



**BUILDER
INFORMATION
SYSTEM**

**BIS[®]
Job Billing Module
Reference Manual**

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Conventions Used In This Manual

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

Caution

These boxes contain warnings about things that **MUST** be checked, or of items to be aware of, 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 is an example for access to a functional menu element:

Job Billing - Menu Access

Modular Menu Access

JB | Schedule of Values

This represents access to Schedule of Values records from the Modular menu, irrespective of Reports Group or List.

Standard Menu Access

Transactions | Job | Schedule of Values

This represents access to Schedule of Values records from the Standard menu.

Here is an example of access to a report item:

Access in Modules with Reports Group Menu

JB | Reports | Billing Code Library

This represents access to the Billing Code Library report from the Module menu with the Reports Group.

Access in Modules with Reports List Menu

JB | Billing Code Library

This represents access to the Billing Code Library report from the Module menu with the Reports List.

Access in Standard Menu

Reports | Job | Billing Code Library

This represents access to the Billing Code Library report from the Standard (legacy) menu.

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

Section 1 – Menu & Overview

For job progress billing, BIS® follows the rules established by the American Institute of Architects (AIA®). BIS® employs the process established by AIA® Documents, G701™, G702™, and G703™.

The BIS® Job Billing module allows users to divide a job into billing segments. These billing segments, called Billing Codes, let users to bill a job according to requirements set by outside financing sources, owner, general contractor, or in accordance with the company's internal billing methods. For each billing code, BIS® keeps track of the following:

- | | |
|------------------------------|-----------------------------|
| ■ Total amount to be billed | ■ Total billed |
| ■ Amount previously billed | ■ Balance left to be billed |
| ■ Amount of work in place | ■ Total retainage |
| ■ Amount of stored materials | ■ Change orders |

The billing codes included in a job are called the Schedule of Values for the job. BIS® automatically updates the schedule of values for each billing. With Job Billing users can make changes to the Schedule of Values, print an Application and Certificate for Payment, post current billing amounts to previous billings, provide cash receipts information, add billing codes from one job to another job, and update billing on a lump sum, percentage completed, or cost plus basis.

- Establish and make changes to a Billing Code Library.
- Establish and make changes to a Schedule of Values.
- Establish and make changes to Change Orders for the Schedule of Values.
- Process Job Billing in any of three ways with two additional variations.
 - Lump Sum
 - Percentage of Completion for each Billing Code or All Billing Codes
 - Cost Plus for each Billing Code view or from an entire job view

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.

- Produce modifiable customer Lien Releases.
- Create Schedules of Values automatically from Budgets
- Copy Schedules of Values from other jobs
- Enter Job Billing Adjustments
- Enter Job Receipt Adjustments
- Print, export, email, or display a variety of reports including
 - Billing Code Library
 - Schedule of Values
 - Job Cash Receipts
 - Job Billing History

The Job Billing module may be abbreviated and referred to as JB.

Section 2 – Billing Code Library

This 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.

When the record is complete or satisfactorily edited, 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

Main Tab

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

New Record


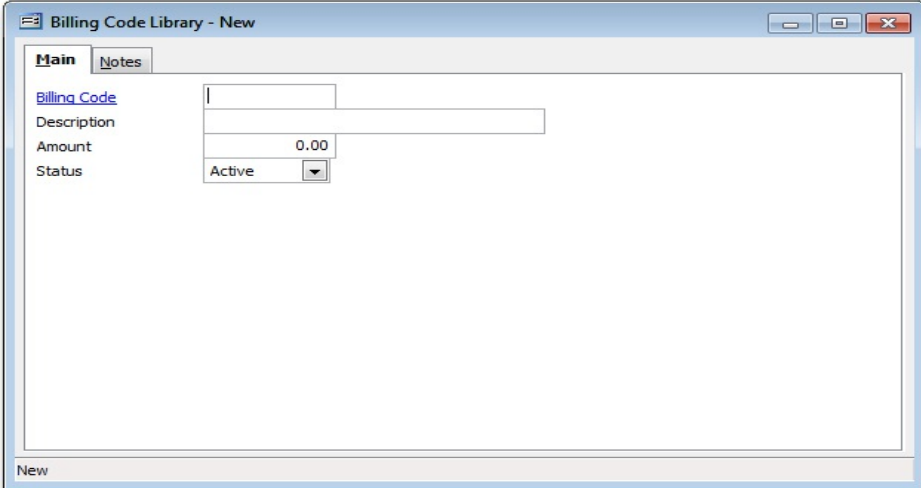
Initial access to Billing Codes from the menu opens the Billing Code Library - New form. The form is used to enter new billing code information. However, access to a new form when another billing code record is on the screen only requires users to press Ctrl+N or use the New icon  on the toolbar. The system will ask if any changes to the record should be saved.

Figure: JB-1

Job Scheduling Billing
Code Library - New screen
form.



Editing an Existing Record


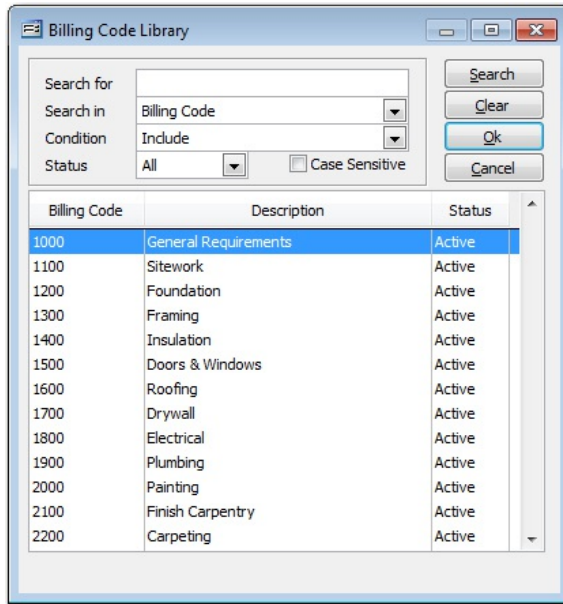
Users can examine the list of billing codes by clicking on the Magnifying Glass  icon (at the top of the screen) or pressing Ctrl+F and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to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

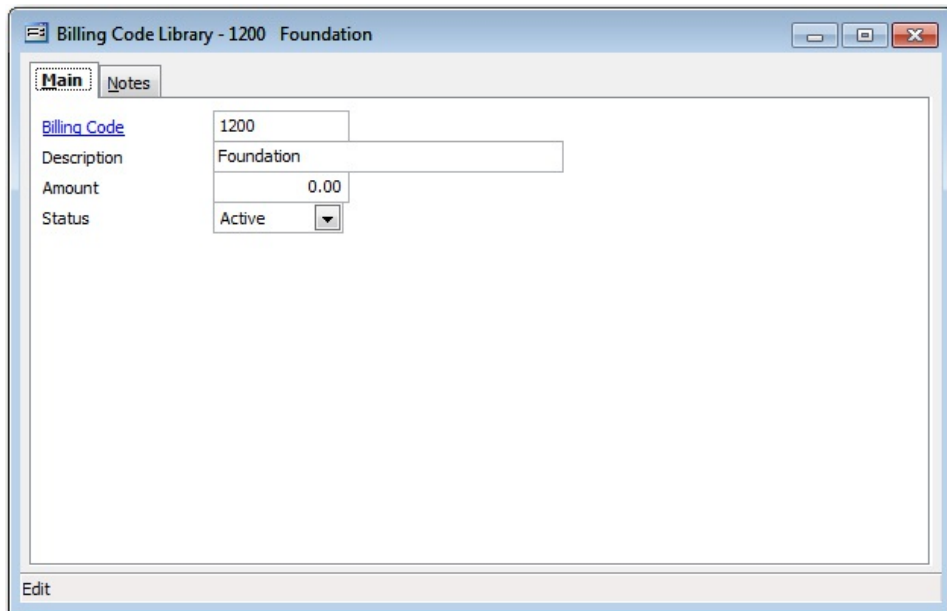
Figure: JB-2
Billing Code Library
Find/Search screen.



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: JB-3
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 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 Billing Code to be saved as a new record.


Figure: JB-4

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 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.

Form Fields**Billing Code**

Enter any 10-digit alpha or numeric character or combination of both in the Billing Code field. 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.


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. The 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

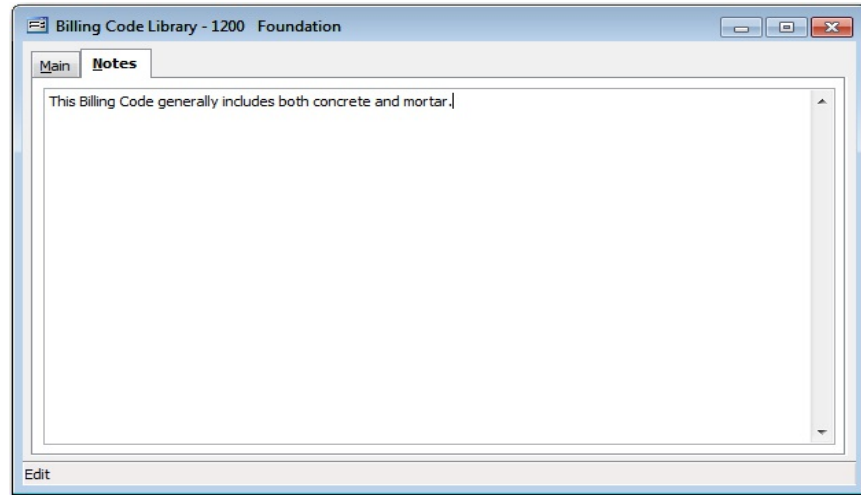
When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

Notes Tab


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

Figure: JB-5

Sample Billing Code
Library 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.

Section 3 – Schedule of Values

This section covers the Schedule of Values, customer Lien Release, creating a Schedule of Values from a budget, and copying a Schedule of Values.

Schedule of Values

The Schedule of Values contains information pertaining to a specific job that will be used for billing, including; the description of work, the total amount to bill, any previously billed amount, work in place, stored materials, total completed and stored, percentage complete, balance to complete, and the retention.

Modular Menu Access

JB | Schedule of Values

Standard Menu Access

Job | Schedule of Values | Schedule of Values

Job Tab


The items on this screen are for display only and can be used to select the job for which Schedule of Values information will be viewed or updated. The job information viewed here is maintained in the Job Maintenance form from the Job Menu. It is recommended that the Schedule of Values be created using the Create Schedule of Values option that uses existing budget information for the job to make the Schedule of Values.

Figure: JB-6

Schedule of Values screen from Job tab showing sample job display data. (The data can only be altered in the Job Master Record.)

Schedule of Values - 1000 Pacific View Apartments	
Job	
Job Number	1000
Job Name	Pacific View Apartments
Street Address 1	1800 Pacific Avenue
Street Address 2	
City	Pismo Beach
State	CA California
Zip Code	93448
Telephone	(805)543-7000
Fax	(805)534-1595
Contract For	New Construction
Contract Date	02/15/YYYY
Project Manager	
SQ.FT. of Building	16,000

Editing an Existing Record

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

Scrolling Through Different Jobs' Schedules of Values Records



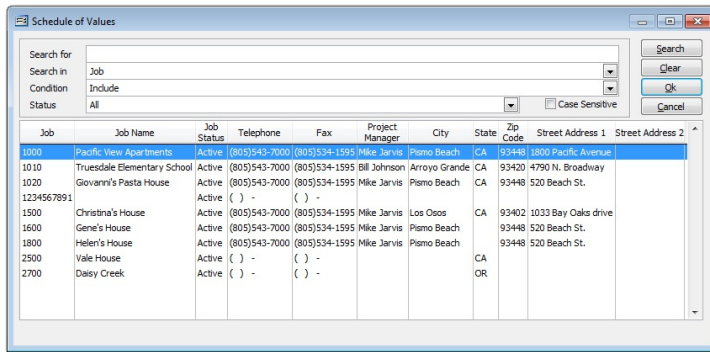



Users can scroll through different jobs' Schedules of Values records by using the VCR buttons on the toolbar  at the top of the screen. Clicking on the First  icon (at the top of the screen) will open the first record

Figure: JB-7
Schedule of Values Job Search/Find screen.



of the list according to Job Id. Clicking on the Previous  icon (at the top of the screen) will open the immediately previous record of the list according to Job Id. Clicking on the Next  icon (at the top of the screen) will open the next record of the list according to the Job Id. Clicking on the Last  icon (at the top of the screen) will open the next record of the list according to the Job Id.

Original Contract Tab

The original Schedule of Values information for each job is maintained through the Original Contract tab. The tab displays all Schedule of Values line items by billing code. Each line item contains information on the total scheduled amount, the total amount billed on previous applications for payment, the present billing amount for work in place and stored materials, and total completed, both as a percentage and a dollar amount. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Schedule of Values data entry form. To view or edit Schedule of Values information pertaining to change orders, click on the Change Order tab of the screen form.

Figure: JB-8
Schedule of Values screen form Original Contract tab.

Billing Code	Description	Scheduled	Prev. App.	Work in Place	Stored Materials	% Completed	Total Completed
1000	General Requirements	99,000.00	7,398.29	0.00	0.00	7.47	7,398.29
1100	Sitework	160,850.00	101,327.05	0.00	0.00	62.99	101,327.05
1200	Foundation	51,819.00	5,325.65	0.00	0.00	10.28	5,325.65
1300	Framing	285,325.00	37,933.50	0.00	0.00	13.29	37,933.50
1400	Insulation	54,337.50	0.00	0.00	0.00	0.00	0.00
1500	Doors & Windows	65,775.00	0.00	0.00	0.00	0.00	0.00
1700	Drywall	169,850.00	0.00	0.00	0.00	0.00	0.00
1800	Electrical	279,055.00	0.00	0.00	0.00	0.00	0.00
1900	Plumbing	158,897.00	0.00	0.00	0.00	0.00	0.00
2000	Painting	74,175.00	0.00	0.00	0.00	0.00	0.00
2100	Finish Carpentry	140,775.00	0.00	0.00	0.00	0.00	0.00
2200	Carpeting	60,375.00	0.00	0.00	0.00	0.00	0.00

Scheduled Value	1,600,233.50	Previous Stored Materials	0.00	Total Completed	151,984.49
Previous Applications	151,984.49	New Stored Materials	0.00	Percent Completed	9.50
Work in Place	0.00	Incorporated Stored Materials	0.00	Balance to Finish	1,448,249.01
		Stored Materials	0.00	Total Retention	15,198.46

Edit % Completed Column

Click to edit and update the % Complete which in turn updates the Total Complete in the Schedule of Values.

Insert Button

To add a new record to the Schedule of Values, click on the Insert button.

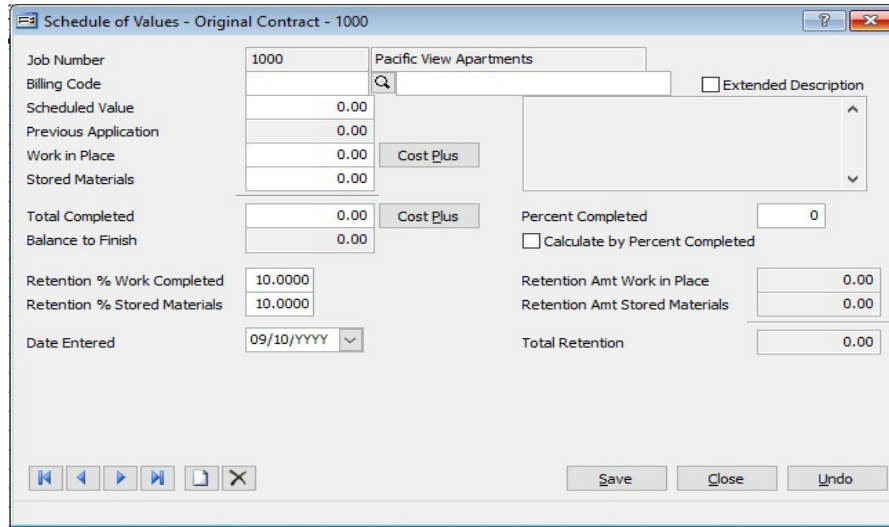
Delete Button

A line item may be removed from the list, provided it has not yet been subsequently used, by clicking on the Delete button.

Schedule of Values – Original Contract

When the Insert Button is pressed, the Schedule of Values – Original Contract screen appears.


Figure: JB-9
Schedule of Values - Original Contract new Billing Code screen form.



Job Number

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

Billing Code

This field allows selection of, and displays, the Billing Code for the line item in the Schedule of Values. The Billing Code can be selected by using the Find tool magnifying glass  icon. The selected Billing Code and its description will appear in their fields on the form. Records the billing code for the record.

Extended Description

An Extended Description to record a more detailed description of the services provided can be entered into this text box field. The text can be entered directly or copied from an external word processor and pasted into the field. The contents of the field optionally will print on the Schedule of Values form and report.

Scheduled Value

The Scheduled Value displays the scheduled amount or total billing amount for the item. To bill greater than the scheduled amount, users may either:

1. Change the scheduled amount.
2. Bill for over 100%. C
3. Create a new change order billing line item.

Enter the dollar amount scheduled for the line item of the Schedule of Values. The dollar limit is \$99,999,999.99.

Retention % Work Completed

The initial value entered in this field will be the default retention percentage established for work completed in the job’s master record. It can be changed now or as the work progresses and is billed.

Retention % Stored Materials

The initial value entered in this field will be the default retention percentage for stored materials established in the job’s master record. It can be changed now or as the work progresses and is billed.

Screen Form – Billing Entries

The following items are either entered or computed from prior entries when ready to process job billing.

Figure: JB-10
Schedule of Values -
Original Contract screen
form for an ongoing job.

Previous Application

The Previous Application field shows the total amount for any previous billing for the item. However, this field is not directly editable.

Work in Place

The Work in Place field represents part of the total billing amount for the category for the period. The balance of the total billing for the period is Stored Materials. The user can enter the lump sum dollar amount to be billed representing the work in place completed on the job or by contractual agreement. Please note that the number can be changed by entering a number in Percent Completed (covered below) or by selecting specific items to be billed under the Cost Plus method (covered below).

Stored Materials

The Stored Materials field represents the total amount for materials stored on site that are being billed.

Total Completed

This field records the total amount being billed for the period for the item. If amounts are entered for Work in Place and Stored Materials, the sum of these fields will be calculated and displayed here. If the total billed amount is entered here without making any entries for Work in Place or Stored Materials, the amount entered in the field will update the Work in Place field. If the work completed is entered as a percentage in the Percent Completed field, the total billed amount will be calculated and displayed here and in the Work in Place field.

Percent Completed

The Percent Completed field displays the percent of the scheduled amount that is being billed for the item for the period. If the billing amount is entered as dollar amounts in the Work in Place, Stored Materials, and/or Total Completed fields, the percent completed will be calculated and displayed here. Alternately, the amount of work completed can be entered as a percentage here that will update the Total Completed and Work in Place fields.

Balance to Finish

This field displays the amount that remains to be finished for the item. The number is calculated using the scheduled amount, minus previous amounts billed and the total completed.

Retention Percentage Work Completed

This field records the retention percentage for work completed for the item. The percentage be changed at any time during the job.

Retention Percentage Stored Materials

This field records the retention percentage for stored materials for the item. The percentage may be changed at any time during the job.

Date Entered

This field records the date when the Scheduled Value is entered. The date can be used to designate the approved status of a change order. The date can be entered manually or by using the Calendar tool.

Retention Amount Work in Place

This field displays the dollar amount to be retained for the work completed. The amount is calculated from the percentage entered.

Retention Amount Stored Materials

This field displays the dollar amount to be retained for the stored materials. The amount is calculated from the percentage entered.

Total Retention

This field displays the total calculated retention amount.

Screen Buttons**Save**

This button saves the currently displayed data entered.

Close

The Close button closes the currently open form and eliminates any data entered since the last Save.

Undo

This button removes any changes on the entry form.

Cost Plus

The Cost Plus form is used to apply job expenditures to the Schedule of Values with an appropriate markup. The form displays all incurred costs pertaining to the job selected. If users access the form from a contract line item, only the costs for that cost code will be displayed. Items are marked for inclusion in the Schedule of Values by checking the box for that item in the Tag column so that a checkmark appears.

Modular Menu Access

JB | Schedule of Values | Schedule of Values Line Item | Cost Plus Button

Standard Menu Access

Job | Schedule of Values | Schedule of Values Line Item | Cost Plus Button

Tip

The job cost files are related to other job records in the following manner:

Project expenditures are posted to the job cost file from a transaction record using the Job Cost screen.

Job Cost Record

Maintained by Cost Code. Costs are categorized by type (Labor, materials, subcontract, Other, or Equipment).

Job Master Record

Indicates whether markups are added prior to billing. Markup percentages are determined by job cost type.

Job Budget

Maintained by Cost Code. Each budget item is assigned a billing code relating it to the corresponding item in the Schedule of Values. Several cost codes may reference the same billing code.

Schedule of Values

Maintained by billing codes. BIS[®] adds the costs selected plus the corresponding markup to the correct billing code items to update the Schedule of Values for billing.

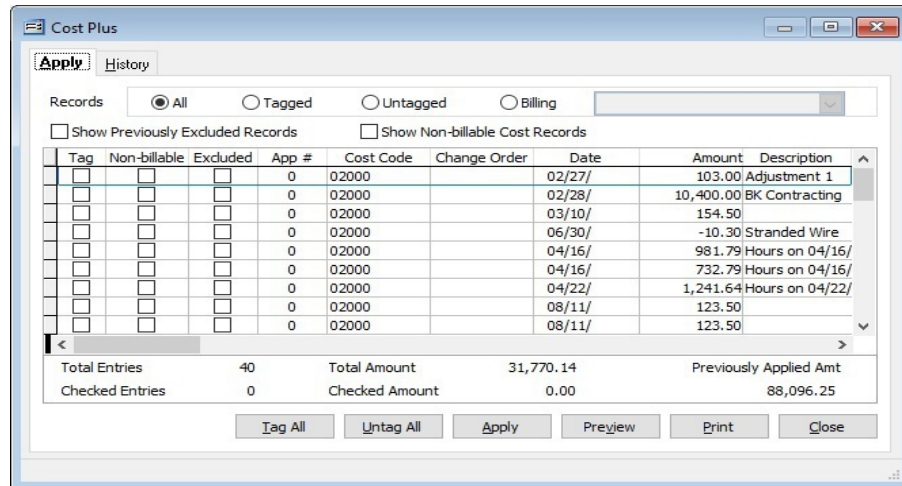
View Options

The viewing options allow users to see only the specified records within the Cost Plus screen. The options are also used to set parameters for the Preview and Print functions on the screen. All records, Tagged records, and Untagged records will produce a Cost Plus Billing report similar to what users see on the screen. The Billing Records option will allow users to print or preview a Billing Records report that displays what users are billing the customer for the selected items. Showing cost and markup for the individual items is optional.

Billing Records View Option

This box allows users to choose whether or not users see the cost and markup for individual items on the Billing Records report.

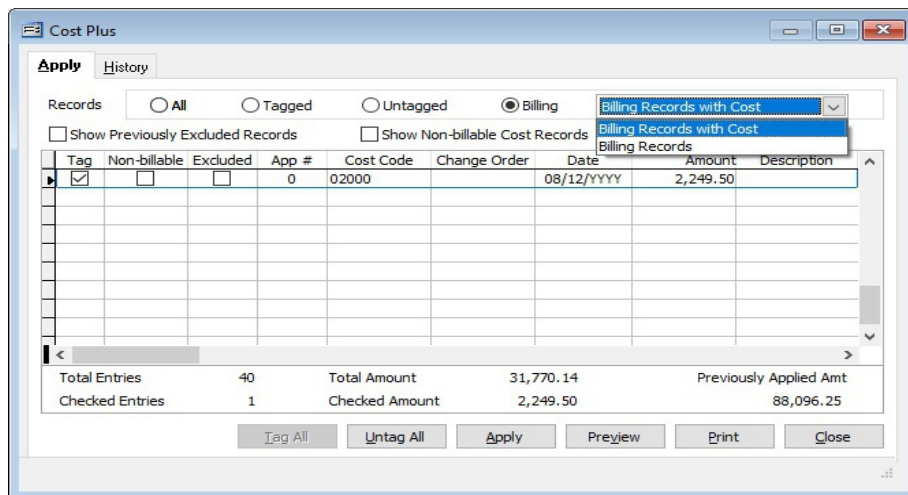
Figure: JB-11
Job Billing Schedule of Values, Cost Plus screen form.



Cost Plus Grid

All information pertaining to the job expenditure is shown in the various columns. The Application Number column displays the number of the Application for Payment in which the item was previously billed. The Cost Code column displays the cost code associated with the expenditure, while the Change Order column shows the number of the change order (if any) for the item. The Date column displays the date of the transaction for the selected item. For example, if the item listed is an invoice, the column would display the invoice date recorded.

Figure: JB-12
Job Billing, Schedule of Values, Cost Plus screen form showing the Billing Records view options. An example of the report preview is in Figure: JB-14



The Amount column shows the amount of the expenditure. The Description column shows the description of the expenditure. The Type column displays the abbreviation for the job cost category to which the expense will be applied. The job cost types are: Contract, Labor (L), Materials (M), Subcontract (S), and Other (O). The Reference column displays the invoice or check number of the expenditure.

Summary Information

This section gives total number of items listed with a dollar amount and previous application totals. Figures are given for checked items only.

Screen Buttons

Tag All

This button marks all expenditures listed for inclusion in the current Schedule of Values.



Tip Even if users use the Tag or Untag feature, users can still manually tag or untag

Untag All

This button removes checkmarks shown in the Tag column from all items listed.

Apply

This button applies all the tagged expenditures to the current Schedule of Values and closes the Cost Plus screen.

Preview

This button allows a preview of the report before printing. The report lists all of the records available for billing based on the radio button selected above: All, Tagged, Untagged, or Billing.

						Best Construction Company
Billing Records						
Job Cost Records Plus Markup Report - Job 1000, Pacific View						Page 1
Billing Code	1100	Sitework				Billing Amount
Cost Code	Type	Date	Description	C/O	Reference	
02000	M	02/27/	Adjustment 1		JCAJ# ADJ1	113.30
02000	S	02/28/	BK Contracting		Inv# 123	11,960.00
02000	M	03/10/			Trans#	169.95
02000	L	04/16/	Hours on 04/16/		Chk# 2029	1,079.97
Subtotal						13,323.22
Total						13,323.22

Figure: JB-13 Example of the Job billing, Job Cost Records, All Cost Records for a single billing code.

Print

This button opens the print dialog box so that the report can be printed.

						Best Construction Company		
Billing Records								
Job Cost Records Plus Markup Report - Job 1000, Pacific View						Page 1		
Billing Code	1100	Sitework				Cost	Markup	Billing
Cost Code	Type	Date	Description	C/O	Reference			
02000	M	02/27/	Adjustment 1		JCAJ# ADJ1	103.00	10.30	113.30
02000	S	02/28/	BK Contracting		Inv# 123	10,400.00	1,560.00	11,960.00
02000	M	03/10/			Trans#	154.50	15.45	169.95
02000	L	04/16/	Hours on 04/16/		Chk# 2029	981.79	98.18	1,079.97
Subtotal						11,639.29	1,683.93	13,323.22
Total						11,639.29	1,683.93	13,323.22

Figure: JB-14 Example of Job Billing, Billing Records, showing Job Cost Records Plus Markup Report for a single billing code.

Close

Closes the Cost Plus form. Only applied items are placed in the Schedule of Values.

Change Order Tab

The Schedule of Values information for job change orders is maintained through the Change Orders tab. The tab displays all Schedule of Values line items by change order number. Each line item contains information on the total scheduled amount, the total amount billed on previous applications for payment, the present billing amount for work in place and stored materials, and total completed, both as a percentage and a dollar amount.

Tip

BIS® tracks 3 different types of Change Orders: Budget, Schedule of Values, and Subcontracts. Those change orders may or may not be present in a job. A customer requested change (to the Schedule of Values) will probably require a Budget Change Order. A Budget Change Order may require a new Subcontract or a change order to an existing subcontract.

To edit any of the line items viewed, double-click on the line item to open the Schedule of Values – Change Orders data entry form. To view or edit Schedule of Values information pertaining to the original contract, click on the Original Contract tab of the form.

Screen Buttons

Insert Button

Line items are added using the Insert button. More information about the sub form that appears is in the following section.

Figure: JB-15
Job Billing Schedule of Values screen form Change Order tab.

Change Order	Description	Scheduled Amt	Amt Prev. Application	Amt Work in Place	Stored Materials	% Completed	Total Completed
100	Change Order 100	45,420.00	400.00	0.00	0.00	0.88	400.00
101	C/O 101	5,500.00	0.00	0.00	0.00	0.00	0.00

Scheduled Value	50,920.00	Previous Stored Materials	150.00	Total Completed	400.00
Previous Applications	400.00	New Stored Materials	0.00	Percent Completed	0.79
Work in Place	0.00	Incorporated Stored Materials	0.00	Balance to Finish	50,520.00
		Stored Materials	0.00	Total Retention	0.00

Delete

A line item may be removed from the Change Order list, provided it has not yet been subsequently used, by clicking on the Delete button.

Change Order Screen Form – Initial Entries

When the Insert Button is selected, the Schedule of Values – Change Order form appears.

Figure: JB-16
Schedule of Values - new Change Order screen form.

Job Number

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


Change Order

This field records the change order number for which the Schedule of Values information is to be entered or edited. The change order description is displayed for the change order number selected. A brief description can be entered in the field to the right of the Change Order number; the description appears on the Application for Payment Cover Sheet.

Extended Description

An Extended Description to record a more detailed description of the services provided can be entered into the text box field. The text can be entered directly or copied from an external word processor and pasted into the field. The contents of the field optionally will print on the Schedule of Values form and report.

Billing Code

This field allows selection of, and displays, the Billing Code for the line item in the Schedule of Values. The Billing Code can be selected by using the Find tool magnifying glass  icon. The selected Billing Code and its description will appear in their fields on the form. Records the billing code for the record.

Scheduled Value

The Scheduled Value displays the scheduled amount or total billing amount for the item. To bill greater than the scheduled amount, users may either:

1. Change the scheduled amount.
2. Bill for over 100%.
3. Create a new change order billing line item.

Enter the dollar amount scheduled for the line item of the Schedule of Values. The dollar limit is \$99,999,999.99.

Retention % Work Completed

The initial value entered in this field will be the default retention percentage established for work completed in the job’s master record. It can be changed now or as the work progresses and is billed.

Retention % Stored Materials

The initial value entered in this field will be the default retention percentage for stored materials established in the job’s master record. It can be changed now or as the work progresses and is billed.

Change Order Screen Form – Billing Entries

The following items are either entered or computed from prior entries when the user is ready to process job billing.

Figure: JB-17

Schedule of Values - Change Order screen form for an ongoing job and change order.

Field	Value
Job Number	1000
Change Order	100
Scheduled Value	45,420.00
Previous Application	400.00
Work in Place	0.00
Stored Materials	0.00
Total Completed	400.00
Balance to Finish	45,020.00
Retention % Work Completed	0.0000
Retention % Stored Materials	0.0000
Date Entered or Approved	01/01/YYYY
Percent Completed	0.88
Retention Amt Work in Place	0.00
Retention Amt Stored Materials	0.00
Total Retention	0.00

Change Order Summary
Olympic Pool 100m x 50 m, with high diving board.

Previous Application

The Previous Application field shows the total amount for any previous billing for the billable item. The field has no directly editable number.

Work in Place

The Work in Place field represents part of the total billing amount for the category for the billing period. The balance of the total billing for the period is Stored Materials. The user can enter the lump sum dollar amount to be billed representing the work in place completed on the job or by contractual agreement. Please note that the number can be changed by entering a number in Percent Completed (covered below) or by selecting specific items to be billed under the Cost Plus method (covered below).

Stored Materials

The Stored Materials field represents the total amount for materials stored on site that are being billed.

Total Completed

This field records the total amount being billed for the billing period for the billable item. If amounts are entered for Work in Place and Stored Materials, the sum of these fields will be calculated and displayed here. If the total billed amount is entered here without making any entries for Work in Place or Stored Materials, the amount entered in the field will update the Work in Place field. If the work completed is entered as a percentage in the Percent Completed field, the total billed amount will be calculated and displayed here and in the Work in Place field.

Percent Completed

The Percent Completed field displays the percent of the scheduled amount that is being billed for the billable item for the period. If the billing amount is entered as dollar amounts in the Work in Place, Stored Materials, and/or Total Completed fields, the percent completed will be calculated and displayed here. Alternately, the amount of work completed can be entered as a percentage here that will update the Total Completed and Work in Place fields.

Balance to Finish

This field displays the amount that remains to be finished for the item. The amount is calculated using the scheduled amount minus previous amounts billed, and the total completed.

Retention Percentage Work Completed

This field records the retention percentage for work completed for the item. It may be changed at any time during the job.

Retention Percentage Stored Materials

This field records the retention percentage for stored materials for the item. It may be changed at any time during the job.

Date Entered or Approved

This field records the date when the Scheduled Value is entered. The date can be used to designate the approved status of a change order. The date can be entered manually or by using the Calendar tool.

Retention Amount Work in Place

This field displays the dollar amount to be retained for the work completed. The amount is calculated from the percentage entered.

Retention Amount Stored Materials

This field displays the dollar amount to be retained for the stored materials. The amount is calculated from the percentage entered.

Total Retention

This field displays the total calculated retention amount.

Change Order Summary

A summary of the change order should be entered here to record a more detailed description of the services provided into the text box field. The text can be entered directly or copied from an external word processor and pasted into the field. The contents of the field will print on the Change Order Summary form.

Screen Buttons**Save**

This button saves the currently displayed data entered.

Close

The Close button closes the currently open form and eliminates any data entered since the last Save.

Undo

This button removes any changes on the entry form.

Totals Tab

The Totals tab displays the Schedule of Values totals for both the original contract and the change orders associated with the job selected. The data shown on the form is for display only. The Cost Plus button allows items that pertain to one of the job cost categories to be applied to the Job Cost files for the job.

Figure: JB-18
Job Billing Schedule of Values screen form Totals tab.

	Original Contract	Change Orders	Totals
Scheduled Value	1,600,233.50	45,420.00	1,645,653.50
Previous Applications	99,608.41	0.00	99,608.41
Work in Place	52,206.13	0.00	52,206.13
Stored Materials	0.00	0.00	0.00
Total Completed	151,814.54	0.00	151,814.54
Percent Completed	9.49	0.00	9.23
Balance to Finish	1,448,418.96	45,420.00	1,493,838.96
Average Retention % WC	10.00	0.00	10.00
Average Retention % SM	0.00	0.00	0.00
Retention Amt Work Completed	15,181.46	0.00	15,181.46
Retention Amt Stored Materials	0.00	0.00	0.00
Total Retention	15,181.46	0.00	15,181.46

Screen Buttons

Update All Button

The Update All button in the Schedule of Values Totals tab opens the Update Schedule of Values form. The form allows the percent completed and the retention percentages for both work in place and stored materials to be updated globally. If the values for any or all of these categories are the same throughout the Schedule of Values, using this option can save a great deal of time.

Figure: JB-19
Job Billing, Schedule of Values, Totals tab, Update Schedule of Values screen form.

Percent Completed

Activating this option will update the Percent Completed field for all the records in the Schedule of Values for the selected job. To do so, click on the box so that a checkmark appears next to the option. Type the correct percentage in the field to the right.

Retention Percentage Work in Place

Activating this option will update the Retention Percentage Work in Place field for all the records in the Schedule of Values for the selected job. To do so, click on the box so that a checkmark appears next to the option. Type the correct percentage in the field to the right.

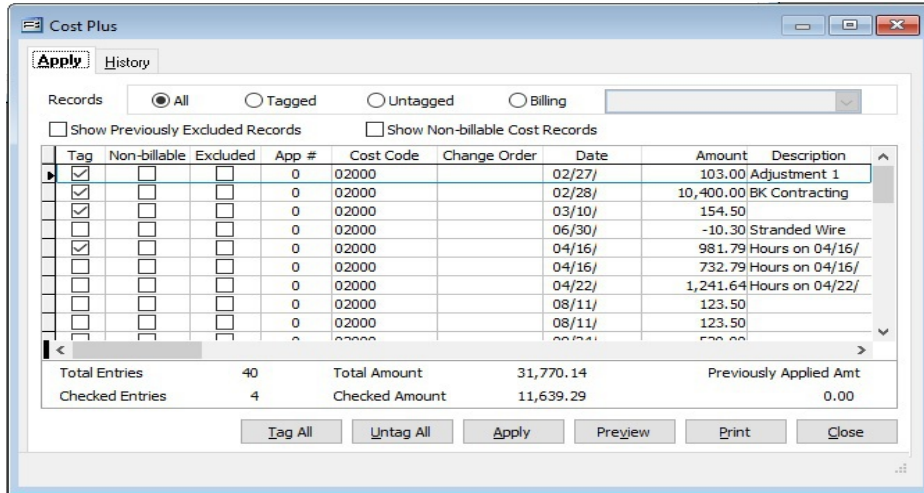
Retention Percentage Stored Materials

Activating this option will update the Retention Percentage Stored Materials field for all the records in the Schedule of Values for the selected job. To do so, click on the box so that a checkmark appears next to the option. Type the correct percentage in the field to the right.

Cost Plus Button

The Cost Plus form is used to apply job expenditures to the Schedule of Values with an appropriate markup. The form displays all incurred costs pertaining to the job selected. If accessing the form from a contract line item, only the costs for that cost code will be displayed. Items are marked for inclusion in the Schedule of Values by checking the box for that item in the Tag column so that a checkmark appears. Click here for a view of how Cost Plus billing works.

Figure: JB-20
Job Billing, Totals Tab, Cost Plus screen form. An example of the report preview is in Figure: JB-22.



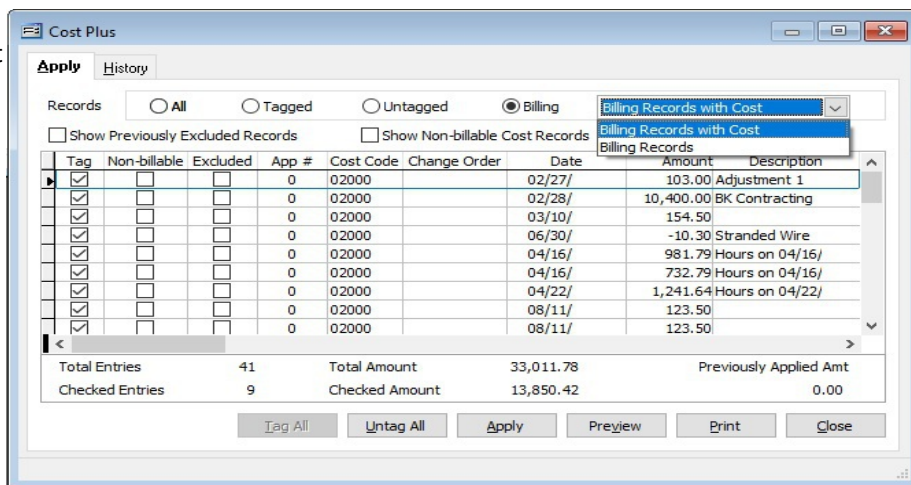
View Options

These viewing options allow users to see only the specified records within the Cost Plus screen. These options are also used to set parameters for the Preview and Print functions on the screen. All records, Tagged records, and Untagged records will produce a Cost Plus Billing report similar to what users see on the screen. The Billing Records option will allow users to print or preview a Billing Records report that displays what the customer will be billed for the selected items. Showing cost and markup for the individual items is optional.

Billing Records View Option

This box allows users to choose whether or not users see the cost and markup for individual items on the Billing Records report.

Figure: JB-21
Job Billing, Totals tab, Cost Plus screen form showing the Billing Records view options. An example of the report preview is in Figure: JB-23.



Cost Plus Grid

All information pertaining to the job expenditure is shown in the various columns. The Application Number column displays the number of the Application for Payment in which the item was previously billed. The Cost Code column displays the cost code associated with the expenditure, while the Change Order column shows the number of the change order (if any) for the item. The Date column displays the date of the transaction for the selected item. For example, if the item listed is an invoice, the column would display the invoice date recorded. The Amount column shows the amount of the expenditure. The Description column shows the description of the expenditure. The Type column displays the abbreviation for the job cost category that the expense will be applied to. The job cost types are: Contract (C), Labor (L), Materials (M), Subcontract (S), Other (O). The Reference column displays the invoice or check number of the expenditure.

Summary Information

This section gives total number of items listed with a dollar amount and previous application totals. Figures are also given for checked items only.

Buttons**Tag All**

This button marks all expenditures listed for inclusion in the current Schedule of Values.

Untag All

This removes checkmarks shown in the Tag column from all items listed.

Apply

This button applies all the tagged expenditures to the current Schedule of Values and closes the Cost Plus screen.

Preview

This button allows a preview of the report before printing. The report lists all of the records available for billing based on the radio button selected above: All, Tagged, Untagged, or Billing.

Print

This button opens the print dialog box so that the report can be printed.

Close

Closes the Cost Plus form. Only applied items are placed in the Schedule of Values.

Job Cost Records – All Job Cost Records Report

Job Cost Records							Best Construction Compa
All Job Cost Records Report - Job 1000, Pacific View Apartments							Pa
Cost Code	CO #	Date	Amount	Description	Type	Reference	
02000		02/27/	103.00	Adjustment 1	M	ADJ1	
02000		02/28/	10,400.00	BK Contracting	S	123	
02000		03/10/	154.50		M	50023	
02000		06/30/	-10.30	Stranded Wire	M	1015	
02000		04/16/	981.79	Hours on 04/16/	L	2029	
02000		04/16/	732.79	Hours on 04/16/	L	2029	
02000		04/22/	1,241.64	Hours on 04/22/	L	2030	
02000		08/11/	123.50		O	ASD1125	
02000		08/11/	123.50		O	ASD1126	
02000		09/24/	520.00		S	1010	
02000		05/27/	1,106.50	Hours on 05/27/	L	2045	
02000		05/27/	1,241.64	Hours on 05/27/	L	2046	
02000		11/11/	1,412.91	Hours on 11/11/	L	2047	
02000		11/15/	520.00		S	1129	
02000		12/06/	1,062.90	Hours on 12/06/	L	2052	
02000		01/24/	1,292.13	Hours on 01/24/	L	4777B	
02000		04/13/	-1,000.00	Reverse Inv #123	S	123R	
02000		06/01/	248.32	Hours on 06/01/	L	1	
02000		06/02/	248.32	Hours on 06/02/	L	1	
02000		06/03/	248.32	Hours on 06/03/	L	1	
02000		06/04/	248.32	Hours on 06/04/	L	1	
02000		06/05/	248.32	Hours on 06/05/	L	1	
02000		06/01/	2,402.50	Hours on 06/01/	L	2	
02000		06/02/	0.00	Hours on 06/02/	L	2	
02000		06/03/	0.00	Hours on 06/03/	L	2	
02000		06/04/	0.00	Hours on 06/04/	L	2	
02000		06/05/	0.00	Hours on 06/05/	L	2	
02000		06/01/	1,412.91	Hours on 06/01/	L	3	
02000		06/02/	0.00	Hours on 06/02/	L	3	
02000		06/03/	0.00	Hours on 06/03/	L	3	
02000		06/04/	0.00	Hours on 06/04/	L	3	
02000		06/05/	0.00	Hours on 06/05/	L	3	
02000		06/01/	1,018.13	Hours on 06/01/	L	4	
02000		06/02/	0.00	Hours on 06/02/	L	4	
02000		06/03/	0.00	Hours on 06/03/	L	4	
02000		06/04/	0.00	Hours on 06/04/	L	4	
02000		06/05/	0.00	Hours on 06/05/	L	4	
02000		08/05/	1,189.50	Hours on 08/05/	L	12	
02000		08/12/	2,249.50		L	4444	
02000		08/12/	2,249.50		L	0	
		Subtotal	31,770.14				
		Total	31,770.14				

Figure: JB-22 Example of Job Billing/Job Cost Records, All Job Cost Records Report for all billing codes.

Billing Records – Job Cost Records Plus Markup Report

Best Construction Company								
Billing Records								
Job Cost Records Plus Markup Report - Job 1000, Pacific View							Page 1	
Billing Code	1100	Sitework						
Cost Code	Type	Date	Description	C/O	Reference	Cost	Markup	Billing
02000	M	02/27/	Adjustment 1		JCAJ# ADJ1	103.00	10.30	113.30
02000	S	02/28/	BK Contracting		Inv# 123	10,400.00	1,560.00	11,960.00
02000	M	03/10/			Trans#	154.50	15.45	169.95
02000	M	06/30/	Stranded Wire		IVAdj# 1015	-10.30	-1.03	-11.33
02000	L	04/16/	Hours on 04/16/		Chk# 2029	981.79	98.18	1,079.97
02000	L	04/16/	Hours on 04/16/		Chk# 2029	732.79	73.28	806.07
02000	L	04/22/	Hours on 04/22/		Chk# 2030	1,241.64	124.16	1,365.80
02000	O	08/11/			Inv#	123.50	12.35	135.85
02000	O	08/11/			Inv#	123.50	12.35	135.85
02000	S	09/24/			Chk# 1010	520.00	78.00	598.00
02000	L	05/27/	Hours on 05/27/		Chk# 2045	1,108.50	110.85	1,217.15
02000	L	05/27/	Hours on 05/27/		Chk# 2046	1,241.64	124.16	1,365.80
02000	L	11/11/	Hours on 11/11/		Chk# 2047	1,412.01	141.20	1,554.20
02000	S	11/15/			Chk# 1129	520.00	78.00	598.00
02000	L	12/06/	Hours on 12/06/		Chk# 2052	1,062.90	106.29	1,169.19
02000	L	01/24/	Hours on 01/24/		Chk# 47778	1,292.13	129.21	1,421.34
02000	L	06/01/	Hours on 06/01/		Chk# 1	248.32	24.83	273.15
02000	L	06/02/	Hours on 06/02/		Chk# 1	248.32	24.83	273.15
02000	L	06/03/	Hours on 06/03/		Chk# 1	248.32	24.83	273.15
02000	L	08/12/			JE# 4444	2,249.50	224.95	2,474.45
Subtotal						<u>24,000.96</u>	<u>2,972.08</u>	<u>26,973.04</u>
Total						24,000.96	2,972.08	26,973.04

Figure: JB-23 Example of Job Billing, Billing Records, Job Cost Records Plus Markup Report for all billing codes.

Lien Release

The Lien release maintenance screen allows users to attach text to specific pieces of information pertaining to the lien. The text will appear on the printed lien release exactly as it appears in the text box. A sample of a completed lien release is shown following.

The printing of the customer lien release is available from the Application for Payment menu, covered later in this manual.

Modular Menu Access

JB | Lien Release

Standard Menu Access

Job | Schedule of Values | Lien Release

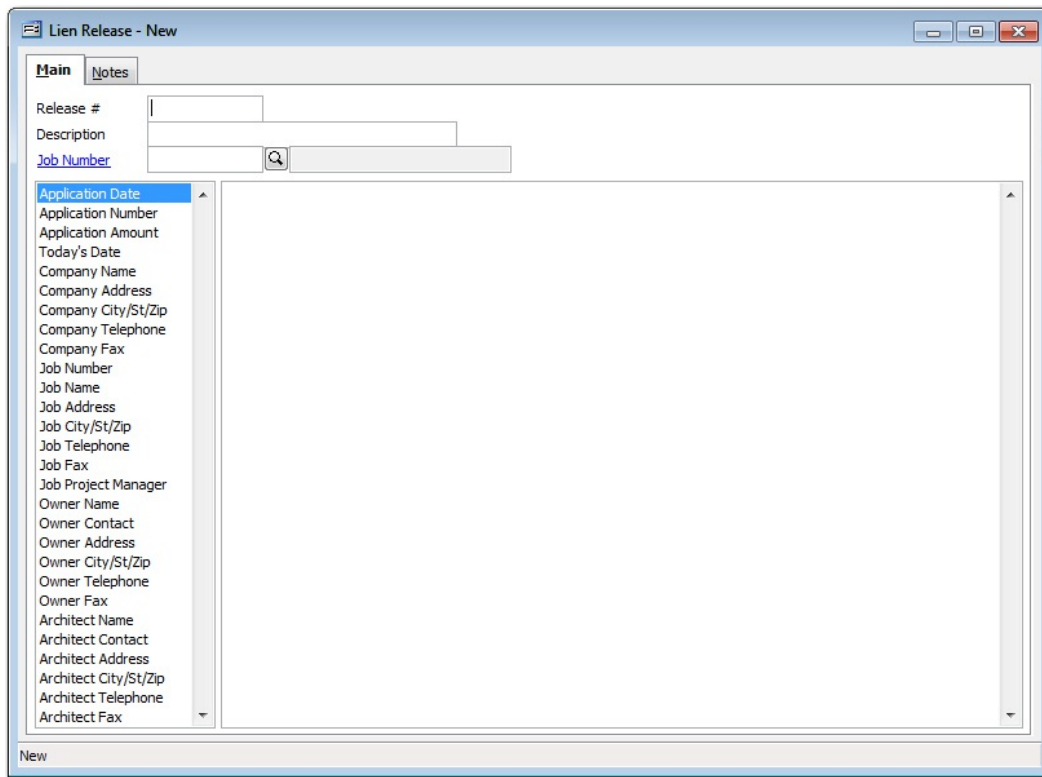


Figure: JB-24 Lien Release - New screen form.

Main Tab

Release Number

The Release Number is a code that is used to identify the record. The code can be any combination of numbers and/or letters up to ten characters in length.

Description

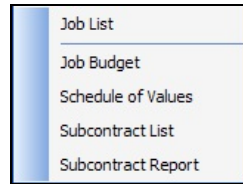
Records a description to identify the record. This field is an alphanumeric field and is limited to 30 characters.

Job Number

Enter the associated job number or use the Find tool to browse or select from the Jobs table. The job number must be on file. Use the Jobs Master Record from the jobs menu to enter new jobs or change existing jobs. This field is an alphanumeric field and is limited to ten characters.

Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Job - New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: JB-25
Reports directly accessible by right-clicking on the field hyperlink.



Select Box

The Lien Release Select box lists program fields whose data can be added to the Lien Release. Select an item by clicking on it and dragging it into the text of the Lien Release. The data contained within the field for the job will be printed in the text of the Lien Release. Scroll through the list of lien release items by using the vertical scroll bar.

Data Item

Description

Application Number	The number for application for payment
Application Amount	The amount of the payment application
Today's Date	The date as it will appear on the Lien Release
Company Name	The name of the company
Company Address	The address of the company
Company CSZ	The postal zip code for the company
Company Telephone	The phone number for the company
Company Fax	The facsimile number for the company
Job Number	The job number associated to the lien
Job Name	The name of the job related to the lien
Job Address	The job address
Job CSZ	The postal zip code for the job site
Job Telephone	The on-site telephone
Job Fax	The on-site facsimile number
Job Project Manager	The name of the person in charge of the job
Owner Name	The name of the owner
Owner Address	The address of the owner
Owner CSZ	The postal zip code for the owner
Owner Telephone	The telephone for the owner
Owner Fax	The facsimile number for the owner
Architect Name	The name of the architect
Architect Address	The address of the architect
Architect CSZ	The postal zip code of the architect
Architect Telephone	The telephone number for the architect
Architect Fax	The facsimile number for the architect

Text Box

This text box is used to create the Lien Release form as it will appear when printed. Standard Windows® editing features, such as Cut, Copy, and Paste are fully functional. Data pertaining to the job can be incorporated by dragging item from the Select Items box to the left into the body of the text.

Notes Tab

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

Existing Lien Release

Existing lien releases can be edited and saved. To edit an existing Lien Release form, the user only has to enter the release number. If the Release exists, the system will ask if it should be edited.

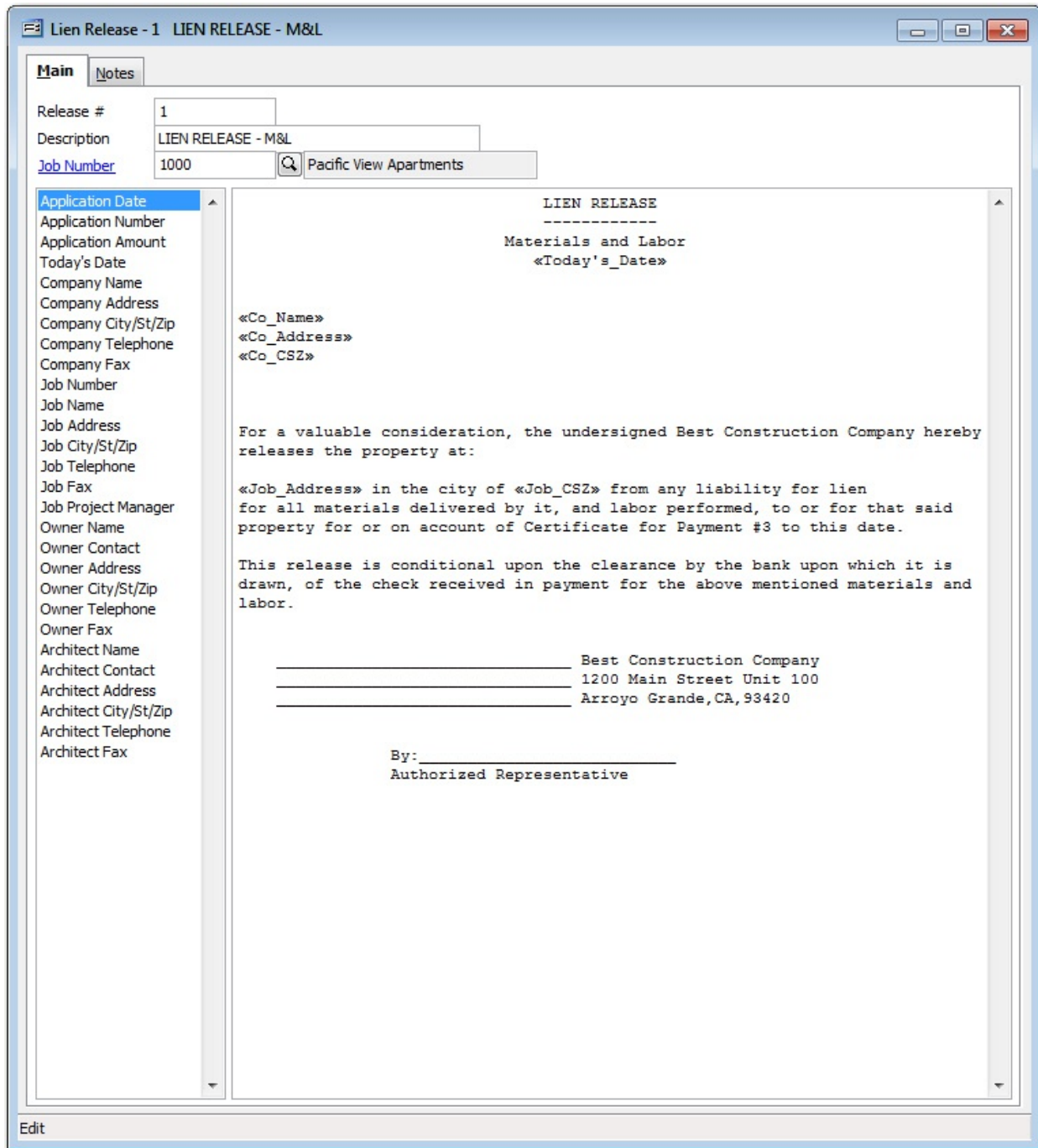
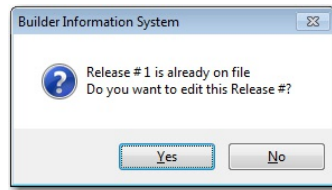


Figure: JB-26 Example of Lien Release created with Lien Release editor that shows inserted fields, appearing as <<fields>>.

Figure: JB-27
Confirmation window to edit existing Lien Release format.



 **Tip**

If the text of a Lien Release is spell checked in a word processing program document, users can copy and paste it into the BIS[®] Lien Release editor and then modify it to incorporate appropriate fields.

Create Schedule of Values

This option can create a Schedule of Values for a job based on its job budget. The option can save a great deal of time by eliminating the need to reenter data for the Schedule of Values. Budget information, including billing codes and change orders, will allow an accurate Schedule of Values to be created, including an automatic markup of the amount budgeted. Once created, changes can be made to the Schedule of Values by using the Schedule of Values form. The Schedule of Values that is automatically created can still be edited as needed.

Modular Menu Access

JB | Create Schedule of Values

Standard Menu Access

Job | Schedule of Values | Create Schedule of Values



Tip

This feature is one of the very few in BIS® that is available from two different locations. Users can also access the feature from within the Budget submenu.

Figure: JB-27
Job Billing, Create
Schedule of Values screen
form.

Job Number

Enter the number of the job for which the Schedule of Values will be created. The job number must have already been created in the Job Master Records. Type the job number, or use the Find tool to select a job from the list of open jobs. When the job number is entered, the job name will be displayed.

Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Job - New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: JB-28
Reports directly accessible
by right-clicking on the
field hyperlink.

Include amounts to Schedule of Values

This feature implements a method to move information from the revised budget (if applicable) into the Schedule of Values. To use the feature, simply place a checkmark in the box by clicking on it. Clicking on the box will toggle the checkmark on and off.

Scheduled Values Markup

This displays the markup for each job classification. These markup percentages are recorded in Markup tab of the Jobs master form and cannot be changed here.

Change Orders Markup

This field displays the change order markup for each job classification. These markup percentages are recorded in Markup tab of the Jobs master form and cannot be changed here.

**Tip**

Even if the job is not a Cost Plus job, this feature may be used. The schedule of values list can be created without any dollar amounts if the markup is zero or the Include amounts box is left unchecked.

Buttons**OK**

This button saves the currently displayed data entered and closes the active window.

Close

The Close button closes the currently open form and eliminates any data entered since the last Save.

Copy Schedule of Values

This option allows users to copy a Schedule of Values from an existing job to another job. All existing job information in the destination job will remain intact. The option will save a considerable amount of data entry time. The copied Schedule of Values may still be edited as needed.

Tip

This feature enables user to create job schedule of values templates, copy them, and edit them as needed to save time on similar projects..

Modular Menu Access

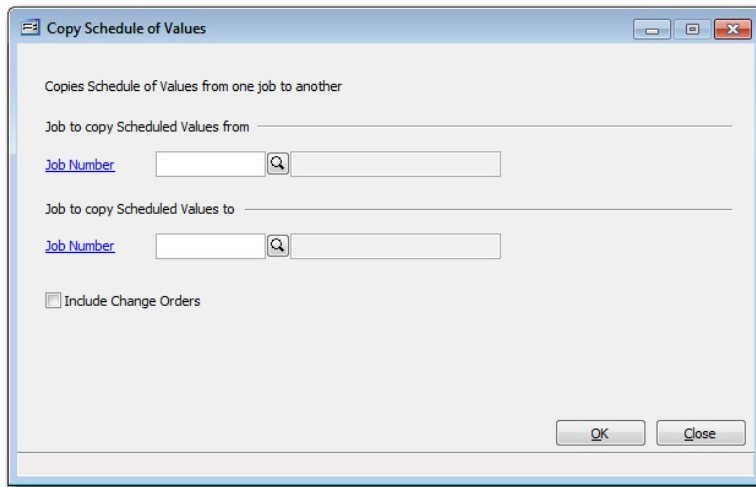
JB | Copy Schedule of Values

Standard Menu Access

Job | Schedule of Values | Copy Schedule of Values

Figure: JB-29

Job Billing, Copy Schedule of Values screen form.



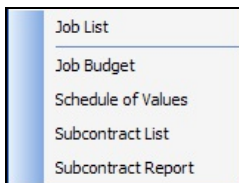
Job to Copy Scheduled Values From – Job Number

This field records the number of the job from which the Schedule of Values will be copied. The job number must be on file. To enter a new job or edit existing jobs, use the hyperlink to open the Jobs form. The job number may be typed or selected by using the Find tool.

Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Job - New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: JB-30

Job reports directly accessible by right-clicking on the field hyperlink.



Job to Copy Scheduled Values To – Job Number

This field records the number of the job to which the Schedule of Values will be copied in the same manner as above.

Include Change Orders

This option will include all change order information from the source job into the Schedule of Values of the destination job. To include change orders, check the box by clicking on it. Clicking on the box will toggle the checkmark on and off.

Screen Buttons**OK**

This button saves the currently displayed data entered and closes the active window.

Close

The Close button closes the currently open form and eliminates any data entered since the last Save.

Section 4 – Application for Payment

The Application for Payment brings together the information recorded in the Job master file and the Schedule of Values to prepare a report of job progress and the payment due from the customer. The Main tab allows the user to select the job for which an application of payment will be created and to outline what will be included. Information entered on the form cannot be saved or retained when the form is closed, unless the application is posted. Once posted, the application information will be available in the History tab. Each time a job number is entered, the most current information relating to the job will be loaded.

Modular Menu Access

JB | Application for Payment

Standard Menu Access

Transactions | Customer Invoices | Application for Payment

Figure: JB-31

Job Billing, Application for Payment blank screen form.

Main Tab

Job Number

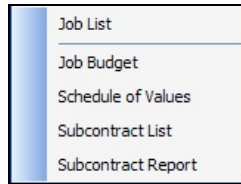
This field displays the job number selected. The job number may be entered manually or by using the Find tool.

Figure: JB-32

Sample Job Billing, Application for Payment screen form. Note that the Application Number was automatically entered by the program.

Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Job - New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

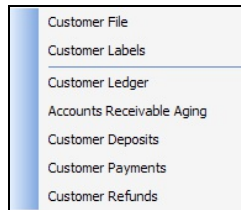
Figure: JB-33
Reports directly accessible by right-clicking on the field hyperlink.



Customer ID

This field displays the customer identification number associated with the record. Please note that the Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on 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: JB-34
Reports directly accessible by right-clicking on the field hyperlink.



Application Number

The Application Number field records the number of the Application for Payment. BIS® will automatically assign the next sequential number; the first application will be number 1. The number will appear on the cover page, the schedule of values, the change order summary, and the lien release.

Application Date

Records the date for the Application for Payment. The date is used on the certificate for payment as the ending date for the period that the certificate covers and as the lien release date. The date may be selected by using the calendar tool from the drop-down tool.

Forms Section


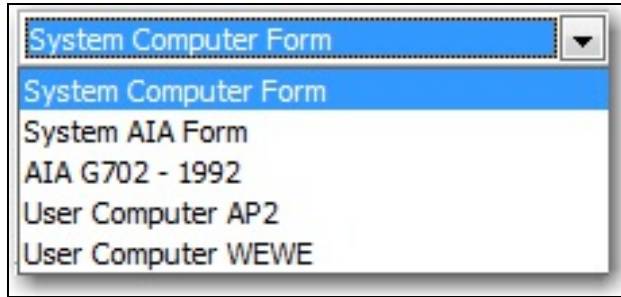
Each of the forms may be previewed by clicking on the Preview  button to the right of the form name. To the right of the Preview button, the user can select a format style other than the default showing.

Figure: JB-35
Optional formats for the Application for Payment Cover Page in the sample company.



Print Cover Page

When this option is selected, a cover page will be included with the Application for Payment. A sample of the Cover Page follows this section. Please note that the program already includes formats for a System Computer Form, a System AIA® (American Institute of Architects) Form, and the AIA® G702™ - 1992. The latter two forms are data only, intended to be used on preprinted AIA® forms.

Print Schedule of Values

When this option is selected, the schedule of values will be included with the Application for Payment. A sample of the Schedule of Values follows this section.

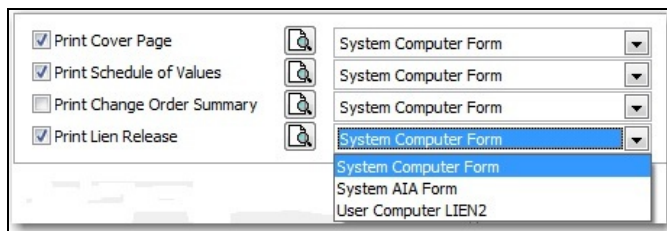
Print Change Order Summary

When this option is selected, a summary of change orders will be included with the Application for Payment. The beginning and ending numbers must be recorded under Change Order Summary. A sample of a Change Order Summary follows this page.

Print Lien Release

When this option is selected, a lien release will be included with the Application for Payment. A sample of a customer Lien Release follows this section.

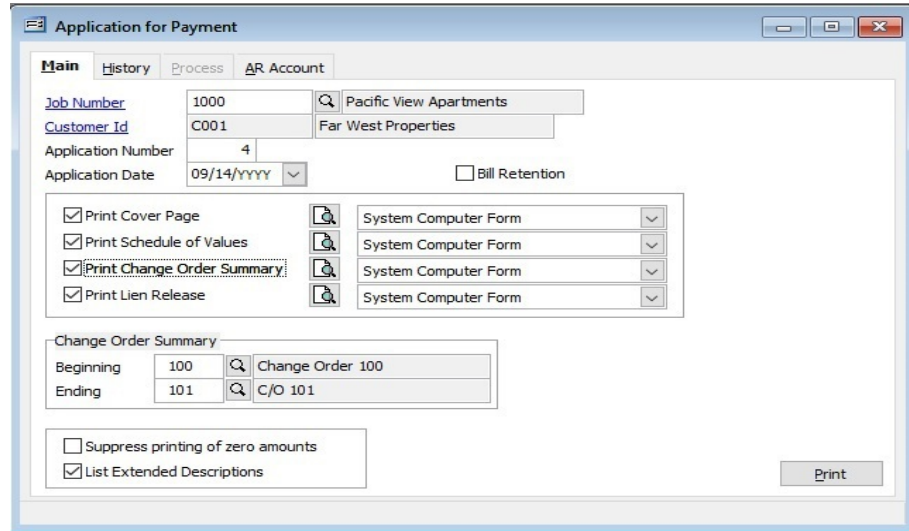
Figure: JB-37
Option formats for the customer Lien Release in the sample company, including one custom created for this example (User Computer LIEN2).



Change Order Summary

If the Change Order Summary is selected for printing, these fields become available to record the first and last change orders to be included in the summary.

Figure: JB-38
Application for Payment Change Order Summary fields accessible after checking Print Change Order Summary.



Suppress Printing of Zero Amounts

When this option is selected, zero amounts will not be printed.

List Extended Descriptions

When this option is selected, the extended descriptions already entered will be viewable or printed on the forms.

Print Button

This button opens the print dialog box so that the current report(s) can be printed.

Application and Certificate For Payment – System Computer Form

Page 1

APPLICATION AND CERTIFICATE FOR PAYMENT # 4

TO: Far West Properties (Owner) 1625 Parker Street Los Angeles CA	PROJECT: Pacific View Apartments 1800 Pacific Avenue a Pismo Beach CA 93448	APPLICATION NO: 4 PERIOD FROM: 05/17/11 PERIOD TO: 09/14/11
FROM: Best Construction Company (Contractor) 1200 Main Street Unit 100 Arroyo Grande CA 93420	VIA: James & Johnson Architects (Architect) 3642 Beach Huntington Beach CA	PROJECT NO: 1000 CONTRACT DATE: 1/1

CONTRACT FOR:

CONTRACTORS APPLICATION FOR PAYMENT

1. Original Contract Sum	\$	1,800,233.50	
2. Net change by Change Orders	\$	50,920.00	
3. Contract Sum to Date	\$	1,851,153.50	
4. Total Completed & Store to Date	\$	230,177.34	
5. Retainage			
a. 9.98% of Complete Work	\$	22,977.74	
b. 0.00% of Stored Materials	\$	0.00	
Total Retainage	\$	22,977.74	
6. Total Earned Less Retainage	\$	207,190.60	
7. Less Previous Certificates for Payment	\$	137,186.03	
8. Current Payment Due	\$	70,013.57	
9. Balance to Finish, including Retainage	\$	1,443,953.90	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the contractor for Work for which Previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: _____ By: _____ Date: _____

State of: _____
County of: _____
Subscribed and sworn to before me this _____ day of _____

Notary Public: _____
My commission expires: _____

Change Order Summary	Additions	Deductions
Approved Previous Months	50,920.00	0.00
Approved this Month	0.00	0.00
Totals	50,920.00	0.00
Net Changes by Change Order	50,920.00	

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ _____ By: _____ Date: _____

Sales Tax San Luis Obispo 6,223.43 76,237.00

Figure: JB-39 Sample Application and Certificate for Payment, System Computer Form.

Application and Certificate For Payment for AIA® G702™
1992 Preprinted Form

Far West Properties 1625 Parker Street Los Angeles CA Best Construction Company 1200 Main Street Arroyo Grande CA 93420	Pacific View Apartments 1800 Pacific Avenue Pismo Beach CA 93448 James & Johnson Architects 3642 Beach Huntington Beach CA	4 09/14/YYY / /	1000	1,600,233.50 50,920.00 1,651,153.50 230,177.34	22,977.74 0.00	22,977.74 207,199.60 137,186.03 70,013.57	1,443,953.90	50,920.00 0.00 50,920.00 50,920.00
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Figure: JB-40 Application and Certificate for Payment sample data for printing onto an American Institute of Architects (AIA®) Document G702™ – 1992 pre-printed form.

**Application and Certificate for Payment Schedule of Values
System Computer Form**

Best Construction Company		APPLICATION AND CERTIFICATE FOR PAYMENT # 4							Page 1	
PROJECT NO.: 1000									Date: 09/15/	
A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G		H Balance to Finish (C-G)	I Retainage	
			From Previous Application (D+E)	This Period		Total Completed And Stored To Date (D+E+F)	% (G/C)			
1	General Requirements	99000.00	7398.29	2501.71	0.00	99000.00	10.00	89100.00	990.00	
2	Sitework	160850.00	101327.05	26973.06	0.00	128900.11	79.76	32549.89	12930.01	
3	Foundation	51819.00	5325.65	2447.20	0.00	7772.85	15.00	44046.15	777.29	
4	Framing	285325.00	37933.50	19131.50	0.00	57065.00	20.00	228260.00	5706.50	
5	Insulation	54337.50	0.00	13584.38	0.00	13584.38	25.00	40753.12	1358.44	
6	Doors & Windows	65775.00	0.00	13155.00	0.00	13155.00	20.00	52620.00	1315.50	
7	Drywall	168650.00	0.00	0.00	0.00	0.00	0.00	168650.00	0.00	
8	Electrical	279055.00	0.00	0.00	0.00	0.00	0.00	279055.00	0.00	
9	Plumbing	158897.00	0.00	0.00	0.00	0.00	0.00	158897.00	0.00	
10	Painting	74175.00	0.00	0.00	0.00	0.00	0.00	74175.00	0.00	
11	Finish Carpentry	140775.00	0.00	0.00	0.00	0.00	0.00	140775.00	0.00	
12	Carpeting	60375.00	0.00	0.00	0.00	0.00	0.00	60375.00	0.00	
13	Change Order 100	45420.00	400.00	0.00	0.00	400.00	0.88	45020.00	0.00	
14	C/O 101	5500.00	0.00	0.00	0.00	0.00	0.00	5500.00	0.00	
*** Totals ***		1651153.50	152384.49	77792.85	0.00	230177.34	13.94	1420976.16	22977.74	

Figure: JB-41 Sample Application and Certificate for Payment Schedule of Values, System Computer Form. Please note that detailed descriptions are included from the Schedule of Values Original Contract screen form.

Application and Certificate For Payment – Schedule of Values for AIA® G703™
1992 Preprinted Form

	4	09/15/	09/15/	1000																
1 General Requirements																				
2 Sitemwork	7398.29	2501.71	0.00	9900.00	10.00	89100.00	990.00													
3 Foundation	101327.05	28873.06	0.00	128300.11	79.76	32549.89	12830.01													
4 Framing	5325.65	2447.20	0.00	7772.85	15.00	44046.15	777.29													
5 Insulation	37933.50	19131.50	0.00	57065.00	20.00	232280.00	5706.50													
6 Doors & Windows	0.00	13684.38	0.00	13584.38	25.00	40753.12	1358.44													
7 Drywall	0.00	13155.00	0.00	13155.00	20.00	52620.00	1315.50													
8 Electrical	0.00	0.00	0.00	0.00	0.00	168850.00	0.00													
9 Plumbing	0.00	0.00	0.00	0.00	0.00	279055.00	0.00													
10 Painting	0.00	0.00	0.00	0.00	0.00	158897.00	0.00													
11 Finish Carpentry	0.00	0.00	0.00	0.00	0.00	74175.00	0.00													
12 Carpeting	0.00	0.00	0.00	0.00	0.00	140775.00	0.00													
13 Change Order 100	400.00	0.00	0.00	400.00	0.88	60375.00	0.00													
14 C/O 101	0.00	0.00	0.00	0.00	0.00	45020.00	0.00													
						5500.00	0.00													
*** Totals ***	152384.49	77792.85	0.00	230177.34	13.94	1420976.16	22977.74													

Figure: JB-42 Application and Certificate for Payment, Schedule of Values sample data for printing onto an American Institute of Architects (AIA®) Document G703™ – 1992 pre-printed form. Please note that detailed descriptions are included from the Schedule of Values Original Contract screen form.

Change Order Summary – Sample Computer Form

CHANGE ORDER 100		Page 1
PROJECT:	Pacific View Apartments 1800 Pacific Avenue a Pismo Beach CA 93448	CHANGE ORDER NUMBER: 100 DATE: 01/01/YYYY PROJECT NO: 1000 CONTRACT DATE: 02/15/YYYY CONTRACT FOR: New Construction
TO CONTRACTOR:	Best Construction Company 1200 Main Street Unit 100 Arroyo Grande CA 93420	
The Contract is changed as follows: Olympic Pool 100m x 50m, with high diving board.		
ADD...\$	45,420.00	
Not valid until signed by the Owner, Architect and Contractor.		
The original Contract Sum was	\$	1,600,233.50
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,600,233.50
The Contract Sum will be increased	\$	45,420.00
The new Contract Sum including this Change Order will be	\$	1,645,653.50
James & Johnson Architects	Best Construction Company	Far West Properties
ARCHITECT	CONTRACTOR	OWNER
BY _____	BY _____	BY _____
DATE _____	DATE _____	DATE _____

Figure: JB-43 Change Order Summary sample System Computer Form. Please note that the Change Order Summary contains the detailed description entered in the Schedule of Values Change Orders screen form for the job.

Change Order Summary – for Pre-Printed AIA® G701™

Pacific View Apartments 1800 Pacific Avenue a Best Construction Company 1200 Main Street Unit 100		100 01/01/YYYY 1000 02/15/YYYY New Construction
Olympic Pool 100m x 50m . with high divingboard.		
ADD. \$	45,420.00	
		1,600,233.50 0.00 1,600,233.50
-----		45,420.00 1,645,653.50
James & Johnson Architects 3642 Beach	Best Construction Company 1200 Main Street Unit 100	Far West Properties 1625 Parker Street

Figure: JB-44 Change Order Summary, data only for printing onto pre-printed American Institute for Architects (AIA®) Document G701™ – 2001 Change Order form. Please note that the Change Order Summary contains the detailed description entered in the Schedule of Values Change Orders screen form for the job.

Customer Lien Release – System Computer Form

LIEN RELEASE

Materials and Labor
09/15/YYYY

Far West Properties
1625 Parker Street
Los Angeles, CA,

For a valuable consideration, the undersigned Best Construction Company hereby releases the property at:

1800 Pacific Avenue a in the city of Pismo Beach, CA, 93448 from any liability for lien for all materials delivered by it, and labor performed, to or for that said property for or on account of Certificate for Payment #4 to this date

This release is conditional upon the clearance by the bank upon which it is drawn, of the check received in payment for the above mentioned materials and labor.

_____ Best Construction Company
_____ 1200 Main Street Unit 100
_____ Arroyo Grande, CA, 93420

By: _____
Authorized Representative

Figure: JB-45 Lien Release, System Computer Form.

Customer Lien Release – Customized

CONDITIONAL WAIVER & RELEASE UPON PROGRESS PAYMENT

This Sample form complies with the professional standard in effect January 1 - December 31,

Upon receipt by the undersigned of a check from Far West Properties in the sum of 47,138.46 payable to Best Construction Company and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall be effective to release any Mechanic's Lien, Stop Notice, or Bond right the Undersigned has on the job of Far West Properties located at Pacific View Apartments, 1800 Pacific Avenue, Pismo Beach, CA, 93448 to the following extent.

This release covers a progress payment for labor, service, equipment, and/or material furnished to Far West Properties through 02/16/06 only and does not cover any retentions retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under a written Change Order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in this release. This release of any Mechanic's Lien, Stop Notice, or Bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, and/or material covered by this release if that furnished labor, services, equipment, and/or material was not compensated by the progress payment. Before any receipt of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: _____ Best Construction Company

Signature

Name and Title

Note: This is a sample document and should not be relied upon by any user. It is to be used by a party who applies for a progress payment when the progress payment check has not yet cleared the bank. This release only becomes effective when the check, properly endorsed, has cleared the bank.

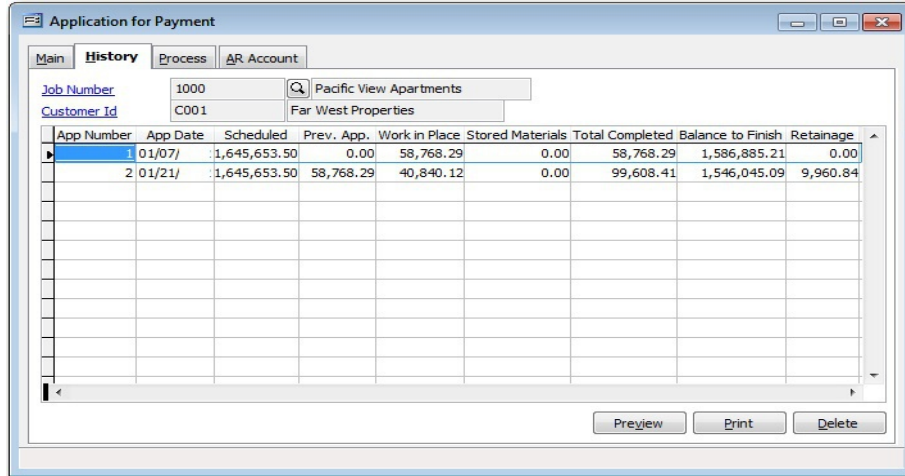
Notes:

Figure: JB-46 Customized Lien Release form.

History Tab

Prior applications for payment that have been posted for the job can be viewed in the History tab. The table shown displays detailed information about previous Applications for Payment pertaining to the selected job. If it is necessary, one or more of these previous applications can be deleted by using the Delete button. The Preview and Print buttons are used to view or print out the current application.

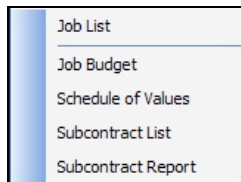
Figure: JB-47
Application for Payment History tab screen form.



Job Number

This field displays the job number selected. The number may be entered manually or by using the Find tool. Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Job - New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

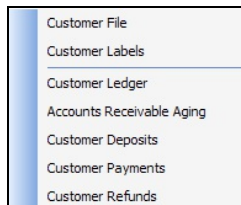
Figure: JB-48
Reports directly accessible by right-clicking on the field hyperlink.



Customer ID

This displays the customer identification number associated with the record. Please note that the Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on 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: JB-49
Reports directly accessible by right-clicking on the field hyperlink.



Columns**App Number**

The Application Number column shows the number of posted Applications for Payment for the selected job.

App Date

This column shows the date for the posted Applications for Payment of the job.

Scheduled

This column displays detailed information about the scheduled amounts of previously posted Applications for Payment of the job.

Prev. App

This column shows the total amount of the previous applications on the line's posted Application for Payment.

Work in Place

This column displays work in place applied on the posted Applications for Payment of the job.

Stored Materials

This column shows the total amount of the stored materials posted on the posted Applications for Payment for the job.

Total Completed

This column displays Total Completed listed on the posted Applications for Payment of the job.

Balance to Finish

This column shows the total Balance to Finish the job of the posted Applications for Payment for the job.

Retainage

This column displays Retainage listed on the posted Applications for Payment of the job.

Buttons**Preview**

This button allows a preview of the report before printing. The report lists all of the records available for billing based on the radio button selected above: All, Tagged, Untagged, or Billing.

Print

This button opens the print dialog box so that the report can be printed.

Delete

This button will permit the deletion of previously posted applications for payment in reverse order of their posting, providing no receipts have been posted against them. When an Application for Payment is deleted, the invoice is reversed in Accounts Receivable, the job postings are reversed, and the General Ledger entries are reversed. The reversed entries can optionally be viewed in some of those modules' reports.

Post Tab

To create invoices for the application for payment and post the amounts to the general ledger, use the Post tab. This tab is not enabled until the schedule of values is previewed or printed from the Main tab. If this is the first application for payment for the job, the option will create two invoices: one for the amount currently due and one for the retention amount. For subsequent applications, an invoice will be created for the amount due, plus a credit/debit memo for the retention amount. The credit/debit memo will modify the invoice for the original retention amount. When all information is entered correctly, click the Post button.

Figure: JB-50
Application for Payment, Post tab screen form.

The screenshot shows the 'Application for Payment' window with the following data:

Application Information		Retention Information	
Application Number	4	Invoice #	1002
Job Number	1000	Invoice Date	01/21/
Customer Id	C001	Invoice Amt	9,960.84
Net Amount Due	70,013.57	Amount Paid	0.00
Retention Amount	22,977.74	Total DM/CM	5,237.62
Taxable Amount	77,792.85	This Inv/DM/CM	7,779.28
Sales Tax Amount	6,223.43	Amount Due	22,977.74

Additional fields include: Tax Code 01, Invoice Date, Contract Invoice # 1068 (Amount 76,237.00), and Retention Inv/CM/DM # 1069 (Amount 7,779.28). A 'Process' button is located at the bottom right.

Application Number

The Application Number display the number of the Application for Payment for the selected job. The number is automatically assigned by BIS® sequentially according to the job.

Job Number

This field displays the job number selected. The number may be entered manually or by using the Find tool. Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Job – New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

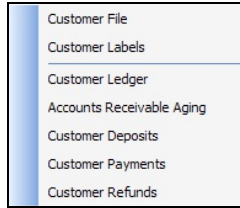
Figure: JB-51
Reports directly accessible by right-clicking on the field hyperlink.

- Job List
- Job Budget
- Schedule of Values
- Subcontract List
- Subcontract Report

Customer ID

This field displays the customer identification number associated with the record. Please note that the Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Customer Id - New form. Right-clicking on the Customer Id hyperlink opens a selection of reports that can be directly accessed.

Figure: JB-52
Reports directly accessible
by right-clicking on the
field hyperlink.



Net Amount Due

This field displays the net amount calculated for the application.

Retention Amount

This displays the calculated retention amount.

Sales Tax Amount

This field displays the amount calculated for sales tax.

Tax Code

This displays the applicable tax code and rate.



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.

Invoice Date

This field records the date for the invoices to be created. The drop-down arrow reveals the Calendar tool that can be used to select the date.

Contract Invoice Number

This field records the number that will be assigned to the contract invoice.

Contract Invoice Amount

This field displays the amount of the contract invoice, and should match the Net Amount Due, listed above. Text notes may be attached to the Invoice.

Retention Invoice/CM/DM Number

This field records the number that will be assigned to the retention invoice or credit/debit memo. Text notes may be attached to the invoice.

Retention Amount

This field displays the calculated retention amount and should match the Retention Amount, listed above.

Retention Data Area

This area displays field information specifically focused on the original retention invoice.

Retention Invoice Number

This field lists the number that was assigned to the original retention invoice.

Invoice Date

This field lists the date for the original retention invoice.

Invoice Amt

This field displays the calculated retention amount and should match the Retention Amount, listed above.

Amount Paid

This field displays the amount paid against the invoiced retention.

Total DM/CM

This field records the amount of the total debit and credit memos against the original retention invoice.

This Inv DM/CM

This field records the amount of the retention's debit and credit memos to be applied to the original retention invoice.

Amount Due

This field displays the total net amount of retention due on the job.

Buttons**Post**

This button creates invoices for the Application for Payment and posts the amounts to the general ledger.

AR Accounts Tab

Figure: JB-53

Application for Payment, AR Account tab screen form.

Application for Payment

Main History Process **AR Account**

Your fiscal year date limits are from 01/01/ to 12/31/
The following Customer and General Ledger accounts will be updated.

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

Session Date: 09/15/YYYY ▼

The AR Account tab allows the defaults to be changed for the accounts that will be updated by the transaction and for the session date. The default posting accounts listed are recorded in the AR tab of the System Wide Parameters. Account numbers can be selected from the Chart of Accounts by using the Find tool next to each field.

Contract Revenue Account

This field records the account that will be used for posting contract revenue.

Contract Receivable Account

This field records the account that will be used for posting contract receivables.

Retention Receivable Account

This field records the account that will be used for posting retention receivables.

Sales Tax Liability Account

This field records the account that will be used for posting sales tax.

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.

Session Date

This field records the session date for the transaction. The default date is entered at the time of login, but using the drop-down arrow to access the calendar tool, the date can be selected.

Section 5 – Job Adjustments

This section is used to enter adjustments for jobs involving job cost, job billing, and job receipts.

Job Billing Adjustments

This option is used to make adjustments to the BIS® Contract Income records maintained for all open jobs. BIS® accurately tracks all job-related billing entered using other forms, such as Contract Invoices. Adjustments to the job billing file may be made to correct errors. Adjustments can also update system records to reflect prior information at the time that a company begins to use the BIS® program.

Modular Menu Access

JB | Job Billing Adjustments

Standard Menu Access

Transactions | Job Adjustments | Job Billing Adjustments

Job Tab

When initially opened, this form accesses the first job listed. The Main section is for viewing and selecting the appropriate job. The information displayed here is recorded in the Jobs master file.

Figure: JB-54
Job Billing Adjustments, Job Tab screen form. There are no editable fields on the form.

Job Number	1000
Job Name	Pacific View Apartments
Street Address 1	1800 Pacific Avenue
Street Address 2	
City	Pismo Beach
State	CA California
Zip Code	93448
Telephone	(805)543-7000
Fax	(805)534-1595
Contract For	New Construction
Contract Date	02/15/
Project Manager	
SQ.FT. of Building	16,000

Job Number

This field displays the job number selected using the Find tool on the toolbar.

Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Job - New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: JB-55
Job reports directly accessible by right-clicking on the field hyperlink.

- Job List
- Job Budget
- Schedule of Values
- Subcontract List
- Subcontract Report

Job Name

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

Street Address 1

This displays the first street address line.

Street Address 2

This field displays the second street address line.

City

This field displays the city name.

State

This displays the state abbreviation.

Zip Code

This displays the postal zip code.

Telephone Number

This field displays the telephone number.

Fax

This field displays the facsimile (Fax) number.

Contract For

This field displays the purpose of the contract.

Contract Date

This field displays the date of the contract.

Project Manager

This field displays the name of the manager or person responsible for the job.

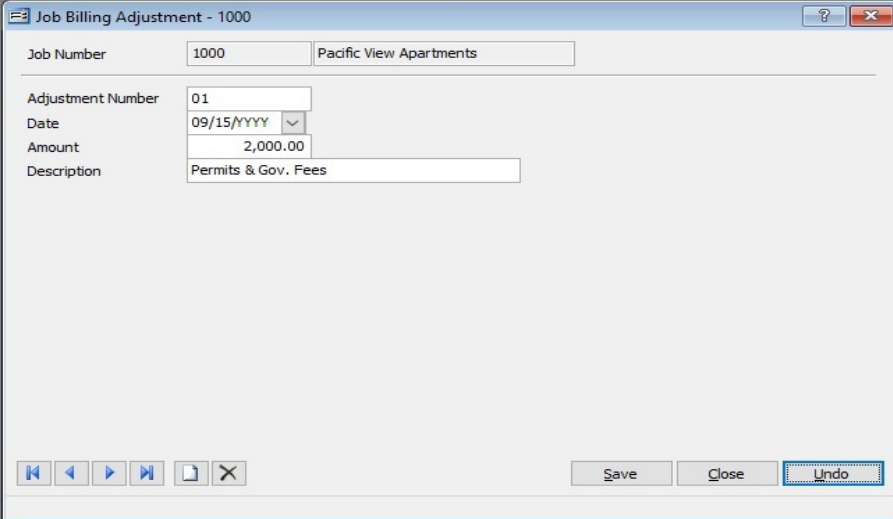
SQ.FT. of Building

This field displays the square footage of the building.

Job Billing Adjustments Data Entry Form

This form is used to add or change a job billing adjustment.

Figure: JB-57
Job Billing Adjustment data entry screen form example.



The screenshot shows a software window titled "Job Billing Adjustment - 1000". The window contains the following fields and controls:

- Job Number:** A text box containing "1000" and a dropdown menu showing "Pacific View Apartments".
- Adjustment Number:** A text box containing "01".
- Date:** A date picker showing "09/15/YYYY" with a dropdown arrow.
- Amount:** A text box containing "2,000.00".
- Description:** A text box containing "Permits & Gov. Fees".

At the bottom of the window, there are navigation buttons (Home, Back, Forward, End, Print, Close) and three action buttons: "Save", "Close", and "Undo".

Job Number

This field displays the number of the job selected.

Adjustment Number

This field is used to record a number that is used to identify the adjustment record. This is an alphanumeric field limited to ten characters.

Date

This field records the date of the job billing adjustment. The date may be typed or entered using the Calendar tool.

Amount

This field records the amount of the billing adjustment.

Description

This field is used to record a brief description for the adjustment. This is an alphanumeric field limited to 30 characters.

Job Receipts Adjustments

This option is used to make adjustments to the BIS® Contract Income records maintained for all open jobs. BIS® accurately tracks all job-related revenue entered using other forms, such as Customer Payments and Other Cash Receipts. Adjustments to the job revenue file may be made to correct errors. Adjustments can also update system records to reflect prior information at the time that a company begins to use the BIS® program.

Modular Menu Access

JB | Job Receipts Adjustments

Standard Menu Access

Transactions | Job Adjustments | Job Receipts Adjustments

Job Tab

When initially opened, this form accesses the first job listed. The Main section is for viewing and selecting the appropriate job. The information displayed here is recorded in the Jobs master file.

Figure: JB-58

Job Billing, Job Receipts Adjustments, Job screen form. No fields on the screen are modifiable here; they are shown for reference only.

Job Number	1000
Job Name	Pacific View Apartments
Street Address 1	1800 Pacific Avenue
Street Address 2	
City	Pismo Beach
State	CA California
Zip Code	93448
Telephone	(805)543-7000
Fax	(805)534-1595
Contract For	New Construction
Contract Date	02/15/YYYY
Project Manager	
SQ.FT. of Building	16,000

Job Number

This field displays the job number selected using the Find tool on the toolbar.

Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on the hyperlink opens the Job New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: JB-59

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

- Job List
- Job Budget
- Schedule of Values
- Subcontract List
- Subcontract Report

Job Name

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

Street Address 1

This displays the first street address line.

Street Address 2

This field displays the second street address line.

City

This field displays the city name.

State

This displays the state abbreviation.

Zip Code

This displays the postal zip code.

Telephone Number

This field displays the telephone number.

Fax

This field displays the facsimile (Fax) number.

Contract For

This field displays the purpose of the contract.

Contract Date

This field displays the date of the contract.

Project Manager

This field displays the name of the manager or person responsible for the job.

SQ. FT. of Building

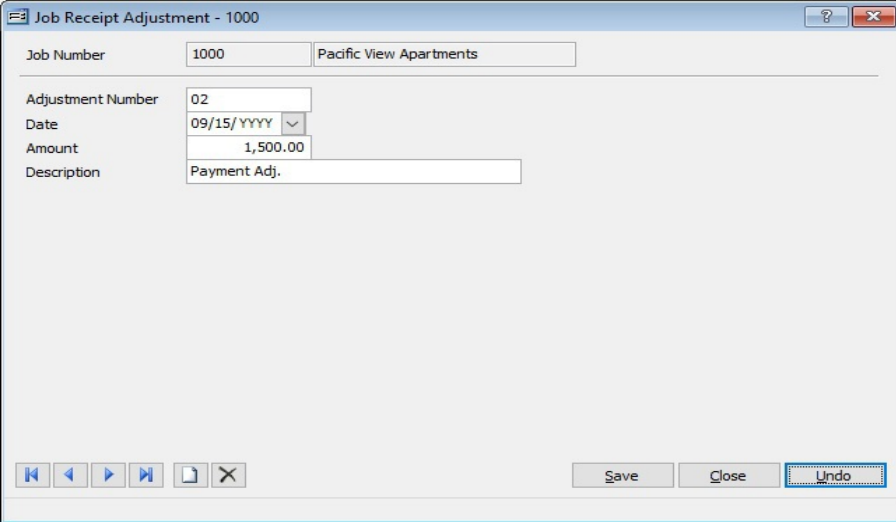
This field displays the square footage of the building.

Job Receipt Adjustments Data Entry Form

This form is used to add or change a job receipt adjustment.

Figure: JB-61

Job Receipt Adjustment, Receipts tab, data entry form example.



The screenshot shows a software window titled "Job Receipt Adjustment - 1000". The window contains the following fields and controls:

- Job Number:** A text box containing "1000" and a dropdown menu showing "Pacific View Apartments".
- Adjustment Number:** A text box containing "02".
- Date:** A date picker showing "09/15/ YYYY" with a dropdown arrow.
- Amount:** A text box containing "1,500.00".
- Description:** A text box containing "Payment Adj.".
- Navigation:** A set of five icons (Home, Previous, Next, End, Refresh) at the bottom left.
- Buttons:** "Save", "Close", and "Undo" buttons at the bottom right.

Job Number

This field displays the number of the job selected.

Adjustment Number

This field is used to record a number that is used to identify the adjustment record. This is an alphanumeric field limited to ten characters.

Date

This field records the date of the job billing adjustment. The date may be typed or entered using the Calendar tool.

Amount

This field records the amount of the billing adjustment.

Description

This field is used to record a brief description for the adjustment. This is an alphanumeric field limited to 30 characters.

Section 6 – Job Billing Reports

This section covers the reports available for job billing. Access to specific reports begins with the Query screen that enable users to select the particular variation needed. As with other reports in BIS[®], reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an “Order By” setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data.

Reports can be viewed on the screen, printed, and exported. In other editions of BIS[®], reports can be exported and emailed in up to 6 different formats. The screen presentation of most reports offers hyperlinks that enable users to either drill down to the source record, or by right-clicking, open a list of other reports and functions related to the hyperlink field selected.

Report Toolbar Controls

There are a number of controls that affect reports and how they are rendered. Initial access comes from the Reports Toolbar.

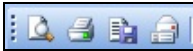




Figure: JB-62
Report Toolbar


Preview

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


Print (Ctrl-P)

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

Export Report

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


Email Report

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


Preview Toolbar Controls

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


Table of Contents

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


Show/Hide Ruler

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


Copy Page

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


Find

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


Display Pages

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


Zoom In

 The Zoom In icon enlarges the screen image by preset percentages.

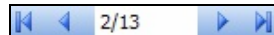
Zoom Out

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

Zoom Control

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


“VCR” Buttons

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

Backward

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

Forward

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

Hyperlink Appearance



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

Figure: JB-63
Hyperlink format options

	Blue Underline
	Blue
	Black Underline
	Black
	Blue Italic Underline
	Blue Italic
	Blue Italic Underline
	Blue Italic

Refresh

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

My Query

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

Report Type

The Report Type selection generally determines the level of detail contained in the report itself. The amount and type of detail available vary from report to report.

Order By

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

Options

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

Filter

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

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

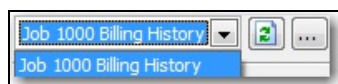
Operators

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

My Query

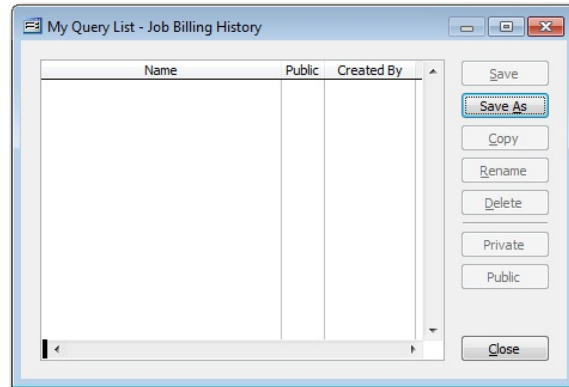
The My Query option enables the user to save multiple sets of query conditions including Order By, Field Operators and their settings, and Options. The initial use of My Query shows no saved Queries. If there are existing named queries available they can be seen using the drop-down tool. The saved Query,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

Figure: JB-64
My Query drop-down list.




As with other system reports, each named query selection can be further refined with the other settings.


Figure: JB-65
My Query List initial use sample screen form.



Refresh Button

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

Details Button

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

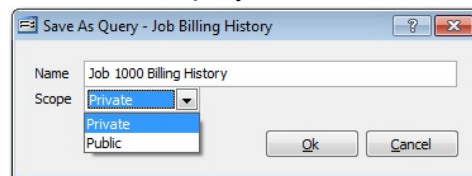
Save

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

Save As

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

Figure: JB-66
Save As Query List sample screen form showing the two optional Scope selections: Private and Public.



Name

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

Scope

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

OK

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

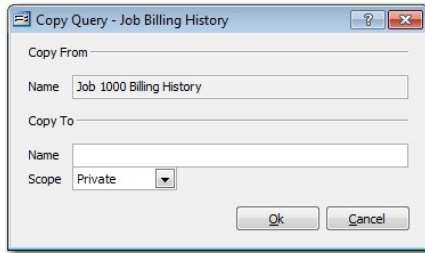
Cancel

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

Copy

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

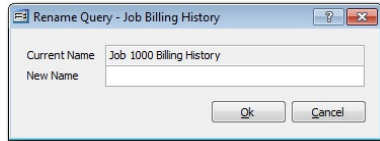
Figure: JB-67
Copy Query screen form.



Rename

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

Figure: JB-68
Rename Query screen form.



Delete

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

Private

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

Public

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

Close

This button closes the My Query List.

Clear Button


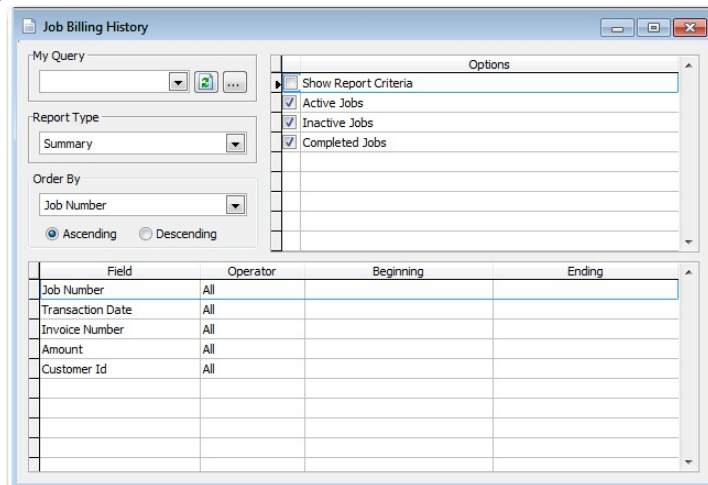
 The clear button is located on the tool bar normally at the top of the screen. The button applies only to the report queries. BIS® reports query settings are remembered by user from one session to the next. Thus, if a saved query was last used, the query screen for the same report would open with it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

Figure: JB-69
Sample report query form after apply clear button.



Job Billing Report List

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

- Billing Code Library
- Schedule of Values
- Job Billing History
- Job Cash Receipts

Access via Modules with Reports Group

Job Billing | Reports

Reports Access via Modules with Reports Listed

Job Billing

Standard Menu

Reports | Job

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.

Order By

- Billing Code
- Description

Options

- Show Report Criteria
- Show Notes
- Case Sensitive

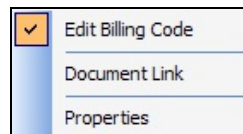
Fields

- Billing Code
- Description

Drill-Down+® Destinations

Figure: JB-70

Right-click a hyperlink to access reports and other features.



Billing Code Library – Detail Report

Billing Code Library		Best Construction Company	
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 generally includes both 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: JB-71 Example of Billing Code Library Detail Report with hyperlinks in the Billing Code column, sorted by Billing Codes.

Schedule of Values

The Schedule of Values report displays the current schedule of values information for billing. The report should not be confused with The AIA® or computer generated forms for the Application for Payment, described on page 32 and following.

Access to Schedule of Values

Module Menu with Reports Group

Job Billing | Reports | Schedule of Values

Module Menu with Reports List

Job Billing | Schedule of Values

Standard Menu

Reports | Job | Schedule of Values

Report Types

Detail

The Schedule of Values report displays the current schedule of values information for billing. The report should not be confused with the computer or AIA® styles of Schedule of Values available from the Application for Payment menu.

Order By

- Job Number

Options

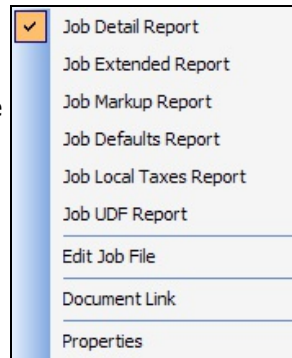
- Show Report Criteria
- Active Jobs
- Inactive Jobs
- Completed Jobs
- Show Extended Descriptions

Fields

- Job Number

Drill-Down+® Destinations

Figure: JB-72
Right-click a job hyperlink to display a selection of reports and other available functions.



Schedule of Values — Detail Report

Schedule of Values		Pacific View Apartments				Best Construction Company									
Detail Report		Job 1000				Page 1									
Billing Code	Description	Scheduled Value	Previous Applications	Work in Place /Incorp. SM	Stored Materials	Total Completed		Balance To Finish		Retainage WP		Retainage SM		Date Entered or Approved	
						Amount	%	Amount	%	Amount	%	Amount	%		
Original Contract															
1000	General Requirements	99,000.00	7,388.29	2,501.71	0.00	9,900.00	10.00	89,100.00	0.00	990.00	10.00	0.00	10.00	01/01/	
1100	Sterwork	160,850.00	101,327.05	26,973.06	0.00	128,300.11	79.76	32,549.89	0.00	12,830.01	10.00	0.00	10.00	01/01/	
1200	Foundation	51,819.00	5,325.65	2,447.20	0.00	7,772.85	15.00	44,046.15	0.00	777.29	10.00	0.00	10.00	01/01/	
1300	Framing	285,325.00	37,933.50	19,131.50	0.00	57,065.00	20.00	228,260.00	0.00	5,706.50	10.00	0.00	10.00	01/01/	
1400	Insulation	54,337.50	0.00	13,584.38	0.00	13,584.38	25.00	40,753.12	0.00	1,358.44	10.00	0.00	10.00	01/01/	
1500	Doors & Windows	65,775.00	0.00	13,155.00	0.00	13,155.00	20.00	52,620.00	0.00	1,315.50	10.00	0.00	10.00	01/01/	
1700	Drywall	169,850.00	0.00	0.00	0.00	0.00	0.00	169,850.00	0.00	0.00	10.00	0.00	10.00	01/01/	
1800	Electrical	279,055.00	0.00	0.00	0.00	0.00	0.00	279,055.00	0.00	0.00	10.00	0.00	10.00	01/01/	
1900	Plumbing	158,897.00	0.00	0.00	0.00	0.00	0.00	158,897.00	0.00	0.00	10.00	0.00	10.00	01/01/	
2000	Painting	74,175.00	0.00	0.00	0.00	0.00	0.00	74,175.00	0.00	0.00	10.00	0.00	10.00	01/01/	
2100	Finish Carpentry	140,775.00	0.00	0.00	0.00	0.00	0.00	140,775.00	0.00	0.00	10.00	0.00	10.00	01/01/	
2200	Carpeting	60,375.00	0.00	0.00	0.00	0.00	0.00	60,375.00	0.00	0.00	10.00	0.00	10.00	01/01/	
Original Contract Totals		1,600,233.50	151,964.49	77,792.85	0.00	229,777.34	14.36	1,370,456.16	0.00	22,977.74	10.00	0.00	0.00	0.00	
Change Orders															
C# 100	Change Order 100 Olympic-Pool	45,420.00	400.00	0.00	0.00	400.00	0.88	45,020.00	0.00	0.00	0.00	0.00	0.00	01/01/	
C# 101	C/O 101	5,500.00	0.00	0.00	0.00	0.00	0.00	5,500.00	0.00	0.00	10.00	0.00	10.00	02/12/	
Change Order Totals		50,920.00	400.00	0.00	0.00	400.00	0.79	50,520.00	0.00	0.00	0.00	0.00	0.00	0.00	
Job Totals		1,651,153.50	152,364.49	77,792.85	0.00	230,177.34	13.94	1,420,976.16	0.00	22,977.74	9.98	0.00	0.00	0.00	

Figure: JB-73

Job Billing History

The Job Billing History lists information on previous contract billings.

Access to Job Billing History

Module Menu with Reports Group

Job Billing | Reports | Job Billing History

Module Menu with Reports List

Job Billing | Job Billing History

Standard Menu

Reports | Job | Job Billing History

Report Types

Summary

The Job Billing History Summary Report displays job number and name, amount billed, and tax.

Detail

The Job Billing History Detail Report displays billing history broken down by invoice, including invoice number, date, customer ID, description, application number, amount billed, and tax.

Order By

- Job Number

Options

- Show Report Criteria
- Active Jobs
- Inactive Jobs
- Completed Jobs

Fields

- Job Number
- Date
- Invoice Number
- Amount

Drill-Down+® Destinations

Figure: JB-74

Right-click a Job hyperlink to display a selection of reports and other available functions.

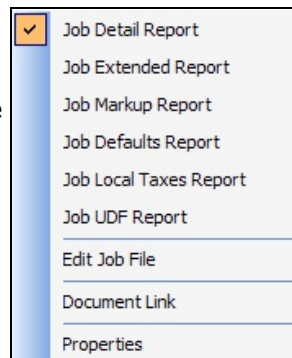
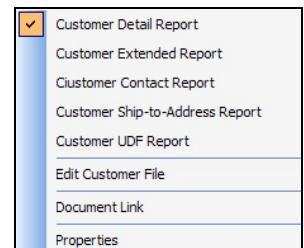


Figure: JB-75

Right-click a Customer Id hyperlink to display a selection of reports and other available functions.



Job Billing History — Summary Report

Job Billing History		Best Construction Company	
Summary Report		Page 1	
Job	Job Name	Amount	Tax
1000	Pacific View Apartments	100,608.41	0.00
1010	Truesdale Elementary School	29,600.00	0.00
1020	Giovanni's Pasta House	6,000.00	0.00

Figure: JB-76 Job Billing History - Summary Report.

Job Billing History — Detail Report

Job Billing History		Best Construction Company					
Detail Report		Page 1					
Job	Job Name Description	Date	CustomerId	Invoice#	App#	Amount	Tax
1000	Pacific View Apartments						
	Invoice# 1018	05/17/	0001	1018	3	47,538.48	0.00
	DM# 1019 adjusting Inv# 1002	05/17/	0001	1019	3	5,227.62	0.00
		05/23/	0001	1020		6,387.00	482.00
		05/27/	0001	1022		6,387.00	482.00
		05/27/	0001	1024		6,387.00	482.00
		05/28/	0001	1026		6,387.00	482.00
		08/13/	0001	1028		6,387.00	482.00
	Invoice# 1030	08/28/	0001	1030		1,500.25	0.00
	Invoice# 1031	09/09/	0002	1031		582.50	0.00
		02/17/	0001	1047		6,387.00	482.00
		04/16/	0001	1055		6,387.00	482.00
	DM# 1061 adjusting Inv# 1055	08/31/	0001	1061		500.00	0.00
	Invoice# 1060	08/31/	0001	1060		490.00	0.00
	Adjustment# 01	09/15/		0		2,000.00	0.00
				Job Totals		102,387.83	3,234.00
1010	Truesdale Elementary School						
		05/23/	0003	1021		20,753.58	1,534.52
		05/27/	0003	1023		20,753.58	1,534.52
		05/27/	0003	1025		20,753.58	1,534.52
		05/28/	0003	1027		20,753.58	1,534.52
		08/13/	0003	1029		20,753.58	1,534.52
		02/17/	0003	1048		20,753.58	1,534.52
				Job Totals		124,521.38	9,207.12

Figure: JB-77 Job Billing History - Detail Report.

Job Cash Receipts

The Job Cash Receipts lists information on job receipts recorded.

Access to Job Cash Receipts
Module Menu with Reports Group
Job Billing | Reports | Job Cash Receipts

Module Menu with Reports List
Job Billing | Job Cash Receipts

Standard Menu
Reports | Job | Job Cash Receipts

Report Types

Summary

The Job Cash Receipts Summary Report displays job number and name, amount received, and tax.

Detail

The Job Cash Receipts Detail Report displays billing history broken down by invoice, including invoice number, date, customer ID, description, application number, amount billed, and tax.

Order By

- Job Number

Options

- Show Report Criteria
- Active Jobs
- Inactive Jobs
- Completed Jobs
- Case Sensitive

Fields

- Job Number
- Date
- Invoice Number
- Deposit Number
- Application Number
- Amount

Drill-Down+® Destinations

Figure: JB-78
Right-click a job hyperlink to display a selection of reports and other available functions.

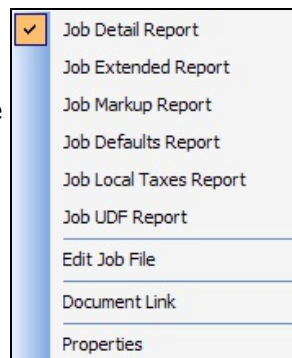
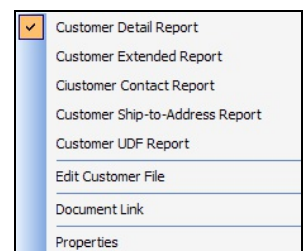


Figure: JB-79
Right-click a customer hyperlink to display a selection of reports and other available functions.



Job Cash Receipts — Summary Report

Job Cash Receipts		Best Construction Company	
Summary Report		Page 1	
Job	Job Name	Amount	Tax
1000	Pacific View Apartments	78,706.21	0.00
1010	Truesdale Elementary School	10,000.00	0.00
1020	Giovanni's Pasta House	5,000.00	0.00
2500	Vale House	15,000.00	0.00

Figure: JB-80 Job Billing, Job Cash Receipts - Summary Report.

Job Cash Receipts — Detail Report

Job Cash Receipts		Best Construction Company							
Detail Report		Page 1							
Job	Job Name	Journal	Reference	Date	Customer Id	Invoice#	App#	Amount	Tax
1000	Pacific View Apartments								
	Payment W/Discount	AD	100	01/07/	C001	1000	1	51,175.37	0.00
	Payment	AD	1011	06/30/	C001	1000	1	10.00	0.00
	Refund Check for Invoice 1000	CD	1004	06/30/	C001	1000		-100.00	0.00
	Payment	CR	1009	06/30/	C001	1001	2	10.00	0.00
	Payment	CR	5443	09/03/	C002	1031		562.50	0.00
	Payment Adj.	JA	02	09/15/				1,500.00	0.00
							Job Totals	53,157.87	0.00
1010	Truesdale Elementary School								
	Payment	CR	8776	09/03/	C003	1004		16,640.00	0.00
							Job Totals	16,640.00	0.00
1020	Giovanni's Pasta House								
	Payment	CR	5443	09/03/	C002	1003		6,000.00	0.00
							Job Totals	6,000.00	0.00

Figure: JB-81 Job Billing, Job Cash Receipts - Detail Report.

Appendix

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 all 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.

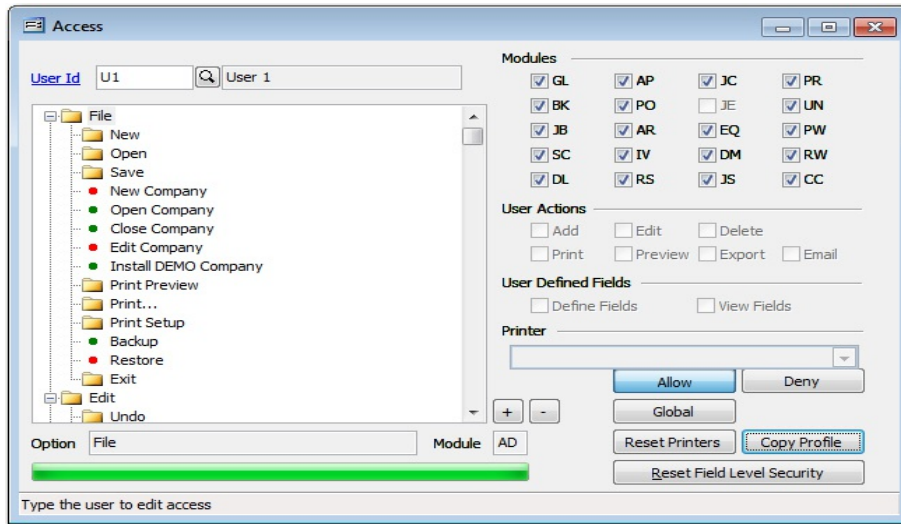
Tip

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

Menu Access

Administrator | Access

Figure: JB-82
Controlling access to BIS® for users with passwords.



User Id

This 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

This 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

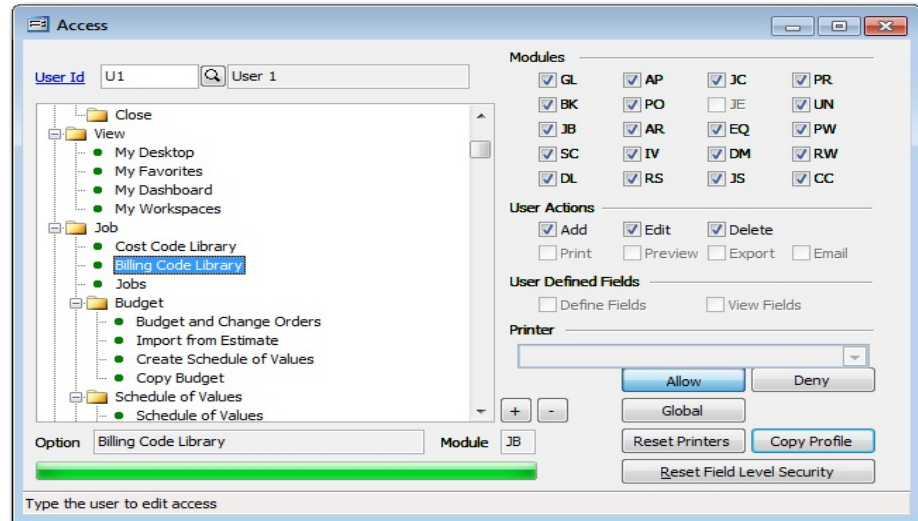
All licensed modules are shown in dark black, with other unavailable modules shown in gray. Green check marks in the boxes to the left of the Module Id indicate full user access to all elements of that module. A green box (instead of the check mark) indicates partial access to that module for that user.

User Actions

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

Figure: JB-83

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

This 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

This 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

This 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

This 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 this 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 this 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

This 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

Figure: JB-84
Global User Access screen form showing the three types of access control for each form of access.



of user access. For example, a user may have access to the entire system, but only be allowed to view 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 an 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, this means the item does not appear at all for that user. This can be particularly useful in hiding pay rate information for example. Some items such as tabs will be grayed-out instead of disappearing.

Figure: JB-85
Field Level Control Access
screen form.

Deny	User	Name
<input checked="" type="checkbox"/>	U1	User 1
<input type="checkbox"/>	U2	User 2
<input type="checkbox"/>	U3	User 3
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

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.

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

JB Tab

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

Tip

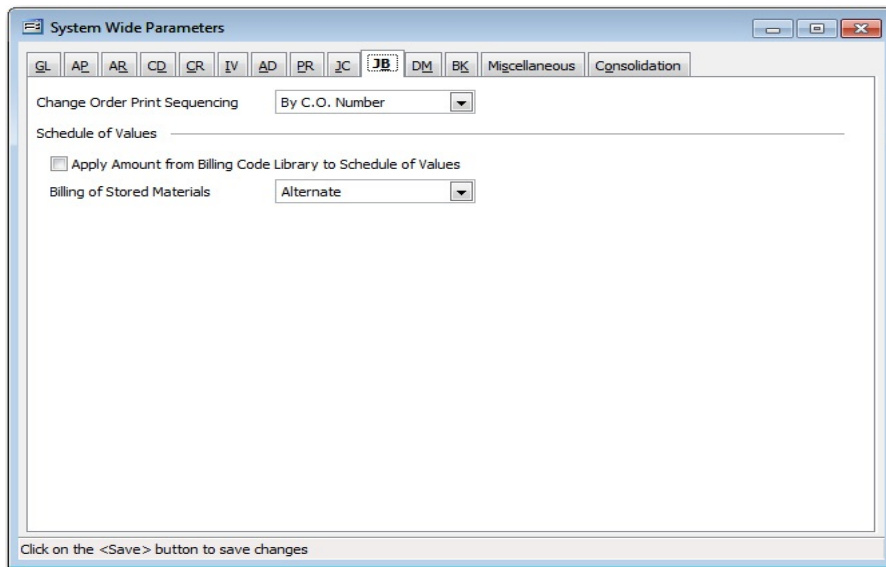
The JB tab will only be available if the Job Billing module is installed.

Menu Access

Administrator | System Wide Parameters | JB Tab

Figure: JB-86

Administrator, System Wide Parameters JB tab screen form.



Change Order Print Sequencing

This field is used to select sequence for the data and printing of change orders for customers’ jobs. The selections are By C.O. Number and By Date Only. The default is by change order number so that change orders produced on the same date do not produce “circular” information about prior change orders.

Schedule of Values

Apply Amount from Billing Code Library to Schedule of Values

This box should be checked to apply an entry in the Amount field of the Billing Code to the Scheduled Value field of the Schedule of Values line item.

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.

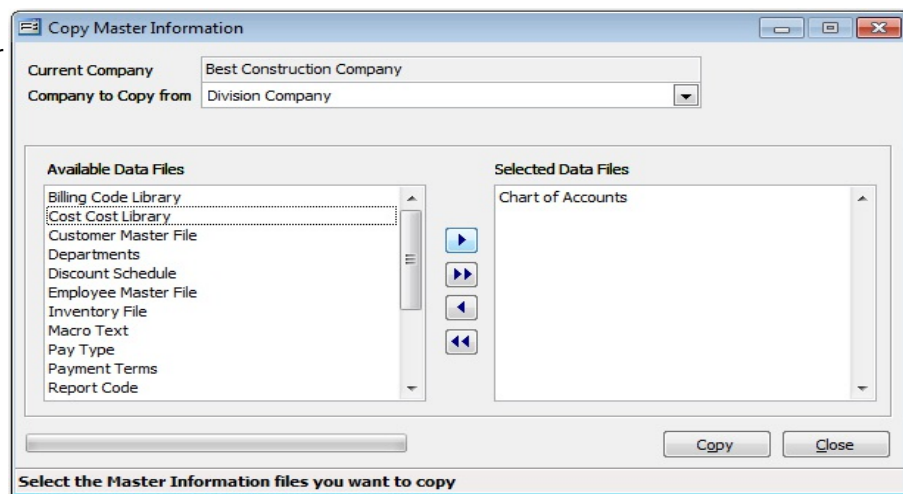
Once the selected master record files are copied, they can be edited in the new company, perhaps deleting unneeded information.

Menu Access

Administrator | Copy Master Information

Figure: JB-87

Administrator, Copy Master Information screen form.



Current Company

This 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

This field is used to select the name of the company from which to copy master records.

Available Data Files

This 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.

- Departments
- Chart of Accounts
- Payment Terms
- Sales Person
- Sales Tax
- Discount Schedule
- Customer Master File
- Cost Code Library
- Billing Code Library
- Unit of Measure
- Vendor Master File
- Inventory File
- Employee Master File
- Pay Type
- Ship Via Master File
- Report Code
- Standard Description
- User Defined Fields

Selected Data Files

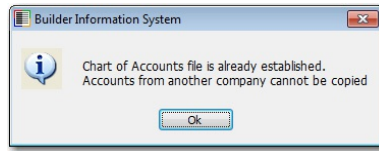
This is a list of files selected to be copied to the active company. Files can be removed from the list with the Remove Selected Items or Remove All Items buttons.

Copy

Click on the Copy button to copy the selected records to the current company. If one or more records exist in the current company, a message will appear.

Figure: JB- 88

Message that appears if attempting to overwrite a pre-existing record.

**Close**

This button closes the currently opened form.

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