**BUILDER
INFORMATION
SYSTEM**

BIS®
Job Cost Module
Reference Manual

Table of Contents

Conventions used in this manual

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

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

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

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

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

Modular Menu Access
JC | Cost Code Library
This represents access to Cost Code Library records from the Modular menu, irrespective of Reports Group or List.

Standard Menu Access
Job | Cost Code Library
This represents access to Cost Code Library records from the Standard menu.

Here is an example of access to a report item:

Access to Labor Distribution Report
Module Menu with Reports Group
JC | Reports | Labor Distribution
This represents access to the Labor Distribution report from the Module menu with the Reports Group.

Module Menu with Reports List
JC | Labor Distribution
This represents access to the Labor Distribution report from the Module menu with the Reports List.

Standard Menu
Reports | Job | Labor Distribution
This represents access to the Labor Distribution report from the Standard (legacy) menu.

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

Menu & Overview – Modular Menu Access
Simply click on the Job Cost menu item.

Overview
The BIS® job cost feature allows users to track actual expenditures for each job and compare these costs with the job budget. This is an essential tool for profit planning. The job cost files are unrelated to the general ledger. Therefore, job cost information remains in the system even after a fiscal year is closed and detailed financial data is purged. BIS® retains detailed job cost information until the job is closed.

Expenditures are recorded to the job cost file in two ways:
1. Directly, through job-related transactions that are posted to budget cost codes and change orders.
2. Indirectly, through the use of production expenses.

Each time a direct job cost is posted through a transaction, BIS® will require it to be associated to a job cost code or change order and cost code. There is no risk of forgetting to post the job cost, since BIS® will not save the transaction without this information. These direct job costs can also be used to update the job billing by using the Cost Plus billing feature.

For the remainder of this chapter, the Job Cost module may be abbreviated and referred to as JC.

⊕ **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.

Cost Code Library

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

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

Modular Menu Access
JC | Cost Code Library

Standard Menu Access
Job | Cost Code Library

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

Figure: JC-1
Job Cost, Cost Code
Library – New screen form.

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

Figure: JC-2
Job Cost, Cost Code
Library Find/Search
screen.
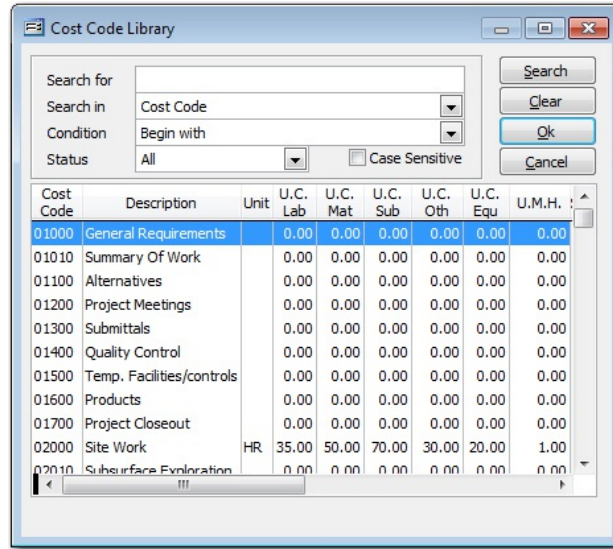
Scrolling Through Cost Code Records

Users can scroll through the cost code records by using the Navigation buttons on the toolbar ⟨◄ ► ⟩ at the top of the screen. Clicking on the First ⟨ icon (at the top of the screen) will open the first record of the list according to Cost Code. Clicking on the Previous ◄ icon (at the top of the screen) will open the immediately previous record of the list according to Cost Code. Clicking on the Next ► icon (at the top of the screen) will open the next record of the list according to Cost Code. Clicking on the Last ⟩ icon (at the top of the screen) will open the last record of the list according to Cost Code.

Figure: JC-3
Sample Job Cost, Cost
Code Library screen form
for editing.
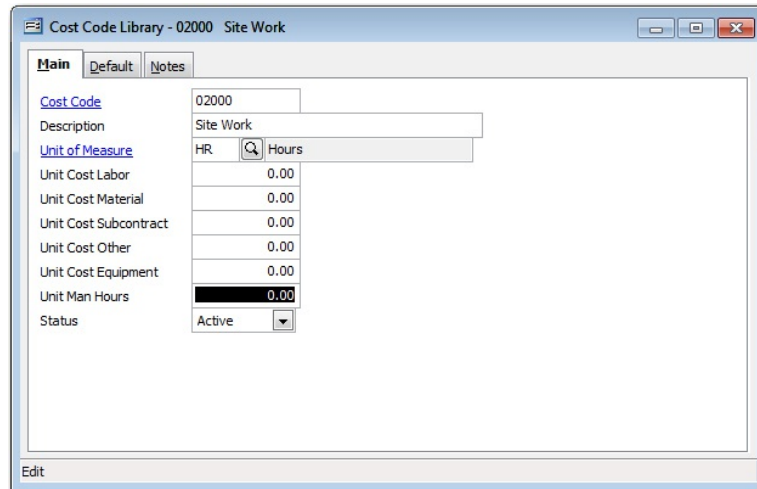
Cloning an Existing Record

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

Figure: JC-4
Cloned Cost Code record.
Note that all of the initial
fields except for the Cost
Code match the source
record.
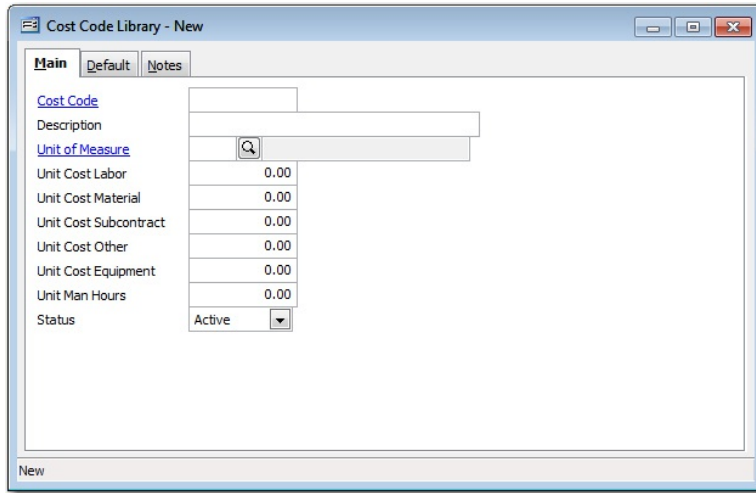
Deleting an Existing Record

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

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

Save the Changed Record

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

Main Tab
Cost Code

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

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

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

Description

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

Unit of Measure

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

Please note that the underlined Unit of Measure title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Unit of Measure hyperlink opens the Unit of Measure – New screen form. Right-clicking on the Unit of Measure hyperlink opens access to the Unit of Measure report that can be directly accessed.

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

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

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

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

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

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

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

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

Figure: JC-5
Job Cost, Cost Code
Library sample Default tab
screen form.
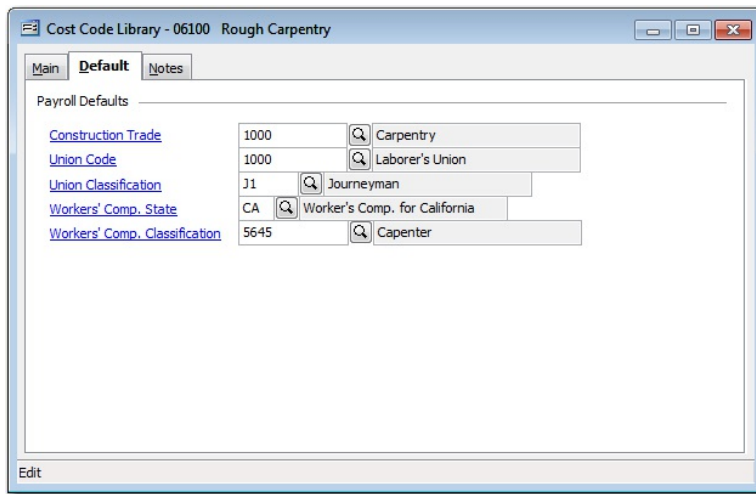
Construction Trade
This field records the Construction Trade code assigned to this Cost Code. This entry assigns classification codes and standardized pay rates associated with these codes that are required for printing a Certified Payroll Report. When a construction trade code is assigned to an employee's payroll line item on the Payroll Hours and Adjustments form, the wage rates associated with this code will override the default wage rates in the employee's master record.

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

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

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

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

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

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

Please note that the underlined Workers' Comp. State title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the Workers' Comp State hyperlink opens the Workers' Comp.

Classifications – New screen form. Right-clicking on the Workers' Comp. State hyperlink opens access to the Workers' Compensation report that can be directly accessed.
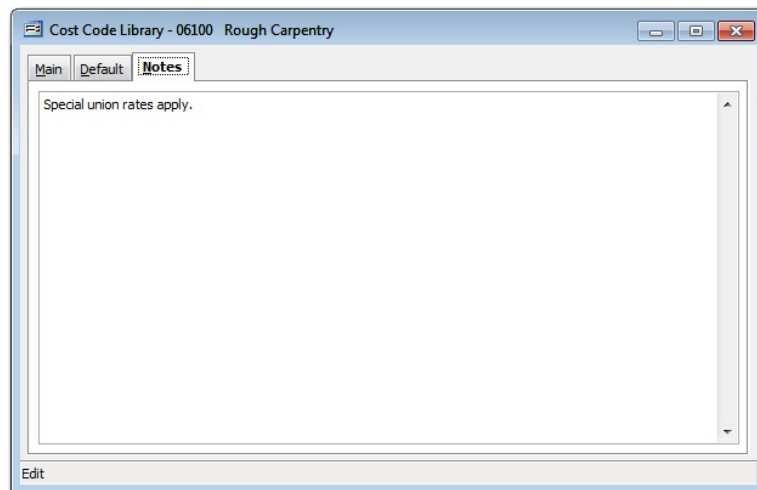
Workers Comp. Classification
This field records the Workers' Compensation Classification code that assigned to this Cost Code. The details associated with this code will override the defaults in the employee's master record.

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

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

Figure: JC-6
Sample Cost Code Library Master Record Notes tab screen form.

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

Jobs

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

- Customer ID: Entered on the Default tab of the job record. When entering contract invoices and applications for payment, BIS will pull up this customer ID and all related customer default information. The customer ID may not be changed during an invoice transaction.

- Posting Accounts: Default Contract Revenue, Contract Receivable, Retention Receivable and Sales Tax Liability Accounts can be recorded on the Default tab.

- Sales Tax: If sales tax is to be collected for this job, the Apply Sales Tax option should be checked on the Default tab and the default sales tax code entered.

- Retention Percentages. Retention percentages for work-in-place and stored materials are recorded on the Default tab. These percentages will be used as the default in the schedule of values for this job.

- Local Tax Code: If a local tax code will be applied to the earnings of employees working on this job, a default tax code can be entered on the Payroll tab. Whenever an employee's hours or additions are posted to this job, BIS® will pull up this code, overriding any employee default local tax code.

Jobs can be added on-the-fly from many places in the program, but it is advantageous to load job information in prior to any substantive work on the job. Entries to jobs do not affect other journals. However, entries to other journals can affect job information.

New Record
Initial access to Jobs from the menu opens the Jobs – New form. This form is used to enter new job information. However, access to a new form when another job record is on the screen only requires pressing Ctrl+N or using the New ⬜ icon on the toolbar. The system will ask if changes to the open record should be saved.

Figure: JC-7
Job Cost, Jobs – New
screen form.

Editing an Existing Record

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

Figure: JC-8
Jobs, Find/Search screen form.
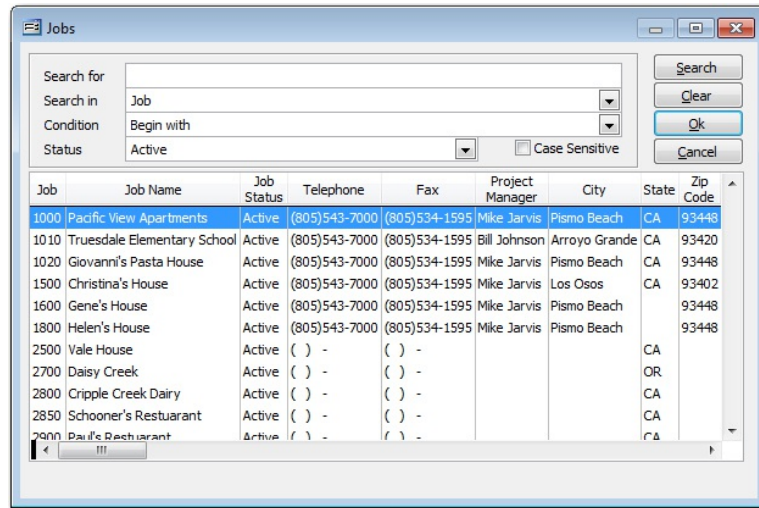
Scrolling Through Job Records

Users can scroll through the job records by using the Navigation buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to Job Number. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately previous record of the list according to Job Number. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to Job Number. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list according to Job Number.

Figure: JC-9
Sample Job Cost, Jobs screen form for editing.
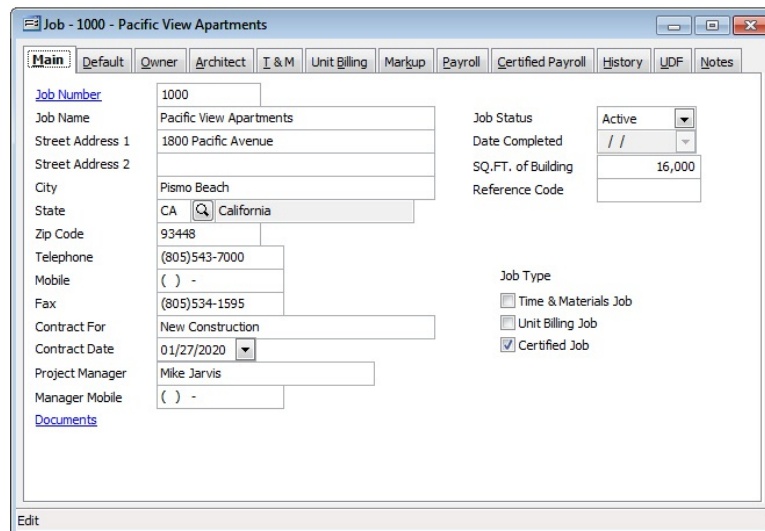
Cloning an Existing Record

Once a record is selected, it can be cloned to create a new record, and modifications can be made on the cloned record. Once the source record is brought to the screen, use the Clone Record 🔁 icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to

leave this process. Records can be edited as described above. However, one difference is that the cloned record will require a new Job Number and State to be saved as a new record.

Figure: JC-10
Cloned Job Record. Note that all of the initial fields except for the Job Number and State match the source record.

Deleting an Existing Record

Once a Job has been saved, it cannot be deleted if it has been used in any transactions. However, when the Job Status is changed to Closed, it can be purged from the Administrator menu. Once the source record is brought to the screen, use the Delete ⊠ icon (at the top of the screen). The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave this process.

Save the Changed Record

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

Main Tab

The main section of the job form maintains the most general job information.

Figure: JC-11
Sample Job Cost, Jobs
screen form.

Job Number

The job number will be used to identify the budget, Schedule of Values and all related costs for a specific job. The job number can be any combination of numbers and/or letters, up to ten characters in length. It is suggested that all job numbers be made the same length. For example, if six-digit job number are initially assigned, it may be useful to continue to assign six-digit numbers to all additional jobs. Please note that the underlined Job Number title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: JC-12
Reports directly accessible
by right-clicking on the
field hyperlink.

Job Name

This field records the title of the job that relates to the job number assigned. In most cases, the job name will be displayed whenever a job number appears. This is an alphanumeric field up to 30 characters.

Street Address 1

This alphanumeric field records the primary street address and is limited to 30 characters.

Street Address 2

The secondary street address is recorded here. This is an alphanumeric field and is limited to 30 characters.

City

This field records the city as an alphanumeric field up to 30 characters.

State

The two character state abbreviation is a two-character field that may be typed manually or selected from the list of defined state codes. Click on the Find tool to see an extended list of states.

Zip Code
This field records the postal zip code. This number is limited to ten characters, a hyphen should be entered in the 6th position, i.e., 99999-9999, according to the postal format.

Telephone Number
This field records the telephone number. This number is limited to ten digits and will be formatted automatically as (999) 999-9999 when the number is entered.

Mobile Number
This field records a cellular phone number. This number is limited to ten digits and will be formatted automatically as (999) 999-9999 when the number is entered.

Fax Number
This field records the facsimile (FAX) number. This number is limited to ten digits and will be formatted automatically as (999) 999-9999 when the number is entered.

Contract for
Use this alphanumeric field (limited to 35 characters) to enter a brief description for the job such as "New Construction" or "Remodel," etc.

Contract Date
This field records the date of the contract or the start date for the job. The date may be entered manually or using the Calendar tool. If entered manually, the input will be masked in mm/dd/yyyy format.

Project Manager
The name of the manager or person responsible for the job is entered into this alphanumeric field that is limited to 20 characters.

Manager Mobile Number
This field records a cellular phone number for the project manager which may be different than the Job Mobile Number. This number is limited to ten digits and will be formatted automatically as (999) 999-9999 when the number is entered.

<u>Documents</u>
This is a hyperlink field, a left-click will open a list of linked documents for this job or more documents can be added.

Job Status
This field records the current status of the job. The valid status options are Active, Inactive, or Completed.

Date Completed
This field is for the date the job is completed. This field becomes available only when the Job Status is Completed.

This date may be entered manually or using the Calendar tool.

Square Foot of Building
This field is for the total square footage of the project. This number will be used by BIS® to calculate cost per square foot as the job progresses and at the completion of the job. This field is limited to ten numeric characters.

Reference Code
This field is used as a filter in reports. For example, jobs can be public or private, over $100K or under $100K, out of state or local, etc. This field is limited to 10 characters allowing alphanumeric and symbols.

Job Type

This field is used to designate the job type. The job type can be left blank or allows a combination of options; Time & Materials and Certified, or Unit Billing and Certified.

Close Jobs − Procedure

When a job is completed and the related detailed information no longer needs to be maintained, the job can be closed, permanently removing these records from BIS®. The job master information, budget, job cost records, schedule of values, change orders, subcontracts and document manager will all be purged.

⚠ **Caution**

> It is advisable to make a backup copy of the job cost files before actually removing them. Remember, once a job cost file is removed, it's gone forever! If job records are accidentally removed, the only way to get it back is to restore the files from a backup source.

Once a job is deleted, the job cannot be restored to the database. Therefore, be sure that the job is ready to be purged. The process of closing a job can be time-consuming for a large file. Be sure to allow enough time.

To close a job:
1. Complete the backup procedures for this company.
2. Select Purge Jobs from the Administrator menu.
3. Place a checkmark in the Tagged box next to the job(s) that are to be closed.
4. Click the Purge Jobs button. BIS® will require affirmation of the understanding that the job selected will be purged before completing this procedure.

Default Tab

The default section of the job maintenance form is used for setting up the default values for various information related to the job.

Figure: JC-13
Job Cost, Jobs master record, Default tab screen form sample.
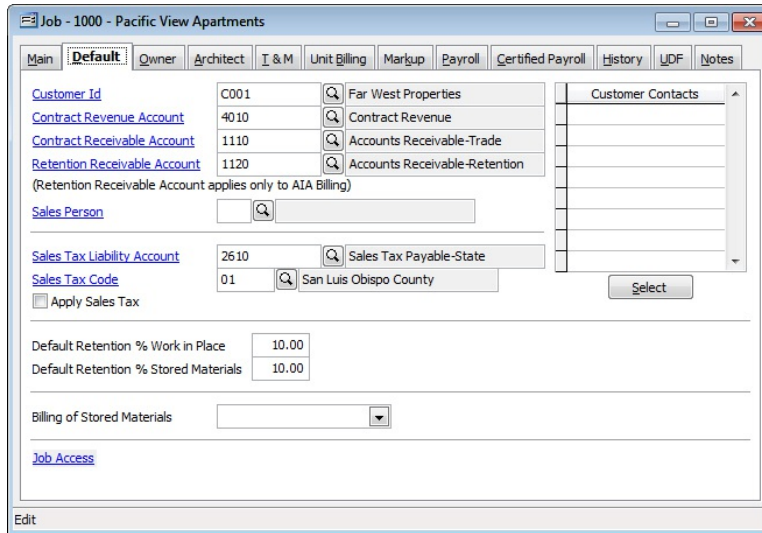
Customer ID

A valid customer number must be entered if the Accounts Receivable module is activated. After an application for payment is closed, BIS® will update the customers' ledger, accounts receivable journal, general ledger and financial statements. If the AR module is not activated, this field may be left blank.

When a customer number is entered into the Job master record, the system will ask, "Do you want to fill the Owner Tab with information from this Customer?" If the answer is Yes, the relevant information from the Customer master record will automatically populate the Owner tab (covered below). If the answer is No, the fields in the Owner tab will need to be entered manually.

Figure: JC-14
Dialog box that appears after selecting the Customer Id.
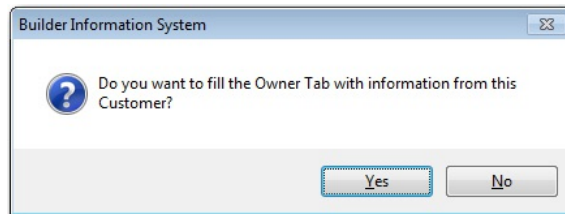
Please note that the underlined Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Customer - New form. Right-clicking on the Customer Id hyperlink opens a selection of reports that can be directly accessed.

Figure: JC-15
Reports directly accessible by right-clicking on the field hyperlink.

Customer Contacts

This is a list of contacts for the job. Click the Select button to display a list of names from the Customer master record Contact tab. Place a checkmark on one or more names and they will be listed on the Job Default tab.

Contract Revenue Account

This field records the general ledger account number used for contract revenue. An account number may be selected by using the Find tool to browse the Chart of Accounts. The description for the account number entered will appear after an account is selected. This is an alphanumeric field and is limited to ten characters.

The underlined Contract Revenue Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Contract Revenue Account hyperlink accesses a selection of reports that can be directly accessed.

Contract Receivable Account

This field records the account number used for contract receivables. Generally, this account number should remain the same for every job entered. The account number may be typed or selected by using the Find tool to browse the Chart of Accounts. The description for the account number entered will be displayed. This is an alphanumeric field and is limited to ten characters.

The underlined Contract Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Contract Receivable Account hyperlink accesses a selection of reports that can be directly accessed.

Retention Receivable Account

This field records the account number used for retention receivables. The account number may be typed or selected by using the Find tool to browse the Chart of Accounts. The description for the account number entered will appear after the account is selected. This is an alphanumeric field limited to ten characters.

The underlined Retention Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Retention Receivable Account hyperlink accesses a selection of reports that can be directly accessed.

Sales Person

This field displays the sales person to be used for this job. The Sales Person can be entered manually or by using the Find tool.

The underlined Sales Person title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Sales Person - New form. Right-clicking on the Sales Person hyperlink directly accesses the Sales Person Report.

Sales Tax Liability Account

This field displays the sales tax account to be used for posting the sales tax for this job. The Sales Tax Account can be entered manually or by using the Find tool.

The underlined Sales Tax Liability Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Sales Tax Liability Account hyperlink accesses a selection of reports that can be directly accessed.

Sales Tax Code

This displays the applicable tax code and rate. The Sales Tax Code can be entered manually or by using the Find tool. Please note that the underlined Sales Tax Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Sales Tax Codes – New form. Right-clicking on the Sales Tax Code hyperlink directly accesses the Sales Tax File Report.

Apply Sales Tax

Selecting this box means sales tax will be applied for the job. If sales tax should not be applied for the job, clear this box.

> ⓘ **Tip**   Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job Master record is considered first, and the Customer master record is considered second.

Default Retainage % Work in Place
The default percentage entered here will determine the retention applied against work in place. The percentage can be overwritten when updating the Schedule of Values.

Default Retainage % Stored Materials
This percentage will determine the retention applied against stored materials. The percentage can be overwritten when updating the Schedule of Values.

Billing of Stored Materials
Select the Billing method for Stored Materials. The AIA Stored Materials method bills all the materials at the start of the job and then tracks the usage of those materials. The Alternate method bills for materials as the materials are used; Alternate is the default setting.

Figure: JC-15.1
Billing of Stored Materials

Job Access
With the Password Module and designated user access rights a Job Access hyperlink may be available that allows user access permissions to be granted for the job.

Figure: JC-15.2
Job Access form(available with the PW Module) allows user access to be granted or denied to the Job master record.
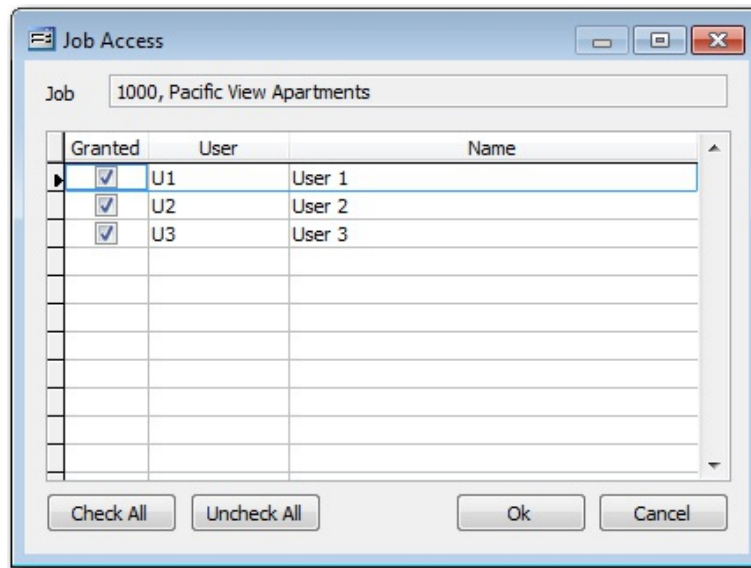
Owner Tab
The owner section contains information about the owner of the project site.

If the user answered Yes to the box, "Do you want to fill the Owner Tab with information from this Customer" when entering the Customer Id in the Main tab, the relevant information from the Customer master record will automatically populate the Owner tab. However, automatically entered data can be modified in this screen (but will does not affect the Customer master record). If the answer was No, the fields in the Owner tab must be entered manually.

Figure: JC-16
Dialog box that appears after selecting the Customer Id.

Figure: JC-17
Job Cost, Jobs master record, Owner tab screen form sample auto-populated from the Customer Id data.

Owner Name
This alphanumeric field of up to 30 characters is for the name of the owner of the project.

Address 1
This alphanumeric field of up to 30 characters records the primary street address.

Address 2
The secondary street address is recorded here. This is an alphanumeric field limited to 30 characters.

City
This alphanumeric field of up to 30 characters is used to record the city.

State
The two-character state abbreviation is a 2-character field that may be typed manually or selected from the list of defined state codes. Click on the Find tool to see an extended list of states.

Zip Code
This field records the postal zip code. This number is limited to ten characters, a hyphen should be entered in the 6th position, i.e., 99999-9999, according to the postal format.

Telephone Number

This field records the telephone number. This number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

Mobile Number

This field records a cellular phone number. This number is limited to ten digits and will be formatted automatically as (999) 999-9999 when the number is entered.

Fax Number

This field records the facsimile (FAX) number. This number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

E-mail

This field records the electronic mail (e-mail) address in an alphanumeric field limited to 35 characters.

Contact Name

This is an alphanumeric field limited to 30 characters is used to record the contact's name.

Architect Tab

The architect section contains information about the architect of the project. The data must be entered manually.

Figure: JC-18
Job Cost, Jobs master record, Architect tab screen form sample.

Architect

This alphanumeric field of up to 30 characters is for the name of the architect of the project.

Address 1

This alphanumeric field of up to 30 characters records the primary street address.

Address 2

The secondary street address is recorded here. This is an alphanumeric field limited to 30 characters.

City

This alphanumeric field of up to 30 characters is used to record the city.

State

The two-character state abbreviation is a 2-character field that may be typed manually or selected from the list of defined state codes. Click on the Find tool to see an extended list of states.

Zip Code

This field records the postal zip code. This number is limited to ten characters, a hyphen should be entered in the 6th position, i.e., 99999-9999, according to the postal format.

Telephone Number

This field records the telephone number. This number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

Mobile Number

This field records a cellular phone number. This number is limited to ten digits and will be formatted automatically as (999) 999-9999 when the number is entered.

Fax Number

This field records the facsimile (FAX) number. This number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

E-mail

This field records the electronic mail (e-mail) address in an alphanumeric field limited to 35 characters.

Contact Name
This is an alphanumeric field limited to 30 characters is used to record the contact's name.

T & M Tab

The T & M tab provides the option to set the job as an alternative Time and Materials billing method. The Time & Materials Job checkbox must be selected prior to initiating any Job Billing. (Refer to the Time and Materials Reference Manual for additional information.)

Time & Materials Job

The Time & Materials Job checkbox designates a Job as a Time & Materials Job. This setting initiate the job for the Time and Materials billing method.

Cap Amount

This amount field allows a Cap Amount limit to be set. Cap amount will warn users when the cost applied to a T&M Job have exceeded the selected cap. These amounts are optional and must be zero or greater than zero.

Cap Hours

This field allows an hours cap amount limit to be set. Cap hours will warn users when hours applied to a T&M Job have exceeded the selected cap. These amounts are optional and must be zero or greater than zero.

Markups

Percentage fields allows % individual markups to be set for Labor, Materials, Subcontract, Other Direct Costs, and Equipment.

Overheads & Profit

The Overheads and Profit section allows up to three Markups to be setup by either a percentage markup or a fixed dollar amount

Figure: JC-18a
Job Cost, Jobs master record, T&M tab screen form sample.

Unit Billing Tab

Unit Billing Jobs are set up on the Unit Billing tab of the Jobs master record. This provides the option to set the job as an alternative Unit Billing method. The Unit Billing Job checkbox must be selected prior to initiating any Unit Billing. (Refer to the Unit Billing Reference Manual for additional information.)

Default Retention %

The default percentage entered here will determine the retention applied. The percentage can be overwritten when processing the Unit Billing Invoice.

Markups & Profit

The Markups and Profit section allows up to three Markups to be setup by either a percentage markup or a fixed dollar amount

Figure: JC-18b
Job Cost, Jobs master record, Unit Billing tab screen form sample.

Markup Tab

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

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

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

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

Figure: JC-19
Job Cost master record,
Markup tab screen form.

Labor %

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

Material %

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

Subcontract %

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

Other %

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

Equipment %

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

Scheduled Values Billing Method

The billing method specified designates the job to be billed at cost only (Cost Only) or at cost plus a percentage markup of cost (Cost Plus Markup).

Labor Billing Rate

The labor billing rate specified establishes whether the labor amount to bill is entered manually or is calculated based on the markup percentages entered above. The hourly billing rate can be entered on the Default tab of the Employees form. The calculated billing rate is the employee's gross plus the worker's compensation rate times the hours plus the other burden percentage.

Payroll Tab
The information on this tab allows local payroll taxes to be assigned to job. It also allows a job to set up unique Billing rates and Per Diem charges per classifications.

Figure: JC-20
Job Cost, Jobs master record, Payroll tab screen form sample.

Local Tax Code
This field assigns the default local tax code selected from the Local Taxes file. Each time an employee's hours or additions are assigned to this job through the Job Cost screen, the local tax code entered here will be pulled up, overriding any default local tax code entered for that employee. However, this tax code may be changed or deleted during payroll entry, if necessary.

Please note that the underlined Local Tax Code is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Local Taxes – New form. Right-clicking on the Local Tax Code hyperlink directly accesses the Local Taxes report.

State
This field displays the state associated with the Local Tax Code for this job.

Certified Job
Selecting this box will designate this as a certified job. Payroll hours should then be entered under the Certified tab in Payroll Hours and Adjustments. A Certified Payroll Report is also available in the Payroll section of the Reports menu.

Use Per Diem
Use Per Diem option setting allows a per diem to be set specific to the job. Select the "Use Per Diem" setting if Per Diem will be used in Payroll for the selected Job. (Refer to the Time and Materials Reference Manual for additional information.)

The Per Diem record is established in the Payroll Adjustments - Additions master record, usually as a new "Non Payroll Adjustment". This is a required field.

GL Account is the account to be used for the per diem addition. It will load automatically from the Additions master record, but can be changed on-the-fly. This is a required field.

Billing and Per Diem Exceptions
This section provides an optional settings to utilize a Multiplier percentage and set Per Diem Daily Rate Default and job specific payroll Billing Rates associated to individual Rate Classications.

Multiplier % is the percent used to increase all the Billing Rates loaded from the Labor Rates Classification master record and listed in the Classifications Exceptions grid, but does not affect the Per Diem rate. The Multiplier is a positive number from 0.00 to 100.00.

Per Diem Daily Rate Default is the rate used in payroll for the selected Job and will load automatically from the Additions master record, but can be changed on-the-fly. This rate will be overwritten by the Classifications Exceptions or by the rate classification defined per employee when this rate is zero. This rate can be an amount between 0.00 and 999,999.99.

Classifications Exceptions is a list where selected classifications can be modified. Classifications not included in this list will be obtained from the Employee master file or the Labor Rates Classifications master file. Use the Multiplier percent when all unmodified billing rates must be increased by a percent.

Certified Payroll Tab
This section allows a job to be identified as a government contract requiring the entry of payroll hours and production of certified payroll reports.

Figure: JC-20a
Job Cost, Jobs master record, Certified Payroll tab screen form sample.
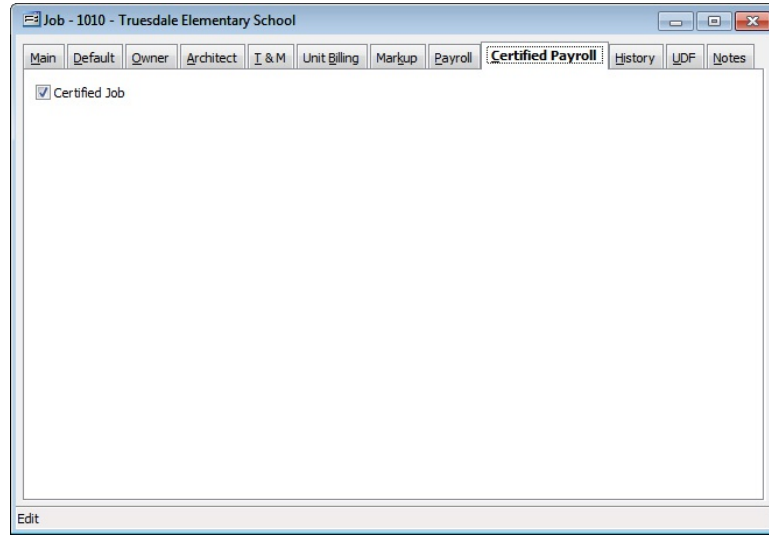
Certified Job
Selecting this checkbox will designate this as a certified job. Payroll hours should then be entered under the Certified tab in Payroll Hours and Adjustments. A Certified Payroll Report is also available in the Payroll section of the Reports menu.

History Tab

The history section displays Accounts Receivable job information to date.

Figure: JC-21
Job Cost, Jobs master record, History tab screen form sample.

Prior Year Ending Date

BIS® will automatically display the ending date of your prior year, which may be changed as necessary. This date may be entered manually or selected using the Calendar tool.

Prior Year Revenues

This field displays the amount, if any, of revenues earned from the prior fiscal year. This figure can be used to compute the Over/Under Billings Reports. If this is a new installation of BIS®, this field may be used to manually enter the beginning balance as of the beginning of the year.

Gross Profit Recognized

This field displays the amount, if any, of gross profit recognized from the prior fiscal year. This figure can be used to compute the Over/Under Billings report. If this is a new installation of BIS®, this field may be used to manually enter the beginning balance as of the beginning of the year.

Last Application Number

This field displays the number of the most recent Application for Payment on the current job.

Last Application Date

This field displays the date of the most recent Application for Payment on the current job.

Retention Invoice Number

This field displays the original invoice number for retention on the current job.

Retention Invoice Date

This field displays the date of the original retention on the current job.

Retention Amount

This field displays the total retention amount on the current job.

Previous Certificates for Payment

This field displays the total amount of previous applications for payments.

Udf Tab
This tab will display up to 40 User Definable Fields that can store additional information in the Master Record. Click the Define Fields Button to add new fields and manage existing fields.

Figure: JC-22
Job Cost, Job File, Udf tab screen form with examples of a user defined field.
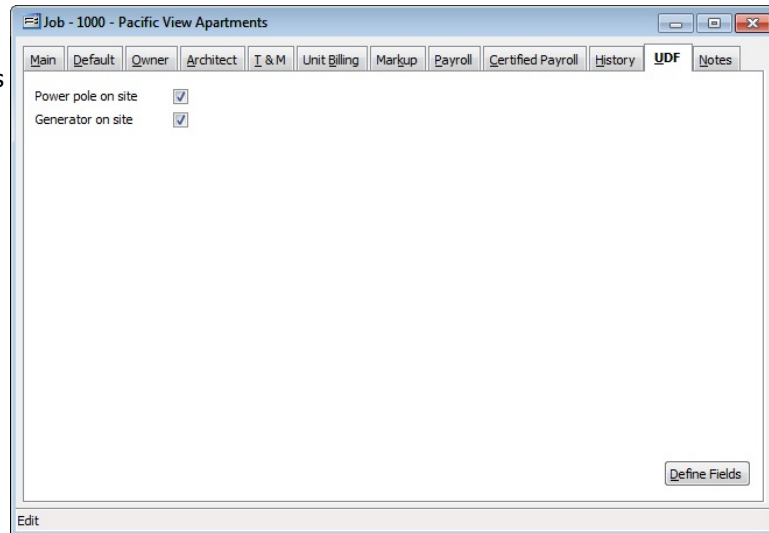
Define Fields Button
User Definable Fields may be added to the Customers, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, Sales Tax Codes, Salespersons, Jobs, and Equipment master records for customizable data storage. Up to 40 different fields can be added to each master record. These fields are either character, numeric, date, or logical in nature to provide the maximum flexibility in creating exactly the type of field needed to store the data.

Figure: JC-23
Sample User Defined Fields for Jobs screen form.
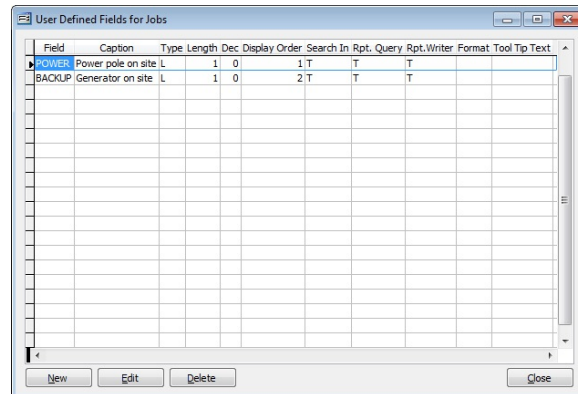
Within the User Defined Fields form, users will see a listing of all fields that have been created for the source master record type. New fields can be created and existing fields can be edited or deleted in this form. Additionally, fields may have the order in which they appear adjusted by changing the Display Order.

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

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

Type

This field displays the letter C (Character), N (Numeric), D (Date) or L (Logical-True/False) for the field type.

Length

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

Dec

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

Display Order

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

Search In

This check box allows a UDF to be used as a search option.

Figure: JC-23a
Udf Search In form.
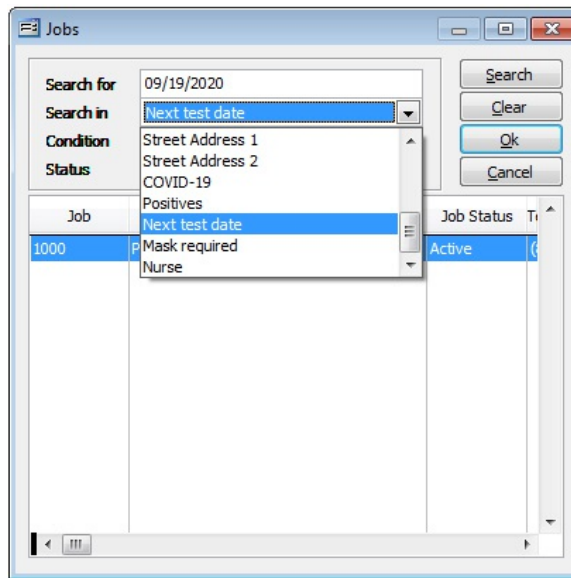
Rpt. Query

This check box adds the caption of the UDF to all UDF report type query forms.

Figure: JC-23b
Udf report type query form.
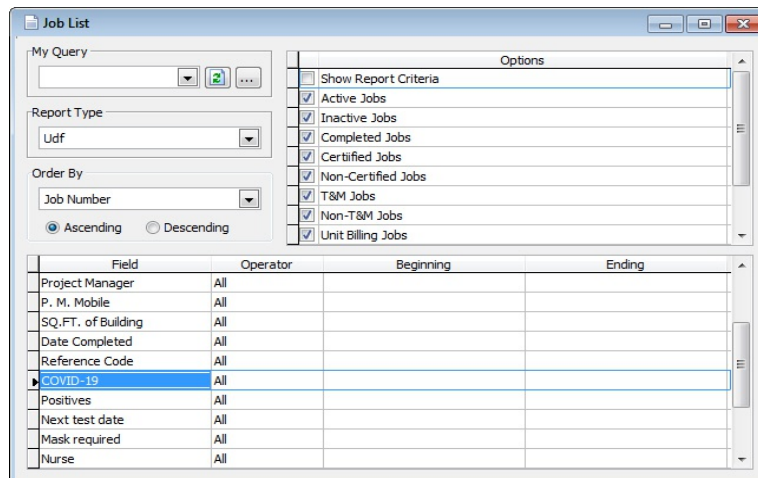
Rpt.Writer
The button allows UDF fields to be used as data items in Report Writer.

Figure: JC-23c
Udf field used for Report Writer.
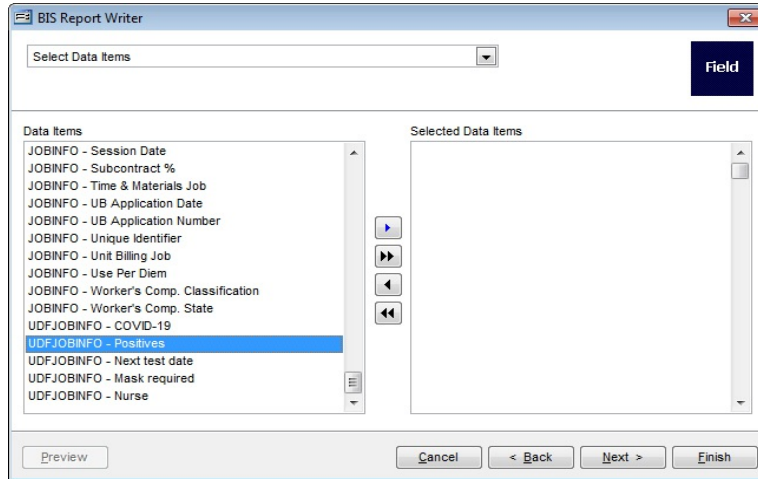
New
The New button allows creation of a new character, numeric, date or logic field for this Master File.

Figure: JC-24
Udf New Field screen form.
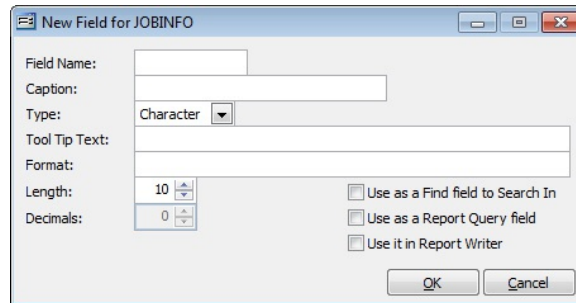
Edit
The Edit button allows altering character, numeric, date or logic fields previously created for this Master File. The fields, Field Name, Caption, Type, Length, and Decimal are the same as those in the parent form, shown above.

Figure: JC-25
Udf Editing Field screen form.
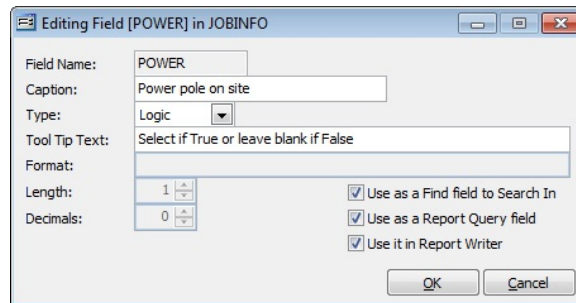
Tool Tip Text

The Tool Tip Text field allows entering a tip that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

Figure: JC-26
Job Udf tab screen form showing the Tool Tip for the last field listed.
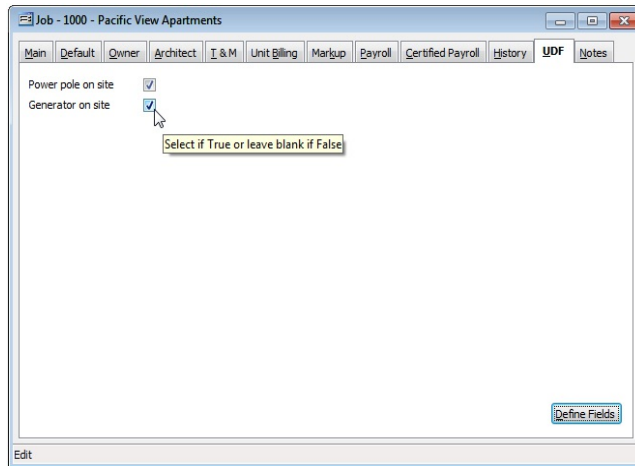
Format

The Format field allows entering a format that will control the appearance of the user's entry to the Udf field. If the format entry is the letter, a, h, l, n, u, w, or x, the user's entry is unchanged. See the chart below.

Format	Description	Format Example	Results for Value Text	Results for Value Date	Results for Value Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
#		###### .###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
9		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
,		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
.	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
.		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	UUUUU	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	WWWWW	hello	12/31/06	wwwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	XXXXXX
Y	Permits the letters Y, y, N, and n for the logical values True (T) and False (F), respectively. Note: If the type value is text, the value will be converted to uppercase letters.	YYYYY	HELLO	12/31/06	YYYYY
	Virtually any character can be used in the format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123T Qh	12/31/06	123TQW

Figure: JC-27   Data Format Chart. This chart shows the format, description, an example, and results.

Length

The Length field allows control of the number of characters in the user's entry to the Udf field.

Decimals

The Decimals field allows control of the number of decimals of a number field (only) to the user's entry to the Udf field.

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

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

Delete

The Delete button allows removal of any previously saved character, numeric, date, or logic fields for this master file.

Close

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

Notes Tab

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

Figure: JC-28
Sample Job master record
Notes tab screen form.
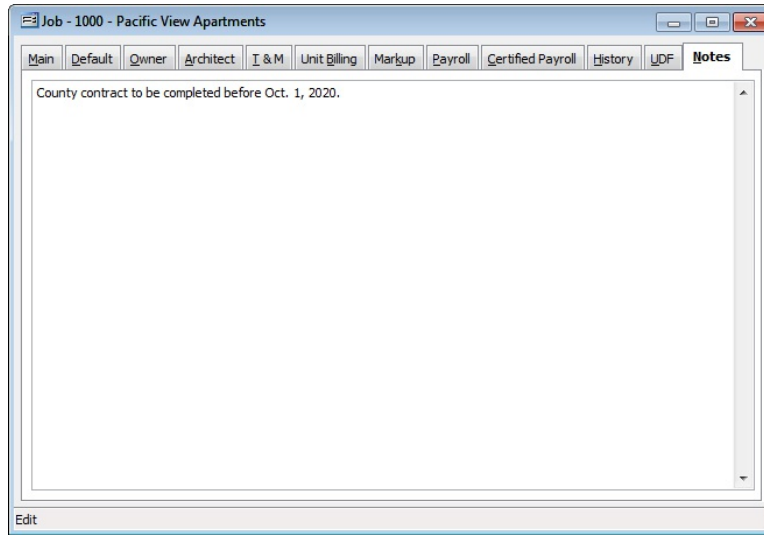
Budget

The BIS® job cost feature allows users to track actual expenditures for each job and compare these costs with the job budget. This is an essential tool for profit planning. The job cost files are unrelated to the general ledger. Therefore, job cost information remains in the system even after a fiscal year is closed and detailed financial data is purged. BIS® retains detailed job cost information until the job is purged.

Expenditures are recorded to the job cost file in two ways:

1. Directly, through job-related transactions that are posted to budget cost codes and change orders.
2. Indirectly, through the use of production expenses.

Each time a direct job cost is posted through a transaction, BIS® will require the user to associate that entry to a job cost code, or change order and cost code. There is no risk of forgetting to post the job cost, since BIS® will not save the transaction without this information. These direct job costs can also be used to update the job billing by using the Cost Plus billing feature.

Modular Menu Access
JC | Budget

Standard Menu Access
Job | Budget

Budget and Change Orders
The budget and change order information for a job is entered, revised, reported on, deleted, and added to another job through the Budget and Change Order option.

Modular Menu Access
JC | Budget | Budget and Change Orders

Standard Menu Access
Job | Budget | Budget and Change Orders

Figure: JC-29
Budget and Change Orders screen form Job tab showing sample job display data. (This data can only be altered in the Job Master Record.)

The items on this screen are for display only and can be used to select the job for which Budget and Change Orders information will be viewed or updated. The job information viewed here is maintained in the Job Maintenance form from the Job Menu.

Editing an Existing Record

You can examine the list of job budgets and change orders 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' Budget and Change Orders Records

Users can scroll through different jobs' Budget and Change Order records by using the Navigation buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to 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 last record of the list according to the Job Id.

Figure: JC-30
Budget and Change Orders
Find/Search screen form.
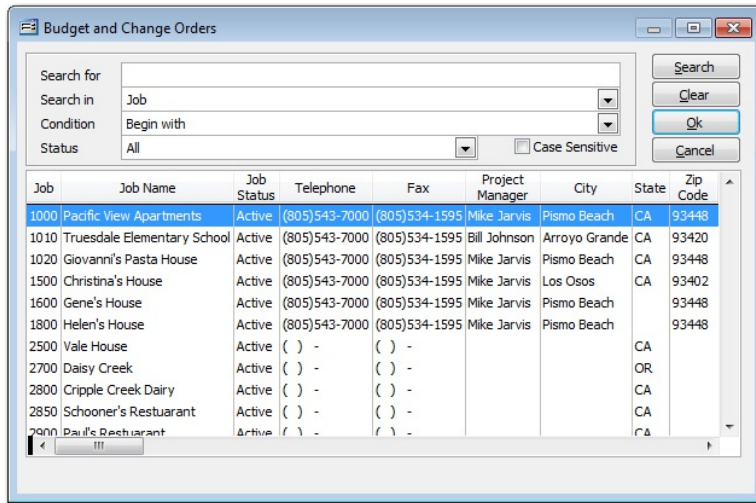
Job Tab

The budget and change order information for a job is entered, revised, reported on, deleted, and added to another job through the Budget and Change Order option. This tab is for display only and can be used to select the job for which budget and change order information will be entered on those tabs of this record. The information viewed here is maintained in the Jobs maintenance screen.

Job Number

This field displays the number of the job selected. Please note that the Job Number title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: JC-31
Reports directly accessible
by right-clicking on the
field hyperlink.

Job Name

This field displays records the title of the job that relates to the job number assigned.

Street Address 1
This field displays the primary street address.

Street Address 2
The secondary street address is displayed here.

City
This field displays the city.

State
This field displays the state abbreviation.

Zip Code
This field displays the postal zip code.

Telephone Number
This field displays the telephone number.

Fax Number
This field displays the facsimile (FAX) number.

Contract for
This field displays a brief description for the job.

Contract Date
This field displays the date of the contract or the start date for the job.

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

Square Foot of Building
This field displays the total square footage of the project.

Budget Tab

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

The budget information is used in various BIS® reports showing comparisons between the budget and actual costs incurred. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Budget data entry form.

Figure: JC-32
Job Cost, Budget and
Change Orders, Budget
tab screen form.

Adding a New Record - Insert Button

To add a new record to the Budget, 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.

Budget Screen Form
This screen is accessed by clicking on the Insert button on the Budget tab form or by a double-click on an existing cost code line.

Figure: JC-33
Budget, new screen form.

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

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

Billing Code (SV)
The billing code identifies the contract line item in the Schedule of Values. It may be typed or selected using the Find tool magnifying glass 🔍 icon. Including the billing code in the budget item interfaces the cost code selected with the billing code when using the Cost Plus option in the Billing module. If the billing code is left blank, this cost code will post cost to the first contract line item on the Schedule of Values. If it is not appropriate to post cost the billing code can be left blank. When a billing code is entered, the associated description is displayed.

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

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

Hours
If hours applies to this cost code, they are entered here.

Labor
If any portion of the cost of the listed cost code applies to employee labor, the dollar amount is entered into this field.

Material
If any portion of the cost of the listed cost code applies to materials, the dollar amount is entered into this field.

Subcontract
If any portion of the cost of the listed cost code applies to one or more subcontracts, the total dollar amount is entered into this field.

Other
If any portion of the cost of the listed code applies to something other than labor, material, subcontract, or equipment, or if the related module is not installed, the dollar amount is entered into this field.

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

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

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

Screen Buttons
Navigation buttons
These buttons scroll through the list of cost codes. Clicking on the First ⏮ icon will open the first record of the list. Clicking on the Previous icon ◀ will open the immediately previous record of the list. Clicking on the Next ▶ icon will open the next record of the list. Clicking on the Last ⏭ icon will open the last record of the list. Two other buttons are added, New and Delete, for adding a new cost code or deleting one.

Adjustments Screen Form
This screen is accessed by clicking on the Adjustments button on the Budget screen form. The Add and Edit buttons will allow adding a new adjustment or editing an existing one. Delete will remove the adjustment and Close will close the form.

Figure: JC-34
Budget, sample
Adjustments screen form.

Save
This button saves the currently displayed data entered.

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

Undo
This button removes any changes on the entry form.

Change Orders Tab

This tab is used for maintaining all cost information for change orders recorded for the job selected. The screen form is divided into two sections, one dealing with the Budget Change Orders and their connection, if any to Change Orders in the Schedule of Values. The lower section deals with the detail of the cost codes associated Budget with the selected change order of the upper portion of the screen.

> ⓘ **Tip**   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.

Figure: JC-35
Budget and Change
Orders, Change Orders tab
screen form.

Change Order Header List

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

Change Order Header Form

This form is used to maintain change order budget information. Budget information for a change order cannot be entered (in the Change Order Detail form) until the header information is entered here.

Figure: JC-36
Change Order Header
screen form example.

Change Order Screen Form
The change order number will be used to identify the budget and Schedule of Values information for each change order. The change order number can be any combination of numbers and/or letters, up to five characters in length. It is suggested that all change order numbers be made the same length.

Description
This field records a description of the change order that is associated with the change order number assigned. In most cases, the change order description will be displayed whenever a change order number appears. This is an alphanumeric field limited to 30 characters.

Change Order (SV)
The change order number may be typed or selected using the Find tool. When the change order number is entered, the change order description is displayed.

Notes
This is a text edit box and is provided for unlimited and freely formatted notes. Use this area as a notepad and a general reference section.

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

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

Figure: JC-37
Budget and Change Orders, Change Order Detail screen form sample.

Job Number
This field displays the job number and name.

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

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

Extended Description
Select the checkbox to open the description field for unlimited text.

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

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

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

Labor
If any portion of the cost of this change order code applies to employee labor, the amount is entered into this field.

Material
If any portion of the cost of this change order code applies to materials, the amount is entered into this field.

Subcontract
If any portion of the cost of this change order code applies to one or more subcontracts, the total amount is entered into this field.

Other
If any portion of the cost of this change order code applies to something other than labor, material, subcontract, or equipment, or if the related module is not installed, the dollar amount is entered into this field.

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

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

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

Screen Buttons
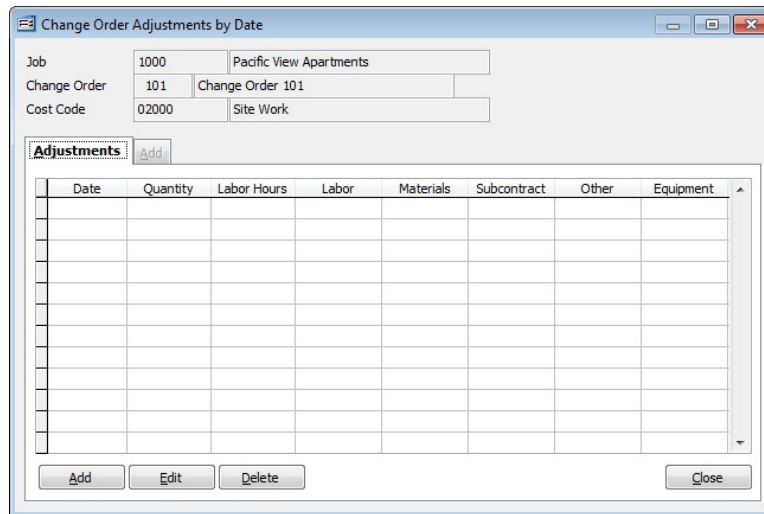
Navigation buttons
These buttons scroll through the list of cost codes listed within the detail section of a change order. Clicking on the First ⏮ icon will open the first record of the list. Clicking on the Previous icon ◀ will open the immediately previous record of the list. Clicking on the Next ▶ icon will open the next record of the list. Clicking on the Last ⏭ icon will open the last record of the list. Two other buttons are added, New and Delete, for adding a new cost code or deleting one.

Adjustments Screen Form
This screen is accessed by clicking on the Adjustments button on the Change Order Detail screen form. The Add and Edit buttons will allow adding a new adjustment or editing an existing one. Delete will remove the adjustment and Close will close the form.

Figure: JC-37.1
Budget and Change
Orders, Change Order
Detail screen Adjustments
by Date form sample.

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.

Inventory Tab
This tab functions with the Inventory Module and allows Job Inventory to be entered and tracked via the Job Budget Inventory Report.

Unit Cost Type for the job is selected at the top of the form. The insert button opens the Inventory Items form.

Figure: JC-37.2
Inventory tab.
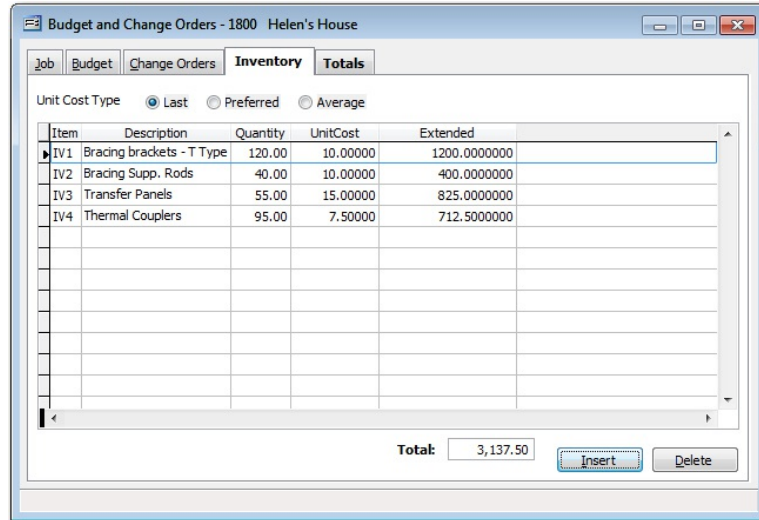
Inventory Items Form
The Inventory Item number is entered or selected using the Lookup, Unit Cost auto-populates, Unit Quantity is entered which then calculates and displays the total dollar amount in the Extended field.

Figure: JC-37.3
Inventory Item form.
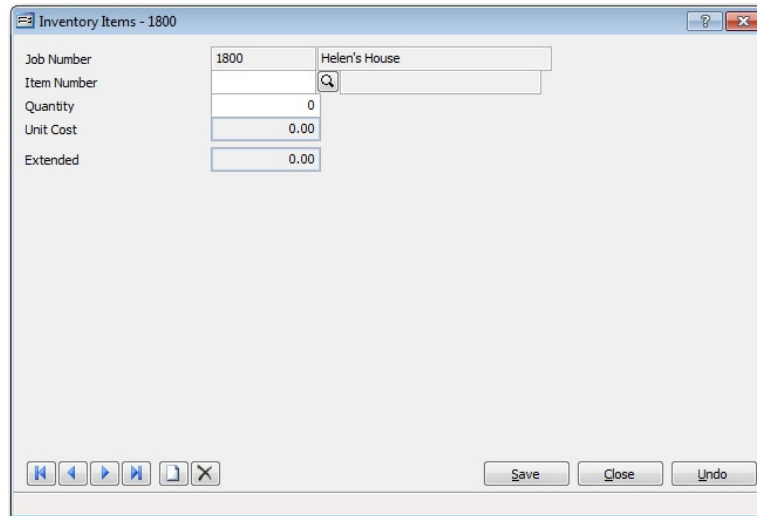
Navigation buttons
These buttons scroll through the list of inventory items. Clicking on the First ⏮ icon will open the first record of the list. Clicking on the Previous icon ◀ will open the immediately previous record of the list. Clicking on the Next ▶ icon will open the next record of the list. Clicking on the Last ⏭ icon will open the last record of the list. Two other buttons are added, New and Delete, for adding a new item or deleting one.

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

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

Figure: JC-38
Budget and Change Orders, Totals tab sample screen form.

	Budget	Budget Adj	Change Orders	Change Orders Adj	Totals
Hours	558.00	13.00			571.00
Labor	200,518.00				200,518.00
Material	208,520.00		5,000.00		213,520.00
Subcontract	863,010.00		32,850.00		895,860.00
Other	30,000.00				30,000.00
Equipment	52,500.00				52,500.00
Total Budget	1,354,548.00		37,850.00		1,392,398.00

Budget and Change Orders - 1000   Pacific View Apartments

Job | Budget | Change Orders | Inventory | Totals

Begin of File

Import From Estimate

This option makes it possible to create templates that will allow users to import external estimate information into a job budget. Use this option to save data entry time by creating a budget from an estimate. Currently, BidWorx®, ConEst®, ProEst®, and WinEst® estimating software all produce BIS® specific files that can be imported. Templates for these software packages are available (Ctrl + L) whenever a new company is started in BIS®. Beyond these templates, custom templates can be created for other estimates in comma delimited text or Microsoft® Excel® comma separated value (CSV) format.

If a job estimate has been completed using an external application, it can be used to create the budget for the job. This can save a great deal of data entry time, and once created, the budget can be modified as necessary. Do not use this option if the estimate was created in BIS®. To import a budget, a Job master record must first exist in the Jobs file.

⚠ **Caution**   In order for this option to work correctly, there should be no budget records for the job selected in Step 4. If any budget records (cost codes) exist, they must be deleted prior to beginning the import procedure.

To create a budget automatically from an external estimate:

1. Select Import from Estimate from the Budget submenu of the Job menu.

2. Enter a code to identify this import routine and a description.

3. Locate the external file that contains the estimate that will be used to create the job budget. The Browse button may be used to select the directory location.

4. Select a job from the master file for which the budget will be created.

5. This table displays information about the fields used by BIS® to create a job budget. Specify which external fields are to be imported into each BIS® field listed and instructions for how to convert the external data. For more information on this, see the detailed information on the Import from Estimate option.

6. Enter the line number of the external files where the import procedure should begin.

7. Enter the conditions that should cause a record to be skipped.

8. Click Import to begin the data conversion.

9. Items with the same cost code can be combined by using the Total button.

The imported budget can be viewed by going to the Budget and Change Order form and selecting the specified job.

Modular Menu Access
JC | Budget | Import from Estimate

Standard Menu Access
Job | Budget | Import from Estimate

New Record
Initial access to Import from Estimate from the menu opens the Import from Estimate - New form. This form is used to enter new import information. However, access to a new form when another code is on the screen only requires pressing Ctrl+N or using the New ☐ icon on the toolbar. The system will ask if changes to the open record should be saved.

Figure: JC-39
Job Cost, Import from Estimate – New screen form.
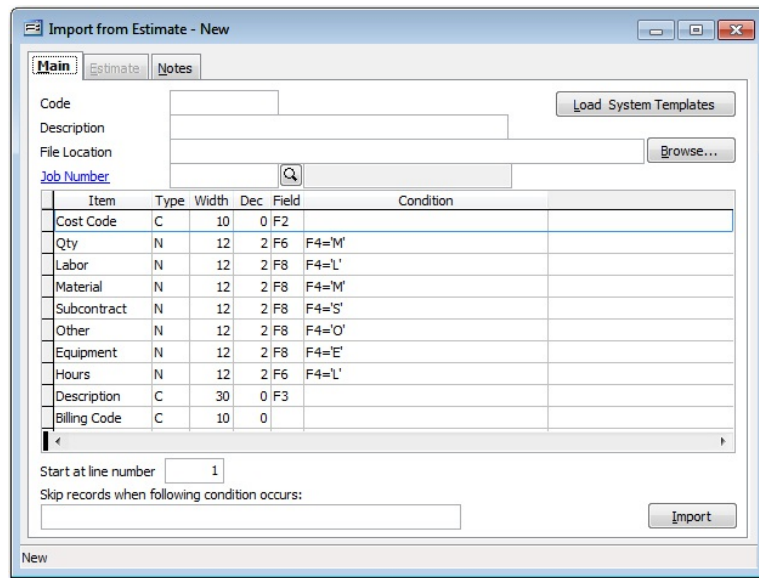
Editing an Existing Record
Users can examine the list of by Import from Estimate templates clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: JC-40
Job Cost, Import from Estimate Find/Search screen from.
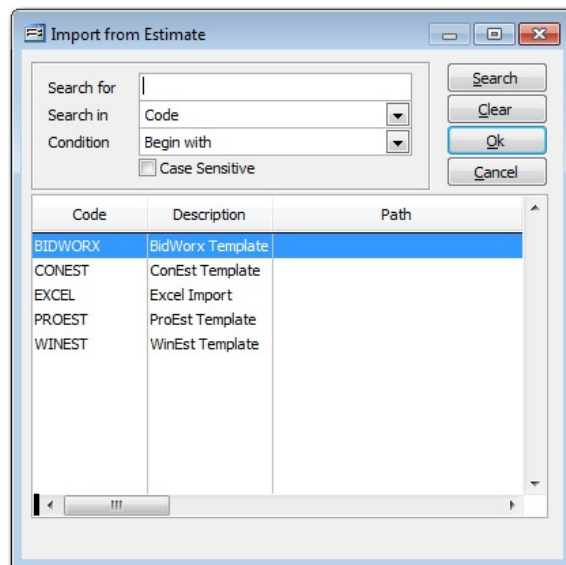
Scrolling Through Import from Estimate Records

Users can scroll through the Import from Estimate template records by using the Navigation buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to the template Code. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately previous record of the list according to template Code. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to template Code. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list according to template Code.

Figure: JC-41
Sample Job Cost, Cost Code Library template screen form for editing.
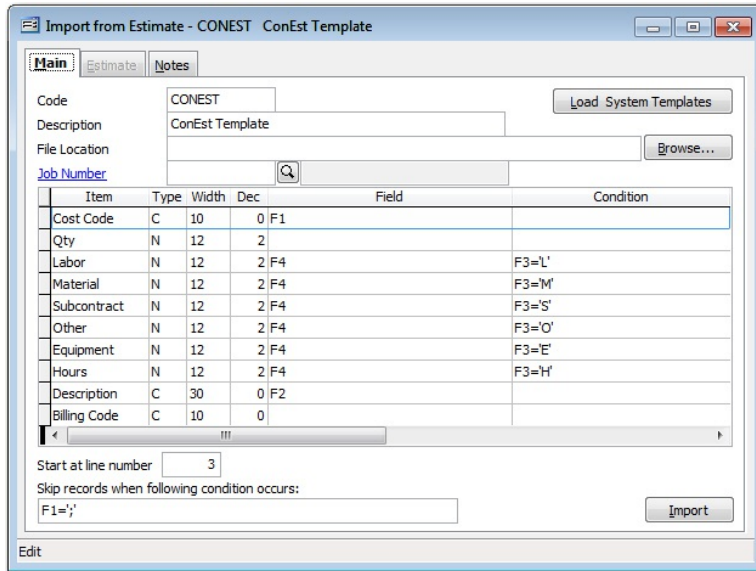
Cloning an Existing Record

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

Figure: JC-42
Cloned Import from Estimate record. Note that all of the initial fields except for the Code match the source record.
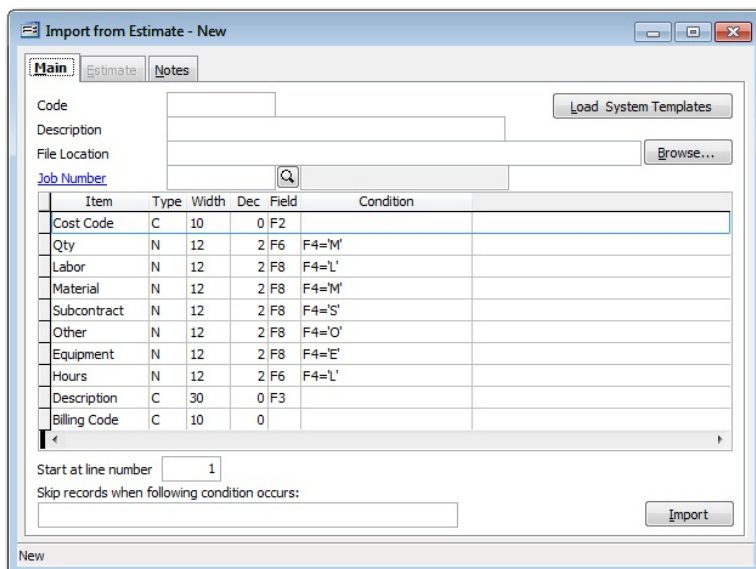
Deleting an Existing Record
Once a template code has been saved, it cannot be deleted (or the template code changed) if it has been used in any transactions.

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 this process.

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

Main Tab
The Main tab of the Import from Estimate screen form permits the form that is used to identify the file location and job, and begin the import process.
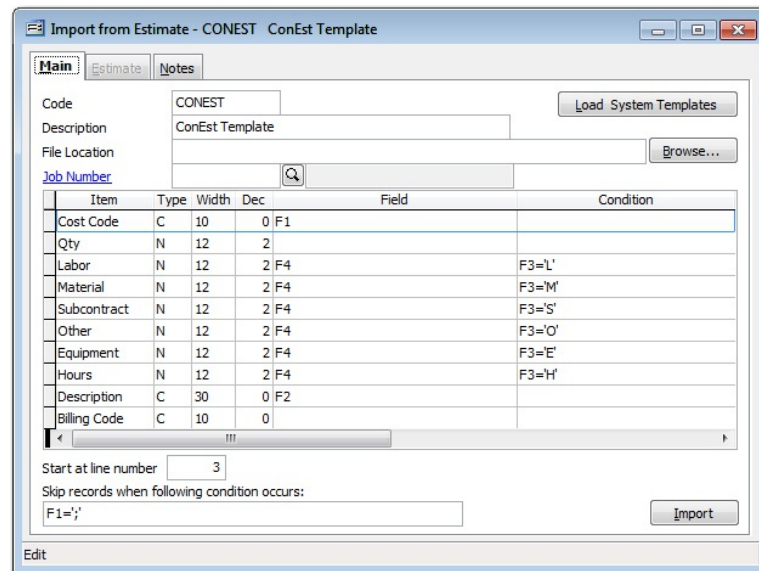
Code
This code is used to identify this import routine. Assign an alphanumeric code up to 12 characters in length.

Description
Enter a description up to 30 characters of the input data and import routine.

Figure: JC-41
Sample Job Cost, Cost Code Library template screen form for editing.

File Location
This field is used to locate the file that contains the external estimate that will be used to create the job budget. The directory and file name may be typed, or use the Browse button to locate and select the file.

Job Number
This field is used to select the job for which a budget will be created from the external estimate. The job number may be typed or selected using the Find tool. Once the job number is entered, the job name is displayed.

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

Figure: JC-42
Reports directly accessible
by right-clicking on the
field hyperlink.

Load System Templates
When this button is selected, the system allows the user to choose any of the pre-existing templates to be loaded.

Figure: JC-43
Import from Estimate,
Load button, System
Templates screen form
used for selecting pre-
existing estimating
program import templates.
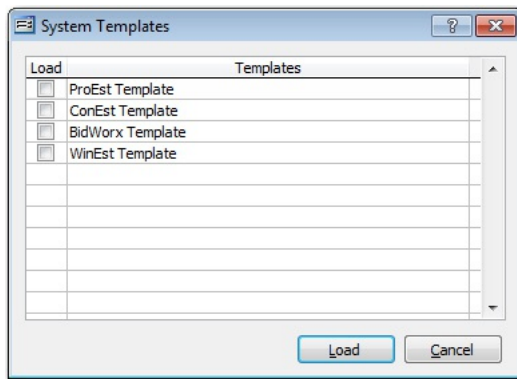
Item
The Item column displays the fields that BIS® uses to create a job budget. This is the information that will be imported from the external estimate.

Type
The Type column displays the data type for each field in BIS®. The valid types are C (Character), N (Numeric), D (Date) and M (Memo). This information is important for the proper importation of data.

Width
The Width column displays the maximum field width. If the field is numeric, this will be the length of the entire data element (including mantissa, decimal point, and decimal places).

Decimals
The Decimals column displays the number of decimal places after the decimal point.

Field
The Field column identifies the corresponding import field for each budget field. The value here should correspond to the column values in the Estimate tab (F1, F2, F3…). The import file, shown in raw form on the Estimate tab, contains import fields that are delimited usually by a space (' ') or a comma (,). BIS® recognizes fields with this type of spacing and lays them out consecutively across columns in the Estimate tab.

Condition
The Condition column allows a condition to be specified for the assignment of an import field (from the Estimate tab) to a budget field.

For example, if the import file has Labor (L), Material (M) and Subcontract (S) items specified as such in the F3 column, then the following condition should be entered for each corresponding budget field Condition in the Main tab:

F3='L'
F3='M'
F3='S'

Entering these conditions allows users to correctly identify the location of each budget field in the import file.

Start at Line Number
This field specifies which line of the import file to start from, any lines above the specified line will be skipped.

Skip Records When Following Condition Occurs
If any records are to be skipped in creating the budget, use this field to enter the conditions that should cause a record to be skipped. The format follows the format for Condition above.

Import Button
Click on the Import button when ready to import the identified file. If the file contains cost codes that are not already in the Cost Code Library, the system provides a message saying that the new codes will be added.

Figure: JC-44
Import from Estimate –
WinEst® Template.
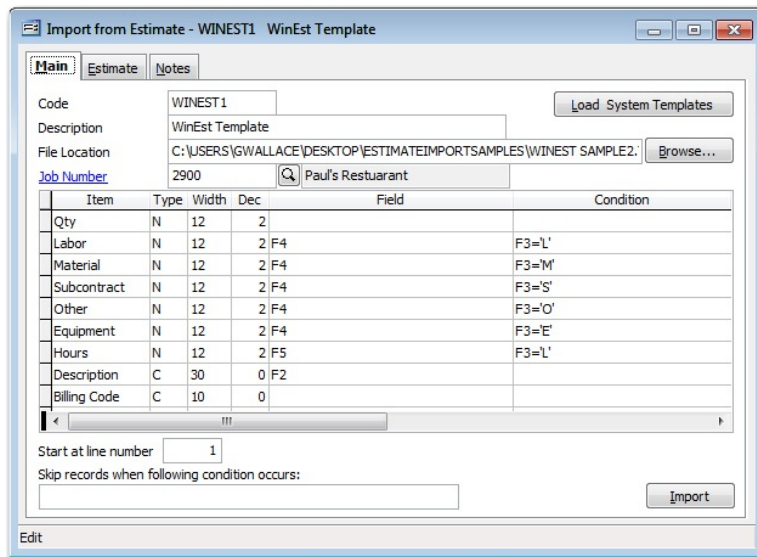
Figure: JC-45
Import from Estimate
message if the estimate
has new cost codes.
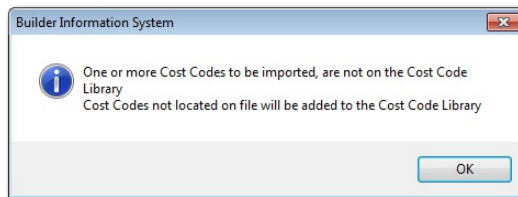
Estimate Tab

The Estimate section contains the columnar breakdown of the raw estimate file that was entered in the Main tab File Location field. This file can be a specific BIS® export from BidWorx®, ConEst®, ProEst®, and WinEst® estimating software, a Microsoft® Excel® CSV (comma separated value format) file or any other ASCII comma delimited file. Commas in the raw file are used by BIS® to separate the data into columns. Use the column headings (F1, F2, etc.) to specify what Field the import information is in on the Main tab.

Figure: JC-46
Imported WinEst® estimate sample. Note the number of duplicate cost code records.

Cost Code	Description	Unit	Billing Code	Quantity	Hours	Labor	Material
02.200	Earthwork			0.00	102.08	3791.92	
02.200	Earthwork			0.00			
03.100	Foundation			0.00	289.70	6952.80	
03.100	Foundation			0.00			2693.25
03.200	Concrete Reinforcement			0.00	258.30	6199.20	
03.200	Concrete Reinforcement			0.00			9263.71
03.300	Concrete Material & Placi			0.00	100.83	2420.00	
03.300	Concrete Material & Placi			0.00			14630.00
03.300	Concrete Material & Placi			0.00			
03.350	Concrete Finishing			0.00	213.43	5122.32	
03.350	Concrete Finishing			0.00			121.28
03.350	Concrete Finishing			0.00			
04.150	Masonry Accessories			0.00	3.27	78.36	
04.150	Masonry Accessories			0.00			234.00
04.200	Unit Masonry			0.00	1629.00	39096.00	
04.200	Unit Masonry			0.00			22837.50
05.300	Metal Decking			0.00	200.00	4800.00	
05.300	Metal Decking			0.00			7800.00
05.300	Metal Decking			0.00			

There are 15 duplicated Cost Codes. Press <Total> to total records with the same Cost Code

[Total] [Import] [Cancel]

Total Button

A message at the top of the screen may appear indicating duplicate Cost Codes. However, pressing the Total button will combine duplicate Costs Codes.

Figure: JC-47
Imported WinEst® estimate with duplicate cost codes totaled into single line entries.

Press <Import> to add Cost Codes to the Job Budget

Cost Code	Description	Unit	Billing Code	Quantity	Hours	Labor	Material
02.200	Earthwork			0.00	102.08	3791.92	0.00
03.100	Foundation			0.00	289.70	6952.80	2693.25
03.200	Concrete Reinforcement			0.00	258.30	6199.20	9263.71
03.300	Concrete Material & Placi			0.00	100.83	2420.00	14630.00
03.350	Concrete Finishing			0.00	213.43	5122.32	121.28
04.150	Masonry Accessories			0.00	3.27	78.36	234.00
04.200	Unit Masonry			0.00	1629.00	39096.00	22837.50
05.300	Metal Decking			0.00	200.00	4800.00	7800.00
07.200	Insulation			0.00	500.00	12000.00	13125.00
07.300	Shingles & Roofing Tiles			0.00	18.69	448.47	875.68
07.600	Flashing and Sheetmetal			0.00	4.00	96.00	687.75
09.200	Lath and Plaster			0.00	15.00	360.00	1260.00
14.200	Elevators			0.00			

[Total] [Import] [Cancel]

Import Button

This button is used to import the final version of the imported estimate into the BIS® job budget. A message will identify how cost codes were added to the Job Budget.

Figure: JC-48
Import from Estimate
message about how many
cost codes were added to
the job budget.
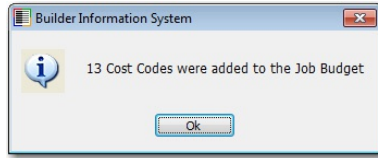
Figure: JC-49
Import from Estimate –
WinEst® Template after
totals.

Notes Tab

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

Figure: JC-50
Import from Estimate
Notes tab sample screen
form.
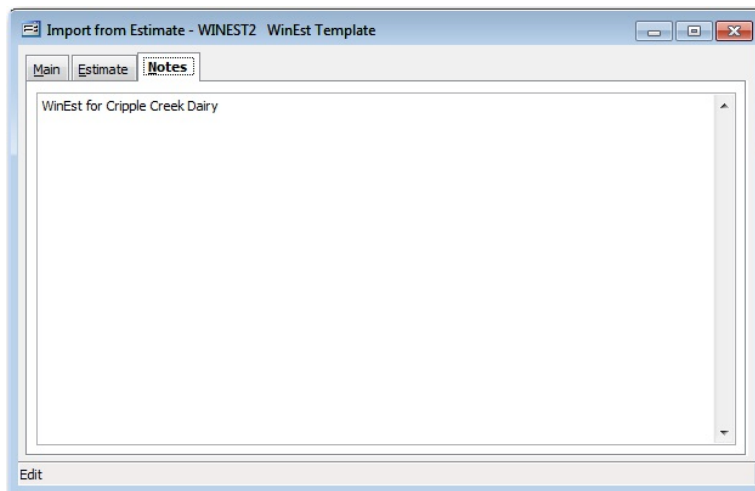
Copy Budget

This option allows copying a budget from an existing job to another job. All existing job information in the destination job will remain intact. This option will save a considerable amount of data entry time.

ⓘ **Tip**
| This feature enables users to create budget templates, copy them, and edit them as needed to save time on similar projects.. |

Time can be saved by copying the budget from one job into another job. This option should be used when there is a new job that has the same or similar budget information as another job, or when combining jobs. This option will save a considerable amount of data entry.

⚠ **Caution**
| If any cost codes exist in the destination job prior to copying the budget, these records will not be erased or changed. Any records from the source job containing these cost codes will not be copied. To assure that all cost codes are copied, any budget records (cost codes) that exist for the job selected in Step 3 must be deleted prior to beginning the copy procedure. |

To copy a budget from another job:

1. From the Job menu, go to the Budget submenu to select Copy Budget.

2. Type or select the number of the job from which the budget will be copied.

3. Enter the number of the destination job to which the budget will be copied.

4. To include copies of the change orders, mark the box next to this option.

5. Click OK.

The copied budget can be viewed by going to the Budget and Change Order form and selecting the destination job. This budget can be modified as necessary.

Modular Menu Access
JC | Budget and Change Orders | Copy Budget

Standard Menu Access
Job | Budget | Copy Budget

Figure: JC-51
Job Cost, Copy Budget
screen form.
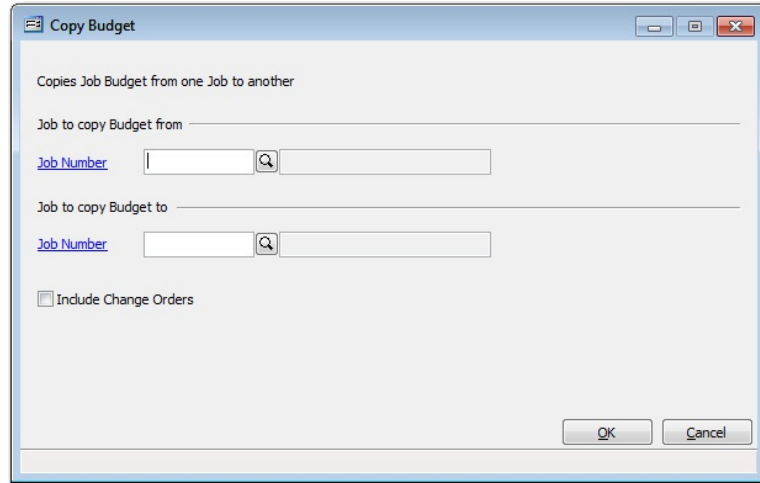
Job to Copy Budget From – **Job Number**
This field records the number of the job from which the budget will be copied. The job number must be on file. To enter a new job or edit existing jobs, use the hyperlink to open the Jobs form. The job number may be typed or selected by using the Find tool.

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

Figure: JS-52
Job reports directly
accessible by right-clicking
on the field hyperlink.

Job to Budget To – **Job Number**
This field records the number of the job to which the Budget will be copied in the same manner as above.

Include Change Orders
If change orders are to be copied along with the budget, check this box. Checking the box toggles the checkmark on and off.

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

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

Production Expense

This option allows a company to allocate for those overhead expenses which are difficult to directly assign to a Job. The production expenses are based on a beginning date. Thus, there can be several records to apply different percentages for different periods. Expenses are entered as a percentage for Labor, Material, Subcontract, Other Direct Expense, and Equipment. Each time an expenditure is applied to the job cost file for any job, the appropriate percentage for that type will also be applied.

Modular Menu Access
JC | Production Expense

Standard Menu Access
Jobs | Production Expense

New Record
Initial access to Production Expense from the menu opens the Production Expense - New form. This form is used to enter new production expense information. However, access to a new form when another record is on the screen only requires pressing Ctrl+N or using the New icon ☐ on the toolbar. The system will ask if changes to the open record should be saved.

Figure: JC-53
Production Expense – New
screen form.

Editing an Existing Record
Users can examine the list of Production Expense records 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: JC-54
Production Expense
Find/Search screen form.

Scrolling Through Production Expense Records
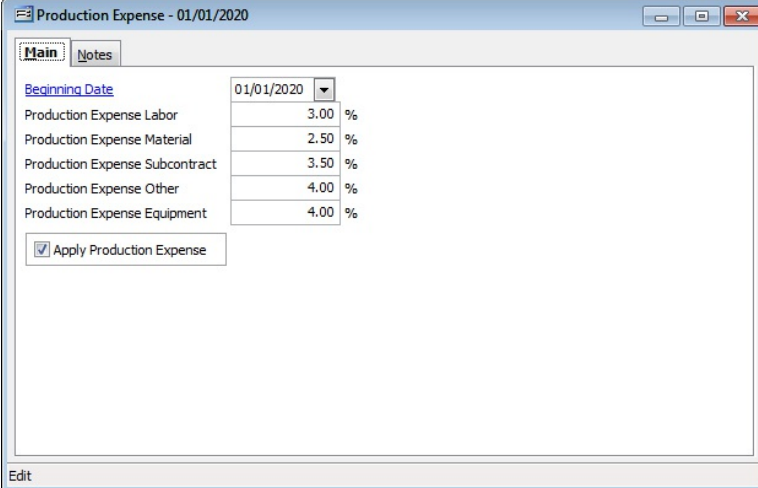
Users can scroll through the Production Expense records by using the Navigation buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to the Beginning Date. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately previous record of the list according to Beginning Date. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to Beginning Date. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list according to Beginning Date.

Figure: JC-55
Sample Job Cost,
Production Expense screen
form for editing.

Cloning an Existing Record

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

Figure: JC-56
Cloned Production Expense
record. Note that all of the
initial field except for the
Beginning Date match the
source record.

Deleting an Existing Record

Once a Production Expense has been saved, it cannot be deleted (or the Beginning Date 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 this process.

Save the Changed Record
When the record is complete or satisfactorily edited, it can be saved by clicking on the Save save button on the tool-bar, or by pressing Ctrl-S.

Main Tab
The Main tab is used to enter the Beginning Date for this Production Expense record, along with the applicable percentages for each Job Cost category, and to apply them to subsequent jobs.

Figure: JC-57
Sample Job Cost,
Production Expense screen
form sample.
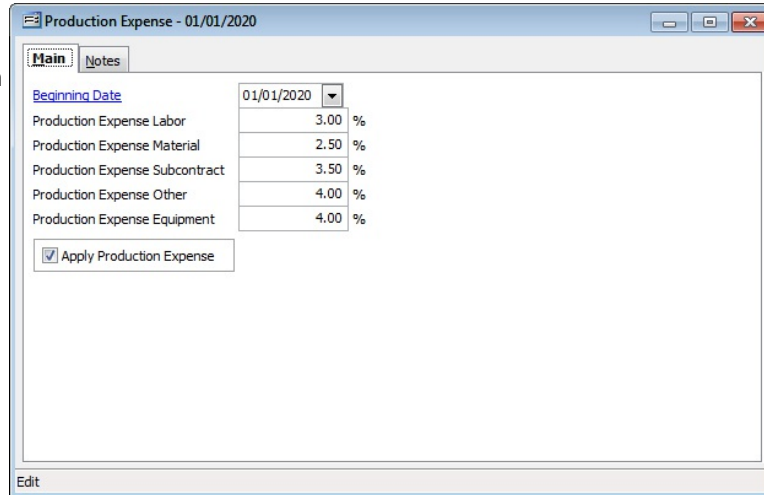
Beginning Date
This field records the date to begin applying production expenses. The date may be entered manually or by using the Calendar tool. Please note that the Beginning Date title is a hyperlink field as well as the description of the information. Right-clicking on the Beginning Date hyperlink directly accesses the Production Expense Report.

Production Expense Labor
This field records the percentage by which labor costs will be increased.

Production Expense Material
This field records the percentage by which material costs will be increased.

Production Expense Subcontract
This field records the percentage by which subcontracting costs will be increased.

Production Expense Other
This field records the percentage by which other expenses will be increased.

Production Expense Equipment
This field records the percentage by which equipment costs will be increased.

Apply Production Expense
To apply the production expense values to jobs, check this box by clicking on it. Clicking on the box will toggle this option on and off.

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

Figure: JC-58
Production Expense Notes
tab screen form sample.
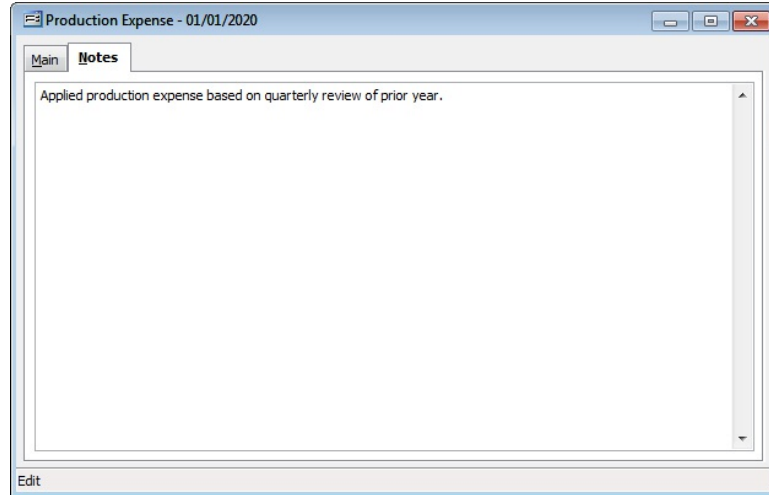
Job Status

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

Modular Menu Access
JC | Job Status

Standard Menu Access
Transactions | Job Status

Figure: JC-59
Job Cost, Job Status, Job tab screen form example.

The items on this screen are for display only and can be used to select the job for which Budget and Change Orders information will be viewed or updated. The job information viewed here is maintained in the Job Maintenance form from the Job Menu.

Editing an Existing Record
You can examine the list of job status records 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 Status Records
You can scroll through different jobs status records by using the Navigation buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to 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 last record of the list according to the Job Id.

Job Tab

This tab is for display only and can be used to select the job for which budget and change order information will be entered on those tabs of this record. The information viewed here is maintained in the Jobs maintenance screen.

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

Job Number

This field displays the number of the job selected. Please note that the Job Number title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: JC-61
Reports directly accessible by right-clicking on the field hyperlink.

Job Name

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

Address 1

This field displays the primary street address.

Address 2

The secondary street address is displayed here.

City

This field displays the city.

State

This field displays the state abbreviation.

Zip Code

This field displays the postal zip code.

Telephone Number
This field displays the telephone number.

Fax Number
This field displays the facsimile (FAX) number.

Contract for
This field displays a brief description for the job.

Contract Date
This field displays the date of the contract or the start date for the job.

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

Square Foot of Building
This field displays the total square footage of the project.

Budget Tab

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

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

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

Status Budget

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

Figure: JC-63
Job Cost, Job Status
Budget tab, Status Budget
screen sample form.

Job Number

This field displays the number of the job selected.

Job Name

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

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

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

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

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

Screen Buttons
Navigation buttons
These buttons scroll through the list of cost codes. Clicking on the First [H] icon will open the first record of the list. Clicking on the Previous icon [◄] will open the immediately previous record of the list. Clicking on the Next [►] icon will open the next record of the list. Clicking on the Last [»] icon will open the last record of the list.

Save
This button saves the currently displayed data entered.

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

Undo
This button removes any changes on the entry form.

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

Change Order Header List
The top section of this form displays information for each change order entered.
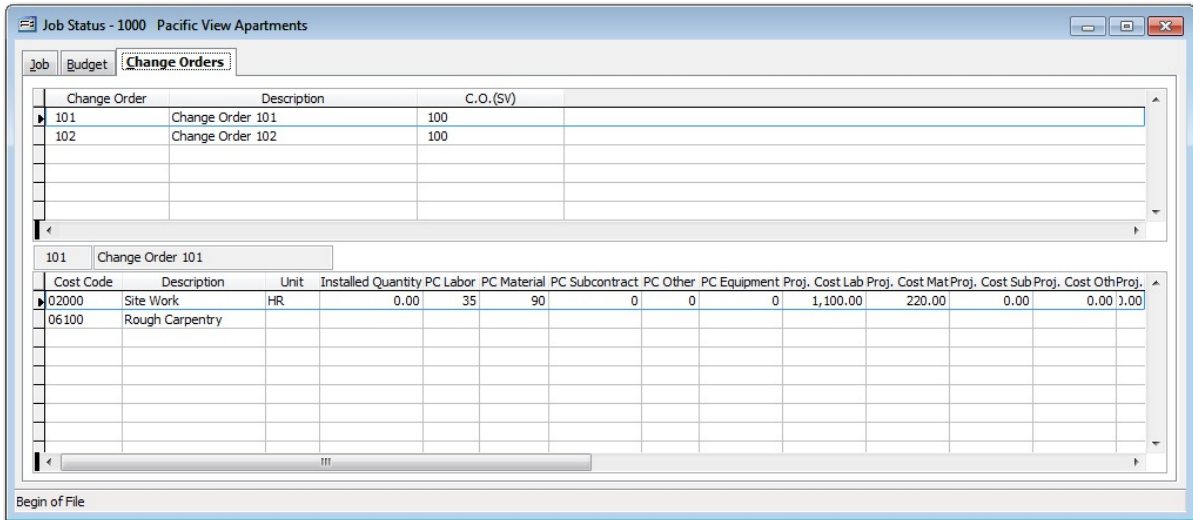
Figure: JC-64 Job Cost, Job Status, Change Orders tab screen form sample.

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

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

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

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

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

Figure: JC-65
Job Cost, Job Status,
Change Order, Status
Change Order screen form
sample.

Job Number
This field displays the job number and name.

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

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

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

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

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

Screen Buttons
Navigation buttons
These buttons scroll through the list of cost codes. Clicking on the First ⏮ icon will open the first record of the list. Clicking on the Previous icon ◀ will open the immediately previous record of the list. Clicking on the Next ▶ icon will open the next record of the list. Clicking on the Last ⏭ icon will open the last record of the list.

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.

Job Cost Adjustments

This option is used to make adjustments to the BIS® Job Cost records maintained for all open jobs. The Job Cost files accurately track all job-related expenses entered using other forms, such as Cash Disbursements and Vendor Invoices.

Adjustments to the Job Cost 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. Because the Job Cost records are divided into four categories, the Job Cost Adjustments form displays separate tabs: Labor, Materials, Subcontracts, and Other. Adjustments should be added to the correct category in order to maintain accurate records. A summary of all adjustments appears on the All tab.

ⓘ **Tip**

Job Cost changes that also must be posted to the General Ledger should be entered in Financials | Journal Entries in the Module Menu, or Transactions | Journal Entries in the Standard Menu.

Modular Menu Access
JC | Job Cost Adjustments

Standard Menu Access
Transactions | Job Adjustments | Job Cost Adjustments

Figure: JC-66
Job Cost, Job Cost Adjustments, Job tab screen form example.

The items on this screen are for display only and can be used to select the job for which Budget and Change Orders information will be viewed or updated. The job information viewed here is maintained in the Job Maintenance form from the Job Menu.

Editing an Existing Record
You can examine the list of job status records 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 Cost Adjustments Records

You can scroll through different Job Cost Adjustment records by using the Navigation buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to 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 last record of the list according to the Job Id.

Job Tab

This tab is for display only and can be used to select the job for which budget and change order information will be entered on those tabs of this record. The information viewed here is maintained in the Jobs maintenance screen.

Figure: JC-67
Job Cost, Job Cost
Adjustments, Job tab
screen form example.

Job Number

This field displays the number of the job selected. Please note that the Job Number title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: JC-68
Reports directly accessible
by right-clicking on the
field hyperlink.

Job Name

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

Address 1

This field displays the primary street address.

Address 2

The secondary street address is displayed here.

City
This field displays the city.

State
This field displays the state abbreviation.

Zip Code
This field displays the postal zip code.

Telephone Number
This field displays the telephone number.

Fax Number
This field displays the facsimile (FAX) number.

Contract for
This field displays a brief description for the job.

Contract Date
This field displays the date of the contract or the start date for the job.

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

Square Foot of Building
This field displays the total square footage of the project.

Labor Tab

Adjustments for the labor category of the Job Cost files are viewed and added on the Labor tab. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Job Cost Adjustments data entry form.

Figure: JC-69
Job Cost Adjustments,
Labor tab screen form.
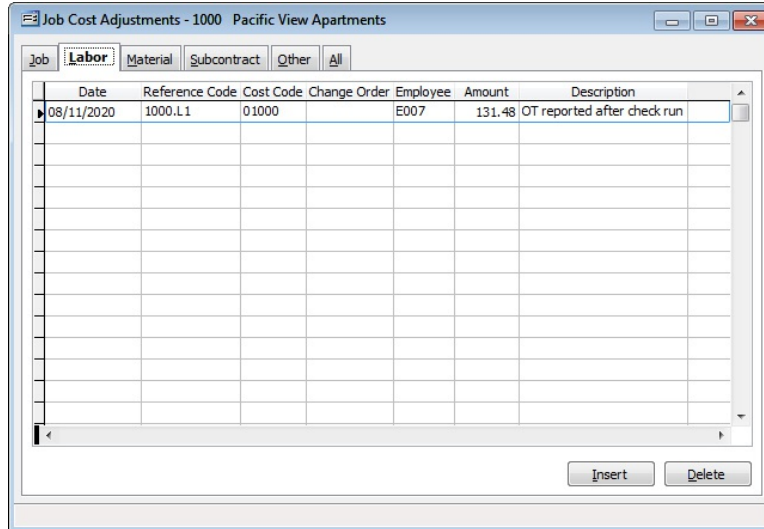
Job Cost Adjustments – Labor

This form is used to add or change a Job Cost adjustment for Labor. The Job Cost classification of any particular record appears at the top of the form for reference.

Figure: JC-70
Job Cost, Job Cost
Adjustments – Labor
screen form sample.
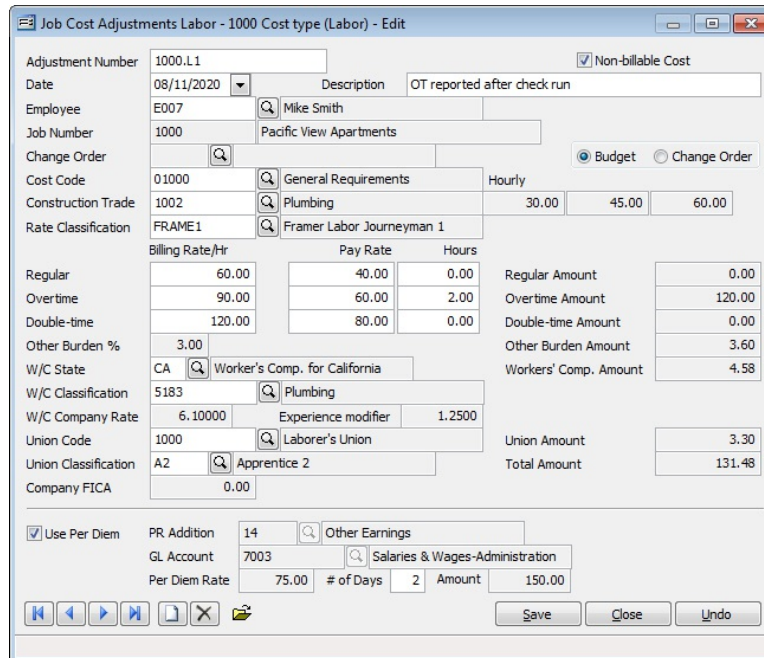
Adjustment Number

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

Non-billable Cost
Select this checkbox if the cost adjustment is not to be billed to the customer.

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

Description
This field records a description up to 30 alphanumeric characters for this job cost labor adjustment.
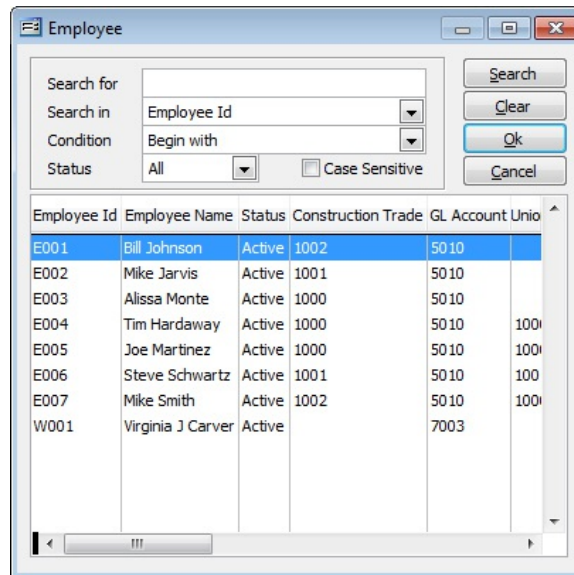
Employee ID
The Employee Id field records the employee identification number related to this record.The Employee ID may be entered manually, or the user can examine the list of employees by clicking on the Magnifying Glass 🔍 icon or pressing Ctrl+F, and double clicking on the selected employee, but it must exist in the Employee master file. When an existing employee is selected, his or her name appears to the right of the Employee Id code.

Figure: JC-71
Job Cost, Job Cost Adjustments Labor, Employee Find/Search screen form.

Job Number
This field displays the number and name of the job selected.

Budget/Change Order Option
This option specifies whether this adjustment applies to the original budget or a change order. If change order is selected, the Change Order field is enabled.

Change Order
This field records the change order number (if any) associated with this job cost adjustment. This may be typed or entered using the Find tool. Change orders are recorded in the Budget and Change Orders file by job. When the change order number is entered, the change order description is displayed. If the Budget option is selected above, this field will appear disabled.

Cost Code
This field records the applicable cost code for this adjustment record. Cost codes are maintained in the Cost Code Library in the Job Menu, but can also be selected directly from the job budget. The cost code may be typed or entered using the Find tool.

Construction Trade
If a trade classification is applicable, accept, enter, or find the classification code. The pay rates shown to the right associated with the trade selected classification will override the employee's default pay rates. The Find tool may be used to select a Construction Trade. Make sure the correct trade classification, if applicable, is displayed.

Rate Classification
A Rate Classification may be entered here or use the Find tool to locate the appropriate code. When selected the name of the rate classification will be displayed.

Billing Rate/Hr
The Regular, Overtime, and Double-time billing rates entered here for the employee will override the employee's master record default.

Pay Rate
The Regular, Overtime, and Double-time pay rates for the employee entered here will override the employee's master record default. This should be the hourly wage received if the employee is paid on an hourly basis. If the employee is salaried, the salary per pay period should be entered in the Regular field and the other two fields should be left blank.

Hours Column
Regular, Overtime, and Double-time hours must be entered as a decimal (5.25 for 5¼ hours). BIS® calculates overtime or double-time at wage rate set in the Employee master record Default tab or as modified in this form.

Other Burden
Any Other Burden entered here for the employee will override the employee's master record default.

W/C State
The workers' compensation state entered here for the employee will override the employee's master record default.

W/C Classification
The workers' compensation classification entered here for the employee will override the employee's master record default.

W/C Company Rate
The workers' compensation company rate entered here for the employee will override the workers' compensation master record default.

Experience Modifier
The workers' compensation experience rate entered here for the employee will override the workers' compensation master record default.

Union Code
If applicable, enter or accept the Union Code associated with this adjustment. The union code may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon or pressing Ctrl+F.

The union name, if applicable, used for this adjustment appears to the right of the Union Code. Make sure the correct union, if applicable, is displayed.

Union Classification
If applicable, accept, enter, or select a Union Classification to be associated with this adjustment. The union classification may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon or pressing Ctrl+F.

The union classification name, if applicable, used for this adjustment appears to the right of the Union Classification. Make sure the correct union classification is displayed.

Company FICA
Any modification to the company FICA for this adjustment can be entered in this field.

Regular Amount
The regular pay amount based on the hours and other entries is shown in this field.

Overtime Amount
The overtime pay amount based on the hours and other entries is shown in this field.

Double-time Amount
The double-time pay amount based on the hours and other entries is shown in this field.

Other Burden Amount
The other burden amount based on the hours and other entries is shown in this field.

Workers' Comp. Amount
This field displays the workers' compensation amount based on the hours and other entries.

Union Amount
This field displays the union amount based on the hours and other entries.

Total Amount
This field displays the total amount based on the hours and other entries.

Use Per Diem
This will be automatically selected if the job master record has been setup to include Per Diem. If Per Diem does not apply to the current adjustment the checkbox can be deselected.

PR Addition
See the Payroll tab of the Job master record where the Payroll Addition code for Per Diem is defined.

GL Account
See the Payroll tab of the Job master record where the GL Account for Per Diem is defined.

Per Diem Rate
See the Payroll tab of the Job master record where the Per Diem Rate is defined.

# of Days
Enter the number of days the Per Diem Rate is to be applied.

Amount
This field displays the total amount of the Per Diem based on rate and number of days.

Screen Buttons
Navigation buttons
These buttons scroll through the list of adjustments. Clicking on the First ⏮ icon will open the first record of the list. Clicking on the Previous icon ◀ will open the immediately previous record of the list. Clicking on the Next ▶ icon will open the next record of the list. Clicking on the Last ⏭ icon will open the last record of the list. Two other buttons are added, New and Delete, for adding a new item or deleting one. The Open button can be used to open and edit an existing record.

Save

This button saves the currently displayed data entered.

Close

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

Undo

This button removes any changes on the entry form.

Material Tab

Adjustments for the material category of the Job Cost files are viewed and added on the material tab. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Job Cost Adjustments data entry form.

Figure: JC-72
Job Cost Adjustments,
Material tab screen form.
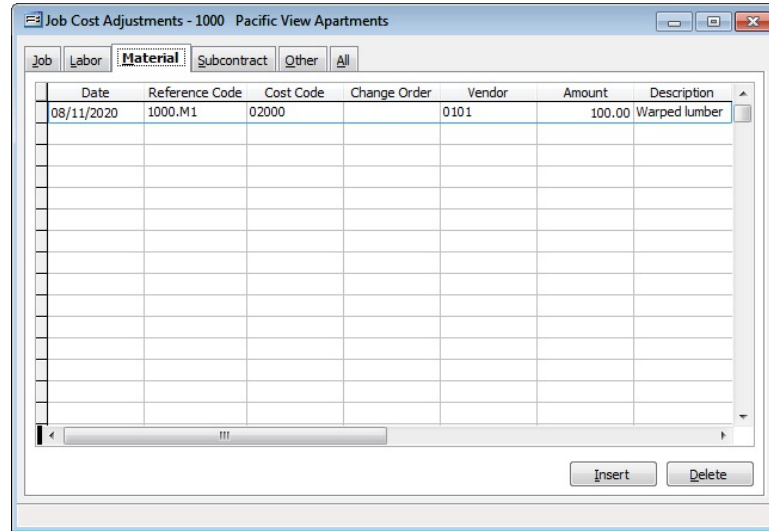
Job Cost Adjustments – Material

This form is used to add or change a Job Cost adjustment for Material. The Job Cost classification of any particular record appears at the top of the form for reference.

Figure: JC-73
Job Cost Adjustments –
Material screen form
sample.
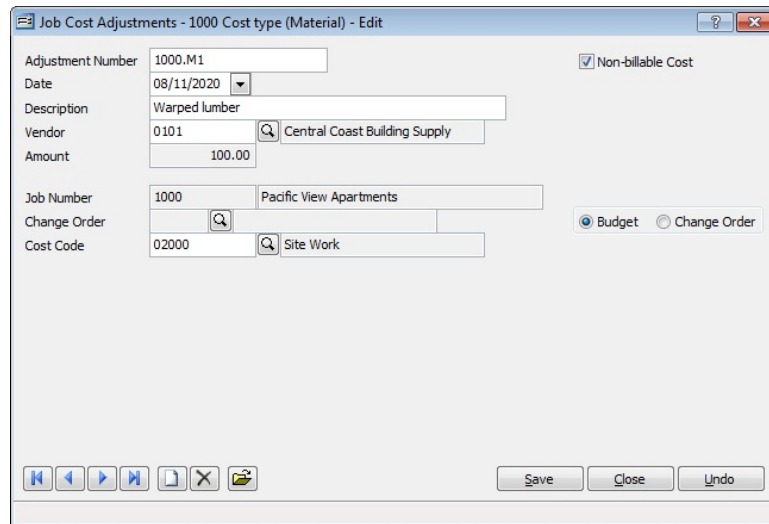
Adjustment Number

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

Non-billable Cost

Select this checkbox if the cost adjustment is not to be billed to the customer.

Date

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

Description
This field records a description up to 30 alphanumeric characters for this job cost labor adjustment.

Vendor ID
This field records the vendor identification number and name related to this adjustment. The vendor ID may be entered manually or by using the Find tool.

Amount
This field records the amount of the adjustment for this cost code.

Job Number
This field displays the number of the job and name selected.

Budget/Change Order Option
This option specifies whether this adjustment applies to the original budget or a change order. If change order is selected, the Change Order field below is enabled.

Change Order
This field records the change order number (if any) associated with this job cost adjustment. This may be typed or entered using the Find tool. Change orders are recorded in the Budget and Change Orders file by job. When the change order number is entered, the change order description is displayed. If the Budget option is selected above, this field will appear disabled.

Cost Code
This field records the applicable cost code for this adjustment record. Cost codes are maintained in the Cost Code Library in the Job Menu, but can also be selected directly from the job budget. The cost code may be typed or entered using the Find tool.

Screen Buttons
Navigation buttons
These buttons scroll through the list of adjustments. Clicking on the First ⏮ icon will open the first record of the list. Clicking on the Previous icon ◀ will open the immediately previous record of the list. Clicking on the Next ▶ icon will open the next record of the list. Clicking on the Last ⏭ icon will open the last record of the list. Two other buttons are added, New and Delete, for adding a new item or deleting one. The Open button can be used to open and edit an existing record.

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.

Subcontract Tab

Adjustments for the subcontract category of the Job Cost files are viewed and added on the subcontract tab. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Job Cost Adjustments data entry form.

Figure: JC-74
Job Cost Adjustments,
Subcontract tab screen
form.
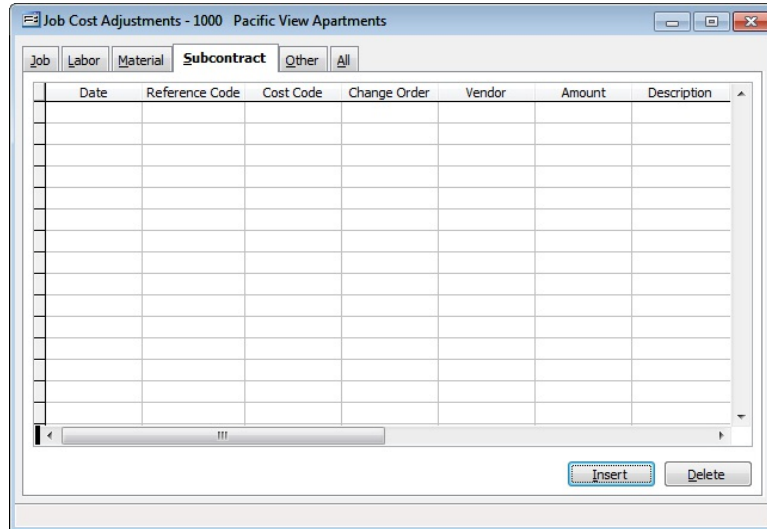
Job Cost Adjustments – Subcontract

This form is used to add or change a Job Cost adjustment for Subcontract. The Job Cost classification of any particular record appears at the top of the form for reference.

Figure: JC-75
Job Cost Adjustments –
Subcontract screen form.

Adjustment Number

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

Non-billable Cost

Select this checkbox if the cost adjustment is not to be billed to the customer.

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

Description
This field records a description up to 30 alphanumeric characters for this job cost labor adjustment.

Vendor ID
This field records the vendor identification number related to this record. The vendor ID may be entered manually or by using the Find tool.

Amount
This field records the amount of the adjustment for this cost code.

Job Number
This field displays the number and name of the job selected.

Budget/Change Order Option
This option specifies whether this adjustment applies to the original budget or a change order. If change order is selected, the Change Order field below is enabled.

Change Order
This field records the change order number (if any) associated with this job cost adjustment. This may be typed or entered using the Find tool. Change orders are recorded in the Budget and Change Orders file by job. When the change order number is entered, the change order description is displayed. If the Budget option is selected above, this field will appear disabled.

Cost Code
This field records the applicable cost code for this adjustment record. Cost codes are maintained in the Cost Code Library in the Job Menu, but can also be selected directly from the job budget. The cost code may be typed or entered using the Find tool.

Screen Buttons
Navigation buttons
These buttons scroll through the list of adjustments. Clicking on the First ⏮ icon will open the first record of the list. Clicking on the Previous icon ◀ will open the immediately previous record of the list. Clicking on the Next ▶ icon will open the next record of the list. Clicking on the Last ⏭ icon will open the last record of the list. Two other buttons are added, New and Delete, for adding a new item or deleting one. The Open button can be used to open and edit an existing record.

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.

Other Tab

Adjustments for the Other cost category of the Job Cost files are viewed and added on the Other tab. Line items are added using the Insert button and can be removed by selecting the line item to be removed and clicking the Delete button. To edit any of the line items viewed, double-click on the line item to open the Job Cost Adjustments data entry form.

Figure: JC-76
Job Cost Adjustments,
Other tab screen form.
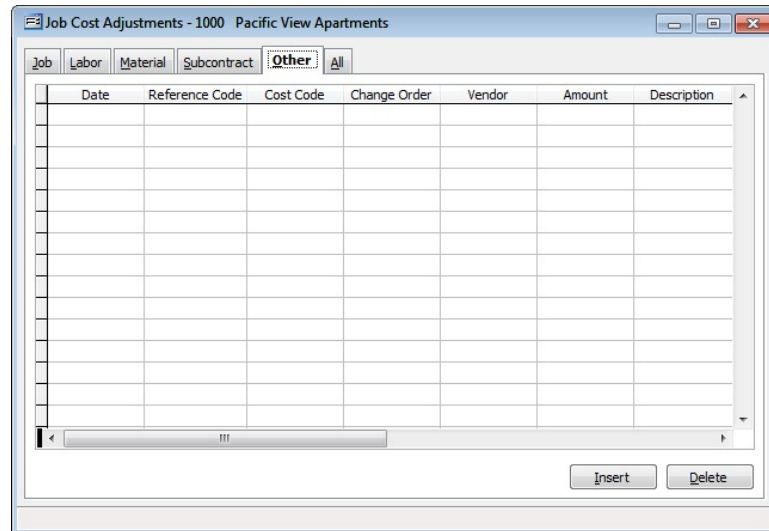
Job Cost Adjustments – Other

This form is used to add or change a Job Cost adjustment for Other costs. The Job Cost classification of any particular record appears at the top of the form for reference.

Figure: JC-77
Job Cost Adjustments –
Other screen form.

Adjustment Number

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

Non-billable Cost

Select this checkbox if the cost adjustment is not to be billed to the customer.

Date

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

Description
This field records a description up to 30 alphanumeric characters for this job cost labor adjustment.

Vendor ID
This field records the vendor identification number related to this record. The vendor ID may be entered manually or by using the Find tool.

Amount
This field records the amount of the adjustment for this cost code.

Job Number
This field displays the number and name of the job selected.

Budget/Change Order Option
This option specifies whether this adjustment applies to the original budget or a change order. If change order is selected, the Change Order field below is enabled.

Change Order
This field records the change order number (if any) associated with this job cost adjustment. This may be typed or entered using the Find tool. Change orders are recorded in the Budget and Change Orders file by job. When the change order number is entered, the change order description is displayed. If the Budget option is selected above, this field will appear disabled.

Cost Code
This field records the applicable cost code for this adjustment record. Cost codes are maintained in the Cost Code Library in the Job Menu, but can also be selected directly from the job budget. The cost code may be typed or entered using the Find tool.

Screen Buttons
Navigation buttons
These buttons scroll through the list of adjustments. Clicking on the First ⏮ icon will open the first record of the list. Clicking on the Previous icon ◀ will open the immediately previous record of the list. Clicking on the Next ▶ icon will open the next record of the list. Clicking on the Last ⏭ icon will open the last record of the list. Two other buttons are added, New and Delete, for adding a new item or deleting one. The Open button can be used to open and edit an existing record.

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.

All Tab

All adjustments entered on the other tabs are viewed together on the All tab.

Figure: JC-78
Job Cost Adjustments – All
tab screen form.

Delete Button

Line items cannot be added here, but can be removed by selecting the line item to be removed and clicking the Delete button. The system will ask for a confirmation of the deletion.

Figure: JC-79
Job Cost Adjustments – All
line deletion confirmation
dialog box.
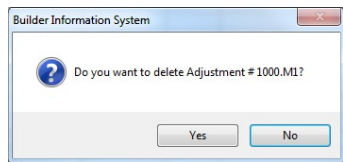
To edit any of the line items viewed, double-click on the line item to open the Job Cost Adjustments data entry form.

Job Cost Reports

This section covers the reports available for job cost. Access to specific reports begins with the Query screen that enable selecting the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allowing 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 enables users to 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.
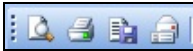
Figure: JC-80
Report Toolbar

Preview

The Preview icon works with the Report and printing functions and allows previewing 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 Rule icon reveals or hides a ruler guide to the top and side of the report. Users of word processing and some graphics programs should be familiar with this feature.

Copy Page

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

Find

The BIS Find icon enables finding or searching for a particular piece of data in the current report.

Display Pages

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

Zoom In

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

Zoom Out

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

Zoom Control

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

"Navigation" Buttons

The Navigation button icons provide 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: JC-81
Hyperlink format options

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

Refresh

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

Job Cost Report List

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

- Cost Code Library
- Job List
- Budget
- Variance Budget and Cost
- Busted Budget
- Summary of Billings and Costs
- Labor Distribution
- Job Cost Hours
- Vendor Activity
- Job Cost Ledger
- Job Cost Query

- Job Cost Labor
- Job Cost by Cost Code and Type
- Job Cost Period and Job to Date
- Job Cost Status Report
- Unit Cost Report
- Burden Analysis Report
- Production Expense
- Over/Under Billing Report
- Job Cost Adjustments
- Job Cost Inventory Usage Report

Menu Access

Unlike other areas in Job Cost, access to reports can be achieved via 3 different menus: Modules with Reports Group, Modules with Reports Listed, and Standard.

Reports Access via Modules with Reports Group

Job Cost | Reports

Reports Access via Modules with Reports Listed

Job Cost

Standard Menu

Reports | Job

Cost Code Library Report
The Cost Code Library report lists all the cost codes on file for a company.

Access to Cost Code Library Report
Module Menu with Reports Group
JC | Reports | Cost Code Library

Module Menu with Reports List
JC | Cost Code Library

Standard Menu
Reports | Job | Cost Code Library

Figure: JC-82
Cost Code Library, Query
screen form, showing two
Report Types: Summary
and Detail.
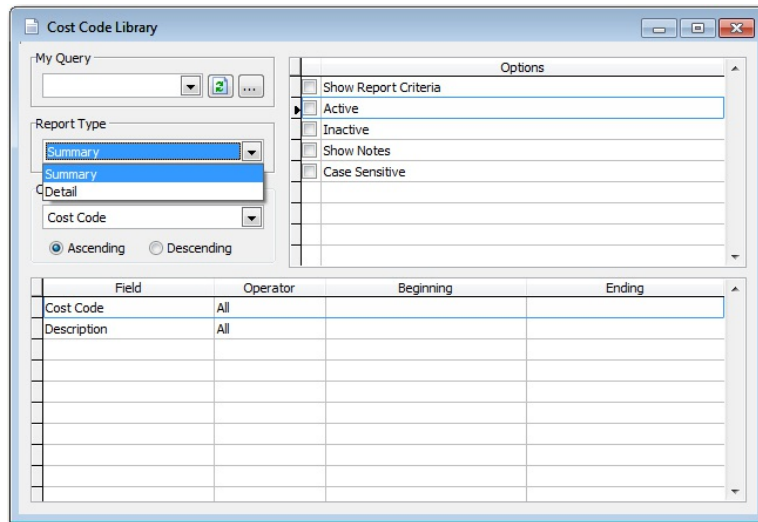
Report Type
Summary
The Summary Report Type displays each cost code with the corresponding descriptions and units of measure.

Detail
The Detail Report Type also includes the unit costs and labor hours.

Order By
• Cost Code
• Description

Options
• Show Report Criteria
• Active
• Inactive
• Show Notes
• Case Sensitive

Fields
• Cost Code
• Description

Drill-Down+® Destinations

Figure: JC-83
Right-click a Cost Code
hyperlink to access reports
and other features.
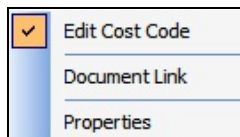
Cost Code Library – Summary Report

Best Construction Company

Cost Code Library
Summary Report

Page 1

Cost Code	Description	Unit	Status
01000	General Requirements		Active
01010	Summary Of Work		Active
01100	Alternatives		Active
01200	Project Meetings		Active
01300	Submittals		Active
01400	Quality Control		Active
01500	Temp. Facilities/controls		Active
01600	Products		Active
01700	Project Closeout		Active
02000	Site Work		Active
02010	Subsurface Exploration		Active
02100	Clearing		Active
02110	Demolition		Active
02200	Earthwork		Active
02250	Soil Treatment		Active
02300	Pile Foundations		Active
02350	Caissons		Active
02400	Shoring		Active
02500	Site Drainage		Active
02550	Site Utilities		Active
02600	Paving & Surfacing		Active
02700	Site Improvements		Active
02800	Landscaping		Active
02850	Railroad Work		Active
02900	Marine Work		Active
02950	Tunneling		Active
03000	Concrete		Active
03100	Concrete Formwork		Active
03150	Expansion/contract. Joint		Active
03200	Concrete Reinforcement		Active
03300	Cast-in-place Concrete		Active
03350	Specially Finished Concr.		Active
03360	Specially Placed Concrete		Active
03400	Precast Concrete		Active
03500	Cementitious Decks		Active
04000	Mortar		Active
04150	Masonry Accessories		Active
04200	Unit Masonry		Active
04400	Stone		Active
04500	Masonry Restoration/clean		Active
04550	Refractories		Active
05000	Metals		Active
05000L	Test 1		Active
05100	Structural Metal Framing		Active
05200	Metal Joists		Active
05300	Metal Decking		Active
05400	Lightgage Metal Framing		Active

Figure: JC-84   Cost Code Library, Summary Report, sorted by Cost Code.

Cost Code Library – Detail Report

Best Construction Company

Cost Code Library
Detail Report   Page 1

Cost Code	Description	Unit		Status
01000	General Requirements			Active
	UC Labor	0.00	Construction Trade	
	UC Material	0.00	Union Code	
	UC Subcontract	0.00	Union Classification	
	UC Other	0.00	Worker's Comp State	
	UC Equipment	0.00	Worker's Comp Class.	
	Unit Man Hours	0.00		
01010	Summary Of Work			Active
	UC Labor	0.00	Construction Trade	
	UC Material	0.00	Union Code	
	UC Subcontract	0.00	Union Classification	
	UC Other	0.00	Worker's Comp State	
	UC Equipment	0.00	Worker's Comp Class.	
	Unit Man Hours	0.00		
01100	Alternatives			Active
	UC Labor	0.00	Construction Trade	
	UC Material	0.00	Union Code	
	UC Subcontract	0.00	Union Classification	
	UC Other	0.00	Worker's Comp State	
	UC Equipment	0.00	Worker's Comp Class.	
	Unit Man Hours	0.00		
01200	Project Meetings			Active
	UC Labor	0.00	Construction Trade	
	UC Material	0.00	Union Code	
	UC Subcontract	0.00	Union Classification	
	UC Other	0.00	Worker's Comp State	
	UC Equipment	0.00	Worker's Comp Class.	
	Unit Man Hours	0.00		
01300	Submittals			Active
	UC Labor	0.00	Construction Trade	
	UC Material	0.00	Union Code	
	UC Subcontract	0.00	Union Classification	
	UC Other	0.00	Worker's Comp State	
	UC Equipment	0.00	Worker's Comp Class.	
	Unit Man Hours	0.00		
01400	Quality Control			Active
	UC Labor	0.00	Construction Trade	
	UC Material	0.00	Union Code	
	UC Subcontract	0.00	Union Classification	
	UC Other	0.00	Worker's Comp State	
	UC Equipment	0.00	Worker's Comp Class.	
	Unit Man Hours	0.00		

Figure: JC-85   Cost Code Library, Detail Report, sorted by Cost Code.

Job List Report
This report lists job information recorded in the Jobs master file for a company.

Access to Job List Report
Module Menu with Reports Group
JC | Reports | Job List

Module Menu with Reports List
JC | Job List

Standard Menu
Reports | Job | Job List

Figure: JC-86
Job List report Query
screen form, showing 8
Report Types: Summary,
Detail, Extended, Markup,
Defaults, Payroll Local Tax,
Job Billing Rates, and Udf.
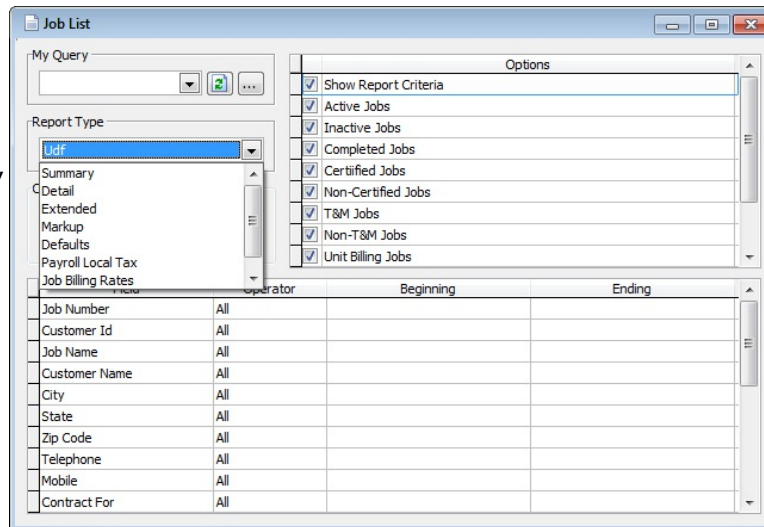
Report Type
Summary
The Summary Report Type displays job number and name, corresponding telephone and fax numbers, current status, certified, time and material, unit billing, and per diem.

Detail
The Detail Report Type also shows full address including city, state, and zip code, plus project manager.

Extended
The Extended Report Type includes job information recorded on the Main, Owner, Architect, History, and Notes tabs of the Jobs form.

Markup
The Markup Report Type displays all summary information, as well as all information recorded on the Markup tab of the Jobs form.

Defaults
The Defaults Report Type displays all summary information, as well as job default settings recorded on the Default tab of the Jobs form.

Payroll Local Tax
The Payroll Local Tax Report Type displays all summary information, as well as tax settings from the Payroll tab of the Jobs form.

Job Billing Rates

The Job Billing Rates Report Type displays all summary information, as well as billing rates recorded on the Payroll tab of the Jobs form.

UDF

The UDF Report Type displays all the information from the UDF tab of the Jobs form.

Order By
- Job Number
- Customer Id
- Job Number Numeric
- Job Name
- City
- State
- Zip Code
- Telephone
- Mobile
- Contract For
- Project Manager
- P.M. Mobile
- SQ.FT. of Building
- Job Status
- Date Completed
- Reference Code

Options
- Show Report Criteria
- Active Jobs
- Inactive Jobs
- Completed Jobs
- Certified Jobs
- Non-Certified Jobs
- T&M Jobs
- Non-T&M Jobs
- Unit Billing Jobs
- Non-Unit Billing Jobs
- Show Notes
- Case Sensitive

Fields
- Job Number
- Customer Id
- Job Name
- Customer Name
- City
- State
- Zip Code
- Telephone
- Mobile
- Contract For
- Project Manager
- P.M. Mobile
- SQ.FT. of Building
- Date Completed
- Reference Code

Drill-Down+® Destinations

Figure: JC-87
Right-click a Job hyperlink
to access reports and
other features.

✓	Edit Job File
	Document Link
	Properties
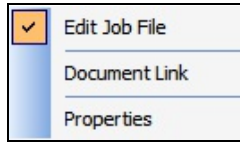
Figure: JC-88
Right-click a Customer Id
hyperlink to access reports
and other features.

✓	Customer Detail Report
	Customer Extended Report
	Ciustomer Contact Report
	Customer Ship-to-Address Report
	Customer UDF Report
	Edit Customer File
	Document Link
	Properties
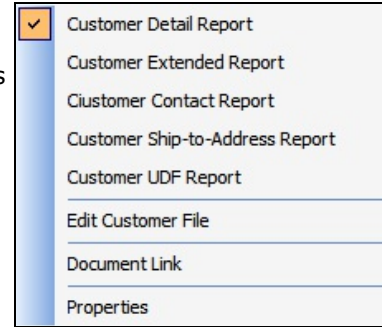
Job File – Summary Report

Best Construction Company

Job File
Summary Report   Page 1

Job	Job Name	Telephone	Fax	Status	Certified	T&M	UB	Per Diem
1000	Pacific View Apartments	(805) 543-7000	(805) 534-1595	Active	Yes	No	No	Yes
1010	Truesdale Elementary School	(805) 543-7000	(805) 534-1595	Active	Yes	No	No	No
1020	Giovanni's Pasta House	(805) 543-7000	(805) 534-1595	Active	No	No	No	No

Figure: JC-89   Job File Summary Report, sorted by Job Number.

Job File – Detail Report

	Best Construction Company

Job File
Detail Report
Page 1

Job	Job Name Address/City	State	Telephone Zip Code	Fax Project Manager	Status	Certified Manager	T&M Mobile	UB Reference	Per Diem Code
1000	Pacific View Apartments 1800 Pacific Avenue		(805) 543-7000	(805) 534-1595	Active	Yes	No	No	Yes
	Pismo Beach	CA	93448	Mike Jarvis					
1010	Truesdale Elementary School 4790 N. Broadway		(805) 543-7000	(805) 534-1595	Active	Yes	No	No	No
	Arroyo Grande	CA	93420	Bill Johnson					
1020	Giovanni's Pasta House 520 Beach St.		(805) 543-7000	(805) 534-1595	Active	No	No	No	No
	Pismo Beach	CA	93448	Mike Jarvis					

Figure: JC-90   Job File – Detail Report, sorted by Job Number.

Job File – Extended Report

Best Construction Company

Job File
Extended Report   Page 1

Job 1000, Pacific View Apartments

Main

Job	1000
Job Name	Pacific View Apartments
Street Address 1	1800 Pacific Avenue
Street Address 2	
City	Pismo Beach
State Zip Code	CA 93448
Telephone	(805) 543-7000
Mobile Fax	(805) 534-1595
Contract For	New Construction
Contract Date	01/27/2020
Project Manager	Mike Jarvis
Manager Mobile	
Sq. Ft. of Building	16,000
Date Completed Status	// Active

Default/Payroll

Customer Id	C001	Far West Properties
Contract Rev. Acct#	4010	Contract Revenue
Contract Rec. Acct#	1110	Accounts Receivable-Trac
Retention Rec. Acct#	1120	Accounts Receivable-Rete
Sales Tax Acct#	2610	Sales Tax Payable-State
Sales Tax Code	01	San Luis Obispo County
Apply Sales Tax	No	
Retention % WIP	10.00	
Retention % SM	10.00	
Prev. Cert. for Paymt.	$89,647.57	
Local Tax Code		
State		
Certified Job	Yes	
Reference Code		

Owner

Owner Name	Far West Properties
Street Address 1	1625 Parker Street
Street Address 2	
City	Los Angeles
State Zip Code	CA 90001
Telephone	(805) 543-7000
Mobile	
Fax	(805) 534-1595
Email	jimc@farwest.com
Contact	Jim Corrant

Architect

Architect Name	James & Johnson Achitects
Street Address 1	3642 Beach
Street Address 2	
City	Huntington Beach
State Zip Code	CA 92605
Telephone	(805) 543-7000
Mobile	
Fax	(805) 534-1595
Email	info@jjarchitects.com
Contact	Yorgi Johnson

T&M

Time & Materials	No	
Cap Amount / Hours	0.00	0.00
Billing Rate Markups		
Materials %	0.00	
Subcontract %	0.00	
Equipment %	0.00	
Other Direct Cost %	0.00	
Labor %	0.00	
Overheads & Profit 1		
Title		
Percent	0.00	
Overheads & Profit 2		
Title		
Percent	0.00	
Overheads & Profit 3		
Title		
Percent	0.00	

Unit Billing

Unit Billing	No
Default Retention %	0.0000
Overheads & Profit 1	
Title	
Percent	0.00
Overheads & Profit 2	
Title	
Amount	0.00
Overheads & Profit 3	
Title	
Amount	0.00

Per Diem

Per Diem	Yes	
Payroll Addition	14	Other Earnings
GL Account	7003	Salaries & Wages-Adminis
Per Diem Daily Rate	0.00	

Figure: JC-91   Job File – Extended Report (single page).

Job File – Job Markup Report

Figure: JC-92   Job Cost – Job Markup Report, sorted by Job Number.

Job Cost – Job Defaults Report

Best Construction Company

Job Defaults
Defaults Report   Page 1

Job	Job Name	Telephone	Fax	Status	Certified	Reference Code
1000	Pacific View Apartments	(805) 543-7000	(805) 534-1595	Active	Yes	
	Customer Id	C001	Far West Properties			
	Contract Revenue Account	4010	Contract Revenue			
	Contract Receivable Account	1110	Accounts Receivable-Trade			
	Retention Receivable Account	1120	Accounts Receivable-Retention			
	Sales Tax Liability Account	2610	Sales Tax Payable-State			
	Sales Tax Code	01	San Luis Obispo County			
	Apply Sales Tax	No				
	Default Retainage % Work in Place	10.00				
	Default Retainage % Stored Materials	10.00				
Notes	County contract to be completed before Oct. 1, 2020.					
1010	Truesdale Elementary School	(805) 543-7000	(805) 534-1595	Active	Yes	
	Customer Id	C003	San Luis Obispo County			
	Contract Revenue Account	4010	Contract Revenue			
	Contract Receivable Account	1110	Accounts Receivable-Trade			
	Retention Receivable Account	1120	Accounts Receivable-Retention			
	Sales Tax Liability Account	2610	Sales Tax Payable-State			
	Sales Tax Code					
	Apply Sales Tax	No				
	Default Retainage % Work in Place	10.00				
	Default Retainage % Stored Materials	10.00				
1020	Giovanni's Pasta House	(805) 543-7000	(805) 534-1595	Active	No	
	Customer Id	C002	Harmon Brothers			
	Contract Revenue Account	4010	Contract Revenue			
	Contract Receivable Account	1110	Accounts Receivable-Trade			
	Retention Receivable Account	1120	Accounts Receivable-Retention			
	Sales Tax Liability Account					
	Sales Tax Code					
	Apply Sales Tax	No				
	Default Retainage % Work in Place	10.00				
	Default Retainage % Stored Materials	10.00				

Figure: JC-93   Job Cost – Job Defaults Report, sorted by Job Number.

Job File – Payroll Local Tax Report

Best Construction Company

Payroll Local Tax
Payroll Local Tax Report   Page 1

Job	Job Name	Telephone	Fax	Status	Certified	Reference Code
1000	Pacific View Apartments	(805) 543-7000	(805) 534-1595	Active	Yes	
	Local Tax Code	Local Tax				
Notes	County contract to be completed before Oct. 1, 2020.					
1010	Truesdale Elementary School	(805) 543-7000	(805) 534-1595	Active	Yes	
	Local Tax Code					
1020	Giovanni's Pasta House	(805) 543-7000	(805) 534-1595	Active	No	
	Local Tax Code	Local Tax				

Figure: JC-94   Job File – Payroll Local Tax Report, sorted by Job number.

Job File – Job Billing Rates Report

Figure: JC-94a   Job File – Job Billing Rates Report, sorted by Job number.

Job File – Job User Definable Field – Udf Report

Figure: JC-95   Job File – Job User Definable Fields – Udf Report.

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

Access to Job Budget Report
Module Menu with Reports Group
JC | Reports | Job Budget

Module Menu with Reports List
JC | Job Budget

Standard Menu
Reports | Job | Job Budget

Report Types
Summary
The Summary Report Type lists the total budget amount, broken down by job cost category, for each budget cost code, including change orders.

Detail
The Detail Report Type also includes the original budget amount and adjustments

Hours
The Hours Report Type includes a listing of the original, adjustments, and total revised budget hours for each cost code.

Quantity
The Quantity Report Type displays the original, adjustment and total revised budget quantity for each cost code, including quantity installed and variances.

Billing Codes
The Billing Codes Report Type shows each budget cost code's link to a billing code.

Inventory List
The Inventory List Report Type displays the items listed on the Inventory Tab of the Budget and Change Orders master record including unit cost quantity and extended amounts.

Adjustments History
The Adjustments History Report Type shows all budget adjustments by date that are listed on the Budget and Change Orders master record.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
	• Active	• Job Name
	• Inactive	• Project Manager
	• Completed	
	• Show Extended Descriptions & Notes	
	• Show Cost Code Line Separation	
	• Case Sensitive	

Drill-Down+® Destinations

Figure: JC-96
Right-click a job hyperlink
to display a selection of
reports and other available
functions.

✓	Job Detail Report
	Job Extended Report
	Job Markup Report
	Job Defaults Report
	Job Local Taxes Report
	Job UDF Report
	Edit Job File
	Document Link
	Properties

Job Budget — Summary Report

Best Construction Company

Job Budget
Summary Report   Job 1000   Pacific View Apartments   Page 1

Cost Code	Description	Labor	Material	Subcontract	Other	Equipment	Total
Budget							
01000	General Requirements	65,000.00	0.00	0.00	25,000.00	0.00	90,000.00
02000	Site Work	4,000.00	15,000.00	49,000.00	0.00	15,000.00	83,000.00
03000	Concrete	0.00	0.00	33,750.00	0.00	0.00	33,750.00
04000	Mortar	0.00	0.00	11,310.00	0.00	0.00	11,310.00
06100	Rough Carpentry	51,000.00	120,000.00	41,000.00	0.00	22,000.00	234,000.00
06150	Trestles	0.00	0.00	22,500.00	0.00	0.00	22,500.00
06200	Finish Carpentry	19,000.00	29,000.00	48,000.00	0.00	0.00	96,000.00
07200	Insulation	0.00	0.00	47,250.00	0.00	0.00	47,250.00
08000	Doors & Windows	12,000.00	18,000.00	28,500.00	0.00	0.00	58,500.00
09100	Lath & Plaster	18,500.00	0.00	130,000.00	0.00	0.00	148,500.00
09680	Carpeting	0.00	0.00	52,500.00	0.00	0.00	52,500.00
09900	Painting	18.00	0.00	64,500.00	0.00	0.00	64,518.00
10800	Toilet & Bath Accessories	21,000.00	21,520.00	0.00	0.00	0.00	42,520.00
12300	Cabinets & Storage	0.00	0.00	28,500.00	0.00	0.00	28,500.00
15400	Plumbing	0.00	0.00	97,500.00	0.00	0.00	97,500.00
16000	Electrical	10,000.00	5,000.00	138,500.00	5,000.00	15,500.00	174,000.00
16850	Heating & Cooling	0.00	0.00	70,200.00	0.00	0.00	70,200.00
	Budget Totals	**200,518.00**	**208,520.00**	**863,010.00**	**30,000.00**	**52,500.00**	**1,354,548.00**
	Original Budget	**200,518.00**	**208,520.00**	**863,010.00**	**30,000.00**	**52,500.00**	**1,354,548.00**
	Budget Adjustments	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Change Order 101	Change Order 101						
02000	Site Work	0.00	0.00	17,500.00	0.00	0.00	17,500.00
06100	Rough Carpentry	0.00	5,000.00	0.00	0.00	0.00	5,000.00
	Change Order Totals	**0.00**	**5,000.00**	**17,500.00**	**0.00**	**0.00**	**22,500.00**
	Original Budget	**0.00**	**5,000.00**	**17,500.00**	**0.00**	**0.00**	**22,500.00**
	Budget Adjustments	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Change Order 102	Change Order 102						
03000	Concrete	0.00	0.00	15,350.00	0.00	0.00	15,350.00
	Change Order Totals	**0.00**	**0.00**	**15,350.00**	**0.00**	**0.00**	**15,350.00**
	Original Budget	**0.00**	**0.00**	**15,350.00**	**0.00**	**0.00**	**15,350.00**
	Budget Adjustments	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Job Budget Totals	**200,518.00**	**213,520.00**	**895,860.00**	**30,000.00**	**52,500.00**	**1,392,398.00**
	Job Original Budget Totals	**200,518.00**	**213,520.00**	**895,860.00**	**30,000.00**	**52,500.00**	**1,392,398.00**
	Job Budget Adjustments Totals	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Figure: JC-97   Job Budget – Summary Report, sorted by Job Number, single page.

Job Budget — Detail Report

Best Construction Company

Job Budget
Detail Report   Job 1000   Pacific View Apartments   Page 1

Cost Code	Description	Labor	Material	Subcontract	Other	Equipment	Total
Budget							
01000	General Requirements	65,000.00	0.00	0.00	25,000.00	0.00	90,000.00
	Original Budget	65,000.00	0.00	0.00	25,000.00	0.00	90,000.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
02000	Site Work	4,000.00	15,000.00	49,000.00	0.00	15,000.00	83,000.00
	Original Budget	4,000.00	15,000.00	49,000.00	0.00	15,000.00	83,000.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
03000	Concrete	0.00	0.00	33,750.00	0.00	0.00	33,750.00
	Original Budget	0.00	0.00	33,750.00	0.00	0.00	33,750.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
04000	Mortar	0.00	0.00	11,310.00	0.00	0.00	11,310.00
	Original Budget	0.00	0.00	11,310.00	0.00	0.00	11,310.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
06100	Rough Carpentry	51,000.00	120,000.00	41,000.00	0.00	22,000.00	234,000.00
	Original Budget	51,000.00	120,000.00	41,000.00	0.00	22,000.00	234,000.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
06150	Trestles	0.00	0.00	22,500.00	0.00	0.00	22,500.00
	Original Budget	0.00	0.00	22,500.00	0.00	0.00	22,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
06200	Finish Carpentry	19,000.00	29,000.00	48,000.00	0.00	0.00	96,000.00
	Original Budget	19,000.00	29,000.00	48,000.00	0.00	0.00	96,000.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
07200	Insulation	0.00	0.00	47,250.00	0.00	0.00	47,250.00
	Original Budget	0.00	0.00	47,250.00	0.00	0.00	47,250.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
08000	Doors & Windows	12,000.00	18,000.00	28,500.00	0.00	0.00	58,500.00
	Original Budget	12,000.00	18,000.00	28,500.00	0.00	0.00	58,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
09100	Lath & Plaster	18,500.00	0.00	130,000.00	0.00	0.00	148,500.00
	Original Budget	18,500.00	0.00	130,000.00	0.00	0.00	148,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
09680	Carpeting	0.00	0.00	52,500.00	0.00	0.00	52,500.00
	Original Budget	0.00	0.00	52,500.00	0.00	0.00	52,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
09900	Painting	18.00	0.00	64,500.00	0.00	0.00	64,518.00
	Original Budget	18.00	0.00	64,500.00	0.00	0.00	64,518.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
10800	Toilet & Bath Accessories	21,000.00	21,520.00	0.00	0.00	0.00	42,520.00
	Original Budget	21,000.00	21,520.00	0.00	0.00	0.00	42,520.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
12300	Cabinets & Storage	0.00	0.00	28,500.00	0.00	0.00	28,500.00
	Original Budget	0.00	0.00	28,500.00	0.00	0.00	28,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
15400	Plumbing	0.00	0.00	97,500.00	0.00	0.00	97,500.00

Figure: JC-98   Job Budget – Detail Report, sorted by Job Number, showing one page of two for this job.

Job Budget — Hours Report

Best Construction Company

Job Budget
Hours Report   Job   1000   Pacific View Apartments   Page 1

Cost Code	Description	Unit	Budget Hours	Adjustment Hours	Revised Hours
Budget					
01000	General Requirements		60.00	10.00	70.00
02000	Site Work		40.00	0.00	40.00
03000	Concrete		20.00	0.00	20.00
04000	Mortar		90.00	0.00	90.00
06100	Rough Carpentry		65.00	0.00	65.00
06150	Trestles		30.00	0.00	30.00
06200	Finish Carpentry		25.00	0.00	25.00
07200	Insulation		30.00	0.00	30.00
08000	Doors & Windows		42.00	3.00	45.00
09100	Lath & Plaster		28.00	0.00	28.00
09680	Carpeting		27.00	0.00	27.00
09900	Painting		0.00	0.00	0.00
10800	Toilet & Bath Accessories		18.00	0.00	18.00
12300	Cabinets & Storage		27.00	0.00	27.00
15400	Plumbing		32.00	0.00	32.00
16000	Electrical		12.00	0.00	12.00
16850	Heating & Cooling		12.00	0.00	12.00
	Budget Totals		**558.00**	**13.00**	**571.00**
Change Order 101	Change Order 101				
02000	Site Work		0.00	0.00	0.00
06100	Rough Carpentry		0.00	0.00	0.00
	Change Order Totals		**0.00**	**0.00**	**0.00**
Change Order 102	Change Order 102				
03000	Concrete		0.00	0.00	0.00
	Change Order Totals		**0.00**	**0.00**	**0.00**
	Job Budget Totals		**558.00**	**13.00**	**571.00**

Figure: JC-99   Job Budget – Hours Report, sorted by Job Number, for a single job.

Job Budget — Quantity Report

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                                                    Best Construction Company
Job Budget
Quantity Report        Job 1000        Pacific View Apartments              Page 1
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Cost Code	Description	Unit	Budget Qty	Adjustment Qty	Revised Qty	Installed Qty	Variance
Budget							
01000	General Requirements		0.00	0.00	0.00	0.00	0.00
02000	Site Work		0.00	0.00	0.00	0.00	0.00
03000	Concrete		0.00	0.00	0.00	0.00	0.00
04000	Mortar		0.00	0.00	0.00	0.00	0.00
06100	Rough Carpentry		0.00	0.00	0.00	0.00	0.00
06150	Trestles		0.00	0.00	0.00	0.00	0.00
06200	Finish Carpentry		0.00	0.00	0.00	0.00	0.00
07200	Insulation		0.00	0.00	0.00	0.00	0.00
08000	Doors & Windows		0.00	0.00	0.00	0.00	0.00
09100	Lath & Plaster		0.00	0.00	0.00	0.00	0.00
09300	Tile		0.00	0.00	0.00	0.00	0.00
09680	Carpeting		9,200.00	-400.00	8,800.00	0.00	8,800.00
09900	Painting		0.00	0.00	0.00	0.00	0.00
10800	Toilet & Bath Accessories		0.00	0.00	0.00	0.00	0.00
12300	Cabinets & Storage		0.00	0.00	0.00	0.00	0.00
15400	Plumbing		0.00	0.00	0.00	0.00	0.00
16000	Electrical		0.00	0.00	0.00	0.00	0.00
16850	Heating & Cooling		0.00	0.00	0.00	0.00	0.00
Change Order 101	Change Order 101						
02000	Site Work		0.00	0.00	0.00	0.00	0.00
06100	Rough Carpentry		0.00	0.00	0.00	0.00	0.00
09300	Tile		400.00	0.00	400.00	0.00	400.00
Change Order 102	Change Order 102						
03000	Concrete		0.00	0.00	0.00	0.00	0.00

Figure: JC-99a　　Job Budget – Quantity Report, sorted by Job Number, for a single job.

Job Budget — Billing Codes Report

Best Construction Company

Job Budget
Billing Codes Report   Job 1000   Pacific View Apartments   Page 1

Job Budget			Schedule of Values		
Cost Code	Change Order	Description	Billing Code	Change Order	Description
Budget					
01000		General Requirements	1000		General Requirements
02000		Site Work	1100		Sitework
03000		Concrete	1200		Foundation
04000		Mortar	1200		Foundation
06100		Rough Carpentry	1300		Framing
06150		Trestles	1300		Framing
06200		Finish Carpentry	2100		Finish Carpentry
07200		Insulation	1400		Insulation
08000		Doors & Windows	1500		Doors & Windows
09100		Lath & Plaster	1700		Drywall
09300		Tile	2400		Flooring
09680		Carpeting	2200		Carpeting
09900		Painting	2000		Painting
10800		Toilet & Bath Accessories	1900		Plumbing
12300		Cabinets & Storage	2100		Finish Carpentry
15400		Plumbing	1900		Plumbing
16000		Electrical	1800		Electrical
16850		Heating & Cooling	1800		Electrical
Change Order 101					
	101			100	Change Order 100
Change Order 102					
	102			100	Change Order 100

Figure: JC-100   Job Budget – Billing Codes Report.

Job Budget — Inventory Report

Best Construction Company

Job Budget
Inventory List Report   Job 1000   Pacific View Apartments   Page 1

Item	Desc	Unit Cost	Qty.	Extended
E1000	Stranded Wire	0.15	15,000.00	2,250.00
E1001	Plastic Anchor 1"	15.00	250.00	3,750.00
EA1000	Breaker Box	90.00	55.00	4,950.00
EA1000-1	Steel Box	60.00	55.00	3,300.00
EA1000-2	Circut Breaker	15.00	700.00	10,500.00
			Totals	**24,750.00**

Figure: JC-100a Job Budget Inventory List.

Job Budget — Adjustments History Report

Figure: JC-100b Job Budget Adjustments History Report, partial Page 1.

Figure: JC-100c Job Budget Adjustments History Report, last page showing Change Order Totals and Job Totals.

Variance Budget and Cost
The Variance Budget and Cost Report shows the variance between budgeted and actual cost or hours for each budget cost code.

Access to Variance Budget and Cost
Module Menu with Reports Group
JC | Reports | Variance Budget and Cost

Module Menu with Reports List
JC | Variance Budget and Cost

Standard Menu
Reports | Job | Job Cost | Variance Budget and Cost

Report Types
Summary
The Variance Budget and Cost Summary Report displays the job number and name, cost code number and description, revised budget amount, actual cost, variance and totals for all cost codes.

Cost Code Change Orders
The Cost Code Change Orders Report includes the job number and name, budget, change orders, totals, cost, and variance by job cost category.

Detail
The Detail Report also includes a breakdown of budget, cost and variance by job cost category.

Hours
The Hours Report displays the job number and name, cost code number and description, unit of measure, revised budget hours, actual hours, variance and total hours for all cost codes.

Order By
• Job Number

Options
• Show Report Criteria
• Active
• Inactive
• Completed
• Revised Budget by Date
• Case Sensitive

Fields
• Job Number
• Job Name
• Date
• Project Manager

Drill-Down+® Destinations

Figure: JC-101
Right-click a Job hyperlink to display a selection of reports and other available functions.

✓	Job Detail Report
	Job Extended Report
	Job Markup Report
	Job Defaults Report
	Job Local Taxes Report
	Job UDF Report
	Edit Job File
	Document Link
	Properties

✓	JC Query Detail Report
	JC Query Extended Report
	Properties
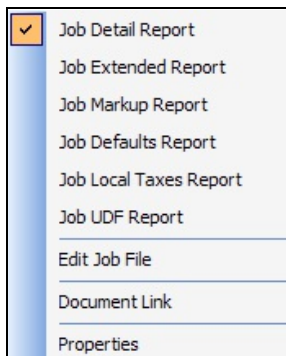
Figure: JC-102
Right-click a Cost hyperlink to display a selection of reports and other available functions.

✓	Labor Hours Detail Report
	Labor Hours Extended Report
	Properties
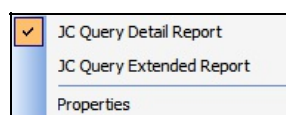
Figure: JC-103
Right-click an Actual Hours hyperlink to display a selection of reports and other available functions.

Variance Budget and Cost — Summary Report

Best Construction Company

Variance Budget and Cost

Summary Report	Job 1000	Pacific View Apartments			Page 1
Cost Code	Description	Budget	Cost	Variance	

Budget
Cost Code	Description	Budget	Cost	Variance
01000	General Requirements	90,000.00	9,073.22	80,926.78
02000	Site Work	83,000.00	104,134.95	-21,134.95
03000	Concrete	33,750.00	8,306.00	25,444.00
04000	Mortar	11,310.00	0.00	11,310.00
06100	Rough Carpentry	234,000.00	34,485.00	199,515.00
06150	Trestles	22,500.00	0.00	22,500.00
06200	Finish Carpentry	96,000.00	72.10	95,927.90
07200	Insulation	47,250.00	0.00	47,250.00
08000	Doors & Windows	58,500.00	0.00	58,500.00
09100	Lath & Plaster	148,500.00	0.00	148,500.00
09680	Carpeting	52,500.00	0.00	52,500.00
09900	Painting	64,518.00	0.00	64,518.00
10800	Toilet & Bath Accessories	42,520.00	0.00	42,520.00
12300	Cabinets & Storage	28,500.00	0.00	28,500.00
15400	Plumbing	97,500.00	0.00	97,500.00
16000	Electrical	174,000.00	-278.10	174,278.10
16850	Heating & Cooling	70,200.00	0.00	70,200.00
	Budget Totals	1,354,548.00	155,793.17	1,198,754.83

Change Order 101   Change Order 101
Cost Code	Description	Budget	Cost	Variance
02000	Site Work	17,500.00	0.00	17,500.00
06100	Rough Carpentry	5,000.00	0.00	5,000.00
	Change Order Totals	22,500.00	0.00	22,500.00

Change Order 102   Change Order 102
Cost Code	Description	Budget	Cost	Variance
03000	Concrete	15,350.00	0.00	15,350.00
	Change Order Totals	15,350.00	0.00	15,350.00
	Job Budget Totals	1,392,398.00	155,793.17	1,236,604.83

Figure: JC-103   Variance Budget and Cost – Summary Report.

Variance Budget and Cost — Detail Report

	Best Construction Company

Variance Budget and Cost

Detail Report		Job 1000		Pacific View Apartments					Page 1

Cost Code	Description	Labor	Material	Subcontract	Other	Equipment	Total
Budget							
01000	General Requirements	65,000.00	0.00	0.00	25,000.00	0.00	90,000.00
	Cost	8,300.72	772.50	0.00	0.00	0.00	9,073.22
	Variance	56,699.28	-772.50	0.00	25,000.00	0.00	80,926.78
02000	Site Work	4,000.00	15,000.00	49,000.00	0.00	15,000.00	83,000.00
	Cost	31,301.25	42,669.20	16,774.50	0.00	13,390.00	104,134.95
	Variance	-27,301.25	-27,669.20	32,225.50	0.00	1,610.00	-21,134.95
03000	Concrete	0.00	0.00	33,750.00	0.00	0.00	33,750.00
	Cost	0.00	0.00	8,306.00	0.00	0.00	8,306.00
	Variance	0.00	0.00	25,444.00	0.00	0.00	25,444.00
04000	Mortar	0.00	0.00	11,310.00	0.00	0.00	11,310.00
	Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Variance	0.00	0.00	11,310.00	0.00	0.00	11,310.00
06100	Rough Carpentry	51,000.00	120,000.00	41,000.00	0.00	22,000.00	234,000.00
	Cost	4,615.00	29,870.00	0.00	0.00	0.00	34,485.00
	Variance	46,385.00	90,130.00	41,000.00	0.00	22,000.00	199,515.00
06150	Trestles	0.00	0.00	22,500.00	0.00	0.00	22,500.00
	Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Variance	0.00	0.00	22,500.00	0.00	0.00	22,500.00
06200	Finish Carpentry	19,000.00	29,000.00	48,000.00	0.00	0.00	96,000.00
	Cost	0.00	72.10	0.00	0.00	0.00	72.10
	Variance	19,000.00	28,927.90	48,000.00	0.00	0.00	95,927.90
07200	Insulation	0.00	0.00	47,250.00	0.00	0.00	47,250.00
	Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Variance	0.00	0.00	47,250.00	0.00	0.00	47,250.00
08000	Doors & Windows	12,000.00	18,000.00	28,500.00	0.00	0.00	58,500.00
	Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Variance	12,000.00	18,000.00	28,500.00	0.00	0.00	58,500.00
09100	Lath & Plaster	18,500.00	0.00	130,000.00	0.00	0.00	148,500.00
	Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Variance	18,500.00	0.00	130,000.00	0.00	0.00	148,500.00
09680	Carpeting	0.00	0.00	52,500.00	0.00	0.00	52,500.00
	Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Variance	0.00	0.00	52,500.00	0.00	0.00	52,500.00
09900	Painting	18.00	0.00	64,500.00	0.00	0.00	64,518.00
	Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Variance	18.00	0.00	64,500.00	0.00	0.00	64,518.00
10800	Toilet & Bath Accessories	21,000.00	21,520.00	0.00	0.00	0.00	42,520.00
	Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Variance	21,000.00	21,520.00	0.00	0.00	0.00	42,520.00
12300	Cabinets & Storage	0.00	0.00	28,500.00	0.00	0.00	28,500.00
	Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Variance	0.00	0.00	28,500.00	0.00	0.00	28,500.00
15400	Plumbing	0.00	0.00	97,500.00	0.00	0.00	97,500.00
	Cost	0.00	0.00	0.00	0.00	0.00	0.00
	Variance	0.00	0.00	97,500.00	0.00	0.00	97,500.00

Figure: JC-104   Job Cost Variance Budget and Cost – Detail Report.

Variance Budget and Cost — Cost Code Change Orders Report

Best Construction Company

Variance Budget and Cost

Cost Code Change Orders Report   Job 1000   Pacific View Apartments   Page 1

Cost Code	Description	Budget	Change Orders	Budget plus Change Orders	Cost	Variance
01000	General Requirements	90,000.00	0.00	90,000.00	9,073.22	80,926.78
02000	Site Work	83,000.00	17,500.00	100,500.00	104,134.95	-3,634.95
03000	Concrete	33,750.00	15,350.00	49,100.00	8,306.00	40,794.00
04000	Mortar	11,310.00	0.00	11,310.00	0.00	11,310.00
06100	Rough Carpentry	234,000.00	5,000.00	239,000.00	34,485.00	204,515.00
06150	Trestles	22,500.00	0.00	22,500.00	0.00	22,500.00
06200	Finish Carpentry	96,000.00	0.00	96,000.00	72.10	95,927.90
07200	Insulation	47,250.00	0.00	47,250.00	0.00	47,250.00
08000	Doors & Windows	58,500.00	0.00	58,500.00	0.00	58,500.00
09100	Lath & Plaster	148,500.00	0.00	148,500.00	0.00	148,500.00
09680	Carpeting	52,500.00	0.00	52,500.00	0.00	52,500.00
09900	Painting	64,518.00	0.00	64,518.00	0.00	64,518.00
10800	Toilet & Bath Accessories	42,520.00	0.00	42,520.00	0.00	42,520.00
12300	Cabinets & Storage	28,500.00	0.00	28,500.00	0.00	28,500.00
15400	Plumbing	97,500.00	0.00	97,500.00	0.00	97,500.00
16000	Electrical	174,000.00	0.00	174,000.00	-278.10	174,278.10
16850	Heating & Cooling	70,200.00	0.00	70,200.00	0.00	70,200.00
	Total Variance	1,354,548.00	37,850.00	1,392,398.00	155,793.17	1,236,604.83

Figure: JC-105   Job Cost Variance Budget and Cost – Cost Code Change Orders Report

Variance Budget and Actual Hours — Hours Report

Best Construction Company

Variance Budget and Actual Hours

Hours Report   Job 1000   Pacific View Apartments   Page 2

Cost Code	Description	Unit	Budget Hours	Actual Hours	Variance
Budget					
01000	General Requirements		60.00	120.00	-60.00
02000	Site Work		40.00	753.25	-713.25
03000	Concrete		20.00	0.00	20.00
04000	Mortar		90.00	0.00	90.00
06100	Rough Carpentry		65.00	82.50	-17.50
06150	Trestles		30.00	40.00	-10.00
06200	Finish Carpentry		25.00	16.00	9.00
07200	Insulation		30.00	0.00	30.00
08000	Doors & Windows		42.00	0.00	42.00
09100	Lath & Plaster		28.00	0.00	28.00
09680	Carpeting		27.00	0.00	27.00
09900	Painting		0.00	0.00	0.00
10800	Toilet & Bath Accessories		18.00	0.00	18.00
12300	Cabinets & Storage		27.00	0.00	27.00
15400	Plumbing		32.00	0.00	32.00
16000	Electrical		12.00	0.00	12.00
16850	Heating & Cooling		12.00	0.00	12.00
	Budget Totals		558.00	1,011.75	-453.75
Change Order 101	Change Order 101				
02000	Site Work		0.00	0.00	0.00
06100	Rough Carpentry		0.00	0.00	0.00
	Change Order Totals		0.00	0.00	0.00
Change Order 102	Change Order 102				
03000	Concrete		0.00	0.00	0.00
04000	Mortar		0.00	0.00	0.00
	Change Order Totals		0.00	0.00	0.00
	Job Budget Totals		558.00	1,011.75	-453.75

Figure: JC-106   Job Cost Variance and Actual Hours – Hours Report.

Busted Budget Report
The Busted Budget report is used for viewing those job segments that have exceeded the budget set, including actual costs and amounts committed.

Access to Busted Budget Report
Module Menu with Reports Group
JC | Reports | Busted Budget

Module Menu with Reports List
JC | Busted Budget

Standard Menu
Reports | Job | Job Cost | Busted Budget

Report Types
Summary
The Busted Budget Summary Report displays the job number and name, the corresponding revised budget amount, actual cost, net commitments, and over budget amount and percentage.

Detail
The Busted Budget Detail Report also lists each cost code number (and its description) that is over budget, breaking down the revised budget, actual cost, net commitments and over budget amounts and percentage.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
	• Active	• Job Name
	• Inactive	• Project Manager
	• Completed	
	• Show Extended Description	
	• Case Sensitive	

Drill-Down+® Destinations

Figure: JC-107
Right-click a Job hyperlink to display a selection of reports and other available functions.
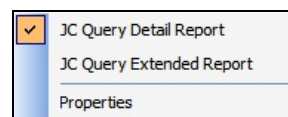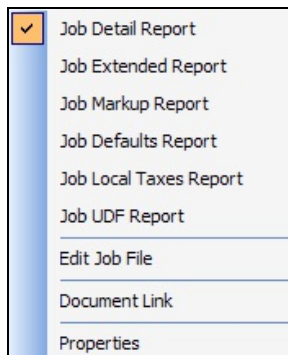
Figure: JC-108
Right-click an Actual Cost hyperlink to display a selection of reports and other available functions.

Busted Budget — Summary Report

Best Construction Company

Busted Budget
Summary Report   Page 1

Job	Description	Revised Budget	Actual Cost	Net Commitments	Over Budget Amount	Percent
1000	Pacific View Apartments	83,000.00	104,134.95	39,010.00	21,134.95	25%
1020	Giovanni's Pasta House	4,500.00	5,156.87	0.00	656.87	15%
1500	Christina's House	3,850.00	8,373.04	2,500.00	4,523.04	117%
1800	Helen's House	0.00	0.00	1,000.00	1,000.00	N/A
2500	Vale House	0.00	13,193.80	500.00	13,591.00	N/A
	Totals	**91,350.00**	**130,858.66**	**43,010.00**	**40,905.86**	**45%**

Figure: JC-109   Job Cost Busted Budget – Summary Report.

Busted Budget — Detail Report

Best Construction Company

Busted Budget
Detail Report   Job 1000   Pacific View Apartments   Page 1

Cost Code	Description	Revised Budget	Actual Cost	Net Commitments	Over Budget Amount	Percent
Budget						
02000	Site Work	83,000.00	102,472.95	10.00	19,472.95	23%
	Budget Totals	**83,000.00**	**102,472.95**	**10.00**	**19,472.95**	**23%**
	Job Totals	**83,000.00**	**102,472.95**	**10.00**	**19,472.95**	**23%**

Figure: JC-110   Job Cost Busted Budget – Detail Report.

Job Summary of Billings and Costs
The Summary of Billings and Cost shows contract, billing and cost information, including the profit margins.

Access to Job Summary of Billings and Costs Report
Module Menu with Reports Group
JC | Reports | Job Summary of Billings and Costs

Module Menu with Reports List
JC | Job Summary of Billings and Costs

Standard Menu
Reports | Job | Job Cost | Job Summary of Billings and Costs

Report Types
Summary
The Job Summary of Billings and Costs Summary Report displays the job number and name, Project Manager, Date Completed (if applicable), revised contract amount, billed to date amount and percentage, received amount and percentage, contract balance to bill amount and percentage, retained amount and percentage, cost to date amount and percentage (broken down by job cost category), and gross profit amount and percentage.

Summary with Current Profit
This report includes all of the information from the Summary Report then adds to the Gross Profit column more details for Current and Projected amounts and percentages.

Cash Flow
The Job Summary of Billings and Costs Cash Flow Report displays the job number and name, Project Manager, Date Completed (if applicable), revised contract amount, billed to date amount and percentage, received amount and percentage, contract balance to bill amount and percentage, retained amount and percentage, revised budget and percentage, incurred cost job to date and percentage, cash-spent job to date and percentage, cash flow job to date and percentage, projected remaining cash flow, and projected job cash flow and its percentage.

Projected Profit
The Job Summary of Billings and Costs Projected Profit Report displays the job number and name, revised contract amount, billed to date amount and percentage, received amount and percentage, contract balance to bill amount and percentage, retained amount and percentage, total cost to date and percentage, net commitments to date and percentage, and projected profit and its percentage.

Billed Gross Profit
This report includes all of the information from the Projected Profit Report then breaks down each category of the Cost To Date section and replaces the Projected Profit column with a Gross Profit Billed to Date total and percentage.

Cash Receipts Gross Profit
This report is very similar to the Billed Gross Profit report except it replaces the Gross Profit Billed to Date column with a Gross Profit Cash Receipts total and percentages.

Order By
- Job Number

Options
- Show Report Criteria
- Active
- Inactive
- Completed
- S/V Total Completed as Billed to Date
- Suppress Decimals
- Suppress Percentages
- Include Jobs with no activity
- Include JC Adjustments as Cash Spent
- Case Sensitive

Fields
- Job Number
- Job Name
- Project Manager
- Date Completed
- Date

Drill-Down+® Destinations

Figure: JC-111
Right-click a Job hyperlink to display a selection of reports and other available functions.

Job Detail Report
Job Extended Report
Job Markup Report
Job Defaults Report
Job Local Taxes Report
Job UDF Report
Edit Job File
Document Link
Properties

JC Query Detail Report
JC Query Extended Report
Properties
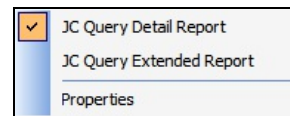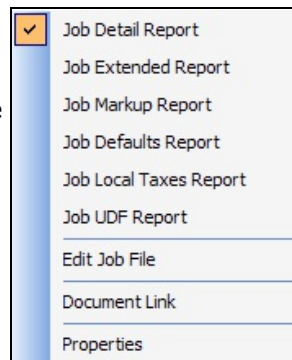
Figure: JC-112
Right-click an Incurred Cost Job To Date hyperlink to display a selection of reports and other available functions.

Schedule of Values Report
Edit Schedule of Values
Properties
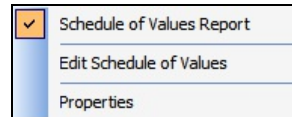
Figure: JC-113
Right-click a Revised Contract Amount hyperlink to display a selection of reports and other available functions.

Job Billing Report
Properties
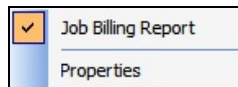
Figure: JC-114
Right-click a Billed To Date hyperlink to display a selection of reports and other available functions.

Job Cash Receipts Report
Properties
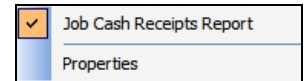
Figure: JC-115
Right-click a Received Amount hyperlink to display a selection of reports and other available functions.

Job Summary of Billings and Costs — Summary Report

Best Construction Company

Job Summary of Billings and Cost
Summary Report

Page 1

Job	Description		Project Manager		Date Completed							
	Revised Contract	Billed To Date	Received Amount	Contract Balance	Retained Amount	Labor	Material	Cost To Date Subcontract	Other	Equipment	Total	Gross Profit
1000	Pacific View Apartments		Mike Jarvis		/ /							
	1,646,453.50	151,984.49	51,095.37	1,494,469.01	15,198.46	42,641.97	71,067.20	21,405.50	0.00	13,200.00	148,314.67	1,498,138.83
		9.23%	3.10%	90.77%	0.92%	28.75%	47.92%	14.43%	0.00%	8.90%		90.99%
1010	Truesdale Elementary School		Bill Johnson		/ /							
	294,140.00	29,600.00	0.00	264,540.00	2,960.00	119,381.85	10,300.00	3,120.00	0.00	0.00	132,801.85	161,338.15
		10.06%	0.00%	89.94%	1.01%	89.89%	7.76%	2.35%	0.00%	0.00%		54.85%
1020	Giovanni's Pasta House		Mike Jarvis		/ /							
	0.00	0.00	0.00	0.00	0.00	3,596.87	0.00	816.40	0.00	0.00	4,413.27	-4,413.27
		0.00%	0.00%	0.00%	0.00%	81.50%	0.00%	18.50%	0.00%	0.00%		0.00%
	1,940,593.50	181,584.49	51,095.37	1,759,009.01	18,158.46	165,620.69	81,367.20	25,341.90	0.00	13,200.00	285,529.79	1,655,063.71
		9.36%	2.63%	90.64%	0.94%	58.00%	28.50%	8.88%	0.00%	4.62%		85.29%

Figure: JC-116 Job Cost, Job Summary of Billings and Costs – Summary Report.

Job Summary of Billings and Costs — Summary with Current Profit Report

Figure: JC-117   Job Cost, Job Summary of Billings and Costs – Summary with Current Profit Report.

Job Summary of Billings and Costs — Cash Flow Report

Figure: JC-118   Job Cost, Job Summary of Billings and Costs – Cash Flow Report.

Job Summary of Billings and Costs — Projected Profit Report

Best Construction Company

Job Summary of Billings and Cost/Projected Profit
Projected Profit Report   Page 1

Job Description	Revised Contract	Billed To Date	Received Amount	Contract Balance	Retained Amount	Total Cost To Date	Net Commitments	Projected Profit
1000	1,646,453.50	151,984.49	51,095.37	1,494,469.01	15,198.46	148,314.67	874,514.50	623,624.33
Pacific View Apartments	9.23%	3.10%	90.77%	0.92%	9.01%	53.12%	37.88%
1010	294,140.00	29,600.00	0.00	264,540.00	2,960.00	132,801.85	138,530.00	22,808.15
Truesdale Elementary School	10.06%	0.00%	89.94%	1.01%	45.15%	47.10%	7.75%
1020	0.00	0.00	0.00	0.00	0.00	4,413.27	69,183.60	-73,596.87
Giovanni's Pasta House	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	1,940,593.50	181,584.49	51,095.37	1,759,009.01	18,158.46	285,529.79	1,082,228.10	572,835.61
	9.36%	2.63%	90.64%	0.94%	14.71%	55.77%	29.52%

Figure: JC-118a   Job Cost, Job Summary of Billings and Costs – Projected Profit Report.

Job Summary of Billings and Costs — Billed Gross Profit Report

Best Construction Company

Job Summary of Billings and Cost and Billed GP
Billed Gross Profit Report   Page 1

Job Revised Contract	Description Billed To Date	Received Amount	Contract Balance	Retained Amount	Labor	Material	Cost To Date Subcontract	Other	Equipment	Total	Gross Profit Billed to Date
1000	Pacific View Apartments		Mike Jarvis			/ /					
1,646,453.50	151,984.49	51,095.37	1,494,469.01	15,198.46	42,641.97	71,067.20	21,405.50	0.00	13,200.00	148,314.67	3,669.82
9.23%	3.10%	90.77%	0.92%	28.75%	47.92%	14.43%	0.00%	8.90%		2.41%
1010	Truesdale Elementary School		Bill Johnson			/ /					
294,140.00	29,600.00	0.00	264,540.00	2,960.00	119,381.85	10,300.00	3,120.00	0.00	0.00	132,801.85	-103,201.85
10.06%	0.00%	89.94%	1.01%	89.89%	7.76%	2.35%	0.00%	0.00%		-348.65%
1020	Giovanni's Pasta House		Mike Jarvis			/ /					
0.00	0.00	0.00	0.00	0.00	3,596.87	0.00	816.40	0.00	0.00	4,413.27	-4,413.27
0.00%	0.00%	0.00%	0.00%	81.50%	0.00%	18.50%	0.00%	0.00%		0.00%
1,940,593.50	181,584.49	51,095.37	1,759,009.01	18,158.46	165,620.69	81,367.20	25,341.90	0.00	13,200.00	285,529.79	-103,945.30
9.36%	2.63%	90.64%	0.94%	58.00%	28.50%	8.88%	0.00%	4.62%		-57.24%

Figure: JC-118b   Job Cost, Job Summary of Billings and Costs – Billed Gross Profit Report.

Job Summary of Billings and Costs — Cash Receipts Gross Profit Report

									Best Construction Company			
Job Summary of Billings and Cost and Billed GP												
Billed Gross Profit Report												Page 1
Job	Description		Project Manager		Date Completed							
Revised Contract	Billed To Date	Received Amount	Contract Balance	Retained Amount	Labor	Material	Cost To Date Subcontract	Other	Equipment	Total	Gross Profit Billed to Date
1000	Pacific View Apartments		Mike Jarvis		/ /						
1,646,453.50	151,984.49	51,095.37	1,494,469.01	15,198.46	42,641.97	71,067.20	21,405.50	0.00	13,200.00	148,314.67	3,669.82
	9.23%	3.10%	90.77%	0.92%	28.75%	47.92%	14.43%	0.00%	8.90%		2.41%
1010	Truesdale Elementary School		Bill Johnson		/ /						
294,140.00	29,600.00	0.00	264,540.00	2,960.00	119,381.85	10,300.00	3,120.00	0.00	0.00	132,801.85	-103,201.85
	10.06%	0.00%	89.94%	1.01%	89.89%	7.76%	2.35%	0.00%	0.00%		-348.65%
1020	Giovanni's Pasta House		Mike Jarvis		/ /						
0.00	0.00	0.00	0.00	0.00	3,596.87	0.00	816.40	0.00	0.00	4,413.27	-4,413.27
	0.00%	0.00%	0.00%	0.00%	81.50%	0.00%	18.50%	0.00%	0.00%		0.00%
1,940,593.50	181,584.49	51,095.37	1,759,009.01	18,158.46	165,620.69	81,367.20	25,341.90	0.00	13,200.00	285,529.79	-103,945.30
	9.36%	2.63%	90.64%	0.94%	58.00%	28.50%	8.88%	0.00%	4.62%		-57.24%

Figure: JC-118c   Job Cost, Job Summary of Billings and Costs – Cash Receipts Gross Profit Report.

Labor Distribution Report
The Labor Distribution report is used for viewing the status of labor hours applied to jobs, including change orders, by cost codes and dates.

Access to Labor Distribution Report
Module Menu with Reports Group
JC | Reports | Labor Distribution

Module Menu with Reports List
JC | Labor Distribution

Standard Menu
Reports | Job | Job Cost | Labor Distribution

Report Types
Summary
The Labor Distribution Summary Report displays the job number and name, cost code number and description, budgeted hours with corresponding regular, overtime, double-time and total hours and the variance.

Detail
The Labor Distribution Detail Report also lists the employee name and number along with the date of hours worked by each employee for each cost code and pay check number.

Order By
• Job Number

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

Fields
• Job Number
• Job Name
• Cost Code
• Change Order
• Transaction Date
• Project Manager

Drill-Down+® Destinations

Figure: JC-119
Right-click a Job hyperlink to display a selection of reports and other available functions.

☑ Job Detail Report
Job Extended Report
Job Markup Report
Job Defaults Report
Job Local Taxes Report
Job UDF Report
Edit Job File
Document Link
Properties
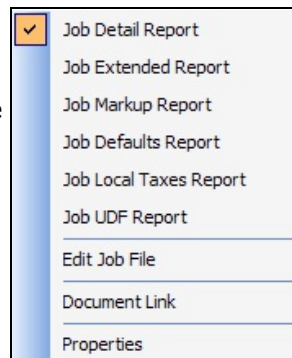
Figure: JC-120
Right-click a Reference Number hyperlink to display a selection of reports and other available functions.

☑ CD Journal Detail Report
CD Journal Extended Report
Edit Cash Disbursement
Document Link
Properties
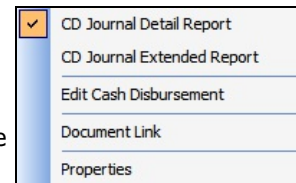
Figure: JC-121
Right-click an Employee Number hyperlink to display a selection of reports and other available functions.

☑ Employee Detail Report
Employee Extended Report
Employee Automatic Adjustments Report
Employee UDF Report
Edit Employee File
Document Link
Properties

Labor Distribution — Summary Report

Best Construction Company

Labor Distribution

Summary Report   Job <u>1000</u>   Pacific View Apartments   Page 1

Cost Code	Description	Budget	Reg Hours	Ot Hours	Dt Hours	Total Hours	Variance
Budget							
01000	General Requirements	140.00	120.00	2.00	0.00	122.00	18.00
02000	Site Work	80.00	0.00	0.00	0.00	0.00	80.00
03000	Concrete	40.00	0.00	0.00	0.00	0.00	40.00
04000	Mortar	180.00	0.00	0.00	0.00	0.00	180.00
06100	Rough Carpentry	130.00	0.00	0.00	0.00	0.00	130.00
06150	Trestles	60.00	0.00	0.00	0.00	0.00	60.00
06200	Finish Carpentry	50.00	0.00	0.00	0.00	0.00	50.00
07200	Insulation	60.00	0.00	0.00	0.00	0.00	60.00
08000	Doors & Windows	90.00	0.00	0.00	0.00	0.00	90.00
09100	Lath & Plaster	56.00	0.00	0.00	0.00	0.00	56.00
09680	Carpeting	54.00	0.00	0.00	0.00	0.00	54.00
09900	Painting	0.00	0.00	0.00	0.00	0.00	0.00
10800	Toilet & Bath Accessories	36.00	0.00	0.00	0.00	0.00	36.00
12300	Cabinets & Storage	54.00	0.00	0.00	0.00	0.00	54.00
15400	Plumbing	64.00	0.00	0.00	0.00	0.00	64.00
16000	Electrical	24.00	0.00	0.00	0.00	0.00	24.00
16850	Heating & Cooling	24.00	0.00	0.00	0.00	0.00	24.00
	Budget Totals	**1,142.00**	**120.00**	**2.00**	**0.00**	**122.00**	**1,020.00**
Change Order 101	Change Order 101						
02000	Site Work	0.00	0.00	0.00	0.00	0.00	0.00
06100	Rough Carpentry	0.00	0.00	0.00	0.00	0.00	0.00
	Change Order Totals	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Change Order 102	Change Order 102						
03000	Concrete	0.00	0.00	0.00	0.00	0.00	0.00
	Change Order Totals	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Job Totals	**1,142.00**	**120.00**	**2.00**	**0.00**	**122.00**	**1,020.00**

Figure: JC-122   Job Cost, Labor Distribution – Summary Report.

Labor Distribution — Detail Report

Best Construction Company

Labor Distribution

Detail Report   Job 1000   Pacific View Apartments   Page 1

Cost Code Date	Description Ref #	Employee Id	Name	Budget	Reg Hours	Ot Hours	Dt Hours	Total Hours	Variance
Budget									
01000	General Requirements								
05/16/2020 2162		E004	Tim Hardaway		40.00	0.00	0.00	40.00	
05/16/2020 2163		E005	Joe Martinez		40.00	0.00	0.00	40.00	
05/16/2020 2164		E006	Steve Schwartz		20.00	0.00	0.00	20.00	
05/16/2020 2165		E007	Mike Smith		20.00	0.00	0.00	20.00	
08/11/2020 1000.L1		E007	Mike Smith		0.00	2.00	0.00	2.00	
				140.00	120.00	2.00	0.00	122.00	18.00
02000	Site Work								
				80.00	0.00	0.00	0.00	0.00	80.00
03000	Concrete								
				40.00	0.00	0.00	0.00	0.00	40.00
04000	Mortar								
				180.00	0.00	0.00	0.00	0.00	180.00
06100	Rough Carpentry								
				130.00	0.00	0.00	0.00	0.00	130.00
06150	Trestles								
				60.00	0.00	0.00	0.00	0.00	60.00
06200	Finish Carpentry								
				50.00	0.00	0.00	0.00	0.00	50.00
07200	Insulation								
				60.00	0.00	0.00	0.00	0.00	60.00
08000	Doors & Windows								
				90.00	0.00	0.00	0.00	0.00	90.00
09100	Lath & Plaster								
				56.00	0.00	0.00	0.00	0.00	56.00
09680	Carpeting								
				54.00	0.00	0.00	0.00	0.00	54.00
09900	Painting								
				0.00	0.00	0.00	0.00	0.00	0.00
10800	Toilet & Bath Accessories								
				36.00	0.00	0.00	0.00	0.00	36.00
12300	Cabinets & Storage								
				54.00	0.00	0.00	0.00	0.00	54.00
15400	Plumbing								
				64.00	0.00	0.00	0.00	0.00	64.00
16000	Electrical								
				24.00	0.00	0.00	0.00	0.00	24.00
16850	Heating & Cooling								
				24.00	0.00	0.00	0.00	0.00	24.00

Figure: JC-123   Job Cost, Labor Distribution – Detail Report.

Job Cost Hours Report
The Job Cost Hours report is used for viewing hours and wages that have already been applied to a job.

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

Module Menu with Reports List
JC | Job Cost Hours

Standard Menu
Reports | Job | Job Cost | Job Cost Hours

Report Types
Summary
The Job Cost Hours Summary Report displays the job number and name, regular, overtime, double-time and total hours, and gross wages.

Detail
The Job Cost Hours Detail Report also lists the employee name and number along with totals for each column.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
	• Active Job	• Job Name
	• Inactive Job	• Payroll Check Date
	• Completed Job	
	• Case Sensitive	

Job Cost Hours Summary Report

Job	Name	Regular	Overtime	Double Time	Total	Gross Wages
1000	Pacific View Apartments	934.50	18.75	0.00	953.25	34,111.00
1010	Truesdale Elementary School	3,920.00	0.00	0.00	3,920.00	96,540.00
1020	Giovanni's Pasta House	20.00	0.00	0.00	20.00	3,000.00
	Grand Total	4,874.50	18.75	0.00	4,893.25	133,651.00

Figure: JC-123a Job Cost, Job Cost Hours – Summary Report.

Job Cost Hours Detail Report

						Best Construction Company
Job Cost Hours						
Detail Report						Page 1
Job	**Job Name**					
	Employee Id	**Employee Name**	**Reg Hours**	**OT Hours**	**DT Hours**	**Total Hours**	**Gross Wages**

Job	Employee Id	Employee Name	Reg Hours	OT Hours	DT Hours	Total Hours	Gross Wages
1000	Pacific View Apartments						
	E001	Bill Johnson	160.00	0.00	0.00	160.00	12,000.00
	E002	Mike Jarvis	180.00	0.00	0.00	180.00	6,000.00
	E003	Alissa Monte	120.00	0.00	0.00	120.00	2,700.00
	E004	Tim Hardaway	119.50	8.00	0.00	127.50	3,287.50
	E005	Joe Martinez	120.00	6.50	0.00	126.50	3,247.00
	E006	Steve Schwartz	117.00	2.75	0.00	119.75	3,269.00
	E007	Mike Smith	118.00	1.50	0.00	119.50	3,607.50
		Job Totals	934.50	18.75	0.00	953.25	34,111.00
1010	Truesdale Elementary School						
	E001	Bill Johnson	20.00	0.00	0.00	20.00	3,000.00
	E002	Mike Jarvis	780.00	0.00	0.00	780.00	24,000.00
	E003	Alissa Monte	40.00	0.00	0.00	40.00	900.00
	E004	Tim Hardaway	800.00	0.00	0.00	800.00	20,000.00
	E005	Joe Martinez	760.00	0.00	0.00	760.00	18,240.00
	E006	Steve Schwartz	760.00	0.00	0.00	760.00	16,720.00
	E007	Mike Smith	760.00	0.00	0.00	760.00	13,680.00
		Job Totals	3,920.00	0.00	0.00	3,920.00	96,540.00
1020	Giovanni's Pasta House						
	E001	Bill Johnson	20.00	0.00	0.00	20.00	3,000.00
		Job Totals	20.00	0.00	0.00	20.00	3,000.00
		Grand Total	4,874.50	18.75	0.00	4,893.25	133,651.00

Figure: JC-123b   Job Cost, Job Cost Hours – Detail Report.

Vendor Activity Report
The Vendor Activity report is used for viewing costs incurred to jobs by cost code. The report includes invoices, payments, adjustments, production expense, and back charges.

Access to Vendor Activity Report
Module Menu with Reports Group
JC | Reports | Vendor Activity

Module Menu with Reports List
JC | Vendor Activity

Standard Menu
Reports | Job | Job Cost | Vendor Activity

Report Types
Summary
The Vendor Activity Summary Report displays the vendor number, name, phone number, and status, along with the incurred costs, associated production expense, back charges, and payments.

Detail
The Vendor Activity Detail Report also lists each job number and name, cost code number, change order number, job cost type, source journal, reference number, and description.

Order By
- Vendor Id

Options
- Show Report Criteria
- Case Sensitive

Fields
- Vendor Id
- Vendor Name
- Job Number
- Job Name
- Cost Code
- Transaction Date
- Project Manager

Drill-Down+® Destinations

Figure: JC-124
Right-click a Vendor Id hyperlink to display a selection of reports and other available functions.

Figure: JC-125
Right-click an AP Reference hyperlink to display a selection of reports and other available functions.

Figure: JC-126
Right-click a CD Reference hyperlink to display a selection of reports and other available functions.

Figure: JC-127
Right-click a CC Reference hyperlink to display a selection of reports and other available functions.

Figure: JC-128
Right-click a JA Reference hyperlink to display a selection of reports and other available functions.

Vendor Activity — Summary Report
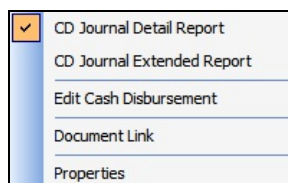
Figure: JC-129   Job Cost, Vendor Activity – Summary Report.

Vendor Activity — Detail Report

Figure: JC-130   Job Cost, Vendor Activity – Detail Report.

Job Cost Ledger Report
This report lists job information recorded in the Jobs master file for a company.

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

Module Menu with Reports List
JC | Job Cost Ledger

Standard Menu
Reports | Job | Job Cost | Job Cost Ledger

Report Type
Summary
The Summary Report Type displays the job number and name, cost code number and description, amount of posting, production expense amount, and total amount.

Detail
The Detail Report Type also shows a breakdown of the description by transaction date, category type, Id, source journal, and reference number.

Extended
The Extended Report Type includes the Id name.

Order By
- Job Number

Options
- Show Report Criteria
- Active Jobs
- Inactive Jobs
- Completed Jobs
- Show Invoice Payments
- Bold Cost Code and Description
- Case Sensitive

Fields
- Job Number
- Job Name
- Cost Code
- Change Order
- Transaction Date
- Project Manager

Drill-Down+® Destinations

Figure: JC-131
Right-click a Job hyperlink to display a selection of reports and other available functions.

- ✓ Job Detail Report
- Job Extended Report
- Job Markup Report
- Job Defaults Report
- Job Local Taxes Report
- Job UDF Report
- Edit Job File
- Document Link
- Properties
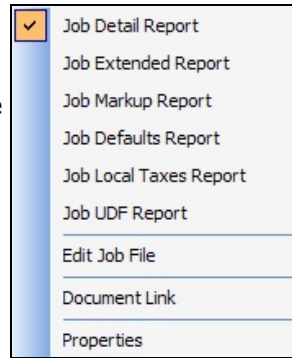
Figure: JC-134
Right-click a CD Reference hyperlink to display a selection of reports and other available functions.

- ✓ CD Journal Detail Report
- CD Journal Extended Report
- Edit Cash Disbursement
- Document Link
- Properties
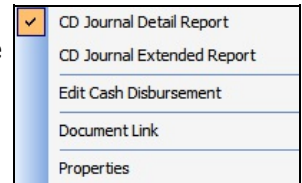
Figure: JC-132
Right-click a Vendor Id hyperlink to display a selection of reports and other available functions.

- ✓ Vendor Detail Report
- Vendor Extended Report
- Vendor Contact Report
- Vendor UDF Report
- Edit Vendor File
- Document Link
- Properties
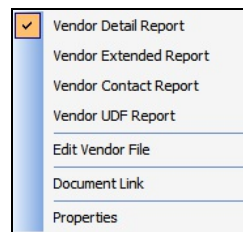
Figure: JC-135
Right-click a CC Reference hyperlink to display a selection of reports and other available functions.

- ✓ CC Journal Detail Report
- CC Journal Exended Report
- Edit Credit Card Transaction
- Document Link
- Properties
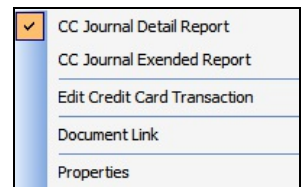
Figure: JC-133
Right-click an AP Reference hyperlink to display a selection of reports and other available functions.

- ✓ AP Journal Detail Report
- AP Journal Extended Report
- Edit Vendor Invoice
- Document Link
- Properties

- ✓ Job Cost Adjustments
- Properties
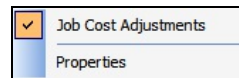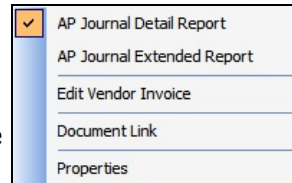
Figure: JC-136
Right-click a JA Reference hyperlink to display a selection of reports and other available functions.

- ✓ Job Cost Detail Report
- Properties
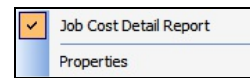
Figure: JC-137
Right-click a Total hyperlink to display access to the job Cost Detail Report and Properties.

Job Cost Ledger – Summary Report

Best Construction Company

Job Cost Ledger
Summary Report   Job 1000   Pacific View Apartments   Page 1

Cost Code	Description	Amount	PE Amount	Total
Budget				
01000	General Requirements	10,365.55	3.94	10,369.49
02000	Site Work	98,336.25	4,136.20	102,472.45
03000	Concrete	4,210.00	421.00	4,631.00
06100	Rough Carpentry	33,615.00	870.00	34,485.00
	Budget Totals	146,526.80	5,431.14	151,957.94
	Job Totals	146,526.80	5,431.14	151,957.94
	GrandTotals	146,526.80	5,431.14	151,957.94

Figure: JC-138   Job Cost Ledger – Summary Report.

Job Cost Ledger – Detail Report

						Best Construction Company		

Job Cost Ledger

Detail Report		Job 1000		Pacific View Apartments				Page 1
Cost Code	**Description**	**Date**	**Type Id**		**Journal Reference**	**Amount**	**PE Amount**	**Total**
Budget								
01000	**General Requirements**							
	Hours on 01/03/20	01/03/20	L	E001	PR Chk#2000	4,009.87	0.00	4,009.87
	Hours on 01/03/20	01/03/20	L	E002	PR Chk#2001	1,575.66	0.00	1,575.66
	Hours on 01/03/20	01/03/20	L	E003	PR Chk#2002	1,140.19	0.00	1,140.19
	Hours on 05/16/20	05/16/20	L	E004	PR Chk#2162	1,289.07	0.00	1,289.07
	Hours on 05/16/20	05/16/20	L	E005	PR Chk#2163	1,241.64	0.00	1,241.64
	Hours on 05/16/20	05/16/20	L	E006	PR Chk#2164	531.45	0.00	531.45
	Hours on 05/16/20	05/16/20	L	E007	PR Chk#2165	446.19	0.00	446.19
	OT reported after check run	08/11/20	L	E007	JA JCAdj#1000.L1	131.48	3.94	135.42
						10,365.55	3.94	10,369.49
02000	**Site Work**							
	Central Coast Building Supply	01/06/20	M	0101	AP Inv#101536	39,000.00	1,950.00	40,950.00
	Pay Invoice 101536 on 01/08/20				CD Chk#10500	15,000.00 *		
	Pay Invoice 101536 on 01/24/20				CD Chk#10502	22,050.00 *		
	BK Contracting	01/07/20	S	0201	AP Inv#890	5,000.00	500.00	5,500.00
	Hours on 01/07/20	01/07/20	L	E004	PR Chk#2003	1,523.89	0.00	1,523.89
	Hours on 01/07/20	01/07/20	L	E005	PR Chk#2004	1,503.24	0.00	1,503.24
	Hours on 01/07/20	01/07/20	L	E006	PR Chk#2005	1,297.65	0.00	1,297.65
	Hours on 01/07/20	01/07/20	L	E007	PR Chk#2006	1,393.94	0.00	1,393.94
	Hours on 01/07/20	01/07/20	L	E001	PR Chk#2007	4,003.75	0.00	4,003.75
	Hours on 01/07/20	01/07/20	L	E002	PR Chk#2008	1,575.66	0.00	1,575.66
	Hours on 01/07/20	01/07/20	L	E003	PR Chk#2009	1,140.19	0.00	1,140.19
		01/07/20	E	1002	EQ 1562	12,000.00	1,200.00	13,200.00
	Pay Invoice 890 on 01/08/20				CD Chk#10501	4,500.00 *		
	BK Contracting	01/14/20	S	0201	AP Inv#895	795.00	79.50	874.50
	Pay Invoice 895 on 01/24/20				CD Chk#10503	715.50 *		
	Hours on 01/17/20	01/17/20	L	E004	PR Chk#2010	1,431.18	0.00	1,431.18
	Hours on 01/17/20	01/17/20	L	E005	PR Chk#2011	1,385.96	0.00	1,385.96
	Hours on 01/17/20	01/17/20	L	E006	PR Chk#2012	1,200.34	0.00	1,200.34
	Hours on 01/17/20	01/17/20	L	E007	PR Chk#2013	1,547.55	0.00	1,547.55
	Hours on 01/17/20	01/17/20	L	E001	PR Chk#2014	3,596.87	0.00	3,596.87
	Hours on 01/17/20	01/17/20	L	E002	PR Chk#2015	1,412.91	0.00	1,412.91
	Hours on 01/24/20	01/24/20	L	E004	PR Chk#2017	1,275.99	0.00	1,275.99
	Hours on 01/24/20	01/24/20	L	E005	PR Chk#2018	1,292.13	0.00	1,292.13
	Hours on 01/24/20	01/24/20	L	E006	PR Chk#2019	1,426.88	0.00	1,426.88

Figure: JC-139   Job Cost Ledger – Detail Report.

Job Cost Ledger – Extended Report

								Best Construction Company		

Job Cost Ledger
Extended Report   Job 1000   Pacific View Apartments   Page 1

Cost Code	Description	Date	Type	Id	Id Name	Journal	Reference	Net Amount	PE Amount	Total
Budget										
01000	**General Requirements**									
	Hours on 01/03/2020	01/03/2020	L	E001	Bill Johnson	PR	Chk# 2000	4,009.87	0.00	4,009.87
	Hours on 01/03/2020	01/03/2020	L	E002	Mike Jarvis	PR	Chk# 2001	1,575.66	0.00	1,575.66
	Hours on 01/03/2020	01/03/2020	L	E003	Alissa Monte	PR	Chk# 2002	1,140.19	0.00	1,140.19
	Hours on 05/16/2020	05/16/2020	L	E004	Tim Hardaway	PR	Chk# 2162	1,289.07	0.00	1,289.07
	Hours on 05/16/2020	05/16/2020	L	E005	Joe Martinez	PR	Chk# 2163	1,241.64	0.00	1,241.64
	Hours on 05/16/2020	05/16/2020	L	E006	Steve Schwartz	PR	Chk# 2164	531.45	0.00	531.45
	Hours on 05/16/2020	05/16/2020	L	E007	Mike Smith	PR	Chk# 2165	446.19	0.00	446.19
	OT reported after check run	08/11/2020	L	E007	Mike Smith	JA	JCAdj# 1000.L1	131.48	3.94	135.42
								10,365.55	3.94	10,369.49
02000	**Site Work**									
	Central Coast Building Supply	01/06/2020	M	0101	Central Coast Building Supply	AP	Inv# 101536	39,000.00	1,950.00	40,950.00
	Pay Invoice 101536 on 01/08/2020					CD	Chk# 10500	15,000.00 *		
	Pay Invoice 101536 on 01/24/2020					CD	Chk# 10502	22,050.00 *		
	BK Contracting	01/07/2020	S	0201	BK Contracting	AP	Inv# 890	5,000.00	500.00	5,500.00
	Hours on 01/07/2020	01/07/2020	L	E004	Tim Hardaway	PR	Chk# 2003	1,523.89	0.00	1,523.89
	Hours on 01/07/2020	01/07/2020	L	E005	Joe Martinez	PR	Chk# 2004	1,503.24	0.00	1,503.24
	Hours on 01/07/2020	01/07/2020	L	E006	Steve Schwartz	PR	Chk# 2005	1,297.65	0.00	1,297.65
	Hours on 01/07/2020	01/07/2020	L	E007	Mike Smith	PR	Chk# 2006	1,393.94	0.00	1,393.94
	Hours on 01/07/2020	01/07/2020	L	E001	Bill Johnson	PR	Chk# 2007	4,003.75	0.00	4,003.75
	Hours on 01/07/2020	01/07/2020	L	E002	Mike Jarvis	PR	Chk# 2008	1,575.66	0.00	1,575.66
	Hours on 01/07/2020	01/07/2020	L	E003	Alissa Monte	PR	Chk# 2009	1,140.19	0.00	1,140.19
		01/07/2020	E	1002	Grader	EQ	1562	12,000.00	1,200.00	13,200.00
	Pay Invoice 890 on 01/08/2020					CD	Chk# 10501	4,500.00 *		
	BK Contracting	01/14/2020	S	0201	BK Contracting	AP	Inv# 895	795.00	79.50	874.50
	Pay Invoice 895 on 01/24/2020					CD	Chk# 10503	715.50 *		
	Hours on 01/17/2020	01/17/2020	L	E004	Tim Hardaway	PR	Chk# 2010	1,431.18	0.00	1,431.18
	Hours on 01/17/2020	01/17/2020	L	E005	Joe Martinez	PR	Chk# 2011	1,385.96	0.00	1,385.96
	Hours on 01/17/2020	01/17/2020	L	E006	Steve Schwartz	PR	Chk# 2012	1,200.34	0.00	1,200.34
	Hours on 01/17/2020	01/17/2020	L	E007	Mike Smith	PR	Chk# 2013	1,547.55	0.00	1,547.55
	Hours on 01/17/2020	01/17/2020	L	E001	Bill Johnson	PR	Chk# 2014	3,596.87	0.00	3,596.87
	Hours on 01/17/2020	01/17/2020	L	E002	Mike Jarvis	PR	Chk# 2015	1,412.91	0.00	1,412.91

Figure: JC-140   Job Cost Ledger – Extended Report.

Job Cost Query Report
The Job Cost Query report shows cost for each budget cost code and change order and can be filtered by several fields.

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

Module Menu with Reports List
JC | Job Cost Query

Standard Menu
Reports | Job | Job Cost | Job Cost Query

Report Types
Detail
The Job Cost Query Detail Report displays the job number, cost code number, Change Order #, Type, Date, Amount, Id, Journal source, Reference, Description, and an amount total on the last page.

Extended
The Job Cost Query Extended Report displays the same as the Detail report and adds the names of payroll checks or vendor invoices.

Order By
- Job+Cost Code+Date
- Cost Code
- Change Order
- Cost Type
- Transaction Date
- Amount

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

Fields
- Job Number
- Job Name
- Cost Code
- Change Order
- Cost Type
- Transaction Date
- Amount
- Id Type
- Id Code
- Reference Type
- Reference Code
- Project Manager

Drill-Down+® Destinations

Figure: JC-140a
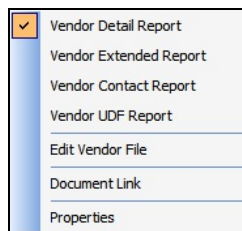Right-click a Job hyperlink to display a selection of reports and other available functions.

✓ Job Detail Report
Job Extended Report
Job Markup Report
Job Defaults Report
Job Local Taxes Report
Job UDF Report
Edit Job File
Document Link
Properties

Figure: JC-140d
Right-click a CD Reference hyperlink to display a selection of reports and other available functions.

✓ CD Journal Detail Report
CD Journal Extended Report
Edit Cash Disbursement
Document Link
Properties

Figure: JC-140b
Right-click a Vendor Id hyperlink to display a selection of reports and other available functions.

✓ Vendor Detail Report
Vendor Extended Report
Vendor Contact Report
Vendor UDF Report
Edit Vendor File
Document Link
Properties

Figure: JC-140e
Right-click a CC Reference hyperlink to display a selection of reports and other available functions.

✓ CC Journal Detail Report
CC Journal Exended Report
Edit Credit Card Transaction
Document Link
Properties

Figure: JC-140c
Right-click an AP Reference hyperlink to display a selection of reports and other available functions.

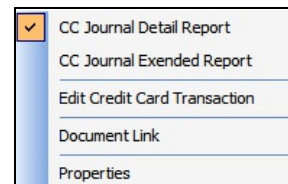| |
|---|
| ✓ AP Journal Detail Report |
| AP Journal Extended Report |
| Edit Vendor Invoice |
| Document Link |
| Properties |

✓ Job Cost Adjustments
Properties

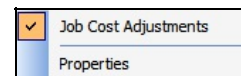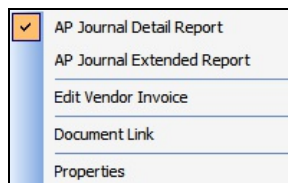**Figure: JC-140f**
Right-click a JA Reference hyperlink to display a selection of reports and other available functions.

✓ Job Cost Detail Report
Properties

Figure: JC-140g
Right-click a Total hyperlink to display access to the job Cost Detail Report and Properties.

Figure: JC-140h
Right-click an Employee Id hyperlink to display a selection of reports and other available functions.

✓ Employee Detail Report
Employee Extended Report
Employee Automatic Adjustments Report
Employee UDF Report
Edit Employee File
Document Link
Properties

Job Cost Query– Detail Report

Job	Cost Code	CO#	Type	Date	Amount	Id	Journal	Reference	Description
							Best Construction Company		
	Job Cost Query								
	Detail Report								Page 3
1010	15400		L	04/11/20	892.38	E007	PR	Chk# 2130	Hours on 04/11/20
1010	15400		L	04/18/20	892.38	E007	PR	Chk# 2137	Hours on 04/18/20
1010	15400		L	04/25/20	892.38	E007	PR	Chk# 2144	Hours on 04/25/20
1010	15400		L	05/02/20	892.38	E007	PR	Chk# 2151	Hours on 05/02/20
1010	15400		L	05/09/20	892.38	E007	PR	Chk# 2158	Hours on 05/09/20
1010	16000		L	01/04/20	1,412.00	E002	PR	Chk# 2030	Hours on 01/04/20
1010	16000		L	01/04/20	1,062.90	E006	PR	Chk# 2034	Hours on 01/04/20
1010	16000		L	01/11/20	1,062.90	E006	PR	Chk# 2038	Hours on 01/11/20
1010	16000		L	01/11/20	1,412.00	E002	PR	Chk# 2041	Hours on 01/11/20
1010	16000		L	01/18/20	1,062.90	E006	PR	Chk# 2045	Hours on 01/18/20
1010	16000		L	01/18/20	1,412.00	E002	PR	Chk# 2048	Hours on 01/18/20
1010	16000		L	01/25/20	1,062.90	E006	PR	Chk# 2052	Hours on 01/25/20
1010	16000		L	01/25/20	1,412.00	E002	PR	Chk# 2055	Hours on 01/25/20
1010	16000		L	02/01/20	1,062.90	E006	PR	Chk# 2059	Hours on 02/01/20
1010	16000		L	02/01/20	1,412.00	E002	PR	Chk# 2062	Hours on 02/01/20
1010	16000		L	02/08/20	1,062.90	E006	PR	Chk# 2066	Hours on 02/08/20
1010	16000		L	02/08/20	1,412.00	E002	PR	Chk# 2069	Hours on 02/08/20
1010	16000		L	02/15/20	1,062.90	E006	PR	Chk# 2073	Hours on 02/15/20
1010	16000		L	02/15/20	1,412.00	E002	PR	Chk# 2076	Hours on 02/15/20
1010	16000		L	02/22/20	1,062.90	E006	PR	Chk# 2080	Hours on 02/22/20
1010	16000		L	02/22/20	1,412.00	E002	PR	Chk# 2083	Hours on 02/22/20
1010	16000		L	02/29/20	1,062.90	E006	PR	Chk# 2087	Hours on 02/29/20
1010	16000		L	02/29/20	1,412.00	E002	PR	Chk# 2090	Hours on 02/29/20
1010	16000		L	03/07/20	1,062.90	E006	PR	Chk# 2094	Hours on 03/07/20
1010	16000		L	03/07/20	1,412.00	E002	PR	Chk# 2097	Hours on 03/07/20
1010	16000		L	03/14/20	1,062.90	E006	PR	Chk# 2101	Hours on 03/14/20
1010	16000		L	03/14/20	1,412.00	E002	PR	Chk# 2104	Hours on 03/14/20
1010	16000		L	03/21/20	1,062.90	E006	PR	Chk# 2108	Hours on 03/21/20
1010	16000		L	03/21/20	1,412.00	E002	PR	Chk# 2111	Hours on 03/21/20
1010	16000		L	03/28/20	1,062.90	E006	PR	Chk# 2115	Hours on 03/28/20
1010	16000		L	03/28/20	1,412.00	E002	PR	Chk# 2118	Hours on 03/28/20
1010	16000		L	04/04/20	1,062.90	E006	PR	Chk# 2122	Hours on 04/04/20
1010	16000		L	04/04/20	1,412.00	E002	PR	Chk# 2125	Hours on 04/04/20
1010	16000		L	04/11/20	1,062.90	E006	PR	Chk# 2129	Hours on 04/11/20
1010	16000		L	04/11/20	1,412.00	E002	PR	Chk# 2132	Hours on 04/11/20
1010	16000		L	04/18/20	1,062.90	E006	PR	Chk# 2136	Hours on 04/18/20
1010	16000		L	04/18/20	1,412.00	E002	PR	Chk# 2139	Hours on 04/18/20
1010	16000		L	04/25/20	1,062.90	E006	PR	Chk# 2143	Hours on 04/25/20
1010	16000		L	04/25/20	1,412.00	E002	PR	Chk# 2146	Hours on 04/25/20
1010	16000		L	05/02/20	1,062.90	E006	PR	Chk# 2150	Hours on 05/02/20
1010	16000		L	05/02/20	1,412.00	E002	PR	Chk# 2153	Hours on 05/02/20
1010	16000		L	05/09/20	1,062.90	E006	PR	Chk# 2157	Hours on 05/09/20
1010	16000		L	05/09/20	1,412.00	E002	PR	Chk# 2160	Hours on 05/09/20
1020	01000		L	01/31/20	3,596.87	E001	PR	Chk# 2024	Hours on 01/31/20
1020	03000		S	02/03/20	816.40	0202	AP	Inv# 3210-A	Nagel Foundations
				Total Listed	285,529.79				

Figure: JC-140i   Job Cost Query – Detail Report page 3 showing totals.

Job Cost Query– Extended Report

Job	Cost Code	CO#	Type	Date	Amount	Id	Name	Journal	Reference	Description
										Best Construction Company
										Page 1
1000	01000		L	01/03/20	4,009.87	ED01	Bill Johnson	PR	Chk# 2000	Hours on 01/03/20
1000	01000		L	01/03/20	1,575.66	ED02	Mike Jarvis	PR	Chk# 2001	Hours on 01/03/20
1000	01000		L	01/03/20	1,140.19	ED03	Alissa Monte	PR	Chk# 2002	Hours on 01/03/20
1000	02000		M	01/06/20	40,950.00	0101	Central Coast Buildin	AP	In# 101536	Central Coast Building Supply
1000	02000		S	01/07/20	5,500.00	0201	BK Contracting	AP	In# 890	BK Contracting
1000	02000		L	01/07/20	1,523.89	ED04	Tim Hardaway	PR	Chk# 2003	Hours on 01/07/20
1000	02000		L	01/07/20	1,503.24	ED05	Joe Martinez	PR	Chk# 2004	Hours on 01/07/20
1000	02000		L	01/07/20	1,297.65	ED06	Steve Schwartz	PR	Chk# 2005	Hours on 01/07/20
1000	02000		L	01/07/20	1,393.94	ED07	Mike Smith	PR	Chk# 2006	Hours on 01/07/20
1000	02000		L	01/07/20	4,003.75	ED01	Bill Johnson	PR	Chk# 2007	Hours on 01/07/20
1000	02000		L	01/07/20	1,575.66	ED02	Mike Jarvis	PR	Chk# 2008	Hours on 01/07/20
1000	02000		L	01/07/20	1,140.19	ED03	Alissa Monte	PR	Chk# 2009	Hours on 01/07/20
1000	02000		E	01/07/20	13,200.00	1002	Grader	EQ	Eq T# 1562	
1000	02000		S	01/14/20	874.50	0201	BK Contracting	AP	In# 895	BK Contracting
1000	02000		L	01/17/20	1,431.18	ED04	Tim Hardaway	PR	Chk# 2010	Hours on 01/17/20
1000	02000		L	01/17/20	1,385.96	ED05	Joe Martinez	PR	Chk# 2011	Hours on 01/17/20
1000	02000		L	01/17/20	1,200.34	ED06	Steve Schwartz	PR	Chk# 2012	Hours on 01/17/20
1000	02000		L	01/17/20	1,547.55	ED07	Mike Smith	PR	Chk# 2013	Hours on 01/17/20
1000	02000		L	01/17/20	3,596.87	ED01	Bill Johnson	PR	Chk# 2014	Hours on 01/17/20
1000	02000		L	01/17/20	1,412.91	ED02	Mike Jarvis	PR	Chk# 2015	Hours on 01/17/20
1000	02000		L	01/24/20	1,275.99	ED04	Tim Hardaway	PR	Chk# 2017	Hours on 01/24/20
1000	02000		L	01/24/20	1,292.13	ED05	Joe Martinez	PR	Chk# 2018	Hours on 01/24/20
1000	02000		L	01/24/20	1,426.88	ED06	Steve Schwartz	PR	Chk# 2019	Hours on 01/24/20
1000	02000		L	01/24/20	1,467.30	ED07	Mike Smith	PR	Chk# 2020	Hours on 01/24/20
1000	02000		L	01/24/20	1,412.91	ED02	Mike Jarvis	PR	Chk# 2022	Hours on 01/24/20
1000	02000		L	01/31/20	1,412.91	ED02	Mike Jarvis	PR	Chk# 2025	Hours on 01/31/20
1000	02000		M	02/27/20	103.00			JA	JC Adj# ADJ1	Adjustment 1
1000	02000		S	02/28/20	10,400.00	0201	BK Contracting	AP	In# 123	BK Contracting
1000	02000		M	03/10/20	154.50	0201	BK Contracting	CC	Trans# 50023	
1000	02000		M	06/30/20	-10.30		Stranded Wire	IA	IAdj# 1015	Stranded Wire
1000	03000		S	01/27/20	4,631.00	0301	Dry Gulch Concrete	AP	In# 1672	Dry Gulch Concrete
1000	06100		M	01/23/20	29,870.00	0101	Central Coast Buildin	AP	In# 101694	Central Coast Building Supply
1000	06100		L	01/24/20	3,596.87	ED01	Bill Johnson	PR	Chk# 2021	Hours on 01/24/20
1000	06100		L	01/24/20	1,018.13	ED03	Alissa Monte	PR	Chk# 2023	Hours on 01/24/20
1010	01000		L	01/31/20	3,596.87	ED01	Bill Johnson	PR	Chk# 2024	Hours on 01/31/20
1010	01000		L	01/31/20	1,412.91	ED02	Mike Jarvis	PR	Chk# 2025	Hours on 01/31/20
1010	01000		L	01/31/20	1,018.13	ED03	Alissa Monte	PR	Chk# 2026	Hours on 01/31/20
1010	02110		M	01/27/20	10,300.00	0201	BK Contracting	AP	In# 906	BK Contracting
1010	02110		S	01/31/20	3,120.00	0201	BK Contracting	AP	In# 919	BK Contracting
1010	02110		L	01/31/20	1,292.13	ED04	Tim Hardaway	PR	Chk# 2027	Hours on 01/31/20
1010	06100		L	01/04/20	1,289.07	ED04	Tim Hardaway	PR	Chk# 2032	Hours on 01/04/20
1010	06100		L	01/04/20	1,241.64	ED05	Joe Martinez	PR	Chk# 2033	Hours on 01/04/20
1010	06100		L	01/11/20	1,289.07	ED04	Tim Hardaway	PR	Chk# 2036	Hours on 01/11/20
1010	06100		L	01/11/20	1,241.64	ED05	Joe Martinez	PR	Chk# 2037	Hours on 01/11/20
1010	06100		L	01/18/20	1,289.07	ED04	Tim Hardaway	PR	Chk# 2043	Hours on 01/18/20
1010	06100		L	01/18/20	1,241.64	ED05	Joe Martinez	PR	Chk# 2044	Hours on 01/18/20
1010	06100		L	01/25/20	1,289.07	ED04	Tim Hardaway	PR	Chk# 2050	Hours on 01/25/20

Figure: JC-140j   Job Cost Query – Extended Report, page 1.

Job Cost Labor Report
The Job Cost Labor report shows labor cost for each budget cost code and change order and can be filtered by several fields.

Access to Job Cost Query Report
Module Menu with Reports Group
JC | Reports | Job Cost Labor

Module Menu with Reports List
JC | Job Cost Labor

Standard Menu
Reports | Job | Job Cost | Job Cost Labor

Report Types
Detail
The Job Cost Labor Detail Report displays the job number, cost code number, Change Order #, Date, Amount, Employee Id,Check# Reference, Total Hours, Gross Wages, WC Class, WC Amt, Union Class, Union Amt, O/B Amt, PE Amt, Co FICA, and amount totals on the last page.

Extended
The Job Cost Labor Extended Report displays the same as the Detail report and adds Reg Hrs/Rate/Amt, Ot Hrs/Rate/Amt, Dt Hrs/Rate/Amt, WC Net Rate, and O/B %.

Order By
- Job Number
- Cost Code
- Change Order
- Transaction Date
- Amount
- Employee Id
- Check Number

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

Fields
- Job Number
- Job Name
- Cost Code
- Change Order
- Transaction Date
- Amount
- Employee Id
- Check Number
- Project Manager

Drill-Down+® Destinations

Figure: JC-140k
Right-click a Job hyperlink to display a selection of reports and other available functions.

- ✓ Job Detail Report
- Job Extended Report
- Job Markup Report
- Job Defaults Report
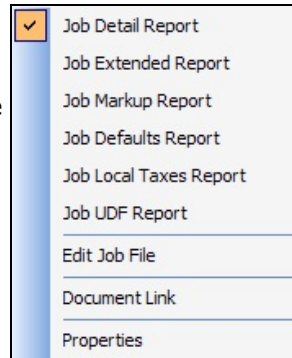- Job Local Taxes Report
- Job UDF Report
- Edit Job File
- Document Link
- Properties

Figure: JC-140l
Right-click a CD Reference hyperlink to display a selection of reports and other available functions.

- ✓ CD Journal Detail Report
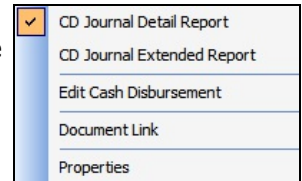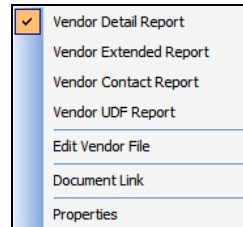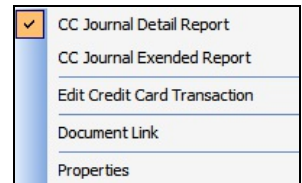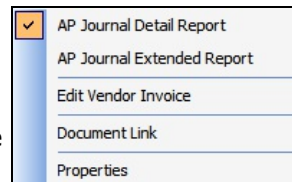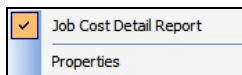- CD Journal Extended Report
- Edit Cash Disbursement
- Document Link
- Properties
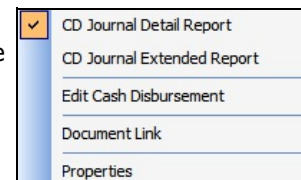
Figure: JC-140m
Right-click an Employee Id hyperlink to display a selection of reports and other available functions.

Employee Detail Report
Employee Extended Report
Employee Automatic Adjustments Report
Employee UDF Report
Edit Employee File
Document Link
Properties

Job Cost Detail Report
Properties
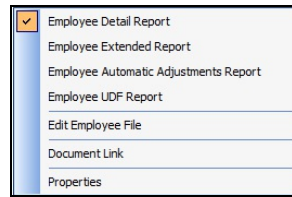
Figure: JC-140n
Right-click a Total hyperlink to display access to the job Cost Detail Report and Properties.

Job Cost Labor – Detail Report

Best Construction Company

Job Cost Labor
Detail Report

Page 4

Job	Cost Code	CO#	Date	Amount	Employee	Reference	Total Hours	Gross Wages	WC Class	WC Amt	Union Class		Union Amt	O/B Amt	PE Amt	Co FICA
1010	06100		04/11/2020	1,241.64	E005	Chk# 2128	40.00	960.00	5645	132.60	1000	J1	46.80	28.80	0.00	73.44
1010	16000		04/11/2020	1,062.90	E006	Chk# 2129	40.00	880.00	5190	48.18	1001	EA4	41.00	26.40	0.00	67.32
1010	15400		04/11/2020	892.38	E007	Chk# 2130	40.00	720.00	5183	54.90	1000	A2	40.80	21.60	0.00	55.08
1010	16000		04/11/2020	1,412.00	E002	Chk# 2132	40.00	1,200.00	5190	65.70			0.00	60.00	0.00	86.30
1010	06100		04/18/2020	1,289.07	E004	Chk# 2134	40.00	1,000.00	5645	138.13	1000	J1	47.50	30.00	0.00	73.44
1010	06100		04/18/2020	1,241.64	E005	Chk# 2135	40.00	960.00	5645	132.60	1000	J1	46.80	28.80	0.00	73.44
1010	16000		04/18/2020	1,062.90	E006	Chk# 2136	40.00	880.00	5190	48.18	1001	EA4	41.00	26.40	0.00	67.32
1010	15400		04/18/2020	892.38	E007	Chk# 2137	40.00	720.00	5183	54.90	1000	A2	40.80	21.60	0.00	55.08
1010	16000		04/18/2020	1,412.00	E002	Chk# 2139	40.00	1,200.00	5190	65.70			0.00	60.00	0.00	86.30
1010	06100		04/25/2020	1,289.07	E004	Chk# 2141	40.00	1,000.00	5645	138.13	1000	J1	47.50	30.00	0.00	73.44
1010	06100		04/25/2020	1,241.64	E005	Chk# 2142	40.00	960.00	5645	132.60	1000	J1	46.80	28.80	0.00	73.44
1010	16000		04/25/2020	1,062.90	E006	Chk# 2143	40.00	880.00	5190	48.18	1001	EA4	41.00	26.40	0.00	67.32
1010	15400		04/25/2020	892.38	E007	Chk# 2144	40.00	720.00	5183	54.90	1000	A2	40.80	21.60	0.00	55.08
1010	16000		04/25/2020	1,412.00	E002	Chk# 2146	40.00	1,200.00	5190	65.70			0.00	60.00	0.00	86.30
1010	06100		05/02/2020	1,289.07	E004	Chk# 2148	40.00	1,000.00	5645	138.13	1000	J1	47.50	30.00	0.00	73.44
1010	06100		05/02/2020	1,241.64	E005	Chk# 2149	40.00	960.00	5645	132.60	1000	J1	46.80	28.80	0.00	73.44
1010	16000		05/02/2020	1,062.90	E006	Chk# 2150	40.00	880.00	5190	48.18	1001	EA4	41.00	26.40	0.00	67.32
1010	15400		05/02/2020	892.38	E007	Chk# 2151	40.00	720.00	5183	54.90	1000	A2	40.80	21.60	0.00	55.08
1010	16000		05/02/2020	1,412.00	E002	Chk# 2153	40.00	1,200.00	5190	65.70			0.00	60.00	0.00	86.30
1010	06100		05/09/2020	1,289.07	E004	Chk# 2155	40.00	1,000.00	5645	138.13	1000	J1	47.50	30.00	0.00	73.44
1010	06100		05/09/2020	1,241.64	E005	Chk# 2156	40.00	960.00	5645	132.60	1000	J1	46.80	28.80	0.00	73.44
1010	16000		05/09/2020	1,062.90	E006	Chk# 2157	40.00	880.00	5190	48.18	1001	EA4	41.00	26.40	0.00	67.32
1010	15400		05/09/2020	892.38	E007	Chk# 2158	40.00	720.00	5183	54.90	1000	A2	40.80	21.60	0.00	55.08
1010	16000		05/09/2020	1,412.00	E002	Chk# 2160	40.00	1,200.00	5190	65.70			0.00	60.00	0.00	86.30
			Totals Listed:	165,620.69			4,893.25	133,651.00		12,776.50			3,972.68	5,221.55	0.00	9,998.96

Figure: JC-140o   Job Cost Labor – Detail Report last page showing totals.

Job Cost Labor – Extended Report

Best Construction Company

Job Cost Labor
Extended Report

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Date	Job Cost Code CO#	Employee Reference	Reg Hrs Reg Rate Reg Amt	Ot Hrs Ot Rate Ot Amt	Dt Hrs Dt Rate Dt Amt	Total Hours Gross Wages	WC Class WC Net Rate WC Amt	Union Class Union Amt	O/B % O/B Amt	PE Amt Co FICA Amount
			1,000.00	0.00	0.00	1,000.00	138.13	47.50	30.00	1,289.07
05/09/2020	1010	E005	40.00	0.00	0.00	40.00	CA, 5645	1000		0.00
	06100	Chk# 2156	24.00	36.00	48.00		11.05000	J1	3.00	73.44
			960.00	0.00	0.00	960.00	132.60	46.80	28.80	1,241.64
05/09/2020	1010	E006	40.00	0.00	0.00	40.00	CA, 5190	1001		0.00
	16000	Chk# 2157	22.00	36.00	44.00		4.38000	EA4	3.00	67.32
			880.00	0.00	0.00	880.00	48.18	41.00	26.40	1,062.90
05/09/2020	1010	E007	40.00	0.00	0.00	40.00	CA, 5183	1000		0.00
	15400	Chk# 2158	18.00	27.00	36.00		6.10000	A2	3.00	55.08
			720.00	0.00	0.00	720.00	54.90	40.80	21.60	892.38
05/09/2020	1010	E002	40.00	0.00	0.00	40.00	CA, 5190			0.00
	16000	Chk# 2160	1,200.00	0.00	0.00		4.38000		5.00	86.30
			1,200.00	0.00	0.00	1,200.00	65.70	0.00	60.00	1,412.00
										0.00
										9,998.96
		Totals Listed:	132,926.50	724.50	0.00	133,651.00	12,776.50	3,972.68	5,221.55	165,620.69

Figure: JC-140p   Job Cost Labor – Extended Report last page showing totals.

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

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

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

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

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

Order By	Options	Fields
• Job Number	• Show Report Criteria	• Job Number
	• Active Jobs	• Job Name
	• Inactive Jobs	• Transaction Date
	• Completed Jobs	• Group Number
	• Case Sensitive	• Project Manager

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

Drill-Down+® Destinations

Figure: JC-141
Right-click a Job hyperlink to display a selection of reports and other available functions.

✓ Job Detail Report
Job Extended Report
Job Markup Report
Job Defaults Report
Job Local Taxes Report
Job UDF Report
Edit Job File
Document Link
Properties
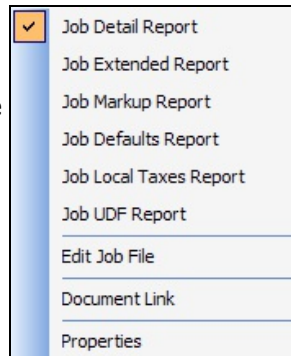
Job Cost by Cost Code and Type — Detail Report

Best Construction Company

Job Cost by Cost Code and Type
Detail Report   Job 1000   Pacific View Apartments   Page 1

Cost Code	Description	Labor	Material	Subcontract	Other	Equipment	Total
Code Group							
01000	General Requirements	6,725.72	0.00	0.00	0.00	0.00	6,725.72
02000	Site Work	31,301.25	41,197.20	16,774.50	0.00	13,200.00	102,472.95
03000	Concrete	0.00	0.00	4,631.00	0.00	0.00	4,631.00
06100	Rough Carpentry	4,615.00	29,870.00	0.00	0.00	0.00	34,485.00
	Job Cost Totals	**42,641.97**	**71,067.20**	**21,405.50**	**0.00**	**13,200.00**	**148,314.67**
	Job Cost Totals	**42,641.97**	**71,067.20**	**21,405.50**	**0.00**	**13,200.00**	**148,314.67**

Figure: JC-142   Job Cost by Cost Code and Type – Detail Report showing Group Number=5.

Job Cost Period and Job to Date

The Job Cost Period and Job to Date Report shows job costs for the period selected and costs to date.

Access to Job Cost Period
Module Menu with Reports Group

JC | Reports | Job Cost Period and Job to Date

Module Menu with Reports List

JC | Job Cost Period and Job to Date

Standard Menu

Reports | Job | Job Cost | Job Period and Job to Date

Report Types
Detail

The Job Cost Period Detail Report displays the job number and name, cost code number and description, period costs, costs to date, and the percentage of the costs to date for the period selected.

Order By
- Job Number

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

Fields
- Job Number
- Job Name
- Period Date
- Project Manager

Drill-Down+® Destinations

Figure: JC-143
Right-click a Job hyperlink to display a selection of reports and other available functions.
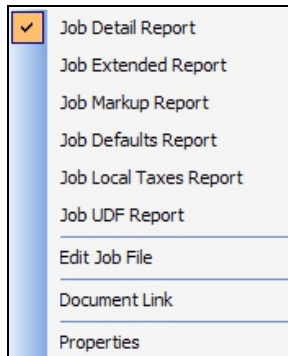
✓	Job Detail Report
	Job Extended Report
	Job Markup Report
	Job Defaults Report
	Job Local Taxes Report
	Job UDF Report
	Edit Job File
	Document Link
	Properties
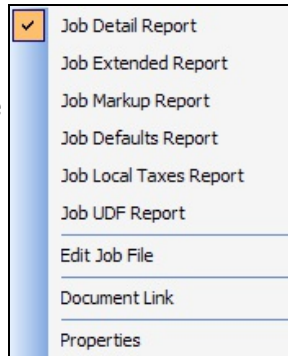
Job Cost Period — Detail Report

Best Construction Company

Job Cost Period

Detail Report   Job 1000   Pacific View Apartments   Page 1

Cost Code	Description	Period	Job To Date	% Period/ Job To Date
Budget				
01000	General Requirements	9,073.22	9,073.22	100.00%
02000	Site Work	104,134.95	104,134.95	100.00%
03000	Concrete	8,306.00	8,306.00	100.00%
04000	Mortar	0.00	0.00	0.00%
06100	Rough Carpentry	34,485.00	34,485.00	100.00%
06150	Trestles	0.00	0.00	0.00%
06200	Finish Carpentry	72.10	72.10	100.00%
07200	Insulation	0.00	0.00	0.00%
08000	Doors & Windows	0.00	0.00	0.00%
09100	Lath & Plaster	0.00	0.00	0.00%
09680	Carpeting	0.00	0.00	0.00%
09900	Painting	0.00	0.00	0.00%
10800	Toilet & Bath Accessories	0.00	0.00	0.00%
12300	Cabinets & Storage	0.00	0.00	0.00%
15400	Plumbing	0.00	0.00	0.00%
16000	Electrical	-278.10	-278.10	100.00%
16850	Heating & Cooling	0.00	0.00	0.00%
	Budget Totals	**155,793.17**	**155,793.17**	**100.00%**
Change Order 101	Change Order 101			
		0.00	0.00	0.00%
02000	Site Work	0.00	0.00	0.00%
06100	Rough Carpentry	0.00	0.00	0.00%
	Change Order Totals	**0.00**	**0.00**	**0.00%**
Change Order 102	Change Order 102			
		0.00	0.00	0.00%
03000	Concrete	0.00	0.00	0.00%
	Change Order Totals	**0.00**	**0.00**	**0.00%**
	Job Totals	**155,793.17**	**155,793.17**	**100.00%**

Figure: JC-144   Job Cost Period – Detail Report.

Job Cost Status Report

The Job Cost Status Report offers a snapshot of the job status, comparing budgeted amounts against actual costs and commitments. This report may add a message at the end of applicable jobs, "The above figures may not reflect totals for all cost codes and change orders." This message points out that it is possible to produce a report that omits those elements as a part of the filter and option criteria.

> ⓘ **Tip**   Optionally, this report can overwrite the Percent Complete and Projected Cost to Complete with figures manually entered in Job Cost Status.

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

Module Menu with Reports List
JC | Job Cost Status

Standard Menu
Reports | Job | Job Cost | Job Cost Status

Report Types
Summary
The Job Cost Status Summary Report displays the job number and name, cost code and description, original budget amount, budget adjustments, revised budget amount, net amount committed, actual costs, percentage of work-in-place, projected cost to complete, projected total cost and variance between projected total cost and the revised budget.

Detail Report
The Job Cost Status Detail Report also displays analysis by job cost category.

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

Drill-Down+® Destinations

Figure: JC-145
Right-click a Job hyperlink to display a selection of reports and other available functions.

✓	Job Detail Report
	Job Extended Report
	Job Markup Report
	Job Defaults Report
	Job Local Taxes Report
	Job UDF Report
	Edit Job File
	Document Link
	Properties

✓	JC Query Detail Report
	JC Query Extended Report
	Properties
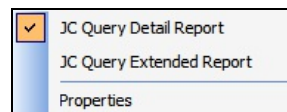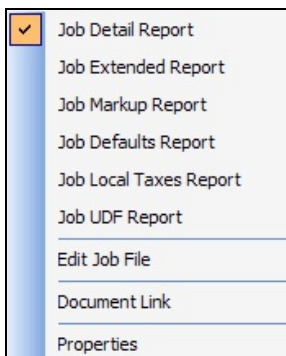
Figure: JC-146
Right-click an Incurred Cost Job To Date hyperlink to display a selection of reports and other available functions.

Job Cost Status — Summary Report

Job Cost Status

Summary Report   Job 1000   Pacific View Apartments

Best Construction Company

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Cost Code	Description	Original Budget	Budget Adjustments	Revised Budget	Net Commitments	Actual Cost	%WIP	Proj.Cost to Complete	Projected Total Cost	Variance
Budget										
01000	General Requirements	90,000.00	0.00	90,000.00	0.00	9,073.22	10	81,699.28	90,772.50	-772.50
02000	Site Work	83,000.00	0.00	83,000.00	32,235.50	104,134.95	125	33,585.50	137,720.45	-54,720.45
03000	Concrete	33,750.00	0.00	33,750.00	31,444.00	8,306.00	24	31,444.00	39,750.00	-6,000.00
04000	Mortar	11,310.00	0.00	11,310.00	11,310.00	0.00	0	11,310.00	11,310.00	0.00
06100	Rough Carpentry	234,000.00	0.00	234,000.00	132,000.00	34,485.00	14	199,515.00	234,000.00	0.00
06150	Trestles	22,500.00	0.00	22,500.00	22,500.00	0.00	0	22,500.00	22,500.00	0.00
06200	Finish Carpentry	96,000.00	0.00	96,000.00	48,300.00	72.10	0	95,927.90	96,000.00	0.00
07200	Insulation	47,250.00	0.00	47,250.00	47,250.00	0.00	0	47,250.00	47,250.00	0.00
08000	Doors & Windows	58,500.00	0.00	58,500.00	28,550.00	0.00	0	58,550.00	58,550.00	-50.00
09100	Lath & Plaster	148,500.00	0.00	148,500.00	130,000.00	0.00	0	148,500.00	148,500.00	0.00
09680	Carpeting	52,500.00	0.00	52,500.00	52,500.00	0.00	0	52,500.00	52,500.00	0.00
09900	Painting	64,518.00	0.00	64,518.00	64,500.00	0.00	0	64,518.00	64,518.00	0.00
10800	Toilet & Bath Accessories	42,520.00	0.00	42,520.00	0.00	0.00	0	42,520.00	42,520.00	0.00
12300	Cabinets & Storage	28,500.00	0.00	28,500.00	28,500.00	0.00	0	28,500.00	28,500.00	0.00
15400	Plumbing	97,500.00	0.00	97,500.00	97,500.00	0.00	0	97,500.00	97,500.00	0.00
16000	Electrical	174,000.00	0.00	174,000.00	138,500.00	-278.10	-1	169,000.00	168,721.90	5,278.10
16850	Heating & Cooling	70,200.00	0.00	70,200.00	70,200.00	0.00	0	70,200.00	70,200.00	0.00
	Budget Totals	1,354,548.00	0.00	1,354,548.00	935,289.50	155,793.17	11	1,255,019.68	1,410,812.85	-56,264.85
	Job Totals	1,354,548.00	0.00	1,354,548.00	935,289.50	155,793.17	11	1,255,019.68	1,410,812.85	-56,264.85

**** THE ABOVE FIGURES MAY NOT REFLECT TOTALS FOR ALL COST CODES AND CHANGE ORDERS ***

Figure: JC-147

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

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

Job Cost Status

Summary Report   Job 1000   Pacific View Apartments   Best Construction Company   Page 1

Cost Code	Description	Original Budget	Budget Adjustments	Revised Budget	Net Commitments	Actual Cost	% WIP	Proj. Cost to Complete	Projected Total Cost	Variance
Budget										
01000	General Requirements	90,000.00	0.00	90,000.00	0.00	9,073.22	10	0.00	9,073.22	80,926.78
02000	Site Work	83,000.00	0.00	83,000.00	32,235.50	104,134.95	125	5,950.00	110,084.95	-27,084.95
03000	Concrete	33,750.00	0.00	33,750.00	31,444.00	8,306.00	24	5,540.00	13,846.00	19,904.00
04000	Mortar	11,310.00	0.00	11,310.00	11,310.00	0.00	0	0.00	0.00	11,310.00
06100	Rough Carpentry	234,000.00	0.00	234,000.00	132,000.00	34,485.00	14	0.00	34,485.00	199,515.00
06150	Trestles	22,500.00	0.00	22,500.00	22,500.00	0.00	0	0.00	0.00	22,500.00
06200	Finish Carpentry	96,000.00	0.00	96,000.00	48,300.00	72.10	0	0.00	72.10	95,927.90
07200	Insulation	47,250.00	0.00	47,250.00	47,250.00	0.00	0	0.00	0.00	47,250.00
08000	Doors & Windows	58,500.00	0.00	58,500.00	28,550.00	0.00	0	0.00	0.00	58,500.00
09100	Lath & Plaster	148,500.00	0.00	148,500.00	130,000.00	0.00	0	0.00	0.00	148,500.00
09680	Carpeting	52,500.00	0.00	52,500.00	52,500.00	0.00	0	0.00	0.00	52,500.00
09900	Painting	64,518.00	0.00	64,518.00	64,500.00	0.00	0	0.00	0.00	64,518.00
10800	Toilet & Bath Accessories	42,520.00	0.00	42,520.00	0.00	0.00	0	0.00	0.00	42,520.00
12300	Cabinets & Storage	28,500.00	0.00	28,500.00	28,500.00	0.00	0	0.00	0.00	28,500.00
15400	Plumbing	97,500.00	0.00	97,500.00	97,500.00	0.00	0	0.00	0.00	97,500.00
16000	Electrical	174,000.00	0.00	174,000.00	138,500.00	-278.10	-1	0.00	-278.10	174,278.10
16850	Heating & Cooling	70,200.00	0.00	70,200.00	70,200.00	0.00	0	0.00	0.00	70,200.00
	Budget Totals	1,354,548.00	0.00	1,354,548.00	935,289.50	155,793.17	11	11,490.00	167,283.17	1,187,264.83
	Job Totals	1,354,548.00	0.00	1,354,548.00	935,289.50	155,793.17	11	11,490.00	167,283.17	1,187,264.83

***** THE ABOVE FIGURES MAY NOT REFLECT TOTALS FOR ALL COST CODES AND CHANGE ORDERS *****

Figure: JC-148

Job Cost Status – Summary Report showing Percent Complete Overwrite and Projected Cost to Complete Overwrite.

Job Cost Status — Detail Report

Job Cost Status

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

Cost Code	Description		Original Budget	Budget Adjustments	Revised Budget	Net Commitments	Actual Cost	%WIP	Proj.Cost to Complete	Projected Total Cost	Variance
Budget											
01000	General Requirements	L	65,000.00	0.00	65,000.00	0.00	8,300.72	0 M	0.00	8,300.72	56,699.28
		M	0.00	0.00	0.00	0.00	772.50	0 M	0.00	772.50	-772.50
		S	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		O	25,000.00	0.00	25,000.00	0.00	0.00	0 M	0.00	0.00	25,000.00
		E	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
	Cost Code Totals		90,000.00	0.00	90,000.00	0.00	9,073.22	10	0.00	9,073.22	80,926.78
02000	Site Work	L	4,000.00	0.00	4,000.00	0.00	31,301.25	90 M	3,200.00	34,501.25	-30,501.25
		M	15,000.00	0.00	15,000.00	10.00	42,669.20	90 M	1,750.00	44,419.20	-29,419.20
		S	49,000.00	0.00	49,000.00	32,225.50	16,774.50	100 M	0.00	16,774.50	32,225.50
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		E	15,000.00	0.00	15,000.00	0.00	13,390.00	95 M	1,000.00	14,390.00	610.00
	Cost Code Totals		83,000.00	0.00	83,000.00	32,235.50	104,134.95	125	5,950.00	110,084.95	-27,084.95
03000	Concrete	L	0.00	0.00	0.00	0.00	0.00	65 M	3,500.00	3,500.00	-3,500.00
		M	0.00	0.00	0.00	0.00	0.00	90 M	1,200.00	1,200.00	-1,200.00
		S	33,750.00	0.00	33,750.00	31,444.00	8,306.00	0 M	0.00	8,306.00	25,444.00
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	85 M	840.00	840.00	-840.00
	Cost Code Totals		33,750.00	0.00	33,750.00	31,444.00	8,306.00	24	5,540.00	13,846.00	19,904.00
04000	Mortar	L	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		M	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		S	11,310.00	0.00	11,310.00	11,310.00	0.00	0 M	0.00	0.00	11,310.00
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
	Cost Code Totals		11,310.00	0.00	11,310.00	11,310.00	0.00	0	0.00	0.00	11,310.00
06100	Rough Carpentry	L	51,000.00	0.00	51,000.00	0.00	4,615.00	0 M	0.00	4,615.00	46,385.00
		M	120,000.00	0.00	120,000.00	91,000.00	29,870.00	0 M	0.00	29,870.00	90,130.00
		S	41,000.00	0.00	41,000.00	41,000.00	0.00	0 M	0.00	0.00	41,000.00
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00

Figure: JC-149

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

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

Best Construction Company — Page 1

Job Cost Status — Detail Report — Job 1000 — Pacific View Apartments

Cost Code	Description		Original Budget	Budget Adjustments	Revised Budget	Net Commitments	Actual Cost	%WIP	Proj.Cost to Complete	Projected Total Cost	Variance
Budget											
01000	General Requirements	L	65,000.00	0.00	65,000.00	0.00	8,300.72	0 M	0.00	8,300.72	56,699.28
		M	0.00	0.00	0.00	0.00	772.50	0 M	0.00	772.50	-772.50
		S	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		O	25,000.00	0.00	25,000.00	0.00	0.00	0 M	0.00	0.00	25,000.00
		E	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
	Cost Code Totals		90,000.00	0.00	90,000.00	0.00	9,073.22	10	0.00	9,073.22	80,926.78
02000	Site Work	L	4,000.00	0.00	4,000.00	0.00	31,301.25	90 M	3,200.00	34,501.25	-30,501.25
		M	15,000.00	0.00	15,000.00	10.00	42,669.20	90 M	1,750.00	44,419.20	-29,419.20
		S	49,000.00	0.00	49,000.00	32,225.50	16,774.50	100 M	0.00	16,774.50	32,225.50
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		E	15,000.00	0.00	15,000.00	0.00	13,390.00	95 M	1,000.00	14,390.00	610.00
	Cost Code Totals		83,000.00	0.00	83,000.00	32,235.50	104,134.95	125	5,950.00	110,084.95	-27,084.95
03000	Concrete	L	0.00	0.00	0.00	0.00	0.00	65 M	3,500.00	3,500.00	-3,500.00
		M	0.00	0.00	0.00	0.00	0.00	90 M	1,200.00	1,200.00	-1,200.00
		S	33,750.00	0.00	33,750.00	31,444.00	8,306.00	0 M	0.00	8,306.00	25,444.00
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	85 M	840.00	840.00	-840.00
	Cost Code Totals		33,750.00	0.00	33,750.00	31,444.00	8,306.00	24	5,540.00	13,846.00	19,904.00
04000	Mortar	L	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		M	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		S	11,310.00	0.00	11,310.00	11,310.00	0.00	0 M	0.00	0.00	11,310.00
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
	Cost Code Totals		11,310.00	0.00	11,310.00	11,310.00	0.00	0	0.00	0.00	11,310.00
06100	Rough Carpentry	L	51,000.00	0.00	51,000.00	0.00	4,615.00	0 M	0.00	4,615.00	46,385.00
		M	120,000.00	0.00	120,000.00	91,000.00	29,870.00	0 M	0.00	29,870.00	90,130.00
		S	41,000.00	0.00	41,000.00	41,000.00	0.00	0 M	0.00	0.00	41,000.00
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00

Figure: JC-150

Job Cost Status – Detail Report showing Percent Complete

Unit Cost Report

The Unit Cost Report shows a comparison between the budgeted and actual costs per unit.

Access to Unit Cost Report
Module Menu with Reports Group

JC | Reports | Unit Cost

Module Menu with Reports List

JC | Unit Cost

Standard Menu

Reports | Job | Job Cost | Unit Cost

Report Types
Summary

The Unit Cost Summary Report displays the job number and name, cost code number and description, unit of measure; the revised budget unit costs, quantity, extended cost and amount to date; the actual cost per unit, quantity and extended amount, and variances of the budgeted and actual costs.

Detail Report

The Unit Cost Detail Report also displays a breakdown by job cost category.

Order By	Options	Fields
• Job Number	• Show Report Criteria	• Job Number
	• Active	• Job Name
	• Inactive	• Project Manager
	• Completed	
	• Include Jobs with no activity	
	• Case Sensitive	

Drill-Down+® Destinations

Figure: JC-151
Right-click a Job hyperlink to display a selection of reports and other available functions.

✓	Job Detail Report
	Job Extended Report
	Job Markup Report
	Job Defaults Report
	Job Local Taxes Report
	Job UDF Report
	Edit Job File
	Document Link
	Properties

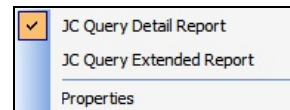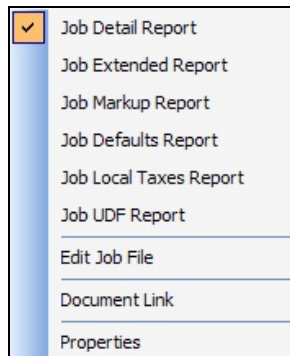| ✓	JC Query Detail Report
	JC Query Extended Report
	Properties

Figure: JC-152
Right-click an Incurred Cost Job To Date hyperlink to display a selection of reports and other available functions.

Unit Cost — Summary Report

Unit Cost
Summary Report   Job 1000   Pacific View Apartments

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Cost Code	Description	Unit	Revised Budget Unit Cost	Qty	Extended	To Date	Actual Cost Unit Cost	Qty	Extended	Variance Unit Cost	Qty	Extended	To Date
Budget													
01000	General Requirements		0.00	0.00	90000.00	0.00	0.00		9073.22	0.00	0.00	80926.78	-9073.22
02000	Site Work		0.00	0.00	83000.00	0.00	0.00		104134.95	0.00	0.00	-21134.95	-104134.95
03000	Concrete		0.00	0.00	33750.00	0.00	0.00		8306.00	0.00	0.00	25444.00	-8306.00
04000	Mortar		0.00	0.00	11310.00	0.00	0.00		0.00	0.00	0.00	11310.00	0.00
06100	Rough Carpentry		0.00	0.00	234000.00	0.00	0.00		34485.00	0.00	0.00	199515.00	-34485.00
06150	Trestles		0.00	0.00	22500.00	0.00	0.00		0.00	0.00	0.00	22500.00	0.00
06200	Finish Carpentry		0.00	0.00	96000.00	0.00	0.00		72.10	0.00	0.00	95927.90	-72.10
07200	Insulation		0.00	0.00	47250.00	0.00	0.00		0.00	0.00	0.00	47250.00	0.00
08000	Doors & Windows		0.00	0.00	58500.00	0.00	0.00		0.00	0.00	0.00	58500.00	0.00
09100	Lath & Plaster		0.00	0.00	148500.00	0.00	0.00		0.00	0.00	0.00	148500.00	0.00
09680	Carpeting		0.00	0.00	52500.00	0.00	0.00		0.00	0.00	0.00	52500.00	0.00
09900	Painting		0.00	0.00	64518.00	0.00	0.00		0.00	0.00	0.00	64518.00	0.00
10800	Toilet & Bath Accessories		0.00	0.00	4520.00	0.00	0.00		0.00	0.00	0.00	4520.00	0.00
12300	Cabinets & Storage		0.00	0.00	28500.00	0.00	0.00		0.00	0.00	0.00	28500.00	0.00
15400	Plumbing		0.00	0.00	97500.00	0.00	0.00		0.00	0.00	0.00	97500.00	0.00
16000	Electrical		0.00	0.00	174000.00	0.00	0.00		-278.10	0.00	0.00	174278.10	278.10
16850	Heating & Cooling		0.00	0.00	70200.00	0.00	0.00		0.00	0.00	0.00	70200.00	0.00
Change Order 101													
02000	Site Work		0.00	0.00	17500.00	0.00	0.00		0.00	0.00	0.00	17500.00	0.00
06100	Rough Carpentry		0.00	0.00	5000.00	0.00	0.00		0.00	0.00	0.00	5000.00	0.00
Change Order 102													
03000	Concrete		0.00	0.00	15350.00	0.00	0.00		0.00	0.00	0.00	15350.00	0.00
Change Order 104													
02000	Site Work		0.00	0.00	12000.00	0.00	0.00		0.00	0.00	0.00	12000.00	0.00
02550	Site Utilities		0.00	0.00	3000.00	0.00	0.00		0.00	0.00	0.00	3000.00	0.00
04400	Stone		0.00	0.00	10000.00	0.00	0.00		0.00	0.00	0.00	10000.00	0.00
	Job Totals				1417398.00	0.00			155793.17			1261604.83	-155793.17

Figure: JC-153

Unit Cost Status – Summary Report.

Unit Cost — Detail Report

Unit Cost
Detail Report

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Job 1000   Pacific View Apartments

Cost Code	Description	Cost Unit Type	Revised Budget Unit Cost	Qty	Extended	To Date	Actual Cost Unit Cost	Qty	Extended	To Date	Variance Unit Cost	Qty	Extended	To Date
Budget														
01000	General Requirements	L	0.00	0.00	65000.00	0.00	0.00	0.00	8300.72	0.00	0.00	0.00	56699.28	-8300.72
		M	0.00	0.00	0.00	0.00	0.00	0.00	772.50	0.00	0.00	0.00	-772.50	-772.50
		S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		O	0.00	0.00	25000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25000.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cost Code Totals		0.00	0.00	90000.00	0.00	0.00	0.00	9073.22	0.00	0.00	0.00	80926.78	-9073.22
02000	Site Work	L	0.00	0.00	4000.00	0.00	0.00	0.00	31301.25	0.00	0.00	0.00	-27301.25	-31301.25
		M	0.00	0.00	15000.00	0.00	0.00	0.00	42669.20	0.00	0.00	0.00	-27669.20	-42669.20
		S	0.00	0.00	49000.00	0.00	0.00	0.00	16774.50	0.00	0.00	0.00	32225.50	-16774.50
		O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E	0.00	0.00	15000.00	0.00	0.00	0.00	13390.00	0.00	0.00	0.00	1610.00	-13390.00
	Cost Code Totals		0.00	0.00	83000.00	0.00	0.00	0.00	104134.95	0.00	0.00	0.00	-21134.95	-104134.95
03000	Concrete	L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		S	0.00	0.00	33750.00	0.00	0.00	0.00	8306.00	0.00	0.00	0.00	25444.00	-8306.00
		O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cost Code Totals		0.00	0.00	33750.00	0.00	0.00	0.00	8306.00	0.00	0.00	0.00	25444.00	-8306.00
04000	Mortar	L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		M	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		S	0.00	0.00	11310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11310.00	0.00
		O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Cost Code Totals		0.00	0.00	11310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11310.00	0.00
06100	Rough Carpentry	L	0.00	0.00	51000.00	0.00	0.00	0.00	46385.00	0.00	0.00	0.00	46385.00	-4615.00
		M	0.00	0.00	120000.00	0.00	0.00	0.00	29870.00	0.00	0.00	0.00	90130.00	-29870.00
		S	0.00	0.00	41000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41000.00	0.00
		O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		E	0.00	0.00	22000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22000.00	0.00
	Cost Code Totals		0.00	0.00	234000.00	0.00	0.00	0.00	34485.00	0.00	0.00	0.00	199515.00	-34485.00

Figure: JC-154

Job Cost Burden Analysis Report
This report lists job costs broken down by direct and indirect cost.

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

Module Menu with Reports List
JC | Burden Analysis Report

Standard Menu
Reports | Job | Job Cost | Burden Analysis Report

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

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

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

Order By
- Job Number

Options
- Show Report Criteria
- Active Jobs
- Inactive Jobs
- Completed Jobs
- Show Budget with No Activity
- Case Sensitive

Fields
- Job Number
- Job Name
- Cost Code
- Change Order
- Transaction Date
- Project Manager

Drill-Down+® Destinations

Figure: JC-155
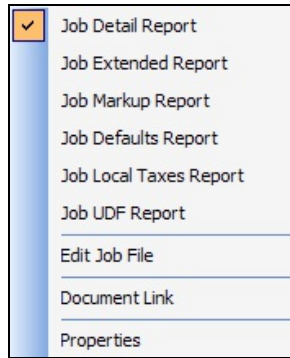Right-click a Job hyperlink to display a selection of reports and other available functions.

✓ Job Detail Report
Job Extended Report
Job Markup Report
Job Defaults Report
Job Local Taxes Report
Job UDF Report
Edit Job File
Document Link
Properties

Figure: JC-156
Right-click a CD or PR Journal Reference hyperlink to display a selection of reports and other available functions.

✓ CD Journal Detail Report
CD Journal Extended Report
Edit Cash Disbursement
Document Link
Properties

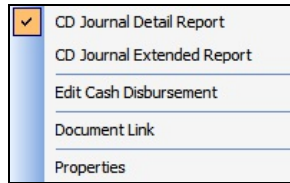**Figure: JC-157**
Right-click an AP Journal Reference hyperlink to display a selection of reports and other available functions.

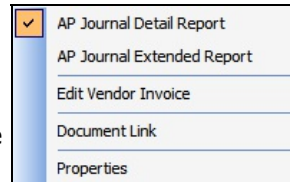| |
|---|
| ✓ AP Journal Detail Report |
| AP Journal Extended Report |
| Edit Vendor Invoice |
| Document Link |
| Properties |

Figure: JC-158
Right-click a CC Journal Reference hyperlink to display a selection of reports and other available functions.

✓ CC Journal Detail Report
CC Journal Exended Report
Edit Credit Card Transaction
Document Link
Properties

✓ Equipment Transactions Detail
Equipment Transactions Extended
Properties

Figure: JC-159
Right-click an EQ Journal hyperlink to display a selection of reports and other available functions.

✓ Job Cost Adjustments
Properties

Figure: JC-160
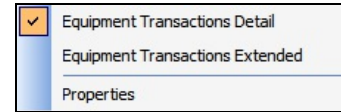Right-click a JA Journal Reference hyperlink to display a selection of reports and other available functions.

✓ Job Cost Ledger Detail
Job Cost Ledger Extended
Properties

Figure: JC-161
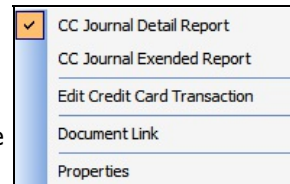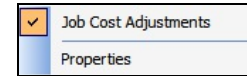Right-click an AR Journal Reference hyperlink to display a selection of reports and other available functions.
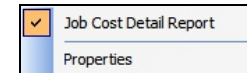
✓ Job Cost Detail Report
Properties

Figure: JC-162
Right-click a Total Costs hyperlink to directly access the Job Cost Detail Report and Properties.

Job Cost Burden – Summary Report

Job Cost Burden
Summary Report

Best Construction Company

Page 1

Job	Description	Gross Wages	Materials	Subcontract	Other	Total Direct	Eq	WC	Other Burden	Production Expense	Union Expense	Co. FICA	Total Indirect	Total Cost
1000	Pacific View Apartments	36573.50	107084.80	165263.46	750.00	309671.76	12000.00	3918.53	1688.23	12403.38	582.25	2741.40	33333.79	343005.55
1010	Truesdale Elementary School	6100.00	9850.00	3000.00	0.00	18950.00	0.00	417.36	300.00	415.50	47.50	455.18	1635.54	20585.54
1020	Giovanni's Pasta House	3000.00	0.00	8835.00	0.00	11835.00	0.00	164.25	210.00	353.40	0.00	222.62	950.27	12785.27
	Grand Totals	45673.50	116934.80	177098.46	750.00	340456.76	12000.00	4500.14	2198.23	13172.28	629.75	3419.20	35919.60	376376.36

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Figure: JC-163

Job Cost Burden Analysis Report – Detail Report

Job Cost Burden
Detail Report   Job 1000   Pacific View Apartments

Best Construction Company   Page 1

Cost Code	Description	Gross Wages	Materials	Subcontract	Other	Total Direct	Eq	WC	Other Burden	Production Expense	Union Expense	Co. FICA	Total Indirect	Total Cost
Budget														
01000	General Requirements	6675.00	750.00	0.00	0.00	7425.00	0.00	970.92	270.00	22.50	0.00	384.80	1648.22	9073.22
02000	Site Work	25111.00	40640.00	15795.00	0.00	81546.00	13000.00	2659.75	1062.35	3398.70	579.28	1888.87	22588.95	104134.95
03000	Concrete	0.00	0.00	7710.00	0.00	7710.00	0.00	0.00	0.00	596.00	0.00	0.00	596.00	8306.00
04000	Mortar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06100	Rough Carpentry	3900.00	29000.00	0.00	0.00	32900.00	0.00	213.53	210.00	870.00	0.00	291.47	1585.00	34485.00
06150	Trestles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06200	Finish Carpentry	0.00	70.00	0.00	0.00	70.00	0.00	0.00	0.00	2.10	0.00	0.00	2.10	72.10
07200	Insulation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08000	Doors & Windows	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09100	Lath & Plaster	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09680	Carpeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09900	Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10800	Toilet & Bath Accessories	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12300	Cabinets & Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15400	Plumbing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	Electrical	0.00	-270.00	0.00	0.00	-270.00	0.00	0.00	0.00	-8.10	0.00	0.00	-8.10	-278.10
16850	Heating & Cooling	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Budget Totals	35686.00	70190.00	23505.00	0.00	129381.00	13000.00	3844.20	1542.35	4881.20	579.28	2565.14	26412.17	155793.17
Change Order 101														
02000	Site Work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06100	Rough Carpentry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Change Order Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Change Order 102														
03000	Concrete	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Change Order Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Totals	35686.00	70190.00	23505.00	0.00	129381.00	13000.00	3844.20	1542.35	4881.20	579.28	2565.14	26412.17	155793.17

Figure: JC-164

Job Cost Burden – Detail Report.

Job Cost Burden Analysis Report – Extended Report

Best Construction Company

Job Cost Burden

Extended Report   Job: 1000   Pacific View Apartments   Page 1

Cost Code Date	Id Name	Description Reference	Journal	Gross Wages	Materials	Sub	Other	Total Direct	Equipment	W/C	Other Burden	Production Expense	Union Expense	Co FICA	Total Indirect	Total Costs
Budget																
01000		General Requirements														
01/03/20	Bill Johnson	Chk# 2000	PR	3000.00	0.00	0.00	0.00	3000.00	0.00	571.13	210.00	0.00	0.00	228.74	1009.87	4,009.87
01/03/20	Mike Jarvis	Chk# 2001	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	228.45	60.00	0.00	0.00	87.21	375.66	1,575.66
01/03/20	Alissa Monte	Chk# 2002	PR	900.00	0.00	0.00	0.00	900.00	0.00	171.34	0.00	0.00	0.00	68.85	240.19	1,140.19
Cost Code Subtotals				5100.00	0.00	0.00	0.00	5100.00	0.00	970.92	270.00	0.00	0.00	384.80	1625.72	6,725.72
02000		Site Work														
01/07/20	BK Contracting	Inv# 890	AP	0.00	0.00	5000.00	0.00	5000.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00	5,500.00
01/14/20	BK Contracting	Inv# 895	AP	0.00	0.00	795.00	0.00	795.00	0.00	0.00	0.00	79.50	0.00	0.00	79.50	874.50
01/07/20	Tim Hardaway	Chk# 2003	PR	1187.50	0.00	0.00	0.00	1187.50	0.00	155.39	35.63	0.00	54.53	90.84	336.39	1,523.89
01/07/20	Joe Martinez	Chk# 2004	PR	1171.00	0.00	0.00	0.00	1171.00	0.00	153.66	35.13	0.00	53.87	89.58	332.24	1,503.24
01/07/20	Steve Schwartz	Chk# 2005	PR	1080.00	0.00	0.00	0.00	1080.00	0.00	59.13	32.40	0.00	43.50	82.62	217.65	1,297.65
01/07/20	Mike Smith	Chk# 2006	PR	1140.00	0.00	0.00	0.00	1140.00	0.00	86.93	34.20	0.00	45.60	87.21	253.94	1,393.94
01/07/20	Bill Johnson	Chk# 2007	PR	3000.00	0.00	0.00	0.00	3000.00	0.00	571.13	210.00	0.00	0.00	222.62	1003.75	4,003.75
01/07/20	Mike Jarvis	Chk# 2008	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	228.45	60.00	0.00	0.00	87.21	375.66	1,575.66
01/07/20	Alissa Monte	Chk# 2009	PR	900.00	0.00	0.00	0.00	900.00	0.00	171.34	0.00	0.00	0.00	68.85	240.19	1,140.19
01/06/20	Central Coast	Inv# 101536	AP	0.00	39000.00	0.00	0.00	39000.00	0.00	0.00	0.00	1950.00	0.00	0.00	1950.00	40,950.00
01/07/20	Grader	EqT#1562	EQ	0.00	0.00	0.00	0.00	0.00	12000.00	0.00	0.00	1200.00	0.00	0.00	13200.00	13,200.00
01/17/20	Tim Hardaway	Chk# 2010	PR	1112.50	0.00	0.00	0.00	1112.50	0.00	148.48	33.38	0.00	51.72	85.10	318.68	1,431.18
01/17/20	Joe Martinez	Chk# 2011	PR	1076.00	0.00	0.00	0.00	1076.00	0.00	145.03	32.28	0.00	50.33	82.32	309.96	1,385.96
01/17/20	Steve Schwartz	Chk# 2012	PR	999.00	0.00	0.00	0.00	999.00	0.00	54.70	29.97	0.00	40.24	76.43	201.34	1,200.34
01/17/20	Mike Smith	Chk# 2013	PR	1267.50	0.00	0.00	0.00	1267.50	0.00	94.93	38.03	0.00	50.14	96.95	280.05	1,547.55
01/17/20	Bill Johnson	Chk# 2014	PR	3000.00	0.00	0.00	0.00	3000.00	0.00	164.25	210.00	0.00	0.00	222.62	596.87	3,596.87
01/17/20	Mike Jarvis	Chk# 2015	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	65.70	60.00	0.00	0.00	87.21	212.91	1,412.91
01/24/20	Tim Hardaway	Chk# 2017	PR	987.50	0.00	0.00	0.00	987.50	0.00	136.40	29.63	0.00	46.91	75.55	288.49	1,275.99
01/24/20	Joe Martinez	Chk# 2018	PR	1000.00	0.00	0.00	0.00	1000.00	0.00	138.13	30.00	0.00	47.50	76.50	292.13	1,292.13
01/24/20	Steve Schwartz	Chk# 2019	PR	1190.00	0.00	0.00	0.00	1190.00	0.00	63.20	35.70	0.00	46.94	91.04	236.88	1,426.88
01/24/20	Mike Smith	Chk# 2020	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	91.50	36.00	0.00	48.00	91.80	267.30	1,467.30
01/24/20	Mike Jarvis	Chk# 2022	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	65.70	60.00	0.00	0.00	87.21	212.91	1,412.91
01/31/20	Mike Jarvis	Chk# 2025	PR	1200.00	0.00	0.00	0.00	1200.00	0.00	65.70	60.00	0.00	0.00	87.21	212.91	1,412.91
02/27/20		JCAdj# ADJ1	JA	0.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00	3.00	0.00	0.00	3.00	103.00
02/28/20	BK Contracting	Inv# 123	AP	0.00	0.00	10000.00	0.00	10000.00	0.00	0.00	0.00	400.00	0.00	0.00	400.00	10,400.00

Figure: JC-165   Job Cost Burden – Extended Report.

Production Expense

The Job Cost Production Report shows production expenses recorded.

Access to Job Cost Production Expense
Module Menu with Reports Group

JC | Reports | Production Expense

Module Menu with Reports List

JC | Production Expense

Standard Menu

Reports | Job | Production Expense

Report Types
Detail

The Job Cost Production Expense Detail Report displays the beginning and ending date of each production expense, percentage for each cost category and whether the production expense is to be applied.

Order By	**Options**	**Fields**
• Beginning Date	• Show Report Criteria	• Beginning Date

Job Cost Production Expense — Detail Report

Beginning Date	Ending Date	Labor	Material	Subcontract	Other Cost	Equipment	Apply PE
01/01/20	07/31/20	0.00	3.00	4.00	0.00	3.00	Yes
08/01/20	Present	5.00	5.00	5.00	5.00	5.00	Yes

Production Expense — Detail Report — Best Construction Company — Page 1

Figure: JC-166   Job Cost Production Expense – Detail Report.

Job Cost Over/Under Billing Report

This report lists job costs broken down by direct and indirect cost. This report is often needed for bonding companies.

Access to Over/Under Billing Report

Module Menu with Reports Group

JC | Reports | Over/Under Billing

Module Menu with Reports List

JC | Over/Under Billing

Standard Menu

Reports | Job | Job Cost | Over/Under Billing

Report Type
Summary of Contracts

The Over/Under Billing – Summary of Contracts Report Type shows the job number and name, job status, contract amount, costs to date, estimated cost to complete, total estimated job cost, estimated gross profit, percent completed, gross profit recognized for both prior and current year, cost plus gross profit, amount billed to date, earnings in excess of billings, billings in excess of earnings, and percentage of gross profit.

Earnings from Construction

The Over/Under Billing – Earnings from Construction Report Type shows the job number and name, as well as contracts to date for the selected period, including the contract amount, revenues earned, contract costs and gross earnings; revenues earned, contract costs and gross earnings for the prior year (optional); billings to date, cost and estimated earnings in excess of billings, billings in excess of cost and earnings; estimated work remaining, cost to complete, and gross earnings.

Both of these reports can utilize a specific date or a present variable date: On Date Run, Day # of Month, First Day of Month, or the Last Day of Month.

Order By
- Job Number

Options
- Show Report Criteria
- Active
- Inactive
- Completed
- User Prior Year Figures from Job File
- Suppress Decimals
- Case Sensitive

Fields
- Job Number
- Job Name
- Report Date
- Project Manager

Drill-Down+® Destinations

Figure: JC-167
Right-click a Job hyperlink to display a selection of reports and other available functions.

| Job Detail Report |
| Job Extended Report |
| Job Markup Report |
| Job Defaults Report |
| Job Local Taxes Report |
| Job UDF Report |
| Edit Job File |
| Document Link |
| Properties |
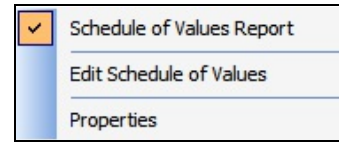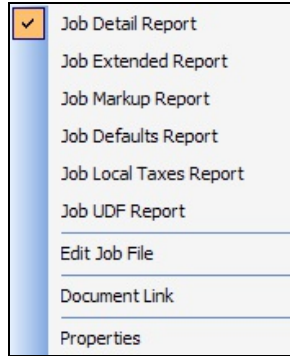
Figure: JC-169
Right-click a Contract Amount hyperlink to display a selection of reports and other available functions.

| Schedule of Values Report |
| Edit Schedule of Values |
| Properties |
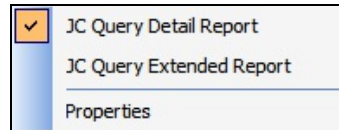
Figure: JC-170
Right-click a Cost to Date hyperlink to display a selection of reports and other available functions.

| JC Query Detail Report |
| JC Query Extended Report |
| Properties |

Figure: JC-168
Right-click a Total Estimate Job Cost hyperlink to display a selection of reports and other available functions.

| Job Budget Summary Report |
| Job Budget Detail Report |
| Edit Job Budget |
| Properties |
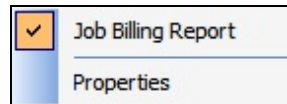
Figure: JC-171
Right-click a Billings to Date hyperlink to directly access the Job Billing Report and Properties.

| Job Billing Report |
| Properties |

Over/Under Billing – Summary of Contracts Report

Figure: JC-172   Over/Under Billing – Summary of Contracts Report using "on date run" date feature.

Over/Under Billing – Earnings from Construction Report

Job Cost Adjustments Report
This report lists all job cost adjustments on file.

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

Module Menu with Reports List
JC | Job Cost Adjustments

Standard Menu
Reports | Job | Job Cost | Job Cost Adjustments

Report Type
Detail
The Job Cost Adjustments Detail Report Type displays the job number, cost code, change order number, cost type, date, adjustment amount, adjustment number, and description.

Order By
- Job+Cost Code+Date
- Cost Code
- Change Order
- Cost Type
- Transaction Date
- Amount
- Adjustment Number
- Id Type
- Vendor or Employee

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

Fields
- Job Number
- Job Name
- Cost Code
- Change Order
- Cost type
- Transaction Date
- Amount
- Adjustment Number
- Id Type
- Vendor or Employee
- Project Manager

Drill-Down+® Destinations

Figure: JC-174
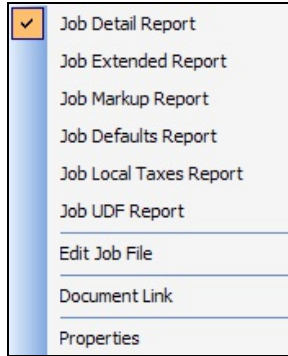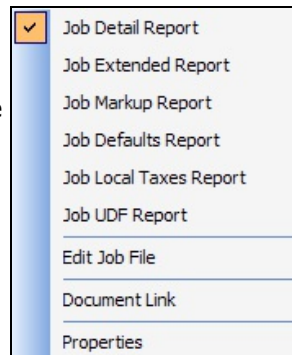Right-click a Job hyperlink to display a selection of reports and other available functions.

Job Detail Report
Job Extended Report
Job Markup Report
Job Defaults Report
Job Local Taxes Report
Job UDF Report
Edit Job File
Document Link
Properties

Figure: JC-176
Right-click an Employee Id hyperlink to display a selection of reports and other available functions.

Employee Detail Report
Employee Extended Report
Employee Automatic Adjustments Report
Employee UDF Report
Edit Employee File
Document Link
Properties

Figure: JC-175
Right-click a Vendor Id hyperlink to display a selection of reports and other available functions.

Vendor Detail Report
Vendor Extended Report
Vendor Contact Report
Vendor UDF Report
Edit Vendor File
Document Link
Properties
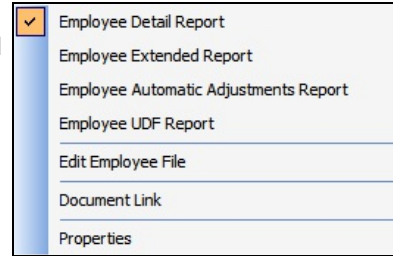
Job Cost Detail Report
Properties
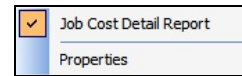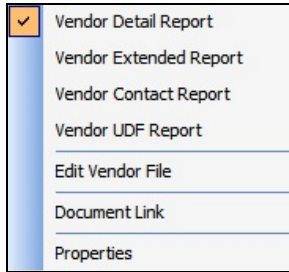
Figure: JC-175
Right-click an Amount hyperlink to directly access the Job Cost Detail Report and Properties.

Job Cost Adjustments – Detail Report

						Best Construction Company
Job Cost Adjustments						
Detail Report						Page 1

Job	Cost Code	CO#	Type	Date	Amount Id	Adjustment# Description
1000	01000		L	12/16/20	1,575.00 FW	DEC.1
1000	02000		M	09/30/20	1,575.00	ADJ1 Adjustment 1
2800	03.350		L	10/06/20	54.99 E007	141006001
2900	2300		L	09/24/20	1,352.70 E004	14092701
				Total Listed	4,557.69	

Figure: JC-176 Job Cost Adjustments – Detail Report.

Job Cost Inventory Usage Report
This report lists inventory items that have been budgeted to a job showing actual and committed quantities.

Access to Job Cost Inventory Usage Report
Module Menu with Reports Group
JC | Reports | Job Cost Inventory Usage

Module Menu with Reports List
JC | Job Cost Inventory Usage

Standard Menu
Reports | Job | Job Cost | Job Cost Inventory Usage

Report Type
Summary
The Job Cost Inventory Usage Summary Report Type displays the job number and job name, Item number and description, Quantity budgeted, Actual usage, Committed quantities, and balance.

Detail
The Job Cost Inventory Usage Detail Report Type displays all the same as the Summary report plus the Unit Cost and extended costs for budgeted, actual, committed, and balances with bottom line totals.

Order By
• Job Number

Options
• Show Report Criteria
• Active Jobs
• Inactive Jobs
• Completed Jobs
• Show Extended Description
• Exclude Items not in Budget
• Case Sensitive

Fields
• Job Number
• Job Name
• Project Manager

Drill-Down+® Destinations

Figure: JC-176a
Right-click a Job hyperlink to display a selection of reports and other available functions.

Job Detail Report
Job Extended Report
Job Markup Report
Job Defaults Report
Job Local Taxes Report
Job UDF Report
Edit Job File
Document Link
Properties

Job Cost Inventory Usage – Summary Report

Job Cost Inventory Usage Report

Summary Report   Job 1000   Pacific View Apartments   Best Construction Company   Page 1

Item	Desc	Qty.	Actual	Committed	Balance
E1000	Stranded Wire	15,000.00	-10.00	0.00	15,010.00
E1001	Plastic Anchor 1"	250.00	0.00	0.00	250.00
EA1000	Breaker Box	55.00	0.00	0.00	55.00
EA1000-1	Steel Box	55.00	0.00	0.00	55.00
EA1000-2	Circut Breaker	700.00	0.00	0.00	700.00

Figure: JC-176b   Job Cost Inventory Usage Summary Report.

Job Cost Inventory Usage – Detail Report

Job Cost Inventory Usage Report

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

Item	Desc	Unit Cost	Budget Qty.	Budget Extended	Actual Qty	Actual Extended	Committed Qty	Committed Extended	Balance Qty	Balance Extended
E1000	Stranded Wire	0.15	15,000.00	2,250.00	-10.00	-1.50	0.00	0.00	15,010.00	2,251.50
E1001	Plastic Anchor 1"	15.00	250.00	3,750.00	0.00	0.00	0.00	0.00	250.00	3,750.00
EA1000	Breaker Box	90.00	55.00	4,950.00	0.00	0.00	0.00	0.00	55.00	4,950.00
EA1000-1	Steel Box	60.00	55.00	3,300.00	0.00	0.00	0.00	0.00	55.00	3,300.00
EA1000-2	Circut Breaker	15.00	700.00	10,500.00	0.00	0.00	0.00	0.00	700.00	10,500.00
			Totals	24,750.00		-1.50		0.00		24,751.50

Figure: JC-176c   Job Cost Inventory Usage Detail Report.

Appendix

Copy Sample Cost Code Library

When starting a new company, BIS® offers the user a method to copy one of the 10 Sample Cost Code Libraries.

Menu Access
File | New Company

Figure: JC-177
New Company screen form showing the Copy Sample Cost Code Library option circled.

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

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

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

The Preview button 🔍 icon may be used to preview or print any of the Sample Cost Code Libraries. The first page of each of the Sample Cost Code Libraries is shown in the following pages. It is strongly recommended that new companies be established with one of these Sample Cost Code Libraries since the information helps auto-populate a number of fields elsewhere in the program, particularly System Wide Parameters.

ⓘ **Tip**   Until Cost Codes are used by other elements of the program they can be changed or deleted. In addition, a Cost Code Library can be copied from another company..

Cost Code Library (CSI Sample)

Builder Information System

Cost Code Library (CSI Sample)
Summary Report   Page 1

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

Figure: JC-178   Cost Code Library (CSI Sample) Summary Report , page 1 of 5.

Cost Code Library (Contractor Sample)

Builder Information System

Cost Code Library (Contractor Sample)
Summary Report   Page 1

Cost Code	Description	Unit
01	LAND COSTS	
0101	Land	
0102	Property Taxes	
0103	Interest & Fees	
02	PROJECT DESIGN	
0201	Surveying	
0203	Planning Consultant	
0204	Architectural	
0205	Drafing	
0206	Civil Engineering	
0207	Structural Engineer	
0208	Landscape Architect	
03	PERMITS	
0301	Plan Check Fee	
0302	Tenative Map	
0303	School Impact	
0304	Coastal Commission	
0305	Building Permit	
0306	Environmental Fee	
0307	Soils Report Review	
0308	Other County Fees	
0309	Dre Processing Fees	
04	SITE PREPARATION	
0400	Total On-Site Costs	
0401	Clearing & Earthwork	
0402	Temp Facilities	
0403	Labor-Tractor Oper	
0404	Equip Rental	
0405	Hauling & Dump Fees	
0406	Labor-Underground	
0407	Underground Material	
05	FOUNDATION	
0500	Total Foundation	
0501	Labor Set-Up Forms	
0502	Flatwork	
0503	Concrete-Materials	
06	LABOR-CARPENTRY	
0600	Supervision	
0601	Framing	

Figure: JC-179   Cost Code Library (Contractor Sample) Summary Report , page 1 of 3.

Cost Code Library (Custom Home Sample)

Builder Information System

Cost Code Library (Custom Home Sample)
Summary Report   Page 1

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

Figure: JC-180   Cost Code Library (Custom Home Sample) Summary Report , page 1 of 2.

Cost Code Library (Framing Contractor Sample)

Builder Information System

Cost Code Library (Framing Contractor Sample)
Summary Report   Page 1

Cost Code	Description	Unit
01	FOUNDATION	
0101	Mudsill/Girders	
0102	Under Pinning	
0103	Joist	
10	1ST FLOOR	
1013	Lay Subfloor	
1014	Nail Subfloor	
1015	Bottom Layout	
1016	Bottom Frame	
1017	Plumb & Line	
1019	Stairs	
20	2ND FLOOR	
2022	2nd Floor Joists	
2023	Lay Subfloor	
2024	Nail Subfloor	
2025	Top Layout	
2026	Top Frame	
2027	Top Plumb & Line	
2028	Ceiling Joists	
40	ROOF	
4040	Cut Roof	
4041	Stack/Conv	
4042	Stack/Trusses	
4043	Facia	
4044	Starter/Sheath	
4045	Nail Roof	
4046	Frame Paraphetts	
4047	Chimney Stack	
50	MISCELLANEOUS	
5051	Tiedowns	
5052	Shear	
5053	Nail Shear	
5055	Arches	
5056	Windows	
5057	Ext Doors	
5058	Drop Ceilings	
5059	Pick-Up	
60	EXTERIOR TRIM	

Figure: JC-181   Cost Code Library (Framing Contractor Sample) Summary Report , page 1 of 2.

Cost Code Library (General Contractor Sample)

Builder Information System

Cost Code Library (General Contractor Sample)

Summary Report   Page 1

Cost Code	Description	Unit
01	SPECIAL REQUIREMENTS	
0101	Special Conditions	
0103	Temp Facilities	
0105	Layout & Sewer	
0107	Architectural Design	
0136	Rough Clean	
0138	Trash Haul	
0140	Final Clean	
02	SITE WORK	
0201	Earthwork	
0203	Grading & Drainage	
0205	Paving & Base Rock	
0207	Landscaping	
0209	Site Utilities	
0211	Demolition	
03	CONCRETE	
0301	Concrete-Struct	
0303	Concrete-Flatwork	
0305	Concrete-Lightwgt	
0307	Concrete-Tilt Up	
0309	Concrete-Foundations	
0311	Concrete-Slabs	
04	MASONRY	
0401	Masonry	
0402	Masonry Fireplaces	
05	METALS	
0501	Structural Steel	
0503	Misc Metals	
0505	Metal Decking	
06	CARPENTRY	
0601	Rough Carpentry	
0603	Finish Carpentry	
0605	Millwork & Carpentry	
0607	Trusses	
0609	Rough Hardware	
07	THERMAL & MOISTURE	
0701	Built Up Roofing	
0703	Composition Shingle	
0705	Metal Roofing	

Figure: JC-182   Cost Code Library (General Contractor Sample) Summary Report , page 1 of 3.

Cost Code Library (Developer Sample)

Builder Information System

Cost Code Library (Developer Sample)
Summary Report   Page 1

Cost Code	Description	Unit
01	SPECIAL REQUIREMENTS	
0101	Special Conditions	
0103	Temp Facilities	
0105	Layout & Sewer	
0107	Architectural Design	
0136	Rough Clean	
0138	Trash Haul	
0140	Final Clean	
02	SITE WORK	
0201	Earthwork	
0203	Grading & Drainage	
0205	Paving & Base Rock	
0207	Landscaping	
0209	Site Utilities	
0211	Demolition	
03	CONCRETE	
0301	Concrete-Struct	
0303	Concrete-Flatwork	
0305	Concrete-Lightwgt	
0307	Concrete-Tilt Up	
0309	Concrete-Foundations	
0311	Concrete-Slabs	
04	MASONRY	
0401	Masonry	
0402	Masonry Fireplaces	
05	METALS	
0501	Structural Steel	
0503	Misc Metals	
0505	Metal Decking	
06	CARPENTRY	
0601	Rough Carpentry	
0603	Finish Carpentry	
0605	Millwork & Carpentry	
0607	Trusses	
0609	Rough Hardware	
07	THERMAL & MOISTURE	
0701	Built Up Roofing	
0703	Composition Shingle	

Figure: JC-183   Cost Code Library (Developer Sample) Summary Report , page 1 of 3.

Cost Code Library (Paving Contractor Sample)

Builder Information System

Cost Code Library (Paving Contractor Sample)

Summary Report   Page 1

Cost Code	Description	Unit
01	GRUBB AND CLEAR SITE	
0100	Strip Site	
0101	Trip & Stockpile	
0102	Strip & Off Haul	
02	EARTH WORK	
0200	Rough Grading	
0201	Cut & Stockpile	
0202	Cut & Export	
0203	Cut & Fill	
0204	Place Import Fill	
03	SUBGRADE	
0300	Subgrade	
0301	Subgrade Parking	
0302	C & G Subgrade	
0303	C & G Rock	
0304	Subgrade Sidewalk	
04	FINISH GRADING	
0400	Fine Grade Pad	
0401	Fine Grade Parking	
0402	Fine Grade Landscape	
05	ON SITE CONCRETE	
0500	Grade For Walks	
06	SUB EXCAVATION	
0600	Excavate & Recompact	
0601	Excavate/Cmpct Ftgs	
0602	Excavate/Cmpct Prkng	
0603	Excavate Cmpct Pads	
07	PLACE & GRADE AGG	
0700	Place Rock On Pad	
0701	Trim Rock On Pad	
0702	Place Rock On Parking	
0703	Trim Rock On Parking	
0704	Rock & Trim Walks	
08	DEMOLITION WORK	
0800	Demo Asphalt	
0801	Demo Curb & Gutter	
0802	Demo Vert Curb	
0803	Demo Concrete Walk	
0804	Demo Driveways	

Figure: JC-184   Cost Code Library (Paving Contractor Sample) Summary Report , page 1 of 3.

Cost Code Library (Housing Developer Sample)

Builder Information System

Cost Code Library (Housing Developer Sample)
Summary Report   Page 1

Cost Code	Description	Unit
01	LAND COSTS	
0101	Land	
0102	Property Taxes	
0103	Interest & Fees	
02	PROJECT DESIGN	
0201	Surveying	
0203	Planning Consultant	
0204	Architectural	
0205	Drafing	
0206	Civil Engineering	
0207	Structural Engineer	
0208	Landscape Architect	
03	PERMITS	
0301	Plan Check Fee	
0302	Tenative Map	
0303	School Impact	
0304	Coastal Commission	
0305	Building Permit	
0306	Environmental Fee	
0307	Soils Report Review	
0308	Other County Fees	
0309	Dre Processing Fees	
04	SITE PREPARATION	
0400	Total On-Site Costs	
0401	Clearing & Earthwork	
0402	Temp Facilities	
0403	Labor-Tractor Oper	
0404	Equip Rental	
0405	Hauling & Dump Fees	
0406	Labor-Underground	
0407	Underground Material	
05	FOUNDATION	
0500	Total Foundation	
0501	Labor Set-Up Forms	
0502	Flatwork	
0503	Concrete-Materials	
06	LABOR-CARPENTRY	
0600	Supervision	
0601	Framing	
0602	Finish Work	
0603	Fence	
0604	Clean Up Misc	
0605	Call Backs	
07	DRYWALL	

Figure: JC-185   Cost Code Library (Housing Developer Sample) Summary Report , page 1 of 3.

Cost Code Library (Landscape Contractor Sample)

Builder Information System

Cost Code Library (Landscape Contractor Sample)

Summary Report   Page 1

Cost Code	Description	Unit
02	GENERAL CONDITIONS	
0210	Permits	
0215	Licenses	
0220	Job Bonding	
0225	Soil Testing	
0230	Temp Facilities	
06	SITE PREPARATION	
0610	Demolition	
0615	Hauling	
0620	Grading	
0625	Clean Up	
10	IRRIGATION	
1010	Point Of Connection	
1014	Sleeving	
1016	Mainline	
1018	Wiring	
1020	Valves	
1025	Quick Couplers	
1027	Gate Valves	
1028	Boxes	
1035	Controllers	
1040	Lateral Lines	
1045	Sprinkler Heads	
1050	Trenching-Drilling	
1055	Drainage	
1060	Testing	
1070	Clean Up	
1075	Outside Services	
1080	Miscellaneous	
14	PLANTING	
1410	Soil Preparation	
1412	Top Soil	
1414	Soil Mix	
1420	Grading	
1422	Finish Grading	
1428	Fertilizing	
1430	Trees	
1431	Staking-Trees	
1432	Shrubs	
1435	Ground Cover	
1450	Turfing-Lawns	
1460	Clean Up	
18	LANDSCAPE CONSTRUCTION	
1810	Header Boards	

Figure: JC-186   Cost Code Library (Landscape Contractor Sample) Summary Report , page 1 of 2.

Cost Code Library (Large Custom Home Sample)

Builder Information System

Cost Code Library (Large Custom Home Sample)
Summary Report   Page 1

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

Figure: JC-187   Cost Code Library (Large Custom Home Sample) Summary Report , page 1 of 3.

System Wide Parameters – JC Tab

This section allows the user to select an option that enables the automatic application of Unit Cost values to the Budget.

The Unit Cost fields must be filled out in the Cost Code file. Note that the Unit Cost extension to the budget line item is multiplied per the value entered in the Quantity field for the Material field.

Menu Access
Administrator | System Wide Parameters | System Wide Parameters | JC Tab

Figure: JC-188
Administrator, System
Wide Parameters, JC tab
screen form.
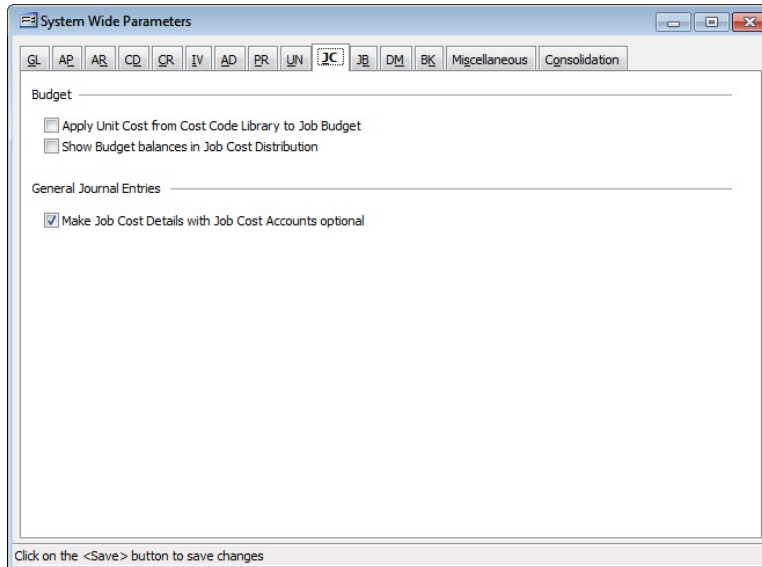
Budget – Apply Unit Cost from Cost Code Library to Job Budget
This option extends the Unit Cost Material field of the Cost Code per the Quantity field to the Material field of the Job Budget line item.

Budget – Show Budget balances in Job Cost Distribution
This option displays the budgeted balances when entering job cost details on transaction forms.

Figure: JC-188a
Sample of budget balances
showing when System
Wide Parameters option is
selected.
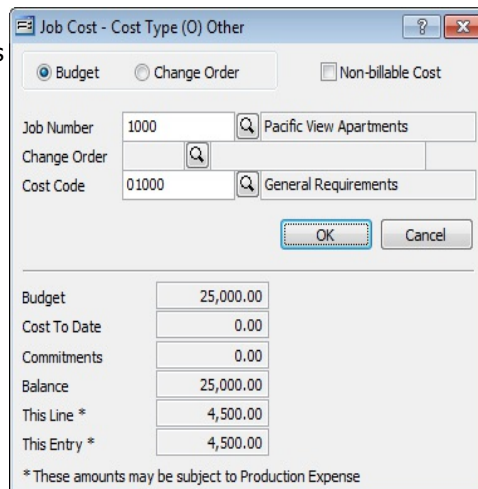
General Journal Entries – Make Job Cost Details with Job Cost Accounts optional

This option allows Job Cost Journal Entries to be made without requiring the related Job Cost details (Job ID, Cost Code, etc.)

Figure: JC-188b
Job Cost form. Job Cost details are options when System Wide Parameters option is checked.

Purge Jobs

When a job is completed and the related detailed information no longer needs to be maintained, the job can be purged, permanently removing these job records from BIS®. The job master information, budget, job cost records, schedule of values, change orders, subcontracts and document manager will all be purged from the database. However, transactions and/or balances relating to jobs in other journals will remain.

ⓘ **Tip**

> It is advisable to make a backup copy of the job cost files before actually purging them. Once a job cost file is removed, it's gone forever! If job records are accidentally removed, the only way to get it back is to restore the files from a backup diskette.

⚠ **Caution**

> This option is irreversible; once a job is purged, the job cannot be restored to the database. Therefore, be sure that the job is ready to be purged before using this option. The process of purging a job can be time-consuming for a large file. Be sure to allow enough time.

Menu Access
Administrator | Purge Jobs

Figure: JC-189
Administrator, Purge Jobs
screen form sample.
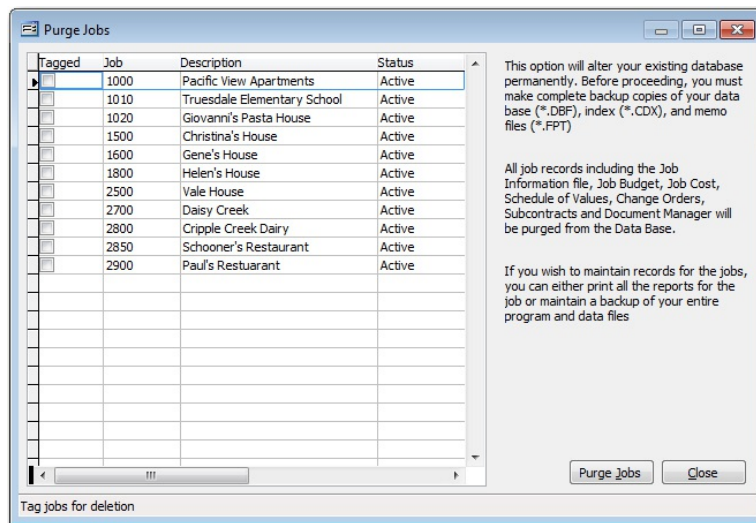
To purge a job:

1. Complete the backup procedures for this company.
2. Select Close Jobs from the Administrator menu.
3. Place a checkmark in the Tagged box next to the job(s) to be closed.
4. Click the Purge Jobs button. BIS® will require the user to verify that the job selected will be purged before completing this procedure.

Copy Master Information – Cost Code Library

After creating a new company, master files can be copied from an existing company by selecting Copy Master Information from the Administrator menu. This option can save a great deal of time if some or all of the master files for the new company will be the same or similar as those already set up for another company. The Copy Master Information window will display the currently opened company. This should be the new company.

Menu Access
Administrator | Copy Master Information

Figure: JC-190
Administrator, Copy Master Information, Billing Code Library data file sample form showing Cost Code Library selected for copying..
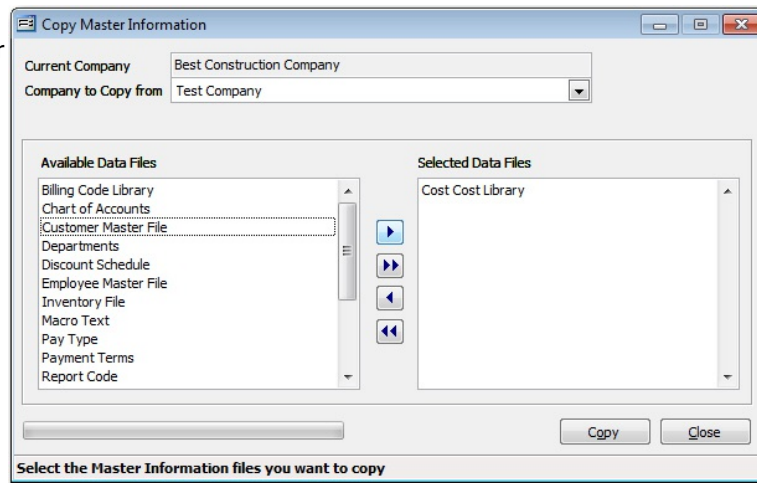
Current Company
This field displays the name of the company currently open. This should be the new company that will receive the copied master records.

Company to Copy from
This field is used to select the name of the company from which to copy master records. The drop-down arrow may be used to select the company name from the list of those installed.

Available Data Files
This list (on the left) shows data files available to be copied. Files can be moved to the Selected Data Files by using the Add Selected Items button, double-click, or Add All Items buttons.

Selected Data Files
This list will include the files selected to be copied to the active company. Files can be removed from this list with the Remove Selected Items button, double-click, or Remove All Items buttons.

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