BUILDER
INFORMATION
SYSTEM

BIS®
Subcontract Control Module
Reference Manual

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Conventions Used In This Manual

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

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

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

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

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

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

Modular Menu Access
SC | Subcontracts
This represents access to Subcontracts from the Module menu.

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

Here are examples accesses to a report from different menus:

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

Module Menu with Reports List
SC | Subcontract List

Standard Menu
Reports | Job | Subcontract | Subcontract List

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

Section 1 – Overview

The Subcontract Control module enables users to enter subcontract information into a master file. The Subcontract Control module allows specific job tasks assigned to subcontractors to be tracked. Information about the cost code, vendor, subcontract amount, the contract retention percentage, the person in charge, preliminary notice information, change orders, change order retention percentage, and back charges are tracked in this module.

⚠️ **Caution** | The Subcontract module requires the use of the Job Cost and the Accounts Payable modules. |

🔵 **Tip** | The Subcontract functionality is only available if the Subcontract module is installed. |

The information maintained through this option includes:

- Cost Code
- Vendor Id
- Budget Change Order
- Subcontract Amount
- Completed

- Percent Completed Amount
- Retention Percent
- Retention Amount
- Work Completed Date
- Contact Name

- W/C Expiration Date
- Liability Insurance Expiration
- Preliminary Notice Information
- Notes
- Change Order Detail
- Backcharge Detail

In addition, this module allows the user to enter other subcontract information, including the name of the person in charge, preliminary notice information, and more. Subcontracts are entered for cost codes within a job. Subcontractors must first be assigned a vendor number through option "Add Vendor Information" on the Accounts Payable menu.

Section 2 – Subcontract

Use this option to maintain and track subcontracts for current jobs. The subcontract information for a job is entered, revised, deleted, and added to a job through this option.

Modular Menu Access
SC | Subcontracts

Standard Menu Access
Job | Subcontracts

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

Figure: SC-1
Subcontracts screen form Job tab showing sample job display data. (This data can only be altered in the Job Master Record.)

Editing an Existing Record
The list of jobs that have subcontracts can be viewed 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.

Figure: SC-2
Subcontracts Find/Search screen form.

Scrolling Through Different Jobs' Subcontract Records
Users can scroll through different jobs' subcontract 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 next record of the list, according to the Job Id.

Job Tab
The job tab is for display only and can be used to select the job for which subcontract 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.

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.

Subcontract Tab

The Subcontract tab displays information for subcontracts associated with the original budget items for the selected job. As in the job budget, line items are listed by cost code. 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 Subcontract Data Entry form.

This tab displays all subcontract line items by cost code. Each line item contains cost codes and descriptions, vendor Ids and names, subcontract amount, completed percentage and retention percentage.

Figure: SC-3
Subcontract, Subcontracts
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.

Subcontract Form

This screen is accessed by clicking on the Insert button on the Subcontracts tab form. The information recorded on this form will appear on the Subcontract report.

Figure: SC-4
Subcontract new screen form.

Figure: SC-5
Subcontract, sample screen form.

Job Number

The Job Number field displays assigned job number and job name related to this record.

Cost Code

The Cost Code field can be manually entered or use the magnifying glass 🔍 to select from the job budget or the cost code library.

Vendor ID

The Vendor Id field records the subcontractor/vendor identification number related to this record. The vendor ID may be entered manually, or the list of vendors may be examined by clicking on the Magnifying Glass icon 🔍, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the right of the Vendor Id code.

Budget Change Order
If the subcontract applies to a budget change order, enter or select a change order number to be associated. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon 🔍.

Subcontract Amount
This field is used to enter the amount of a subcontract.

Completed Percent
The Completed Percent field is used to record the percent of completion for the subcontract. If the percent completed is entered here, the dollar amount will be the calculated in the field Completed Amount. If the amount completed is entered, the percent completed will be calculated and displayed here.

Calculate by Completed Percent
Select this checkbox if the Completed Amount is to be automatically calculated based on the Completed Percent field.

Completed Amount
The Completed Amount field is used to record the dollar amount of completion for the subcontract. If the amount completed is entered here, the percent amount will be the calculated in the field Completed Percent. If the percent completed is entered in its field, the amount completed will be calculated and displayed here.

Retention Percent
This field is used to record the retention percentage for the subcontract. If the retention percent is entered in this field, the dollar amount will be the calculated in the field Retention Amount. If the amount to be retained is entered in its field, the percent to be retained will be calculated and displayed in this field.

Calculate by Retention Percent
Select this checkbox if the Retention Amount is to be automatically calculated based on the Retention Percent field.

Retention Amount
This field is used to records the amount to be retained for the subcontract. If the Retention Percent field is filled, the dollar amount will be the calculated and displayed in this field. If the retention amount is entered in this field, the percent percentage will be calculated and displayed in its field.

Work Completed Date
This field is used to record the date when work was completed on the subcontract.

Contact Name
This field is used to record the name of contact for the subcontract. The Find tool may be used to lookup a contact name for the selected vendor.

Auto Insurance Expiration Date
This field is used to record the expiration date of an Auto Insurance for this subcontract. The date may be the same as that recorded in the subcontractor's vendor master record, but may be different based on the certification provided for the specific job. The Calendar tool may be used to select the date.

Worker's Compensation Expiration Date
This field is used to record the expiration date of the Worker's Compensation Insurance for this subcontract. The date may be the same as that recorded in the subcontractor's vendor master record, but may be different based on the certification provided for the specific job. The Calendar tool may be used to select the date.

Liability Insurance Expiration
This field is used to record the expiration date of the Liability Insurance for this subcontract. The date may be the same as that recorded in the subcontractor's vendor master record, but may be different based on the certification provided for the specific job. The Calendar tool may be used to select the date.

Preliminary Notice
This text box can be used to record whether a preliminary notice has been filed or not, and the date of its filing.

Notes
This text box can be used to record any other notes applicable to the subcontract.

Screen Buttons

Navigation, New, and Delete Tools
These buttons function similarly as the ones on the main toolbar except they navigate, create, or delete cost code records only from within the selected job.

Documents
This button opens the Document Link 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 upper section deals with the subcontracts for the selected job, the lower section deals with the detail of the cost codes associated 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: SC-6
Subcontracts, Change
Orders tab screen form.
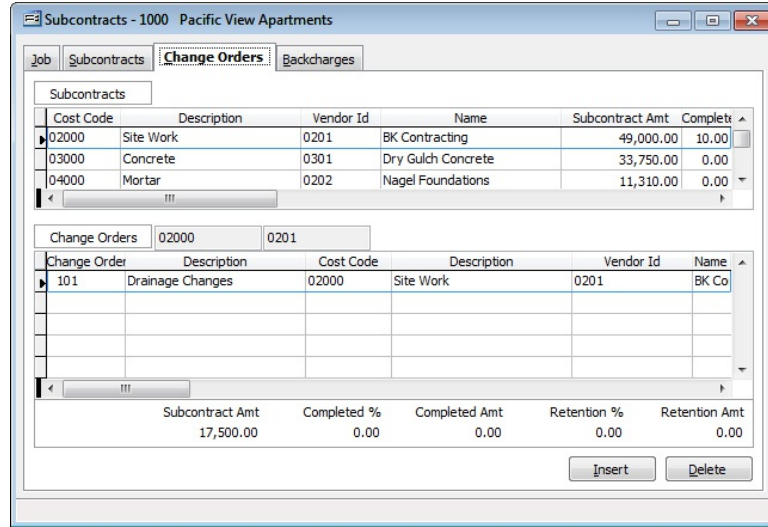
Subcontracts Header List

The upper table displays all the subcontracts that exist for this job. The information can be modified on the Subcontracts tab of this option. To display change orders for any of the subcontracts listed on this table, select the correct subcontract on this table by clicking on it. The change orders for the subcontract selected are displayed below.

Change Order Header List

The lower table displays all the change order that have been entered for the subcontract selected above. The cost code and vendor number for the subcontract selected are shown in the fields above this table. 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 Change Order data entry form.

Change Order Detail Form

Use the Change Order detail form to enter Change Order line item detail information. The subcontract change order information for a job is entered, revised, reported on, deleted, and added to another job through this option. Subcontract change order information is maintained by cost code for each job. Subcontract change orders within each cost code can be maintained.

Figure: SC-7
Subcontracts, new Change
Order Detail screen form.

Figure: SC-8
Subcontracts, Change
Order Detail screen form
sample.

Job Number

This field displays the job number and name of the selected subcontract.

Cost Code

This field displays the change order number and description of the selected subcontract.

Vendor Id

This field displays the vendor Id and subcontractor name of the selected subcontract.

Change Order

This field is used to record the number used to identify the subcontract change order. This is an alphanumeric field limited to five characters.

Budget Change Order
This field is used to record the number of the budget change order (if any) that is associated with the change order. The budget change order number may be entered manually or by using the Find tool.

Change Order Amount
The Amount field is used to enter the amount of the subcontract change order.

Completed Percent
The Completed Percent field is used to records the percent of completion for the subcontract change order. If the percent completed is entered here, the dollar amount will be the calculated in the field Completed Amount. If the amount completed is entered, the percent completed will be calculated and displayed here.

Calculate by Completed Percent
Select this checkbox if the Completed Amount is to be automatically calculated based on the Completed Percent field.

Completed Amount
The Completed Amount field is used to records the dollar amount of completion for the subcontract change order. If the amount completed is entered here, the percent amount will be the calculated in the field Completed Percent. If the percent completed is entered in its field, the amount completed will be calculated and displayed here.

Retention Percent
This field is used to records the retention percentage for the subcontract change order. If the retention percent is entered in this field, the dollar amount will be the calculated in the field Retention Amount. If the amount to be retained is entered in its field, the percent to be retained will be calculated and displayed in this field.

Calculate by Retention Percent
Select this checkbox if the Retention Amount is to be automatically calculated based on the Retention Percent field.

Retention Amount
This field is used to records the amount to be retained for the subcontract change order. If the Retention Percent field is filled, the dollar amount will be the calculated and displayed in this field. If the retention amount is entered in this field, the percent percentage will be calculated and displayed in its field.

Description
This field is used to record a description of the subcontract change order, up to 30 characters.

Work Completed Date
This field is used to records the date when work was last performed on the subcontract change order. The Calendar tool may be used to select the date.

Notes
This text box can be used to record any notes applicable to the subcontract change order.

Screen Buttons

Navigation, New, and Delete Tools
These buttons function similarly as the ones on the main toolbar except they navigate, create, or delete cost code records only from within the selected job.

Documents
This button opens the Document Link 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.

Backcharges Tab

This tab is used for maintaining all backcharge information for subcontracts recorded for the job selected. The upper section deals with the subcontracts, the lower section deals with the detail of the backcharges associated with the selected cost code of the upper portion of the screen.

Figure: SC-9
Subcontracts, Backcharges
tab screen form.
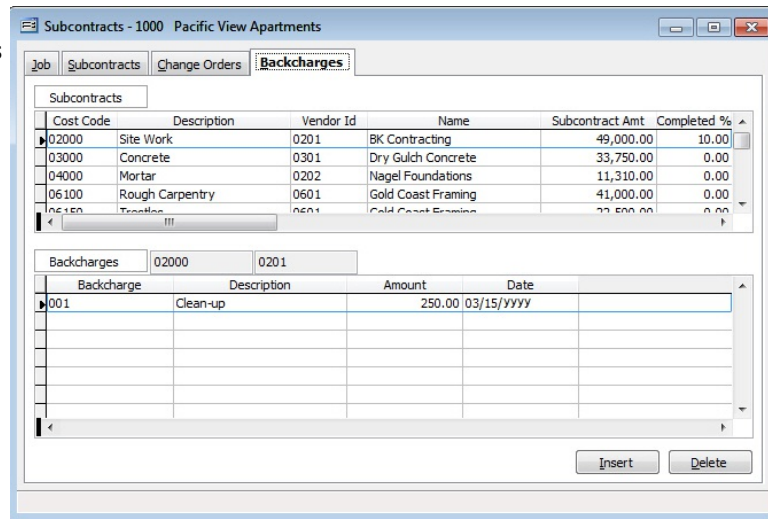
Subcontracts Header List

The upper table displays all the subcontracts that exist for the job. The information can be modified on the Subcontracts tab of this option. To display backcharges for any of the subcontracts listed on this table, select the correct subcontract on this table by clicking on it. The backcharges for the subcontract selected are displayed below.

Backcharges Header List

The lower table displays all the backcharges that have been entered for the subcontract selected above. The cost code and vendor number for the subcontract selected are shown in the fields above this table. 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 Backcharge entry form.

Backcharges Detail Form

Use the Backcharges detail form to enter backcharge line item detail information. The subcontract backcharge information for a job is entered, revised, reported on, deleted, and added to another job through this option. Subcontract backcharge information is maintained by cost code for each job. Subcontract backcharge within each cost code can be maintained.

Figure: SC-10
Subcontracts, new
Backcharge detail screen
form.

Job Number

This field displays the job number and name of the selected subcontract.

Cost Code

This field displays the change order number and description of the selected subcontract.

Vendor Id

This field displays the vendor Id and subcontractor name of the selected subcontract.

Figure: SC-11
Subcontracts, Backcharge
detail screen form sample.

Backcharge Number

This field is used to record an identification number for this backcharge record. The Id must be unique to this record and may consist of letters and/or numbers, up to ten characters.

Backcharge Amount

The Amount field is used to enter the amount of the subcontract backcharge.

Date
This field is used to records the date for the backcharge line item. The Calendar tool may be used to select the date.

Description
This field is used to record a description of the subcontract backcharge, up to 30 characters. (Such items could include cleanup, permit fees, materials, etc.)

Notes
This text box can be used to record any notes applicable to the subcontract backcharge.

Screen Buttons

Navigation, New, and Delete Tools
These buttons function similarly as the ones on the main toolbar except they navigate, create, or delete cost code records only from within the selected job.

Documents
This button opens the Document Link 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.

Section 3 – Subcontract Control Reports

This section covers the reports available for Subcontract Control. Access to specific reports begins with the Query screen that enable users to select the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that setting. Additionally, most reports have a variety of Options to allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open a pop-up report menu related to that field. Either method opens a report setup form depending upon the type of report selected. Reports offer the opportunity to view all records and activity for a company. Reports are an easy way to view the effects of specific transactions. They are also a good way to get a summary view of either all transactions of a specific type, or all entries for a single account or file.

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

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

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

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

Report Toolbar Controls

There are a number of controls that affect reports and how they are rendered. Initial access comes from the Reports Toolbar
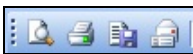
Figure: SC-12
Report Toolbar

Preview

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

Print (Ctrl+P)

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

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 users to find or search for a particular piece of data in the current report.

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

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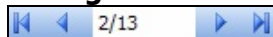
Zoom Out
The Zoom in icon reduces the screen image by preset percentages.

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

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

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

Forward

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

Hyperlink Appearance

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

Figure: SC-14
Hyperlink format options

Refresh

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

List Reports

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

My Query

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

Report Type

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

Order By

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

Options

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

Filter

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

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

Operators

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

My Query

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

Figure: SC-15
My Query drop-down list sample.
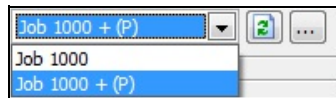
As with other system reports, each named query selection can be further refined with the other settings.

Figure: SC-16
My Query List initial use sample screen form.
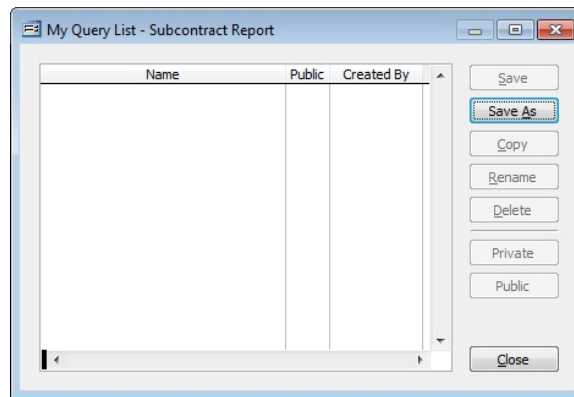
Refresh Button

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

Details Button

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

Save

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

Save As

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

Name

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

Scope

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

Figure: SC-17
Save As Query List sample screen form showing the two optional Scope selections: Private and Public.
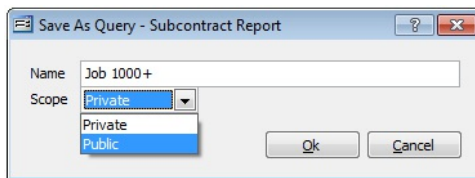
OK

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

Cancel

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

Copy

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

Figure: SC-18
Copy query screen form.
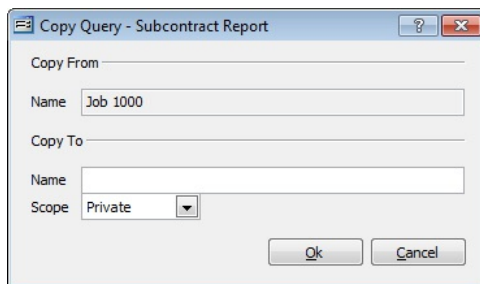
Rename

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

Figure: SC-19
Rename Query screen form.
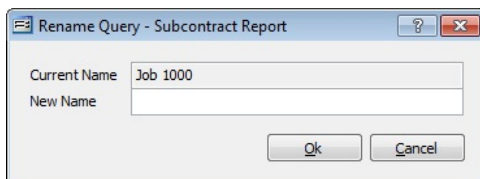
Delete

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

Private

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

Public

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

Close

This button closes the My Query List.

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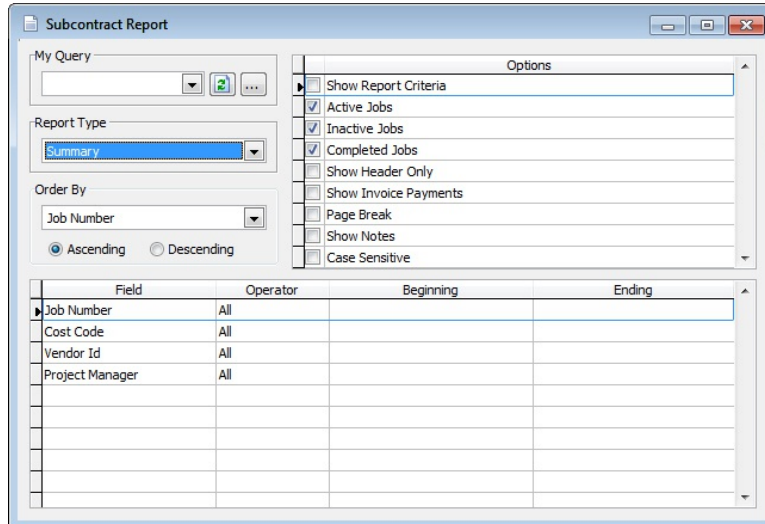
The clear button is located on the tool bar normally at the top of the screen. This button applies only to the report queries. BIS® reports query settings are remembered by user from one session to the next. Thus, if a saved query was last used, the query screen for the same report would open with it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

Figure: SC-20
Sample report query form after apply clear button.

Subcontract Report List

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

- Subcontract List
- Subcontract Report
- Change Orders
- Invoices

- Cost
- Back Charges
- W/C Insurance
- Liability Insurance
- Auto Insurance

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

Menu Access

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

Reports Access via Modules with Reports Group

SC | Reports

Reports Access via Modules with Reports Listed

SC

Standard Menu

Reports | Job | Subcontract

Subcontract List
This report lists the records in the subcontract file.

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

Module Menu with Reports List
SC | Subcontract List

Standard Menu
Reports | Job | Subcontract | Subcontract List

Report Types
Summary
The Subcontract List Summary Report includes each job number and job name, cost code and description, vendor Id and name, and amount.

Order By	Options	Fields
• Job Number	• Show Report Criteria	• Job Number
• Vendor Id	• Active Jobs	• Job Name
• Job+Project Manager	• Inactive Jobs	• Cost Code
• Project Manager+Job	• Completed Jobs	• Vendor Id
	• Page Break	• Vendor Name
	• Show Notes	• Subcontract Amount
	• Case Sensitive	• Project Manager

Drill-Down+® Destinations

Figure: SC-21
Right-click the Job hyperlink to show other available reports and functions.

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

Figure: SC-22
Right-click the 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

Subcontract List – Summary Report

Best Construction Company

Subcontract List
Summary Report   Page 1

Job	Job Name				
	Cost Code	Description	Vendor Id	Vendor Name	Amount
1000	Pacific View Apartments				
	02000	Site Work	0201	BK Contracting	66,500.00
	03000	Concrete	0301	Dry Gulch Concrete	49,100.00
	04000	Mortar	0202	Nagel Foundations	11,310.00
	06100	Rough Carpentry	0601	Gold Coast Framing	41,000.00
	06150	Trestles	0601	Gold Coast Framing	22,500.00
	06200	Finish Carpentry	0602	Classic Interiors	48,000.00
	07200	Insulation	0701	A1 Insulation	47,250.00
	08000	Doors & Windows	0801	Higuerra Glass	28,550.00
	09100	Lath & Plaster	0901	Quintus Drywall	130,000.00
	09680	Carpeting	0903	Mesa Carpeting	52,500.00
	09900	Painting	0902	Ladd Painting	64,500.00
	12300	Cabinets & Storage	0602	Classic Interiors	28,500.00
	15400	Plumbing	1501	Complete Plumbing	97,500.00
	16000	Electrical	1601	Highvolt Electric	138,500.00
	16850	Heating & Cooling	1601	Highvolt Electric	70,200.00
1010	Truesdale Elementary School				
	02110	Demolition	0201	BK Contracting	6,000.00
	02600	Paving & Surfacing	0201	BK Contracting	43,000.00
	02700	Site Improvements	1501	Complete Plumbing	17,500.00
	02700	Site Improvements	1601	Highvolt Electric	20,000.00
	02800	Landscaping	0203	Yardsee-Jones Landscaping	23,250.00
	06200	Finish Carpentry	0602	Classic Interiors	5,000.00
	09900	Painting	0902	Ladd Painting	7,900.00
	16000	Electrical	1601	Highvolt Electric	19,000.00
1020	Giovanni's Pasta House				
	03000	Concrete	0202	Nagel Foundations	19,000.00
	04400	Stone	0201	BK Contracting	9,000.00
	06200	Finish Carpentry	0602	Classic Interiors	7,500.00
	07300	Shingles & Roofing Tile	0702	Hightop Roofing	9,000.00
	09100	Lath & Plaster	0901	Quintus Drywall	3,000.00
	09550	Wood Flooring	0602	Classic Interiors	13,600.00
	16000	Electrical	1601	Highvolt Electric	8,900.00

Figure: SC-23   Subcontract List – Summary Report.

Subcontract Report

The Subcontract Report provides a summary, detail, and extended subcontract status report.

Access to Subcontract Report
Module Menu with Reports Group
SC | Reports | Subcontract Report

Module Menu with Reports List
SC | Subcontract Report

Standard Menu
Reports | Job | Subcontract | Subcontract Report

Report Types
Summary
The Subcontract Summary Report displays the job and job name, cost code, vendor Id, subcontract amount, change order amount, percentage completed, amount completed, balance to complete, retention, backcharges, incurred cost, cost to complete for each subcontract, and bottom of page totals.

Detail
The Subcontract Detail Report also shows whether the vendor is a union shop, minority or women owned business, vendor status, a contact name, Federal Id, license, work comp expiration, liability insurance expiration, automobile insurance expiration, telephone, fax, night phone numbers, 1099 status, preliminary notice information, unearned and total balances, date completed, invoice, payment, or backcharge date and amounts, incurred cost, work completed less retention, incurred cost plus backcharges, and amount due, and notes.

Extended
The Subcontract Extended Report adds to the detail report with earned and remaining balances, transaction types, and billing balance due

Order By
- Job Number
- Vendor Id
- Job+Project Manager
- Project Manager+Job

Options
- Show Report Criteria
- Active Jobs
- Inactive Jobs
- Completed Jobs
- Show Header Only
- Show Invoice Payments
- Page Break
- Show Notes
- Show Names and/or Cost Code Descriptions
- Case Sensitive

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

Drill-Down+® Destinations

Figure: SC-24
Right-click the Job
hyperlink to show other
available reports and
functions.

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

Figure: SC-26
Right-click the 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 |
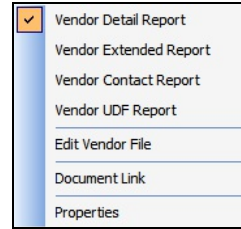
Figure: SC-27
Right-click the payment
hyperlink to show other
available reports and
functions.

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

Figure: SC-25
Right-click the Invoice
Number hyperlink to show
other available reports and
functions.

| AP Journal Detail Report ✓ |
| AP Journal Extended Report |
| Edit Vendor Invoice |
| Document Link |
| Properties |
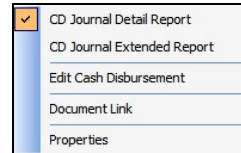
Figure: SC-28
Right-click the Incurred
Cost hyperlink to show

| Job Cost Ledger Detail ✓ |
| Job Cost Ledger Extended |
| Properties |

Subcontract Transactions — Summary Report

Subcontract Report
Summary Report

Best Construction Company
Page 1

Job	Cost Code	Vendor Id	Subcontract	Changes	PC %	Completed	Balance	Retention	Backcharges	Incurred Cost	Cost to Complete
1000	Pacific View Apartments										
	02000	0201	49,000.00	17,500.00	7.37	4,900.00	61,600.00	0.00	250.00	15,795.00	50,455.00
	03000	0301	33,750.00	15,350.00	0.00	0.00	49,100.00	0.00	0.00	4,210.00	44,890.00
	04000	0202	11,310.00	0.00	0.00	0.00	11,310.00	0.00	0.00	0.00	11,310.00
	06100	0601	41,000.00	0.00	0.00	0.00	41,000.00	0.00	0.00	0.00	41,000.00
	06150	0601	22,500.00	0.00	0.00	0.00	22,500.00	0.00	0.00	0.00	22,500.00
	06200	0602	48,000.00	0.00	0.00	0.00	48,000.00	0.00	0.00	0.00	48,000.00
	07200	0701	47,250.00	0.00	0.00	0.00	47,250.00	0.00	0.00	0.00	47,250.00
	08000	0801	28,550.00	0.00	0.00	0.00	28,550.00	0.00	0.00	0.00	28,550.00
	09100	0901	130,000.00	0.00	0.00	0.00	130,000.00	0.00	0.00	0.00	130,000.00
	09680	0903	52,500.00	0.00	0.00	0.00	52,500.00	0.00	0.00	0.00	52,500.00
	09900	0902	64,500.00	0.00	0.00	0.00	64,500.00	0.00	0.00	0.00	64,500.00
	12300	0602	28,500.00	0.00	0.00	0.00	28,500.00	0.00	0.00	0.00	28,500.00
	15400	1501	97,500.00	0.00	0.00	0.00	97,500.00	0.00	0.00	0.00	97,500.00
	16000	1601	138,500.00	0.00	0.00	0.00	138,500.00	0.00	0.00	0.00	138,500.00
	16650	1601	70,200.00	0.00	0.00	0.00	70,200.00	0.00	0.00	0.00	70,200.00
	Totals		863,060.00	32,850.00	0.55	4,900.00	891,010.00	0.00	250.00	20,005.00	875,655.00
1010	Truesdale Elementary School										
	02110	0201	6,000.00	0.00	0.00	0.00	6,000.00	0.00	0.00	3,000.00	3,000.00
	02500	0201	43,000.00	0.00	0.00	0.00	43,000.00	0.00	0.00	0.00	43,000.00
	02700	1501	17,500.00	0.00	0.00	0.00	17,500.00	0.00	0.00	0.00	17,500.00
	02700	1601	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00
	02800	0203	23,250.00	0.00	0.00	0.00	23,250.00	0.00	0.00	0.00	23,250.00
	06200	0602	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00
	09900	0902	7,900.00	0.00	0.00	0.00	7,900.00	0.00	0.00	0.00	7,900.00
	16000	1601	19,000.00	0.00	0.00	0.00	19,000.00	0.00	0.00	0.00	19,000.00
	Totals		141,650.00	0.00	0.00	0.00	141,650.00	0.00	0.00	3,000.00	138,650.00
1020	Giovanni's Pasta House										
	03000	0202	19,000.00	0.00	0.00	0.00	19,000.00	0.00	0.00	785.00	18,215.00
	04400	0201	9,000.00	0.00	0.00	0.00	9,000.00	0.00	0.00	0.00	9,000.00
	06200	0602	7,500.00	0.00	0.00	0.00	7,500.00	0.00	0.00	0.00	7,500.00

Figure: SC-29

Subcontract Report – Summary Report.

Subcontract Report — Detail Report

Best Construction Company

Subcontract Report
Detail Report   Page 1

Job	1000	Pacific View Apartments		Contact	Jon Kessel			
Cost Code	02000	Site Work		Federal Id	170000000000	Telephone	(805)543-7000	
Vendor	0201	BK Contracting		License	1000000000022	Fax	(805)534-1595	
Union	No	16701 Douglas Way		W/C Exp.	12/13/yy	Night Phone		
MBE	No			LI Exp.	12/02/yy	1099 Vendor	Yes	
WBE	No	Oceano		Auto Exp.	/ /			
Status	Active	CA 93455		Preliminary Notice				

Subcontract		Work Completed		Retention		Balance		Date
Change Order	Amount	%	Amount	%	Amount	Unearned	Total	Completed
Subcontract	49,000.00	10	4,900.00	0	0.00	44,100.00	44,100.00	/ /
Drainage Changes	17,500.00	0	0.00	0	0.00	17,500.00	17,500.00	/ /
Totals	66,500.00	7	4,900.00	0	0.00	61,600.00	61,600.00	/ /

Date	Reference	Description	Incurred Cost	Backcharge	Inv. Payment
03/15/yy	BC# 001	Clean-up		250.00	
01/07/yy	Inv# 890	BK Contracting	5,000.00		
	CD Chk# 10501	Pay Invoice 890 on 01/08/yy			4,500.00
01/14/yy	Inv# 895	BK Contracting	795.00		
	CD Chk# 10503	Pay Invoice 895 on 01/24/yy			715.50
02/28/yy	Inv# 123	BK Contracting	10,000.00		
	CD Chk# 1003	Pay Invoice 123 on 06/30/yy			10.00
Totals			15,795.00	250.00	5,225.50

Work Completed less Retention	4,900.00	Incurred Cost plus Backcharge	16,045.00 Amount Due	-11,145.00

Job	1000	Pacific View Apartments		Contact	Mark Monahan			
Cost Code	03000	Concrete		Federal Id	110000000000	Telephone	(805)543-7000	
Vendor	0301	Dry Gulch Concrete		License	1000000000001	Fax	(805)534-1595	
Union	No	193 Snake Canyon Road		W/C Exp.	12/30/yy	Night Phone		
MBE	No			LI Exp.	01/16/yy	1099 Vendor	Yes	
WBE	No	Santa Maria		Auto Exp.	/ /			
Status	Active	CA 93448		Preliminary Notice				

Subcontract		Work Completed		Retention		Balance		Date
Change Order	Amount	%	Amount	%	Amount	Unearned	Total	Completed
Subcontract	33,750.00	0	0.00	0	0.00	33,750.00	33,750.00	/ /
Extended Walkways	15,350.00	0	0.00	0	0.00	15,350.00	15,350.00	/ /
Totals	49,100.00	0	0.00	0	0.00	49,100.00	49,100.00	/ /

Date	Reference	Description	Incurred Cost	Backcharge	Inv. Payment
01/27/yy	Inv# 1672	Dry Gulch Concrete	4,210.00		
Totals			4,210.00	0.00	0.00

Work Completed less Retention	0.00	Incurred Cost plus Backcharge	4,210.00 Amount Due	-4,210.00

Figure: SC-30   Subcontract Report – Detail Report showing one subcontract per page.

Subcontract Report — Extended Report

Best Construction Company

Subcontract Report
Extended Report

Page 1

Job	1000	Pacific View Apartments	Contact	Jon Kessel	
Cost Code	02000	Site Work	Federal Id	170000000000	Telephone (805)543-7000
Vendor	0201	BK Contracting	License	1000000000022	Fax (805)534-1595
Union	No	16701 Douglas Way	W/C Exp.	12/13/YYYY	Night Phone
MBE	No		LI Exp.	12/02/YYYY	1099 Vendor Yes
WBE	No	Oceano	Auto Exp.	/ /	
Status	Active	CA 93455			

Preliminary Notice

Work Complete Summary

Subcontract Change Order	Contract Amount	Work Completed %	Work Completed Amount	Retention %	Retention Amount	Subcontractor Balance Earned	Subcontractor Balance Unearned	Subcontractor Balance Remaining	Date Completed
Subcontract	49,000.00	10	4,900.00	0	0.00	4,900.00	44,100.00	44,100.00	/ /
Drainage Changes	17,500.00	0	0.00	0	0.00	0.00	17,500.00	17,500.00	/ /
*** Totals ***	66,500.00	7	4,900.00	0	0.00	4,900.00	61,600.00	61,600.00	/ /

Invoicing, Backcharge & Payment Ledger

Date	Type	Reference	Description	Incurred Cost	Backcharges	Payments	Billing Balance Due
03/15/YYYY	BC	BC# 001	Clean-up		250.00		250.00
01/07/YYYY	AP	Inv# 890	BK Contracting	5,000.00			5,250.00
01/07/YYYY	CD	Chk# 10501	Pay Invoice 890 on 01/08/yyyy			4,500.00	750.00
01/14/yyyy	AP	Inv# 895	BK Contracting	795.00			1,545.00
01/14/YYYY	CD	Chk# 10503	Pay Invoice 895 on 01/24/YYYY			715.50	829.50
02/28/YYYY	AP	Inv# 123	BK Contracting	10,000.00			10,829.50
02/28/YYYY	CD	Chk# 1003	Pay Invoice 123 on 06/30/YYYY			10.00	10,819.50
*** Totals ***				15,795.00	250.00	5,225.50	10,819.50

Work Completed & Incurred Cost Summary

Work Completed minus Retention (Earned)	4,900.00
Incurred Cost plus Backcharge	16,045.00
Balance Due (+) or Overpayment (-) Based on Work Completed	-11,145.00

Notes

Figure: SC-30a Subcontract Report – Extended Report showing one subcontract per page.

Change Orders

The Subcontract Change Orders report provides a status report of subcontracts, including the job number and name, cost code and description, vendor Id and name, amount, the percentage and amount of work completed, the percentage and amount of retention, the unearned amount, the balance to be completed, and job totals.

Access to Subcontract Change Orders Report
Module Menu with Reports Group
SC | Reports | Change Orders

Module Menu with Reports List
SC | Change Orders

Standard Menu
Reports | Job | Subcontract | Change Orders

Report Types
Summary
The Subcontract Change Orders Summary Report displays the subcontract and change orders totals combined.

Detail
The Subcontract Change Orders Detail Report shows the subcontract, each change order and combined totals.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
• Vendor Id	• Active Jobs	• Job Name
• Job+Project Manager	• Inactive Jobs	• Cost Code
• Project Manager+Job	• Completed Jobs	• Vendor Id
	• Page Break	• Vendor Name
	• Case Sensitive	• Project Manager

Drill-Down+® Destinations

Figure: SC-31
Right-click the Job hyperlink to show other available reports and functions.

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

Figure: SC-32
Right-click the 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

Subcontract Change Orders — Summary Report

Best Construction Company

Subcontract Change Orders
Summary Report   Page 1

Job Cost Code	Job Name Description	Vendor Id	Vendor Name						

1000 — Pacific View Apartments

02000 Site Work — **0201** BK Contracting

CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance
	Totals	66,500.00	7	4,900.00	0	0.00	61,600.00	61,600.00

03000 Concrete — **0301** Dry Gulch Concrete

CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance
	Totals	49,100.00	0	0.00	0	0.00	49,100.00	49,100.00

04000 Mortar — **0202** Nagel Foundations

CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance
	Totals	11,310.00	0	0.00	0	0.00	11,310.00	11,310.00

06100 Rough Carpentry — **0601** Gold Coast Framing

CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance
	Totals	41,000.00	0	0.00	0	0.00	41,000.00	41,000.00

06150 Trestles — **0601** Gold Coast Framing

CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance
	Totals	22,500.00	0	0.00	0	0.00	22,500.00	22,500.00

06200 Finish Carpentry — **0602** Classic Interiors

CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance
	Totals	48,000.00	0	0.00	0	0.00	48,000.00	48,000.00

07200 Insulation — **0701** A1 Insulation

CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance
	Totals	47,250.00	0	0.00	0	0.00	47,250.00	47,250.00

08000 Doors & Windows — **0801** Higuerra Glass

CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance
	Totals	28,550.00	0	0.00	0	0.00	28,550.00	28,550.00

09100 Lath & Plaster — **0901** Quintus Drywall

CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance
	Totals	130,000.00	0	0.00	0	0.00	130,000.00	130,000.00

09680 Carpeting — **0903** Mesa Carpeting

CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance
	Totals	52,500.00	0	0.00	0	0.00	52,500.00	52,500.00

09900 Painting — **0902** Ladd Painting

CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance
	Totals	64,500.00	0	0.00	0	0.00	64,500.00	64,500.00

12300 Cabinets & Storage — **0602** Classic Interiors

CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance

Figure: SC-33   Subcontract Change Orders – Summary Report.

Subcontract Change Orders — Detail Report

Job Cost Code		Job Name Description	Vendor Id	Vendor Name						
1000		Pacific View Apartments								
02000		Site Work	0201	BK Contracting						
	CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance	
		Subcontract	49,000.00	10	4,900.00	0	0.00	44,100.00	44,100.00	
	101	Drainage Changes	17,500.00	0	0.00	0	0.00	17,500.00	17,500.00	
		Totals	66,500.00	7	4,900.00	0	0.00	61,600.00	61,600.00	
03000		Concrete	0301	DryGulch Concrete						
	CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance	
		Subcontract	33,750.00	0	0.00	0	0.00	33,750.00	33,750.00	
	102	Extended Walkways	15,350.00	0	0.00	0	0.00	15,350.00	15,350.00	
		Totals	49,100.00	0	0.00	0	0.00	49,100.00	49,100.00	
04000		Mortar	0202	Nagel Foundations						
	CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance	
		Subcontract	11,310.00	0	0.00	0	0.00	11,310.00	11,310.00	
		Totals	11,310.00	0	0.00	0	0.00	11,310.00	11,310.00	
06100		Rough Carpentry	0601	Gold Coast Framing						
	CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance	
		Subcontract	41,000.00	0	0.00	0	0.00	41,000.00	41,000.00	
		Totals	41,000.00	0	0.00	0	0.00	41,000.00	41,000.00	
06150		Trestles	0601	Gold Coast Framing						
	CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance	
		Subcontract	22,500.00	0	0.00	0	0.00	22,500.00	22,500.00	
		Totals	22,500.00	0	0.00	0	0.00	22,500.00	22,500.00	
06200		Finish Carpentry	0602	Classic Interiors						
	CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance	
		Subcontract	48,000.00	0	0.00	0	0.00	48,000.00	48,000.00	
		Totals	48,000.00	0	0.00	0	0.00	48,000.00	48,000.00	
07200		Insulation	0701	A1 Insulation						
	CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance	
		Subcontract	47,250.00	0	0.00	0	0.00	47,250.00	47,250.00	
		Totals	47,250.00	0	0.00	0	0.00	47,250.00	47,250.00	
08000		Doors & Windows	0801	Higuerra Glass						
	CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance	
		Subcontract	28,550.00	0	0.00	0	0.00	28,550.00	28,550.00	
		Totals	28,550.00	0	0.00	0	0.00	28,550.00	28,550.00	
09100		Lath & Plaster	0901	Quintus Drywall						
	CO#	Subcontract/Change Order	Amount	%	WC Amount	%	Ret. Amount	Unearned	Balance	
		Subcontract	130,000.00	0	0.00	0	0.00	130,000.00	130,000.00	

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Subcontract Change Orders
Detail Report   Page 1

Figure: SC-34   Subcontract Change Orders – Detail Report.

Subcontract Invoices

The Subcontract Invoices report provides a listing of the vendor invoices related to each subcontract, the amount paid on the invoices, and the balance due.

Access to Subcontract Invoices Report
Module Menu with Reports Group

SC | Reports | Invoices

Module Menu with Reports List

SC | Invoices

Standard Menu

Reports | Job | Subcontract | Invoices

Report Types
Summary

The Subcontract Invoices Summary Report displays the job number and name, cost code number and description, vendor ID and name, the invoice totals, and the job totals.

Detail

The Subcontract Invoices Detail Report also details the date, description, number and amounts for each related invoice.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
• Vendor Id	• Active Jobs	• Job Name
• Job+Project Manager	• Inactive Jobs	• Cost Code
• Project Manager+Job	• Completed Jobs	• Vendor Id
	• Page Break	• Vendor Name
	• Case Sensitive	• Project Manager
		• Date

Drill-Down+® Destinations

Figure: SC-35
Right-click the Job hyperlink to show other available reports and functions.

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

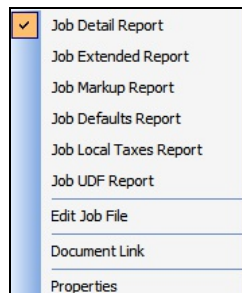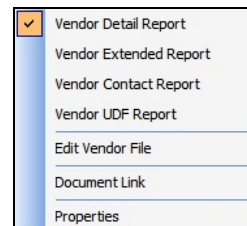**Figure: SC-36**
Right-click the Vendor Id hyperlink to display a selection of reports and other available functions.

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

Subcontract Invoices — Summary Report

Best Construction Company

Subcontract Invoices
Summary Report
Page 1

Job Cost Code	Job Name Description	Vendor Id	Vendor Name			
1000	Pacific View Apartments					
02000	Site Work	0201	BK Contracting			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	15,795.00	5,225.50	10,569.50
03000	Concrete	0301	Dry Gulch Concrete			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	4,210.00	0.00	4,210.00
04000	Mortar	0202	Nagel Foundations			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
06100	Rough Carpentry	0601	Gold Coast Framing			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
06150	Trestles	0601	Gold Coast Framing			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
06200	Finish Carpentry	0602	Classic Interiors			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
07200	Insulation	0701	A1 Insulation			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
08000	Doors & Windows	0801	Higuerra Glass			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
09100	Lath & Plaster	0901	Quintus Drywall			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
09680	Carpeting	0903	Mesa Carpeting			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
09900	Painting	0902	Ladd Painting			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
12300	Cabinets & Storage	0602	Classic Interiors			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
15400	Plumbing	1501	Complete Plumbing			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
16000	Electrical	1601	Highvolt Electric			
	Date　　Description		Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
16850	Heating & Cooling	1601	Highvolt Electric			
	Date　　Description		Invoice#	Amount	Paid	Balance

Figure: SC-37　　Subcontract Invoices – Summary Report.

Subcontract Invoices — Detail Report

Best Construction Company

Subcontract Invoices
Detail Report   Page 1

Job Cost Code	Job Name Description	Vendor Id	Vendor Name			
1000	Pacific View Apartments					
02000	Site Work	0201	BK Contracting			
	Date	Description	Invoice#	Amount	Paid	Balance
	01/07/yyyy	BK Contracting	890	5,000.00	4,500.00	500.00
	01/14/yyyy	BK Contracting	895	795.00	715.50	79.50
	02/28/yyyy	BK Contracting	123	10,000.00	10.00	9,990.00
			Totals	15,795.00	5,225.50	10,569.50
03000	Concrete	0301	Dry Gulch Concrete			
	Date	Description	Invoice#	Amount	Paid	Balance
	01/27/yyyy	Dry Gulch Concrete	1672	4,210.00	0.00	4,210.00
			Totals	4,210.00	0.00	4,210.00
04000	Mortar	0202	Nagel Foundations			
	Date	Description	Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
06100	Rough Carpentry	0601	Gold Coast Framing			
	Date	Description	Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
06150	Trestles	0601	Gold Coast Framing			
	Date	Description	Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
06200	Finish Carpentry	0602	Classic Interiors			
	Date	Description	Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
07200	Insulation	0701	A1 Insulation			
	Date	Description	Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
08000	Doors & Windows	0801	Higuerra Glass			
	Date	Description	Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
09100	Lath & Plaster	0901	Quintus Drywall			
	Date	Description	Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
09680	Carpeting	0903	Mesa Carpeting			
	Date	Description	Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
09900	Painting	0902	Ladd Painting			
	Date	Description	Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
12300	Cabinets & Storage	0602	Classic Interiors			
	Date	Description	Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
15400	Plumbing	1501	Complete Plumbing			
	Date	Description	Invoice#	Amount	Paid	Balance
			Totals	0.00	0.00	0.00
16000	Electrical	1601	Highvolt Electric			

Figure: SC-38   Subcontract Invoices – Detail Report.

Subcontract Cost Report

The Subcontract Cost report provides a listing of job costs related to each subcontract.

Access to Subcontract Cost Report
Module Menu with Reports Group
SC | Reports | Cost

Module Menu with Reports List
SC | Cost

Standard Menu
Reports | Job | Subcontract | Cost

Report Types
Summary
The Subcontract Cost Summary Report displays the job number and name, cost code number and description, vendor ID and name, and total associated job costs.

Detail
The Subcontract Cost Detail Report also includes the date, description, reference number, source journal of the transaction, and amount of each expenditure.

Order By	Options	Fields
• Job Number	• Show Report Criteria	• Job Number
• Vendor Id	• Active Jobs	• Job Name
• Job+Project Manager	• Inactive Jobs	• Cost Code
• Project Manager+Job	• Completed Jobs	• Vendor Id
	• Page Break	• Vendor Name
	• Show Zero Cost	• Transaction Date
	• Case Sensitive	• Project Manager

Drill-Down+® Destinations

Figure: SC-39
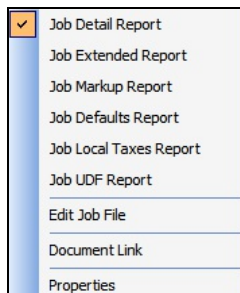Right-click the Job hyperlink to show other available reports and functions.

Figure: SC-42
Right-click the Vendor Id hyperlink to display a selection of reports and other available functions.
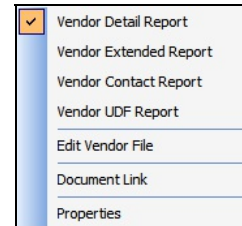

Figure: SC-40
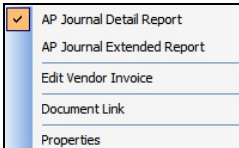Right-click the Invoice Number hyperlink to show other available reports and functions.

Figure: SC-43
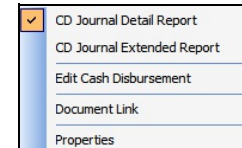Right-click the payment hyperlink to show other available reports and functions.

Figure: SC-41
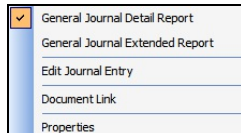Right-click the Journal Entry Number hyperlink to show other available

Figure: SC-44
Right-click the Incurred Cost hyperlink to show

Subcontract Cost — Summary Report

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Subcontract Cost
Summary Report   Page 1

Job Cost Code	Job Name Description	Vendor Id	Vendor Name		
1000	Pacific View Apartments				
02000	Site Work	0201	BK Contracting		
	Date Description		Reference	Journal	Amount
			Totals		15,795.00
03000	Concrete	0301	Dry Gulch Concrete		
	Date Description		Reference	Journal	Amount
			Totals		4,210.00
			Job Totals		20,005.00
1010	Truesdale Elementary School				
02110	Demolition	0201	BK Contracting		
	Date Description		Reference	Journal	Amount
			Totals		3,000.00
			Job Totals		3,000.00
1020	Giovanni's Pasta House				
03000	Concrete	0202	Nagel Foundations		
	Date Description		Reference	Journal	Amount
			Totals		785.00
			Job Totals		785.00

Figure: SC-45   Subcontract Cost – Summary Report.

Subcontract Cost — Detail Report

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Subcontract Cost
Detail Report   Page 1

Job Cost Code	Job Name Description	Vendor Id	Vendor Name		
1000	Pacific View Apartments				
02000	Site Work	0201	BK Contracting		
	Date Description		Reference	Journal	Amount
	01/07/yyyy BK Contracting		Inv# 890	AP	5,000.00
	01/14/yyyy BK Contracting		Inv# 895	AP	795.00
	02/28/yyyy BK Contracting		Inv# 123	AP	10,000.00
			Totals		15,795.00
03000	Concrete	0301	Dry Gulch Concrete		
	Date Description		Reference	Journal	Amount
	01/27/yyyy Dry Gulch Concrete		Inv# 1672	AP	4,210.00
			Totals		4,210.00
			Job Totals		20,005.00
1010	Truesdale Elementary School				
02110	Demolition	0201	BK Contracting		
	Date Description		Reference	Journal	Amount
	01/31/yyyy BK Contracting		Inv# 919	AP	3,000.00
			Totals		3,000.00
			Job Totals		3,000.00
1020	Giovanni's Pasta House				
03000	Concrete	0202	Nagel Foundations		
	Date Description		Reference	Journal	Amount
	02/03/yyyy Nagel Foundations		Inv# 3210-A	AP	785.00
			Totals		785.00
			Job Totals		785.00

Figure: SC-46   Subcontract Cost – Detail Report.

Subcontract Backcharges Report

The Backcharges report provides a listing of subcontract backcharges recorded.

Access to Subcontract Backcharges Report
Module Menu with Reports Group

SC | Reports | Backcharges

Module Menu with Reports List

SC | Backcharges

Standard Menu

Reports | Job | Subcontract | Backcharges

Report Types
Summary

The Subcontract Cost Summary Report displays the job number and name, cost code number and description, vendor ID and name, and total amount of backcharges for each subcontract.

Detail

The Subcontract Cost Detail Report also displays each subcontract backcharge including number, description, date, and amount.

Order By

- Job Number
- Vendor Id
- Job+Project Manager
- Project Manager+Job

Options

- Show Report Criteria
- Active Jobs
- Inactive Jobs
- Completed Jobs
- Show Extended Description
- Page Break
- Case Sensitive

Fields

- Job Number
- Job Name
- Cost Code
- Vendor Id
- Vendor Name
- Subcontract Amount
- Project Manager

Drill-Down+® Destinations

Figure: SC-47
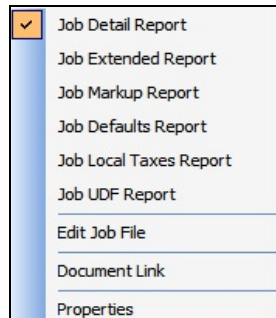Right-click the Job hyperlink to show other available reports and functions.
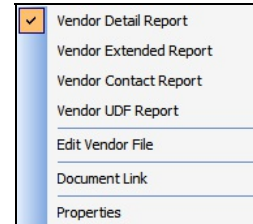

Figure: SC-48
Right-click the Vendor Id hyperlink to display a selection of reports and other available functions.

Subcontract Backcharges — Summary Report

Job	Job Name					
	Cost Code	Description		Vendor Id	Vendor Name	Amount
1000		Pacific View Apartments				
	02000	Site Work		0201	BK Contracting	250.00
	Totals					250.00
Totals Listed						250.00

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Subcontract Backcharges
Summary Report   Page 1

Figure: SC-49   Subcontract Backcharges – Summary Report.

Subcontract Backchares — Detail Report

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Subcontract Backcharges

Detail Report   Page 1

Job	Job Name				
	Cost Code	Description	Vendor Id	Vendor Name	
		Description	Backcharge	Date	Amount
1000	Pacific View Apartments				
	02000	Site Work	0201	BK Contracting	250.00
		Clean-up	001	03/15/YYYY	250.00
	Totals				250.00
Totals Listed					250.00

Figure: SC-50   Subcontract Backcharges – Detail Report.

Subcontract Workers' Compensation Insurance Expiration Report
The Subcontract Workers' Compensation Insurance Expiration report provides a listing of the expiration date and current number of days to expire for each subcontractor's Workers' Compensation insurance based on the date recorded in the Vendors master file.

Access to Subcontract Workers' Comp. Insurance Expiration Report
Module Menu with Reports Group
SC | Reports | W/C Insurance

Module Menu with Reports List
SC | W/C Insurance

Standard Menu
Reports | Job | Subcontract | W/C Insurance

Report Types
Summary
The Subcontract Workers' Comp. Insurance Expiration Summary Report displays the job number and name, cost code number and description, vendor ID and name, date of expiration and the number of days remaining until the expiration or numbers of days expired.

Order By
- Job Number
- Vendor Id
- Job+Project Manager
- Project Manager+Job

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

Fields
- Job Number
- Job Name
- Cost Code
- Vendor Id
- Vendor Name
- W/C Expiration Date
- Project Manager
- Report Date

Drill-Down+® Destinations
Figure: SC-51
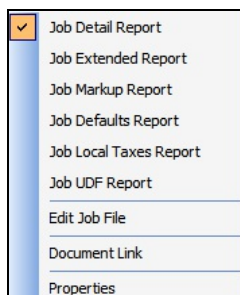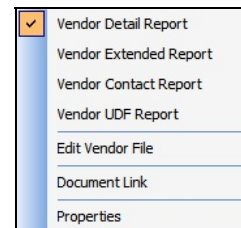Right-click the Job hyperlink to show other available reports and functions.

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

Figure: SC-52
Right-click the 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

Subcontract Workers' Comp. Insurance Expiration — Summary Report

Best Construction Company

Subcontract Workers' Comp. Insurance Expiration
Summary Report - Expiration Date 03/31/yyyy   Page 1

Job	Job Name Cost Code	Description	Vendor Id	Vendor Name	WC Exp. Date	Days to Expire	Days Expired
1000		Pacific View Apartments					
	02000	Site Work	0201	BK Contracting	12/13/YYYY	4640	
	03000	Concrete	0301	Dry Gulch Concrete	12/30/YYYY	4292	
	04000	Mortar	0202	Nagel Foundations	11/23/yyyy	4620	
	06100	Rough Carpentry	0601	Gold Coast Framing	01/02/YYYY	4660	
	06150	Trestles	0601	Gold Coast Framing	01/02/YYYY	4660	
	06200	Finish Carpentry	0602	Classic Interiors	05/08/YYYY	4421	
	07200	Insulation	0701	A1 Insulation	09/03/YYYY	4539	
	08000	Doors & Windows	0801	Higuerra Glass	08/03/YYYY	4508	
	09100	Lath & Plaster	0901	Quintus Drywall	04/06/YYYY	4389	
	09680	Carpeting	0903	Mesa Carpeting	04/23/YYYY	4406	
	09900	Painting	0902	Ladd Painting	09/24/YYYY	4560	
	12300	Cabinets & Storage	0602	Classic Interiors	05/08/YYYY	4421	
	15400	Plumbing	1501	Complete Plumbing	07/06/YYYY	4480	
	16000	Electrical	1601	Highvolt Electric	/ /		
	16850	Heating & Cooling	1601	Highvolt Electric	/ /		
1010		Truesdale Elementary School					
	02110	Demolition	0201	BK Contracting	12/13/YYYY	4640	
	02600	Paving & Surfacing	0201	BK Contracting	12/13/YYYY	4640	
	02700	Site Improvements	1501	Complete Plumbing	07/06/YYYY	4480	
	02700	Site Improvements	1601	Highvolt Electric	/ /		
	02800	Landscaping	0203	Yardsee-Jones Landscaping	06/18/YYYY	4462	
	06200	Finish Carpentry	0602	Classic Interiors	05/08/yyyy	4421	
	09900	Painting	0902	Ladd Painting	09/24/yyyy	4560	
	16000	Electrical	1601	Highvolt Electric	/ /		
1020		Giovanni's Pasta House					
	03000	Concrete	0202	Nagel Foundations	11/23/YYYY	4620	
	04400	Stone	0201	BK Contracting	12/13/YYYY	4640	
	06200	Finish Carpentry	0602	Classic Interiors	05/08/YYYY	4421	
	07300	Shingles & Roofing Tile	0702	Hightop Roofing	11/06/YYYY	4603	
	09100	Lath & Plaster	0901	Quintus Drywall	04/06/YYYY	4389	
	09550	Wood Flooring	0602	Classic Interiors	05/08/YYYY	4421	

Figure: SC-53   Subcontract Workers' Compensation Insurance Expiration – Summary Report.

Subcontract Liability Insurance Expiration Report

The Subcontract Liability Insurance Expiration report provides a listing of the expiration date and current number of days to expire for each subcontractor's liability insurance based on the date recorded in the Vendors master file.

Access to Subcontract Liability Insurance Expiration Report
Module Menu with Reports Group

SC | Reports | Liability Insurance

Module Menu with Reports List

SC | Liability Insurance

Standard Menu

Reports | Job | Subcontract | Liability Insurance

Report Types
Summary

The Subcontract Liability Insurance Expiration Summary Report displays the job number and name, cost code number and description, vendor ID and name, date of expiration, and the number of days remaining until the expiration or numbers of days expired.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
• Vendor Id	• Active Jobs	• Job Name
• Job+Project Manager	• Inactive Jobs	• Cost Code
• Project Manager+Job	• Completed Jobs	• Vendor Id
	• Page Break	• Vendor Name
	• Case Sensitive	• Liability Insurance Exp. Date
		• Project Manager
		• Report Date

Drill-Down+® Destinations

Figure: SC-54
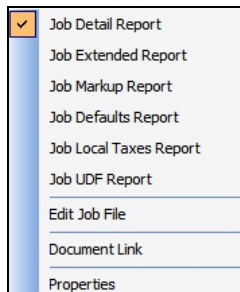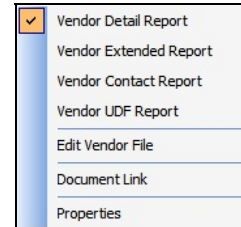Right-click the Job hyperlink to show other available reports and functions.

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

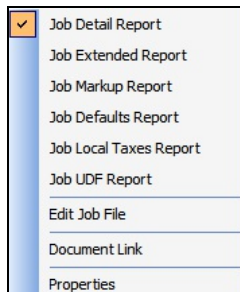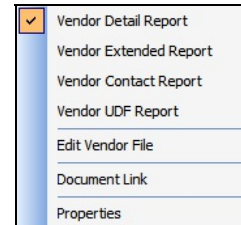**Figure: SC-55**
Right-click the Vendor Id hyperlink to display a selection of reports and other available functions.

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

Subcontract Liability Insurance Expiration — Summary Report

Best Construction Company

Liability Insurance Expiration
Summary Report - Expiration Date 03/31/YYYY   Page 1

Job	Job Name						
	Cost Code	Description	Vendor Id	Vendor Name	L/I Exp. Date	Days to Expire	Days Expired
1000		Pacific View Apartments					
	02000	Site Work	0201	BK Contracting	12/02/ YYYY	4629	
	03000	Concrete	0301	Dry Gulch Concrete	01/16/ yyyy	4309	
	04000	Mortar	0202	Nagel Foundations	12/16/ YYYY	4643	
	06100	Rough Carpentry	0601	Gold Coast Framing	12/30/ yyyy	5022	
	06150	Trestles	0601	Gold Coast Framing	12/30/ yyyy	5022	
	06200	Finish Carpentry	0602	Classic Interiors	05/21/ yyyy	4434	
	07200	Insulation	0701	A1 Insulation	09/10/ yyyy	4546	
	08000	Doors & Windows	0801	Higuerra Glass	08/03/ YYYY	4508	
	09100	Lath & Plaster	0901	Quintus Drywall	06/18/ YYYY	4462	
	09680	Carpeting	0903	Mesa Carpeting	03/29/ yyyy	4016	
	09900	Painting	0902	Ladd Painting	08/26/ YYYY	4531	
	12300	Cabinets & Storage	0602	Classic Interiors	05/21/ YYYY	4434	
	15400	Plumbing	1501	Complete Plumbing	08/26/ YYYY	4531	
	16000	Electrical	1601	Highvolt Electric	/ /		
	16850	Heating & Cooling	1601	Highvolt Electric	/ /		
1010		Truesdale Elementary School					
	02110	Demolition	0201	BK Contracting	12/02/ YYYY	4629	
	02600	Paving & Surfacing	0201	BK Contracting	12/02/ YYYY	4629	
	02700	Site Improvements	1501	Complete Plumbing	08/26/ YYYY	4531	
	02700	Site Improvements	1601	Highvolt Electric	/ /		
	02800	Landscaping	0203	Yardsee-Jones Landscaping	03/22/ YYYY	4374	
	06200	Finish Carpentry	0602	Classic Interiors	05/21/ YYYY	4434	
	09900	Painting	0902	Ladd Painting	08/26/ YYYY	4531	
	16000	Electrical	1601	Highvolt Electric	/ /		
1020		Giovanni's Pasta House					
	03000	Concrete	0202	Nagel Foundations	12/16/ YYYY	4643	
	04400	Stone	0201	BK Contracting	12/02/ YYYY	4629	
	06200	Finish Carpentry	0602	Classic Interiors	05/21/ YYYY	4434	
	07300	Shingles & Roofing Tile	0702	Hightop Roofing	12/09/ YYYY	4636	
	09100	Lath & Plaster	0901	Quintus Drywall	06/18/ YYYY	4462	
	09550	Wood Flooring	0602	Classic Interiors	05/21/ YYYY	4434	

Figure: SC-56   Liability Insurance Expiration – Summary Report.

Subcontract Auto Insurance Expiration Report

The Subcontract Auto Insurance Expiration report provides a listing of the expiration date and current number of days to expire for each subcontractor's auto insurance based on the date recorded in the Vendors master file.

Access to Subcontract Auto Insurance Expiration Report
Module Menu with Reports Group

SC | Reports | Auto Insurance

Module Menu with Reports List

SC | Auto Insurance

Standard Menu

Reports | Job | Subcontract | Auto Insurance

Report Types
Summary

The Subcontract Auto Insurance Expiration Summary Report displays the job number and name, cost code number and description, vendor ID and name, date of expiration, and the number of days remaining until the expiration or numbers of days expired.

Order By
- Job Number
- Vendor Id
- Job+Project Manager
- Project Manager+Job

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

Fields
- Job Number
- Job Name
- Cost Code
- Vendor Id
- Vendor Name
- Auto Insurance Exp. Date
- Project Manager
- Report Date

Drill-Down+® Destinations

Figure: SC-56.1
Right-click the Job hyperlink to show other available reports and functions.

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

Figure: SC-56.2
Right-click the 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

Subcontract Auto Insurance Expiration — Summary Report

					Best Construction Company	
Subcontract Auto Insurance Expiration						
Summary Report - Expiration Date 01/01/YYYY					Page 1	
Job	Job Name					
Cost Code	Description		Vendor Id	Vendor Name	Auto Exp. date	Days to Expire Days Expired
1000	Pacific View Apartments					
02000	Site Work		0201	BK Contracting	/ /	
03000	Concrete		0301	Dry Gulch Concrete	/ /	
04000	Mortar		0202	Nagel Foundations	/ /	
06100	Rough Carpentry		0601	Gold Coast Framing	/ /	
06150	Trestles		0601	Gold Coast Framing	/ /	
06200	Finish Carpentry		0602	Classic Interiors	/ /	
07200	Insulation		0701	A1 Insulation	/ /	
08000	Doors & Windows		0801	Higuerra Glass	/ /	
09100	Lath & Plaster		0901	Quintus Drywall	/ /	
09680	Carpeting		0903	Mesa Carpeting	/ /	
09900	Painting		0902	Ladd Painting	/ /	
12300	Cabinets & Storage		0602	Classic Interiors	/ /	
15400	Plumbing		1501	Complete Plumbing	/ /	
16000	Electrical		1601	High volt Electric	/ /	
16850	Heating & Cooling		1601	High volt Electric	/ /	
1010	Truesdale Elementary School					
02110	Demolition		0201	BK Contracting	/ /	
02600	Paving & Surfacing		0201	BK Contracting	/ /	
02700	Site Improvements		1501	Complete Plumbing	/ /	
02700	Site Improvements		1601	High volt Electric	/ /	
02800	Landscaping		0203	Yardsee-Jones Landscaping	/ /	
06200	Finish Carpentry		0602	Classic Interiors	/ /	
09900	Painting		0902	Ladd Painting	/ /	
16000	Electrical		1601	High volt Electric	/ /	
1020	Giovanni's Pasta House					
03000	Concrete		0202	Nagel Foundations	/ /	
04400	Stone		0201	BK Contracting	/ /	
06200	Finish Carpentry		0602	Classic Interiors	/ /	
07300	Shingles & Roofing Tile		0702	Hightop Roofing	/ /	
09100	Lath & Plaster		0901	Quintus Drywall	/ /	
09550	Wood Flooring		0602	Classic Interiors	/ /	

Figure: SC-56.3   Auto Insurance Expiration – Summary Report.

Appendix

Chart of Accounts

Please read this section <u>before</u> beginning Installation.

ⓘ **Tip** | More information about the Chart of Accounts may be found in the Financial Statements and the Administrators Setup & Installation manuals. The information here is limited to Subcontract Control.

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

Figure: SC-57
Chart of Accounts sample form, showing the Job Cost Type Subcontract for Cost of Contracts-Subcontractor.
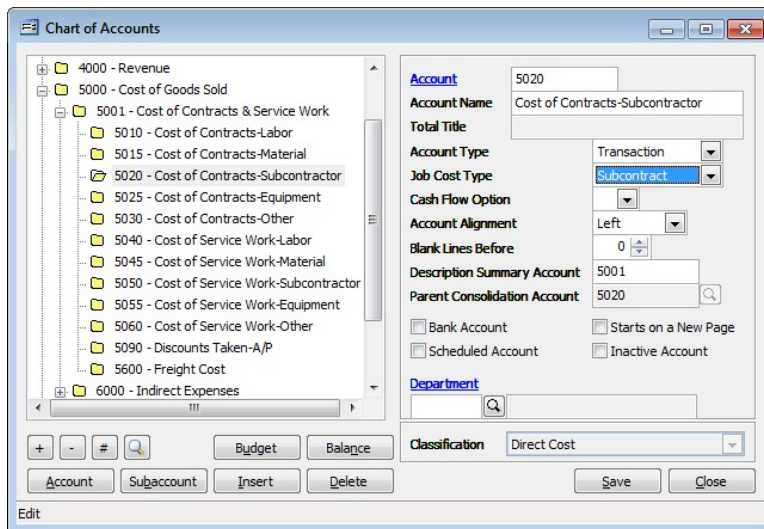
At the time a company is created, BIS® provides an option of loading a sample Chart of Accounts, although the Chart of Accounts can also be created from scratch. Many companies find that the simplest procedure is to use the BIS® sample Chart of Accounts initially, then modify it as the need arises.

Modular Menu Access
Financials | Chart of Accounts

Standard Menu Access
List | Chart of Accounts

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

Chart of Accounts List Report

The Chart of Account List provides information about accounts in the company chart of accounts. An up-to-date printout of the chart of accounts can be retained as a reference. This list is useful for assigning account numbers while entering transactions.

> ⓘ **Tip**   More information about the Chart of Accounts' reports may be found in the Financial Statements and the Administrators Setup & Installation manuals. The information here is limited to Subcontract Control.

Access to Chart of Accounts List
Module Menu with Reports Group
Financials | Reports | Chart of Accounts | Chart of Accounts List

Module Menu with Reports List
Financials | Chart of Accounts | Chart of Accounts List

Standard Menu
Reports | Financial Statements | Chart of Accounts | Chart of Accounts List

Report Types
Summary
The Summary Report Type displays each account number and name, account type, job cost type, classification, and cash flow option.

Detail
The Detail Report Type also includes the total title and all account options.

Order By
- Account Number
- Description

Options
- Show Report Criteria
- Transaction Accounts
- Description Accounts
- Result Account
- Job Cost Accounts Only
- Active
- Inactive
- Show Balances
- Case Sensitive

Fields
- Account Number
- Description

Chart of Accounts – Summary Report

Account#	Account Name	Account Type	Job Cost Type	Classification	Cash Flow
				Best Construction Company	
Chart of Accounts					
Summary Report					Page 1
1110	Accounts Receivable-Trade	Transaction	Contract Income	Assets	
1120	Accounts Receivable-Retention	Transaction	Contract Income	Assets	
4010	Contract Revenue	Transaction	Contract Income	Revenue	
4020	Service Revenue	Transaction	Contract Income	Revenue	
4040	(Discounts Allowed-A/R)	Transaction	Contract Income	Revenue	
4090	Adj. For Over/Under Billings	Transaction	Contract Income	Revenue	
5010	Cost of Contracts-Labor	Transaction	Labor	Direct Cost	
5015	Cost of Contracts-Material	Transaction	Material	Direct Cost	
5020	Cost of Contracts-Subcontractor	Transaction	Subcontract	Direct Cost	
5025	Cost of Contracts-Equipment	Transaction	Other	Direct Cost	
5030	Cost of Contracts-Other	Transaction	Other	Direct Cost	
5040	Cost of Service Work-Labor	Transaction	Labor	Direct Cost	
5045	Cost of Service Work-Material	Transaction	Material	Direct Cost	
5050	Cost of Service Work-Subcontractor	Transaction	Subcontract	Direct Cost	
5055	Cost of Service Work-Equipment	Transaction	Other	Direct Cost	
5060	Cost of Service Work-Other	Transaction	Other	Direct Cost	

Figure: SC-58   Chart of Accounts – Summary Report showing Job Cost Type accounts including Subcontract.

Chart of Accounts – Detail Report

Best Construction Company

Chart of Accounts

Detail Report   Page 1

Account#	Account Name	Account Type	Job Cost Type	Classification
1110	Accounts Receivable-Trade	Transaction	Contract Income	Assets
	Cash Flow	Scheduled Account No	Description Summary Account 1110	
	Underline None	Dollar Sign No	Department	
	Alignment Left	New Page No		
	Blank Lines 0	Status Active		
1120	Accounts Receivable-Retention	Transaction	Contract Income	Assets
	Cash Flow	Scheduled Account No	Description Summary Account 1120	
	Underline None	Dollar Sign No	Department	
	Alignment Left	New Page No		
	Blank Lines 0	Status Active		
4010	Contract Revenue	Transaction	Contract Income	Revenue
	Cash Flow	Scheduled Account No	Description Summary Account 4010	
	Underline None	Dollar Sign No	Department	
	Alignment Left	New Page No		
	Blank Lines 0	Status Active		
4020	Service Revenue	Transaction	Contract Income	Revenue
	Cash Flow	Scheduled Account No	Description Summary Account 4020	
	Underline None	Dollar Sign No	Department	
	Alignment Left	New Page No		
	Blank Lines 0	Status Active		
4040	(Discounts Allowed-A/R)	Transaction	Contract Income	Revenue
	Cash Flow	Scheduled Account No	Description Summary Account 4040	
	Underline None	Dollar Sign No	Department	
	Alignment Left	New Page No		
	Blank Lines 0	Status Active		
4090	Adj. For Over/Under Billings	Transaction	Contract Income	Revenue
	Cash Flow	Scheduled Account No	Description Summary Account 4090	
	Underline None	Dollar Sign No	Department	
	Alignment Left	New Page No		
	Blank Lines 0	Status Active		
5010	Cost of Contracts-Labor	Transaction	Labor	Direct Cost
	Cash Flow	Scheduled Account No	Description Summary Account 5010	
	Underline None	Dollar Sign No	Department	
	Alignment Left	New Page No		
	Blank Lines 0	Status Active		

Figure: SC-59   Chart of Accounts – Detail Report showing Job Cost Type accounts including Subcontract.

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. The Job Budget, Subcontract Control, and Job Billing sections of the program each use the cost codes established in the Cost Code Library.

> ⓘ **Tip**   More information about the Cost Code Library may be found in the Job Cost Module manual. The information here is limited to Subcontract Control.
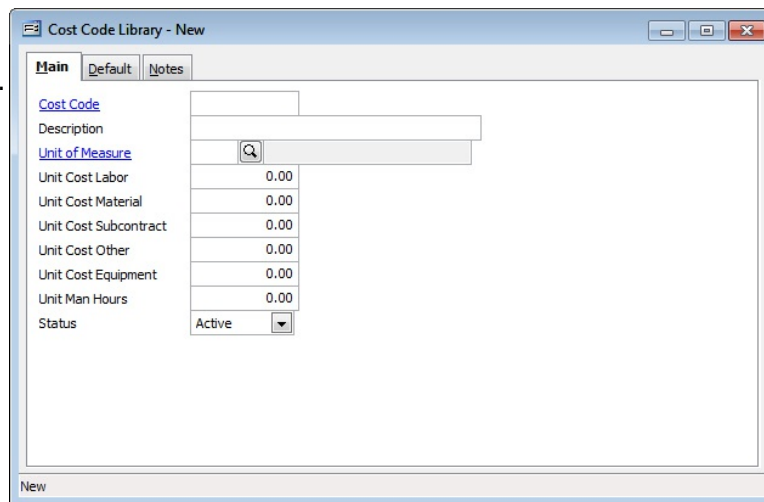
Modular Menu Access
JC | Cost Code Library

Standard Menu Access
Job | Cost Code Library

Figure: SC-60
Job Cost, Cost Code
Library – New screen form.

Main Tab
Cost Code

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

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

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

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

Unit Cost 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.

Cost Code Library Report

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

> ⓘ **Tip**
>
> More information about the Cost Code Library Report may be found in the Job Cost Module manual. The information here is limited to Subcontract Control.

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: SC-61
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 ,units of measure, and status.

Detail

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

Order By	Options	Fields
• Cost Code	• Show Report Criteria	• Cost Code
• Description	• Active	• Description
	• Inactive	
	• Show Notes	
	• Case Sensitive	

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: SC-62   Cost Code Library, Detail Report, showing Unit Cost Subcontract.

Vendor Types

Vendor Types are categories of vendors currently used for selection in Accounts Payable reports.

> ℹ️ **Tip** More information about the Vendor Types may be found in the Accounts Payable Module and Administrators Installation & Setup manuals. The information here is limited to Subcontract Control.

Modular Menu Access
AP | Vendor Types

Modular Menu Access
Miscellaneous | Vendor Types

Standard Menu Access
List | Miscellaneous | Vendor Types

Main Tab
Initial access to vendor types from the menu opens the Vendor Types - New form. This form is used to enter new vendor type information. However, access to a new form when another vendor type record is on the screen only requires you to press Ctrl+N or use the New icon ☐ on the toolbar. The system will ask if any changes to the record should be saved.
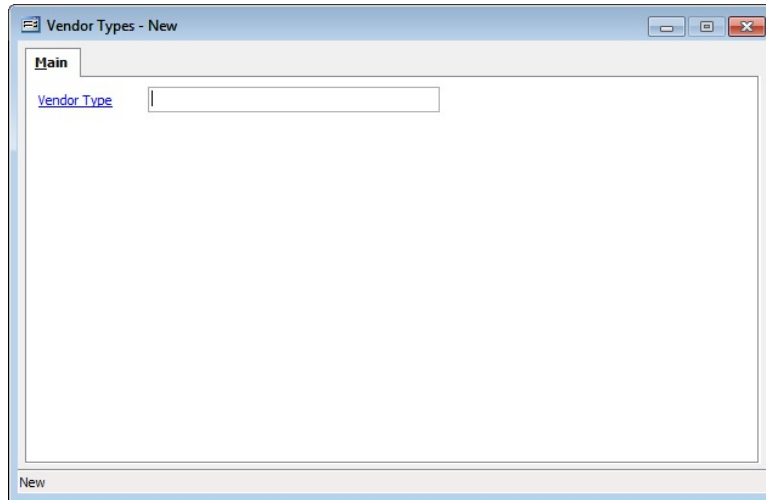
New Record
Adding new vendor types requires entering the Vendor Type in the Main tab. When the record is complete or satisfactorily edited, either click on the Save button ☐ or press Ctrl-S to save the changes. Please note that the Vendor type title is a hyperlink field as well as the description of the information to be entered. Right-clicking this accesses the Vendor Types report that can be directly opened.

Figure: SC-63
Vendor Types - New
screen form, Main tab.

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

Figure: SC-64
Vendor Types, Find/Search form.
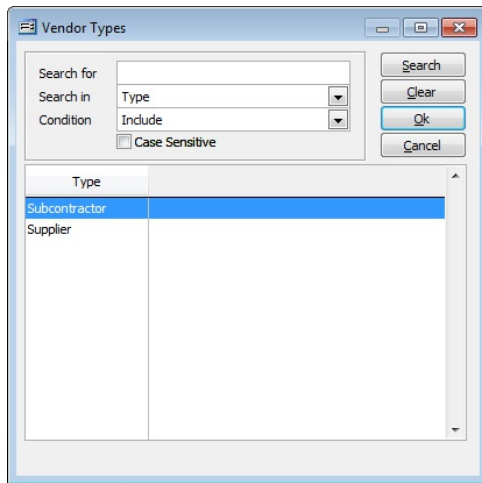
Scrolling Through Vendor Type Records

Users can scroll through the vendor type 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 Vendor types. Clicking on the Previous icon ◀ (at the top of the screen) will open the immediately prior record of the list, according to Vendor Type. Clicking on the Next icon ▶ (at the top of the screen) will open the next record of the list, according to Vendor Type. Clicking on the Last icon ⏭ (at the top of the screen) will open the last record of the list, according to Vendor Type.

Figure: SC-65
Sample vendor type screen form.
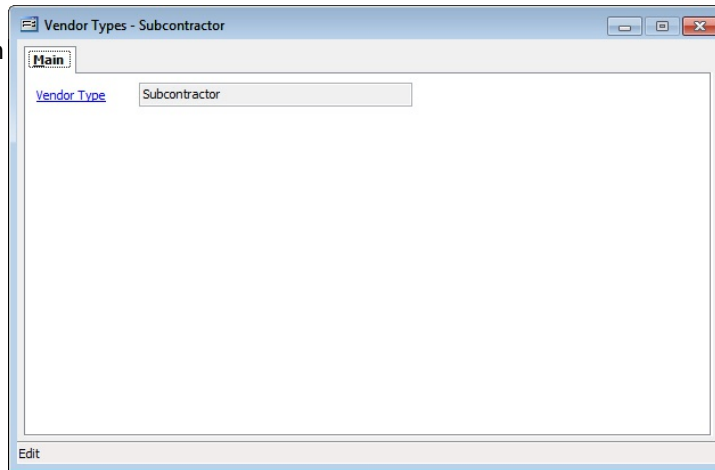
Deleting an Existing Record

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

Save the Changed Record

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

Vendor Types Report

The Vendor Types report lists the vendor types recorded in the Vendors file.

> ⓘ **Tip**   More information about the Vendor Types Report may be found in the Accounts Payable Module and Administrators Installation & Setup manuals. The information here is limited to Subcontract Control.

Access to Vendor Types Report
Module Menu with Reports Group
AP | Reports | Vendor Types

Module Menu with Reports List
AP | Vendor Types

Standard Menu
Reports | Accounts Payable | Vendor Types

Report Types

Detail
The Vendor Types Detail Report displays the vendor types recorded in the Vendor Types file.

Order By	**Options**	**Fields**
• Vendor Type	• Case Sensitive	• Vendor Type

Vendor Types — Detail Report

Vendor Types
Detail Report   Best Construction Company
                                                                       Page 1

Vendor Type

Non-Job
Subcontractor
Supplier

Figure: SC-66   Vendor Types – Detail Report.

Jobs

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

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

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: SC-67
Job Cost master record,
Markup tab screen form.

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.

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.

Budget

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

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

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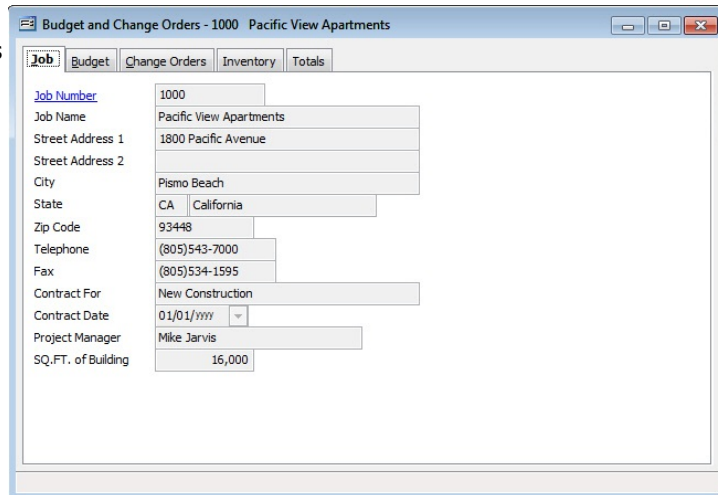
Modular Menu Access
JC | Budget | Budget and Change Orders

Standard Menu Access
Job | Budget | Budget and Change Orders

Figure: SC-68
Budget and Change Orders screen form Job tab showing sample job display data. (This data can only be altered in the Job Master Record.)

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

Budget Tab

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

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

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: SC-69
Job Cost, Budget and Change Orders, Budget tab screen form.

Budget Screen Form

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

Figure: SC-70
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)
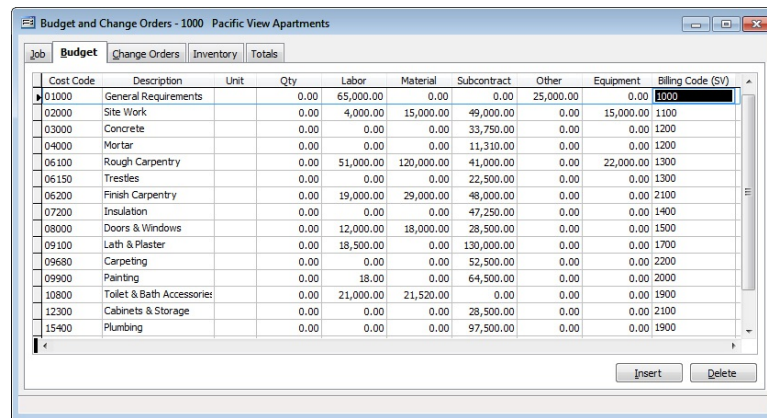
The billing code identifies the contract line item in the Schedule of Values. It may be typed or selected using the Find tool magnifying glass 🔍 icon. Including the billing code in the budget item interfaces the cost code selected with the billing code when using the Cost Plus option in the Billing module. 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 you wish not to post cost, enter NONE as the billing code. When a billing code is entered, the associated description is displayed.

Figure: SC-71
Budget, sample screen form.

Budget

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

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.

Adjustments

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

Subcontract Summary

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

Change Orders Tab

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

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

Figure: SC-72
Budget and Change
Orders, Change Orders tab
screen form.

Change Order Header List

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

Change Order Detail List

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

Change Order Detail Form

Use this Form to enter Change Order Line Item Detail Information. The change order information for a job is entered, revised, reported on, deleted, and 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: SC-73
Budget and Change
Orders, Change Order
Detail screen form sample.

Job Number
This field displays the job number and name.

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

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

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

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.

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

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

Totals Tab

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

Figure: SC-74
Budget and Change
Orders, Totals tab sample
screen form including
Equipment information.

Job Budget Report

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

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

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

Module Menu with Reports List
JC | Budget

Standard Menu
Reports | Job | Budget

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

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

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

Job Budget — Summary Report

Best Construction Company

Job Budget
Summary Report   Job 1000   Page 1

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

Figure: SC-75   Job Budget – Summary Report, showing Subcontract information.

Job Budget — Detail Report

Best Construction Company

Job Budget

Detail Report   Job 1000   Page 1

CostCode	Description	Labor	Material	Subcontract	Other	Equipment	Total
Budget							
01000	General Requirements	65,000.00	0.00	0.00	25,000.00	0.00	90,000.00
	Original Budget	65,000.00	0.00	0.00	25,000.00	0.00	90,000.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
02000	Site Work	4,000.00	15,000.00	49,000.00	0.00	15,000.00	83,000.00
	Original Budget	4,000.00	15,000.00	49,000.00	0.00	15,000.00	83,000.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
03000	Concrete	0.00	0.00	33,750.00	0.00	0.00	33,750.00
	Original Budget	0.00	0.00	33,750.00	0.00	0.00	33,750.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
04000	Mortar	0.00	0.00	11,310.00	0.00	0.00	11,310.00
	Original Budget	0.00	0.00	11,310.00	0.00	0.00	11,310.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
06100	Rough Carpentry	51,000.00	120,000.00	41,000.00	0.00	22,000.00	234,000.00
	Original Budget	51,000.00	120,000.00	41,000.00	0.00	22,000.00	234,000.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
06150	Trestles	0.00	0.00	22,500.00	0.00	0.00	22,500.00
	Original Budget	0.00	0.00	22,500.00	0.00	0.00	22,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
06200	Finish Carpentry	19,000.00	29,000.00	48,000.00	0.00	0.00	96,000.00
	Original Budget	19,000.00	29,000.00	48,000.00	0.00	0.00	96,000.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
07200	Insulation	0.00	0.00	47,250.00	0.00	0.00	47,250.00
	Original Budget	0.00	0.00	47,250.00	0.00	0.00	47,250.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
08000	Doors & Windows	12,000.00	18,000.00	28,500.00	0.00	0.00	58,500.00
	Original Budget	12,000.00	18,000.00	28,500.00	0.00	0.00	58,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
09100	Lath & Plaster	18,500.00	0.00	130,000.00	0.00	0.00	148,500.00
	Original Budget	18,500.00	0.00	130,000.00	0.00	0.00	148,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
09680	Carpeting	0.00	0.00	52,500.00	0.00	0.00	52,500.00
	Original Budget	0.00	0.00	52,500.00	0.00	0.00	52,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
09900	Painting	18.00	0.00	64,500.00	0.00	0.00	64,518.00
	Original Budget	18.00	0.00	64,500.00	0.00	0.00	64,518.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
10800	Toilet & Bath Accessories	21,000.00	21,520.00	0.00	0.00	0.00	42,520.00
	Original Budget	21,000.00	21,520.00	0.00	0.00	0.00	42,520.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
12300	Cabinets & Storage	0.00	0.00	28,500.00	0.00	0.00	28,500.00
	Original Budget	0.00	0.00	28,500.00	0.00	0.00	28,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
15400	Plumbing	0.00	0.00	97,500.00	0.00	0.00	97,500.00
	Original Budget	0.00	0.00	97,500.00	0.00	0.00	97,500.00
	Budget Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
16000	Electrical	10,000.00	5,000.00	138,500.00	5,000.00	15,500.00	174,000.00

Figure: SC-76   Job Budget – Detail Report, showing Subcontract detail.

Production Expense

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

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

Modular Menu Access
JC | Production Expense

Standard Menu Access
Jobs | Production Expense

Figure: SC-77
Sample Job Cost, Production Expense screen form for editing.

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

Figure: SC-78
Sample Job Cost, Production Expense screen form sample.

Beginning Date

This field records the date to begin applying production expenses. The date may be entered manually or by using the Calendar tool. Please note that the Beginning Date title is a hyperlink field as well as the description of the information. The Production Expense Report is directly accessed by right-clicking on the Beginning Date hyperlink.

Production Expense Subcontract

This field records the percentage by which subcontract costs will be increased.

Apply Production Expense

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

Production Expense Report

The Job Cost Production Report shows production expenses recorded.

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

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

Production Expense
Detail Report   Page 1

Beginning Date	Ending Date	Labor	Material	Subcontract	Other Cost	Equipment	Apply PE
01/01/yyyy	08/21/yyyy	0.00	3.00	4.00	0.00	3.00	No
08/22/yyyy	12/31/yyyy	5.00	5.00	5.00	5.00	5.00	Yes
01/01/yyyy	Present	6.00	6.00	6.00	6.00	6.00	No

Figure: SC-79   Job Cost Production Expense – Detail Report.

Job Status

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

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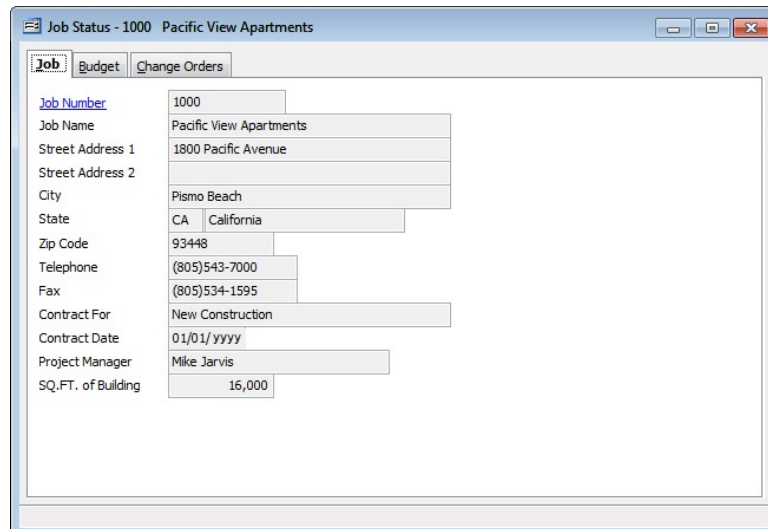
Modular Menu Access
JC | Job Status

Standard Menu Access
Transactions | Job Status

Figure: SC-80
Job Cost, Job Status, Job
tab screen form example.

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

Budget Tab

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

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

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

Figure: SC-81   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: SC-82
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 fields are used to record the projected cost to complete work related to the cost code. They are recorded separately for Labor, Material, Subcontract, Other, and Equipment categories.

Screen Buttons

Navigation Buttons
These buttons provide a way to scroll through the list of cost codes without having to close the sub 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
The budget information displayed here is maintained through the Budget and Change Orders form. This tab can be used to override the percent of work completed and the projected cost to complete work for change orders related to the job selected.

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

Change Order Header List
The top section of this form displays information for each change order entered.

Figure: SC-83   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: SC-84
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.

Job Cost Status Report

The Job Cost Status Report offers a snapshot of the job status, comparing budgeted amounts against actual costs and commitments. This report may add a message at the end of applicable jobs, "The above figures may not reflect totals for all cost codes and change orders." This message points out that it is possible to produce a report that omits those elements as a part of the filter and option criteria.

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

> ⓘ **Tip**
>
> Optionally, this report can overwrite the Percent Complete and Projected Cost to Complete with figures manually entered in Job Cost Status.

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

Module Menu with Reports List
JC | Job Cost Status

Standard Menu
Reports | Job | Job Cost Status

Report Types
Detail
The Job Cost Status Detail Report displays the job number and name, cost code and description, original budget amount, budget adjustments, revised budget amounts, net amounts committed, actual costs, percentage of work-in-place, projected costs to complete, projected total costs, variance between projected total cost and the revised budget, and analysis by job cost categories (not included in the Summary report).

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	

Job Cost Status — Detail Report

Best Construction Company

Job Cost Status

Detail Report   Job 1000   Pacific View Apartments   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	9,170.74	14	55,829.26	65,000.00	0.00
		M	0.00	0.00	0.00	0.00	18.52	0	0.00	18.52	-18.52
		S	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		O	25,000.00	0.00	25,000.00	0.00	0.00	0	25,000.00	25,000.00	0.00
		E	0.00	0.00	0.00	0.00	2,060.00	0	0.00	2,060.00	-2,060.00
	Cost Code Totals		90,000.00	0.00	90,000.00	0.00	11,249.26	12	80,829.26	92,078.52	-2,078.52
02000	Site Work	L	4,000.00	0.00	4,000.00	0.00	36,063.63	901	0.00	36,063.63	-32,063.63
		M	15,000.00	0.00	15,000.00	10.00	44,572.20	297	0.00	44,572.20	-29,572.20
		S	49,000.00	0.00	49,000.00	32,225.50	16,774.50	34	31,975.50	48,750.00	250.00
		O	0.00	0.00	0.00	0.00	672.82	0	0.00	672.82	-672.82
		E	15,000.00	0.00	15,000.00	0.00	13,200.00	88	1,800.00	15,000.00	0.00
	Cost Code Totals		83,000.00	0.00	83,000.00	32,235.50	111,283.15	134	33,775.50	145,058.65	-62,058.65
03000	Concrete	L	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		M	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		S	33,750.00	0.00	33,750.00	29,119.00	4,631.00	13	29,119.00	33,750.00	0.00
		O	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
	Cost Code Totals		33,750.00	0.00	33,750.00	29,119.00	4,631.00	13	29,119.00	33,750.00	0.00
04000	Mortar	L	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		M	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		S	11,310.00	0.00	11,310.00	11,310.00	0.00	0	11,310.00	11,310.00	0.00
		O	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
	Cost Code Totals		11,310.00	0.00	11,310.00	11,310.00	0.00	0	11,310.00	11,310.00	0.00
06100	Rough Carpentry	L	51,000.00	0.00	51,000.00	0.00	4,615.00	9	46,385.00	51,000.00	0.00
		M	120,000.00	0.00	120,000.00	91,000.00	29,870.00	24	90,130.00	120,000.00	0.00
		S	41,000.00	0.00	41,000.00	41,000.00	0.00	0	41,000.00	41,000.00	0.00
		O	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00

Figure: SC-85   Job Cost, Job Cost Status – Detail Report without Percent Complete Overwrite or Projected Cost to Complete Overwrite showing Subcontract.

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

Job Cost Status

Best Construction Company

Detail Report   Job 1000   Pacific View Apartments   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	9,170.74	0 M	0.00	9,170.74	55,829.26
		M	0.00	0.00	0.00	0.00	18.52	0 M	0.00	18.52	-18.52
		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	2,060.00	0 M	0.00	2,060.00	-2,060.00
	Cost Code Totals		90,000.00	0.00	90,000.00	0.00	11,249.26	12	0.00	11,249.26	78,750.74
02000	Site Work	L	4,000.00	0.00	4,000.00	0.00	36,063.63	0 M	0.00	36,063.63	-32,063.63
		M	15,000.00	0.00	15,000.00	10.00	44,572.20	0 M	0.00	44,572.20	-29,572.20
		S	49,000.00	0.00	49,000.00	32,225.50	16,774.50	0 M	0.00	16,774.50	32,225.50
		O	0.00	0.00	0.00	0.00	672.82	0 M	0.00	672.82	-672.82
		E	15,000.00	0.00	15,000.00	0.00	13,200.00	0 M	0.00	13,200.00	1,800.00
	Cost Code Totals		83,000.00	0.00	83,000.00	32,235.50	111,283.15	134	0.00	111,283.15	-28,283.15
03000	Concrete	L	0.00	0.00	0.00	0.00	0.00	36 M	40,000.00	40,000.00	-40,000.00
		M	0.00	0.00	0.00	0.00	0.00	50 M	23,520.00	23,520.00	-23,520.00
		S	33,750.00	0.00	33,750.00	29,119.00	4,631.00	40 M	18,000.00	22,631.00	11,119.00
		O	0.00	0.00	0.00	0.00	0.00	0 M	0.00	0.00	0.00
		E	0.00	0.00	0.00	0.00	0.00	20 M	16,020.00	16,020.00	-16,020.00
	Cost Code Totals		33,750.00	0.00	33,750.00	29,119.00	4,631.00	13	97,540.00	102,171.00	-68,421.00
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: SC-86   Job Cost Status – Detail Report showing Percent Complete Overwrite and Projected Cost to Complete Overwrite with Subcontract.

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**
> More information about the Job Cost Adjustments maybe found in the Job Cost Module manual. The information here is limited to Subcontract.

> ⓘ **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
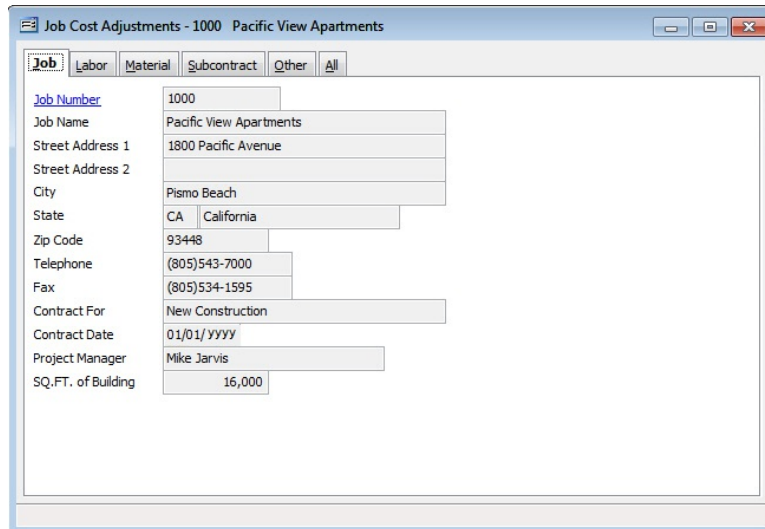
Modular Menu Access
JC | Job Cost Adjustments

Standard Menu Access
Transactions | Job Adjustments | Job Cost Adjustments

Figure: SC-87
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 adjustments 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 next 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.

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.
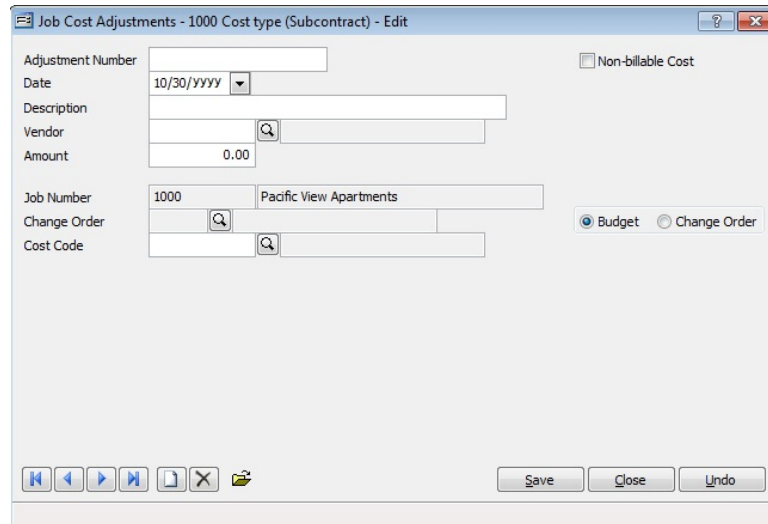
Figure: SC-88
Job Cost Adjustments,
Subcontract tab screen
form.
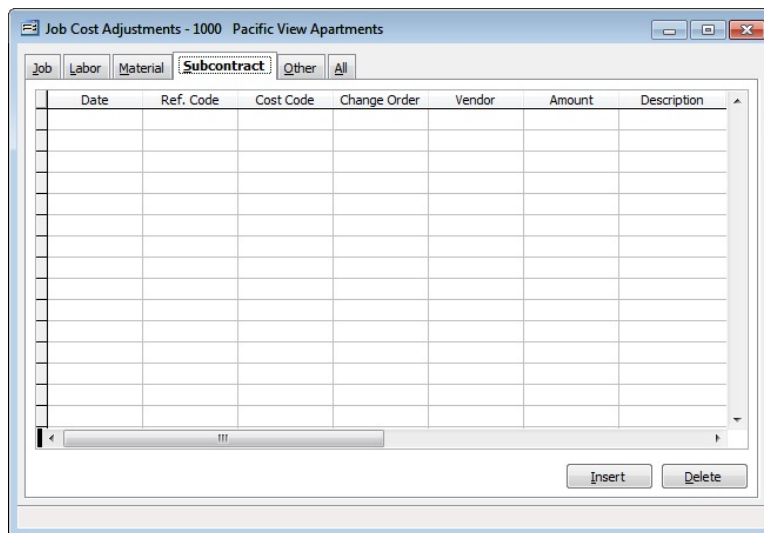
Job Cost Adjustments – Subcontract

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: SC-89
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 of the job selected.

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.

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.

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.

Job Cost Adjustments Report

The Job Cost Adjustments Report is a snapshot of all job cost adjusments that have been entered. This report can be filtered to a specific job, several jobs, or all jobs.

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

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 Adjustments

Report Types
Detail

The Job Cost Adjustments Detail Report displays the job number, cost code, change order number, type, date, amount Id, adjustment number, and description.

Order By
- Job+CostCode+Date
- Cost Code
- Change Order
- Cost Type
- Transaction Date
- Amount
- Adjustment Number
- Id Type
- Vendor or Employee

Options
- Show Report Criteria
- Active
- Inactive
- Completed
- 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

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	02000		M	02/27/yyyy	103.00	ADJ1	Adjustment 1
				Total Listed	103.00		

Figure: SC-90   Job Cost Adjustments – Detail Report showing a specific job.

Other Reports
This section includes other reports that have Subcontract information.

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.

ⓘ **Tip** | More information about the Job Cost by Cost Code and Type reports be found in the Job Cost Module manual. The information here is limited to Subcontract.

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

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

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

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

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

Job Cost by Cost Code and Type — Detail Report

Best Construction Company

Job Cost by Cost Code and Type
Detail Report   Job 1000   Pacific View Apartments   Page 1

Cost Code	Description	Labor	Material	Subcontract	Other	Equipment	Total
Code Group							
010		6,725.72	0.00	0.00	0.00	0.00	6,725.72
020		31,301.25	41,197.20	16,774.50	0.00	13,200.00	102,472.95
030		0.00	0.00	4,631.00	0.00	0.00	4,631.00
061		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: SC-91   Job Cost by Cost Code and Type – Detail Report showing Subcontract for Group=3.

Job Cost Burden Analysis Report

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

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

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

Module Menu with Reports List
JC | Burden Analysis Report

Standard Menu
Reports | Job | Burden Analysis Report

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

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

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

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

Job Cost Burden – Summary Report

Figure: SC-92 Job Cost Burden – Summary Report showing Subcontract.

Job Cost Burden Analysis Report – Detail Report

Figure: SC-93 Job Cost Burden – Detail Report showing Subcontract.

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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY	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/YYYY		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/YYYY	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: SC-94   Job Cost Burden – Extended Report showing Subcontract.

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