

BUILDER INFORMATION SYSTEM

# BIS® Time & Materials Billing 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 be checked, or of items to be aware of before proceeding. In many cases, the advice is to check with a CPA or other tax advisor.

### 🔍 Tip

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

#### **Hyperlink**

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

#### Access

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

#### Labor Rates Classifications Master Record My Desktop Access

Payroll | Labor Rates Classifications This represents access to the Labor Rates Classifications master record, irrespective of Reports Grouped or Listed.

#### **Standard Menu Access**

List | Labor Rates Classifications This represents access to the Labor Rates Classifications master record from the Standard menu.

Here is an example of access to a report item:

#### Access to Reports in the Payroll Menu

Reports | Payroll | Labor Rates Classifications This represents access to the Labor Rates Classifications report from the Payroll menu.

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

### Section 1 – Introduction

Customers have found BIS<sup>®</sup> to include several billing features through the Schedule of Values such as Work in Place, Cost Plus Billing, Percent Completed, Stored Materials, and Retention tracking.

BIS<sup>®</sup> now includes Time & Materials Billing which is used mainly for projects that utilize an "actual" job cost such as labor, materials, and equipment usage with an agreed upon percentage markup.

Time & Materials Billing is a pricing method used mainly by service businesses in which the total billing is composed of actual direct materials and parts cost, actual direct labor cost, possible inventory sale, plus a percentage markup of each to cover overhead costs, and a profit factor.

Time and material is a project billing type whereby the customer is charged for all of the hours of work performed, any direct expenses incurred, and material purchased during project delivery.

Time and material billing arrangements are typical in the construction industry, contractors, consulting firms, and accounting and legal particularly when the full scope of the project is not well understood. For most consulting arrangements, a customer and a service provider typically start working together on a time and material basis. Once the project is scoped and well defined, the project may be billed using milestone billing or some other form of fixed billing.

To use time and material billing it is required to accurately track and manage time, expenses incurred and material used. The information must be accurate and timely to facilitate client invoicing.

A time and billing system must incorporate a real-time rate engine. The cost and revenue of any time, expense, or charge entry is immediately calculated at point of entry. The rate engine supports simple or detailed date-based rules that enable organizations to define hourly rates and split billing rules for users, clients, projects, tasks and roles. For example, billable resources may be billed at different rates if they work on two several different customers, or the billing rate may depend on the type of work they perform. A time and billing system automates and tracks such billing rules.

# **Overview**

### Labor Rates Classifications

A key part of the new T & M functionality is the new Labor Rates Classifications master record. This table will contain classifications that can be assigned to specific employees, jobs, or designated on the fly as payroll is entered. The record includes Code, Description, Pay Rate, Billing Rate/Hr, and Per Diem Rate settings.

### **Employee Master Record**

The Default tab of this record has a new setting to indicate if the employee has a default Labor Rate Classification.

### Job Master Record

The Job master record has a new tab labeled T & M for setting up Caps, Percentage Markups, and job specific Overheads & Profits. Also added to the Payroll tab is a job specific Per Diem setting and Billing Rates.

### **Time & Materials Invoice Form**

This is a new form that will automatically load job cost records that are ready for billing and inventory sales on the Main tab. Other tabs on this form include Records, Invoice, Process, and History. Each will be described in more detail later in this manual.

### **New and Revised Reports**

In addition to the new Labor Rate Classifications report there are several reports that have been revised to accommodate T&M jobs and related information.

## **Section 2 - Master Records**

### Labor Rates Classifications Master File (new)

The Labor Rates Classifications Master file is used to store Pay and Billing Rates per Classification as well as Per Diem Daily Rate.

Figure IM-I Sample Labor Rate Classification master	Ei Labor Rates Classie	fications - 1000 Pro	ject Manager		
record showing the Main	Classification	1000			
tab.	Description	Project Manager			
		Regular	Overtime	Double-time	
	Pay Rate	26.00	39.00	52.00	
	Billing Rate/Hr	72.63	108.94	145.26	
	Per Diem Daily Rate	75.00			
	Edit				

Standard Menu Access List | Labor Rates Classifications

#### My Desktop Payroll | Labor Rates Classifications

Classification field is an alphanumeric field accepting up to 10 characters. Only uppercase is allowed.

Description field is an alphanumeric field accepting up to 30 characters. Upper and lowercase is allowed.

Pay Rate for Regular, Overtime and Double-time is the same as entered in the Employees Master File. Amounts can be zero or greater than zero.

Billing Rate/Hr (rate per hour) for Regular, Overtime and Double-time is the same as entered in the Employees Master File. Amounts can be zero or greater than zero.

Per Diem Daily Rate field is the daily rate used in Payroll when the Job is setup to use Per Diem payroll adjustments. This daily rate will be used if no Per Diem Rate is set at the Job level or no exception is set within the Job Rates. When setting an exception in the Job - Billing and Per Diem Rates, if the Per Diem rate is zero the zero will be used as a valid amount.

The Notes tab allows typing of notes with no limit in the number of words used.

### **Employee Master File changes**

The Employee Master file will display a new lookup field to load new Labor Rates Classifications.

Figure: TM-2	🖻 Employees - E004 Tim Hardaway	
setting has been added.	Main         Other         Default         Eederal         State         Adjustme         Accruals         Tax Def         Direct De         History         Udf         Notes	
	Pay Period     Weekly     Minority Code     N/A       Pay Type     Hourly     Gender     Male       Classification     Journey Worker     Other Burden %     0.00	
	Rate Classification 1000 Q Project Manager	
	Pay Rate 26.00 39.00 52.00	
	Billing Rate/Hr 72.63 108.94 145.26	
	Construction Trade	
	GL Account 5010 Cost of Contracts-Labor	
	Union Employee Union Code	
	Departmentalized Department	
	Edit	

Standard Menu Access List | Employees

My Desktop Payroll | Employees

A Rate Classification lookup field was added to be able to load Pay Rates and Billing Rates from the new Labor Rates Classifications master file.

When Pay Rates and Billing Rates are already set and a new Rate Classification is selected, a message will be displayed to confirm if the previous rates should be overwritten. Also, when a Labor Rate classification is selected, Pay and Billing rates fields will become read-only.

When using a rate classification for a salary employee only the billing rate per hour will be modified by the classification, the pay rate will remain unchanged.

#### Job Master File changes

	Default Own	er <u>A</u> rchite	ect <u>T</u> &M	Unit Billing	Markup	Payroll	History	UDF	Notes	
	ime & Materials Jo	b	Cap (Contrac	t) Amount		0.00	Cap	Hours	0.00	
Mark	Markups									
La	bor %	0.00	Apply Sal	es Tax	Equipment	%		0.00	Apply Sales Tax	
Ma	terials %	0.00	Apply Sal	es Tax	Other Dire	ner Direct Cost % 0.0		0.00	Apply Sales Tax	
Su	bcontract %	0.00	Apply Sal	es Tax						
Over	heads & Profit -									
Ma	arkup Acct 1		Q					Apply Sales Tax		
Ma	arkup Title 1					Percent	○ Fixed	Amt		
Ma	arkup Acct 2		Q				Apply	Sales T	ax	
Ma	arkup Title 2				۲	Percent	○ Fixed	Amt		
1.552	-	[			Apply Sales Tax					
Ma	arkup Acct 3									

The Job Master file will display a new tab to set new values for a Time & Materials Job.

Standard Menu Access Job | Jobs

My Desktop Job Cost | Jobs

New T&M Tab

A Time & Materials Job checkbox designates a Job as a Time & Materials Job.

Cap amount & hours will warn users when the cost and/or hours applied to a T&M Job have exceeded the selected cap. These amounts are optional and must be zero or greater than zero.

Cost Markups is the percentage used to increase the cost when costs are billed. Percentages must be zero or greater than zero. Taxes can be applied individually per cost type.

Markup one, two and three can be defined by setting the title/caption, type (percent/fixed amount) and value. One of the markups can be defined as a Profit Factor. Values must be equal or greater than zero. Taxes can be applied individually per markup and also a revenue account can be defined for each markup.

Note: If no account is defined for a markup, the general revenue account set for the Time and Material invoice will be used instead.

IE JODS PAYION	<u>Main</u> <u>D</u> efault <u>O</u> wne	er <u>A</u> rchitect <u>T</u> & M Markup	Payroll <u>H</u> ist	ory <u>U</u> df <u>N</u>	otes	
	Local Tax Code	Q				
	State	Q				
	Use Per Diem					
	Payroll Addition	31 Q Per Diem Limite	d	1		
	GL Account	5030 Q Cost o	f Contracts-Other			
	<u>GE Account</u>		r contracts outer			
	Billing and Per Diem Ra	tes				14
	Billing and Per Diem Rai Classifications Excep	tes ptions Multiplier %	0.00	Per Diem Da	ily Rate Default	150.0
	Billing and Per Diem Ra Classifications Excep	tes	0.00 Bill Rate Reg	Per Diem Da Bill Rate OT	ily Rate Default Bill Rate DT	150.00 Per Diem
	Classifications Excep Classifications Excep Classification 2500	tes ptions Multiplier % Description	0.00 Bill Rate Reg 39.11	Per Diem Da Bill Rate OT 58.66	ily Rate Default Bill Rate DT 78.22	150.00 Per Diem 95.00
	Billing and Per Diem Rai Classifications Excep Classification 2500 5400	tes ptions Multiplier % Description Expeditor Laborer	0.00 Bill Rate Reg 39.11 19.55	Per Diem Da Bill Rate OT 58.66 29.33	ily Rate Default Bill Rate DT 78.22 39.10	150.00 Per Diem 95.00 85.00
	Billing and Per Diem Rai Classifications Excep Classification ▶ 2500 5400	tes ptions Multiplier % Description C Expeditor Laborer C	0.00 Bill Rate Reg 39.11 19.55	Per Diem Da Bill Rate OT 58.66 29.33	ily Rate Default Bill Rate DT 78.22 39.10	150.00 Per Diem 95.00 85.00
	Billing and Per Diem Rai Classifications Excer 2500 5400	tes ptions Multiplier % Description Expeditor Laborer Q III	0.00 Bill Rate Reg 39.11 19.55	Per Diem Da Bill Rate OT 58.66 29.33	ily Rate Default Bill Rate DT 78.22 39.10	150.00 Per Diem 95.00 85.00

Select the "Use Per Diem" setting if Per Diem will be used in Payroll for the selected Job.

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

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

Figure: TM-5 Shows the Edit Multiplier	🖻 Edit Multiplier %	? <b>x</b>
% setting accessed by the ellipsis button (3 dots).	Multiplier % 0.00	
	ОК	Cancel

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

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

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

#### **Time & Materials Billing**

Figure: TM-6 Shows the Edit Billing	🖻 Edit Billing Rates 🔹 🔹							
Rates settings accessed by the ellipsis button.	Rate Class. Bill Pate Reg	2500	Expeditor					
	Bill Rate OT	58.66						
	Bill Rate DT	78.22						
	Per Diem Rate	95.00						
			OK Cancel					

Billing Rates is a list where selected classifications can be modified for the selected job by opening the Edit button and using 0.00 to 999.99.

#### ♪

Modified rates are restored to the default from the Labor Rates Classifications master record and affected by the multiplier % setting if the multiplier is changed after the rate has been modified.

#### į

You can have a combination of default rates adjusted by the modifier and manually modified exceptions. List the default rates first, then add the multiplier. After the rates have been adjusted automatically you can manually edit the billing rates.

**Note**: When no billing rates exceptions are set for a Job, the rate classification will be obtained from the employee master record and the billing rates for that classification in the employee master record will be obtained from the Billing Rates Classifications master file.

## **Section 3 - Forms and Reports**

#### Use of Billing Rates Classifications in Job Cost

Figure:	TM-7
---------	------

Shows the payroll entry Job Cost Detail screen with the Rate Class and Per Diem fields.

Job Number	1000		Q	Pacific View Apa	rtments	
Change Order		Q				
Cost Code	02000		Q	Site Work		
Other Burden	3.00	%				
Rate Class.	2500		Q	Expeditor		
	R	egular		Overtime	Double	-time
Pay Rate		14.00		21.00		28.00
Billing Rate/Hr		39.11		58.66		78.22
Classification	Journey	Worker	-			
Union Code	1000		Q	Laborer's Union		
Union Class.	J1	Q Jou	irney	/man		
Local Tax		Q				
🔽 Use Per Dier	n					
PR Addition	31	Q Per	Dier	n Limited		
GL Account	5030		Q			
Per Diem Rate	95.	00 # 0	fDa	ys 3 Amo	unt	285.00

When entering payroll transactions (Payroll Hrs. & Adj. or CD Payroll Checks) and the selected Employee has a rate classification, the classification will be displayed and the pay rate fields, as well as the billing rate per hour fields will be read-only. Also, the pay rate fields in the Hours and Certified tabs will be read-only when a rate classification is used. Pay Rates will only be overwritten by the selected Rate Classification for employees defined as "Hourly".

Also when the selected Job has a defined rate classification exception that matches the rate classification from the employee, the billing rates per hour defined in the Job will overwrite the billing rates from the Labor Rates Classifications master file selected for the employee. The exceptions defined per Job will not affect the pay rates.

If the selected Job is defined to use Per Diem, the "PR Addition", "GL Account", "Per Diem Rate" (daily), "# of Days" and "Amount" (per diem) values will be listed; only the days can be modified.

The Per Diem Rate will be obtained from the Labor Rates Classifications master file if the "Rate Class." field is blank and filled in and there is no matching Billing Rate Classifications Exceptions listed in the job's master record or if the Per Diem Daily Rate Default in the job's master record is blank.

If no "Rate Class." is selected or the default one obtained from the Employees master file is blanked, the "Per Diem Rate" to be used is the one defined in the Job master file as the "Per Diem Daily Rate default"); and this only if the rate is greater than zero.

**Note**: The numbers of days to calculate the Per Diem amount will be automatically calculated based on the regular hours entered. As an example, a detail line entered with 20 regular hours will be divided by 8 and rounding the result without decimals to obtain the days: 20 / 8 = 2.5, rounded to 3 without decimals.

#### Use of Billing Rates Classifications in Job Cost Adjustments

Figure: TM-8	🗐 Job Cost Adjustn	nents Laboi	- 1000	) Co	st type (Labor) -	Edit				- • ×	
Adjustments Labor screen	Adjustment Number	112							Non-billab	ole Cost	
with the Rate Classification	Date	04/02/YYY	ΥV		Description	n /	Adj. Sup on	1000			
and Par Diam fields	Employee	E001	-	Q	Bill Johnson						
and Per Diem neids.	Job Number	1000		Pad	tific View Apartme	ents					
	Change Order	Q					Budget	O Change Order			
	Cost Code	02000		Q,	Site Work		Salary				
	Construction Trade	1001		Q,	Electrical			27.00	40.00	54.00	
	Rate Classification			Q,							
		Billing Rate	Hr		Salary		Hours				
	Regular		60.00		2000.0	00	40.00				
	Overtime		90.00				0.00				
	Double-time	1	20.00				0.00				
	Other Burden %	7.00						Other Burd	len Amount	140.00	
	W/C State	W/C State	CA Q	Worker	's Co	omp. for California	а		Workers' C	omp. Amount	109.50
	W/C Classification	5190		C Electrical Wiring							
	W/C Company Rate	4.380	00		Experience modifi	ier	1.2500				
	Union Code			Q,				Union Amo	unt	0.00	
	Union Classification		Q,					Total Amou	int	2,249.50	
	Company FICA		0.00								
		0.000									
	Use Per Diem	PR Addition	16	5	G Other Ear	rnings			-		
		GL Account	50	030	G, C	Cost of	Contracts-C	Other			
		Per Diem Ra	ate	9	5.00 # of Days	s :	5 Amount	475.00			
	14 4 <b>F</b> FI		6					Save	Close	Undo	

#### **Standard Menu Access**

Transactions | Job Adjustments | Job Cost Adjustments

#### Mv Desktop

Job Cost | Job Cost Adjustments

When entering Job Cost Adjustments (Cost Type Labor) and the selected Employee has a rate classification, the classification will be displayed and the pay rate fields, as well as the billing rate per hour fields will be read-only. Pay Rates will only be overwritten by the selected Rate Classification for employees defined as "Hourly".

Also when the selected Job has a defined rate classification exception that matches the rate classification from the employee, the billing rates per hour defined in the Job will overwrite the billing rates from the Labor Rates Classifications master file selected for the employee.

If the selected Job is defined to use Per Diem, the "PR Addition", "GL Account", "Per Diem Rate" (daily), "# of Days" and "Amount" (per diem) values will be listed; only the days can be modified.

The Per Diem Rate will be obtained from the Labor Rates Classifications master file if the "Rate Class." field is blank and filled in and there is no matching Billing Rate Classifications Exceptions listed in the job's master record or if the Per Diem Daily Rate Default in the job's master record is blank.

If no "Rate Class." is selected or the default one obtained from the Employees master file is blanked, the "Per Diem Rate" to be used is the one defined in the Job master file as the "Per Diem Daily Rate default"); and this only if the rate is greater than zero.

**Note**: The numbers of days to calculate the Per Diem amount will be automatically calculated based on the regular hours entered. As an example, a detail line entered with 20 regular hours will be divided by 8 and rounding the result without decimals to obtain the days: 20 / 8 = 2.5, rounded to 3 without decimals.

#### **Use of Billing Rates Classifications in Journal Entries**

Figure: IM-9
Shows Job Cost Labor
screen with the Rate
Classifications and Per
Diem fields.

Adjustment Number	114						Non-billab	le Cost	
Date	04/02/20	21 🗸		Description	Site Work Ad	dj.			
Employee	E006	_	Q	Steve Schwartz					
Job Number	1000		Pa	cific View Apartments					
Change Order		Q,					Budget	O Change Order	
Cost Code	02000		Q	Site Work		Hourly			
Construction Trade	1001		Q	Electrical		27.00	40.00	54.00	
Rate Classification	2500		Q	Expeditor					
	Billing Rate	e/Hr		Pay Rate	Hours	1			
Regular		0.00		30.00	20.00	Regular Ar	mount	540.0	
Overtime		0.00	0 45.00 0.00 Ove		Overtime /	Overtime Amount			
Double-time		0.00		60.00	0.00	Double-tim	Double-time Amount		
Other Burden %	3.00					Other Burg	16.20		
W/C State	CA Q	Worker	r's C	omp. for California		Workers' C	29.57		
W/C Classification	5190		Q						
W/C Company Rate	4.38	000		Experience modifier	1.2500				
Union Code	1001		Q,	Electrical Worker's U	nion	Union Amo	ount	21.75	
Union Classification	EA4	Q,				Total Amo	unt	607.52	
Company FICA		0.00							
			2						
🗹 Use Per Diem	PR Additio	n 16	5	G Other Earning	gs	3	_		
	GL Accoun	it 50	030	Cost	of Contracts-	Other			
	Per Diem F	Rate		0.00 # of Days	3 Amount	0.00			
	X					Cause	Class	11-d-	

#### **Standard Menu Access**

Transactions | Journal Entries

#### My Desktop

Financials | Journal Entries

When entering a Job Cost in a Journal Entry transaction for Labor account and the selected Employee has a rate classification, the classification will be displayed and the pay rate fields, as well as the billing rate per hour fields will be read-only. Pay Rates will only be overwritten by the selected Rate Classification for employees defined as "Hourly".

Also when the selected Job has a defined rate classification exception that matches the rate classification from the employee, the billing rates per hour defined in the Job will overwrite the billing rates from the employee.

If the selected Job is defined to use Per Diem, the "PR Addition", "GL Account", "Per Diem Rate" (daily), "# of Days" and "Amount" (per diem) values will be listed; only the days can be modified.

The Per Diem Rate will be obtained from the Labor Rates Classifications master file if the "Rate Class." field is blank and filled in and there is no matching Billing Rate Classifications Exceptions listed in the job's master record or if the Per Diem Daily Rate Default in the job's master record is blank.

If no "Rate Class." is selected or the default one obtained from the Employees master file is blanked, the "Per Diem Rate" to be used is the one defined in the Job master file as the "Per Diem Daily Rate default"); and this only if the rate is greater than zero.

**Note:** The numbers of days to calculate the Per Diem amount will be automatically calculated based on the regular hours entered. As an example, a detail line entered with 20 regular hours will be divided by 8 and rounding the result without decimals to obtain the days: 20 / 8 = 2.5, rounded to 3 without decimals.

#### Time & Materials Invoices (New form)

The Time & Materials Invoices form can serve as a working place to receive all billable cost from the Job Cost table and to sell inventory. It also serves to preview the T&M invoice summary and its details, to process a new contract invoice and to easily locate history invoices for the selected Job.

#### Figure: TM-10

Shows the Main tab of the new T&M Invoices form.

	Records	Invoice	Process	His	tory								
b Number	1000	Q Pacific	c View Apartm	ents				Purchase	Order				
stomer ID	C001	Far West	Properties					Sales Pers	ion	м) С	Mike Ja	argon	
toff Date	04/30/YY	•						Discount L	.evel	1	Repea	t Custo	me
Cap Am	nount Ca	p Hours Pre	vious Billed Ar	nount	Previous Billeo	Hours		Payment	Terms	2%-10/NE	ET 30		C
50,00	00.00 1,	200.00	15,1	00.63		36.00		Ship Via					C
Show Previe	ously Excluded	Records						Ship Date		04/30/YY	-		
oh Cost	cably Excluded	records											
ag Excluded	d Date	Cost Co	ode Chano	e Order	Cost Type	Cost Amour	nt Bil	lling Amount		Descri	iption		
	03/07/	▼ 02000			L	92	2.11	215.1	1 Hour	s on 03/07/	14		Īr
	03/07/	▼ 02000			0	102	2.27	112.5	0 Per D	iem Automa	atic Additio	on	
	04/04/	▼ 02000			L	1,163	3.81	547.5	4 Hours	s on 04/04/	14		:
	04/04/				0	161	1.47	177.6	2 Per D	iem Automa	atic Additio	on	
	04/11/				M	3,375	5.00	3,712.5	0 Cent	ral Coast Bu	uilding Sup	ply	
													1
												F	
otal Entries	Tagged Entri	ies Excluded	l Entries	Total /	Amount T	agged Amoun	t Exd	uded Amount	: Pre	viously App	lied Amou	► nt	
otal Entries	Tagged Entri	ies Excluded	l Entries 2	Total / 4,;	Amount T 765.27	agged Amoun 4,437.66	it Excl	uded Amount 327.61	Pre	viously App	lied Amou 0.0	► nt 10	
otal Entries 5	Tagged Entri	ies Excluded 3 Iter by All	l Entries 2	Total / 4,;	Amount T 765.27 <u>Refres</u> l	agged Amoun 4,437.66 <u>Tag All</u>	t Exclusion	uded Amount 327.61	Pre	viously Appl	lied Amou 0.0 uipment 1	nt 10 Transac	tie
otal Entries 5 : All	Tagged Entri	ies Excluded 3 Iter by All	l Entries 2	Total / 4,7	Amount T 765.27 <u>Refres</u>	agged Amoun 4,437.66 <u>1 Tag All</u>	t Exdo Dutag A	uded Amount 327.61 <u>Job Cost</u>	: Pre Adjust	viously App ments Eq	lied Amou 0.0 juipment 1	⊧ nt i0 īransac	tic
t All	Tagged Entri	ies Excluded 3 Iter by All	l Entries 2	Total / 4,7	Amount T 765.27 <u>Refres</u>	agged Amoun 4,437.66 <u>Taq All</u>	t Excl j Untag Al	uded Amount 327.61 Job Cost	Pre Adjust	wiously Appl	lied Amou 0.0 juipment 1	nt 10 Transac	tic
interview interview	Tagged Entri	ies Excluded 3 Iter by All	e Entries 2 Price	Total / 4,7	Amount T 765.27 <u>Refres</u> Ship	agged Amoun 4,437.66 <u>Taq All</u> Disc %	t Exclusion Untag Al Amou	uded Amount 327.61	Adjust	viously Appl ments Eq Desc	lied Amou 0.0 uipment 1 ription	nt 10 Transac	tic
inventory S Item 1000	Tagged Entri Fil Sale Q 4010	ies Excluded 3 iter by All GL Acct	d Entries 2 Price 0.25	Total / 4,7 • Order 1,500.00	Amount T 765.27 <u>Refrest</u> Ship 1,500.00	agged Amoun 4,437.66 <u>Tag All</u> Disc % 2.00	t Exclusion Untag Al Amou	uded Amount 327.61 <u>Job Cost</u> nt Tax 367.50	Adjust	viously Appl ments Eq Desc Far West Pro	lied Amou 0.0 uipment 1 ription operties	nt i0 Transact Re	tic
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inventory S Item 1000	Tagged Entri	ies Excluded 3 iter by All 5L Acct	l Entries 2 Price 0.25	Total / 4,7	Amount T 765.27 <u>Refres</u> Ship 1,500.00	agged Amoun 4,437.66 <u>Tag All</u> Disc % 2.00	t Exclo Untag Al Amou	uded Amount 327.61 <u>Job Cost</u> nt Tax 367.50	Adjust	wiously Appl ments Eq Desc Far West Pro	lied Amou 0.0 uuipment 1 ription operties	nt 10 Transac	
t All Item 1000	Tagged Entri	ies Excluded 3 iter by All GL Acct	l Entries 2 Price 0.25	Total / 4, 7 • Order 1,500.00	Amount T 765.27 Refrest Ship 1,500.00	agged Amoun 4,437.66 1 Taq All Disc % 2.00	t Exclipion	uded Amount 327.61 Job Cost nt Tax 367.50	Adjust	viously Appl ments Eq Desc Far West Pro	lied Amou 0.0 uipment 1 ription operties	nt 10 Transact	tic
III Otal Entries 5 5 I All Item 1000	Tagged Entri	ies Excluded 3 Iter by All SL Acct Q Revenue Wire	Price 0.25	Total / 4,7 Order 1,500.00	Amount T 765.27 <u>Refrest</u> Ship 1,500.00	agged Amoun 4,437.66 <u>Taq All</u> Disc % 2.00 Din Hand 10.00	t Exclo Untag Al Amou	uded Amount 327.61 Job Cost nt Tax 367.50	Adjust	viously App ments Eq Desc Far West Pro	lied Amou 0.0 uipment 1 ription operties E	nt io Transac	
in in in item in item item item item item item	Tagged Entri Fil Tale Contract Stranded Cost	ies Excluded 3 Iter by All SL Acct Q Wire Pref Cost	Price 0.25 Last C	Total / 4,7 • Order 1,500.00	Amount T 765.27 <u>Refrest</u> 1,500.00	agged Amoun 4,437.66 <u>1 Tag All</u> Disc % 2.00 2.00 0n Hand 10.00 n Sales	t Exclo Untag Al Amou	uded Amount 327.61 <u>Job Cost</u> nt Tax 367.50	Pre Adjust Disc F Qt scount	viously Appl ments Ea Desc Far West Pro	lied Amou 0.0 uujoment 1 ription operties E	Pransac	

The Main Tab is where costs for the selected Job can be tagged. The Cutoff Date helps filter items up to a specific date. Inventory Items can be added to the invoice by listing them in the Inventory Sale section.

The list of selected (Tagged) costs can be previewed in the Records Tab. Once one or more cost entries are selected, or an inventory entry is entered, all the discounts, sale taxes and markups will be calculated and applied.

The list of costs can be refreshed and if new costs are detected they will be added to the list of available costs to be billed. Costs can be tagged and untagged to be included or not in the new invoice. All untagged cost entries will be listed as available cost to be included in the next invoice. There is also a feature to exclude costs so they won't be included in the invoice to be created and also to not be listed again for the next invoices unless the option to "Show Previously Excluded Records" is used. Filters are available at the bottom of the Cost list, allowing filtering by tag status or cost type.

New Job Cost Adjustments or Equipment Transactions can be entered by using the hyperlinks at the bottom of the Cost list.

The Inventory Sale section works the same as it does for Contract Invoices.

Freight amount allows amounts between -9,999,999.99 and 99,999,999.99.

#### TM-14

The Record Tab will allow users to preview, print, export and email tagged Job Cost entries.

Figure: TM-11 Shows a report preview of items selected for billing.

Tagg	ed Job	Cost Entri	ies					Be	st Const	ructio	on Com	pany
ListRe	Cost Code	1000, P	acific View Cost Amt	Apartments Billing Amt Description	hund	Transt	н	Nome	Bil Rate R	ka Hrs	Page	D Hs
OUD!!	00510000	our type	1152 04	SITE Have a DUDUN	ne.	2024	5001	Rill Jakanna	an rund 1	9 ma.	0.00	0.00
04/04/	02000	0	1,163.81	177 62 Per Dien Automatic Addition	PR	2031	E001	Bil Johnson	02.22	800	000	000
04/11/	02000	M	3,375.00	3,712.50 Centrel Coast Building Supply	AP	41114-1	0101	Centrel Coest Building Supply				
		Grand Total	4700.28	4437.66								

#### **Time & Materials Billing**

The Invoice Tab will allow users to get a Draft preview of the final invoice, the preview does not force the invoice to be saved. It can be printed, exported or emailed.



The Invoice Draft shows summary information on Page 1 and details on Page 2.

#### TM-16

The Process Tab will automatically load several required values to create a T&M invoice.



The Invoice Number will be incremented automatically if specified in System Wide Parameters.

The COGS (Cost of goods sold) and Notes buttons can be selected for additional information.

#### **Time & Materials Billing**

The COGS form shows Debits and Credits to GL Accounts for Inventory items sold.

Figure: TM-14	Time & Mate	erials Invoices -	1000 Pacific View Apartm	nents		
COGS.	<u>M</u> ain	<u>R</u> ecords	Invoice Process	History		
D	efault Unit Cost	to transfer CO	SS Average Cost			Close
	Line Number	GL Account	Name	Credit	Debit	*
	0001	1300	Inventory	1500.00	0.00	
	0002	5010	Cost of Contracts-Labor	0.00	1500.00	
-						
	6					
			2			
-						
-			1			
-						
-						
						<b>.</b>
1	•					4

TM-18

Notes can be added to the invoice and will appear at the bottom of Page 1.



#### **Time & Materials Billing**

History Tab shows all previous T&M invoices created for the selected Job. Selected invoices can be previewed or deleted.

Figure: TM-16 Shows the History tab with	📑 Time & Materia	ls Invoices - 1	000 Pacific View A	Apartments		
invoices posted	<u>M</u> ain <u>R</u> e	tords <u>I</u> n	voice <u>P</u> roces	s <u>H</u> istory	/	
involces posteu.	Invoice Number	Invoice Date	Invoice Amount	Customer ID	Customer Name	<b>^</b>
	► 101	04/30/	5,431.78	0001	Far West Properties	
	101	3 03/31/	2,384.95	0001	Far West Properties	
	101	7 02/28/	222.48	0001	Far West Properties	
	101	5 01/31/	12,493.20	001	Far West Properties	
	-					
	-					
	-					
						-
					<u>R</u> efresh	Preview Delete

All standard validations apply when deleting a T&M invoice. For example, invoices that have full or partial payments cannot be deleted.

#### Reports

Labor Rates Classifications report (New)

 $(\Box$ 

**Figure: TM-17** Shows the query screen for the new report.

	▼ 2 ► Case	Sensitive	ons	
eport Type				
Detail				
rder By				
Classification				
Ascending O Date				
Ascending Department of the second	Operator	Beginning	Ending	
Ascending Data Science Data	Operator All	Beginning	Ending	
Ascending     Field Classification Description	Operator All All	Beginning	Ending	
Ascending     Ascending     Field Classification Description	Operator All All	Beginning	Ending	
Ascending     Field Classification Description	All All	Beginning	Ending	
Ascending     Description	Operator All All	Beginning	Ending	
Ascending     Description	All All	Beginning	Ending	
Ascending     Field     Classification     Description	All All	Beginning	Ending	
Ascending     Date     Field     Classification     Description	All	Beginning	Ending	

Classificatio Report preview ordered b

2600

2700

2800

Tool Room Personnel

Mechanical Superintendent

Clerk

Figure: TM-18 Shows numerical order of Classification.

Labor R	ate Classifications				I	Best Co	onstructio	n Comp
Detail Rep	ort							Pa
			Pay Rate		E	Billing Rate	Hr	PerDiem
Classification	Description	Regular	Overtime	Double-Time	Regular	Overtime	Double-Time	Daily Rate
1000	Project Manager	26.00	39.00	52.00	72.63	108.94	145.26	75.00
1100	Lead Planner	26.00	39.00	52.00	72.63	108.94	145.26	75.00
1200	Scheduler	25.00	37.50	50.00	69.83	104.75	139.66	75.00
1300	Planner	24.00	36.00	48.00	67.04	100.56	134.08	75.00
1400	Pipe Draftsman	18.00	27.00	36.00	50.28	75.42	100.56	75.00
1500	QC Supervisor	19.00	28.50	38.00	53.07	79.61	106.14	75.00
1600	QC Inspector	18.00	27.00	36.00	50.28	75.42	100.56	75.00
1700	Safety Supervisor	18.00	27.00	36.00	50.28	75.42	100.56	75.00
1800	Safety Technician	17.00	25.50	34.00	47.49	71.23	94.98	75.00
1900	Office Manager	15.00	22.50	30.00	41.90	62.85	83.80	75.00
2000	Timekeeper	13.00	19.50	26.00	36.31	54.47	72.62	75.00
2100	Document Control	15.00	22.50	30.00	41.90	62.85	83.80	75.00
2200	Procurement Coordinator	14.00	21.00	28.00	39.11	58.66	78.22	75.00
2300	Material Coordinator	15.00	22.50	30.00	41.90	62.85	83.80	75.00
2400	Subcontractor Coordinator	15.00	22.50	30.00	41.90	62.85	83.80	75.00

13.00

8.00

20.00

19.50

12.00

30.00

26.00

16.00

40.00

36.31

22.35

55.87

54.47

33.52

83.80

72.62

44.70

111.74

60.00

0.00

75.00

х

**Figure: TM-19** Shows alphabetical order of Description.

Detail Ren	ate Classifications				E	Best Co	nstructio	n Compan
Detail Nept			Day Date			Silling Date/H	r	Page
Classification	Description	Regular	Overtime	Double-Time	Regular	Overtime	Double-Time	Daily Rate
3200	Boilermaker "A"	14.00	21.00	28.00	39.11	58.66	78.22	65.00
3300	Boilermaker "B"	13.00	19.50	26.00	36.31	54.47	72.62	65.00
3100	Boilermaker Lead Craft	14.50	21.75	29.00	40.51	60.76	81.02	65.00
2700	Clerk	8.00	12.00	16.00	22.35	33.52	44.70	0.00
4800	Crane Operator NCCO	15.00	22.50	30.00	41.90	62.85	83.80	65.00
2100	Document Control	15.00	22.50	30.00	41.90	62.85	83.80	75.00
4900	Equipment Operator NCCER	14.00	21.00	28.00	39.11	58.66	78.22	65.00
2500	Expeditor	14.00	21.00	28.00	39.11	58.66	78.22	60.00
5300	Holewatch/Firewatch	8.00	12.00	16.00	22.35	33.52	44.70	0.00
5400	Laborer	7.00	10.50	14.00	19.55	29.33	39.10	35.00
5200	Laborer Foreman	11.00	16.50	22.00	30.73	46.09	61.46	65.00
1100	Lead Planner	26.00	39.00	52.00	72.63	108.94	145.26	75.00
2300	Material Coordinator	15.00	22.50	30.00	41.90	62.85	83.80	75.00
3000	Mechanical Foreman	15.00	22.50	30.00	41.90	62.85	83.80	65.00
2900	Mechanical General Foreman	17.00	25.50	34.00	47.50	71.25	95.00	75.00
3400	Mechanical Helper	8.00	12.00	16.00	22.35	33.52	44.70	0.00
2800	Mechanical Superintendent	20.00	30.00	40.00	55.87	83.80	111.74	75.00
4600	Millwright "A"	15.00	22.50	30.00	41.90	62.85	83.80	65.00
4500	Millwright Foreman	16.00	24 00	32 00	44 69	67.04	89.38	65.00

Several other payroll and job cost reports have been modified to show the new rates, per diem, and job type information.

#### TM-23

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