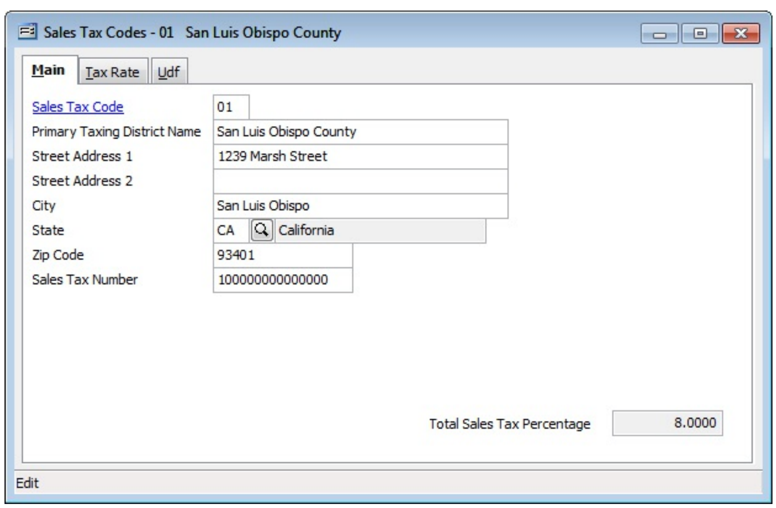
Save the Changed Record

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 record general information about the taxing district.

Figure: Install-304
Sales Tax Codes - Main Tab screen form.



<u>Sales Tax Code</u>

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.

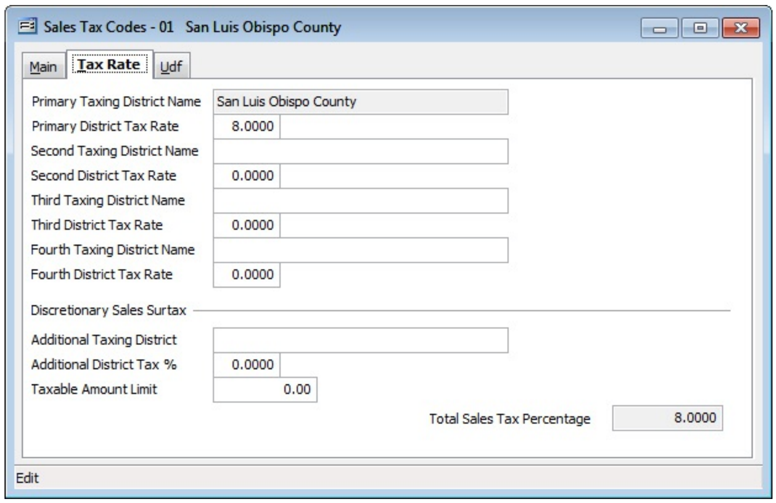
Tax Rate Tab

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%.

Figure: Install-305
Sales Tax Codes - Tax Rate tab screen form.



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.

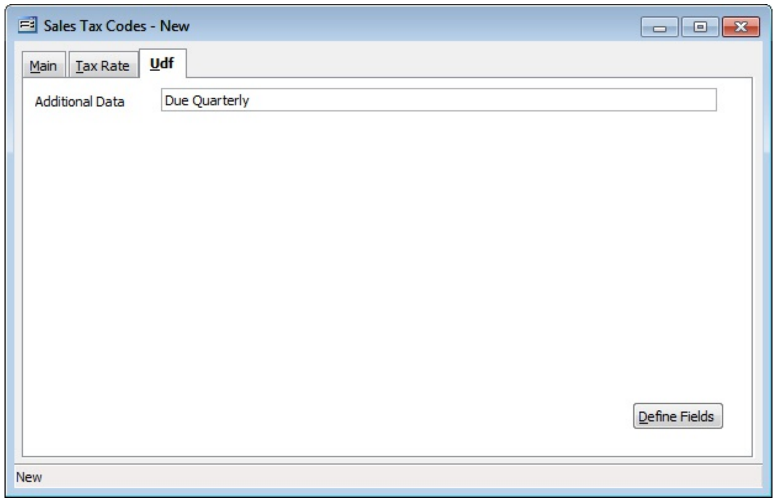
Total Sales Tax Percentage
The field calculates the total sales tax for the area by adding all the district rates.

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.

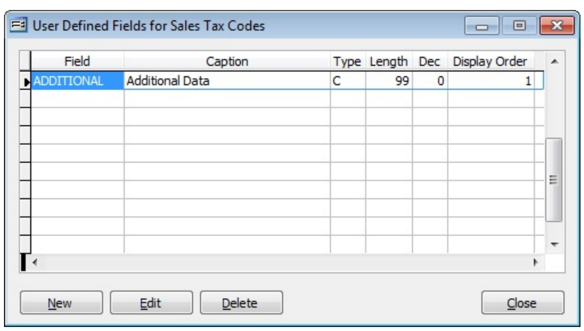
Figure: Install-306
Sales Tax Codes file, Udf tab screen form with one example of a user defined field.



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.

Figure: Install-307
Sample User Defined Field for Sales Tax Code screen form



All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from 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

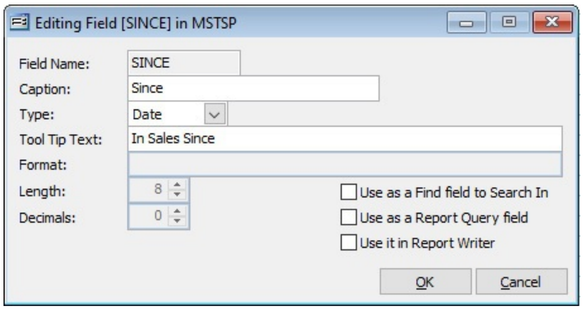
The field displays the letter C (character), N (numeric), D (date) or L (logical) for the field type.

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
Udf Editing Field screen form.



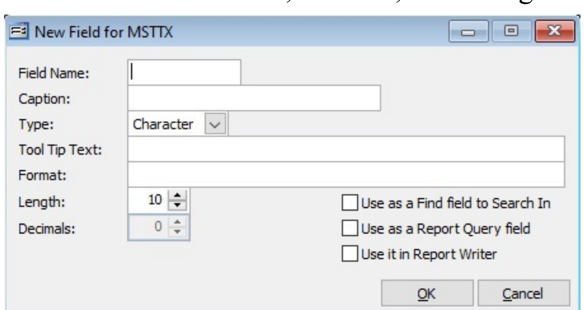
Use as a Find field to Search In
Select this option to make the field a Search field parameter.

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
Udf New Field screen form.



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.

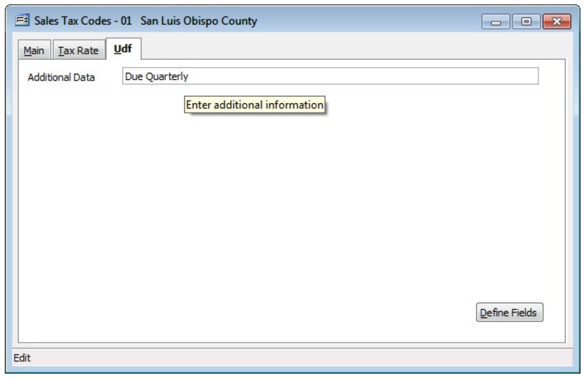


Figure: Install-309
Udf Editing Field screen form.

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.

Tip

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

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

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.

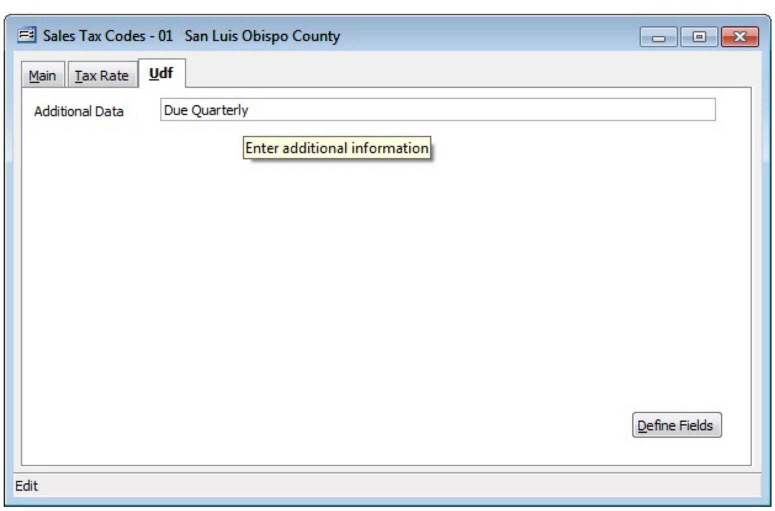
Format	Description	Format Example	Results for Value		
			Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		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 and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	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).	UUUUU	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	WWWWW	hello	12/31/06	wwwwww
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 format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	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.

Figure: Install-311 Sales Tax Codes master record Udf tab screen form showing the Tool Tip for the first field listed.



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
- Sales Tax Code
- City
- State
- Zip Code
- Total Sales Tax Percentage

Options
- Show Report Criteria
- Case Sensitive

Fields
- Sales Tax Code
- City
- State
- Zip code
- Total Sales Tax Percentage

Sales Tax File – Summary Report

Best Construction Company

Sales Tax File

Summary Report

Page 1

Tax Code	City	Rate
01	San Luis Obispo	8.0000

Figure: Install-312 Sales Tax File – Summary Report.

Sales Tax User Definable Fields – Udf Report

Best Construction Company

Sales Tax User Definable Fields

Udf Report

Page 1

Tax Code	Name / UDF Field	Description
01	San Luis Obispo	
	Additional Data	Due Quarterly

Figure: Install-313 Sales Tax User Definable Fields – Udf Report.

Sales Tax File – Extended Report

Best Construction Company

Sales Tax File

Extended Report

Page 1

Sales Tax Code 01

Main	
Sales Tax Code	01
Street Address	1239 Marsh Street
Street Address	
City	San Luis Obispo
State	CA
Zip Code	93401
City Sales Tax Number	100000000000000

Tax Rate	
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	
Addtional Taxing District	
Additional District Tax %	0.0000
Taxable Amount Limit	0.00

Total	
Total Tax Rate	8.0000

Figure: Install-314 Sales Tax File – Extended Report.

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.

Tip The Union functionality is only available if the Union module is installed.

Modular Menu Access

Union | Union

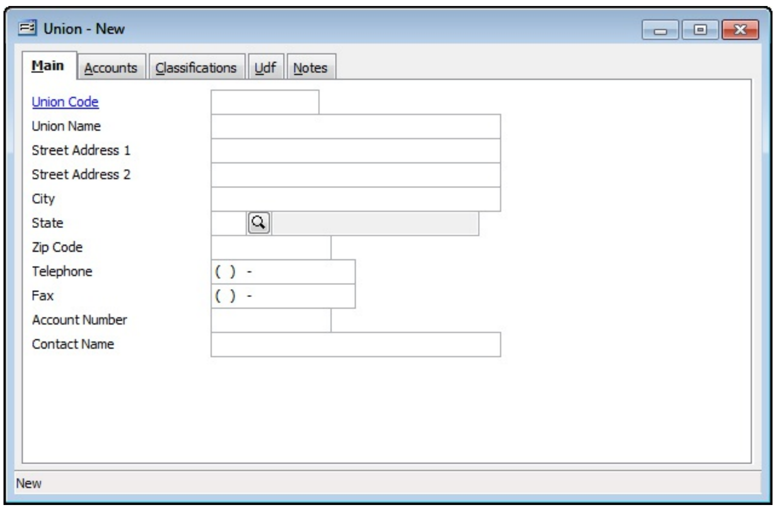
Standard Menu Access

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 icon on the toolbar. The system will ask if changes to the open record should be saved.

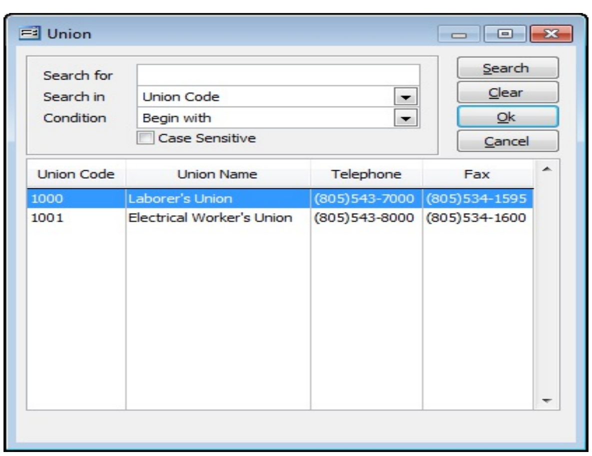
Figure: Install-315
Union Main tab screen form sample.



Editing an Existing Record

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

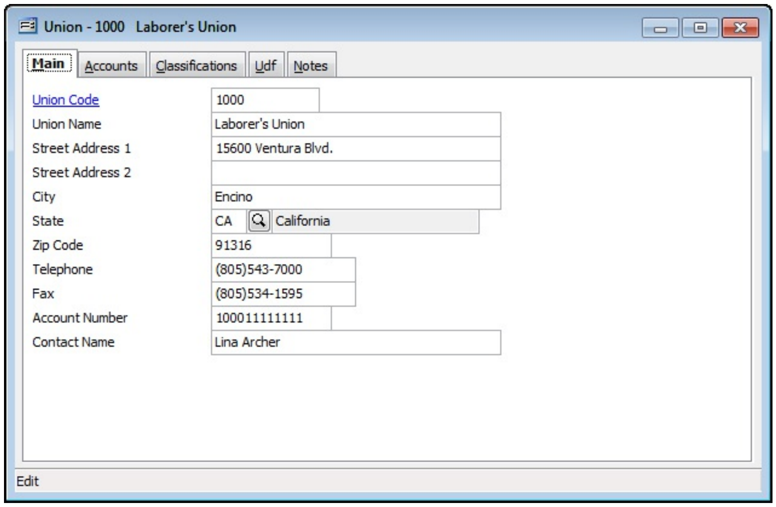
Figure: Install-316
Union Find/Search screen.



Scrolling Through Union Records

Users can scroll through the Union 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 Union Code. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Union Code. Clicking on the Next icon (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.

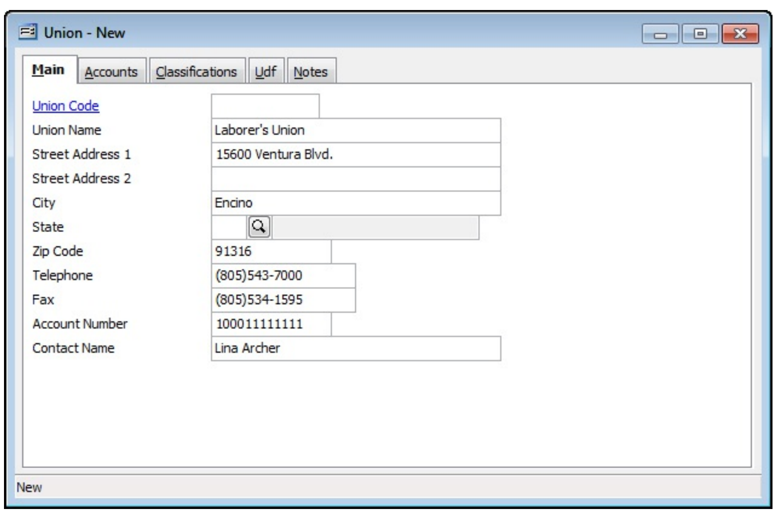
Figure: Install-317
Sample Union Main tab screen form for editing.



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 except for the Union Code and State match the source record.



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 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.

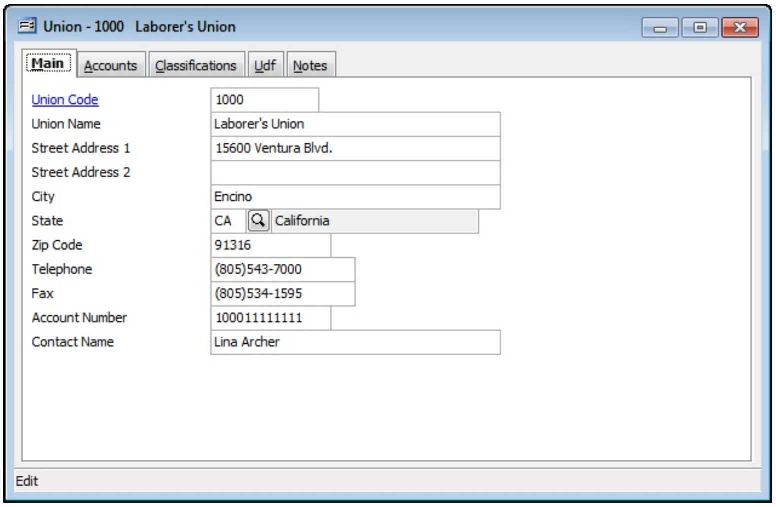
Save the Changed Record

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 Union Master Record is used to record general Union information.

Figure: Install-319
Sample Union Main tab screen form.



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® 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® 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.

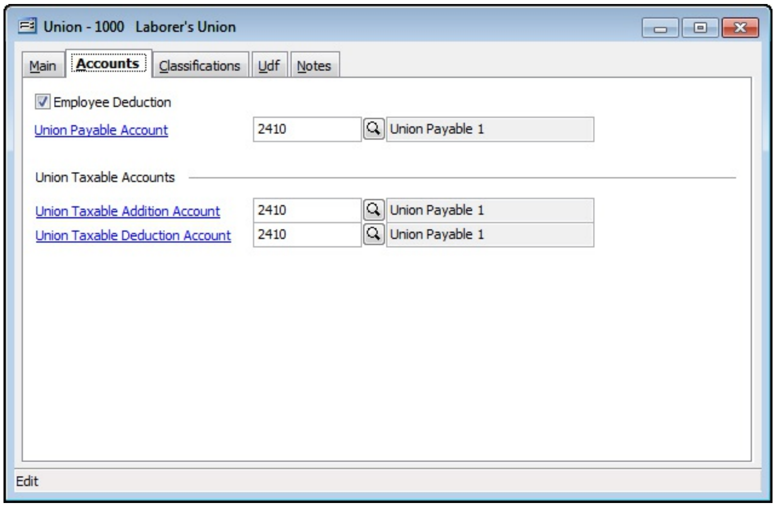
Contact Name
The field is used to record the contact person's name at the union. It is an alphanumeric field limited to 30 characters.

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 Accounts tab screen form sample.



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® 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

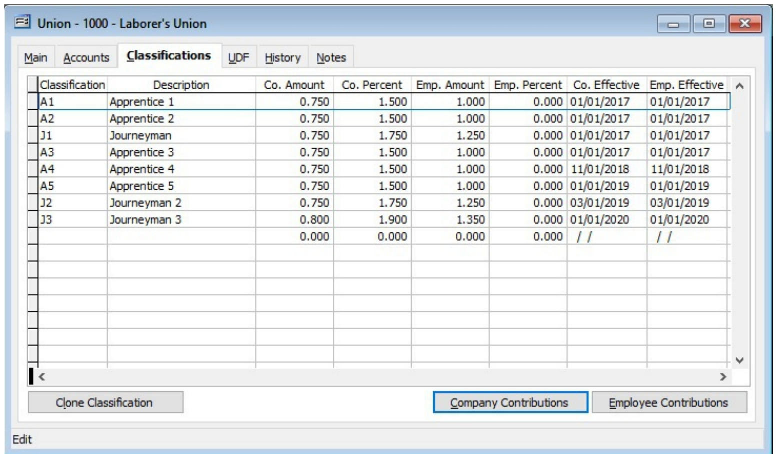
The field is used to record the default the account that will be increased for tax collected on union taxable deductions when BIS® posts payroll checks. The account may be selected from the Chart of Accounts by using the Find tool.

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, Classifications tab screen form.



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® 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.

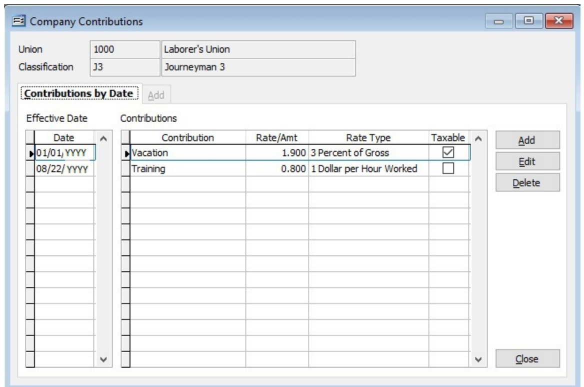


Figure: Install-322
Union, Classifications tab, Company Contributions form.

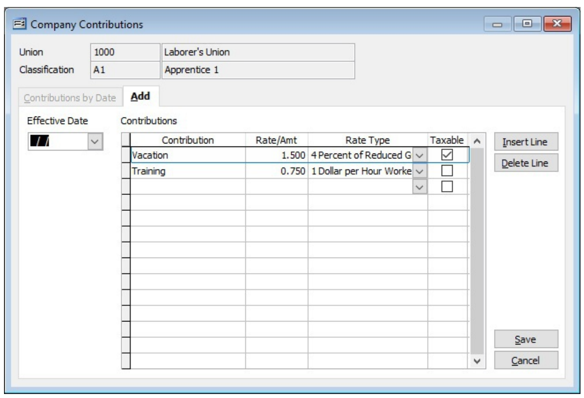


Figure: Install-322A
Union, Classifications tab, Company Contributions Modification form.

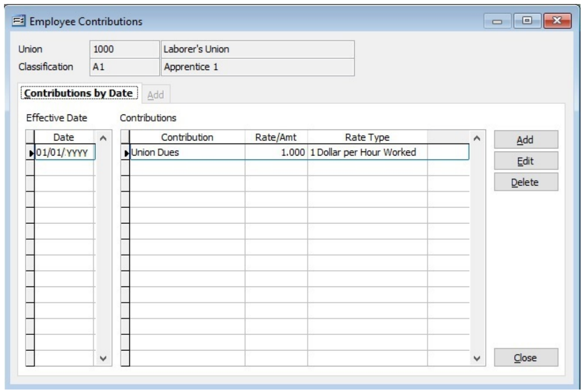
Rate Type
The rate is entered as either a rate per hour or a percentage, depending upon the rate type selected. Use the drop-down tool to select the correct rate type from the following choices:

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.



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.

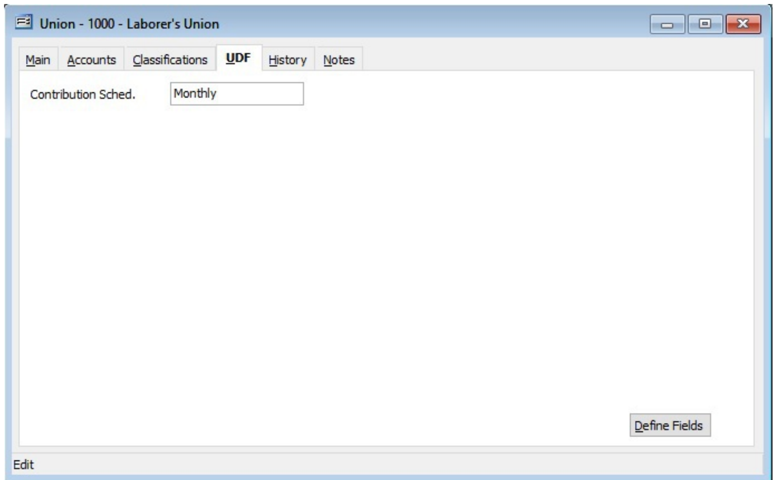
Delete Button
Click to delete a selected contribution from the list. Or click the Edit button, select the contribution and click the Delete Line button. Confirm that you want to delete the contribution. Click Save.

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 function is generally employed after installation is complete.

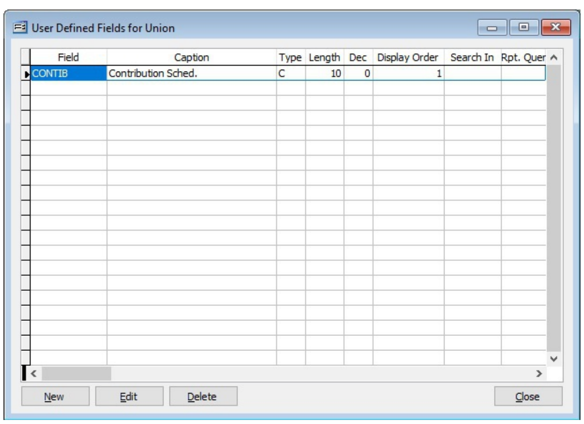
Figure: Install-324
Union, Udf tab screen form with one example of a user defined field.



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-325
Sample User Defined Fields for Union screen form.



All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from 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.

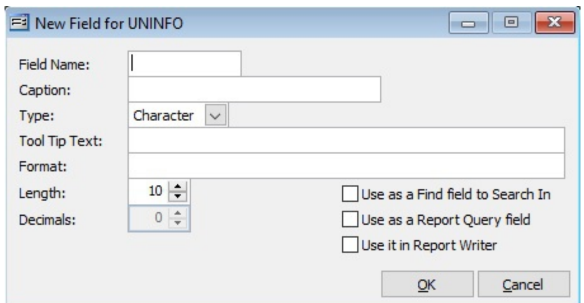
Length
The Length field displays the maximum number of alphanumeric characters that may be saved within the field.

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.

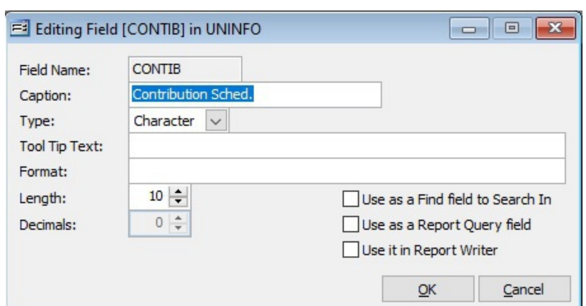
New
The New button is used to create a new character, numeric, date or logic field for the Master File.

Figure: Install-326
Union Udf tab New Field screen form.



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-327
Union Udf tab Editing Field screen form.



Tip

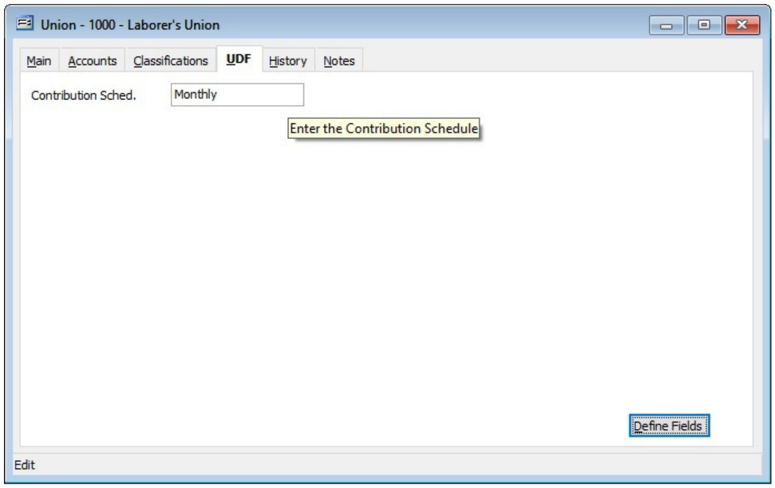
The following chart shows the relationship of the available types to the other controls.

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

Tool Tip Text

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

Figure: Install-328
Union file Udf tab screen form showing the Tool Tip for the first field listed.



Format

The Format field is used to control the appearance of the user's entry to the Udf field. If the format entry is the letter, a, h, l, n, u, w, or x, the user's entry is unchanged. If the format entry is the letter y, the user's entry 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		
			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 signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		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 and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	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).	UUUUU	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 format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	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.

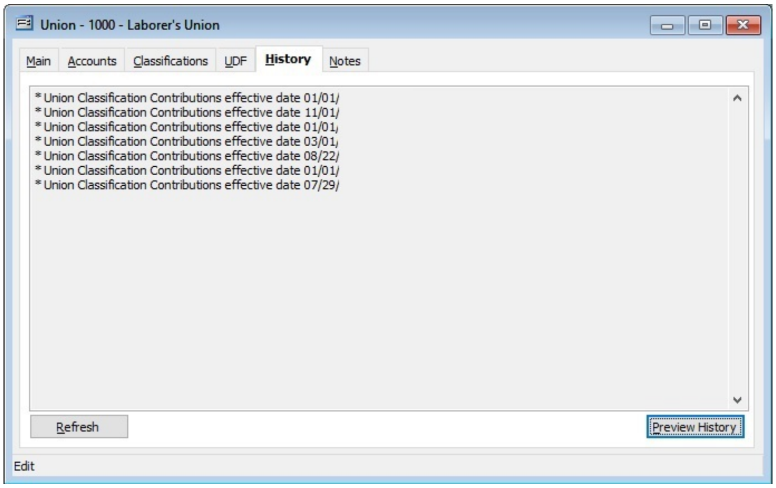
Delete
The Delete button is used to remove any previously saved character, numeric, date or logic fields for the master file.

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
Union Classification History tab screen.



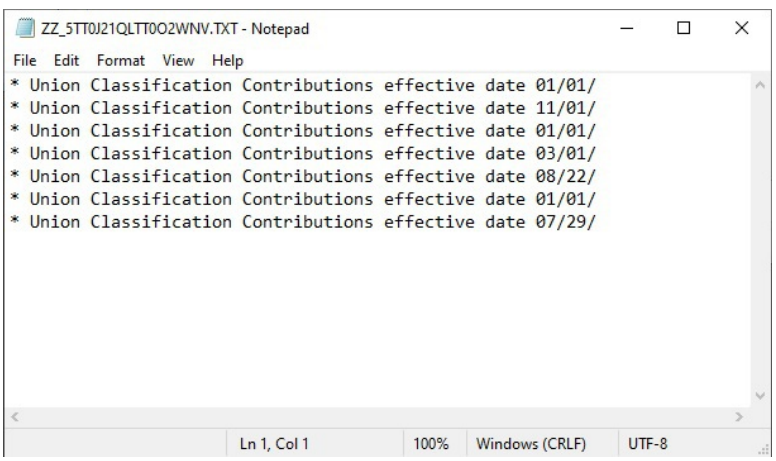
Refresh Button

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.

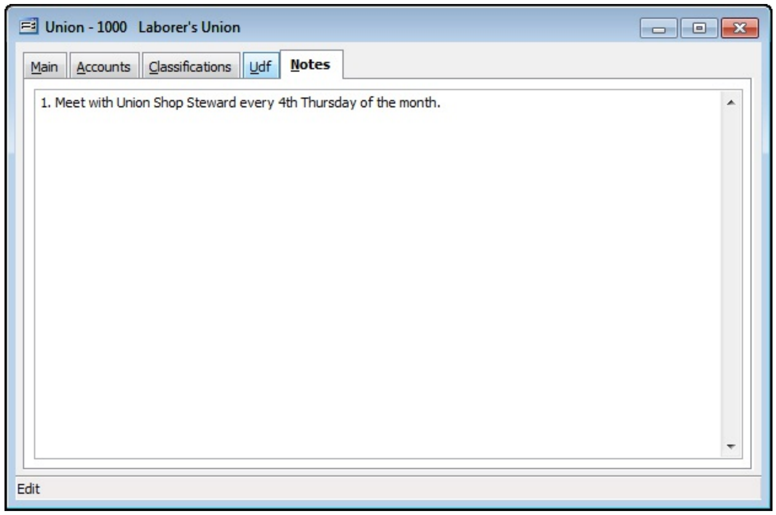
Figure: Install-329B
Union Classification, History tab, Preview History Notepad form.



Notes Tab

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

Figure: Install-330
Sample Union master record Notes tab screen form.



Save the Changed Record

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

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

Best Construction Company

Union File

Summary Report

Page 1

Union Code	Description Address/City/Contact		Telephone State	Fax Zip Code/Account	
1000	Laborer's Union		(805)543-7000	(805)534-1595	
	15600 Ventura Blvd.				
	Encino		CA	91316	
	Lina Archer			100011111111	
	Employee Deduction (Yes)		Union Taxable Addition GL Account		2410
	Employee Deduction W/H GL Account	2410	Union Taxable Deduction GL Account		2410
1001	Electrical Worker's Union		(805)543-8000	(805)534-1600	
	12965 S. Marsh Street				
	San Luis Obispo		CA	93401	
	Rudy Krogen			100122222222	
	Employee Deduction (Yes)		Union Taxable Addition GL Account		2420
	Employee Deduction W/H GL Account	2420	Union Taxable Deduction GL Account		2420

Figure: Install-331 Union File – Summary Report.

Union User Definable Fields – Udf Report

Best Construction Company

Union User Definable Fields

Udf Report

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

Best Construction Company

Union File

Detail Report

Page 1

Union Code	Description / Address/City/Contact		Telephone / State	Fax / Zip Code/Account	
1000	Laborer's Union		(805)543-7000	(805)534-1595	
	15600 Ventura Blvd.				
	Encino		CA	91316	
	Lina Archer			100011111111	
	Employee Deduction (Yes)		Union Taxable Addition GL Account		2410
	Employee Deduction W/H GL Account	2410	Union Taxable Deduction GL Account		2410
Notes	1. Meet with Union Shop Steward every 4th Thursday of the month.				

Code	Classification	Rate Rate Type	Taxable	Company/Employee
A1	Apprentice 1			

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	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

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	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

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	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

Union Code	Description / Address/City/Contact		Telephone / State	Fax / Zip Code/Account	
1001	Electrical Worker's Union		(805)543-8000	(805)534-1600	
	12965 S. Marsh Street				
	San Luis Obispo		CA	93401	
	Rudy Krogen			100122222222	
	Employee Deduction (Yes)		Union Taxable Addition GL Account		2420
	Employee Deduction W/H GL Account	2420	Union Taxable Deduction GL Account		2420

Code	Classification	Rate Rate Type	Taxable	Company/Employee
EA1	Apprentice			

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	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

EA4 Journeyman

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross

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Figure: Install-333 Union File – Detail Report.

Union File – Extended Report

Best Construction Company

Union File

Extended Report

Page 1

Union Code	Description / Address/City/Contact		Telephone / State	Fax / Zip Code/Account	
1000	Laborer's Union		(805)543-7000	(805)534-1595	
	15600 Ventura Blvd.				
	Encino		CA	91316	
	Lina Archer			100011111111	
	Employee Deduction (Yes)		Union Taxable Addition GL Account		2410
	Employee Deduction W/H GL Account	2410	Union Taxable Deduction GL Account		2410
Notes	1. Meet with Union Shop Steward every 4th Thursday of the month.				

Code	Classification	Rate	Rate Type	Taxable	Company/Employee
A1	Apprentice 1				
	Vacation	1.500	% of Reduced Gross	Yes	Company Contribution
	Training	0.750	$ per Hour Worked	No	Company Contribution
	Union Dues	1.000	$ per Hour Worked	N/A	Employee Contribution

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	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

Code	Classification	Rate	Rate Type	Taxable	Company/Employee
A2	Apprentice 2				
	Vacation	1.500	% of Gross	Yes	Company Contribution
	Training	0.750	$ per Hour Worked	No	Company Contribution
	Union Dues	1.000	$ per Hour Worked	N/A	Employee Contribution

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	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

Code	Classification	Rate	Rate Type	Taxable	Company/Employee
J1	Journeyman				
	Vacation	1.750	% of Gross	Yes	Company Contribution
	Training	0.750	$ per Hour Worked	No	Company Contribution
	Union Dues	1.250	$ per Hour Worked	N/A	Employee Contribution

Totals	$ Hrs. Worked	$ Hrs. Paid	% Gross	% Reduced Gross
Company Contribution	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

Union Code	Description / Address/City/Contact		Telephone / State	Fax / Zip Code/Account	
1001	Electrical Worker's Union		(805)543-8000	(805)534-1600	
	12965 S. Marsh Street				
	San Luis Obispo		CA	93401	
	Rudy Krogen			100122222222	
	Employee Deduction (Yes)		Union Taxable Addition GL Account		2420
	Employee Deduction W/H GL Account	2420	Union Taxable Deduction GL Account		2420

Code	Classification	Rate	Rate Type	Taxable	Company/Employee

01/16/ 10:31 AM

Figure: Install-334 Union File – Extended Report.

Labor Rate Classifications

Labor Rate Classifications codes

Modular Menu Access

Payroll | Labor Rate Classifications

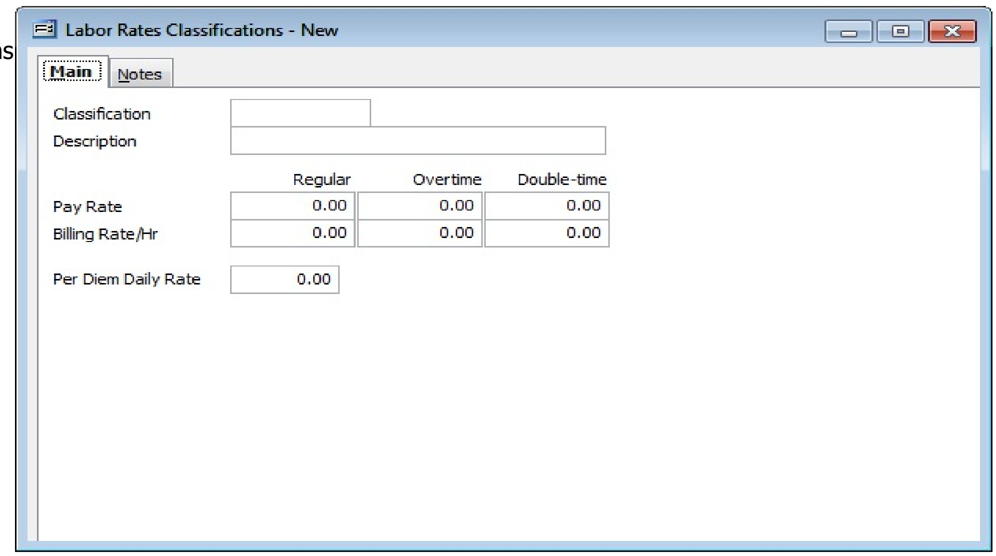
Standard Menu Access

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.

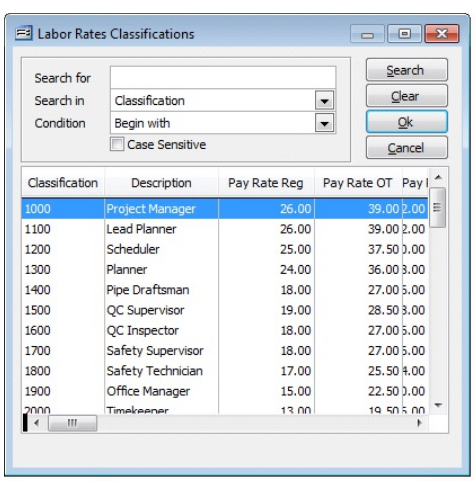
Figure: I-334A
Labor Rates Classifications New form



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.

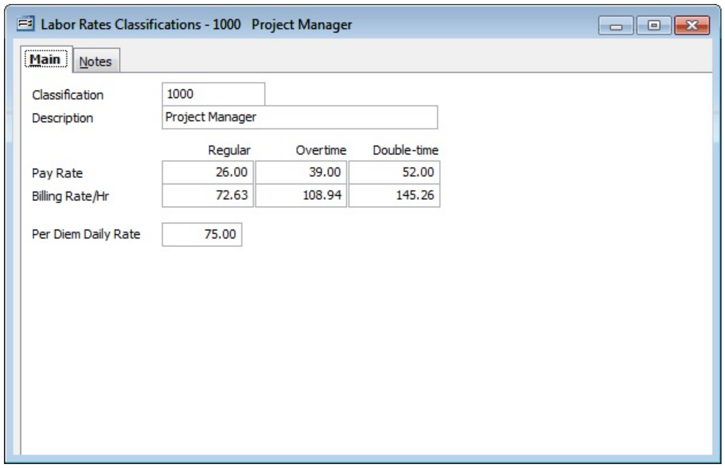
Figure: I-334B
Labor Rates Classifications Find/Search screen form.



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 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 icon (at the top of the screen) will open the immediately previous record of the list. Clicking on the Next icon(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.

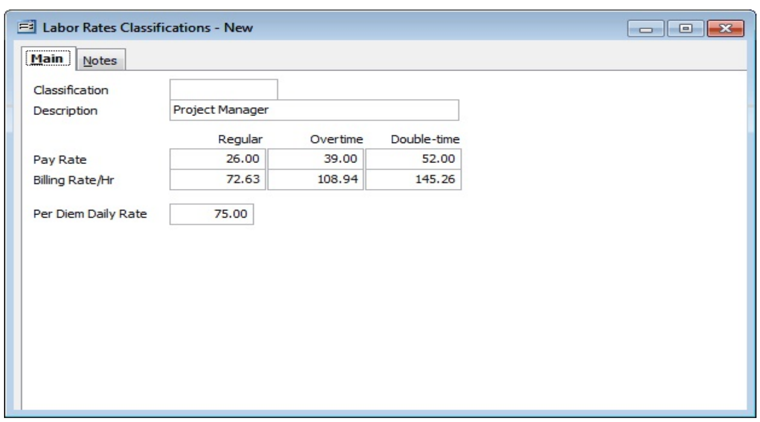
Figure: I-334C
Sample Labor Rates Classifications master record screen form.



Cloning an Existing Record

In both the Professional and Enterprise Editions of BIS®, 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 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 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.

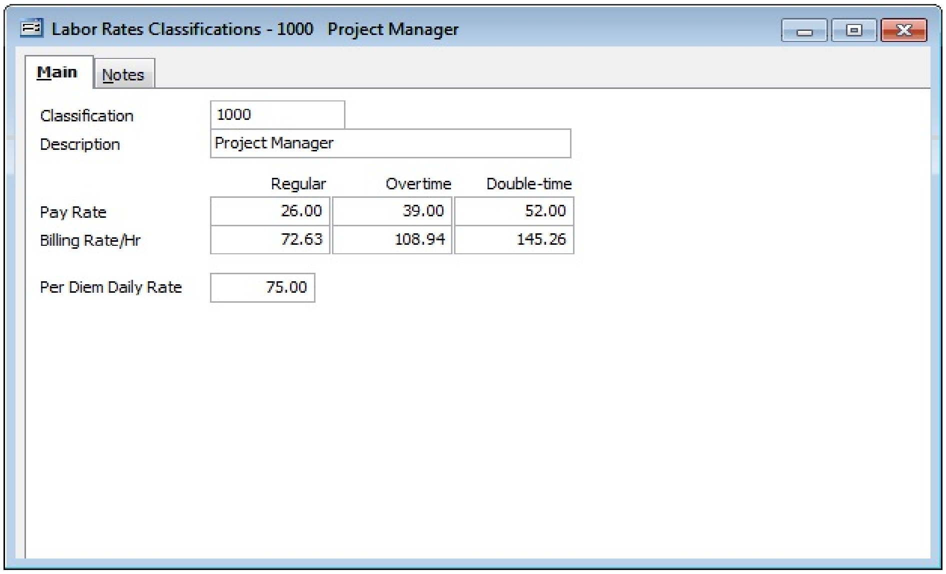
Save the Changed Record

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® 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
Sample Labor Rates Classifications screen form.



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.

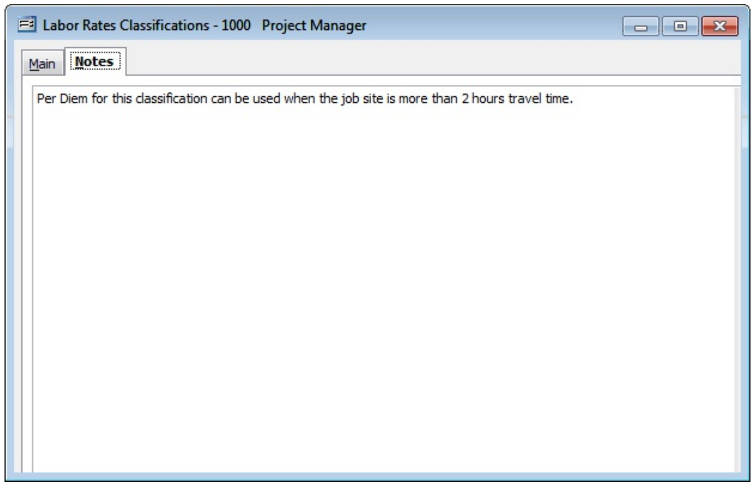
Save the Changed Record

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 record Notes tab screen form.



Save the Changed Record

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

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® 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®:

- 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.

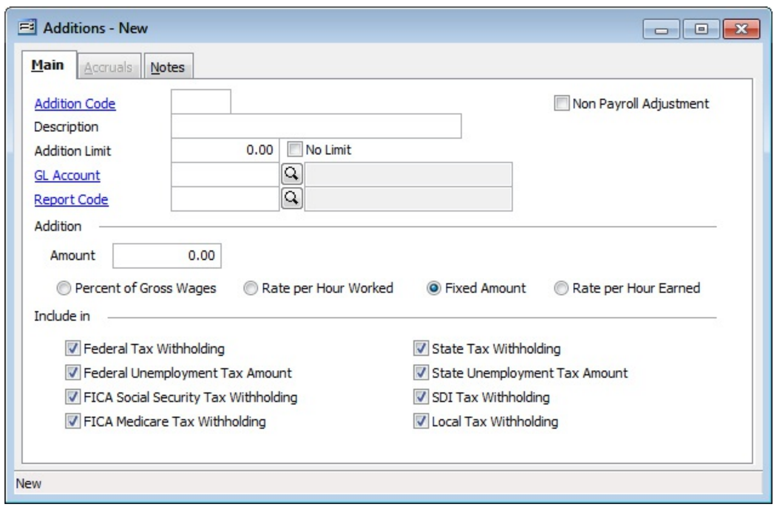
⚠ Caution

> 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 icon on the toolbar. The system will ask if any changes should be saved.

Figure: Install-335
Payroll Adjustments, Additions - New screen form.



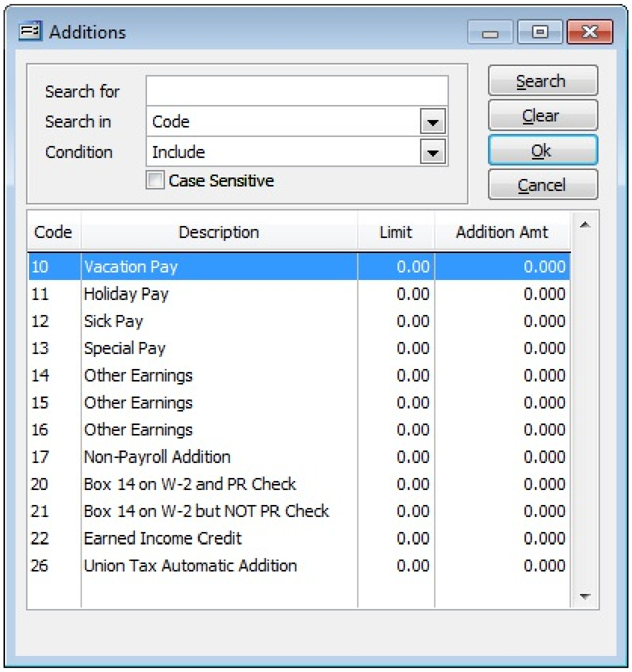
Scrolling Through Payroll Adjustment Addition Records

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

Editing an Existing Record

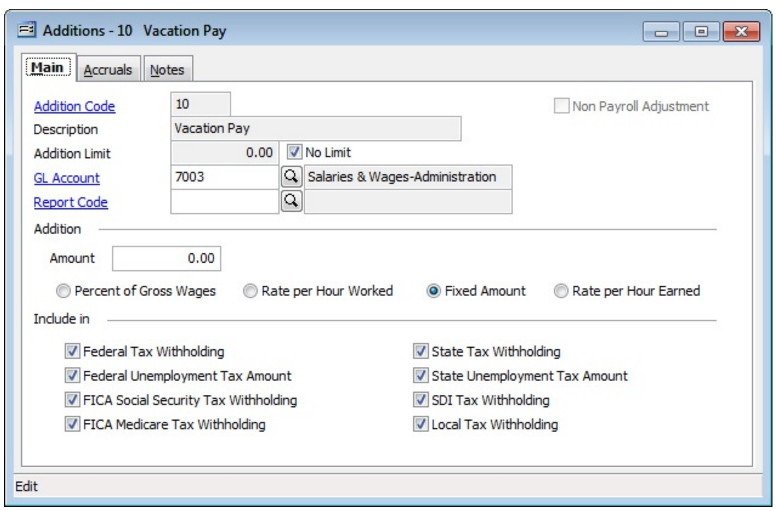
The list of existing addition codes may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record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

Figure: Install-336
Payroll Adjustments, Additions Find/Search screen form.



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

Figure: Install-337
Sample Payroll Adjustments master record, Additions screen form.



Cloning an Existing Record

In both the Professional and Enterprise Editions of BIS®, 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 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® 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.

⚠ **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.

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® 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, 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® will use the amount entered for the addition.

Type
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® 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 Adjustments master record, Additions screen form.

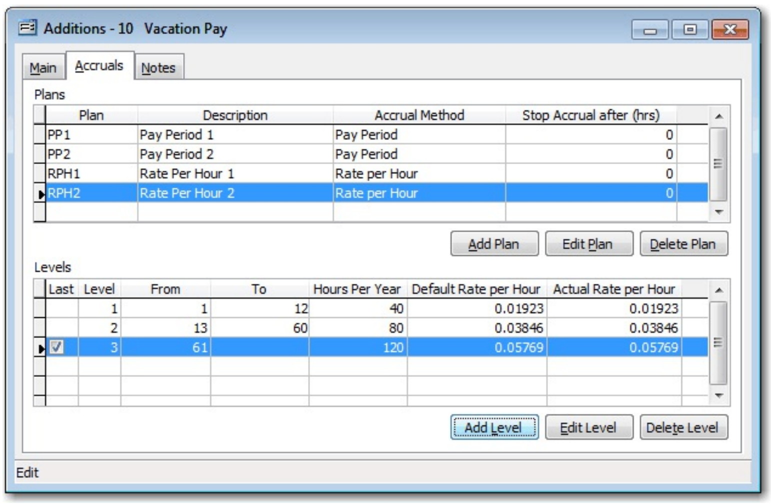


Figure: I-337B
Vacation Accruals Sample Plan form.

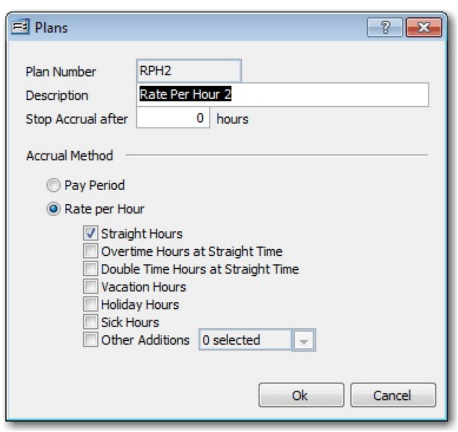
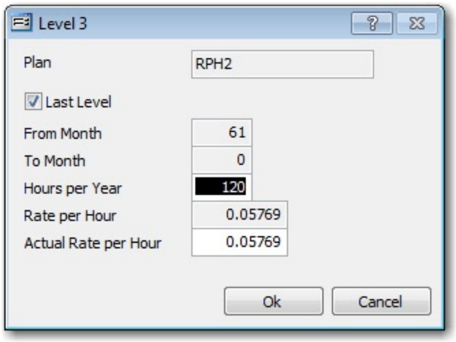


Figure: I-337C
Vacation Accruals Sample Plan Level form.



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.

Figure: I-337D
Setting up an Employee's Vacation Accruals Plan on Employees master record Accruals tab.

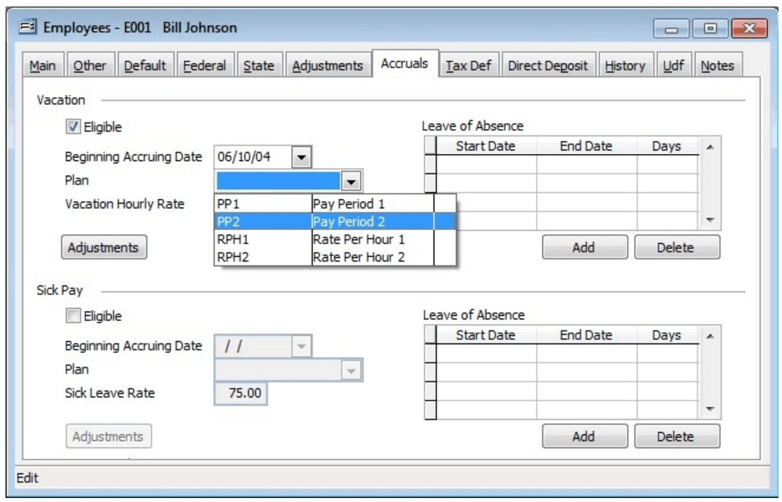
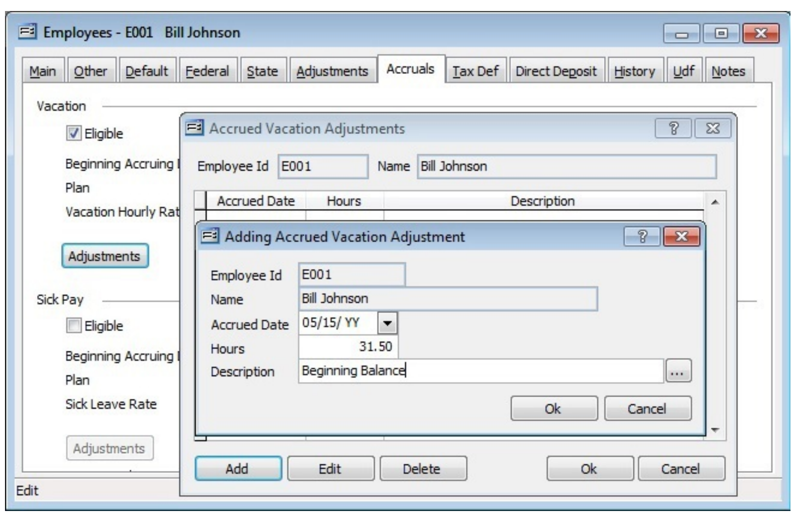
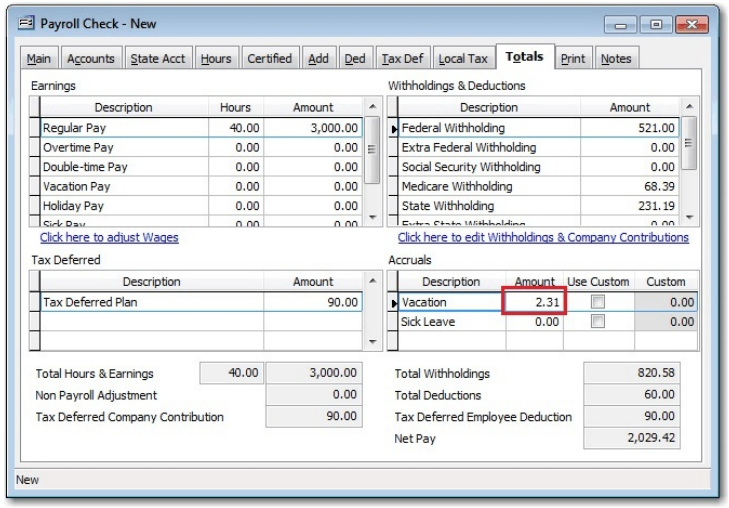


Figure: I-337E
Employee's Vacation Accruals Adjustment on Employees master record Accruals tab.



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.

Figure: I-337F
Payroll Totals tab.



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.

Best Construction Company

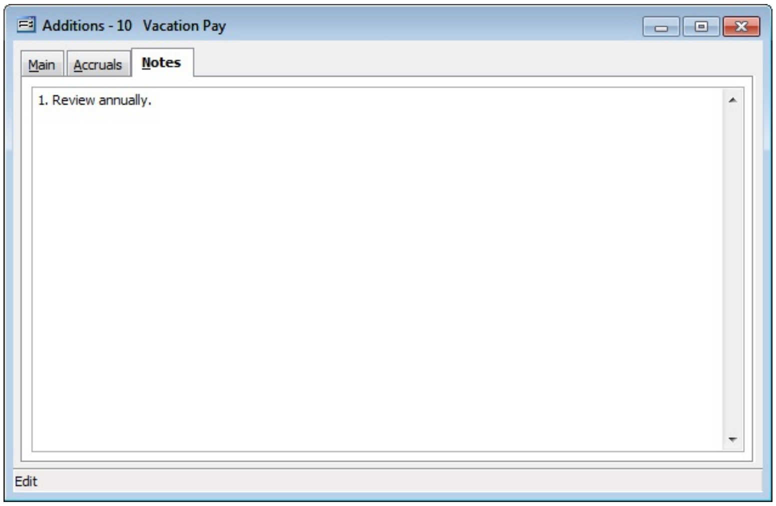
Vacation Ledger
Detail Report - Accrued Date (All)

Page 1

Accrued Date	Check #	Check Date	Accrued Hours	Used Hours	Used Date	Available Balance	Description
E001	Bill Johnson						
	Balance Forward		0.00	0.00		0.00	
01/01/ YYYY			30.00		01/01/ YYYY	30.00	New Year Adj.
08/05/ YYYY	13	08/07/ YYYY	2.31		08/05/ YYYY	32.31	
08/07/ YYYY	15	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.



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

Best Construction Company

Payroll Additions

Summary Report

Page 1

Code	Description	GL Account	Report Code
10	Vacation Pay	7003, Salaries & Wages-Administration	
	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

Best Construction Company

Payroll Additions

Detail Report

Page 1

Code	Description		GL Account / Subject to Withholding	Report Code
10	Vacation Pay		7003, Salaries & Wages-Administration	
	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)
	Fixed Amount		FICA Social Security (Yes)	State Disability Insurance (Yes)
			FICA Medicare (Yes)	Local Tax (Yes)
12	Sick Pay		7003, Salaries & Wages-Administration	
	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)
13	Special Pay		7003, Salaries & Wages-Administration	
	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)
14	Other Earnings		7003, Salaries & Wages-Administration	
	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)
15	Other Earnings		7003, Salaries & Wages-Administration	
	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)
16	Other Earnings		2620, Sales Tax Payable-Local Tax 1	
	Limit	No Limit	Federal Tax (No)	State Tax (Yes)
	Amount	0.000	Federal Unemployment (No)	State Unemployment (No)
	Fixed Amount		FICA Social Security (No)	State Disability Insurance (No)
			FICA Medicare (No)	Local Tax (No)
17	Non-Payroll Addition			
	Limit	No Limit	Federal Tax (N/A)	State Tax (N/A)
	Amount	0.000	Federal Unemployment (N/A)	State Unemployment (N/A)
	Fixed Amount		FICA Social Security (N/A)	State Disability Insurance (N/A)
	None Payroll Adjustment		FICA Medicare (N/A)	Local Tax (N/A)
20	Box 14 on W-2 and PR Check			
	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 (No)
			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® 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.

⚠ 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.

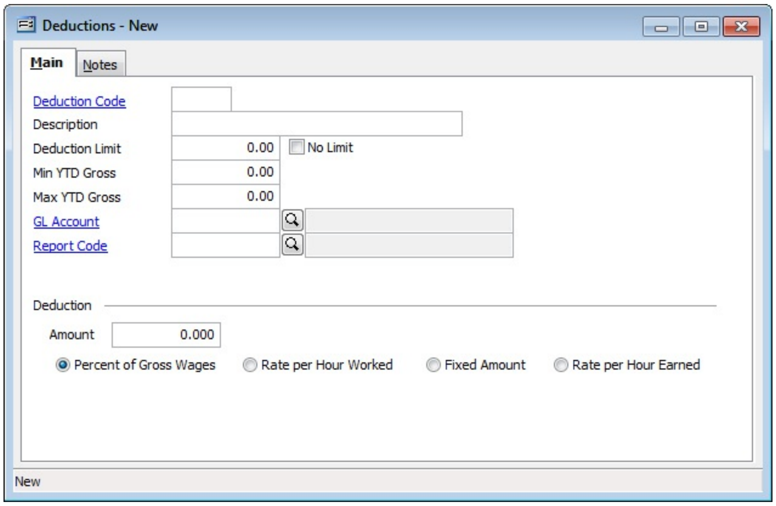


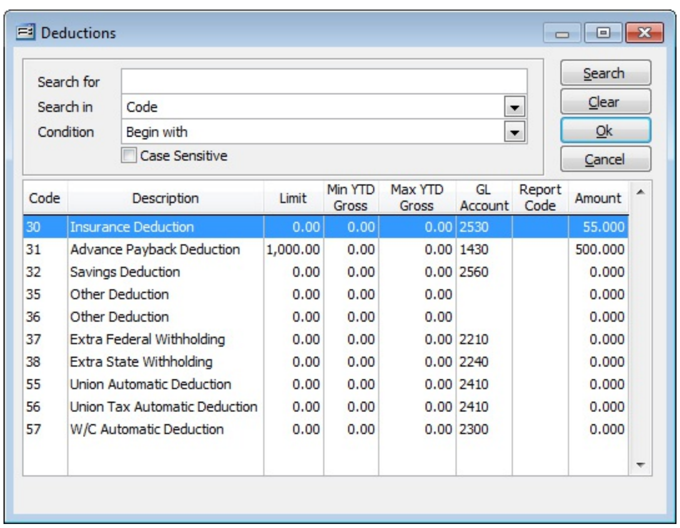
Figure: Install-341
Payroll Adjustments, Deductions - New screen form.

Scrolling Through Payroll Adjustment Deduction Records

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

Editing an Existing Record

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

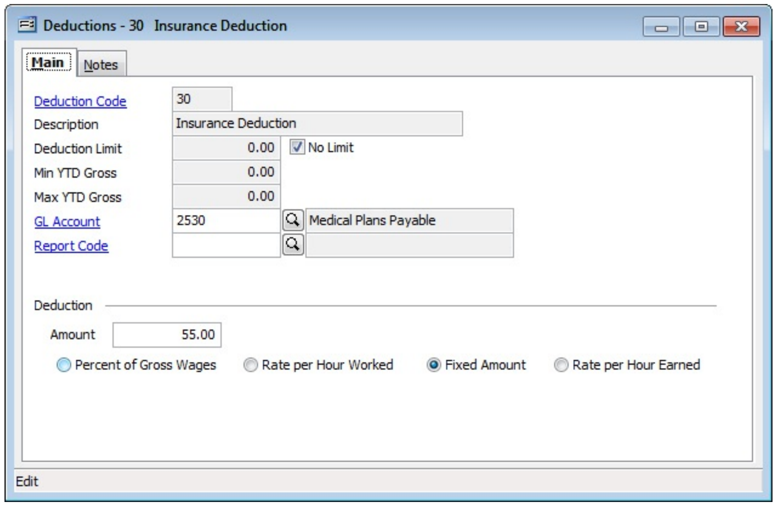


Code	Description	Limit	Min YTD Gross	Max YTD Gross	GL Account	Report Code	Amount
30	Insurance Deduction	0.00	0.00	0.00	2530		55.000
31	Advance Payback Deduction	1,000.00	0.00	0.00	1430		500.000
32	Savings Deduction	0.00	0.00	0.00	2560		0.000
35	Other Deduction	0.00	0.00	0.00			0.000
36	Other Deduction	0.00	0.00	0.00			0.000
37	Extra Federal Withholding	0.00	0.00	0.00	2210		0.000
38	Extra State Withholding	0.00	0.00	0.00	2240		0.000
55	Union Automatic Deduction	0.00	0.00	0.00	2410		0.000
56	Union Tax Automatic Deduction	0.00	0.00	0.00	2410		0.000
57	W/C Automatic Deduction	0.00	0.00	0.00	2300		0.000

Figure: Install-342
Payroll Adjustments, Deductions Find/Search screen form.

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

Figure: Install-343
Sample Payroll Adjustments master record, Deductions screen form.



Deleting an Existing Record

Existing records that were added by the user can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, “Do you want to delete 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® 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 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® 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 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.

Deduction

Amount

If the deduction is given as an amount, BIS® will use the amount entered for the deduction.

Type

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® will multiply the number of hours by the employee's regular rate of pay.

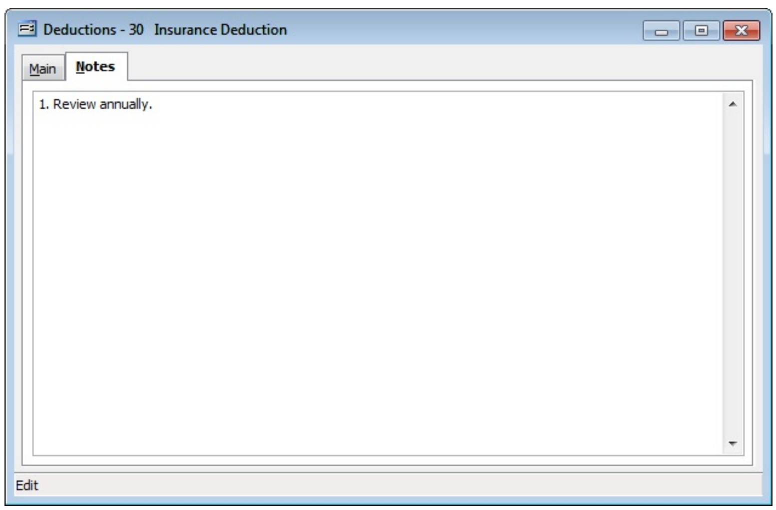
Save the Changed Record

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.

Figure: Install-344
Sample Payroll Adjustments master record Deductions, Notes screen form.



Save the Changed Record

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

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

Payroll Deductions

Summary Report

Page 1

Code	Description	GL Account	Report Code
30	Insurance Deduction	2530, Medical Plans Payable	
	Notes 1. Review annually.		
31	Advance Payback Deduction	1430, Employee Advances	
32	Savings Deduction	2560, Savings Plan	
35	Other Deduction		
36	Other Deduction		
37	Extra Federal Withholding	2210, Payroll Taxes Payable-FIT	
38	Extra State Withholding	2240, Payroll Taxes Payable-SIT	
55	Union Automatic Deduction	2410, Union Payable 1	
56	Union Tax Automatic Deduction	2410, Union Payable 1	
57	W/C Automatic Deduction	2300, Worker's Compensation Payable	

Figure: Install-345 Payroll Deductions, Summary Report, sorted by Deduction Code.

Payroll Deductions – Detail Report

Payroll Deductions

Detail Report

Page 1

Code	Description		GL Account	Report Code	
30	Insurance Deduction		2530, Medical Plans Payable		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	55.000 Fixed Amount		Max YTD Gross	0.00
	Notes	1. Review annually.			
31	Advance Payback Deduction		1430, Employee Advances		
	Limit	1000.00		Min YTD Gross	0.00
	Amount	500.000 Fixed Amount		Max YTD Gross	0.00
32	Savings Deduction		2560, Savings Plan		
	Limit	0.00		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00
35	Other Deduction				
	Limit	0.00		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00
36	Other Deduction				
	Limit	0.00		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00
37	Extra Federal Withholding		2210, Payroll Taxes Payable-FIT		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Fixed Amount		Max YTD Gross	0.00
38	Extra State Withholding		2240, Payroll Taxes Payable-SIT		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Fixed Amount		Max YTD Gross	0.00
55	Union Automatic Deduction		2410, Union Payable 1		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00
56	Union Tax Automatic Deduction		2410, Union Payable 1		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00
57	W/C Automatic Deduction		2300, Worker's Compensation Payable		
	Limit	No Limit		Min YTD Gross	0.00
	Amount	0.000 Percent of Gross Wages		Max YTD Gross	0.00

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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® 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.

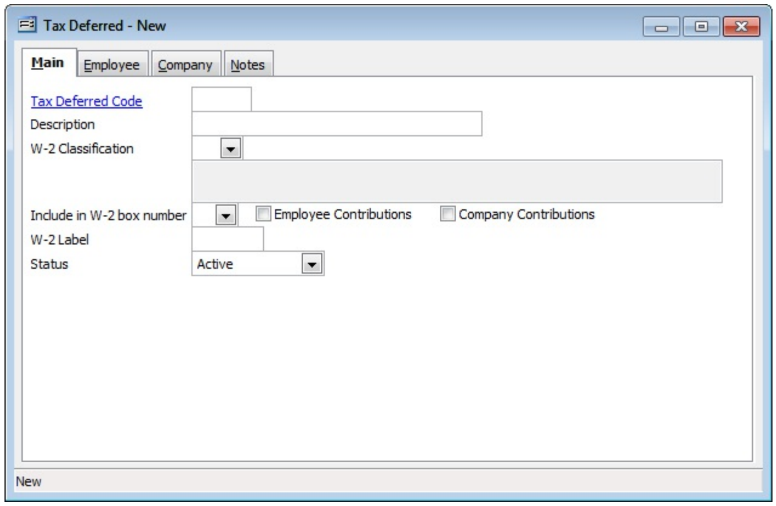
⚠ **Caution**

> 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 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 form.



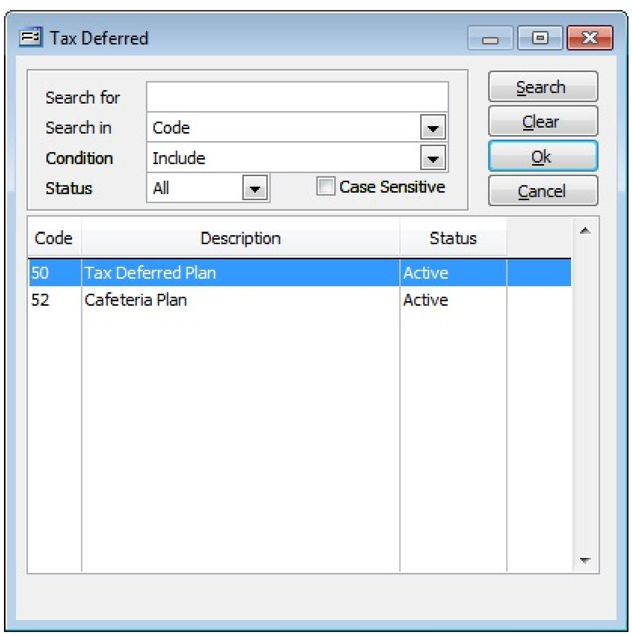
Scrolling Through Payroll Adjustment Tax Deferred Records

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

Editing an Existing Record

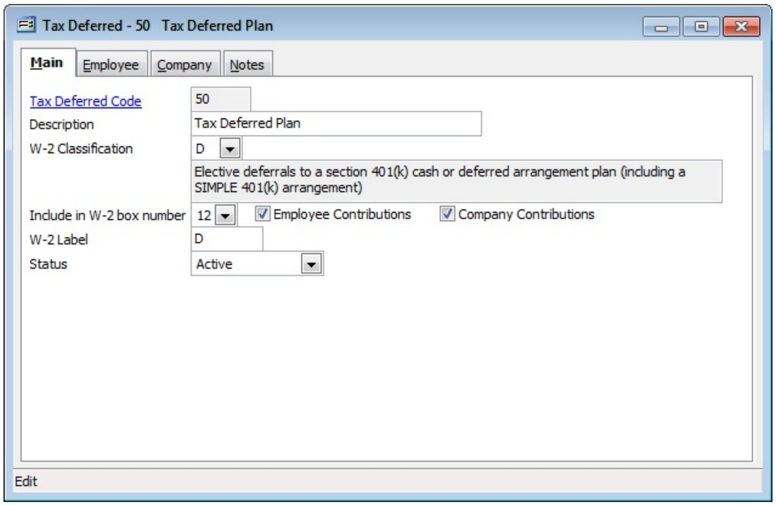
The list of existing tax deferred codes may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select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

Figure: Install-348
Payroll Adjustments, Tax Deferred Find/Search screen form.



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

Figure: Install-349
Sample Payroll Adjustments master record, Tax Deferred screen form.



Deleting an Existing Record

Existing records that were added by the user can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, "Do you want to delete 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® 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	M	Uncollected SS or RRTA
b	Section 126	N	Uncollected medicare tax
C	Group-term life ins.	P	Excluding moving expenses
D	Section 401(k)	Q	Military employee
E	Section 403(b)	R	Employer contributions to (MSA)
F	Section 408(k)(6)	S	Simple
G	Section 457	T	Adoption benefits
H	Section 501(c)(18)(D)	V	Income nonstatutory stock option(s)
J	Nontaxable sick pay	W	Employer contributions to (HSA)
K	20% excise tax	Y	Section 409A Deferrals
L	Substantiated employee business exp	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

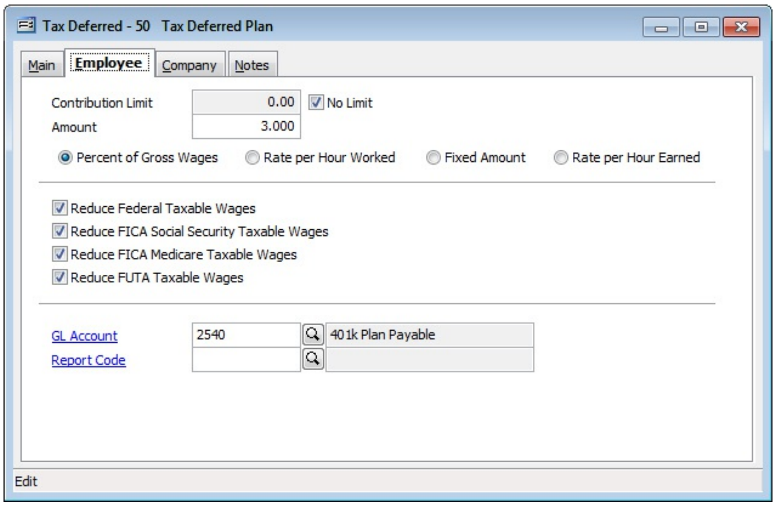
The Employee tab is used to set parameters and default information for the employee contribution to the tax deferred compensation or cafeteria plan. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours 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 Adjustments master record Employee tab screen form.



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® will use the amount entered for the deduction.

Type

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® 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 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

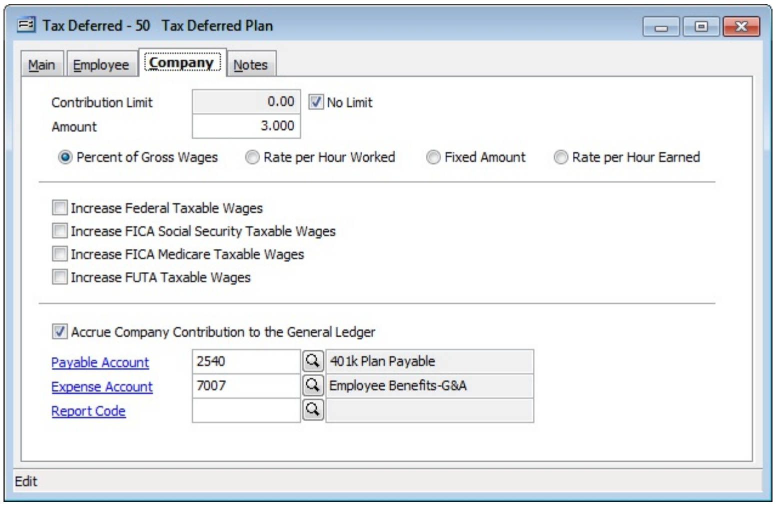
The Company tab form is used to set parameters and default information for the company contribution to the tax deferred compensation or cafeteria plan. These adjustments must exist in the master file prior to setting up adjustment defaults in an employee master record or being used in the Payroll Hours and Adjustments entry.

⚠ **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
Sample Payroll Adjustments master record Employee tab screen form.



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® 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® will use the amount entered for the deduction.

Type

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® 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® 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.

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 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.

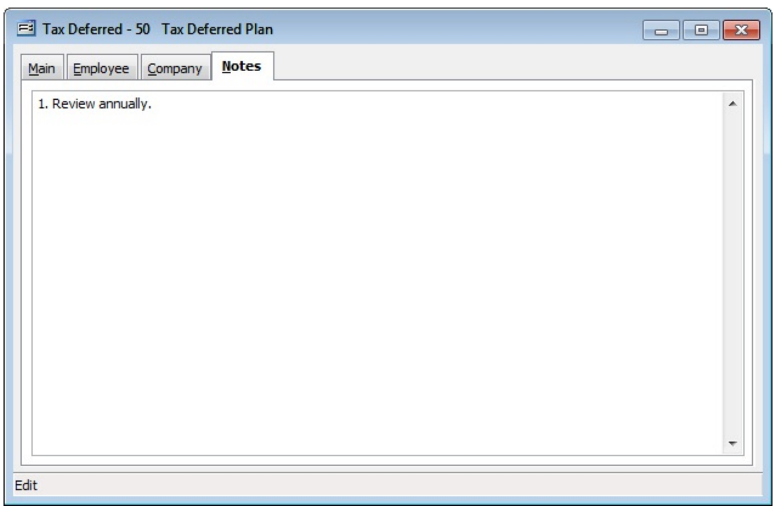


Figure: Install-352
Sample Payroll Adjustments master record, Notes screen form.

Save the Changed Record

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

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

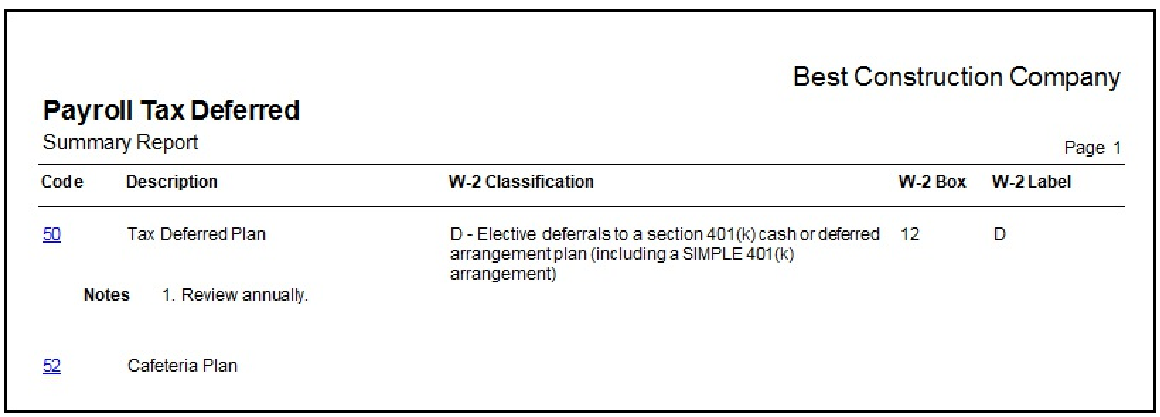
Options

- Show Report Criteria
- Show Notes
- Case Sensitive

Fields

- Tax Deferred Code
- Description
- Posting GL Account Number
- Report Code

Payroll Tax Deferred – Summary Report



Best Construction Company

Payroll Tax Deferred

Summary Report

Page 1

Code	Description	W-2 Classification	W-2 Box	W-2 Label
50	Tax Deferred Plan	D - Elective deferrals to a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement)	12	D
	Notes 1. Review annually.			
52	Cafeteria Plan			

Figure: Install-353 Payroll Tax Deferred, Summary Report, sorted by Code.

Payroll Tax Deferred – Detail Report

Best Construction Company

Tax Deferred

Detail Report

Page 1

Code	Description	W-2 Classification	W-2 Box	W-2 Label
50	Tax Deferred Plan	D - Elective deferrals to a section 401(k) cash or deferred arrangement plan (including a SIMPLE 401(k) arrangement)	12	D

Employee Contribution
Limit: No Limit
Amount: 3.000 Percent of Gross Wages
Reduce Federal Taxable Wages (Yes)
Deduct FICA Social Security Wages (Yes)
Deduct FICA Medicare Wages (Yes)
Deduct FUTA Wages (Yes)
WH Account 2540, 401k Plan Payable

Report Code
Notes 1. Review annually.

Company Contribution
Limit: No Limit
Amount: 3.000 Percent of Gross Wages
Increase FICA Social Security Wages (No)
Increase Federal Taxable Wages (No)
Increase FICA Medicare Wages (No)
Increase FUTA Wages (No)
Accrue Company Contribution to the General Ledger (Yes)
Payable Acct: 2540, 401k Plan Payable
Expense Acct: 7007, Employee Benefits-G&A
Report Code

52 Cafeteria Plan

Employee Contribution
Limit: No Limit
Amount: 1.000 Percent of Gross Wages
Reduce Federal Taxable Wages (Yes)
Deduct FICA Social Security Wages (Yes)
Deduct FICA Medicare Wages (Yes)
Deduct FUTA Wages (Yes)
WH Account 2550, Cafeteria Plan Payable

Report Code

Company Contribution
Limit: 0.00
Amount: 0.000 Percent of Gross Wages
Increase FICA Social Security Wages (No)
Increase Federal Taxable Wages (No)
Increase FICA Medicare Wages (No)
Increase FUTA Wages (No)
Accrue Company Contribution to the General Ledger (Yes)
Payable Acct: 2550, Cafeteria Plan Payable
Expense Acct: 7007, Employee Benefits-G&A
Report Code

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Figure: Install-354 Payroll 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® 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.

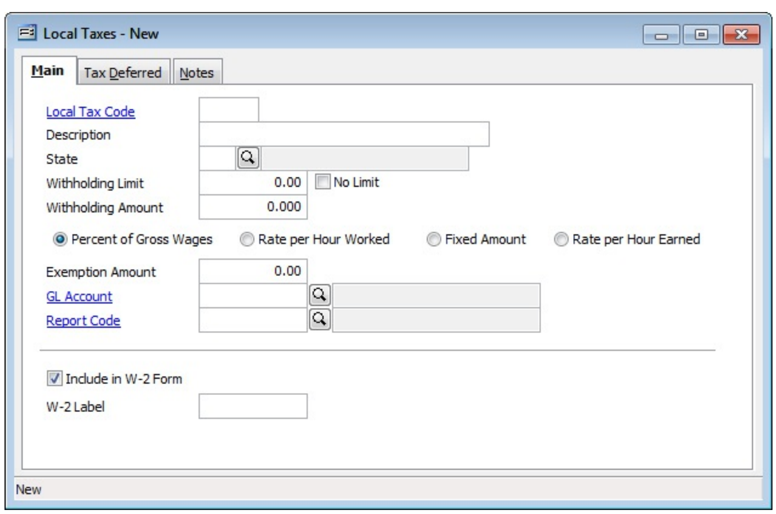
Caution

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 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.

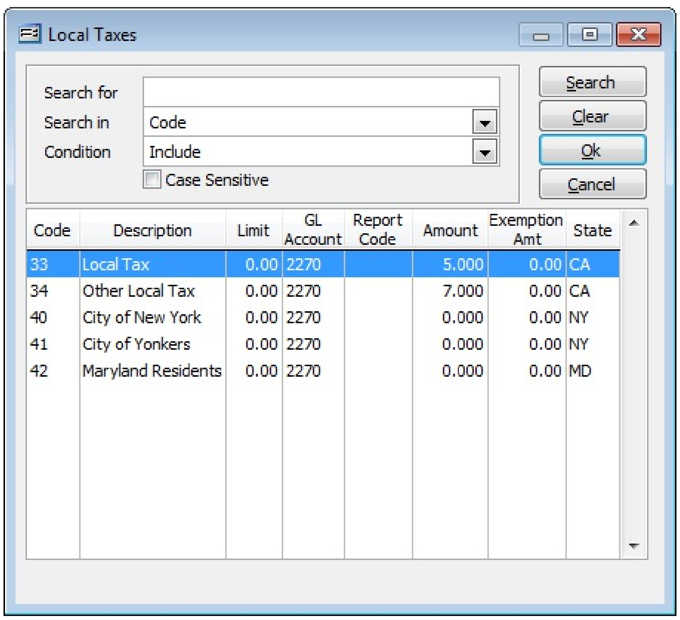


New Record
Initial access to payroll adjustments deductions from the menu opens the Local Taxes - New form. The form is used to enter new payroll local tax information. However, access to a new form when another payroll deductions record is on the screen only requires pressing Ctrl+N or using the New 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 at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Local Tax Code. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Local Tax Code. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to the Local Tax Code. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to the Local Tax Code.

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

Figure: Install-356
Payroll Adjustments, Local Taxes Find/Search screen form.



Code	Description	Limit	GL Account	Report Code	Amount	Exemption Amt	State
33	Local Tax	0.00	2270		5.000	0.00	CA
34	Other Local 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	Maryland 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 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 allows setting up local tax codes that can be used for collecting local (not federal or state) taxes. BIS® maintains the following payroll adjustments master files: Additions, Deductions, Tax Deferred and Local Taxes. 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®:

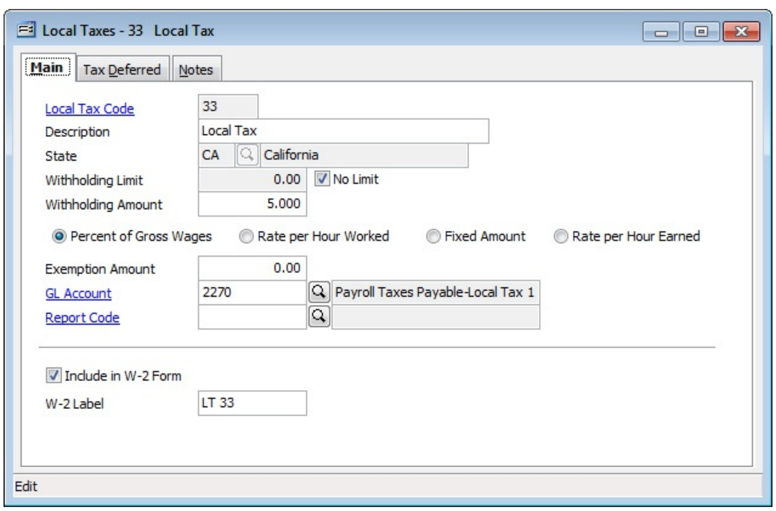
33 Local Tax: Local tax code 33 relates to the Deduction code 33 ("Local Deductions") in the DOS versions of BIS®.
34 Other Local Tax
40 City of New York
41 City of Yonkers
42 Maryland Residents

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 Taxes Main tab screen form.



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.

Withholding Limit

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® will use the amount entered for the deduction.

Type

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, 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 l0 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**

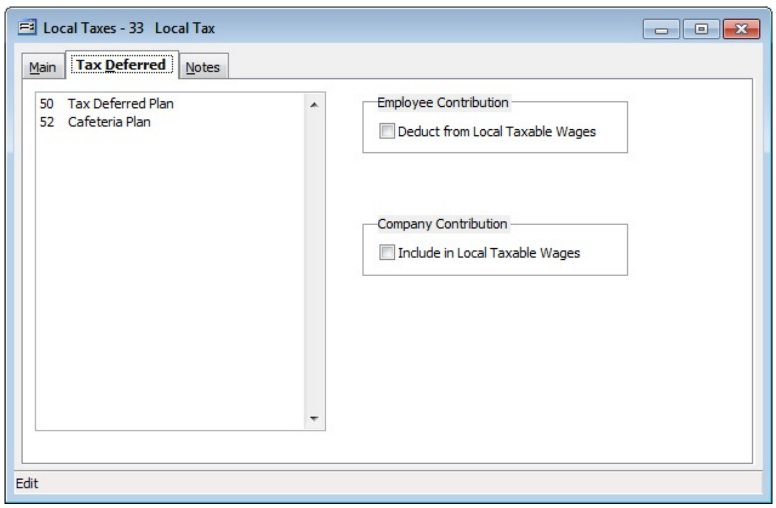
> It is imperative to contact the company accountant before entering the local taxation parameters for tax deferred plans. If the taxation is not correct, the payroll information will be incorrect.

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.



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.

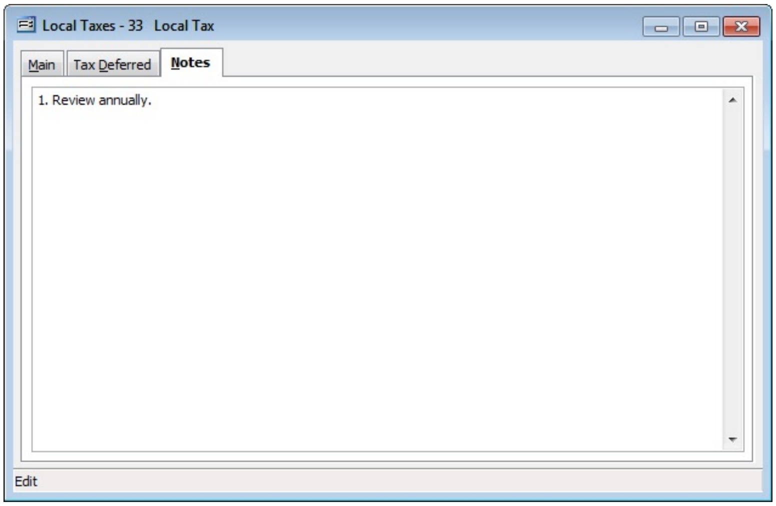
Company Contribution

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 record, Local Taxes, Notes screen form.



Save the Changed Record

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

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.

Order By

- Local Tax Code
- Description
- Posting GL Account Number
- Report Code

Options

- Show Report Criteria
- Show Notes
- Case Sensitive

Fields

- Local Tax Code
- Description
- Posting GL Account Number
- Report Code

Payroll Local Taxes – Summary Report

Best Construction Company

Payroll Local Taxes
Summary Report
Page 1

Code	Description	State	GL Account	Report Code
33	Local Tax	CA	2270, Payroll Taxes Payable-Local Tax 1	
	Notes 1. Review annually.			
34	Other Local Tax	CA	2270, Payroll Taxes Payable-Local Tax 1	
40	City of New York	NY	2270, Payroll Taxes Payable-Local Tax 1	
41	City of Yonkers	NY	2270, Payroll Taxes Payable-Local Tax 1	
42	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

Best Construction Company

Payroll Local Taxes
Detail Report
Page 1

Code	Description	State	GL Account	Report Code
33	Local Tax	CA	2270, Payroll Taxes Payable-Local Tax 1	
	Limit No Limit			
	Amount 5.000 Percent of Gross Wages			
	Exemption 0.00 Include in W-2 Form (Yes)		W-2 Label LT 33	
	Notes 1. Review annually.			
34	Other Local Tax	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	
40	City of New 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	
41	City of Yonkers	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	
42	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

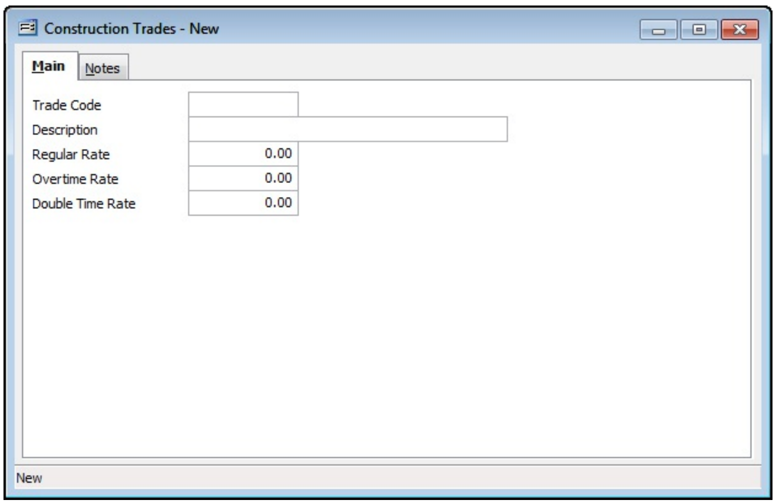
Standard Menu Access

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 icon on the toolbar. The system will ask if any changes to the record should be saved.

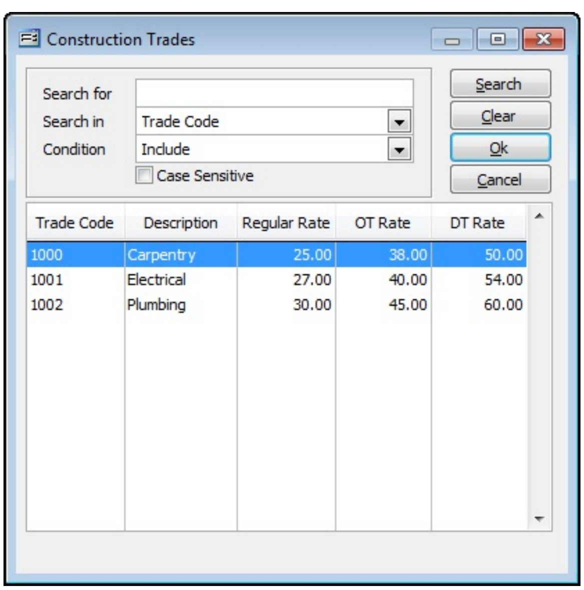
Figure: Install-362
Construction Trades - New screen form.



Editing an Existing Record

The list of construction trades 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.

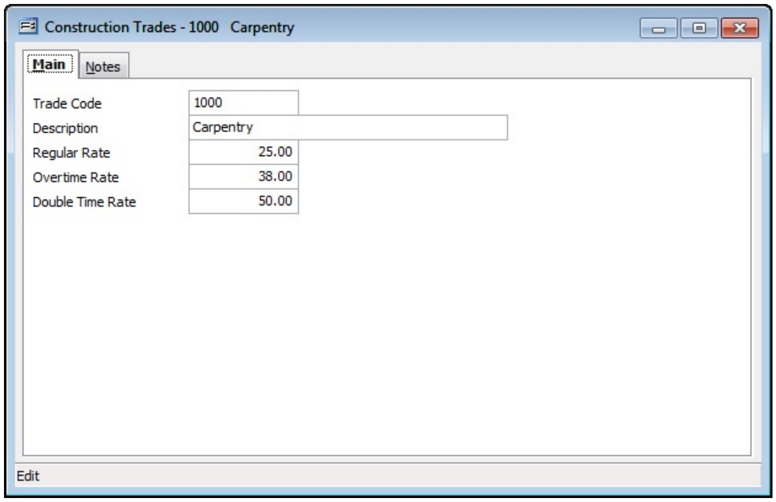
Figure: Install-363
Construction Trades Find/Search screen form.



Scrolling Through Construction Trade Records

Users can scroll through the construction trades' 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 Trade Code. Clicking on the Previous 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 icon (at the top of the screen) will open the last record of the list according to the Trade Code.

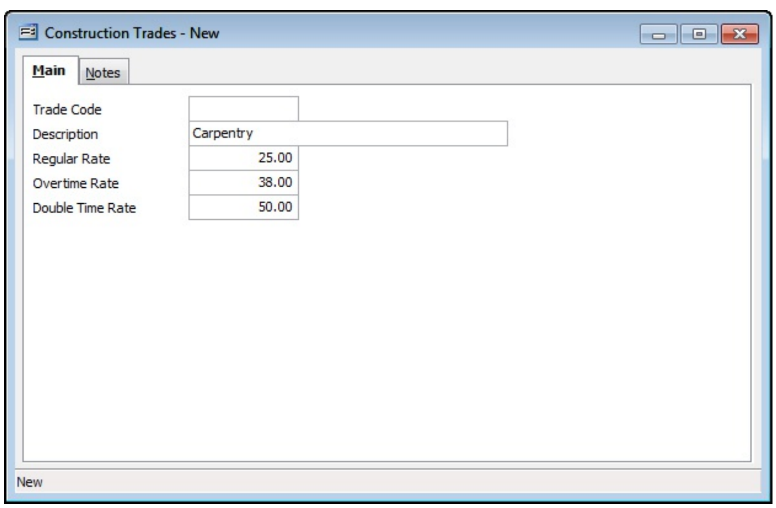
Figure: Install-364
Sample Construction Trades master record screen form.



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.

Figure: Install-365
Cloned Construction Trades master record. Note that all of the initial fields other than the Trade Code 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 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.

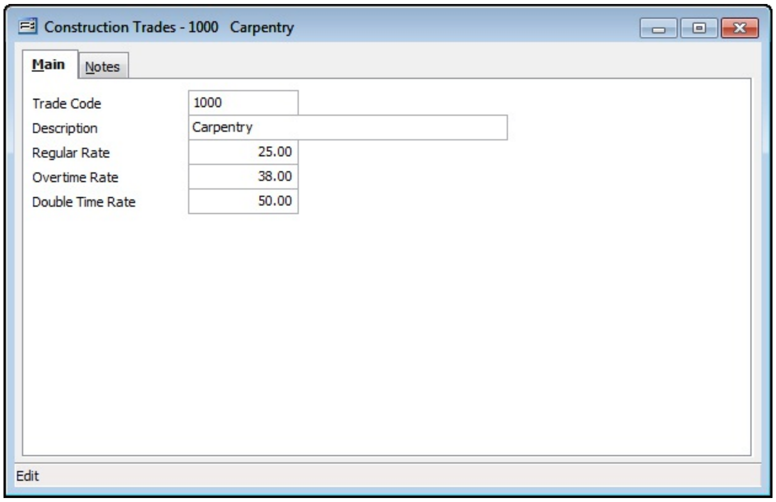
Save the Changed Record

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® 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 Trades screen form.



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.

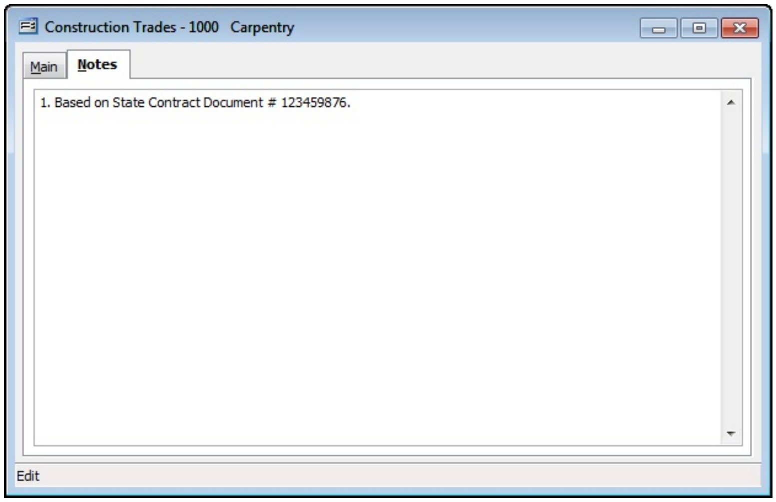
Save the Changed Record

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.



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

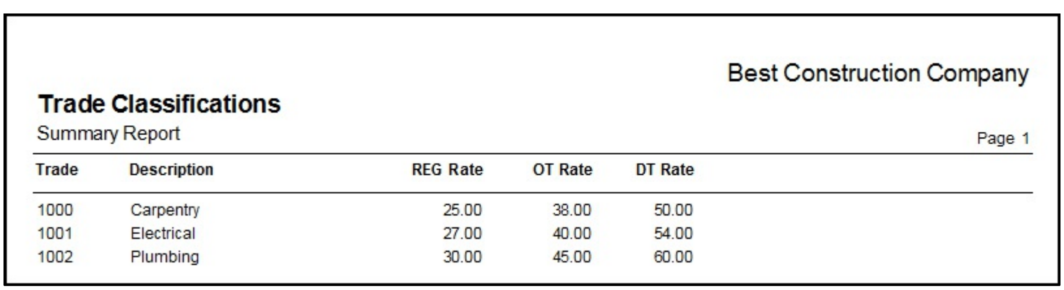
Detail

The report type displays the cost code and description, regular rate, overtime rate and double-time rate.

Order By
- Trade Code
- Description

Options
- Show Report Criteria
- Case Sensitive

Fields
- Trade Code
- Description



Best Construction Company

Trade Classifications
Summary Report

Page 1

Trade	Description	REG Rate	OT Rate	DT Rate
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

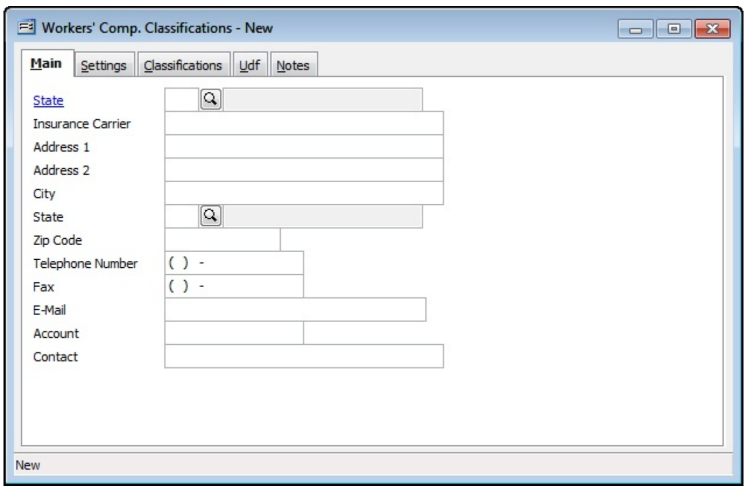
Standard Menu Access

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.

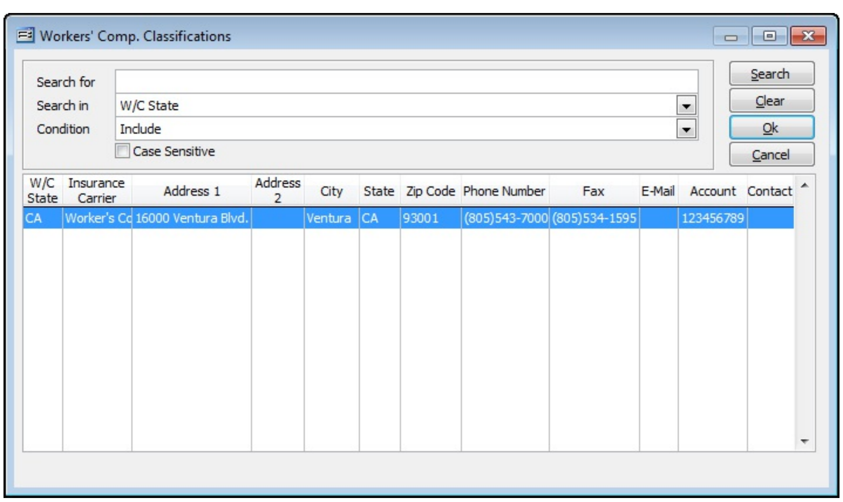
Figure: Install-369
Workers' Comp. Classifications - New screen form.



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.

Figure: Install-370
Workers' Comp. Classification Find/Search screen form.



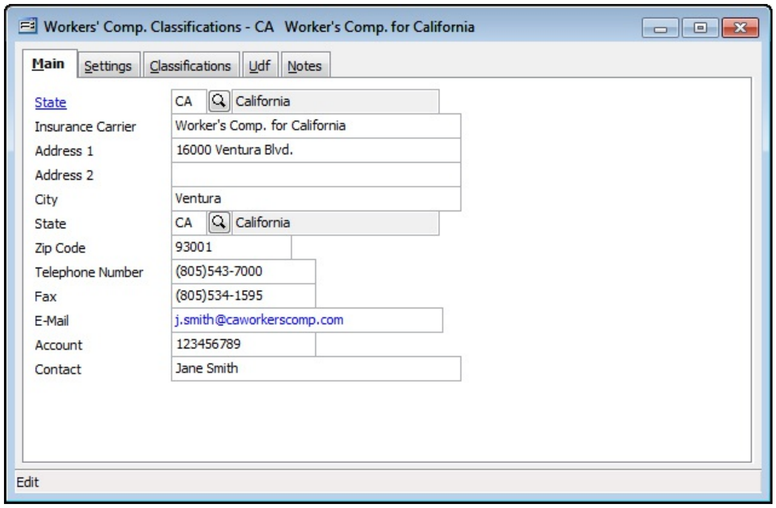
Save the Changed Record

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

Scrolling Through Workers' Comp. Classification Records

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

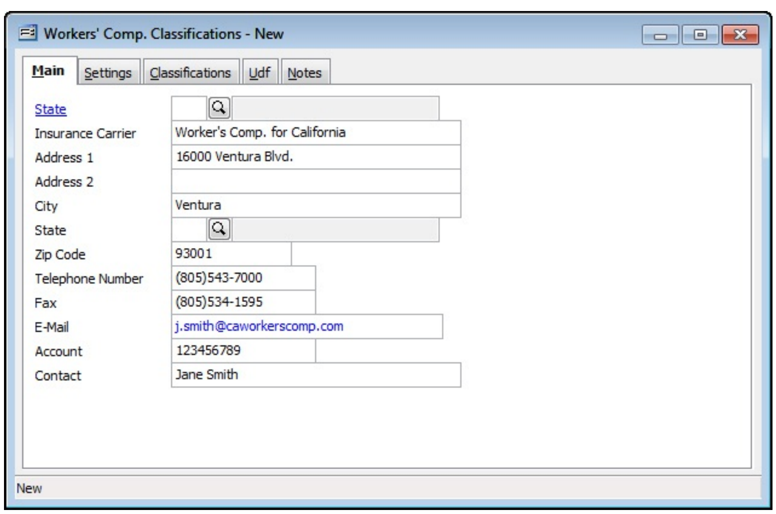
Figure: Install-371
Sample Workers' Comp. Classification screen form.



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 Workers' Compensation Classification State to be saved as a new record.

Figure: Install-372
Cloned Workers' Comp. Classification record. Note that all of the initial fields other than the State 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 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.

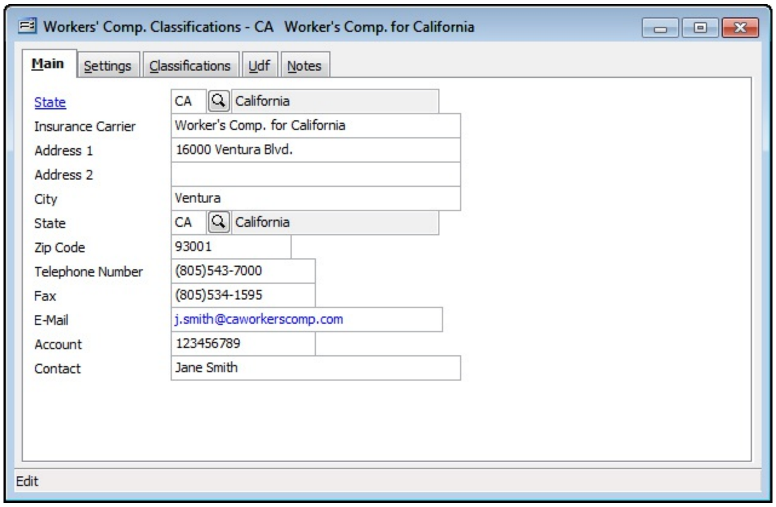
Save the Changed Record

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® whenever an employee is referenced in transactions or in other master records. The Main section records general information about the workers' compensation classification.

Figure: Install-373
Sample Workers Comp. Classifications screen form.



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 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 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) 999-9999.

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.

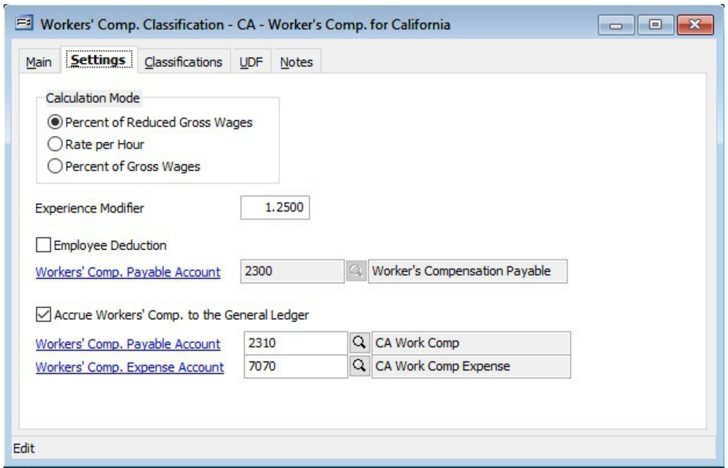
Contact
The Contact field records the name of the insurance contact for the account.

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.



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.

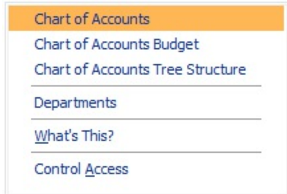
Workers' Comp. Payable Account

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



Account Name

The field displays the account name associated with the account number selected.

Save the Changed Record

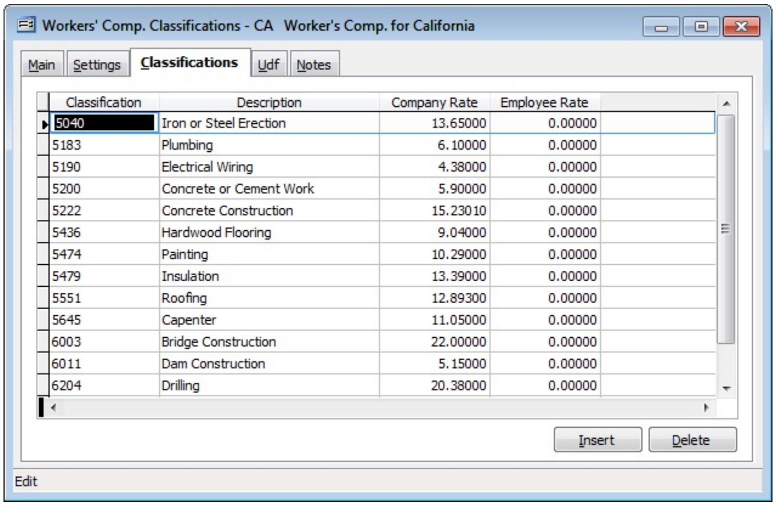
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

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.

Figure: Install-376
Workers' Comp. Classifications master record Classifications tab screen form.



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

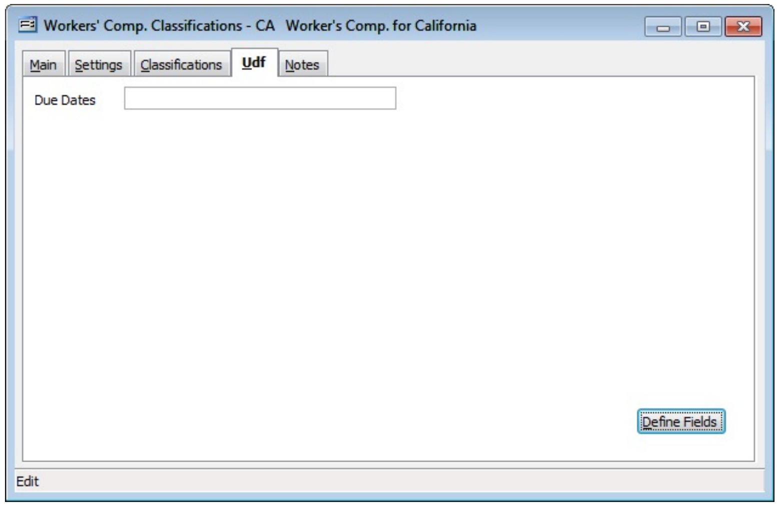
Enter the rate withheld from the employee (if applicable) for the classification. The is a number limited to 7 digits and will be formatted automatically as nn.nnnnn as the number is entered. The field is set to accept only numeric values.

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.

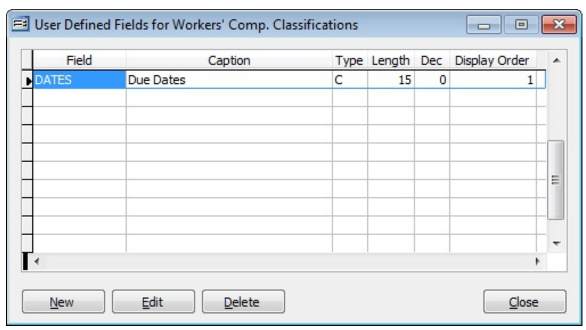
Udf Tab
The tab will display up to thirteen User Definable Fields that can store additional information in the Workers' Comp. Classifications master record. Click the Define Fields Button to add new fields and manage existing fields.

Figure: Install-377
Workers' Comp. Classifications master record Udf screen form.



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.



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.

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.

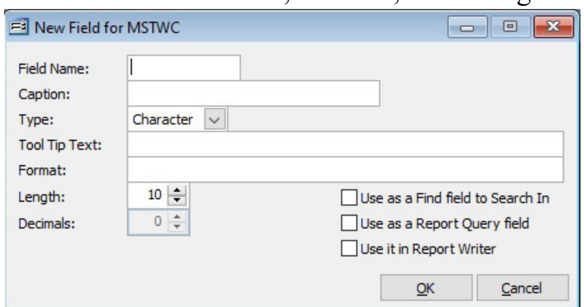
Use as a Report Query field
Select this option to make the field a Report Query field.

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.

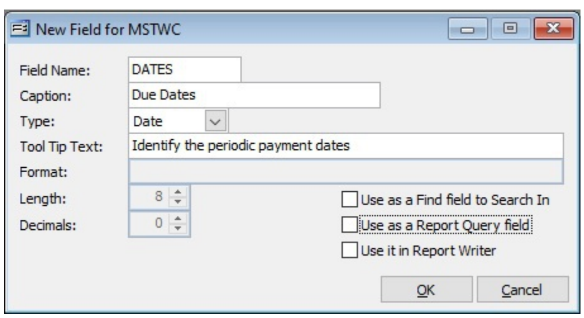
New
The New button is used to create a new character, numeric, date or logic field for the Master File.

Figure: Install-379
Udf New Field screen form.



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
Udf Editing Field screen form.



Tip

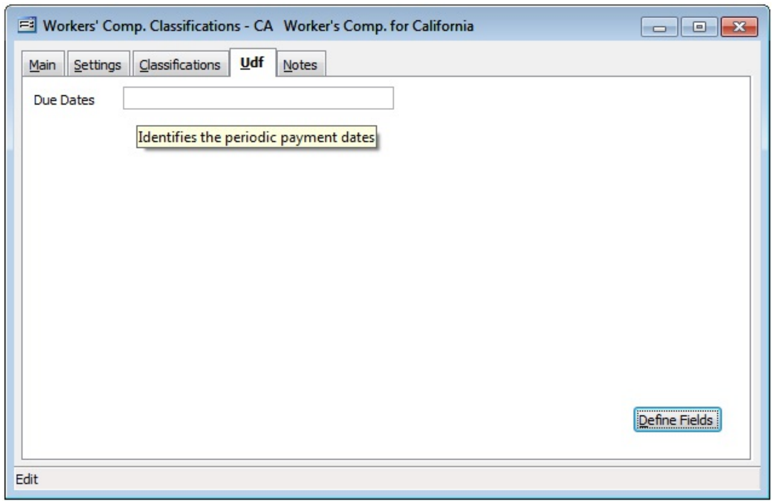
The following chart shows the relationship of the available types to the other controls.

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

Tool Tip Text

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

Figure: Install-381 Workers' Comp. file Udf tab screen form showing the Tool Tip for the first field listed.



Format

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

Format	Description	Format Example	Results for Value		
			Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		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 and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	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).	UUUUU	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 format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	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.

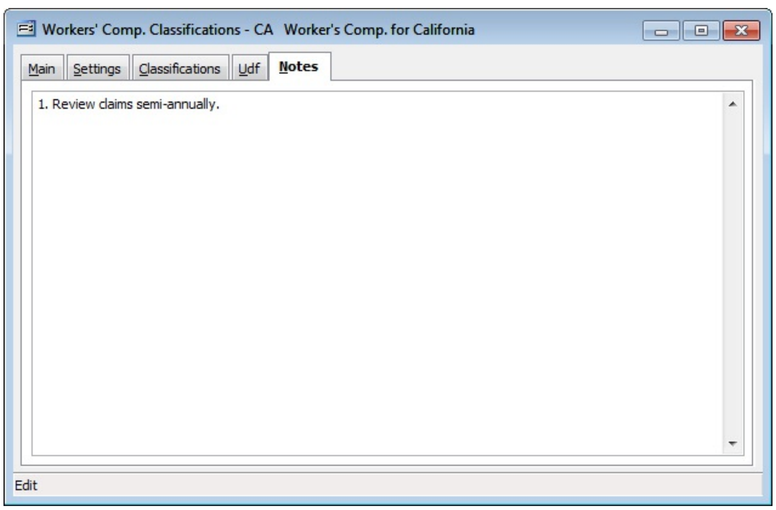


Figure: Install-383
Sample Workers' Comp. Classifications master record Notes tab screen form.

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

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

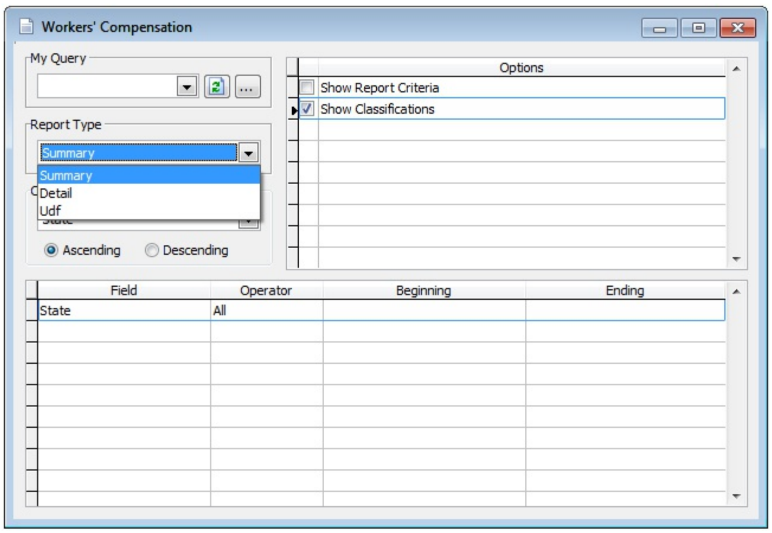
Payroll | Workers' Compensation | Classifications

Standard Menu

Reports | Payroll | Workers' Compensation | Classifications

Report Types

Figure: Install-384
Payroll Workers' Compensation Classification Report screen query form showing three report types: Summary, Detail, and Udf.



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

- Show Report Criteria
- Show Classifications

Order By

- State

Fields

- State

Workers' Compensation – Summary Report

Best Construction Company

Workers' Compensation

Summary Report

Page 1

State	Description	Telephone	Fax
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	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
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
6217	Excavation	6.19000	0.00000
6306	Sewer Construction	12.30000	0.00000

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Figure: Install-385 Payroll Workers' Compensation Summary Report

Workers' Compensation – Summary Report

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Workers' Compensation

Detail Report

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State	Description / Address / City / Contact	Telephone / State / Account	Fax / Zip Code
CA	Worker's Comp. for California 16000 Ventura Blvd. Ventura Jane Smith Experience Modifier: 1.25000	(805) 543-7000 CA 123456789 Calculation Mode: Percent of Reduced Gross Wages	(805) 534-1595 93001
Notes	1. Review claims semi-annually.		

Classification	Description	Company	Employee
5040	Iron or Steel Erection	13.65000	0.00000
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
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
6217	Excavation	6.19000	0.00000
6306	Sewer Construction	12.30000	0.00000

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Figure: Install-386 Payroll Workers' Compensation Detail Report.

W/Compensation User Definable Fields – Udf Report

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W/C User Definable Fields

Udf Report

Page 1

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®. 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

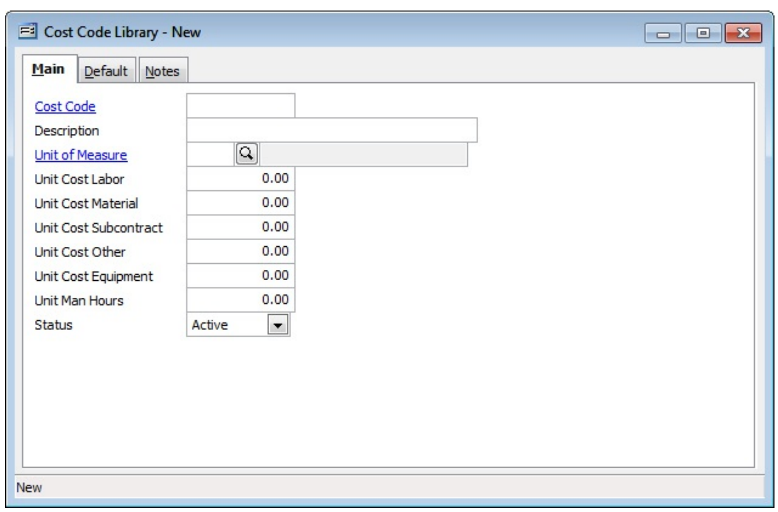
Standard Menu Access

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.

Figure: Install-388
Job Cost, Cost Code Library – New screen form.



Editing an Existing Record

Users can examine the list of cost codes 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.

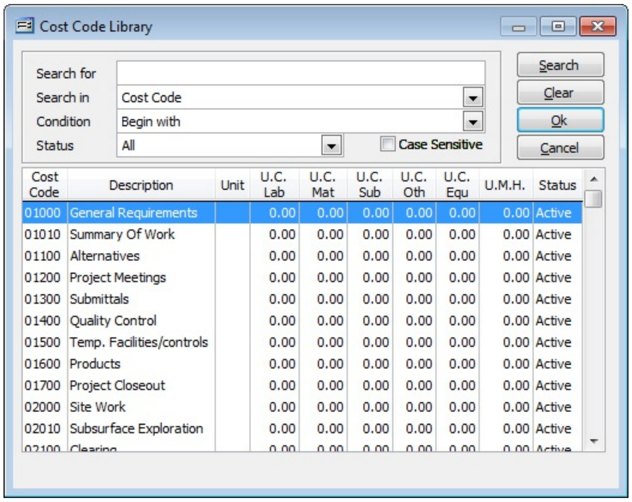


Figure: Install-389
Job Cost, Cost Code Library Find/Search screen.

Scrolling Through Cost Code Records

Users can scroll through the cost code 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 Cost Code. Clicking on the Previous icon (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 last record of the list according to Cost Code.

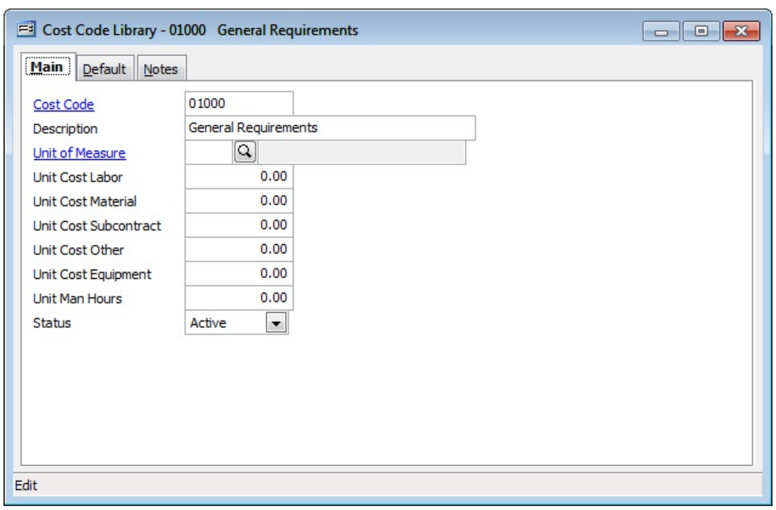


Figure: Install-390
Sample Job Cost, Cost Code Library screen form for editing.

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.

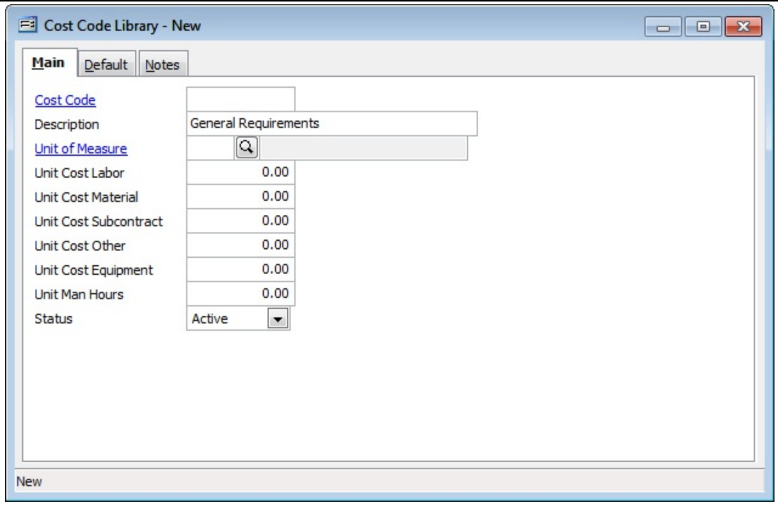


Figure: Install-391
Cloned Cost Code record. Note that all of the initial fields except for the Cost Code match the source record.

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 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® 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® 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.

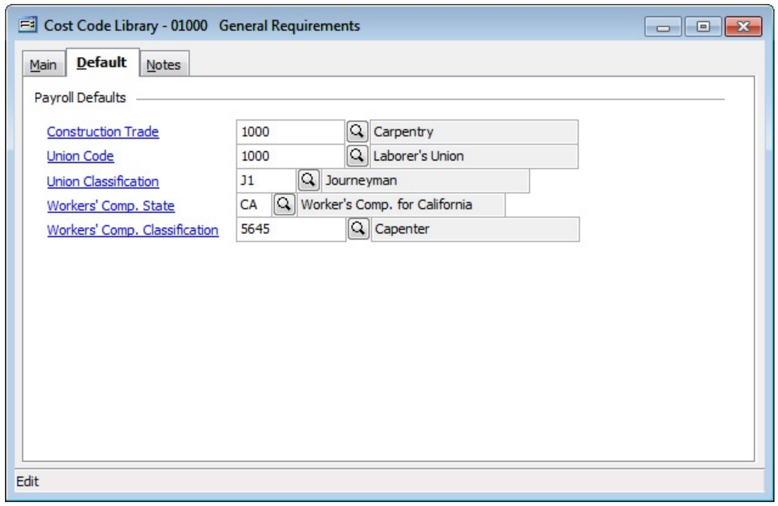
Save the Changed Record

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
Job Cost, Cost Code Library sample Default tab screen form.



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

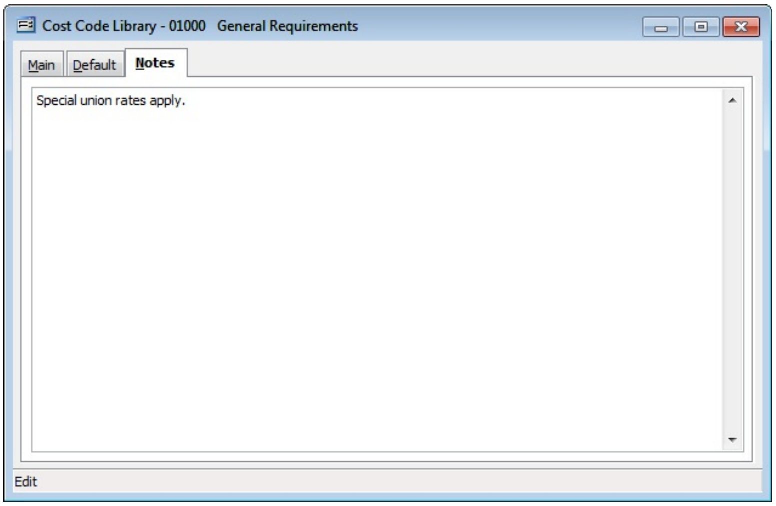
The field records the Workers' Compensation Sate code that assigned to the Cost Code. The details associated with the code will override the defaults in the employee's master record. Please note that the underlined Workers' Comp. State title is a hyperlink field as well as the description of the information 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.

<u>Workers Comp. Classification</u>
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.

Figure: Install-393
Sample Cost Code Library Master Record Notes tab screen form.



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

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
Summary
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
- Cost Code
- Description

Options
- Show Report Criteria
- Show Notes
- Case Sensitive

Fields
- Cost Code
- Description

Cost Code Library – Summary Report

Best Construction Company

Cost Code Library

Summary Report

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Cost Code	Description	Unit	Status
01000	General Requirements		Active
Notes	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
02500	Site Drainage		Active
02550	Site Utilities		Active
02600	Paving & Surfacing		Active
02700	Site Improvements		Active
02800	Landscaping		Active
02850	Railroad Work		Active
02900	Marine Work		Active
02950	Tunneling		Active
03000	Concrete		Active
03100	Concrete Formwork		Active
03150	Expansion/contract. Joint		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	Refractories		Active
05000	Metals		Active
05100	Structural Metal Framing		Active

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Figure: Install-394 Cost Code Library, Summary Report, sorted by Cost Code.

Cost Code Library – Detail Report

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Cost Code Library

Detail Report

Page 1

Cost Code	Description		Unit	Status	
01000	General Requirements			Active	
	UC Labor	0.00	Construction Trade	1000	Carpentry
	UC Material	0.00	Union Code	1000	Laborer's Union
	UC Subcontract	0.00	Union Classification	J1	Journeyman
	UC Other	0.00	Worker's Comp State	CA	Worker's Comp. for California
	UC Equipment	0.00	Worker's Comp Class.	5645	Capenter
	Unit Man Hours	0.00			
Notes	Special union rates apply.				
01010	Summary Of Work			Active	
	UC Labor	0.00	Construction Trade		
	UC Material	0.00	Union Code		
	UC Subcontract	0.00	Union Classification		
	UC Other	0.00	Worker's Comp State		
	UC Equipment	0.00	Worker's Comp Class.		
	Unit Man Hours	0.00			
01100	Alternatives			Active	
	UC Labor	0.00	Construction Trade		
	UC Material	0.00	Union Code		
	UC Subcontract	0.00	Union Classification		
	UC Other	0.00	Worker's Comp State		
	UC Equipment	0.00	Worker's Comp Class.		
	Unit Man Hours	0.00			
01200	Project Meetings			Active	
	UC Labor	0.00	Construction Trade		
	UC Material	0.00	Union Code		
	UC Subcontract	0.00	Union Classification		
	UC Other	0.00	Worker's Comp State		
	UC Equipment	0.00	Worker's Comp Class.		
	Unit Man Hours	0.00			
01300	Submittals			Active	
	UC Labor	0.00	Construction Trade		
	UC Material	0.00	Union Code		
	UC Subcontract	0.00	Union Classification		
	UC Other	0.00	Worker's Comp State		
	UC Equipment	0.00	Worker's Comp Class.		
	Unit Man Hours	0.00			
01400	Quality Control			Active	
	UC Labor	0.00	Construction Trade		
	UC Material	0.00	Union Code		
	UC Subcontract	0.00	Union Classification		
	UC Other	0.00	Worker's Comp State		
	UC Equipment	0.00	Worker's Comp Class.		
	Unit Man Hours	0.00			

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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

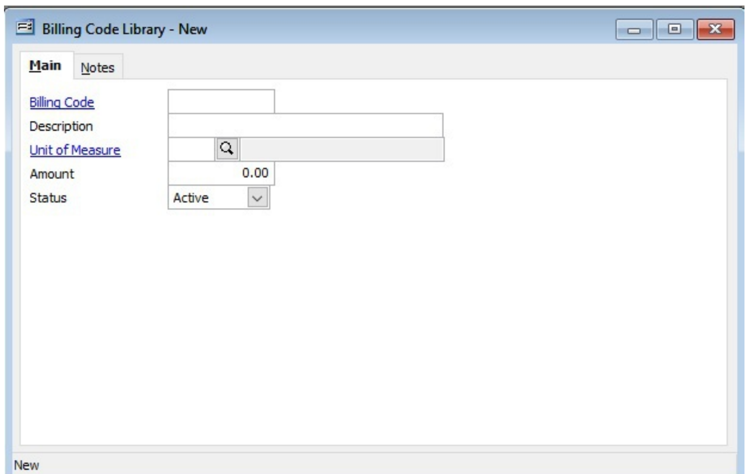
Standard Menu Access

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.

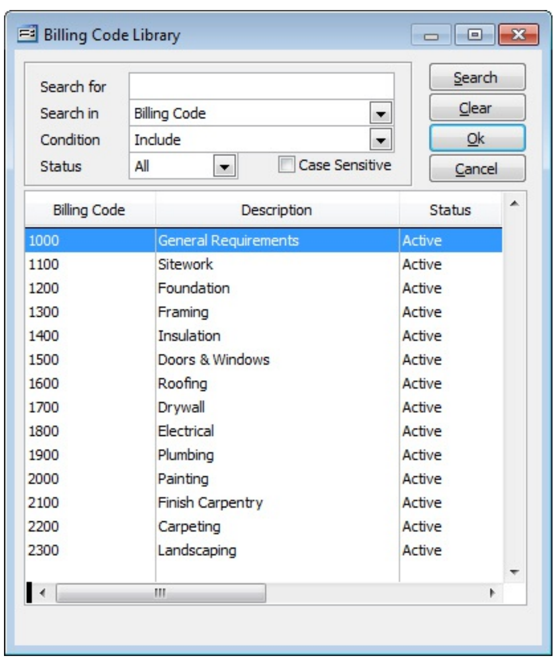
Figure: Install-396
Job Scheduling Billing Code Library - New screen form.



Editing an Existing Record

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.

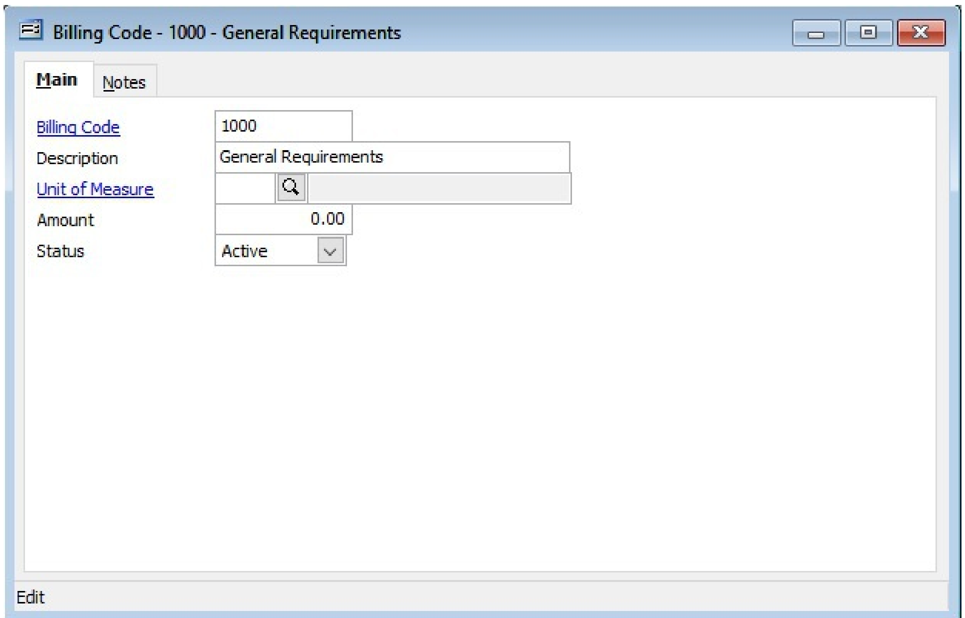


screen) or pressing Ctrl+F and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Scrolling Through Billing Code Records

Users can scroll through the billing code 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 Billing Code. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Billing Code. Clicking on the Next 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.

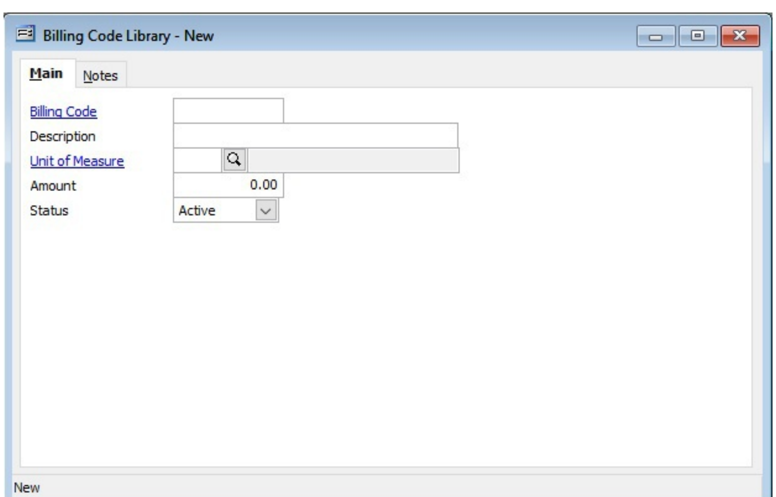
Figure: Install-398
Sample Job Scheduling Billing Code Library screen form for editing.



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-399
Cloned record. Note that all of the initial fields, except for the Billing Code match the source 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 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® 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.

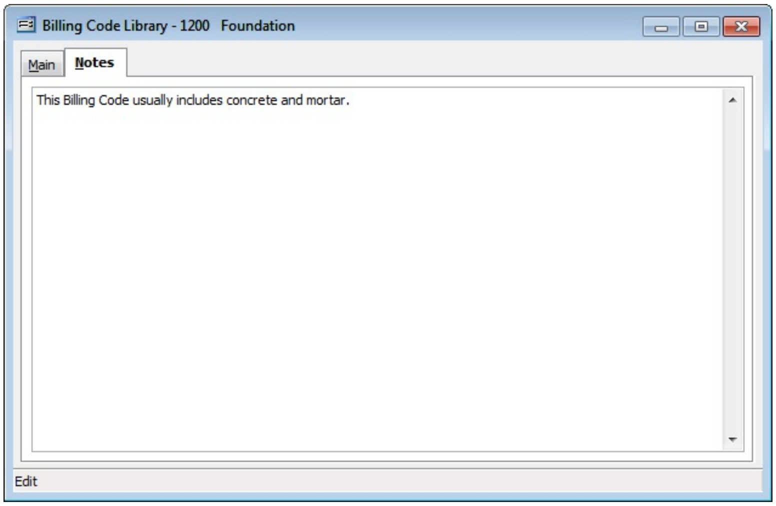
Save the Changed Record

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.

Figure: Install-400
Sample Billing Code Library master record Notes tab screen form.



Save the Changed Record

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

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

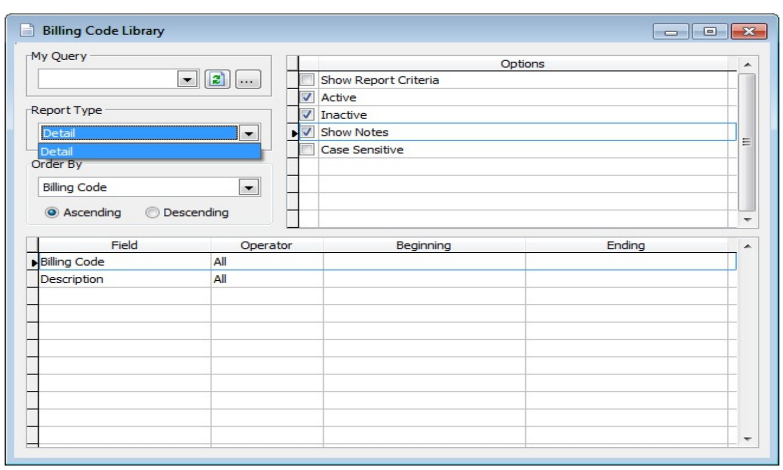
Reports | Job | Billing Code Library

Report Type

Detail

The Detail Report Type displays the billing codes and their descriptions on file for a company.

Figure: Install-401
Billing Code Library, Query screen form, showing one Report Type: Detail.



Order By
- Billing Code
- Description

Options
- Show Report Criteria
- Show Notes
- Case Sensitive

Fields
- Billing Code
- Description

Billing Code Library

Best Construction Company

Billing Code Library

Detail Report

Page 1

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 mortar.		
1300	Framing	0.00	Active
1400	Insulation	0.00	Active
1500	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	Carpeting	0.00	Active
2300	Landscaping	0.00	Active

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® 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® 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®, 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® 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.

Tip

> A master record can only be deleted if the identification number for that record has not been used in any BIS® 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.

Inventory

The option is used to maintain basic information for inventory items. BIS® 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® 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.

Tip The Inventory functionality is only available if the Inventory module is installed.

Modular Menu Access

List | Inventory Items

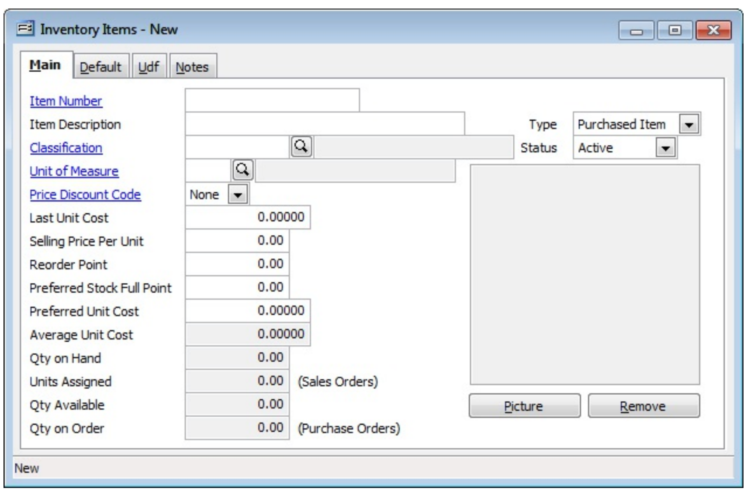
Standard Menu Access

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 icon on the toolbar. The system will ask if changes to the open record should be saved.

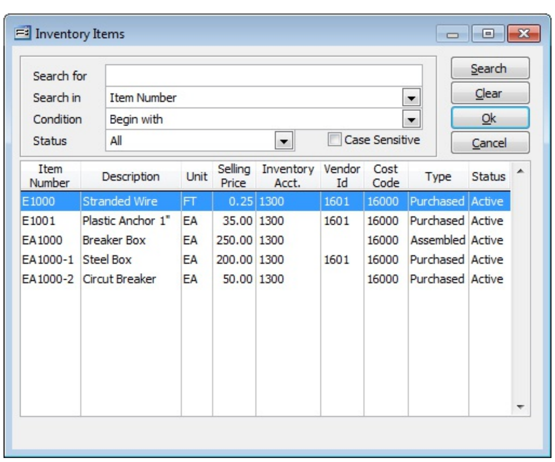
Figure: Install-403
Inventory Item Main tab screen form sample.



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.

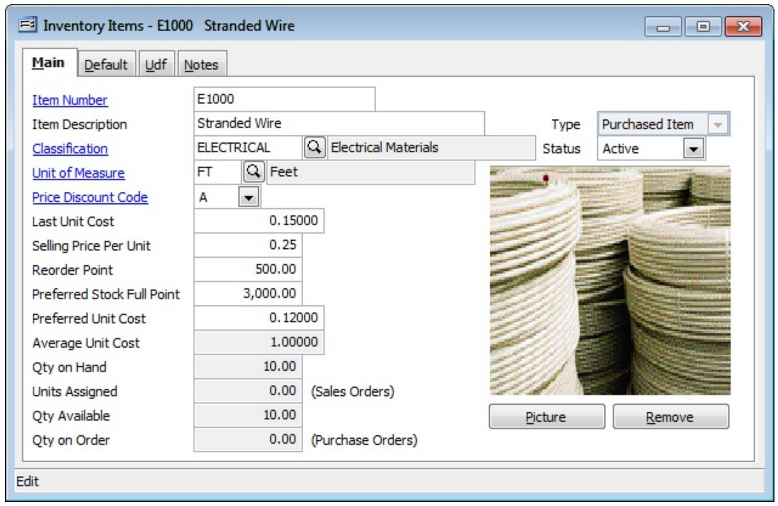


the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Scrolling Through Inventory Item Records

Users can scroll through the Inventory Item records by using the VCR buttons on the toolbar 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 Item Number. Clicking on the Previous icon (at 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.

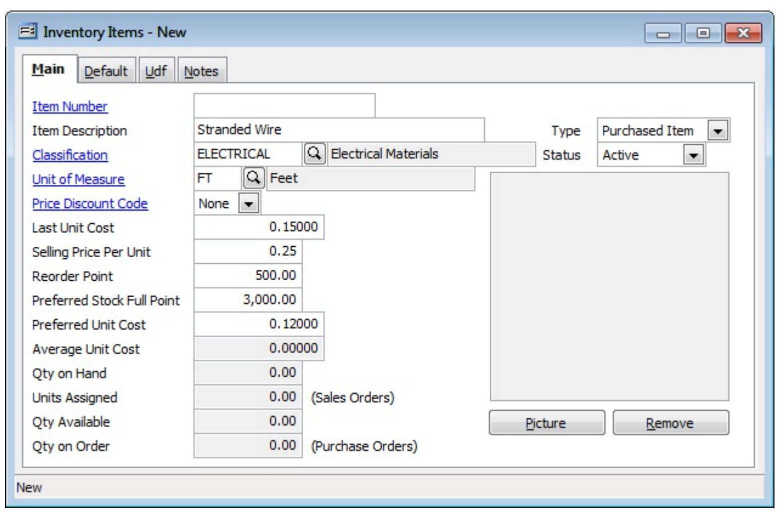
Figure: Install-405
Sample Inventory Item Main tab screen form for editing.



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.

Figure: Install-406
Cloned record. Note that all of the initial fields except for the Item Number, Price Discount Code, and Picture match the source record.



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 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.

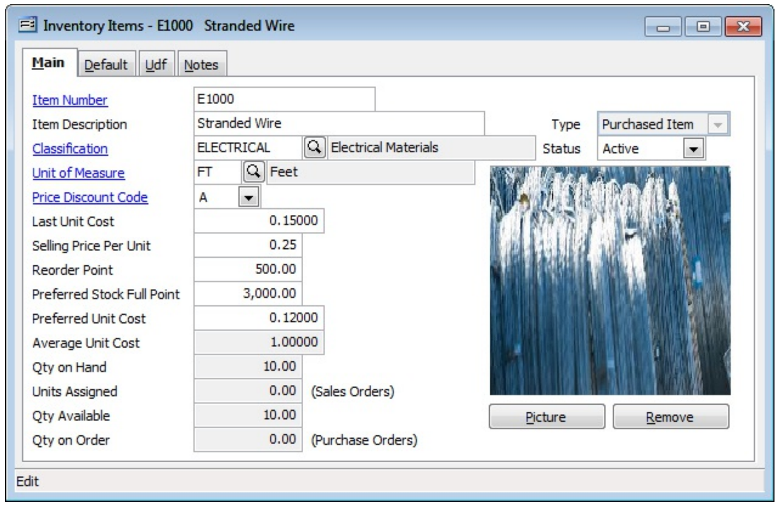
Save the Changed Record

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 Inventory Item Master Record is used to record general Inventory Item information.

Figure: Install-407
Inventory Item Main tab screen form sample.



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® 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® 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

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.

Type

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® can print a report of all items that are below, at or within a selected percentage of the reorder point.

Tip

> 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® 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® will use the Preferred Unit Cost as the Default Unit Cost if it is set in Administrator | System Wide Parameters | Inventory.

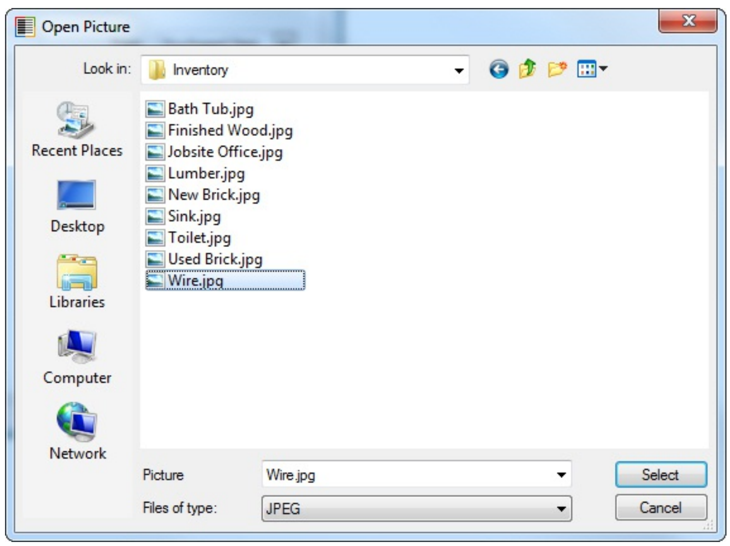
Average Unit Cost
The field displays the calculated average cost per unit for the inventory item. BIS® will use the Average Unit Cost as the Default Unit Cost if it is set in Administrator | System Wide Parameters | Inventory.

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.

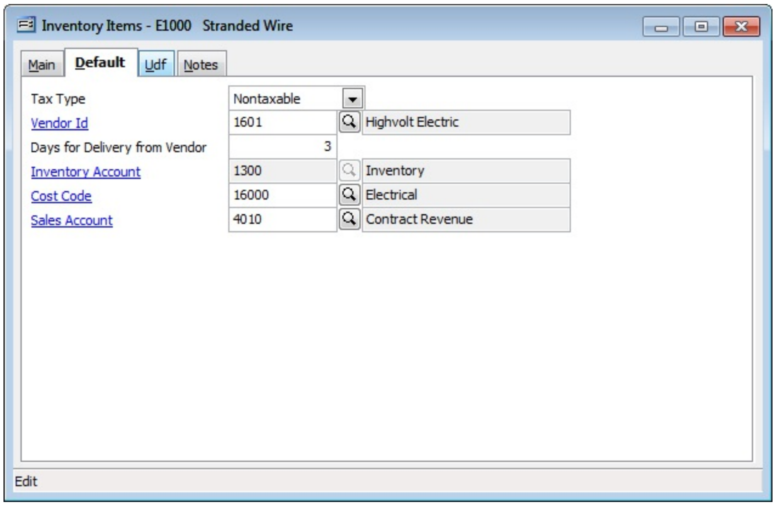


Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

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 screen form sample.



Tax Type

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® 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

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.

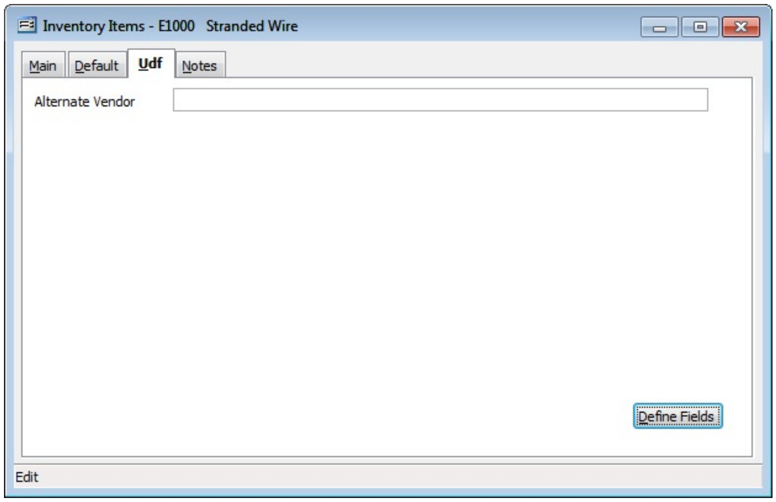
Save the Changed Record

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.

Udf Tab

Tip The Udf function is generally employed after installation is complete.

Figure: Install-412
Inventory Udf tab screen form with one example of a user defined field.

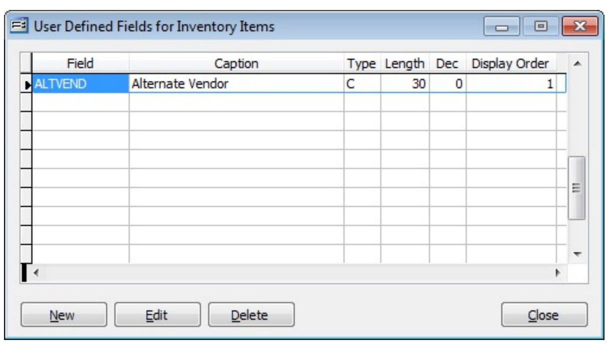


The tab will display up to thirteen User Definable Fields that can store additional information in the Master Record. Click the Define Fields button to add new fields and manage existing fields.

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.

Figure: Install-413
Sample User Defined Fields for Inventory screen form.



All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from 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.

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.

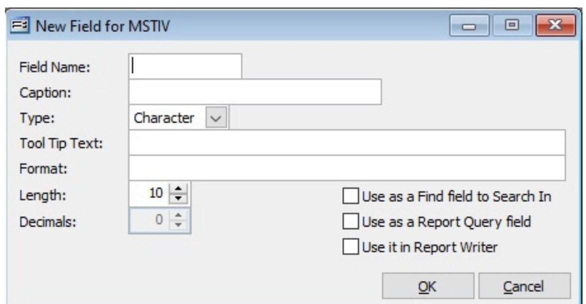
Use as a Report Query field
Select this option to make the field a Report Query field.

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.

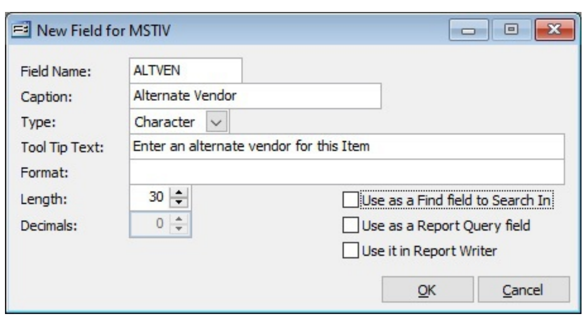
New
The New button is used to create a new character, numeric, date or logic field for the Master File.

Figure: Install-414
Inventory Udf tab Editing screen form.



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
Inventory Udf tab Editing Field screen form with sample data.



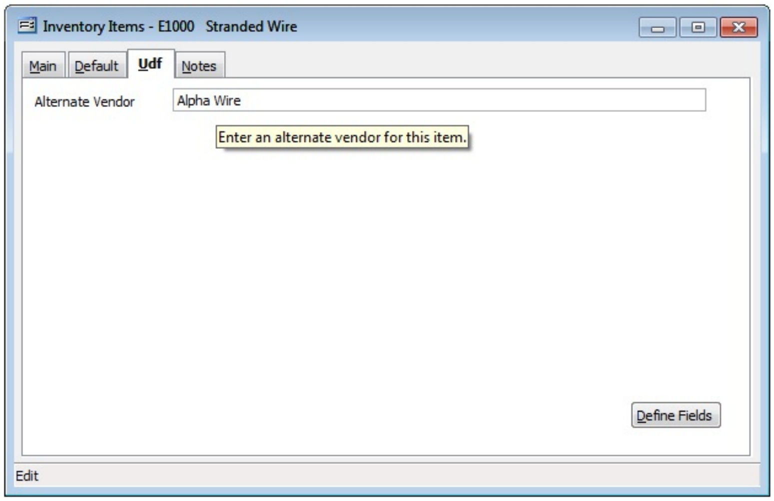


Figure: Install-416
Inventory file Udf tab screen form showing the Tool Tip for the first field listed.

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.

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

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 Value: Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		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 and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	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).	UUUUU	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 format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	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.

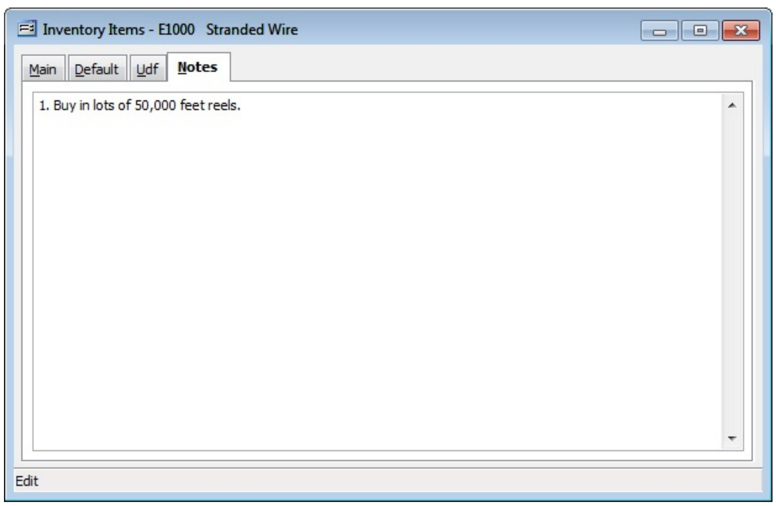
Close

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 record Notes tab screen form.



Save the Changed Record

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

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

- Item Number
- Description
- Unit of Measure
- Selling Price
- Cost Code
- Sales Account

Options

- Show Report Criteria
- Show Cost Code
- Purchased Items
- Assembled Items
- Taxable
- Non Taxable
- Exclude items with no Quantity on Hand
- Show Notes
- Case Sensitive

Fields

- Item Number
- Description
- Unit of Measure
- Selling Price
- Cost Code
- Sales Account

Inventory File – Summary Report

Best Construction Company

Inventory File
Summary Report

Page 1

Item Number			Description	Unit	Type	Price	IV Account	On Hand	Assigned	On Order
E1000			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 reels.							
E1001			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	0.00
	Cost Code	16000	Electrical							
	Notes:		Contains 1 each Steel Box (EA1000-1) and Circuit Breaker (EA1000-2)							
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

Best Construction Company

Inventory User Definable Fields
Udf Report

Page 1

Item Number	Description / 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

Best Construction Company

Inventory File

Detail Report

Page 1

Item Number		Description	Unit	Type	Price	IV Account	Sales Account	Tax Type	On Hand	Assigned	On Order
E1000		Stranded Wire	FT	P	0.25	1300	4010	Non Taxable	50,000.00	7,500.00	50,000.00
Cost Code	16000	Electrical									
	Notes:	1. Buy in lots of 50,000 feet reels.									
E1001		Plastic Anchor 1"	EA	P	35.00	1300		Non Taxable	300.00	25.00	0.00
Cost Code	16000	Electrical									
EA1000		Breaker Box	EA	A	250.00	1300		Non Taxable	25.00	10.00	0.00
Cost Code	16000	Electrical									
	Notes:	Contains 1 each Steel Box (EA1000-1) and Circuit Breaker (EA1000-2)									
EA1000-1		Steel Box	EA	P	200.00	1300		Non Taxable	25.00	100.00	600.00
Cost Code	16000	Electrical									
EA1000-2		Circut Breaker	EA	P	50.00	1300		Non Taxable	50.00	15.00	25.00
Cost Code	16000	Electrical									

01/23/ 10:18 AM

Figure: Install-421

Inventory File – Extended Report

Best Construction Company

Inventory File

Extended Report

Page 1

Item E1000, Stranded Wire

Main

Item Number	E1000
Item Description	Stranded Wire
Item Type	Purchased
Selling Price	0.25
Unit of Measurement	FT
Price Discount Level	A
Reorder Point	50,000.00
Quantity on hand	50,000.00
Quantity Assigned	7,500.00
Quantity Available	42,500.00
Quantity on Order	50,000.00
Preferred Stock full Point	100,000.00
Year-to-date Usage	0.00
Average Unit Cost	0.1502
Last Unit Cost	0.15
Preferred Cost	0.12
Last Sale Date	/ /
Classification	Electrical Materials

Photo

Default

Tax Type	Non Taxable
Vendor Id	1601
Vendor Name	Highvolt Electric
Days Delivery	3
Inventory Account	1300
Cost Code	16000
Sales Account	4010

Notes

1. Buy in lots of 50,000 feet reels.

01/23/ 10:21 AM

Figure: Install-422 Inventory User Definable Fields – Extended Report.

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® 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

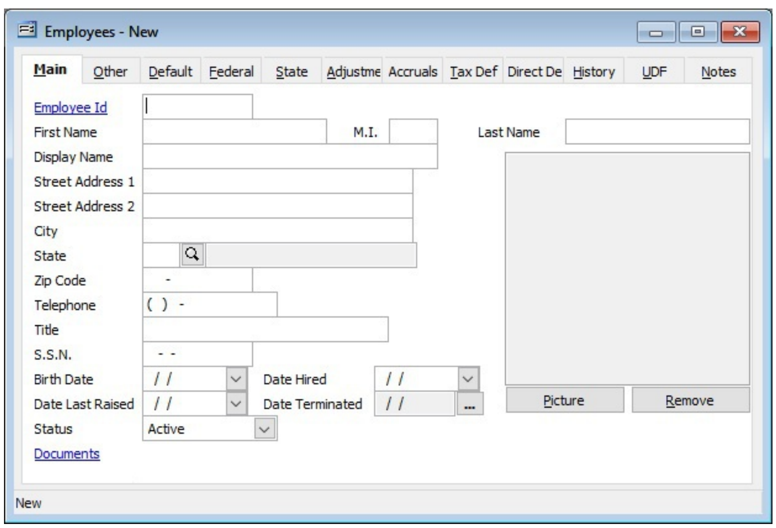
Standard Menu Access

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 icon on the toolbar. The system will ask if any changes to the record should be saved.

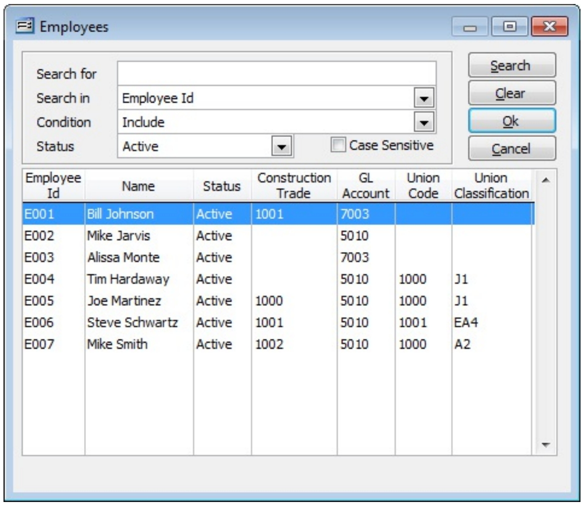
Figure: Install-423
Employees - New master record screen form Main tab.



Editing an Existing Record

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

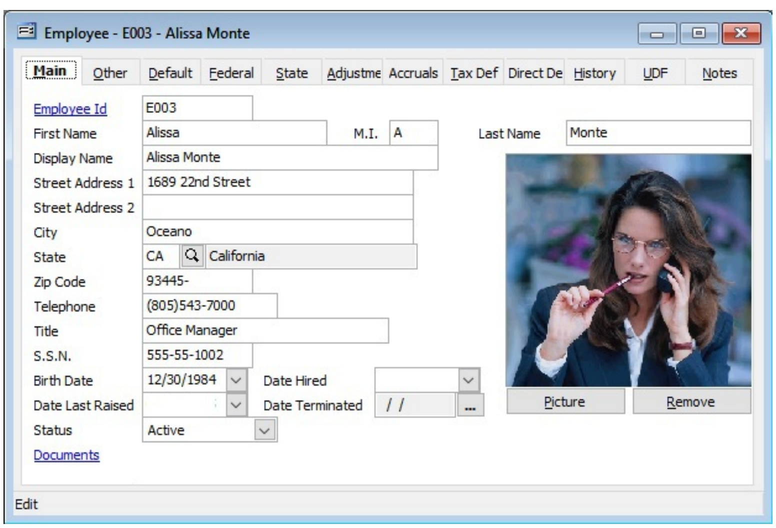
Figure: Install-424
Employee Find/Search screen.



Scrolling Through Employee Records

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

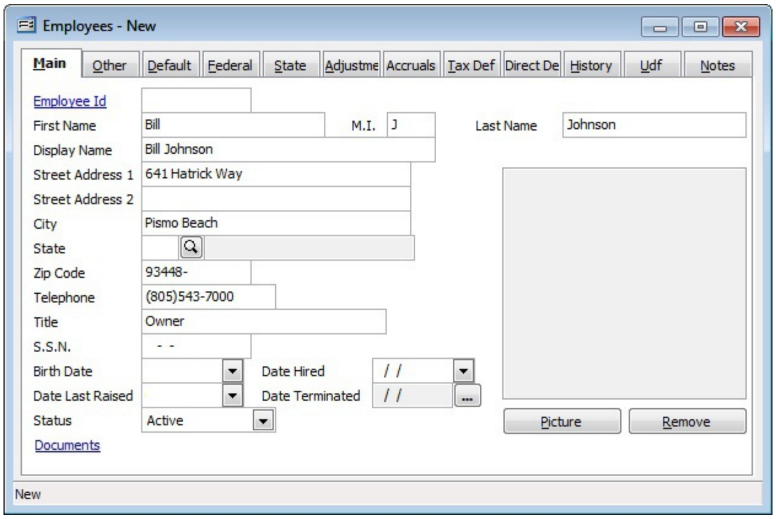
Figure: Install-425
Sample employee record for editing.



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.

Figure: Install-426
Cloned record. Note that all of the initial fields, except for the Employee Id, State, SSN, and the picture, match the source record.



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 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.

Figure: Install-427
Employee master record Main tab.

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® 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.

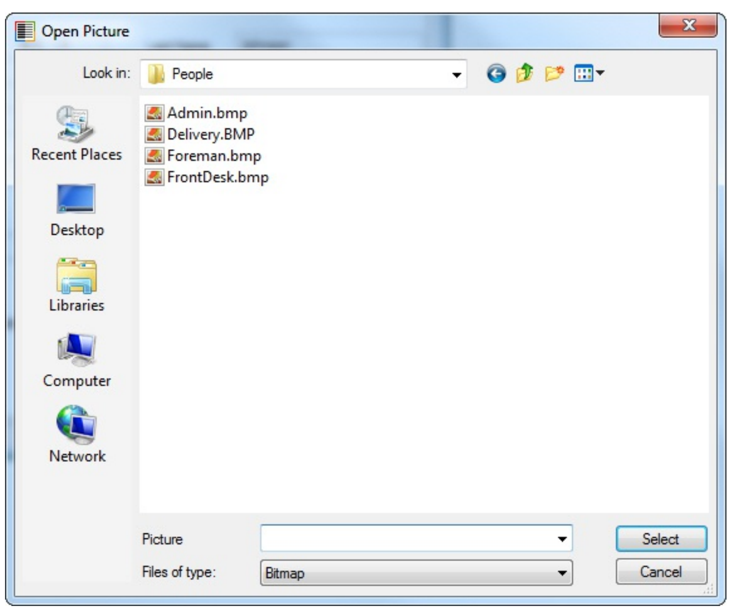
Date Last Raise
Enter the date that the employee last received a raise. For a new employee, the should be the date he or she was hired. The date may be typed of entered using the Calendar tool.

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.

Figure: Install-428
Picture screen form used to select picture file for employees.



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.

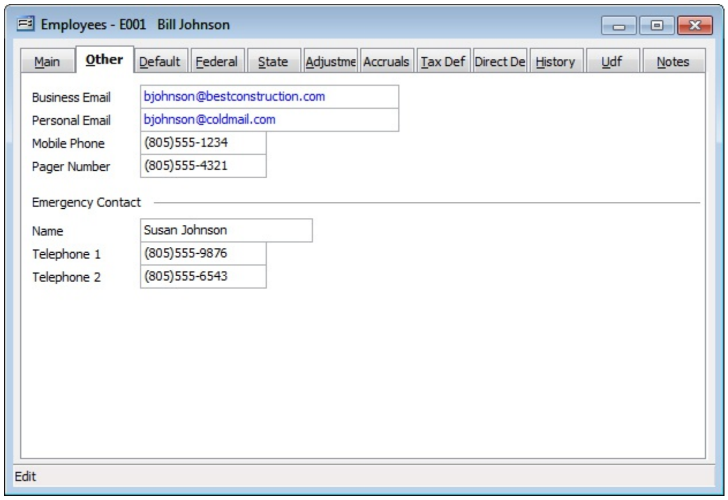
Save the Changed Record

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
Sample Other tab of Employees master record.



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, non-union employee.

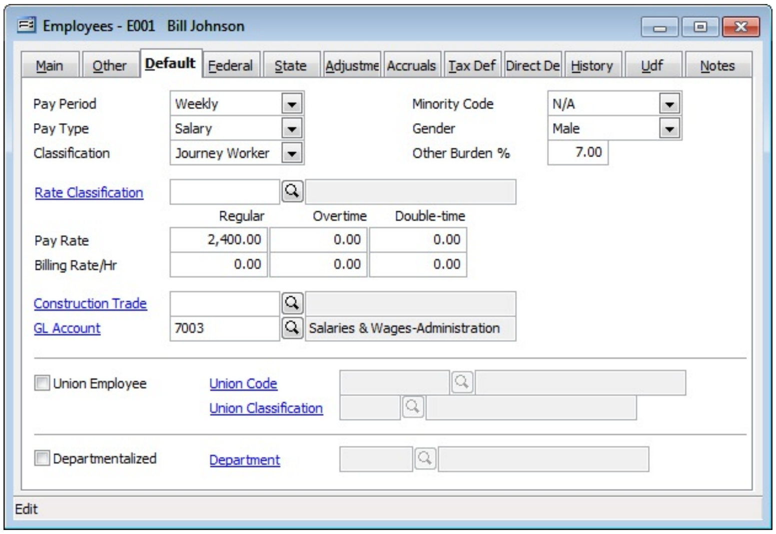
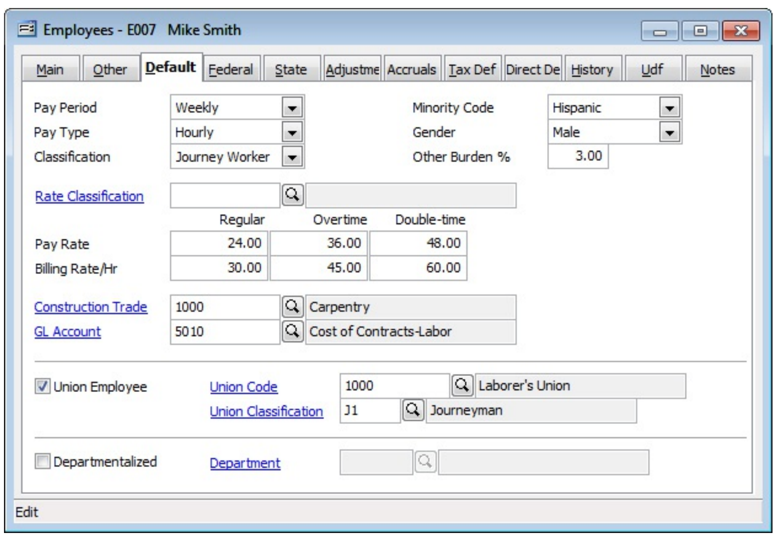


Figure: Install-431
Employee master record sample Default tab, screen for an hourly, union employee.



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® 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.

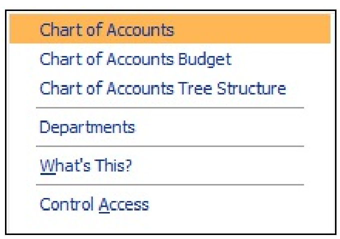
Please note that the underlined Construction Trade title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Construction Trade hyperlink opens the Construction Trades – New master record form. Right-clicking on the Construction Trade hyperlink directly 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.



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® 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® 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® (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® open the fields for the Union Code and the Union Classification, if the Union module is installed.

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® 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 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.

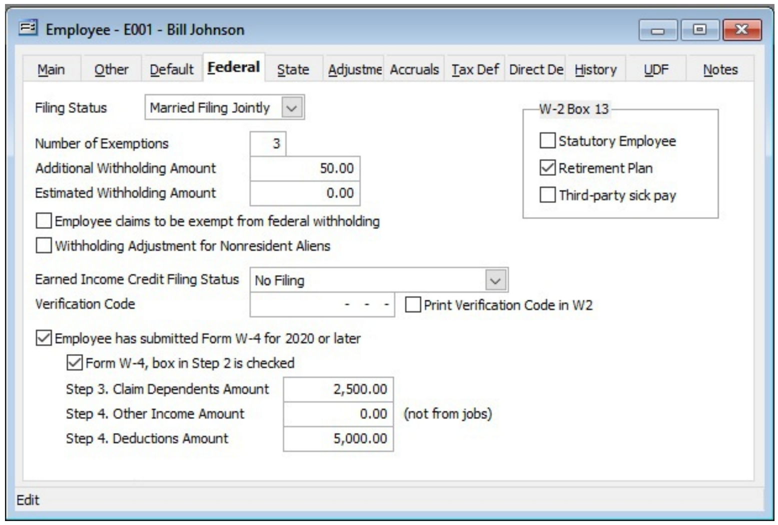
Save the Changed Record

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® 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
Sample employee master record Federal tab screen form.



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® 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.

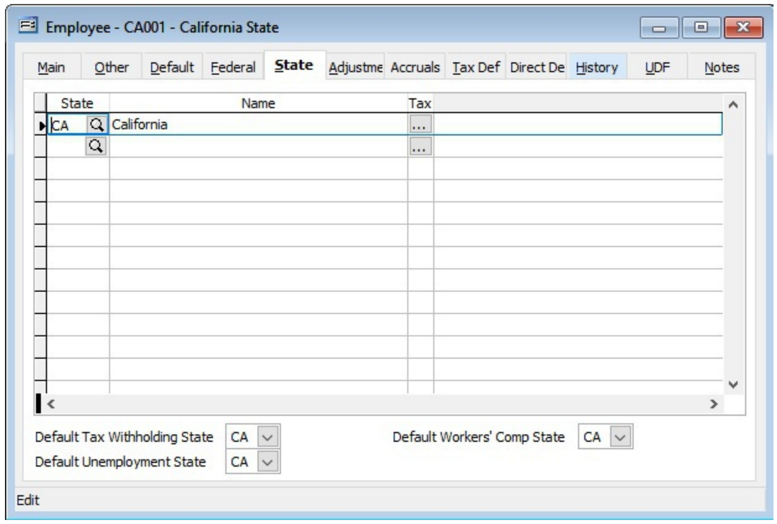
W-2 Box 13
The options that apply to the employee should be selected in order for the corresponding box on the W-2 form to appear checked when the form is printed. These options include: Statutory Employee, Retirement Plan, or Third-party sick pay. Consult with the company accountant for the proper selection.

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

Figure: Install-434
Sample employee master record State tab screen form with a single state listed for the employee.



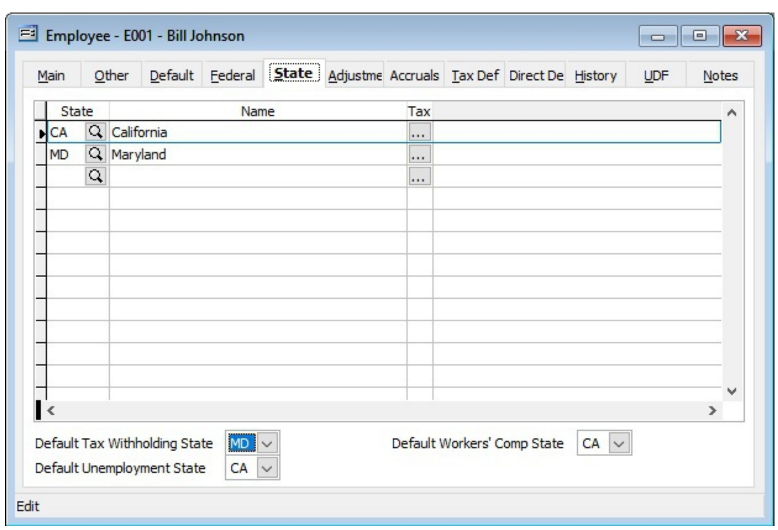
selected by using the Find tool in the State column. For each state that is selected, click the button to the right of the state name to open the Employee State Tax Information form. There the state tax and worker's compensation information for that state may be recorded.

⚠ **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 icon or pressing Ctrl+I adds a blank line to the current grid of the form that is open. The Delete Line icon 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.



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 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.

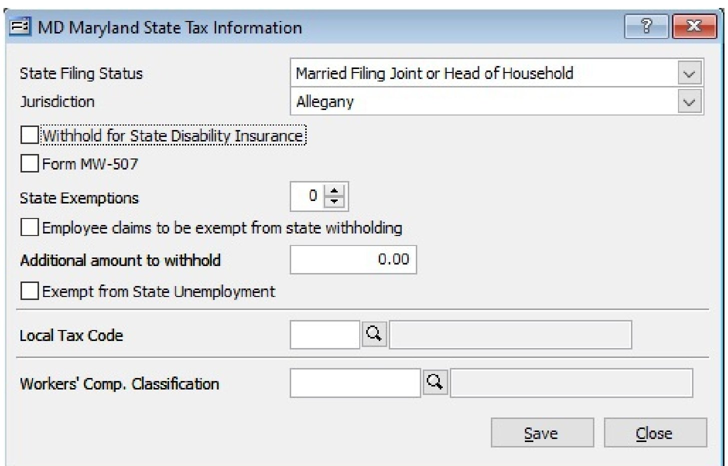
Tax

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
State Tax Information sub-form.



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 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.

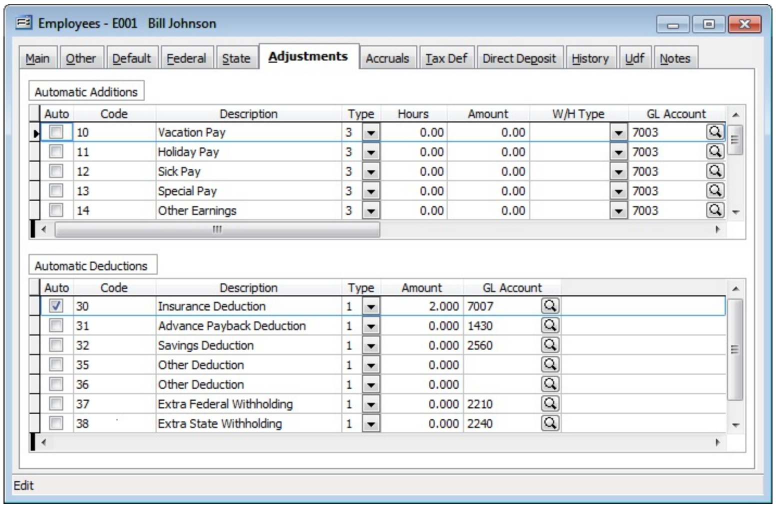
Default Unemployment State
Use the field to select the state from those listed above to be the default unemployment state for the employee. The may be changed to any of the states listed on the tab when entering the employee's payroll.

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.

Figure: Install-437
Employees master record, Adjustments tab screen form.



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

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®:

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.

Type

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® will multiply the number of hours by the employee's regular rate of pay.

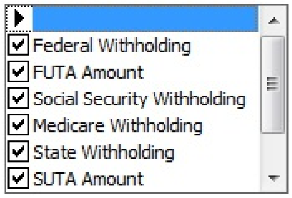
Amount

If the addition is given in Amount, BIS® 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
List of payroll taxes for the employee's automatic addition 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 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®:

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.

Tip

> 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.

Type

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® will multiply the number of hours by the employee's regular rate of pay.

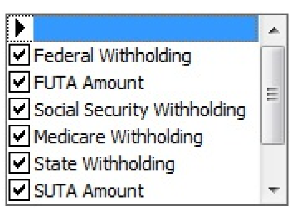
Amount

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 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.

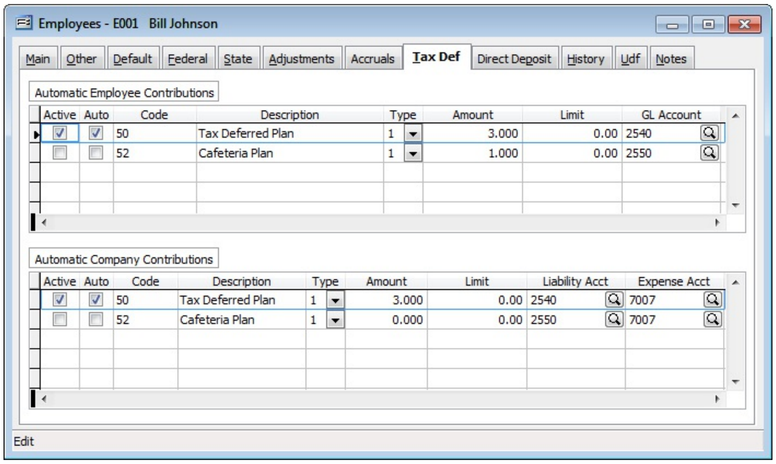
Save the Changed Record

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.

Figure: Install-440
Sample employee master record, Tax Deferred screen form.



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
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 we are describing 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 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®:

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.

Type

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® will multiply the number of hours by the employee's regular rate of pay.

Amount

If the addition is given as an amount, BIS® 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®:

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.

Type
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® will multiply the number of hours by the employee's regular rate of pay.

Amount
If the addition is given as an amount, BIS® 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.

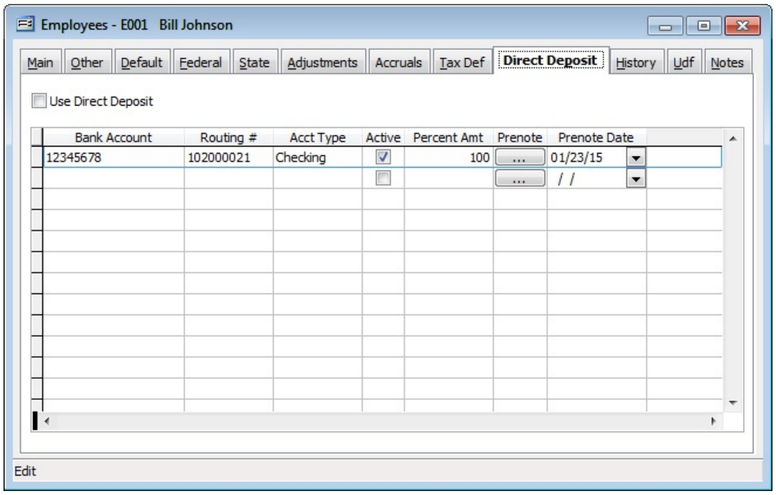
Expense Account
If the amount of the company contribution is to be accrued prior to payment, the default Expense Account to which it will be credited is recorded in the field. Select a General Ledger liability account number to be associated with the company payroll automatic contribution. The account 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.

Figure: Install-441
Employee master record, Direct Deposit tab screen form.



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
- 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.

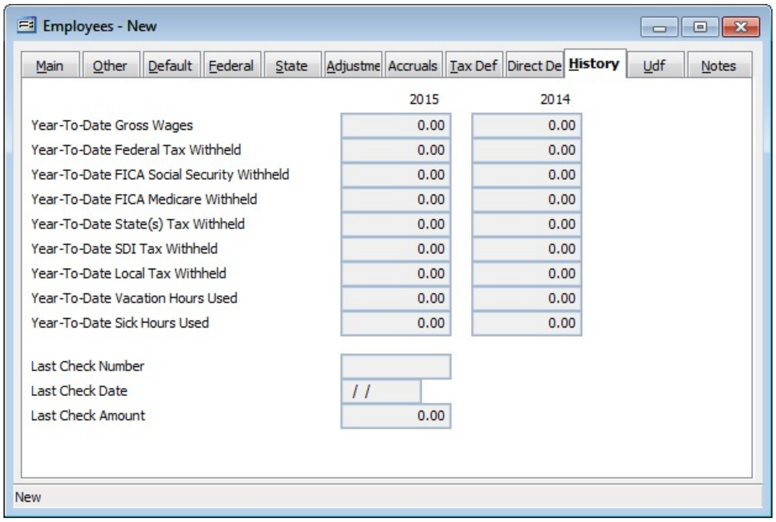
Prenote Date
The field column records the specified Prenote date recorded in the Prenote dialog box. The date may be changed manually or entered using the Calendar Tool.

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.

Figure: Install-442
Employees - New History tab screen form.



Year-To-Date Gross Wages

The Year-to-Date Gross Wages field displays the wages paid in the current calendar year.

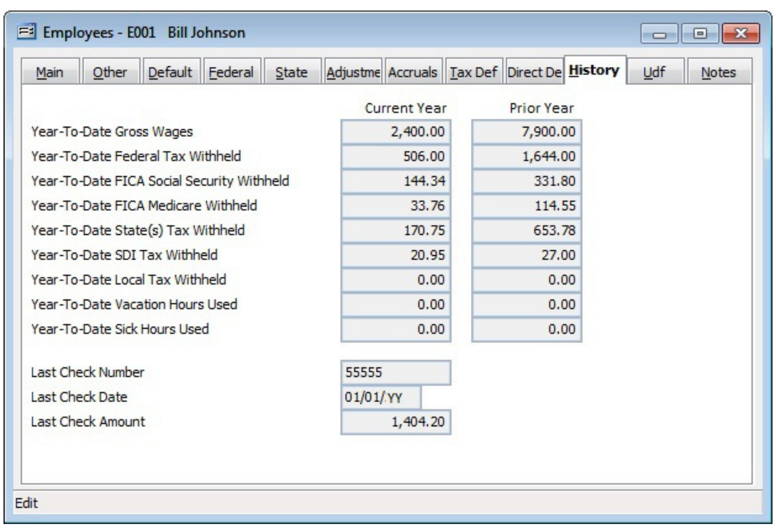
Year-To-Date Federal Tax Withheld

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.

Figure: Install-443
Sample Employees' History tab screen form.



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® 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® enters the number from the payroll checks.

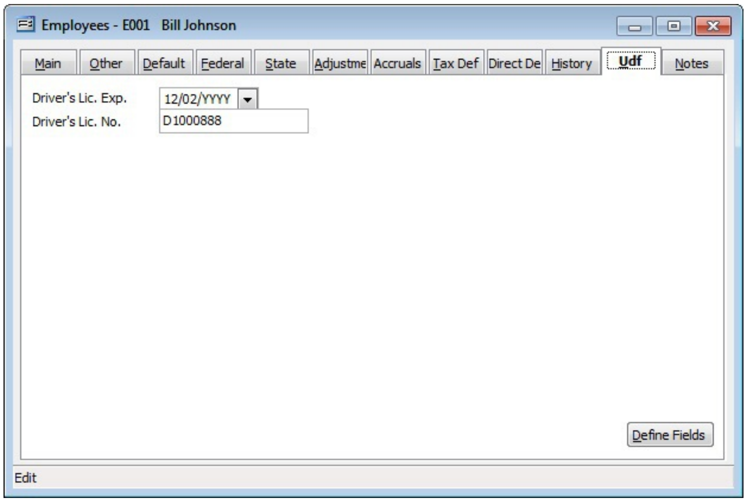
Last Check Amount
The Last Check Amount field displays the amount of the last payment made to the employee on file. BIS® enters the amount from the payroll checks.

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.

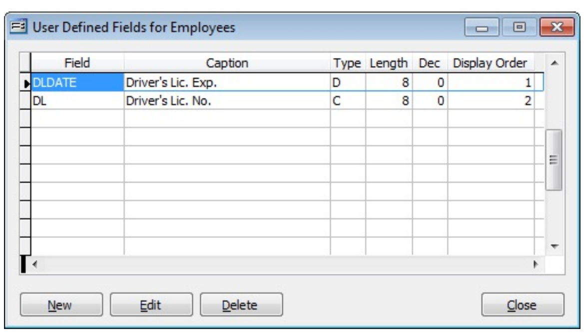
Figure: Install-444
Sample Employees' master record Udf tab screen form with two examples of user defined fields.



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.

Figure: Install-445
Sample User Defined Fields for Employees screen form.



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.

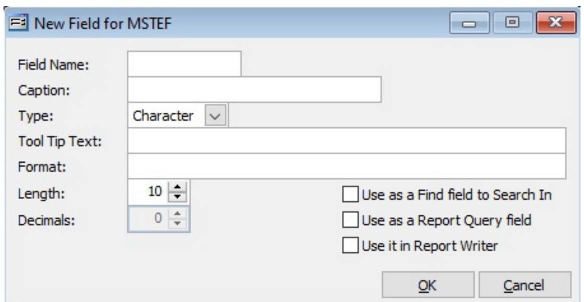
Use as a Report Query field
Select this option to make the field a Report Query field.

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.

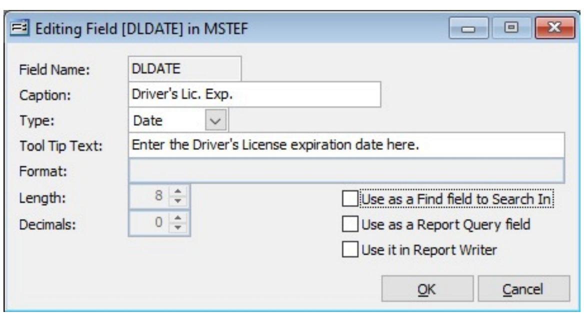
New
The New button is used to create a new character, numeric, date or logic field for the master file.

Figure: Install-446
Udf New Field screen form.



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.

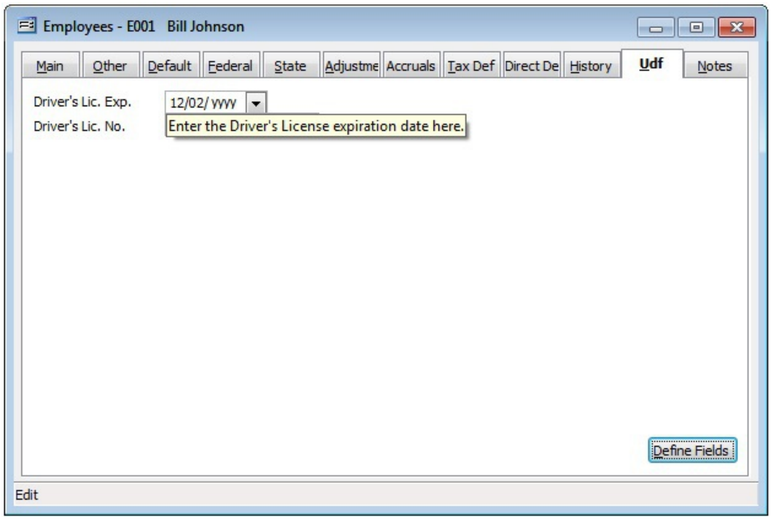
Figure: Install-447
Udf Editing Field screen form.



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-448 Employees Udf tab showing Tool Tip for the first field entered.



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 Value		
			Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		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 and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	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).	UUUUU	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	WWWWW	hello	12/31/06	wwwwww
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 format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	12/31/06	123TQW

Figure: Install-449 Data Format Chart. The chart shows the format, description, an example, and results.

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 Udf field.

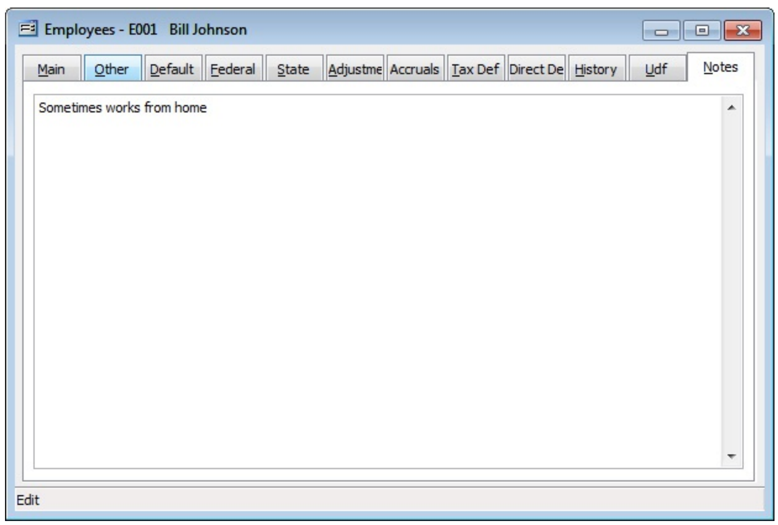
Decimals
The Decimals field is used to enter the number of decimals of a number field (only) of the Udf field.

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.

Figure: Install-450
Sample Employees master record Notes tab screen form.



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

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

Best Construction Company

Employee List
Summary Report

Page 1

Employee Id	Employee Name	Title	Soc. Sec. #	Status	Union
E001	Bill Johnson	Owner	555-55-1000	Active	No
Notes	Sometimes works from home				
E002	Mike Jarvis	Project Manger	555-55-1001	Active	No
E003	Alissa Monte	Office Manager	555-55-1002	Active	No
E004	Tim Hardaway		555-55-1003	Active	Yes
E005	Joe Martinez		555-55-1004	Active	Yes
E006	Steve Schwartz		555-55-1005	Active	Yes
E007	Mike Smith		555-55-1006	Active	Yes

* Employee may have an invalid SSN and/or Name and reporting to the Social Security Administration may be rejected. We suggest you contact the Social Security Number Verification Service (SSNVS) for more information.

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Figure: Install-451 Employee List – Summary Report.

Employee List – Detail Report

Best Construction Company

Employee List

Detail Report

Page 1

Employee Id	Employee Name	Title		Soc. Sec. #	Status	Union
	First Name	Middle Initial		Last Name		
	Address/City	Telephone/State/Zip Code		Department		
Withholding State						
Unemp. State	Description	W/C Code	SDI W/H	Local Tax	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 Manger		555-55-1001	Active	No
	Mike	P		Jarvis		
	1812 6th Street	(805) 543-7000				
	Grover Beach	CA	93433			
CA	California	5190	SDI (Yes)			
CA	California	5190	SDI (Yes)			
E003	Alissa Monte	Office Manager		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 Hardaway			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
	Joe	P		Martinez		
	805 T Street	(805) 543-7000				
	Pismo Beach	CA	93448			
CA	California	5645	SDI (Yes)			
CA	California	5645	SDI (Yes)			
E006	Steve Schwartz			555-55-1005	Active	Yes
	Steve	M		Schwartz		
	963 Presker Canyon Road	(805) 543-7000				
	Arroyo Grande	CA	93420			
CA	California	5190	SDI (Yes)			
CA	California	5190	SDI (Yes)			

* Employee may have an invalid SSN and/or Name and reporting to the Social Security Administration may be rejected. We suggest you contact the Social Security Number Verification Service (SSNVS) for more information.

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Figure: Install-452 Payroll Employee List Report - Detail, sorted by Employee Id.

Employee List – Extended Report

Best Construction Company

Employee List

Extended Report

Page 1

Employee E001, Bill Johnson

Main

Employee Id	E001
First Name M.I.	Bill J
Last Name	Johnson
Display Name	Bill Johnson
Street Address 1	641 Hatrick Way
Street Address 2	
City	Pismo Beach
State Zip Code	CA 93448
Telephone	(805) 543-7000
Title	Owner
S.S.N.	555-55-1000
Birth Date	01/19/1958
Date Hired	/ /
Date Last Raised	01/01/
Date Terminated	/ /
Status	Active

Photo

Default

Pay Period	Weekly
Pay Type	Salaried
Classification	Journey Worker
Minority Code	N/A
Gender	Male
Rate Classification	
Reg. Pay Rate	$2,400.00
Ot. Pay Rate	$0.00
Dt. Pay Rate	$0.00
Reg. Billing Rate	$0.00
Ot. Billing Rate	$0.00
Dt. Billing Rate	$0.00
Other Burden %	7.00
Construction Trade	
GL Account	7003 Salaries &
Union	[ ] Union Employee
Union Code	
Union Classification	
Department	

Federal Tax

Filing Status	Single
No. of Exemptions	0
Additional W/H Amt.	0
Estimated W/H Amt.	0
Exempt	[ ] Exempt from Federal Withholding
Earned Income Credit	Single or Married with one W5 Form Filing
W2 Box 13	[ ] Statutory Employee
W2 Box 13	[X] Retirement Plan
W2 Box 13	[ ] Third-party sick pay
W/H Adjustment	[ ] W/H Adjustment for Nonresident Aliens

State Tax

Withholding State	MD Maryland
Unemployment State	CA California

History

Last Check Number	55555
Last Check Date	01/01/
Last Check Amount	$1,404.20

Other

Business Email	bjohnson@bestconstruction.com
Personal Email	bjohnson@coldmail.com
Mobile Phone	(805)555-1234
Pager Number	(805)555-4321

Emergency Contact

Name	Susan Johnson
Telephone 1	(805)555-9876
Telephone 2	(805)555-6543

Notes

Sometimes works from home

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Figure: Install-453 Employee List, Extended Report.

Employee List – Automatic Adjustments Report

Best Construction Company

Employee List

Automatic Adjustments Report

Page 1

Employee Id	Employe Name	Title		Social Security#		Status	Union
Code	Description	Hours	Amount	Limit	GL Acct	Expense Acct	
E001	Bill Johnson	Owner		555-55-1000		Active	No
30	Insurance Deduction		2.00		7007		
50	Tax Deferred Plan		3.00	0.00	2540		
50	Tax Deferred Plan		3.00	0.00	2540	7007	
E002	Mike Jarvis	Project Manger		555-55-1001		Active	No
50	Tax Deferred Plan		5.00	0.00	2540		
50	Tax Deferred Plan		3.00	0.00	2540	7007	
E003	Alissa Monte	Office Manager		555-55-1002		Active	No
E004	Tim Hardaway			555-55-1003		Active	Yes
E005	Joe Martinez			555-55-1004		Active	Yes
E006	Steve Schwartz			555-55-1005		Active	Yes
E007	Mike Smith			555-55-1006		Active	Yes

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Figure: Install-454 Employee List, Automatic Deductions Report, sorted by Employee Id.

Best Construction Company

Employee Check List

Check List Report

Page 1

✓	Employee Name	Address 1	Address 2	City	State	Zip Code	SSN
	Bill Johnson	641 Hatrick Way		Pismo Beach	CA	93448	555-55-1000
	Mike Jarvis	1812 6th Street		Grover Beach	CA	93433	555-55-1001
	Alissa Monte	1689 22nd Street		Oceano	CA	93445	555-55-1002
	Tim Hardaway	916 E. Meridian		Grover Beach	CA	93433	555-55-1003
	Joe Martinez	805 T Street		Pismo Beach	CA	93448	555-55-1004
	Steve Schwartz	963 Presker Canyon Road		Arroyo Grande	CA	93420	555-55-1005
	Mike Smith	1845 Oak Park	Apt. B	Oceano	CA	93445	555-55-1006

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Figure: Install-454a Employee Check List report.

Employee User Definable Fields – Udf Report

Best Construction Company

Employee User Definable Fields

Udf Report

Page 1

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	
	Driver's Lic. Exp.	/ /
	Driver's Lic. No.	
E004	Tim Hardaway	
	Driver's Lic. Exp.	03/23/
	Driver's Lic. No.	D1003888
E005	Joe Martinez	
	Driver's Lic. Exp.	11/28/
	Driver's Lic. No.	D1004888
E006	Steve Schwartz	
	Driver's Lic. Exp.	09/03/
	Driver's Lic. No.	D1005888
E007	Mike Smith	
	Driver's Lic. Exp.	02/15/
	Driver's Lic. No.	D1006888

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Figure: Install-455 Employee User Definable Fields, Udf Report, sorted by Employee Id.

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

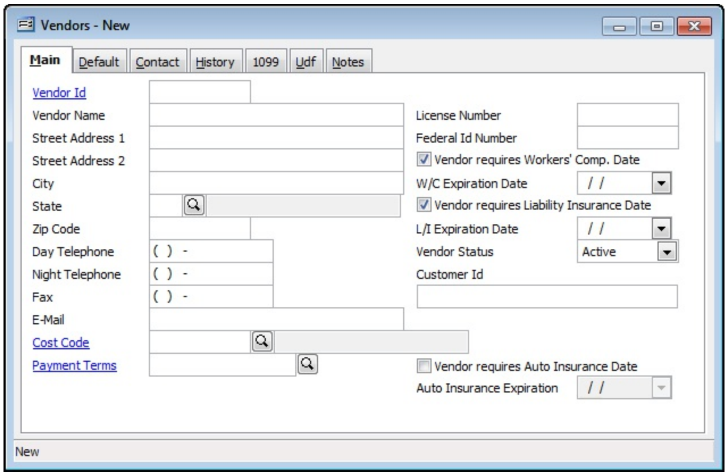
Standard Menu Access

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 icon on the toolbar. The system will ask if any changes to the record should be saved.

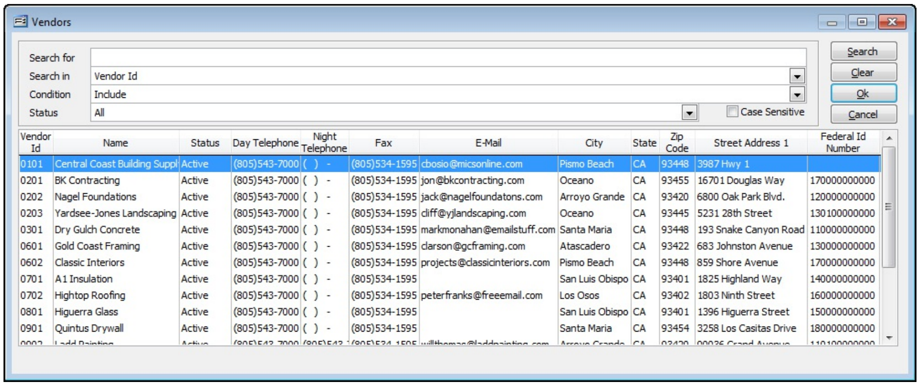
Figure: Install-456
Vendors - New master record screen form Main tab.



Editing an Existing Record

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 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.

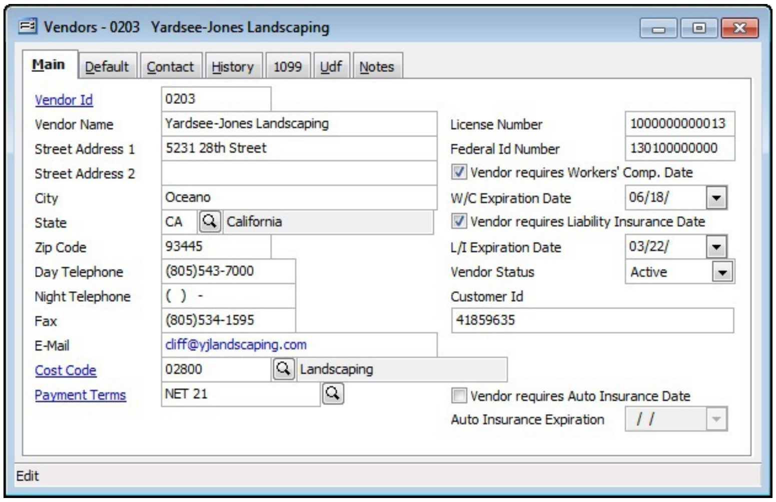
Figure: Install-457
Accounts Payable, Vendor Find/Search screen.



Scrolling Through Vendor Records

Users can scroll through the vendor 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 Vendor Id. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Vendor Id. Clicking on the Next icon (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.

Figure Install-458
Sample vendor record for editing.

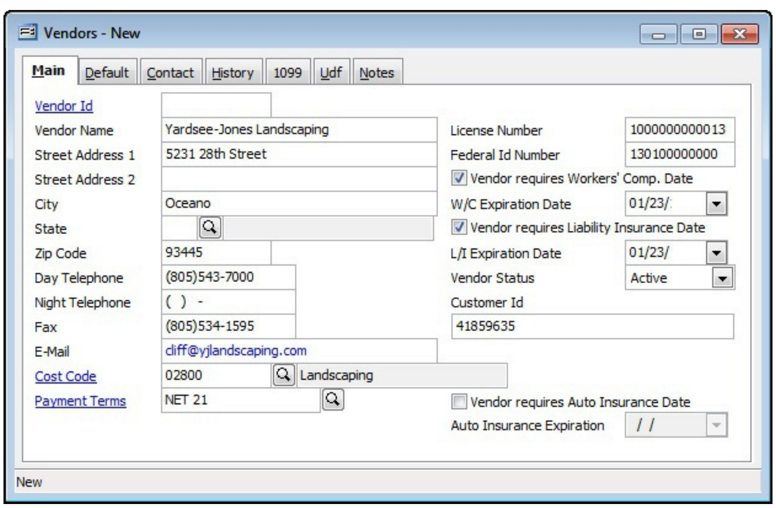


Cloning an Existing Record

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 all of the initial fields, except for the Vendor Id, match the source 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 Vendors master file records all pertinent information related to vendors. The information recorded on these tabs is used throughout BIS® 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® 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 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® 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® 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® 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® 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.

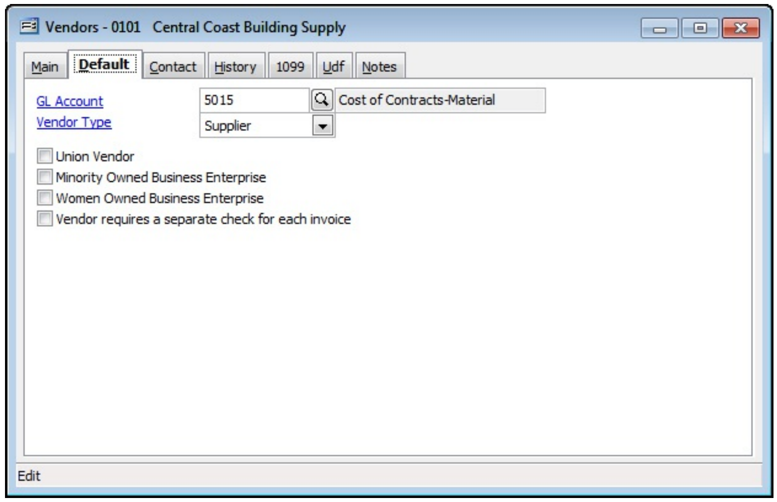
Vendor Status
Enter the vendor status for the vendor. It provides a selection of status options to choose from. Click on the drop down control to select either Active or Inactive. Making a vendor inactive prevents any transactions from being processed for that vendor.

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.

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 sample screen Default tab.



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

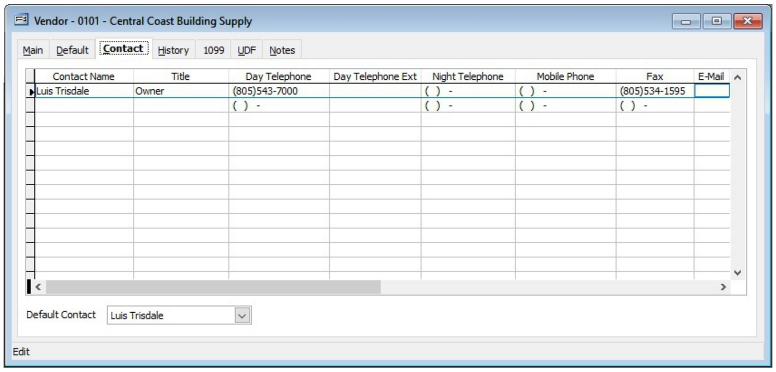
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Contact Tab

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 (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+) removes the currently highlighted line from the grid of the open record.

Figure: Install-462
Sample vendor master record screen form Contact tab.



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.

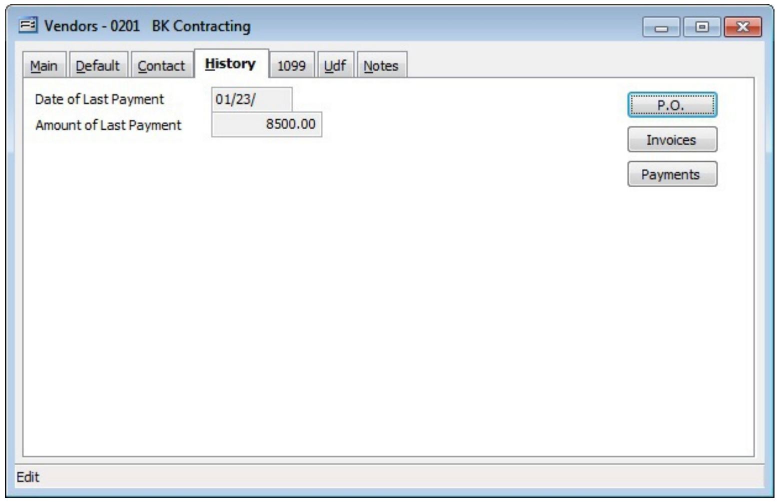
Save the Changed Record

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
Sample vendor master record screen form History tab.



Date of Last Payment

The Date of Last Payment field displays the date of the last payment made to the vendor on file. BIS® enters the date from the accounts payable checks.

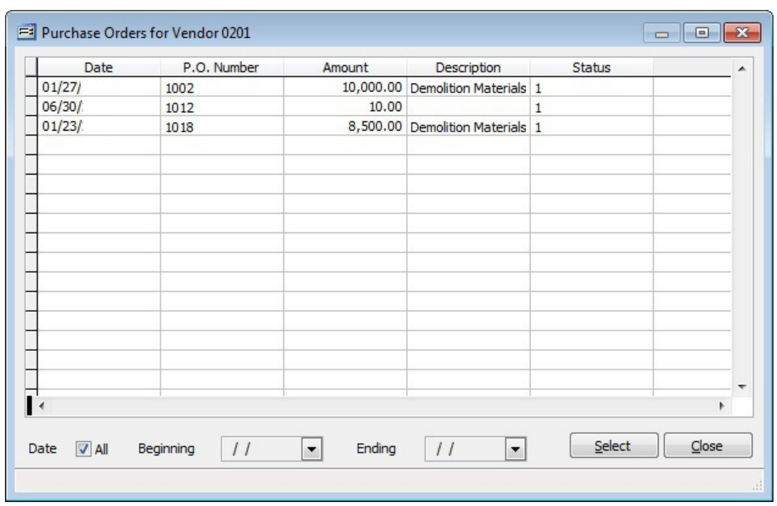
Amount of Last Payment

The Amount of Last Payment field displays the amount of the last payment made to the vendor on file. BIS® 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 sub-screen.



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.

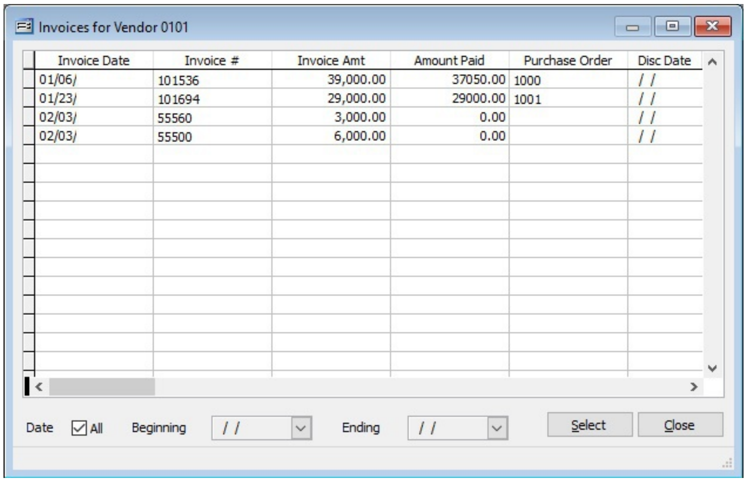
Close Button

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	/ /
01/23/	101694	29,000.00	29000.00	1001	/ /
02/03/	55560	3,000.00	0.00		/ /
02/03/	55500	6,000.00	0.00		/ /

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.

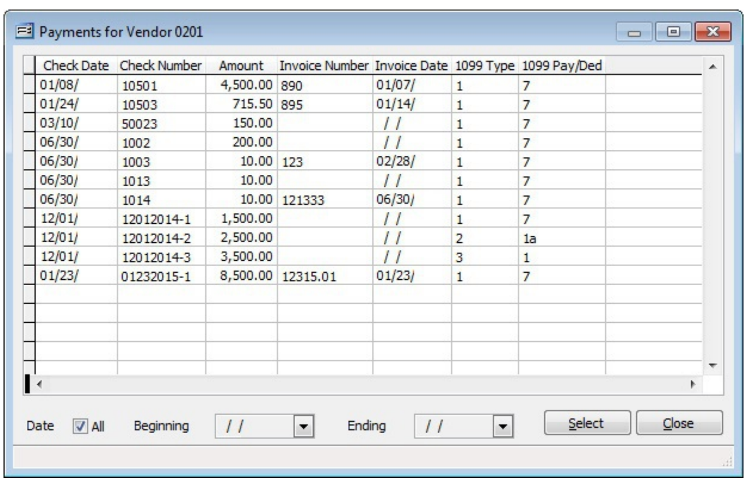
Close Button

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
Sample vendor master record screen form History tab, Payments sub-screen.



Check Date	Check Number	Amount	Invoice Number	Invoice Date	1099 Type	1099 Pay/Ded
01/08/	10501	4,500.00	890	01/07/	1	7
01/24/	10503	715.50	895	01/14/	1	7
03/10/	50023	150.00		/ /	1	7
06/30/	1002	200.00		/ /	1	7
06/30/	1003	10.00	123	02/28/	1	7
06/30/	1013	10.00		/ /	1	7
06/30/	1014	10.00	121333	06/30/	1	7
12/01/	12012014-1	1,500.00		/ /	1	7
12/01/	12012014-2	2,500.00		/ /	2	1a
12/01/	12012014-3	3,500.00		/ /	3	1
01/23/	01232015-1	8,500.00	12315.01	01/23/	1	7

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.

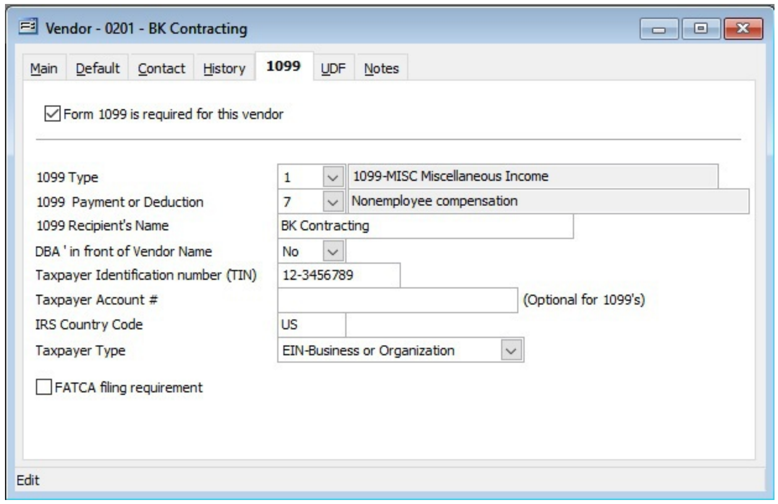
Close Button

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.



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® 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.

IRS Country Code

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

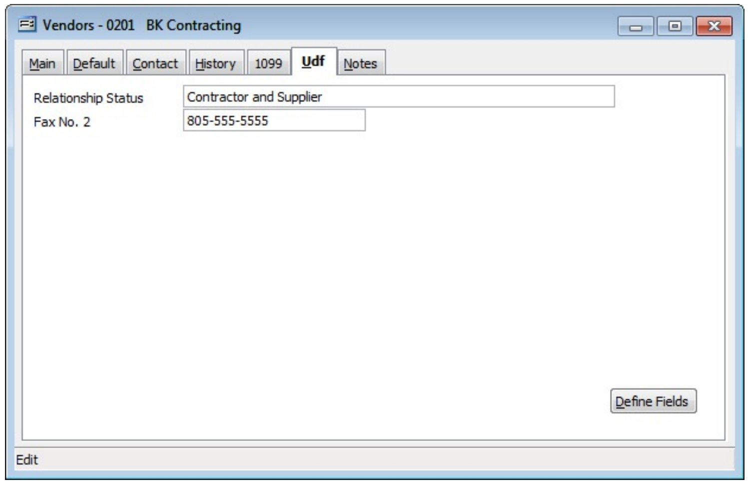
When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

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.

Tip The Udf function is generally employed after installation is complete.

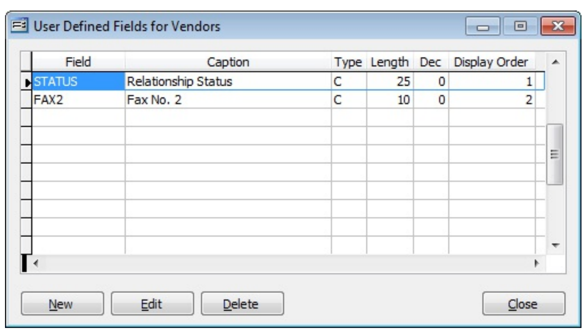
Figure: Install-468
Vendor master record Udf tab screen form sample.



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.

Figure: Install-469
Sample User Defined Fields for Vendors screen form.



All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from 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.

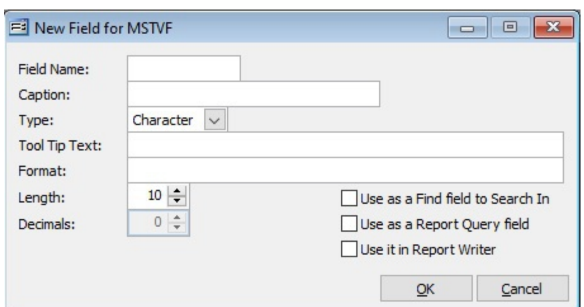
Use as a Report Query field
Select this option to make the field a Report Query field option on related UDF report query forms.

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.

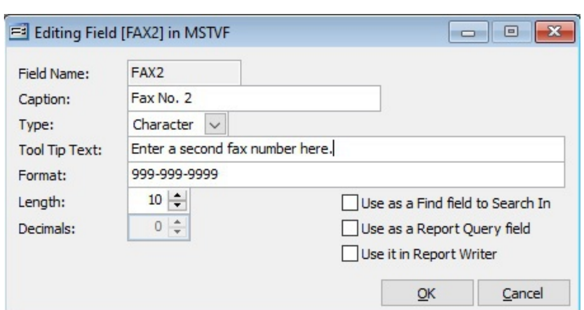
New
The New button is used to create a new character, numeric, date or logic field for the master file.

Figure: Install-470
Udf New Field screen form.



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.



Tip

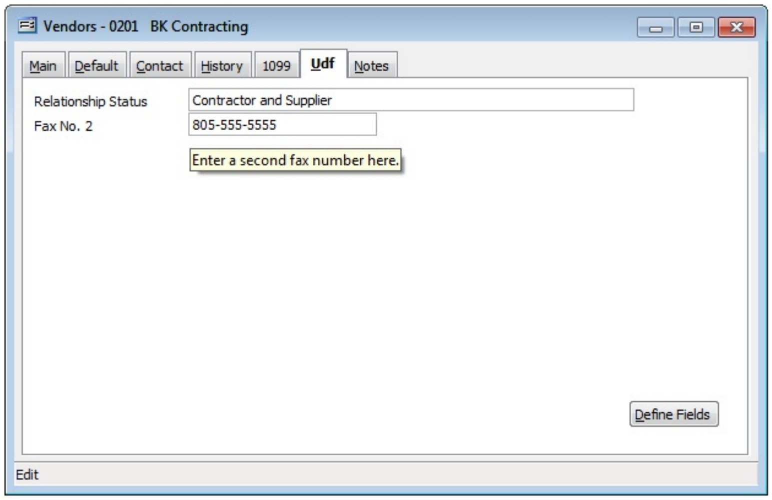
The following chart shows the relationship of the available types to the other controls.

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

Tool Tip Text

The Tool Tip Text field 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 showing Tool Tip for the first field entered.



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 Value		
			Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		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 and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	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).	UUUUU	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 format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	12/31/06	123TQW

Figure: Install-473 Data Format Chart. The chart shows the format, description, an example, and results.

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.

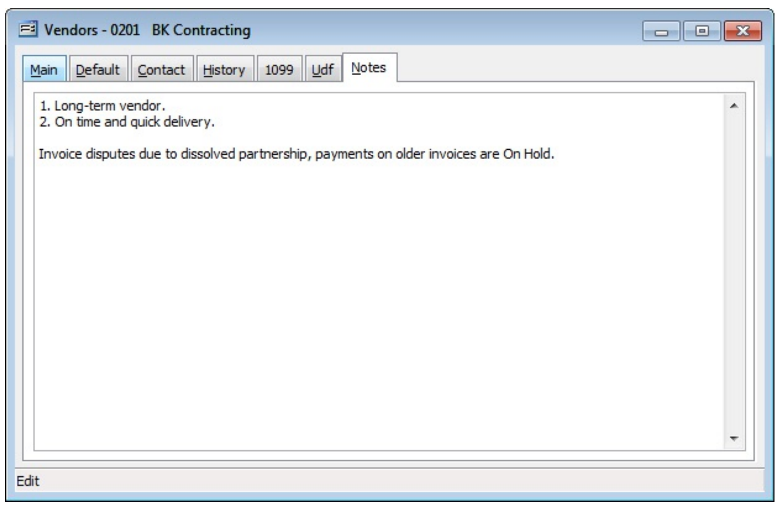
Close

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.

Figure: Install-474
Sample vendor master record screen form Notes tab.



Save the Changed Record

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

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
- City
- State
- Zip Code
- Day Telephone
- Cost 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

Best Construction Company

Vendor File

Summary Report

Page 1

Vendor Id	Vendor Name	Day Telephone	Fax	Status	Union	MOBE	WOBE	1099
0101	Central Coast Building Supply	(805) 543-7000	(805) 534-1595	Active	No	No	No	No
0201	BK Contracting	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
Notes	1. Long-term vendor. 2. On time and quick delivery. 3. Invoice disputes due to dissolved partnership, payments on older invoices are On Hold.							
0202	Nagel Foundations	(805) 543-7000	(805) 534-1595	Active	No	No	Yes	Yes
0203	Yardsee-Jones Landscaping	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0301	Dry Gulch Concrete	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
Notes	Rates higher and completion times longer than Nagel Foundations.							
0601	Gold Coast Framing	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0602	Classic Interiors	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0701	A1 Insulation	(805) 543-7000	(805) 534-1595	Active	No	Yes	No	Yes
0702	Hightop Roofing	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0801	Higuerra Glass	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0901	Quintus Drywall	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0902	Ladd Painting	(805) 543-7000	(805) 534-1595	Active	No	No	No	No
Notes	Call office for jobsite location schedule.							
0903	Mesa Carpeting	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
1501	Complete Plumbing	(805) 543-7000	(805) 534-1595	Active	Yes	No	No	Yes
Notes	Temp. subcontract work until our crews get up to speed.							
1601	Highvolt Electric	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
Notes	Renegotiating payment terms 1/2/2015							
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

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Figure: Install-475 Vendor File – Summary Report.

Vendor File – Detail Report

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Vendor File

Detail Report

Page 1

Vendor Id	Vendor Name	Day Telephone	Fax	Status	Union	MOBE	WOBE	1099
	Address	Night Telephone	Email				Cost Code	
	City	State	Zip Code	Vendor Type				
0101	Central Coast Building Supply	(805) 543-7000	(805) 534-1595	Active	No	No	No	No
	3987 Hwy 1		cbosio@micsonline.com				01000	
	Pismo Beach	CA	93448	Supplier				
0201	BK Contracting	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
	16701 Douglas Way		jon@bkcontracting.com				01400	
	Oceano	CA	93455	Subcontractor				
Notes	1. Long-term vendor. 2. On time and quick delivery. 3. Invoice disputes due to dissolved partnership, payments on older invoices are On Hold.							
0202	Nagel Foundations	(805) 543-7000	(805) 534-1595	Active	No	No	Yes	Yes
	6800 Oak Park Blvd.		jack@nagelfoundatons.com				03000	
	Arroyo Grande	CA	93420	Subcontractor				
0203	Yardsee-Jones Landscaping	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
	5231 28th Street		cliff@yjlandscaping.com				02800	
	Oceano	CA	93445	Subcontractor				
0301	Dry Gulch Concrete	(805) 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 longer than Nagel Foundations.							
0601	Gold Coast Framing	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
	683 Johnston Avenue		clarson@gcframing.com				06100	
	Atascadero	CA	93422	Subcontractor				
0602	Classic Interiors	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
	859 Shore Avenue		projects@classicinteriors.com				06200	
	Pismo Beach	CA	93448	Subcontractor				
0701	A1 Insulation	(805) 543-7000	(805) 534-1595	Active	No	Yes	No	Yes
	1825 Highland Way						07200	
	Suite 305							
	San Luis Obispo	CA	93401	Subcontractor				
0702	Hightop Roofing	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
	1803 Ninth Street		peterfranks@freeemail.com				07300	
	Los Osos	CA	93402	Supplier				
0801	Higuerra Glass	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
	1396 Higuerra Street						08000	
	San Luis Obispo	CA	93401	Supplier				
0901	Quintus Drywall	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
	3258 Los Casitas Drive						09250	
	Santa Maria	CA	93454	Subcontractor				

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Figure: Install-476 Vendor File – Detail Report showing address information and email addresses, sorted by Vendor Id.

Vendor File – Extended Report

Best Construction Company

Vendor File
Extended Report

Page 2

Vendor 0201, BK Contracting

Main

Vendor Id	0201
Vendor Name	BK Contracting
Street Address 1	16701 Douglas Way
Street Address 2	
City	Oceano
State ZipCode	CA 93455
Day Telephone	(805)543-7000
Night Telephone	
Fax	(805)534-1595
Email	jon@bkcontracting.com
Cost Code	01400
License Number	100000000022
Federal Id Number	170000000000
W/C Exp. Date	12/13/
L/I Exp. Date	12/02/
Auto Ins Exp. Date	/ /
# Days to Due Date	0
Status	Active

Default

GL Account	5020
Vendor Type	Subcontractor
Union	[ ] Union Vendor
Minority	[ ] MinorityOwned Bus. Ent.
Women	[ ] Women Owned Bus. Ent.
Separate Check	[ ] Vendor Requires separate check for each invoice

History

Last Payment Date	01/23/
Last Payment Amount	$8,500.00

1099

1099	[X] 1099 Required
1099 Type	1099-MISC
1099 Payment/Ded.	Nonemployee compensation
DBA	[ ] DBA in front of Vendor Name
Tax Payer Id # (TIN)	12-3456789
Tax Payer Account	
IRS Country Code	US
Tax Payer Type	Business or Organization (EIN)

Notes

1. Long-term vendor.
2. On time and quick delivery.
3. Invoice disputes due to dissolved partnership, payments on older invoices are On Hold.

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Figure: Install-477 Vendor File – Extended Report showing one vendor per page.

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Vendor Contact

Contact Report

Page 1

Vendor Id	Vendor Name	Telephone	Ext	Mobile	Fax	Email	Title
0101	Central Coast Building Supply	(805) 543-7000			(805) 534-1595	cbosio@micsonline.com	
	Luis Trisdale	(805) 543-7000			(805) 534-1595		Owner
0201	BK Contracting	(805) 543-7000			(805) 534-1595	jon@bkcontracting.com	
	Jon Kessel	(805) 543-7000					
0202	Nagel Foundations	(805) 543-7000			(805) 534-1595	jack@nagelfoundations.com	
	Jack Nagel	(805) 543-7000			(805) 534-1595	jack@nagelfoundations.com	Project Manager
0203	Yardsee-Jones Landscaping	(805) 543-7000			(805) 534-1595	cliff@yjlandscaping.com	
	Cliff Wabash	(805) 543-7000			(805) 534-1595	cliff@yjlandscaping.com	
0301	Dry Gulch Concrete	(805) 543-7000			(805) 534-1595	markmonahan@emailstuff.com	
	Mark Monahan	(805) 543-7000			(805) 534-1595	markmonahan@emailstuff.com	President
0601	Gold Coast Framing	(805) 543-7000			(805) 534-1595	clarson@gcframing.com	
	Chris Larson	(805) 543-7000			(805) 534-1595	clarson@gcframing.com	Operations Manager
0602	Classic Interiors	(805) 543-7000			(805) 534-1595	projects@classicinteriors.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	peterfranks@freeemail.com	
	Peter Franks	(805) 543-7000			(805) 534-1595	peterfranks@freeemail.com	Manager
0801	Higuerra Glass	(805) 543-7000			(805) 534-1595		
	Henry Ingram	(805) 543-7000			(805) 534-1595		President
0901	Quintus Drywall	(805) 543-7000			(805) 534-1595		
	Bob Meyers	(805) 543-7000					
0902	Ladd Painting	(805) 543-7000			(805) 534-1595	willthomas@laddpainting.com	
	Will Thomas	(805) 543-7000			(805) 534-1595	willthomas@laddpainting.com	Owner
0903	Mesa Carpeting	(805) 543-7000			(805) 534-1595	vgregson@mesaci.net	
	Vince Gregson	(805) 543-7000			(805) 534-1595	vgregson@mesaci.net	
1501	Complete Plumbing	(805) 543-7000			(805) 534-1595	omnibob57@aol.com	
	Bob Mills	(805) 543-7000			(805) 534-1595	omnibob57@aol.com	President
1601	Highvolt Electric	(805) 543-7000			(805) 534-1595	nickjames@highvoltelectric.com	
	Nick James	(805) 543-7000			(805) 534-1595	nickjames@highvoltelectric.com	Owner
1602	PG&E	(800) 838-6427					
1603	Pacific Bell	(800) 838-6427					
2000	Credit Card Bank Institution						

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Figure: Install-477a Vendor Contact Report

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Vendor User Definable Fields

Udf Report

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-Jones Landscaping	
	Relationship Status	Preferred
	Fax No. 2	- -
0301	Dry Gulch Concrete	
	Relationship Status	Backup
	Fax No. 2	- -
0601	Gold Coast Framing	
	Relationship Status	Preferred
	Fax No. 2	- -
0602	Classic Interiors	
	Relationship Status	
	Fax No. 2	- -
0701	A1 Insulation	
	Relationship Status	Preferred
	Fax No. 2	- -
0702	Hightop Roofing	
	Relationship Status	Preferred
	Fax No. 2	- -
0801	Higuerra Glass	
	Relationship Status	Preferred
	Fax No. 2	- -
0901	Quintus Drywall	
	Relationship Status	Preferred
	Fax No. 2	- -
0902	Ladd Painting	
	Relationship Status	Preferred
	Fax No. 2	- -
0903	Mesa Carpeting	
	Relationship Status	Preferred
	Fax No. 2	- -
1501	Complete Plumbing	
	Relationship Status	Temporary
	Fax No. 2	- -
1601	Highvolt Electric	
	Relationship Status	Preferred
	Fax No. 2	- -
1602	PG&E	

1/23/ 2:23:48 PM

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

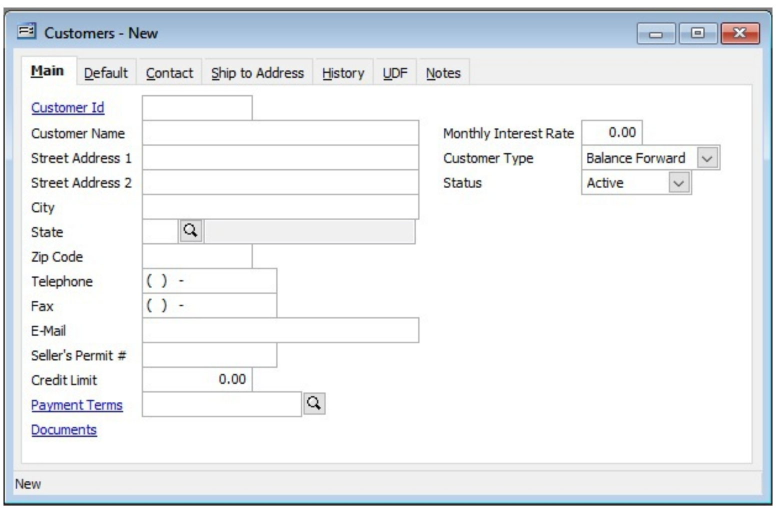
Standard Menu Access

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 icon on the toolbar. The system will ask if changes to the open record should be saved.

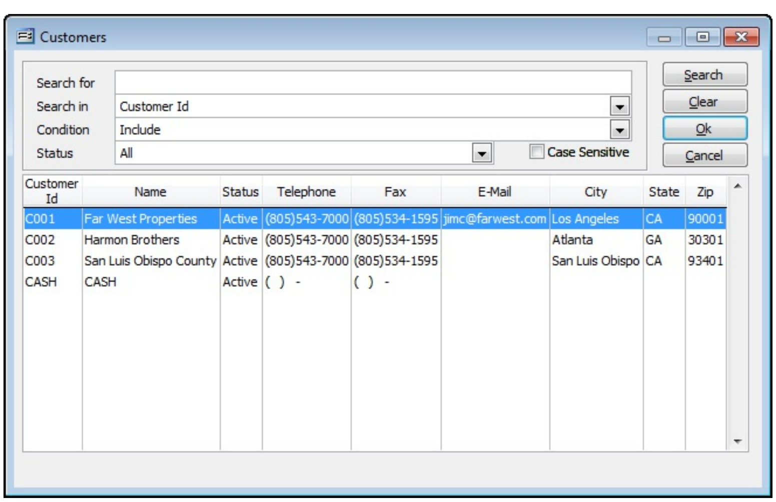
Figure: Install-478
Accounts Receivable Customers – New screen form.



Editing an Existing Record

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.

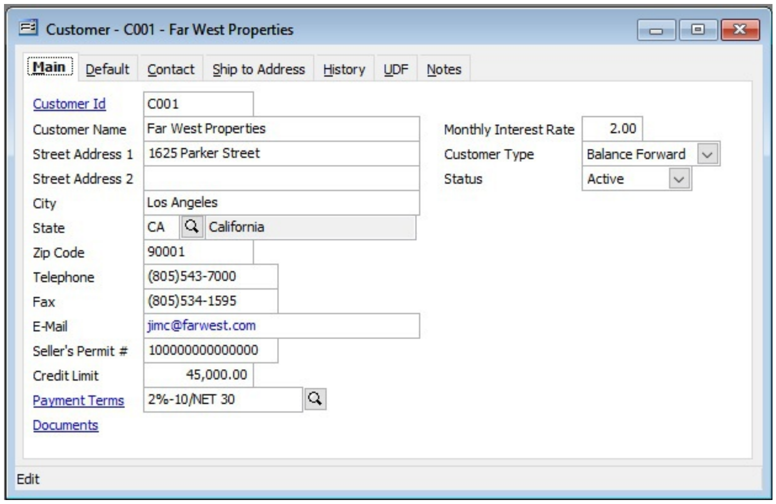
Figure: Install-479
Accounts Receivable, Customer Find/Search screen.



Scrolling Through Customer Records

Users can scroll through the customer 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 Customer Id. Clicking on the Previous 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.

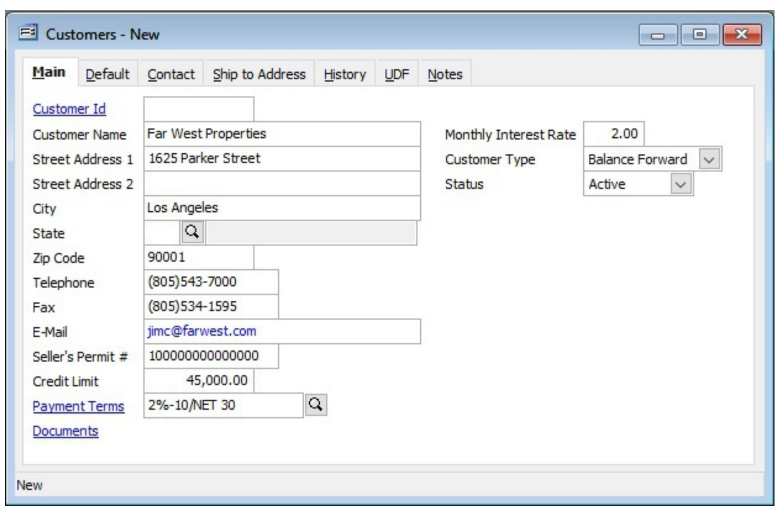
Figure: Install-480
Sample Accounts Receivable Customer master record screen form for editing.



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 all of the initial fields except for the Customer Id match the source record.



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 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® 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 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.

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® to address internal or Outlook® 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® 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® 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® will automatically pull up the oldest invoices first for Balance Forward customers. If the Open Item method of accounting is used, BIS® 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.

Figure: Install-482A
Accounts Receivable, Customers screen form Default tab.

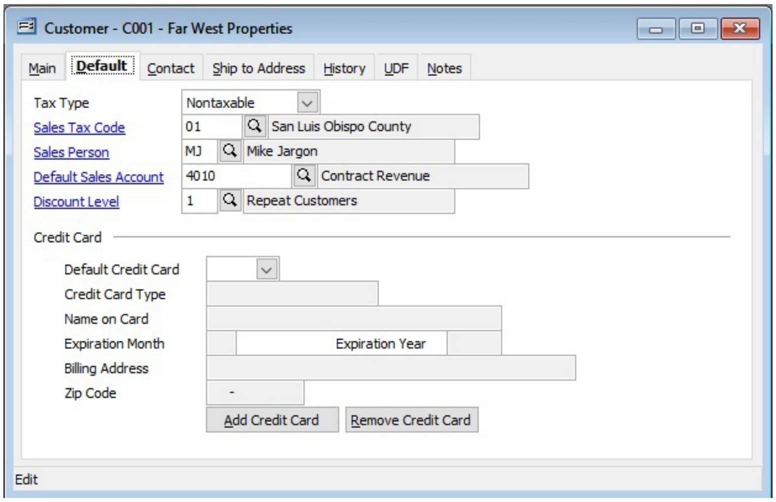


Figure: Install-483
Accounts Receivable, Customers screen form Default tab.

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.

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.

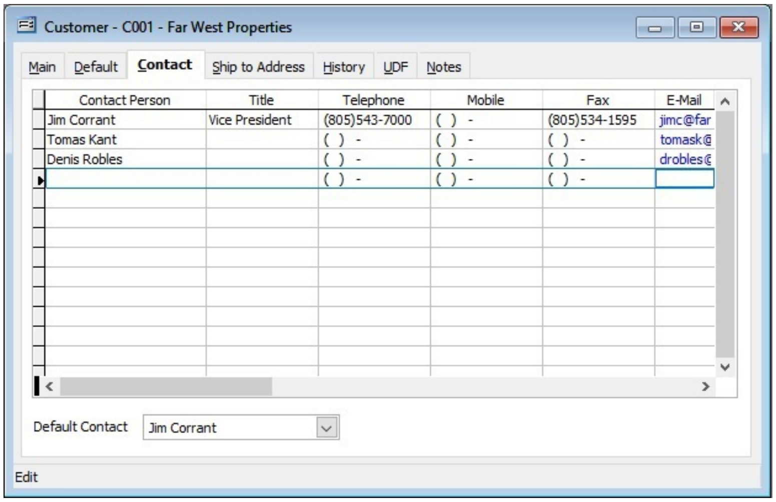
Save the Changed Record

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.

Figure: Install-484
Accounts Receivable, Customers screen form Contact tab.



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® to address internal or Outlook® 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.

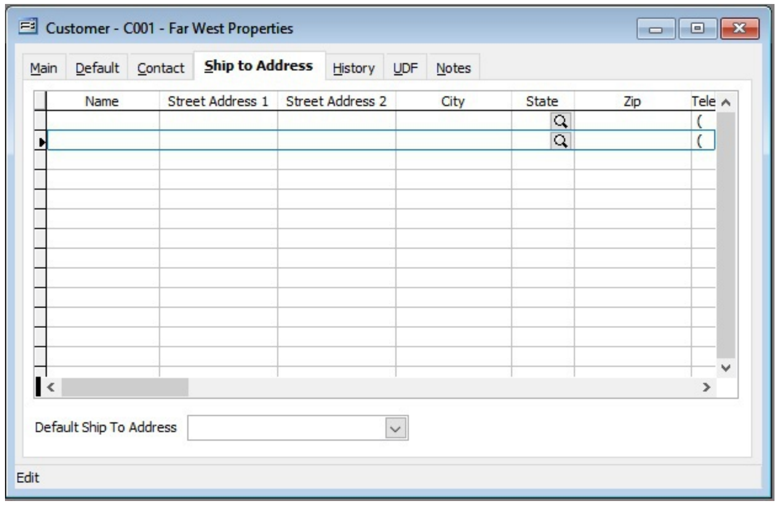
Ship to Address Tab

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

Figure: Install-485
Accounts Receivable, Customers, Ship to Address tab screen form.



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® to address internal or Outlook® emails with reports attached.

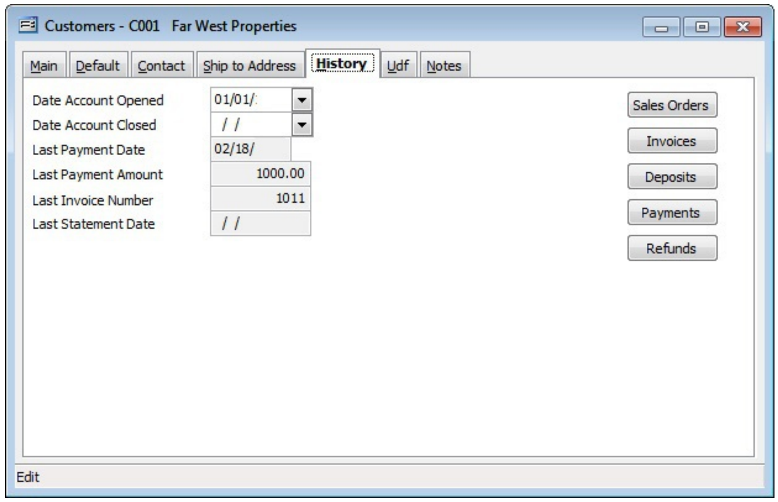
Default Ship To Address

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 file, History tab screen form.



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® 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® 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.

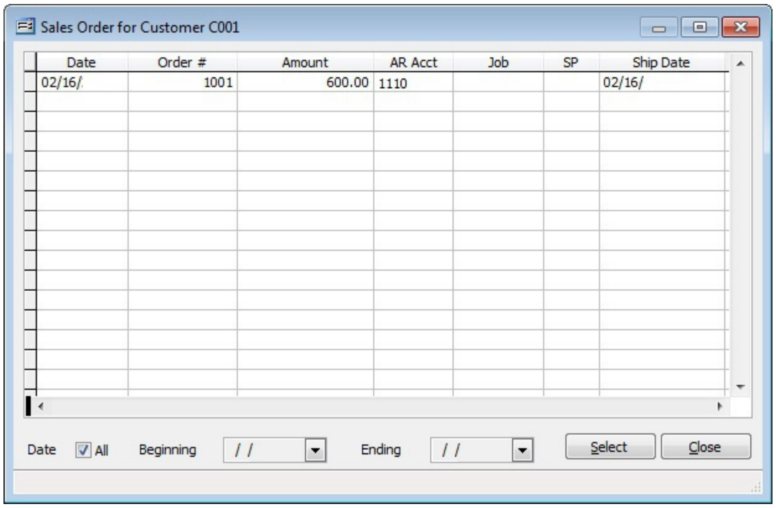
Last Statement Date

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
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.

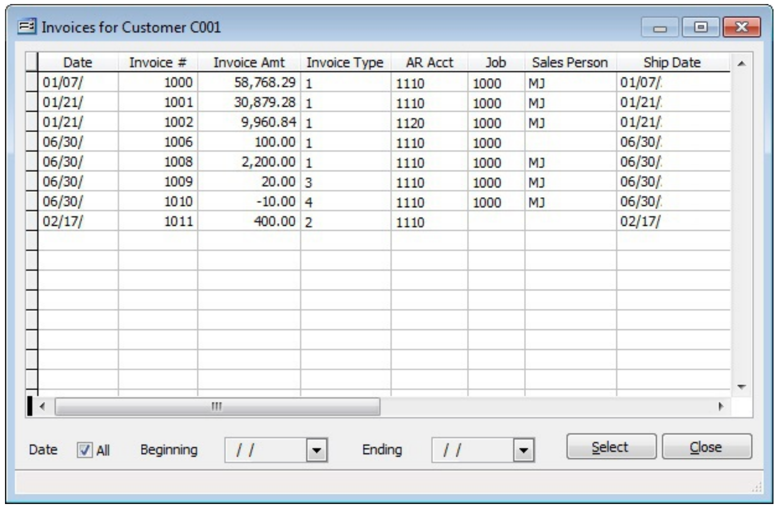
Select
If the date range described above is checked, the Select button will apply the date range to the displayed sales orders.

Close
The button closes the current screen form.

Invoices Button

The button displays a list of invoices on file for the selected customer.

Figure: Install-488
Accounts Receivable, Customers file History tab, Invoices button screen form.


Invoices for Customer C001

Date	Invoice #	Invoice Amt	Invoice Type	AR Acct	Job	Sales Person	Ship Date
01/07/	1000	58,768.29	1	1110	1000	MJ	01/07/
01/21/	1001	30,879.28	1	1110	1000	MJ	01/21/
01/21/	1002	9,960.84	1	1120	1000	MJ	01/21/
06/30/	1006	100.00	1	1110	1000		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/

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.

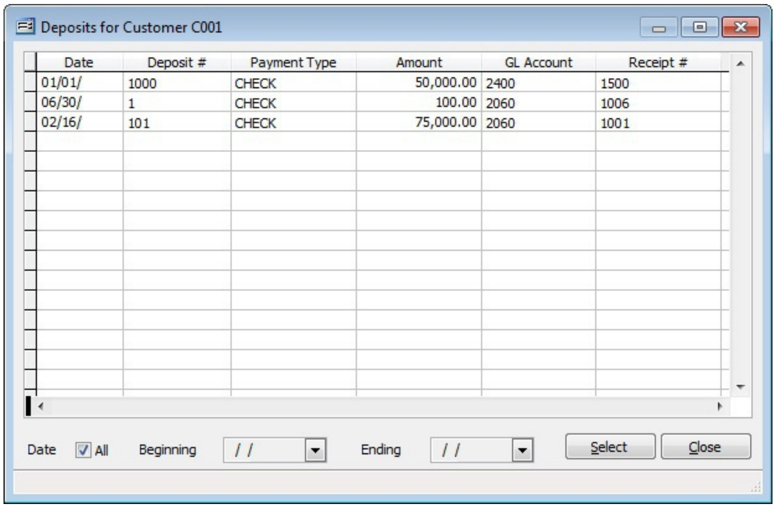
Select
If the date range described above is checked, the Select button will apply the date range to the displayed invoices.

Close
The button closes the current screen form.

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

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

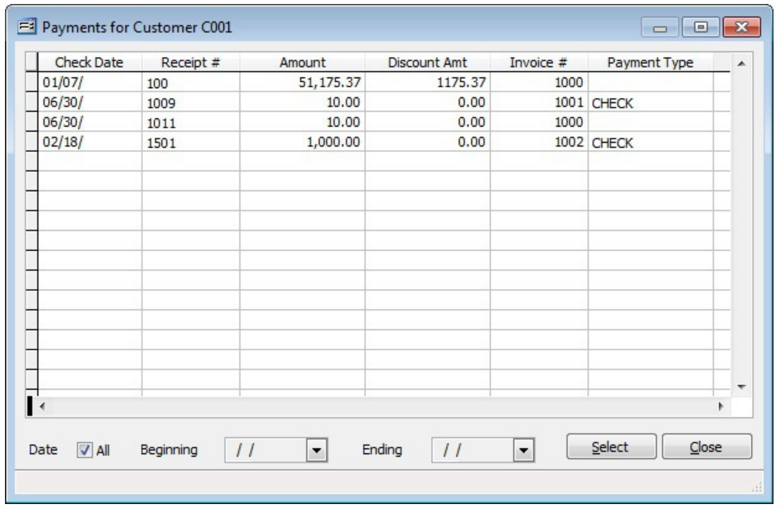
If the date range described above is checked, the Select button will apply the date range to the displayed deposits.

Close

The button closes the current screen form.

Payments Button
The button displays a list of payments on file for the selected customer.

Figure: Install-490
Accounts Receivable, Customer file, History Payments button screen form.



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.

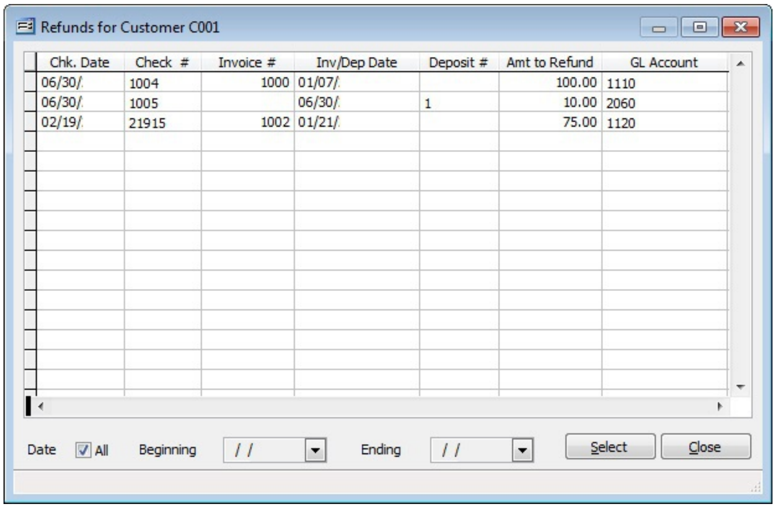
Select
If the date range described above is checked, the Select button will apply the date range to the displayed payments.

Close
The button closes the current screen form.

Refunds Button

The button displays a list of refunds on file for the selected customer.

Figure: Install-491
Accounts Receivable Customer file, Refunds button screen form.



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.

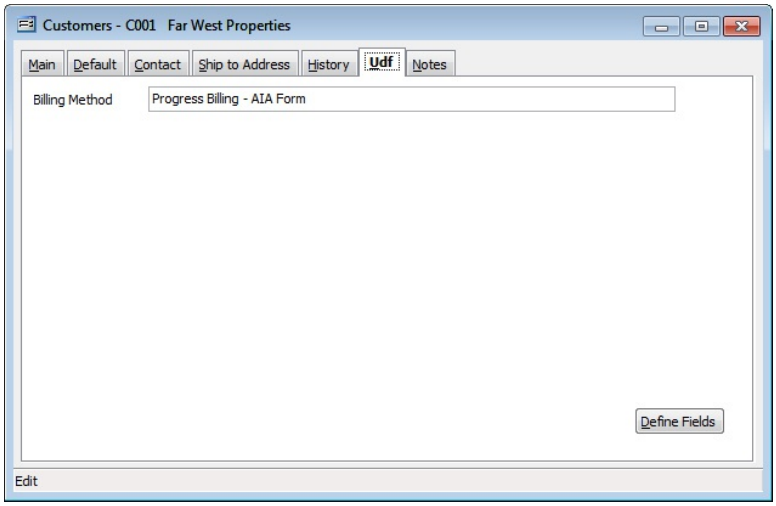
Close

The button closes the current screen form.

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.

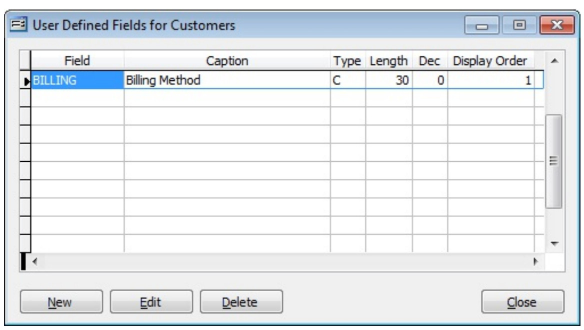
Figure: Install-492
Accounts Receivable Customers file, Udf tab screen form with one example of a user defined field.



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 give the maximum flexibility in creating exactly the type of field needed to store data.

Figure: Install-493
Sample User Defined Fields for Customers screen form.



All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from 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.

Tip

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

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

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.

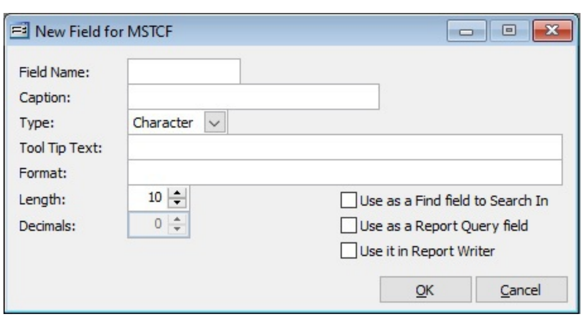
Use as a Report Query field
Select this option to make the field a Report Query field.

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.

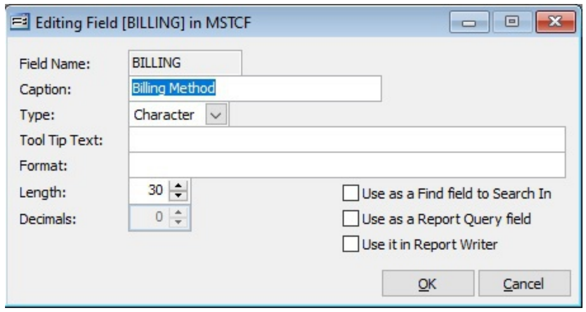
New
The New button is used to create a new character, numeric, date or logic field for the Master File.

Figure: Install-494
Udf New Field screen form.



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.

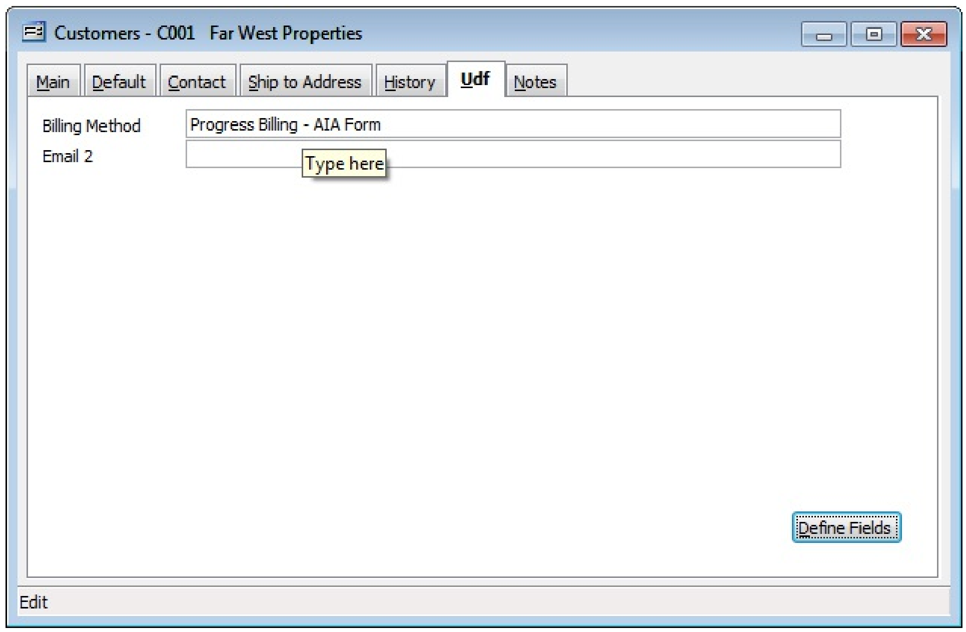
Figure: Install-495
Udf Editing Field screen form.



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-496
Customers file Udf tab screen form showing the Tool Tip for the first field listed.



Format

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

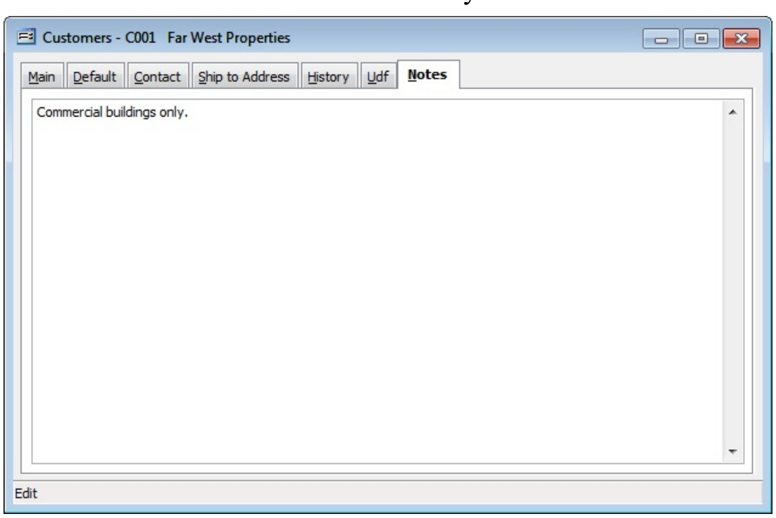
Format	Description	Format Example	Results for Value: Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		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 and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	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).	UUUUU	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 format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	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 Receivable Customers master record Notes tab screen form.



Save the Changed Record

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

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

Best Construction Company

Customer File
Summary Report

Page 1

Customer Id	Customer Name	Telephone	Fax	Status	Type
C001	Far West Properties	(805) 543-7000	(805) 534-1595	Active	Balance Forward
C002	Harmon Brothers	(805) 543-7000	(805) 534-1595	Active	Open Item
C003	San Luis Obispo County	(805) 543-7000	(805) 534-1595	Active	Balance Forward
CASH	CASH			Active	Balance Forward

Figure: Install-499 Customer File Summary Report sample.

Customer File — Detail Report

Best Construction Company

Customer File
Detail Report

Page 1

Customer Id	Customer Name Address City	State	Telephone Email Zip Code	Fax	Status	Type
C001	Far West Properties 1625 Parker Street Los Angeles	CA	(805) 543-7000 jimc@farwest.com 90001	(805) 534-1595	Active	Balance Forward
C002	Harmon Brothers 5400 Peach Street Atlanta	GA	(805) 543-7000 30301	(805) 534-1595	Active	Open Item
C003	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

Best Construction Company

Customer File
Extended Report

Page 1

Customer C001, Far West Properties

Main

Customer Id	C001
Customer Name	Far West Properties
Street Address 1	1625 Parker Street
Street Address 2	
City	Los Angeles
State Zip Code	CA 90001
Telephone	(805) 543-7000
Fax	(805) 534-1595
Email	jimc@farwest.com
Seller's Permit #	100000000000000
Credit Limit	$45,000.00
Payment Terms	2% - 10/NET 30
Monthly Interest Rate	200.00%
Customer Type	Balance Forward
Status	Active

Default

Tax Type	None Taxable
Tax Code	01
Sales Person Initials	MJ
Default Sales Account	4010
Discount Level	1

History

Date Account Opened	01/01/
Last Payment Date	03/13/
Last Payment Amount	$13,575.51
Last Invoice Number	1008
Last Statement Date	/ /

Notes

Commercial buildings only.

03/13/ 07:49 AM

Figure: Install-501 Customer File, Extended Report.

Customer File — Contact Report

Best Construction Company

Customer Contact

Contact Report

Page 1

Customer Id	Customer Name	Telephone	Fax	Email	Title
C001	Far West Properties	(805) 543-7000	(805) 534-1595		
	Jim Corrant	(805) 543-7000	(805) 534-1595	jimc@farwest.com	Vice President
C002	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

Best Construction Company

Customer Ship to Address

Ship-to-Address Report

Page 1

Customer Id	Customer Name	Telephone	Fax	Email
C001	Far West Properties	(805) 543-7000	(805) 534-1595	jimc@farwest.com
	Far West II	(805) 543-7000		
	1700 Parker Street			
	Los Angeles, CA 90001			
C002	Harmon Brothers	(805) 543-7000	(805) 534-1595	
C003	San Luis Obispo County	(805) 543-7000	(805) 534-1595	
CASH	CASH			

Figure: Install-503 Customer File, Ship-to-Address Report.

Customer File — Udf Report

Best Construction Company

Customer User Definable Fields

Udf Report

Page 1

Customer Id	Name / UDF Field	Description
C001	Far West Properties	
	Billing Method	Progress Billing - AIA Form
	Email 2	
C002	Harmon Brothers	
	Billing Method	Contract Invoice
	Email 2	
C003	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.

Tip

The Equipment functionality is only available if the Equipment module is installed.

Modular Menu Access

Job | Equipment

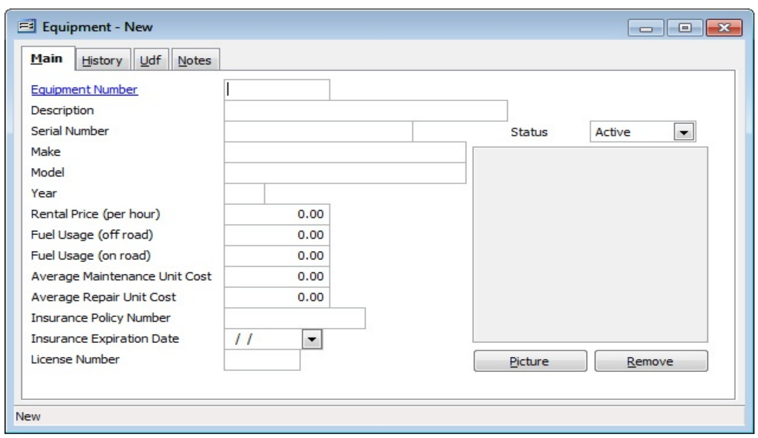
Standard Menu Access

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.

Figure: Install-505
Equipment Main tab screen form sample.



Editing an Existing Record

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

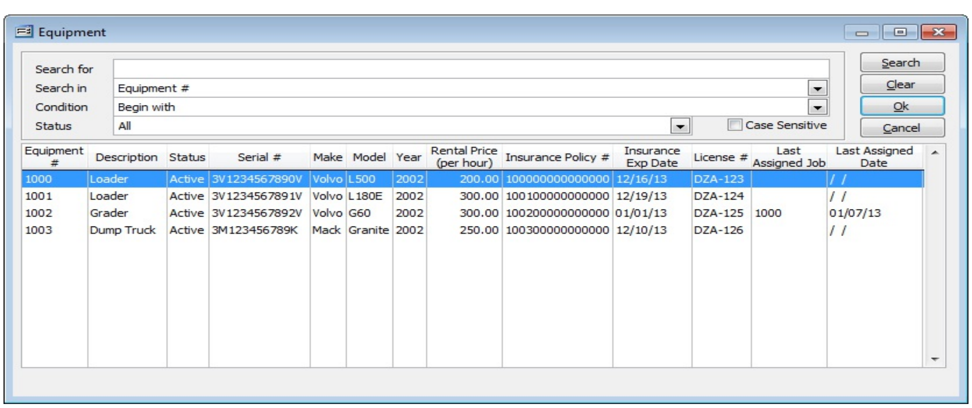


Figure: Install-506 Equipment Find/Search screen.

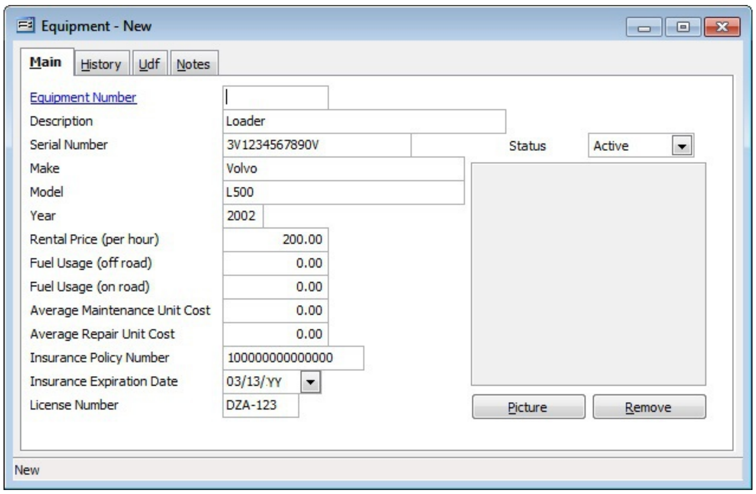
Scrolling Through Equipment Item Records

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

Cloning an Existing Record

Once an Equipment item record is selected, it can be cloned to create a new record and modifications can be made on the cloned record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, "Do you want to clone 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.



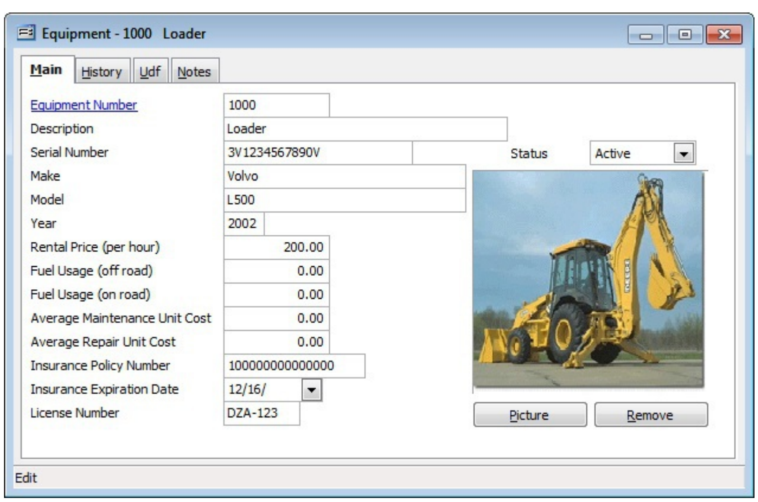
Deleting an Existing Record

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 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.

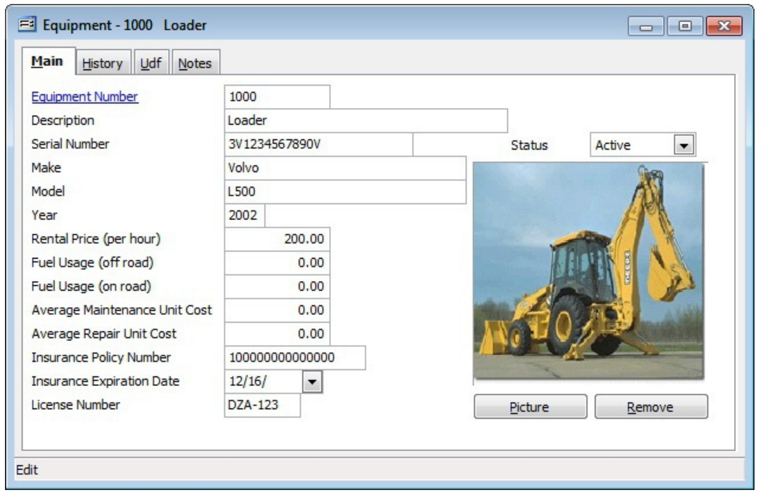
Figure: Install-507
Sample Equipment Main tab screen form for editing.



Main Tab

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

Figure: Install-509
Equipment Main tab screen form sample.



Equipment Number

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

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

Description

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.

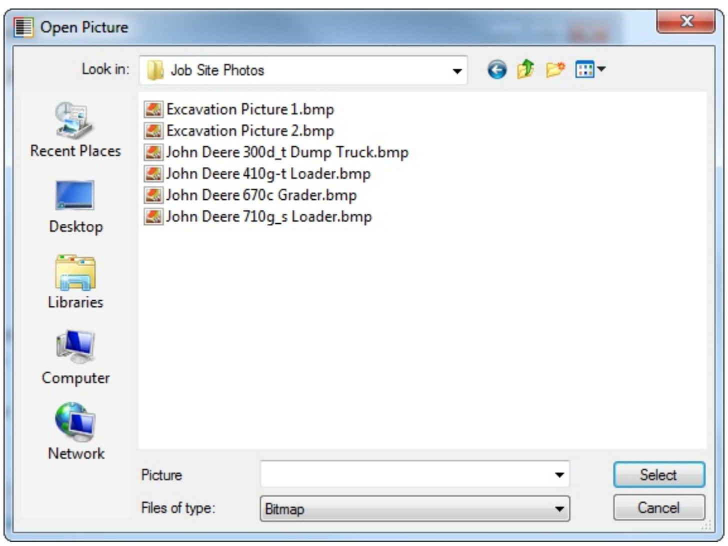
License Number

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.

Figure: Install-510
Picture screen form used to select picture file for employees.



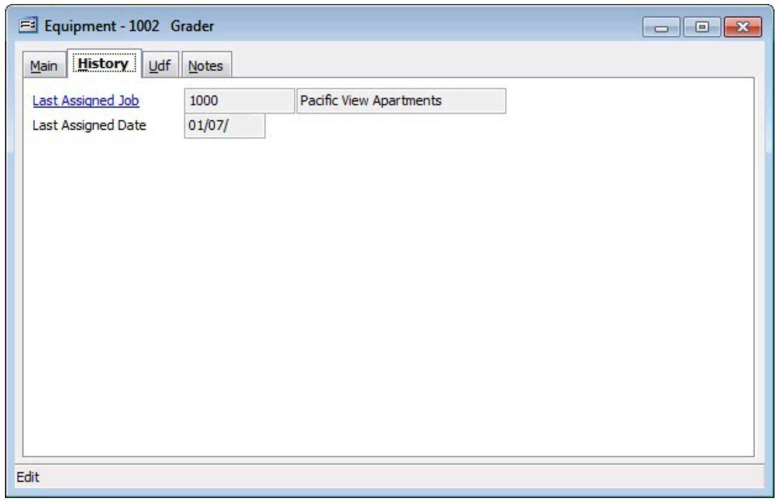
Save the Changed Record

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.

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 screen form sample.



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.

Figure: Install-512
Reports directly accessible by right-clicking on the field name hyperlink

Last Assigned Date

The field displays the last date the equipment was used.

Save the Changed Record

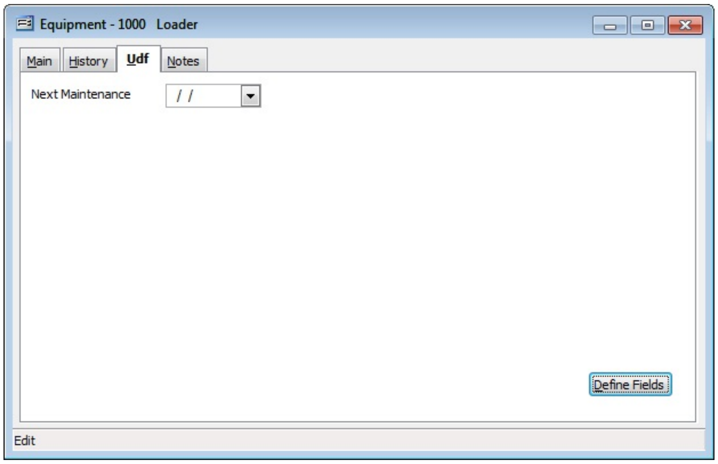
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

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.

Tip The Udf function is generally employed after installation is complete.

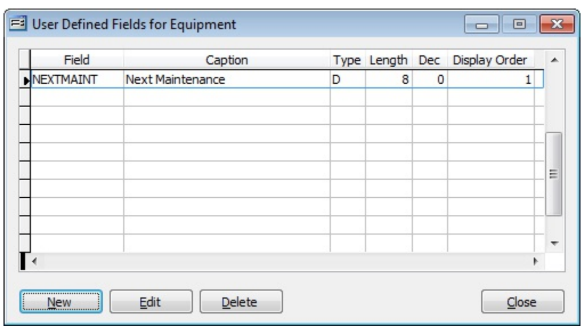
Figure: Install-513
Equipment Udf tab screen form with one example of a user defined field.



Define Fields Button

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

Figure: Install-514
Sample User Defined Fields for Equipment screen form.



All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from 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

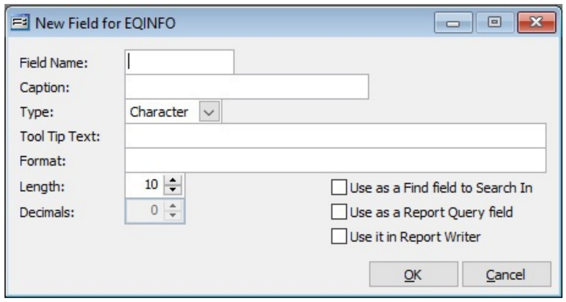
The field displays the letter C (character), N (numeric), D (date) or L (logical) for the field type.

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
Equipment Udf tab Editing Field screen form.

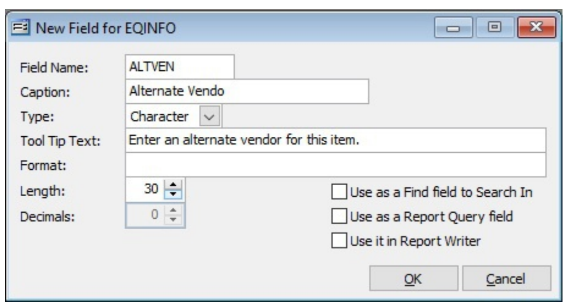


A “1” designates the field as the first or top field on the tab, while higher numbers indicate a lower placed field on the tab. The Display Order value may be changed here for reordering purposes.

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
Inventory Udf tab Editing Field screen form with sample data.



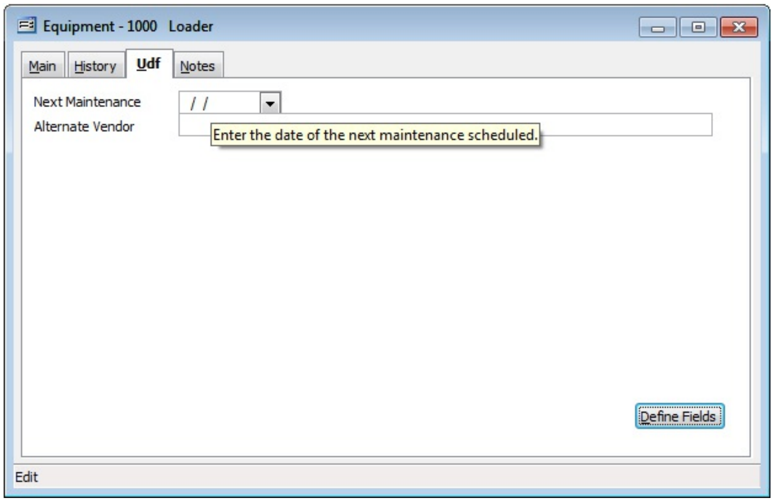
Tool Tip Text
The Tool Tip Text field is used to enter a tip that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

Tip

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

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

Figure: Install-517
Equipment file Udf tab screen form showing the Tool Tip for the first field listed.



Format

The Format field is used to control the appearance of the user's entry to the Udf field. If the format entry is the letter, a, h, l, n, u, w, or x, the user's entry is unchanged. If the format entry is the letter y, the user's entry 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		
			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 signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		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 and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	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).	UUUUU	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	WWWWW	hello	12/31/06	wwwwww
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 format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	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.

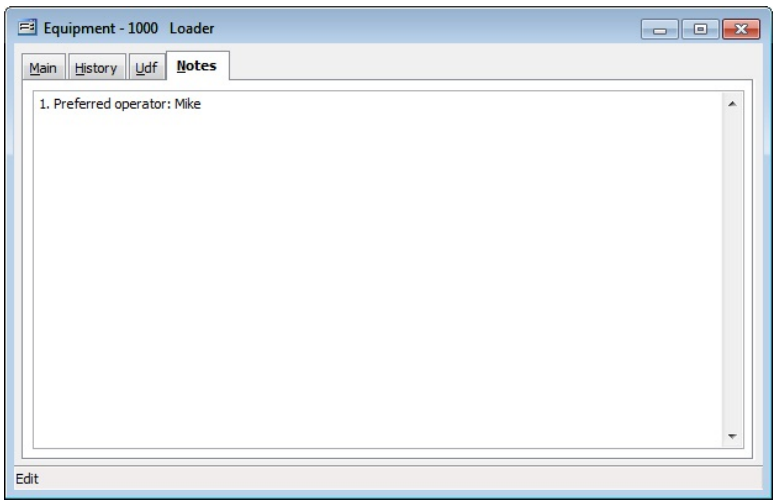
Decimals
The Decimals field is used to enter the number of decimals of a number field (only) of the user's entry to the Udf field.

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.

Figure: Install-519
Sample Equipment master record Notes tab screen form.



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

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

Best Construction Company

Equipment List

Summary Report

Page 1

Equipment#	Description	Rental Price	License	Ins. Policy#	Ins. Expiration	Job	Date
1000	Loader	200.00	DZA-123	100000000000000	12/16/		/ /
1001	Loader	300.00	DZA-124	100100000000000	12/19/		/ /
1002	Grader	300.00	DZA-125	100200000000000	01/01/	1000	01/07/
1003	Dump Truck	250.00	DZA-126	100300000000000	12/10/		/ /

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

Equipment File – Detail Report

Best Construction Company

Equipment List

Detail Report

Page 1

Equipment#	Description Make		Rental Price	License Model	Ins. Policy#	Ins. Expiration Year	Job Serial #	Date
1000	Loader		200.00	DZA-123	100000000000000	12/16/		/ /
	Volvo			L500		2002	3V1234567890V	
	Fuel (off road)	0.00	Fuel (on road)	0.00	Maintenance	0.00		
1001	Loader		300.00	DZA-124	100100000000000	12/19/		/ /
	Volvo			L180E		2002	3V1234567891V	
	Fuel (off road)	0.00	Fuel (on road)	0.00	Maintenance	0.00		
1002	Grader		300.00	DZA-125	100200000000000	01/01/	1000	01/07/
	Volvo			G60		2002	3V1234567892V	
	Fuel (off road)	0.00	Fuel (on road)	0.00	Maintenance	0.00		
1003	Dump Truck		250.00	DZA-126	100300000000000	12/10/		/ /
	Mack			Granite		2002	3M123456789K	
	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

Best Construction Company

Equipment User Definable Fields

Udf Report

Page 1

Equipment#	Description UDF Field	Description
1000	Loader	
	Next Maintenance	/ /
	Alternate Vendor	
1001	Loader	
	Next Maintenance	/ /
	Alternate Vendor	
1002	Grader	
	Next Maintenance	/ /
	Alternate Vendor	
1003	Dump Truck	
	Next Maintenance	/ /
	Alternate Vendor	

Figure: Install-522 Equipment User Definable Fields – Udf Report.

Equipment File – Extended Report

Best Construction Company

Equipment List

Extended Report

Page 1

Equipment 1000, Loader

Main	
Equipment Number	1000
Description	Loader
Make	Volvo
Model	L500
Year	2002
Serial Number	3V1234567890V
Rental Price (per hour)	200.00
Fuel Usage (off road)	0.00
Fuel Usage (on road)	0.00
Maintenance Cost	0.00
Reparis Cost	0.00
Insurance Policy Number	100000000000000
Insurance Expiration	12/16/
License Number	DZA-123

History	
Last Job	
Last Date Job	/ /

Photo

Notes

1. Preferred operator: Mike

03/13/ 08:34 AM

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® 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® 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 icon on the toolbar. The system will ask if changes to the open record should be saved.

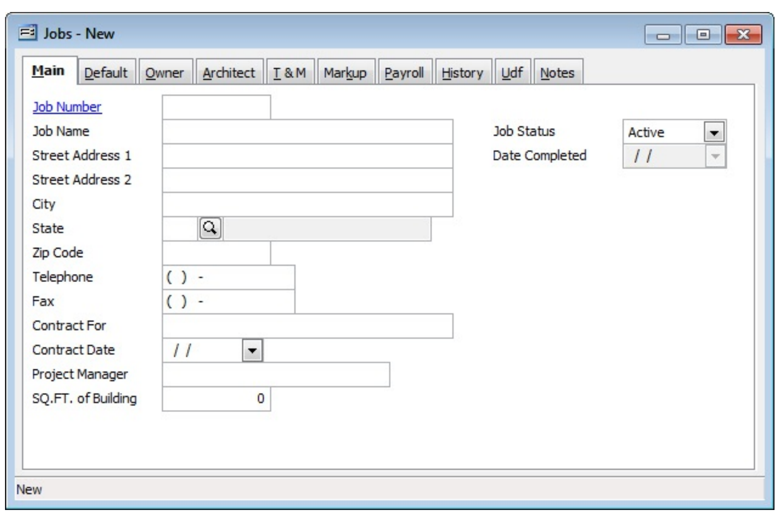
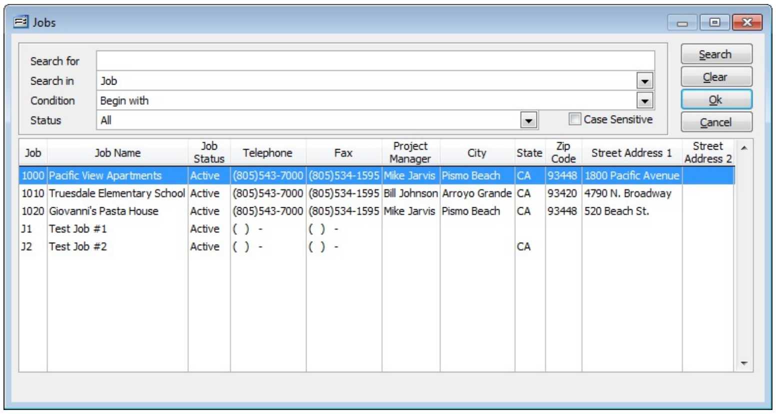


Figure: Install-524
Jobs Master form – New screen form.

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.

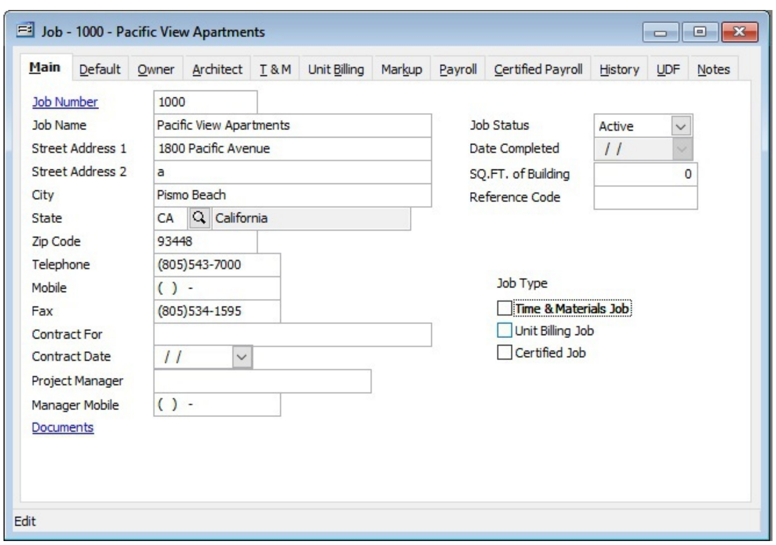
Figure: Install-525
Jobs, Find/Search screen form.



Scrolling Through Job Records

Users can scroll through the job 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 Job Number. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Job Number. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to Job Number. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to Job Number.

Figure: Install-526
Sample Job Cost, Jobs screen form for editing.



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
Cloned Job Record. Note that all of the initial fields except for the Job Number and State match the source record.

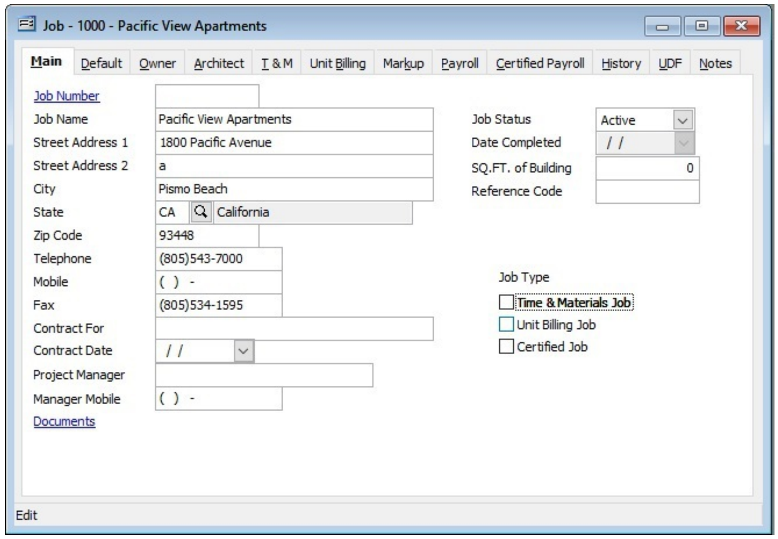
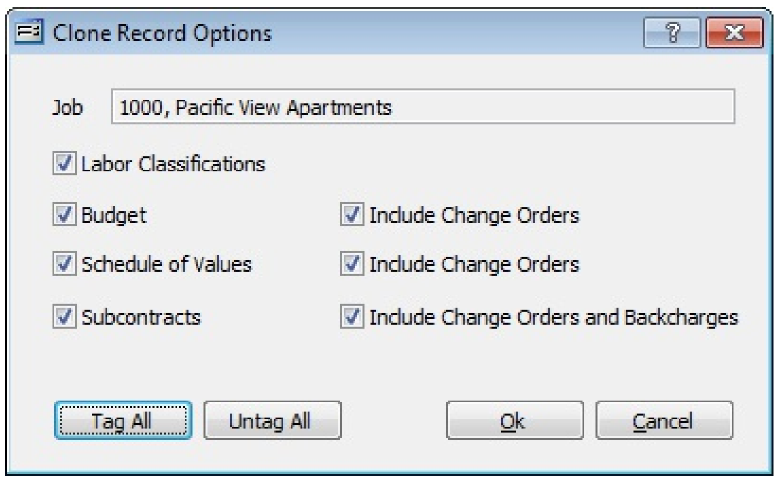


Figure: Install-527a
Clone Record Options



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 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.

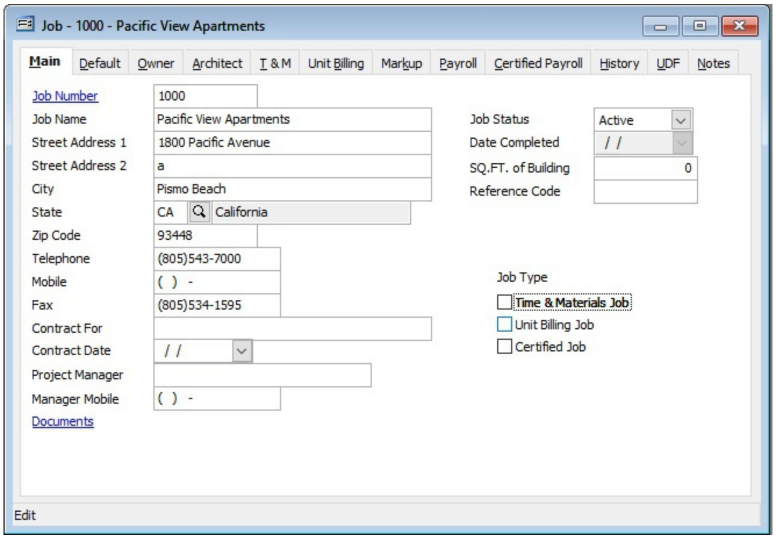


Figure: Install-528
Sample Job Cost, Jobs screen form.

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.

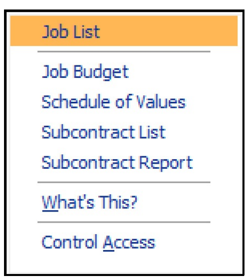


Figure: Install-529
Reports directly accessible by right-clicking on the field hyperlink.

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.

Telephone Number
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® 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®. 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.

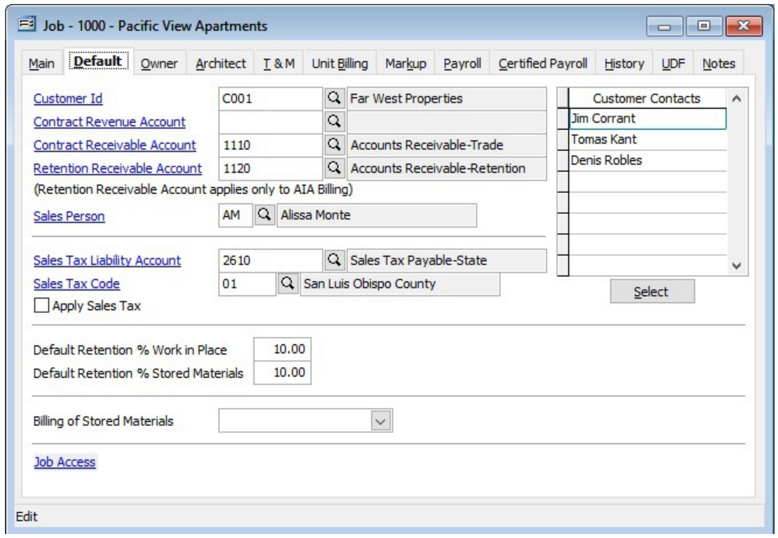
Once a job is deleted, the job cannot be restored to the database. Therefore, be sure that the job is ready to be purged. The process of closing a job can be time-consuming for a large file. Be sure to allow enough time.

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® 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 Cost, Jobs master record, Default tab screen form sample.

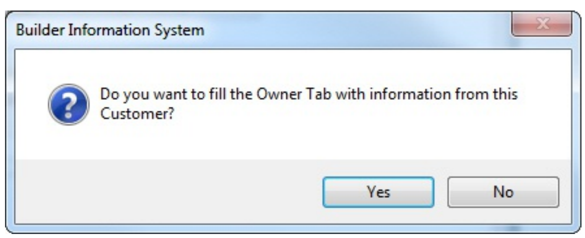


Customer ID

A valid customer number must be entered if the Accounts Receivable module is activated. After an application for payment is closed, BIS® 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.

Figure: Install-531
Dialog box that appears after selecting the Customer Id.



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.

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.

Tip

> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job Master record is considered first, and the Customer master record is considered second.

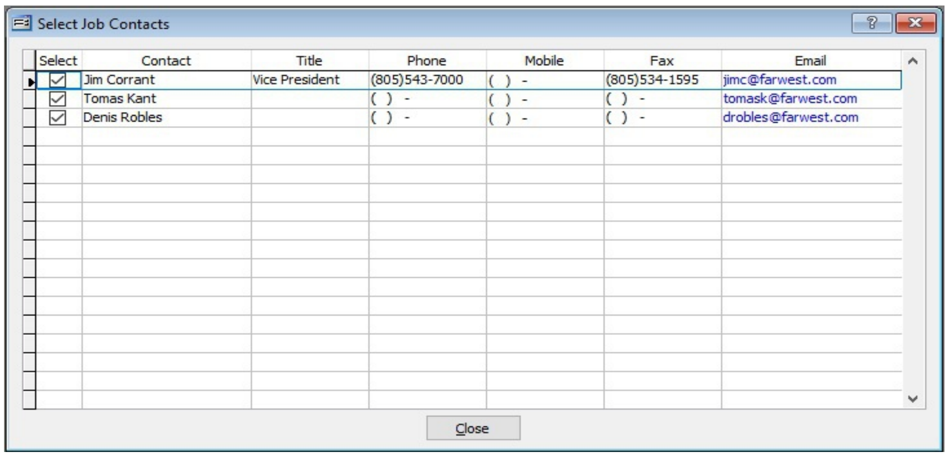
Default Retainage % Work in Place
The default percentage entered here will determine the retention applied against work in place. The percentage can be overwritten when updating the Schedule of Values.

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.

.



Select Job Contacts

Select	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		( ) -	( ) -	( ) -	drobles@farwest.com

Close

Figure: Install-530
Jobs master record, Default tab, Select Job Contacts form sample.

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.

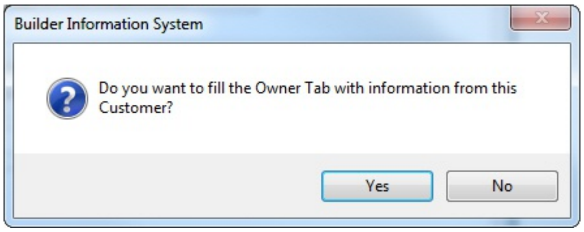


Figure: Install-533
Dialog box that appears after selecting the Customer Id.

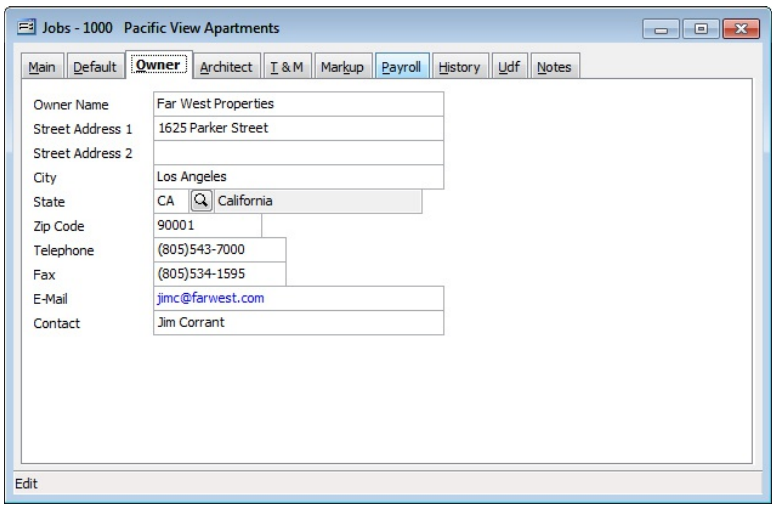


Figure: Install-534
Job Cost, Jobs master record, Owner tab screen form sample auto-populated from the Customer Id data.

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.

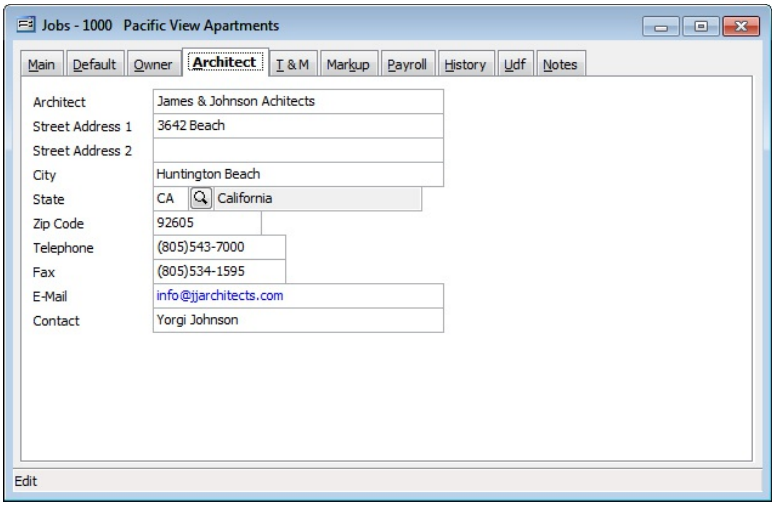
Contact Name
The is an alphanumeric field limited to 30 characters is used to record the contact's name.

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.

Figure: Install-535
Job Cost, Jobs master record, Architect tab screen form sample.



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:

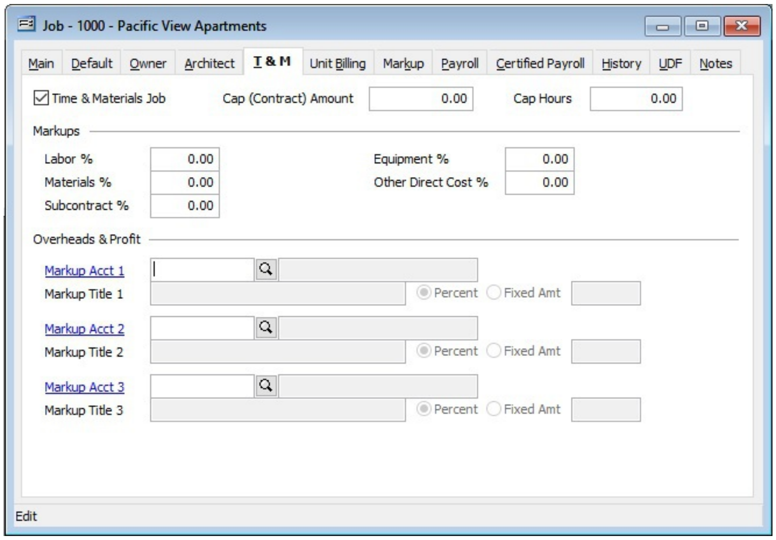


Figure: Install-535a
Job Cost, Jobs master record, T & M tab screen form sample.

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.

Overheads & Profits

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.

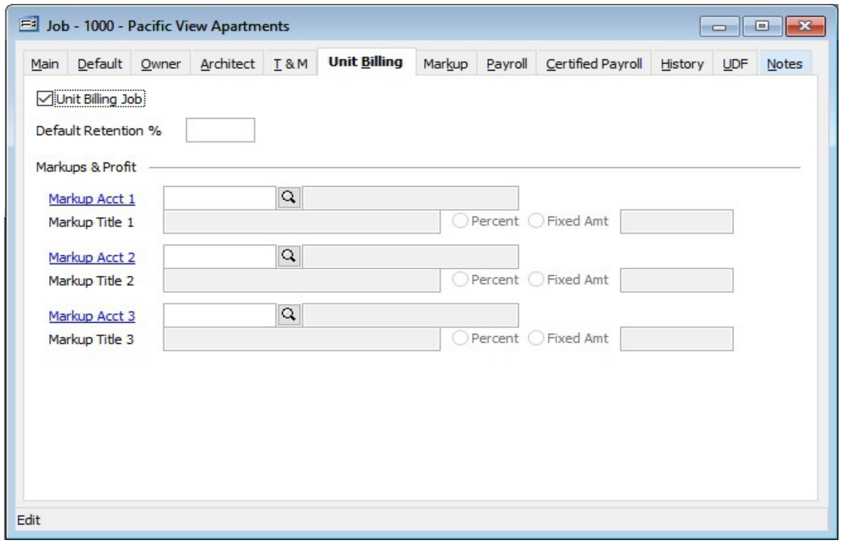
Markup Acct 3

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
Jobs master record, Unit Billing tab form sample.



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

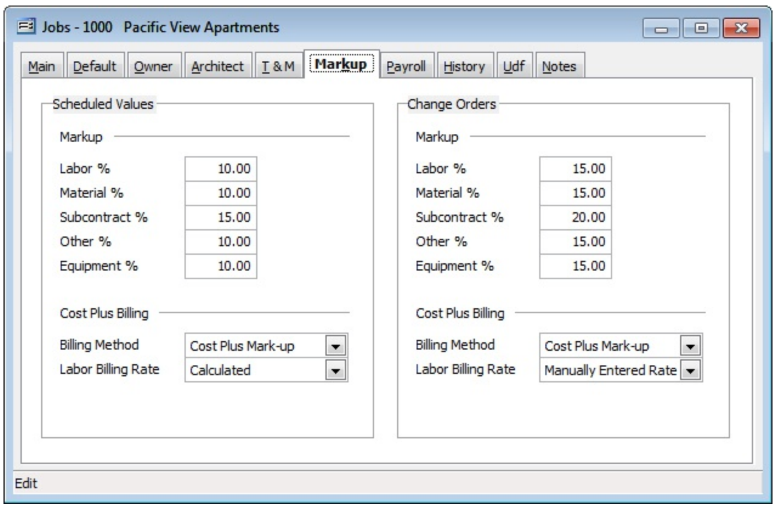
Job markups are set up on the Markups tab of the Jobs master record. These markups are used in two ways:

1. When creating the schedule of values from the job budget, BIS® 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.

Figure: Install-536
Job Cost master record, Markup tab screen form.



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.

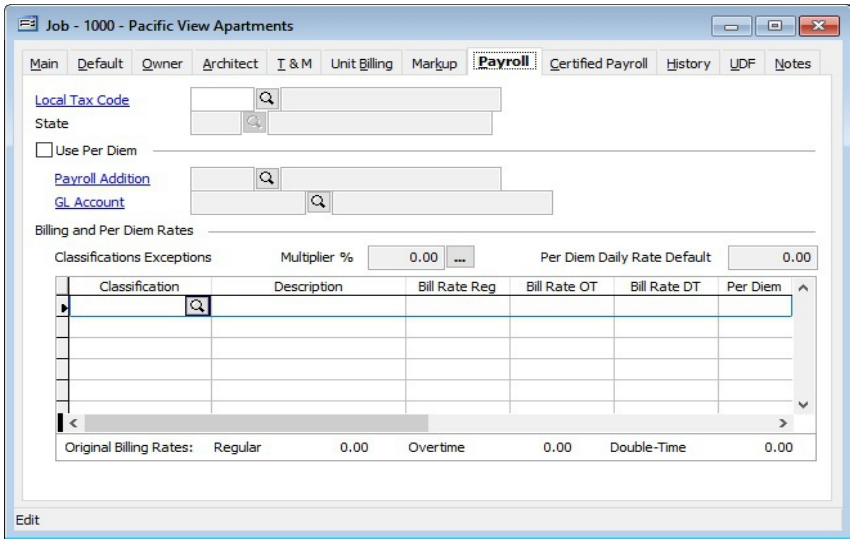


Figure: Install-537
Jobs master record, Payroll tab screen form sample.

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

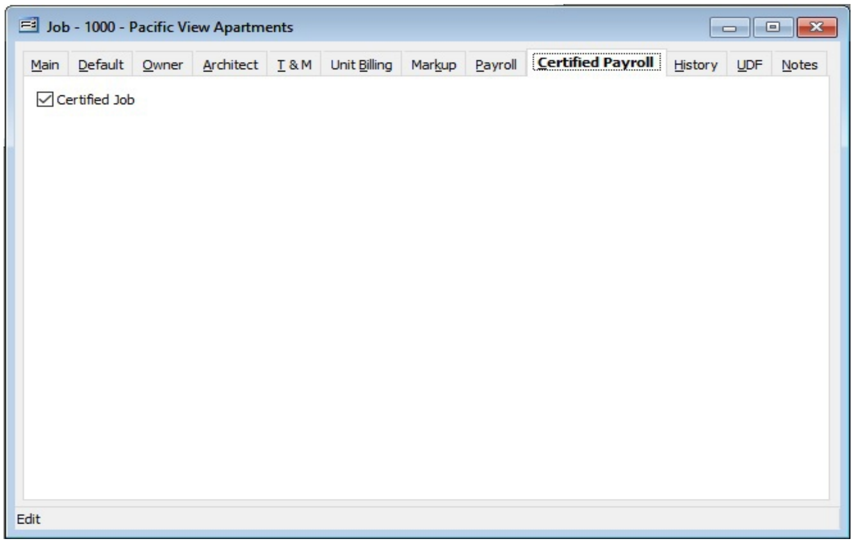
When the record is complete or satisfactorily edited, it can be saved by clicking on the Save button on the toolbar, or by pressing Ctrl-S.

Certified Payroll Tab

Certified Job

The Certified Job setting is checked on the Main tab to active and recognize the job for Certified Payroll.

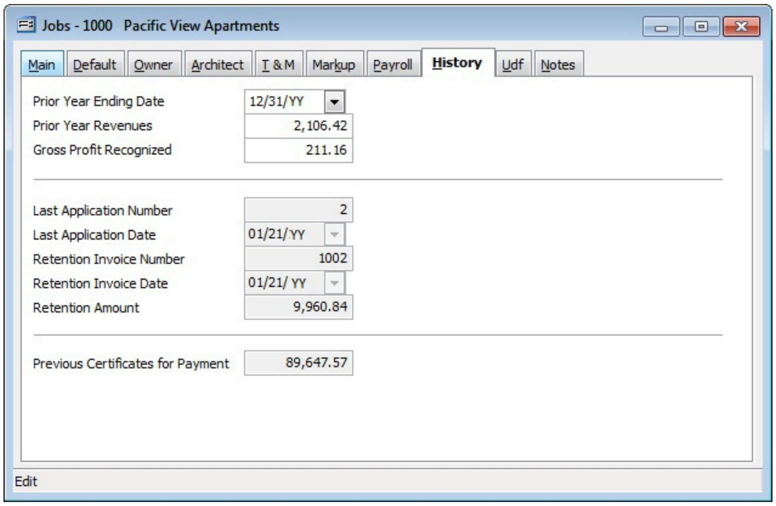
Figure: Install-537a
Jobs master record, Certified Payroll tab form sample.



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.



Prior Year Ending Date

BIS® 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®, 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®, 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.

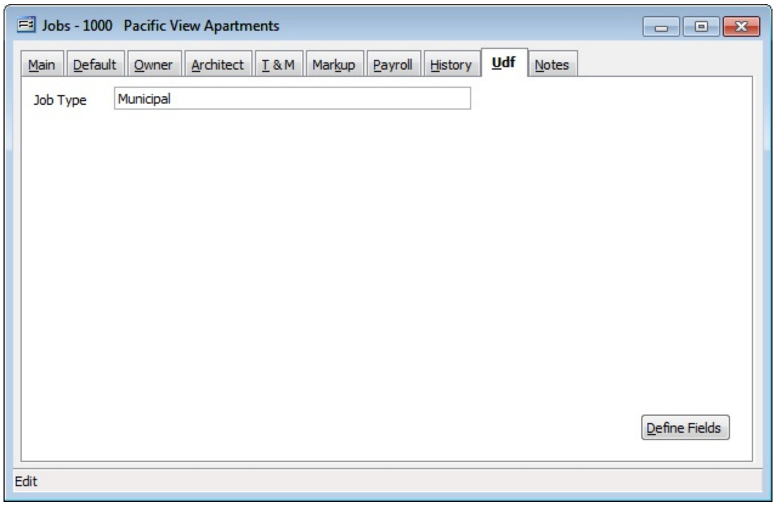
Previous Certificates for Payment

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.

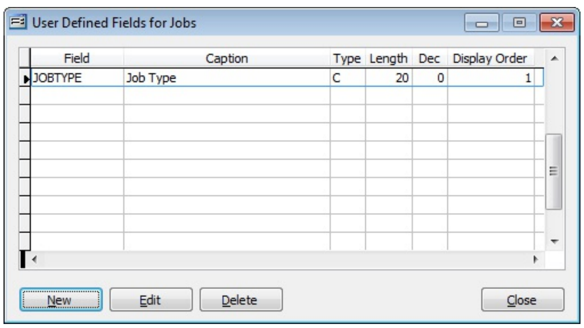
Figure: Install-539
Job Cost, Job File, Udf tab screen form with one example of a user defined field.



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. 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.



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.

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.

Dec

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

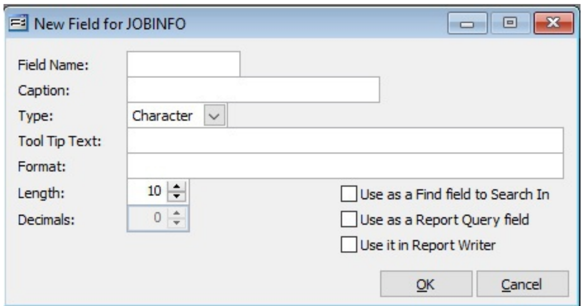
Display Order

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.

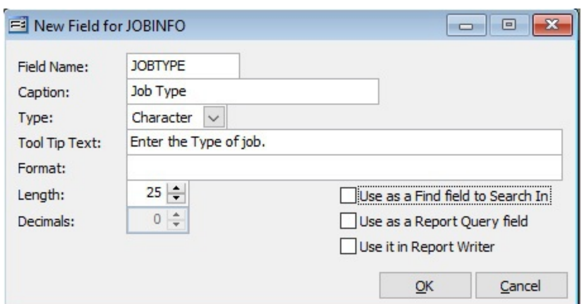
Figure: Install-541
Udf New Field screen form.



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
Udf Editing Field screen form.



Tool Tip Text

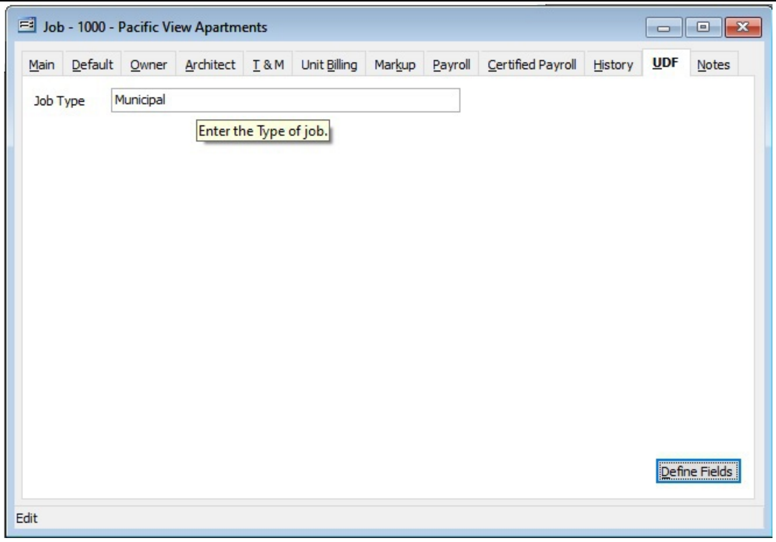
The Tool Tip Text field allows entering a tip that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

Tip

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

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

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 Value		
			Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		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 and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	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).	UUUUU	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 format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	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.

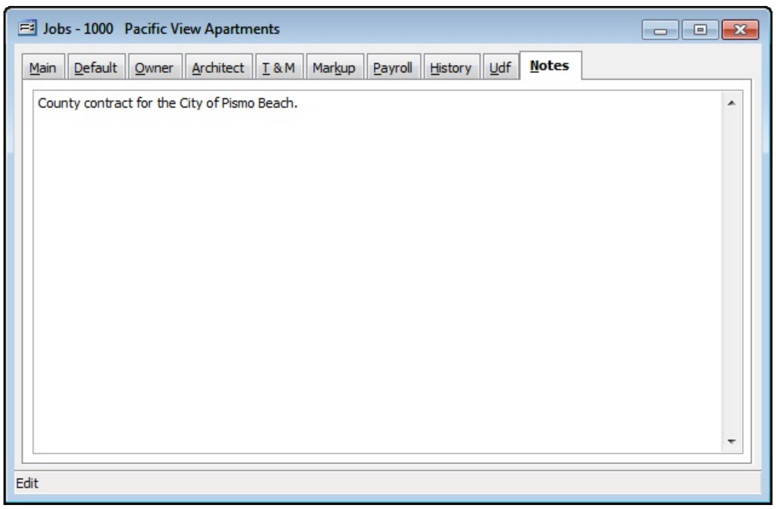
Decimals
The Decimals field allows control of the number of decimals of a number field (only) to the user's entry to the Udf field.

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.



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

Best Construction Company

Job File
Summary Report

Page 1

Job	Job Name	Telephone	Fax	Status	Certified	T&M	Per Diem
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

Best Construction Company

Job File
Detail Report

Page 1

Job		Job Name / Address/City	State	Telephone / Zip Code	Fax / Project Manager	Status	Certified	T&M	Per Diem
1000		Pacific View Apartments		(805) 543-7000	(805) 534-1595	Active	Yes	No	No
		1800 Pacific Avenue							
		Pismo Beach	CA	93448	Mike Jarvis				
	Notes	County contract for the City of Pismo Beach.							
1010		Truesdale Elementary School		(805) 543-7000	(805) 534-1595	Active	No	Yes	No
		4790 N. Broadway							
		Arroyo Grande	CA	93420	Bill Johnson				
1020		Giovanni's Pasta House		(805) 543-7000	(805) 534-1595	Active	No	No	No
		520 Beach St.							
		Pismo Beach	CA	93448	Mike Jarvis				

Figure: Install-547 Job File – Detail Report, sorted by Job Number.

Job File – Extended Report

Best Construction Company

Job File
Extended Report

Page 1

Job 1000, Pacific View Apartments

Main	
Job	1000
Job Name	Pacific View Apartments
Street Address 1	1800 Pacific Avenue
Street Address 2	
City	Pismo Beach
State Zip Code	CA 93448
Telephone	(805) 543-7000
Fax	(805) 534-1595
Contract For	New Construction
Contract Date	01/01/
Project Manager	Mike Jarvis
Sq.Ft. of Building	16,000
Status	Active
Date Completed	/ /

Default/Payroll		
Customer Id	C001	Far West Properties
Contract Rev. Acct#	4010	Contract Revenue
Contract Rec. Acct#	1110	Accounts Receivable-Tra
Retention Rec. Acct#	1120	Accounts Receivable-Ret
Sales Tax Acct#	2610	Sales Tax Payable-State
Sales Tax Code	01	San Luis Obispo County
Apply Sales Tax	No	
Retention % WIP	10.00	
Retention % SM	10.00	
Prev. Cert. for Paymt.	$89,647.57	
Local Tax Code		
State		
Certified Job	Yes	

Owner	
Owner Name	Far West Properties
Street Address 1	1625 Parker Street
Street Address 2	
City	Los Angeles
State Zip Code	CA 90001
Telephone	(805) 543-7000
Fax	(805) 534-1595
Email	jimc@farwest.com
Contact	Jim Corrant

Architect	
Architect Name	James & Johnson Achitects
Street Address 1	3642 Beach
Street Address 2	
City	Huntington Beach
State Zip Code	CA 92605
Telephone	(805) 543-7000
Fax	(805) 534-1595
Email	info@jjarchitects.com
Contact	Yorgi Johnson

T&M		
Time & Materials	No	
Cap Amount / Hours	0.00	0.00
Billing Rate Markups		
Materials %	0.00	
Subcontract %	0.00	
Equipment %	0.00	
Other Direct Cost %	0.00	
Labor %	0.00	
Overheads & Profit 1		
Title		
Percent	0.00	
Overheads & Profit 2		
Title		
Amount	0.00	
Overheads & Profit 3		
Title		
Amount	0.00	

Per Diem	
Per Diem	No
Payroll Addition	
GL Account	
Per Diem Daily Rate	0.00

Notes

County contract for the City of Pismo Beach.

03/13/ 09:27 AM

Figure: Install-548 Job File – Extended Report (single page).

Job File – Job Markup Report

Best Construction Company

Job Markup

Markup Report

Page 1

Job	Job Name	Telephone	Fax	Status	Certified
1000	Pacific View Apartments	(805) 543-7000	(805) 534-1595	Active	Yes

Schedule of Values		Change Orders	
Labor %	10.00	Labor %	15.00
Material %	10.00	Material %	15.00
Subcontract %	15.00	Subcontract %	20.00
Other %	10.00	Other %	15.00
Equipment %	10.00	Equipment %	15.00
Billing Method	Cost Plus Markup	Billing Method	Cost Plus Markup
Labor Billing Rate	Calculated Billing Rate	Labor Billing Rate	Manually Entered Billing Rate

Notes County contract for the City of Pismo Beach.

Job	Job Name	Telephone	Fax	Status	Certified
1010	Truesdale Elementary School	(805) 543-7000	(805) 534-1595	Active	No

Schedule of Values		Change Orders	
Labor %	10.00	Labor %	0.00
Material %	10.00	Material %	0.00
Subcontract %	10.00	Subcontract %	0.00
Other %	10.00	Other %	0.00
Equipment %	10.00	Equipment %	0.00
Billing Method	Cost Plus Markup	Billing Method	Cost Plus Markup
Labor Billing Rate	Calculated Billing Rate	Labor Billing Rate	Manually Entered Billing Rate

Job	Job Name	Telephone	Fax	Status	Certified
1020	Giovanni's Pasta House	(805) 543-7000	(805) 534-1595	Active	No

Schedule of Values		Change Orders	
Labor %	10.00	Labor %	15.00
Material %	10.00	Material %	15.00
Subcontract %	10.00	Subcontract %	15.00
Other %	10.00	Other %	15.00
Equipment %	10.00	Equipment %	15.00
Billing Method	Cost Plus Markup	Billing Method	Cost Plus Markup
Labor Billing Rate	Manually Entered Billing Rate	Labor Billing Rate	Manually Entered Billing Rate

03/13/ 09:28 AM

Figure: Install-549 Job Cost – Job Markup Report, sorted by Job Number.

Job Cost – Job Defaults Report

Best Construction Company

Job Defaults

Defaults Report

Page 1

Job	Job Name		Telephone	Fax	Status	Certified
1000	Pacific View Apartments		(805) 543-7000	(805) 534-1595	Active	Yes
	Customer Id	C001	Far West Properties			
	Contract Revenue Account	4010	Contract Revenue			
	Contract Receivable Account	1110	Accounts Receivable-Trade			
	Retention Receivable Account	1120	Accounts Receivable-Retention			
	Sales Tax Liability Account	2610	Sales Tax Payable-State			
	Sales Tax Code	01	San Luis Obispo County			
	Apply Sales Tax	No				
	Default Retainage % Work in Place	10.00				
	Default Retainage % Stored Materials	10.00				
Notes	County contract for the City of Pismo Beach.					
1010	Truesdale Elementary School		(805) 543-7000	(805) 534-1595	Active	No
	Customer Id	C003	San Luis Obispo County			
	Contract Revenue Account	4010	Contract Revenue			
	Contract Receivable Account	1110	Accounts Receivable-Trade			
	Retention Receivable Account	1120	Accounts Receivable-Retention			
	Sales Tax Liability Account	2610	Sales Tax Payable-State			
	Sales Tax Code					
	Apply Sales Tax	No				
	Default Retainage % Work in Place	10.00				
	Default Retainage % Stored Materials	10.00				
1020	Giovanni's Pasta House		(805) 543-7000	(805) 534-1595	Active	No
	Customer Id	C002	Harmon Brothers			
	Contract Revenue Account	4010	Contract Revenue			
	Contract Receivable Account	1110	Accounts Receivable-Trade			
	Retention Receivable Account	1120	Accounts Receivable-Retention			
	Sales Tax Liability Account					
	Sales Tax Code					
	Apply Sales Tax	No				
	Default Retainage % Work in Place	10.00				
	Default Retainage % Stored Materials	10.00				

03/13/ 09:29 AM

Figure: Install-550 Job Cost – Job Defaults Report, sorted by Job Number.

Job File – Payroll Local Tax Report

Best Construction Company

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				
	Notes	County contract for the City of Pismo 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.

Best Construction Company

Job Billing Rates

Job Billing Rates Report

Page 1

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
1010	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

Best Construction Company

Job User Definable Fields

Udf Report

Page 1

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	

Figure: Install-552 Job File – Job User Definable Fields – Udf Report.

Appendix

New Installation Walk-Through

Please look over the following pages carefully prior to installing BIS®.

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® on a computer.

   Note that the BIS® 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® 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-552a
System security warning pop-up message.

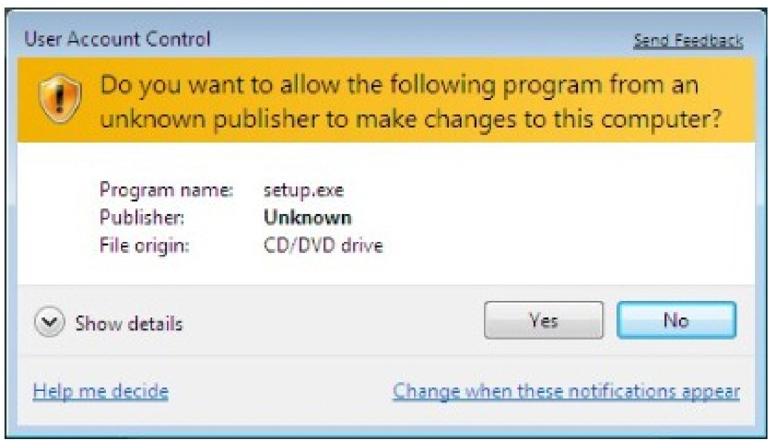


Figure: Install-552b
Main installation page with links to instructions, installations, and reports.

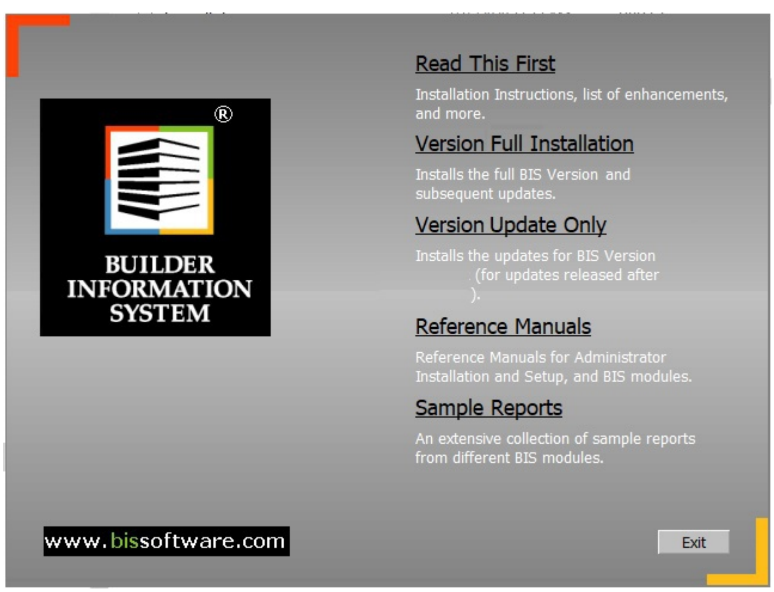


Figure: Install-552c
Second page of Full Installation showing another link to begin the process.

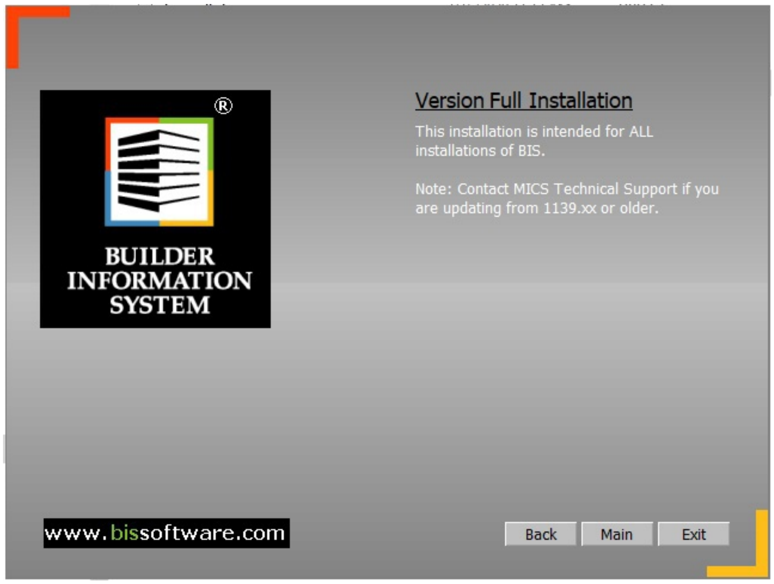


Figure: Install-553
Installation begins to load.

Figure: Install-554
Press the Next button to continue.

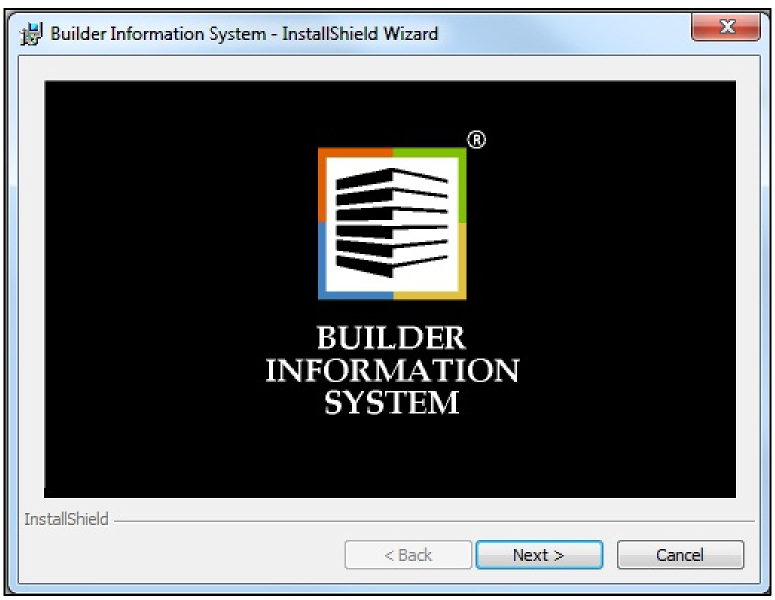


Figure: Install-555
Press the Next button to continue.

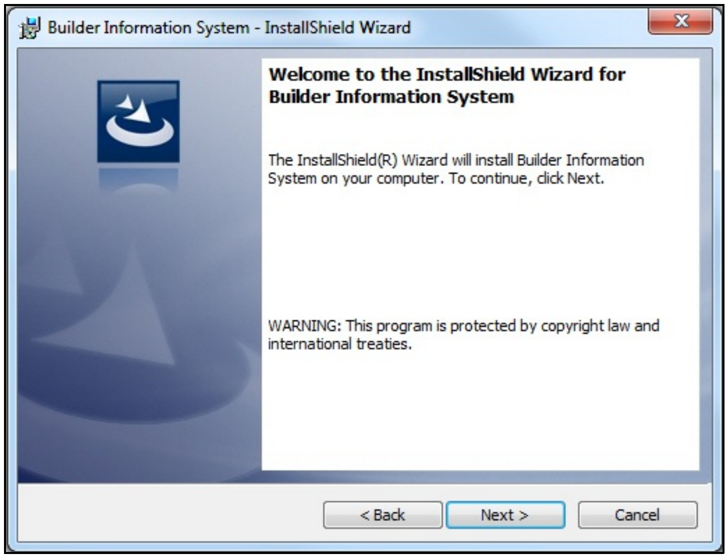


Figure: Install-556
Accept the License Agreement, press Next.

Figure: Install-557
Accept or enter the user name, etc.

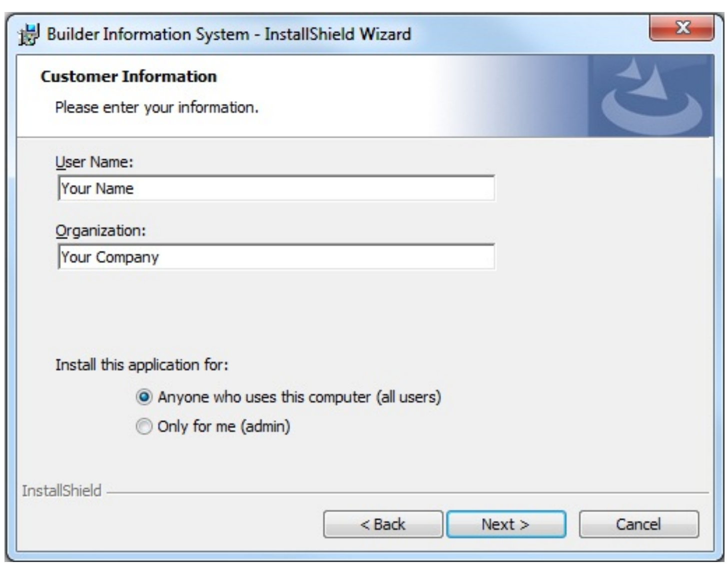


Figure: Install-558
If needed, change the BIS® Destination Folder.

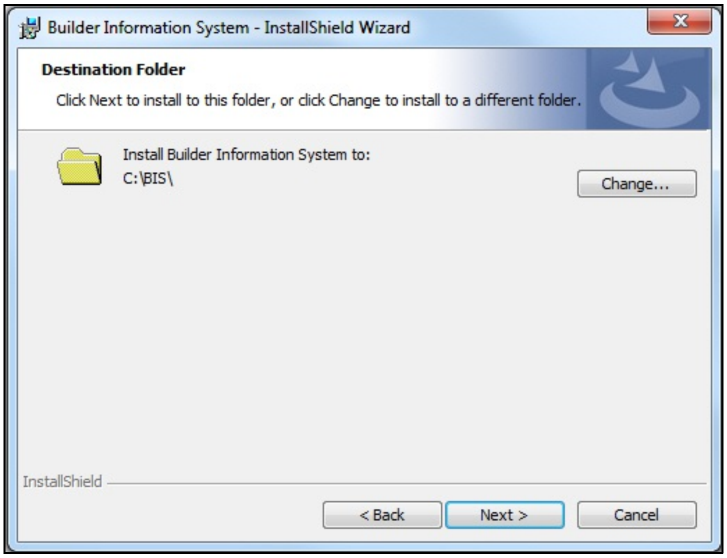


Figure: Install-559
Select or enter a Folder location.

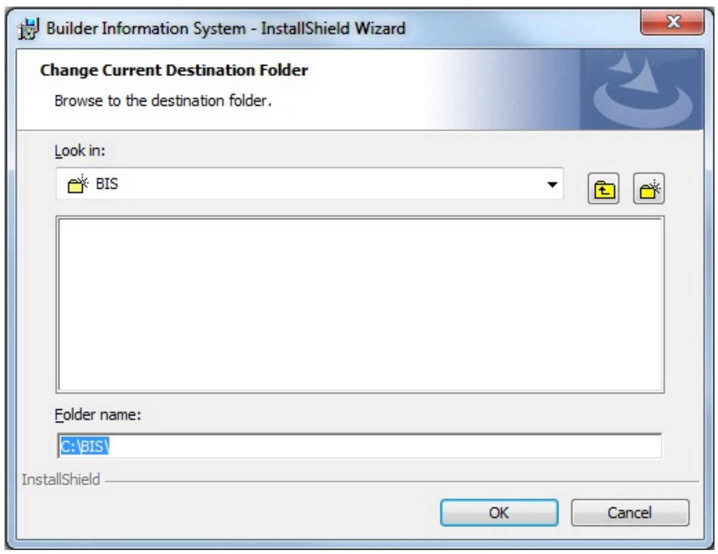


Figure: Install-560
Click on the Install button to start.

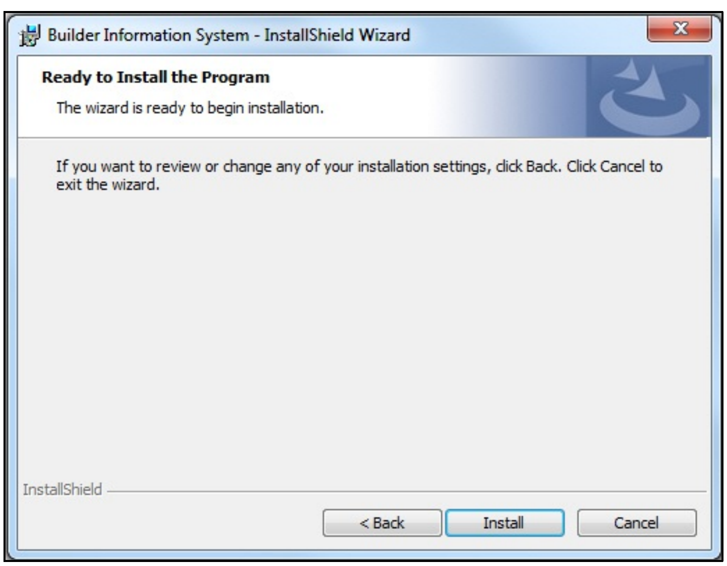


Figure: Install-561
Wait while the installation progresses.

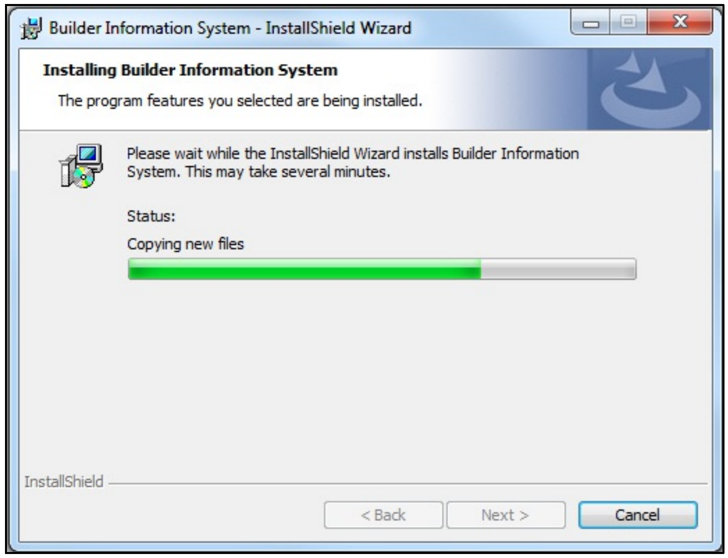
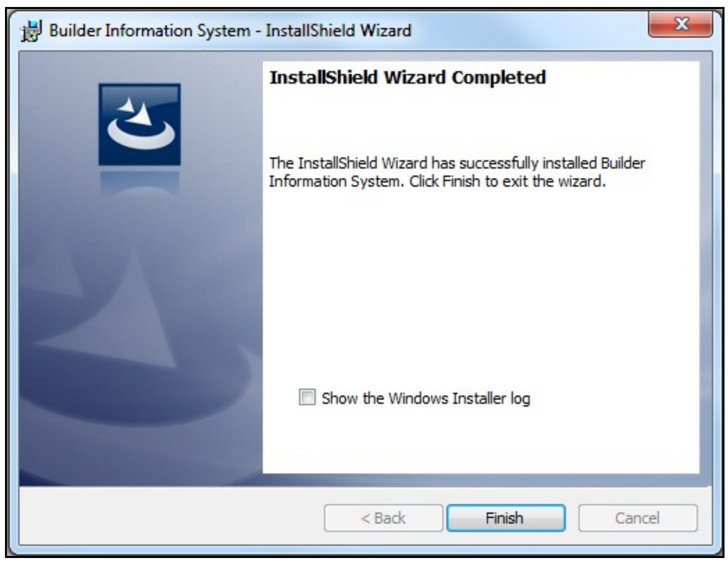


Figure: Install-562
Click on the Finish button when complete.



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. 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."

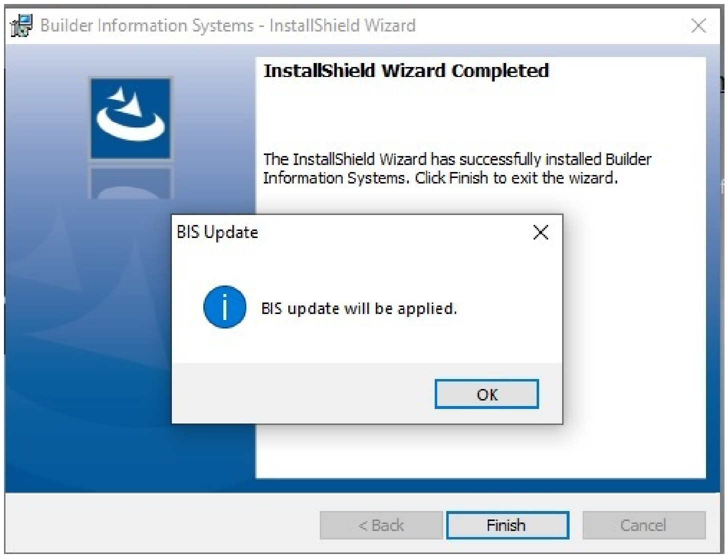


Figure: Install-564
A tiny window at the upper right-hand part of the screen will show that BIS® is updating.

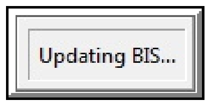


Figure: Install-565
Wait while the installation progresses.

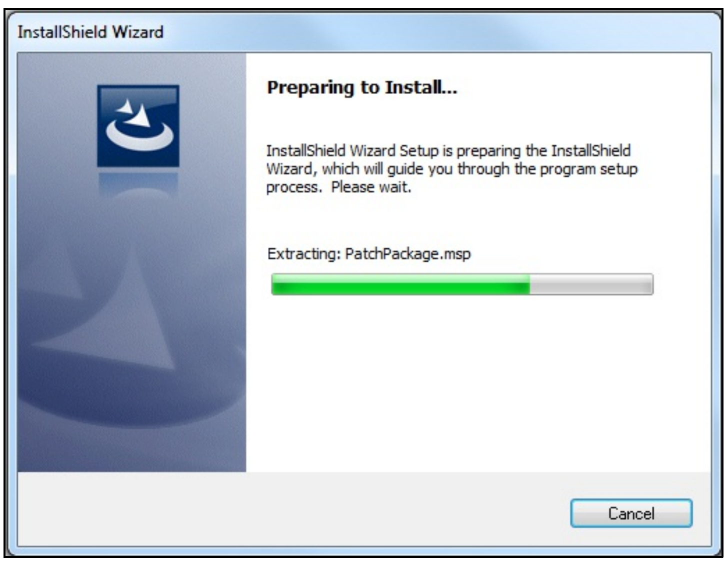


Figure: Install-565a
Confirmation to begin installing the current update version on the CD.

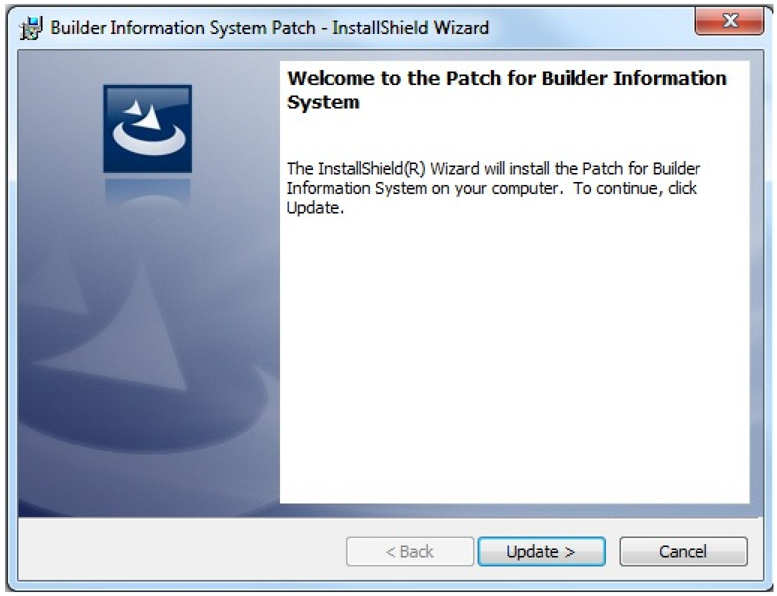


Figure: Install-565b
Shows the progress bar installing the update.

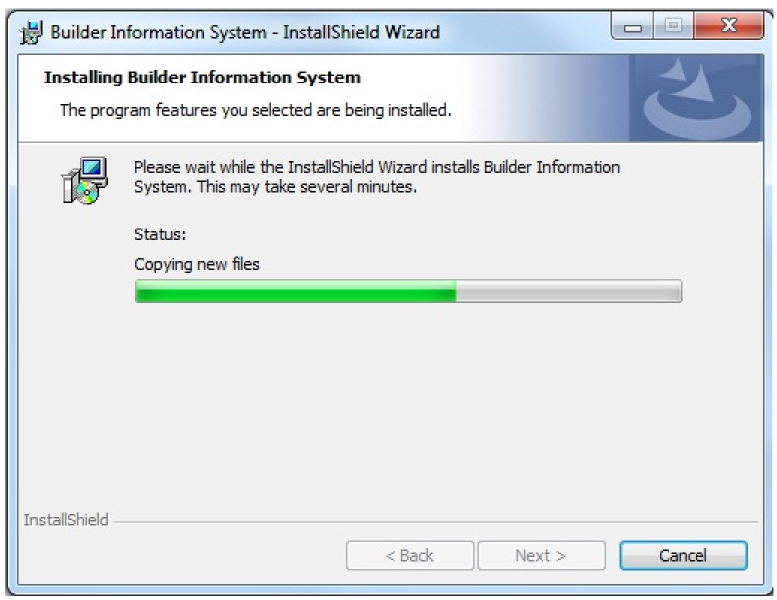
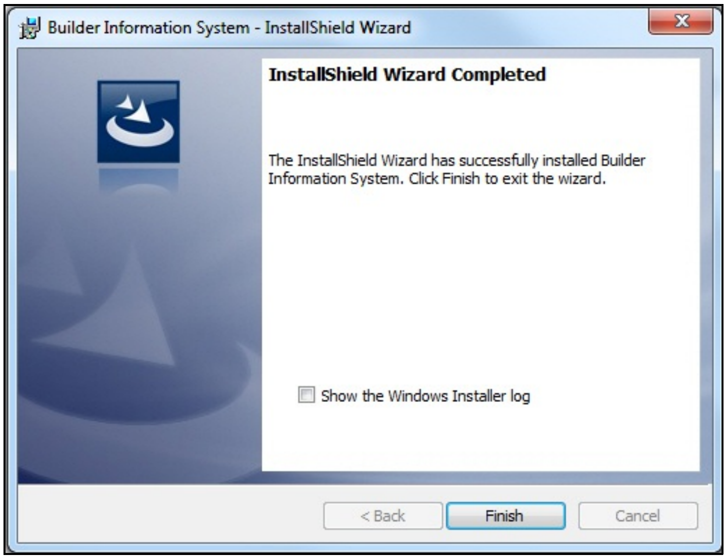


Figure: Install-566
Click on the Finish button when complete. Both the intital version of BIS® and its update will have been installed.



3. Return to the Installation Scenario for instructions on what to do after installing BIS®.

If there are any questions regarding the Installation Walkthrough, please don't hesitate to call the MICS Technical Support Department at (805) 543-7000.

Figure: Install-566a
Install Control Folder screen appears after launching BIS for the first time.

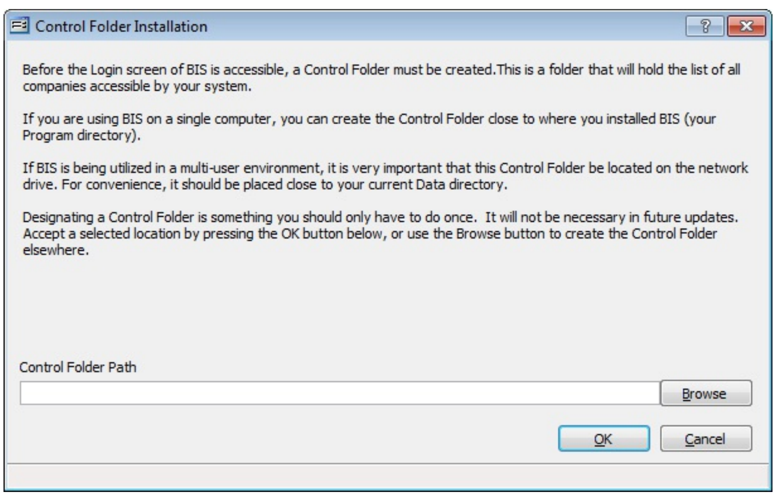


Figure: Install-566b
Shows using the Browse button to locate where to install the Control Folder.

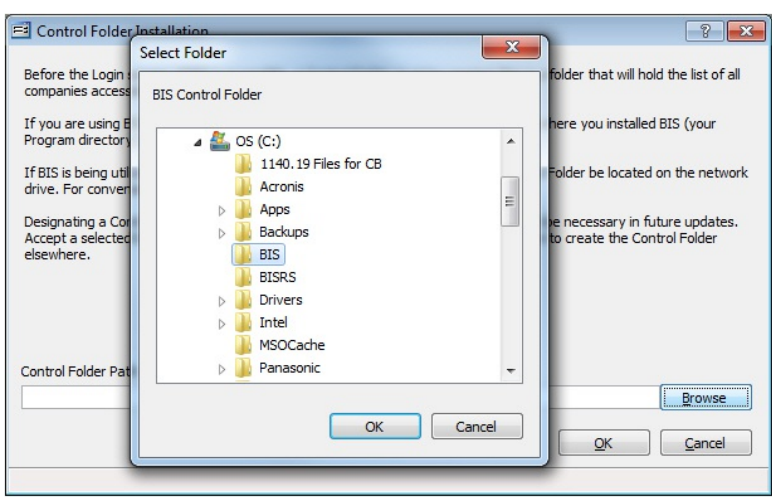


Figure: Install-566c
Shows adding the folder name "Control" to the selected installation path.

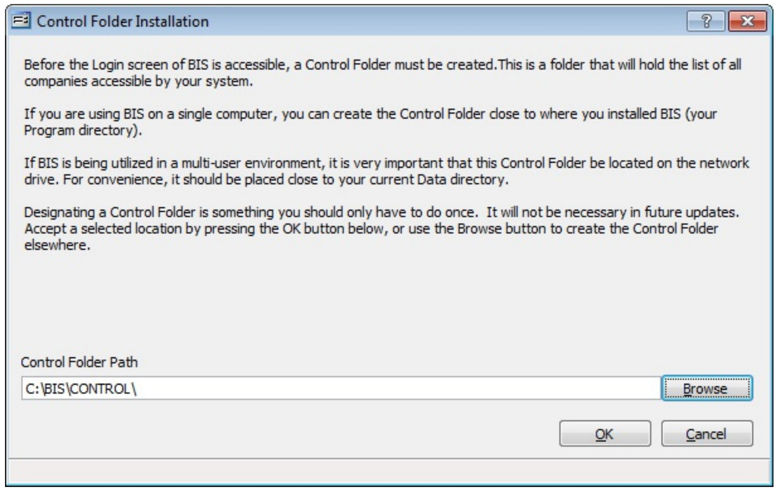


Figure: Install-566d
Shows pop-up message to create a new control folder path.

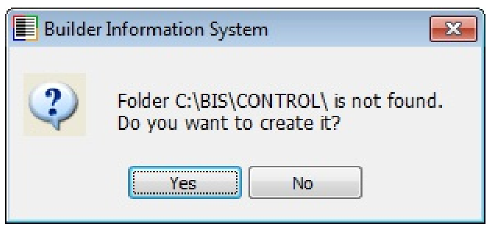


Figure: Install-566e
Shows pop-up message that a local drive is not shared with network users.

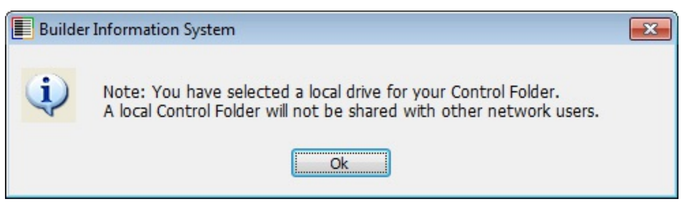


Figure: Install-566f
Shows pop-up message to install the software license.

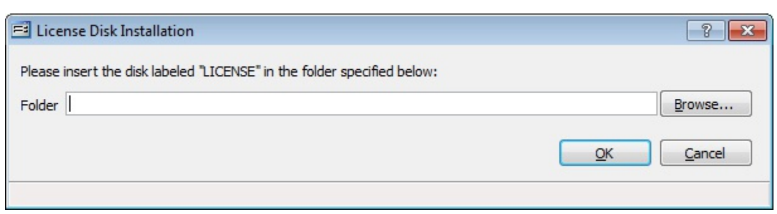


Figure: Install-566g
Shows using the Browse feature to locate the license.

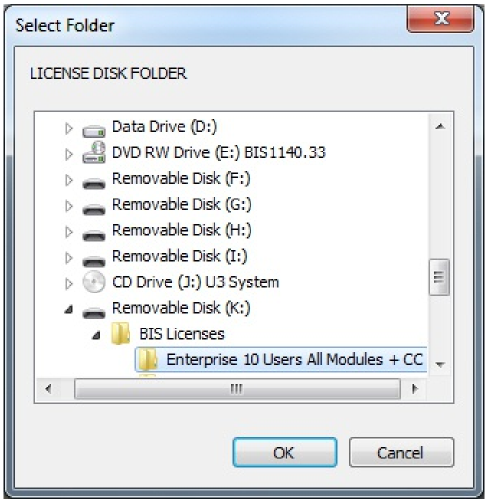


Figure: Install-566h
Shows the location of the license has been selected.

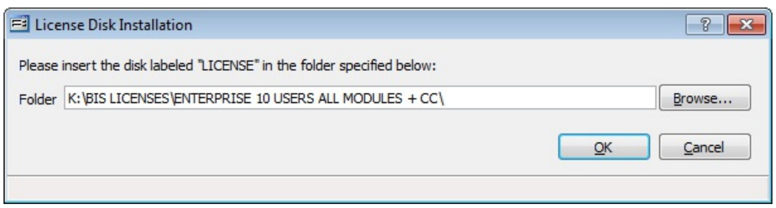


Figure: Install-566i
Shows the license configuration.

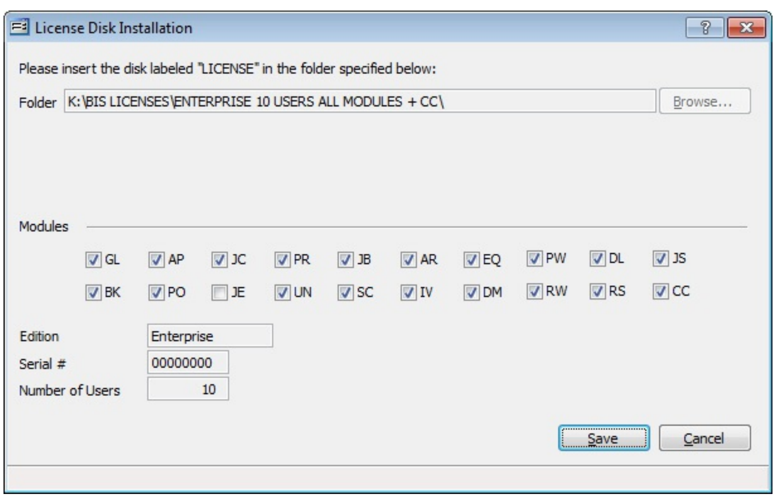


Figure: Install-566j
Shows the installation of the license is completed.

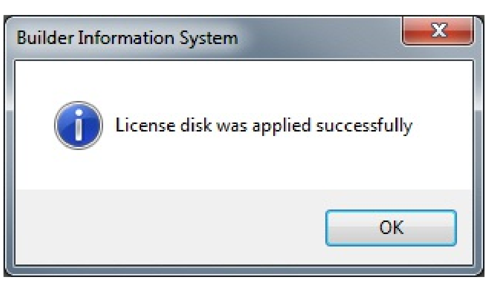


Figure: Install-566k
Shows a pop-up message for installing a data folder used for testing or training.

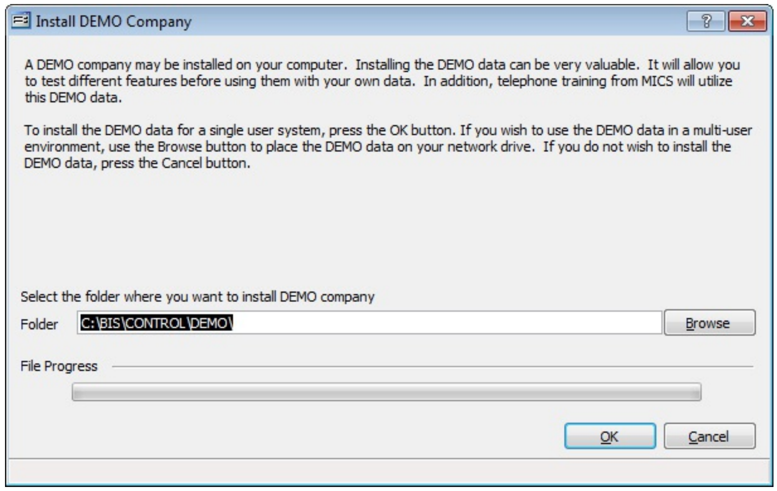


Figure: Install-566l
Shows a pop-up message to create a new DEMO data folder.

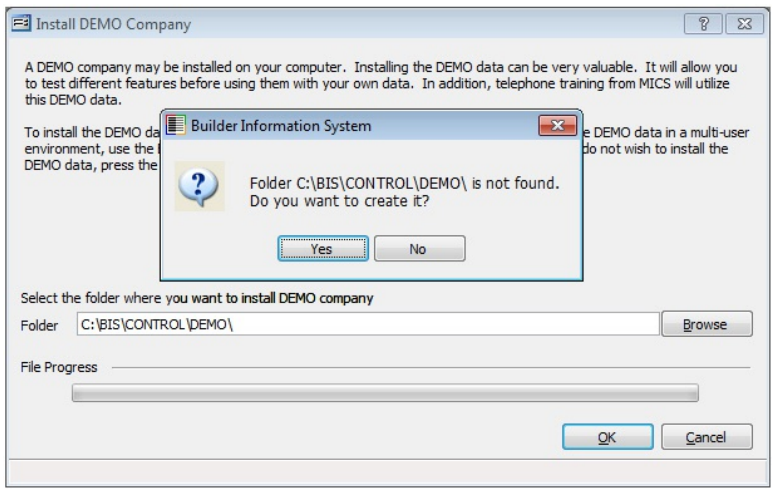


Figure: Install-566m
Shows the installation of the Demo folder was completed.

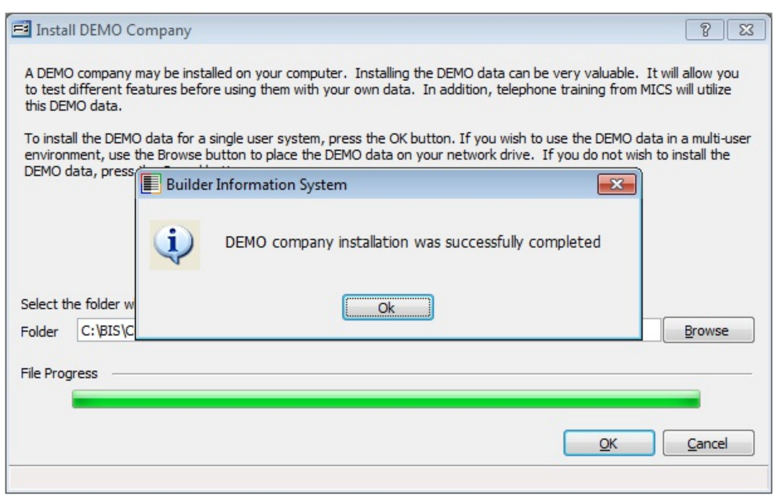


Figure: Install-566n
Shows login form to program only, not a data folder.

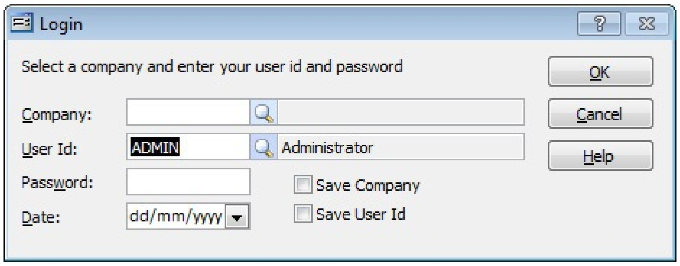


Figure: Install-566o
Shows navigation to the Restore menu.

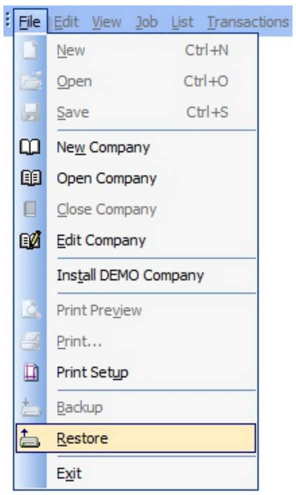


Figure: Install-566p
Shows using the Browse function to create a new data folder from a backup file.

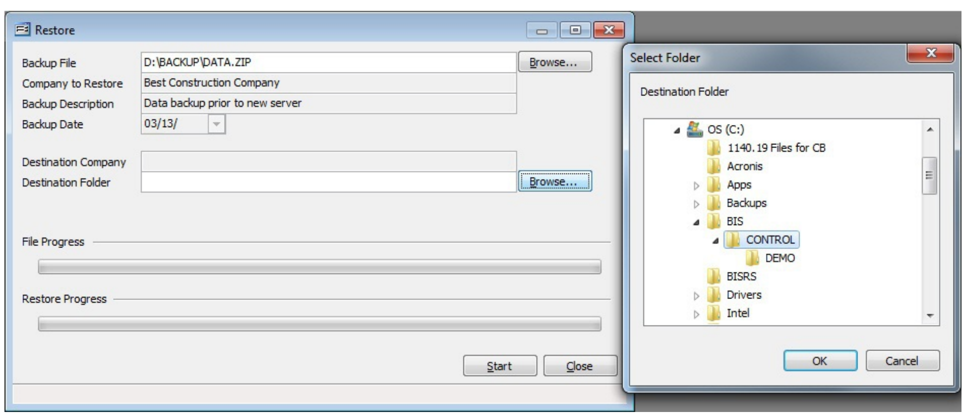


Figure: Insall-566q
Shows a pop-up message warning folder with existing files has been selected.

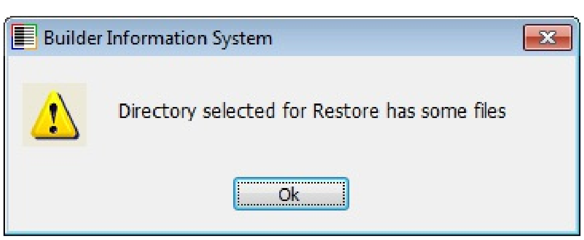


Figure: Install-566r
Shows a new data folder name has been added to the Destination Folder path.

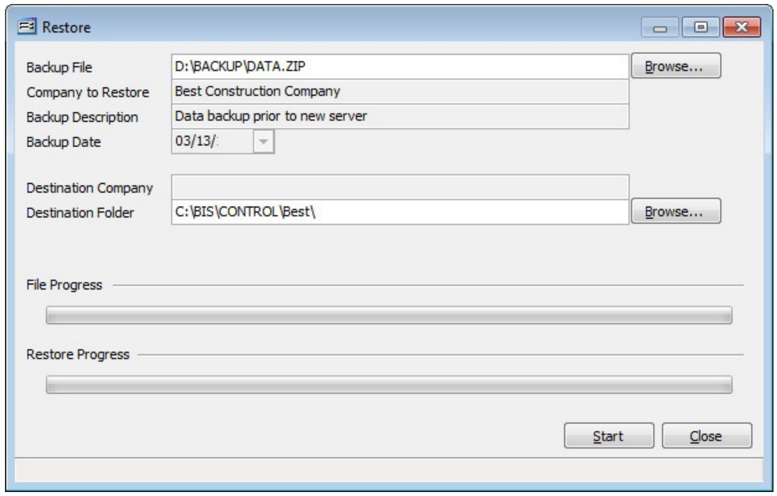


Figure: Install-566s
Shows a pop-up message to create a new data folder.

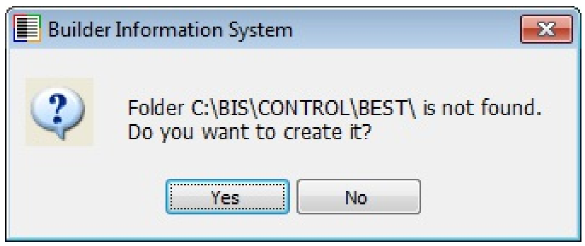


Figure: Install-566t
Shows unzipping the backup file to a new data folder was completed.

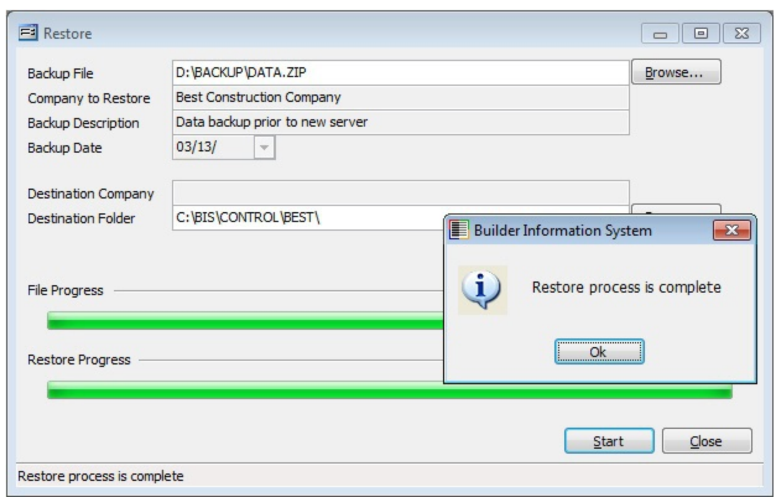


Figure: Install-566u
Shows navigation to the Edit Company menu.

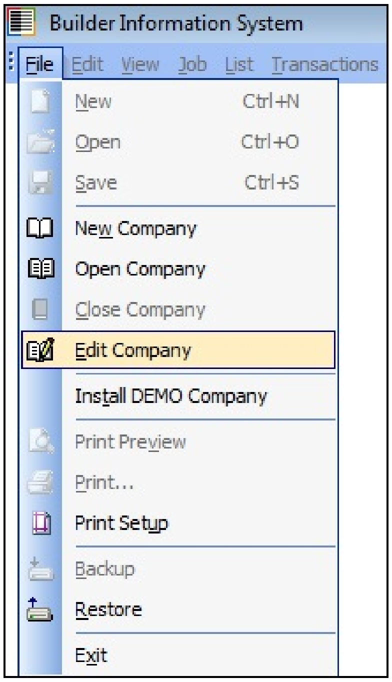


Figure: Install-566v
Shows the Edit Company form and four function buttons.

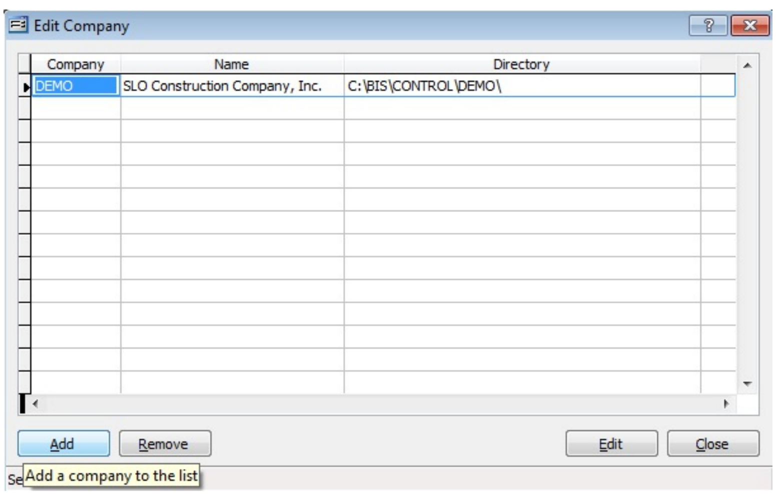


Figure: Install-566w
Shows using the Add button to browse and select a data folder to be added to the Edit Company List.

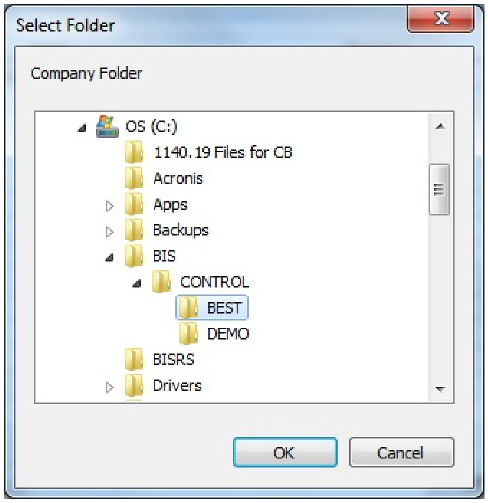


Figure: Install-566x
Shows a pop-up message to confirm adding the data folder.

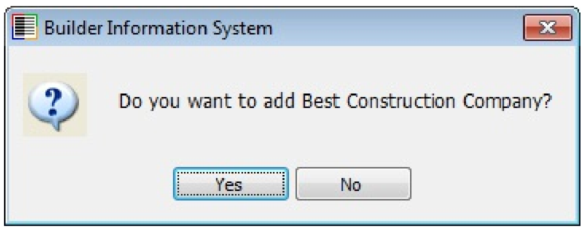


Figure: Install-566y
Shows a pop-up message for switching the data fodler to a new control folder.

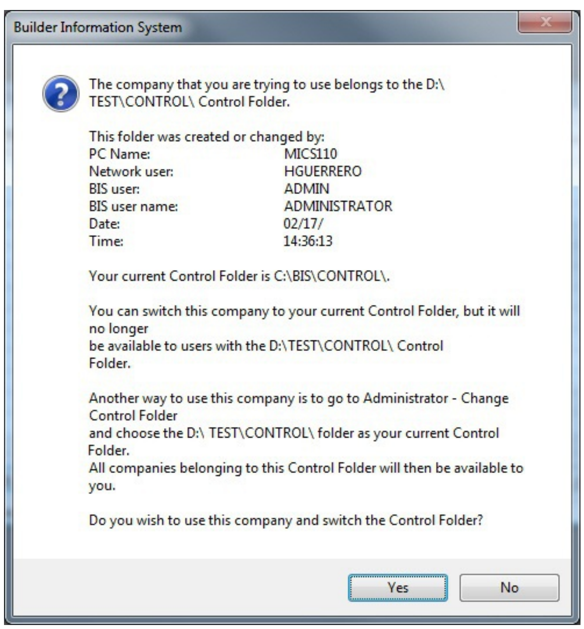


Figure: Install-566z
Shows the new data folder has been added to the Edit Company List.

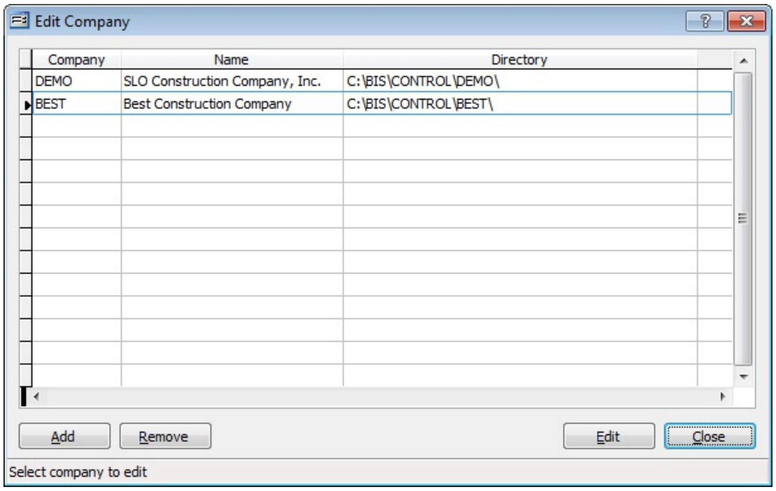
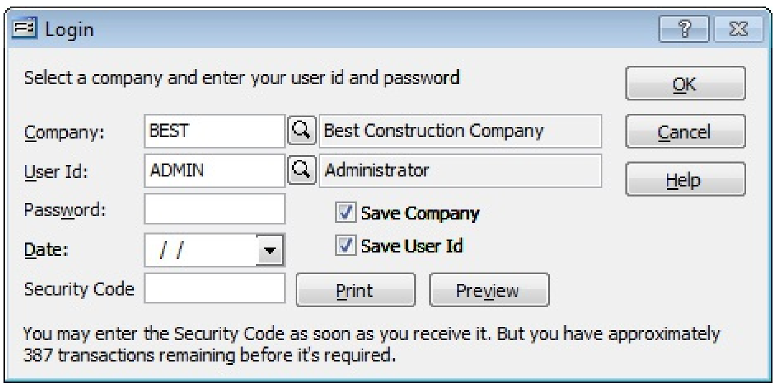


Figure: Install-566za
Shows selecting the new data folder from the login screen.



Change Control Folder

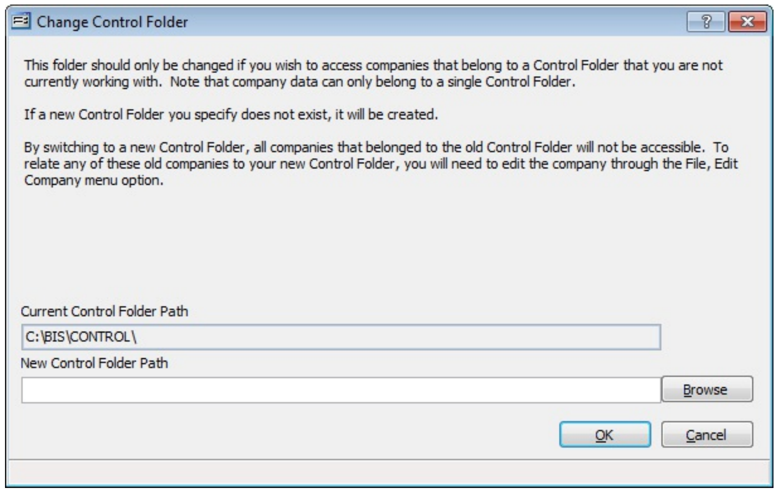
Occasionally, it may become necessary to change the Control Folder for BIS®. Such reasons may include accessing prior year company files without allowing other users to even see the prior years' data company listing.

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.



Example for Changing Control Folder

Some BIS® 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® to change the current company ID, and setting the old data to the "current" company ID name. Again, once complete, everything must be reset.

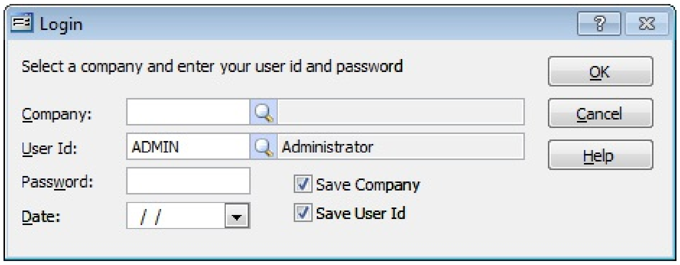
Each of these methods suffers from the same problem: While the old data is being used, no one can do any current work in the accounting system. With audits sometimes lasting days, if not weeks, this interruption can become a significant burden.

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

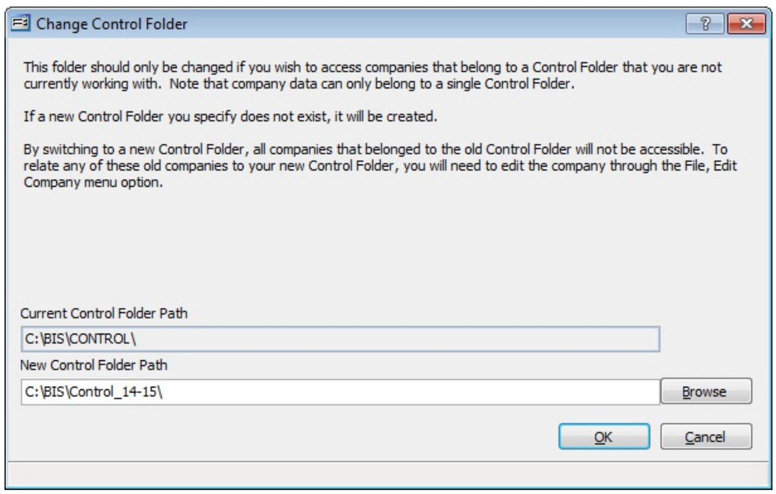
In this method, a workstation is used to create a separate, special Control folder used exclusively for this purpose. That new Control folder can be either on the local workstation or preferably on the server, similar to the normal Control folder. However, it must be given a unique name.

Figure: Install-568
The user should login to BIS® with the ADMIN user name, but without any company specified.



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.



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-569a
Shows a pop-up message to create a new control folder path.

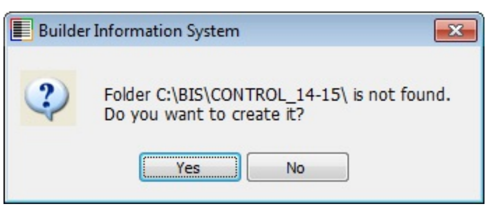


Figure: Install-569b
Shows a pop-up message that a local drive is not shared with network users.

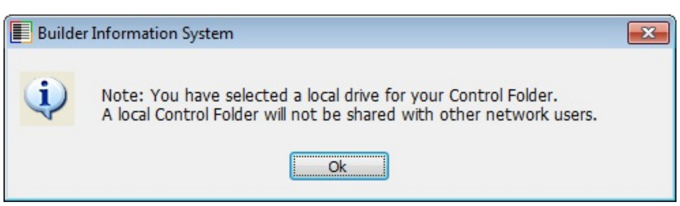
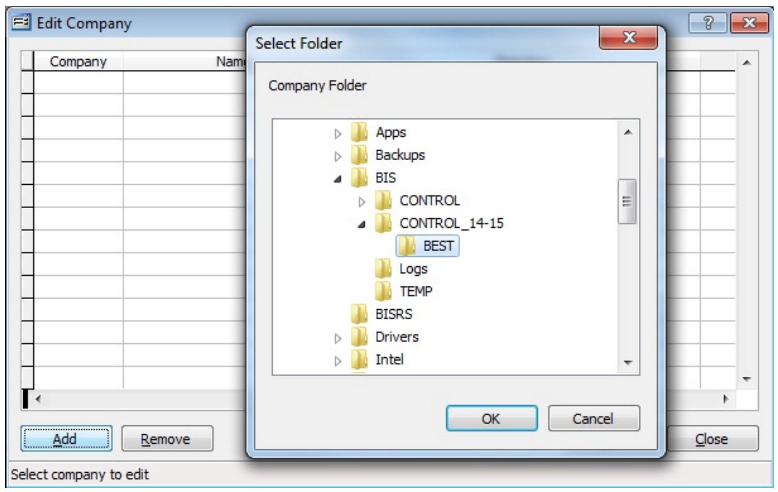


Figure: Install-569c
Shows changing to the new control folder is completed.

Once the old data folder has been copied, and with no company opened, the user should go to File | Edit Company.

Figure: Install-570
Using the Add button in the lower left, the user can browse for the location of the new Control Folder, and Changed Company Folder.



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-570a
Shows a pop-up message to confirm adding the data folder.

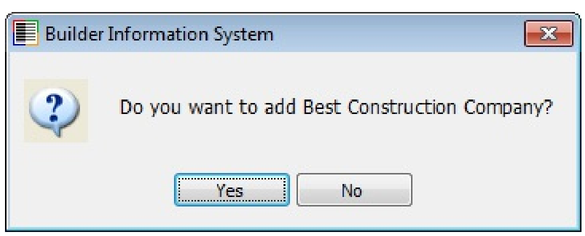


Figure: Install-570b
Shows a pop-up message to confirm switching control of the data folder.

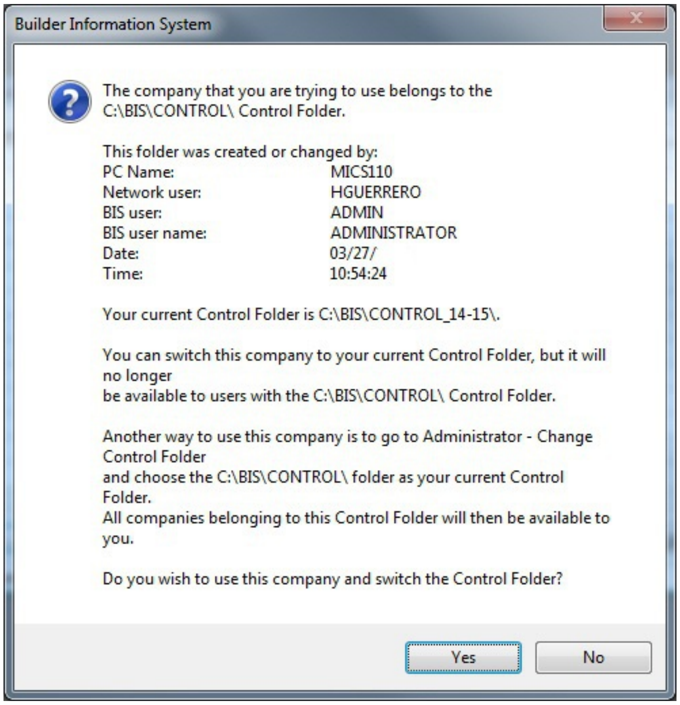
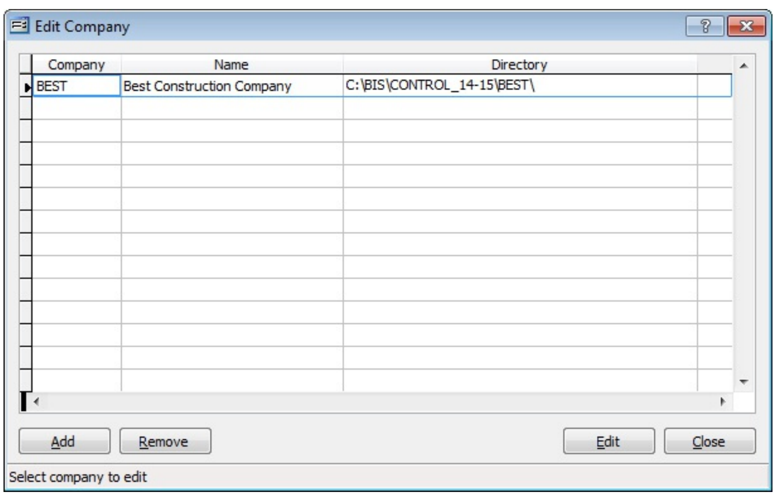
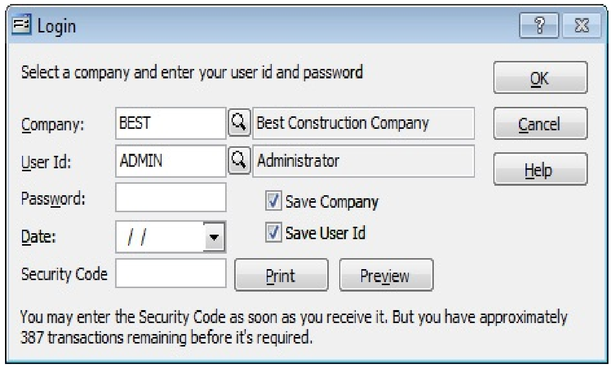


Figure: Install-570c
Shows the data folder has been added to the control folder's list.



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.

Figure: Install-571
BIS® Login screen.



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.

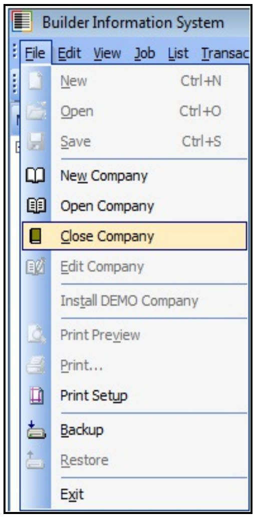
Finally, when users of the "old" data are finished with their work, the Control Folder on their workstations should be reset to the original Control Folder to allow it to resume its usual "current" data access. When the original Control Folder is selected, users will receive a message saying that it 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
Close Company from the File menu.



Then select Edit Company.

Figure: Install-573
Edit Company from the File menu.

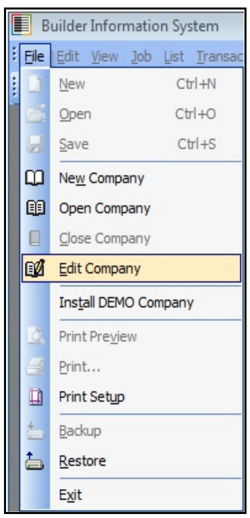


Figure 9: Highlight the current company, and select the Edit button at the lower right-hand part of the screen. Rename the Company Id to a different name, and Save it.

FigureL Install-574
Highlight the current company, and select the Edit button at the lower right-hand part of the screen.

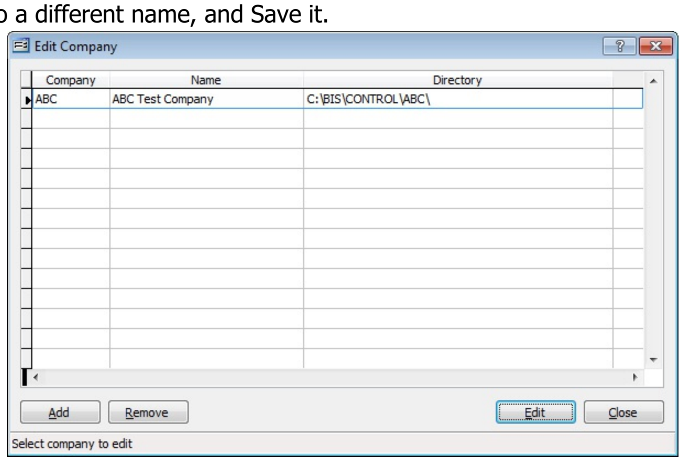


Figure: Install-575
Rename the Company Id to a different name, and save it.

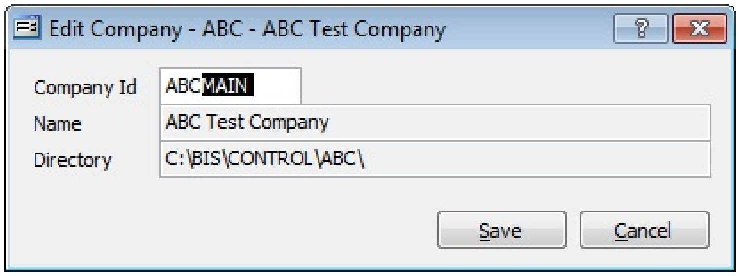


Figure: Install-575a
Shows browsing to add the 2nd copy of the data.

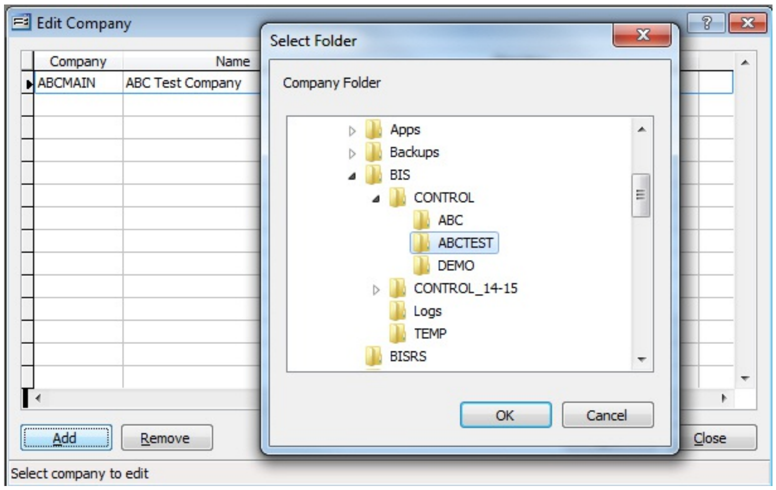


Figure: Install-575b
Shows a pop-up message to confirm adding the data folder.

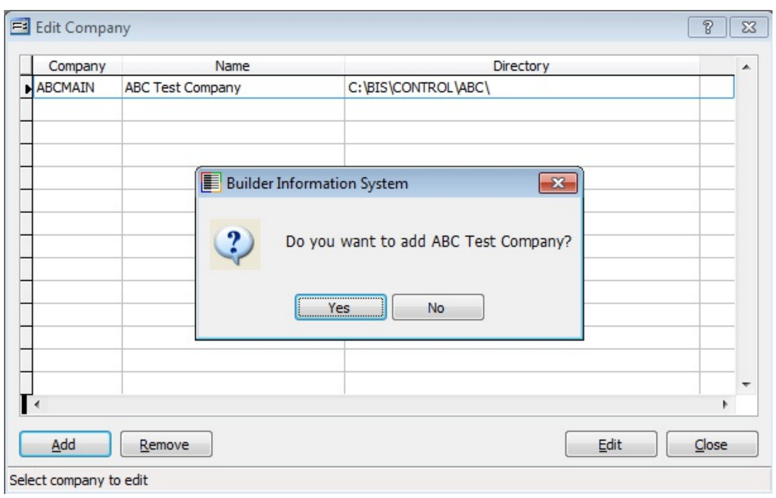
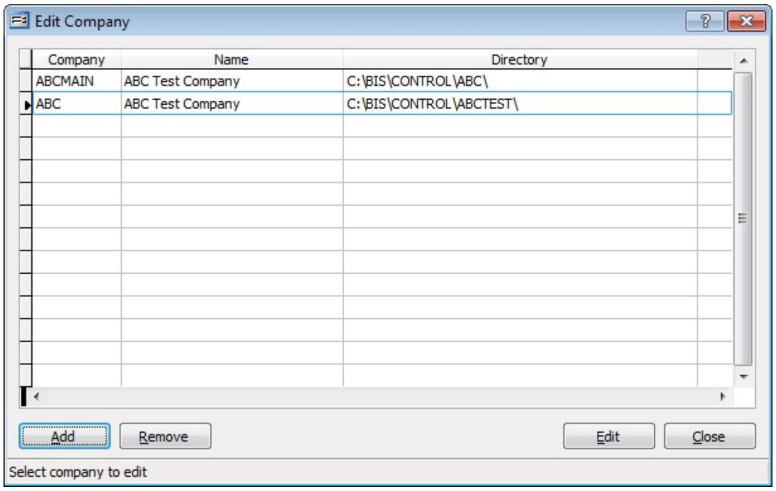


Figure: Install-575c
Shows the data folder has been added to the control folder's list.



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.

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