

Profit Builder® 8 Operations Guide

Version 3.2

Profit Builder® 8
Operations Guide
Version 3.2
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Construction Data Control, Inc.
3980 DeKalb Technology Parkway, Suite 775
Atlanta, GA 30340
(770) 457-7725 FAX: (770) 457-7686
Internet Address: www.cdci.com
email: support@cdci.com

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Chapter**1**

Welcome

This chapter introduces you to this guide, offers some tips on how to use it effectively, and helps you set up your Profit Builder control information.

This guide is intended for the daily operations user. It offers step-by-step instructions for many of Profit Builder®'s daily activities. It is not intended to guide set up or implementation activities.

How to Use this Manual

This guide should be used as a reference for learning the day-to-day operations of Profit Builder®. Each chapter is organized with headings to help you better navigate the topics.

There are tools used in this guide to help draw your attention to certain information.

You will notice text that appears in shaded boxes, such as this one. This text is especially important and should always be read with special attention.

Throughout the guide you will see references to other topics. These references typically include a heading and page number. If you are viewing this guide electronically, you can click the reference to be taken automatically to that spot in the guide.

You can also use the table of contents at the beginning of this guide and the index at the end to locate the information you are looking for.

Profit Builder Editions

There are four different editions of Profit Builder. Depending on the edition you have purchased, the features that are available to you may be different than other editions. Throughout this guide you will see icons on the left side of the page to indicate a feature that is available in a specific edition. Features that do not have an icon are available in all editions.



Project Management Edition – The PM Edition takes project management to a new level of ease and precision. Tight cost control is achieved by tying Purchasing with cPM Scheduling and automating payment approval from the field. The system gives Superintendents more control while keeping the process simple and exact.



CFO Edition – The CFO Edition is designed to make life easier for the corporate CFO. From multi-company journal entries to audit tools, the CFO Edition is every controller's dream.



Big Builder Edition – The Big Builder Edition gives ease of use and flexibility to Builders with the need for a concise purchasing system. It is available with MS Access or SQL as its database and is custom designed in three different levels—custom, semi-custom, and production-style builders.

Small, mid-sized and large builders will find a perfect fit for performance requirements and total cost. The Big Builder Edition includes all features with the Big Builder icon as well as all those with the CFO and Project Management edition icons.



Commercial Edition – The Commercial Edition is designed specifically with the commercial builder in mind. This edition includes certified payroll, retainage tracking, job cost budgeting at the class level and the ability to assign general ledger accounts to a job cost classes.

In this Guide

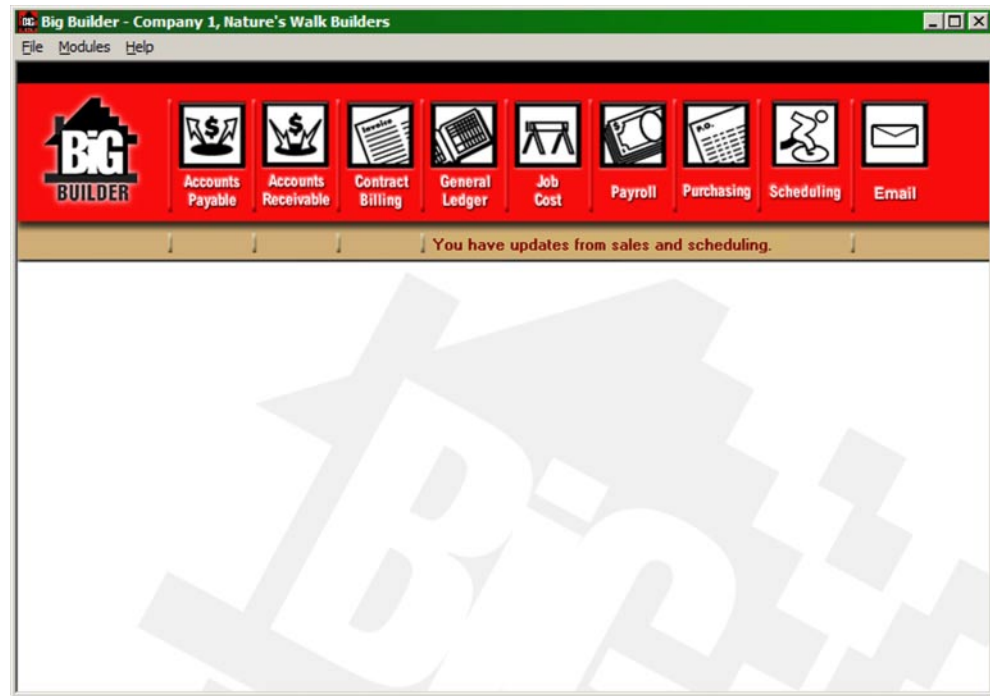
You find the following chapters:

- ⦿ **Welcome** – This chapter outlines the most effective way to utilize this guide and introduces you to the Profit Builder system.
- ⦿ **Accounts Payable** – This chapter outlines how to create a new vendor, invoices and issue checks.
- ⦿ **General Ledger** – This chapter outlines journal entries, creating new accounts, closing a period and general ledger reports.
- ⦿ **Job Cost** – This chapter outlines entering new jobs, setting up budgets, updating progress and job reports.
- ⦿ **Payroll** – This chapter outlines adding new employees, setting up new deductions and running payroll.
- ⦿ **Accounts Receivables** – This chapter outlines adding new customers, invoices and accepting invoice payments.
- ⦿ **Draw Requests** – This chapter outlines adding residential loans, commercial contracts and generating payment requests.
- ⦿ **Purchasing & Production Building** – This chapter outlines developing a new plan, starting a new house, scheduling and purchase orders.
- ⦿ **Custom Building** – This chapter outlines the steps to create custom plans for building one-of-a-kind properties.
- ⦿ **Appendix** – This chapter offers additional tools to help you in your daily operations.

Using Profit Builder

Before you can really begin to use Profit Builder to better manage your business, you should first be acquainted with the basics of actually using the program.

Profit Builder is divided into separate modules. The chapters in this book follow these divisions. When you first start Profit Builder and log in, you will see the different modules along the top portion of the screen.



You can access these modules by clicking the picture and name of each module. This will bring up a menu for that module.



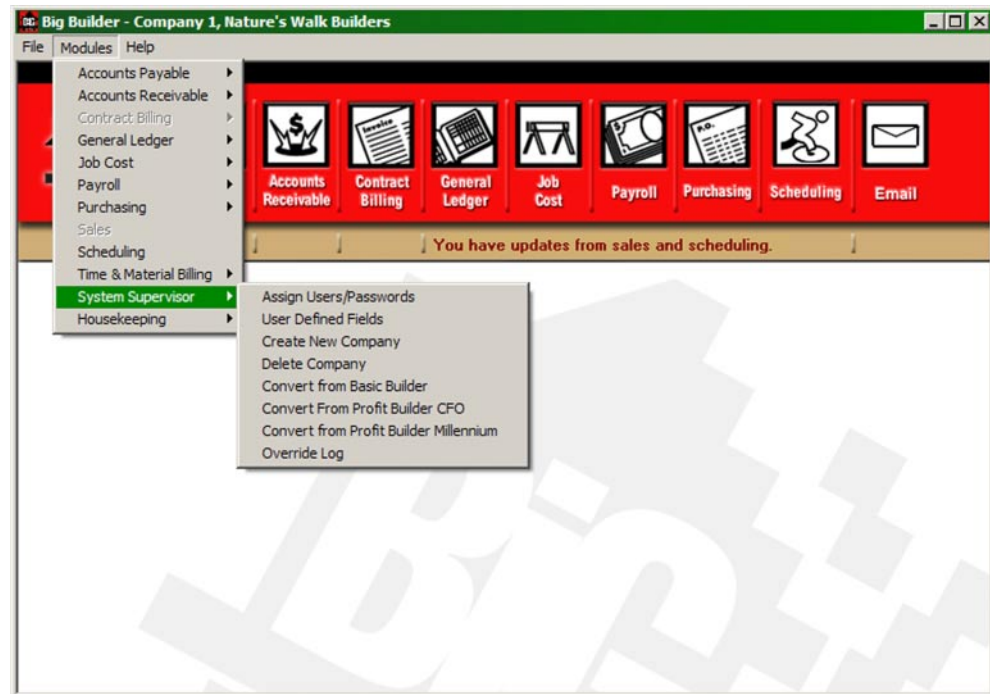
From this menu, you can then access the different features within each module by clicking the Add/Edit, Process and Reports menus. Click Cancel will close the module menu.

You can use hot keys to bring up the menus without using your mouse to click each selection. To use the hot keys, you simply type the first letter of the module you want to use and the menu will open. Because there are some modules that begin with the

same letters, you should type an “r” for Accounts Receivable and a “u” for Purchasing. Once the menu has opened, you can continue to navigate through the selections by typing letters to open additional menus. For example, “a” for Add/Edit, “p” for Process, “r” for Reports and “c” for Cancel. You can continue to type letters to correspond to the different functions of these menus as well.

You can also access the individual modules and menus from the menu bar at the top of the Profit Builder window. From this menu bar, you can access some advanced features that are not available through the regular module menus.

These additional features include a system supervisor and housekeeping menu. Depending on your role and access to the program, you may or may not be able to access these features.



This basic orientation should help you to become proficient with navigating the system very quickly. It is most important for you to feel comfortable navigating the different modules so that you can efficiently complete the tasks and utilize the program to most benefit your business.

Control Information

Your first data entry task is to set up control information for the company in which you are working. Control Information stores general information about your company and how you wish to process accounting information in Profit Builder®.

This includes your company name and address, federal and state tax numbers and fiscal year end information. In addition it stores the current system processing date, next check number and payroll processing information.

The Control Information function can be accessed from the Add/Edit menu in any program module.

TO ENTER CONTROL INFORMATION:

1. Go to **Modules > Accounts Payable > Add/Edit > Control Information**.
You can access Control Information from any Add/Edit menu. We use Accounts Payable because it is the first listed under Modules.

GENERAL

2. On the **General** tab, enter your company's name, address, city, state, zip, e-mail, phone numbers and web address.
3. In the **Processing Date** field, select the processing date you want to work from in your current session.
This is the date that is used for posting and processing information in Profit Builder®. It is not necessarily the same as the current calendar date.

Failure to use the correct processing date may cause inaccuracies in your accounting records. When processing information in General Ledger, the system prevents you from posting any entries that do not match the current accounting month/year selected in Control Information. Once set, the date is updated automatically by the program whenever you use the CLOSE PERIOD function on the General Ledger Process Menu.

When processing in other modules such as Accounts Payable, the program posts to the general ledger only those items whose month/year match that of the current processing date. Items for months following the current accounting month are held until they match the current accounting month

4. In the **Federal Tax ID** field, enter the tax id number assigned to you for federal tax purposes.
5. In the **Corporate State Tax ID** field, enter your company's state tax id number.
6. Click the **Payables** tab.

PAYABLES

7. In the **Next Accounts Payable invoice number** field, enter the number you want your accounts payable invoices to begin at.
8. In the **Material cost class** field, select a cost class for materials.
9. In the **Subcontract cost class** field, select a cost class for subcontracted labor.
10. Check the **Print Payables checks created in AP Invoice Add/Edit** box to add checks created from paid invoices into the printing queue.
11. Check the **Notify if JC posting exceeds budget** box to display a warning when invoiced amounts exceed job costing budgets.
12. In the **Retainage** field, select how you want to track retainage on jobs.

13. In the **Track job cost budgets by** field, select how you want to track job cost budgets.
14. Check the **Show units and quantity in invoice lines** box to show this information for each item on invoices.
15. Click the **Receivables** tab.

RECEIVABLES

16. Check the **Default AR income account** box to default the income account on accounts receivable invoices to the previously saved account.
17. In the **AR Year End Rollover** field, select when you want your customer sales totals to be rolled over.
18. In the **Automatically number invoices** field, select how you want auto-numbering to number customer invoices.
19. Click the **General Ledger** tab.

GENERAL LEDGER

20. In the **Month fiscal year ends** field, enter the number for the month your company's fiscal year ends.
For example, if you fiscal year ends in July, you would enter 7.
21. In the **Balance Sheet** field, select the account you want Profit Builder® to use for your last journal entry when closing a G/L Period.
22. In the **Income Statement** field, select the account you want Profit Builder® to use for your last journal entry when closing a G/L Period.
23. Check the **Positive amounts are always debit** box to make all positive amounts debits and negative amounts credits when entering journal entries.
24. Check the **Maximum detailed GL postings** to show each amount individually posted without combining posting to the same account.
25. Check the **Use Direct Cost accounts in invoices and PO's** box to charge job related costs to direct cost accounts.
26. Click the **Payroll** tab.

PAYROLL

27. In the **Overtime rate** field, enter the rate for overtime pay. For example, if overtime is paid at time and a half you would enter 1.5.
28. In the **Premium rate** field, enter the rate for premium pay.
29. In the **Labor cost class** field, select a cost class for labor.
30. Check the **Detail payroll postings** box to show the payroll posting for each employee rather than consolidating all postings.
31. Check the **Enable local tax withholding** box to withhold local taxes from your employees.
32. Check the **Show pay rates on time cards** box to show each employee's pay rate on the time card.
33. Click the **Purchase Order** tab.

PURCHASE ORDER

34. Check the **Use revision numbers** box to assign a revision number to invoices to track changes.
35. Check the **Allow quantity overrun on invoice** box to allow quantities on invoices to overrun what was listed on the corresponding purchase orders.
36. Check the **Allow price overrun on invoice** box to allow prices on invoices to overrun what was listed on the corresponding purchase orders.
37. Check the **Update vendor's price list from Payables** box to update vendor prices from the prices listed on purchase orders.
38. Check the **Issue over budget POs** box to allow purchase orders to be issued over budget.
39. Check the **Default Activity from Job Category code** box to assign a default activity to line items on purchase orders depending on the job category code.
40. In the **PO default form names** section, select the default forms for Material PO, Subcontract and Quotation form.
41. In the **PO Numbering** section, check the **Force Autonumbering** box to auto-number your purchase orders as they are entered.
42. In the **Numbering Base** field, select what you want auto-assigned numbers to be based on.
43. If you base your auto-numbering on the system, under **System Based Numbering and Non-Job Related PO**, in the **Next PO Number** field, enter the number you want used for your next purchase order.
44. If you base your auto-numbering on jobs, under **Job Based Numbering**, select if you want the job code to be used as a prefix or suffix in the PO number.
45. In the **Starting Sequence No** field, enter the number you want used to begin each sequence of purchase orders.
46. Click the **System** tab.

SYSTEM

47. In the **Removable storage data path** section, click Browse to change your backup location. This drive **MUST** be a writable drive. If you select a drive that is not writable, the system will default back to your program folder. Backups cannot be made to a floppy disk drive. The size of backup information is too large to fit on a standard floppy disk.
48. In the **Archive data path** section, click Browse to change your archive location.
49. In the **Logo image for report headings** section, click Browse to find and select an image to appear on your reports.
50. If you have multiple companies, check the **Share vendors, customers and employees between companies** box to use the same vendors, customer and employees in all of your companies.
51. Check the **Suppress Audit Trails** box to hide audit trails.
52. Check the **Use Printer Dialog** box to select which printer to use and how many copies to print when printing.

- 53. Check the **Order pick lists by code (not name)** box to have your pick lists sorted by code instead of name.
- 54. Click the **Transfer** tab.

TRANSFER

- 55. In the **Check for new information** section, select how often you want to check for updates from sales and scheduling.
You can click **Now** at any time to check for updates.
- 56. In the **Inbox** field, enter the data path to your inbox or click Browse to find and select your inbox.
- 57. In the **Outbox** field, enter the data path to your outbox or click Browse to find and select your outbox.
- 58. In the **Email** section, if you have an e-mail program to integrate with Profit Builder®, select the location in the **Network path** field or enter the URL in the **Web URL** field.
If you do not have an e-mail program, select **I don't have an Email program**.
- 59. In the **Scheduling** section, if you have purchased a scheduling package to integrate with Profit Builder®, select the location in the **Network path** field or enter the URL in the **Web URL** field.
If you have not purchased a scheduling package, select **I don't have cPM Scheduling**.
- 60. When you have finished, click **OK**.

Once all of your control information has been set you can start entering data into Profit Builder®.

Chapter

2

Accounts Payable

This chapter introduces you to the operations involved with your accounts payables.

In this chapter, you learn how to complete the following tasks:

- 🕒 Create vendor records
- 🕒 Create invoices
- 🕒 Prepare Checks

Entering Vendor Records

Although vendor records can be entered "on-the-fly" as you enter invoices, it is a good habit to enter at least those vendors who are subcontractors separately.

This is so you don't feel rushed in researching critical information, such as Tax ID# and insurance information. It also gives you a head start so you are not distracted when you enter invoices.

Rules for Assigning Vendor Codes

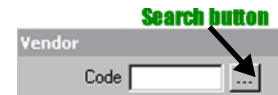
Establishing rules for assigning codes to vendors, jobs, and other accounts yields predictability, prevention of duplication, and logical ranging capability on reports.

If the vendor is	Rule	Example	Code
A person	Use the first six letters of his/her last name.	Bill Shocker	SHOCKE
A company	Use the first three letters of the first two words of the company name.	Ace Plumbing, Inc.	ACEPLU

Using the Vendor Pick List

Before you add a vendor, make sure that the vendor record has not already been added. It is easy to search the vendor list by both name and by code.

Go to **Accounts Payable > Add/Edit > Vendors** and click the search button next to the Code field. Click on the column heading "Vendor" and the list will be sorted by the vendor code.



You may sort on either the Vendor Code or Name by clicking the appropriate column heading. The second click of the column heading reverses the order of the column. By default, the list is sorted by Name.



You can type any letter to jump to that point in the vendor list. Typing a letter shows a Find Name field in the vendor list. Enter the vendor name you are searching for in this field to determine if the vendor record has already been created.

Using the search and the vendor list makes it much easier to locate existing vendor records and prevent unwanted duplicate entries.

Creating New Vendor Records

TO CREATE A NEW VENDOR RECORD:

1. Go to **Accounts Payable > Add/Edit > Vendors** to add a subcontractor or supplier.
2. In the **Code** field, enter the vendor code as determined by your established coding rules. Note that the Vendor Code is automatically capitalized as you enter it. Do not use special characters (& \$ % , : * #, etc.) in your vendor codes.
3. On the **Remittance Address** tab, enter the address information for this subcontractor or supplier. The Remittance Address is printed on the payable checks.

Remember, you don't need to format the phone number as you enter it; Profit

Vendor

Code

Remittance Address | Alternate | Payments | Insurance Carrier | Insurance

Name

Address

City St Zip

Contact Send reports via

Email

Phone Fax

Mobile Pager

Web page

Prices expire on

Last increase %

Credit Limit

Credit Manager

Builder® does it for you.

4. The **Send reports via** field refers to the preferred method for sending purchase orders and the Vendor To Do List from Scheduling.
5. The last 4 lines shown on this screen are user defined custom fields. The System Manager can set these fields up via **System Supervisor > User Defined Fields > Payables**.
6. Click on the **Alternate** tab if you wish to enter a second address and contact for this vendor. The remittance address is used on checks and 1099s; this alternate address is used on purchase orders.

7. Click on the **Payments** tab to enter payment defaults that speed up invoice entry.

Vendor

Code

Remittance Address | Alternate | **Payments** | Insurance Carrier | Insurance

Payments

☒ Due in days

☐ Due on day of the month

Discounts

Rate

☐ Expires in days

☒ Expires on day of the month

JC Category

GL account

☐ Primary vendor for this account (use these terms for Cash Flow reporting)

☐ On Hold. Do not pay this vendor.

By order of

Reason

Save Cancel Delete Exit

Retainage rate

Federal ID

☒ Subcontractor

☒ Receive 1099

Payments this year

Payments last year

Last activity date

8. In the Payments section, select when this vendor's invoices are typically due.
9. If this vendor typically offers a discount for invoice paid within a certain time period, enter the discount and time period in the Discounts section.
10. In the **JC Category** field, select the default job-costing category to be placed on invoices for this vendor. The category can be changed as an invoice is entered.
11. In the **GL account** field, select the default account to be placed on invoices for this vendor. The account can be changed as an invoice is entered.
12. Check the **Primary vendor** box if this vendor is the primary vendor for the GL account selected.
This box indicates that this vendor's terms are to be used in the cash flow calculations for projecting when budgeted expenses should be paid. This is not required for direct cost WIP (job related) vendors.
For example, the primary phone vendor with terms of "Pay on the 10th" would cause the cash flow report to project spending the budgeted phone expense on the 10th of the month. The cash flow report calculates expenditures on a weekly basis.
13. Enter this vendor's typical retainage rate.
14. Enter a Federal Tax ID and check the appropriate box if this vendor should receive a 1099. Leave blank where there are exceptions.
15. In the **Purchases This Year** field, enter the amount you have purchased from this vendor this year.
This amount is automatically updated whenever a check is cut for this vendor.



16. Check the **On Hold** box to put this vendor on hold. By order of and Reason are not required, but can be used for reporting purposes. Expiration of insurance causes a subcontractor and all his open invoices to be placed on hold automatically.
17. Now click on the **Insurance Carrier** tab to enter information about the subcontractor's insurance agent.
18. Click the **Insurance** tab. If your company does not allow expired subs to be carried on your policy, you can choose to enter only the expiration dates of the subcontractor's policy. The system warns you during invoice entry when insurance is expired.

Vendor

Code

Remittance Address | Alternate | Payments | Insurance Carrier | **Insurance**

Workers' Compensation		General Liability	
Insurance expires	<input type="text" value="03/12/2005"/>	Insurance expires	<input type="text" value="03/12/2005"/>
Insurance class	<input type="text" value="899"/>	Insurance class	<input type="text" value="899"/>
Withholding rate	<input type="text" value="13.00%"/>	Withholding rate	<input type="text" value="3.00%"/>
Insurance premium rate	<input type="text" value="9.80%"/>	Insurance premium rate	<input type="text" value="2.10%"/>
Percent labor	<input type="text" value="50.00%"/>		
Withheld this year	<input type="text" value="\$0.00"/>	Withheld this year	<input type="text" value="\$0.00"/>

Save Cancel Delete Exit

19. Under the **Worker's Compensation** heading, in the **Insurance class** field, enter the code for this vendor's insurance class.
You can get the code for this vendor from your insurance agent. The code is dependent on the type of work the vendor does for you and is used to by your insurance auditor to determine rates.
20. In the **Withholding rate** field, enter the rate you charge the vendor for insurance. In the Insurance premium rate enter the rate you pay for the vendor's insurance.
The difference in these two rates is what your company keeps for the administrative costs it incurs when handling more complex insurance audits. There are insurance reports that show where you have withheld these funds. Workers compensation insurance is generally quoted as dollars per hundred, for example, 48 per 100 for roofers. You can simply enter 48 in the rate field and the system automatically converts the entry to the correct percentage.

21. In the **Percent labor** field, enter the invoice amount subject to WC insurance. If the insurance has expired, Profit Builder® uses this percentage to calculate how much of the invoice is to be charged with the withholding rate entered above. The withholding charge is automatically placed on the invoice and may be overridden if desired.
Profit Builder® automatically updates the amount in the Withheld this year field.
22. Click **Save** when you have finished. **Cancel** causes the information you have just entered to be discarded. **Delete** removes any vendor you have called to the screen. An override code is required to delete an existing vendor record.

Do not delete any vendors that have accounting activity for the current year. These vendors may require a 1099 to be printed at the end of the current tax year.

Entering Invoices

Payables invoicing is the heart of every control system because it is generally the most labor-intensive accounting function. Profit Builder® reduces and eliminates much of this tedious and error-prone work by relying heavily on prepared purchase orders.

There are 4 ways to enter invoices into the system:

- ① **Auto-create via scheduling** - This is the most common way of entering job related invoices when the scheduling feature is available. The scheduling operator exports a file (generally to the Inbox folder) and a message appears below the menu icons.

The accounting operator clicks this message and selects the jobs for which to create invoices. Invoices are created based on the scheduling approvals of elements within purchase orders. Audit trails are then printed, and the imported file is placed in the Processed folder.

- ② **Invoice against a Purchase Order** - This is a common way to enter invoices for To Be Determined (TBD) Purchase Orders or when the scheduling feature is not enabled. TBD POs are frequently issued for utilities, construction interest, and contracts without fixed quantities such as concrete by the yard.

The operator selects Accounts Payable > Add / Edit > Invoices and Credit Memos and checks the Invoice from PO or Subcontract box. After selecting the PO and entering an invoice number, the PO is presented and the operator can select full or partial invoicing. The invoice screen is then auto-filled and the operator reviews and saves the information.

- ③ **Add during Quick Checks** - This is available for handling the exceptional invoice that needs to be paid immediately. It is not required that the invoice be on file to pay it fully or partially with Quick Checks. This is not available for invoices that are covered by purchase orders.
- ④ **Add new Invoice** - This is the manual way of entering invoices that are overhead related. This method is also used if you do not have the PO or Scheduling features enabled. Prepaid invoices in which the check has been issued prior to the invoice being entered are normally entered in this manner.

Note: In a multi-user system, you can process and enter AP information simultaneously. However, you must be sure NOT to process any batches that are being created. Processing batches as they are being created can result in lost data.

Auto-creating Invoices via Scheduling

This is the most streamlined and rapid method for creating invoices. The system relies on data that is entered in purchase orders and melds it with the inspection approvals from scheduling to automatically generate invoices. The accounting disbursement officer then has control in determining when and if to pay these invoices.

This method requires the following:

- ④ The job must have purchase orders for all construction activities.
- ④ The orders must have activities assigned to every line in the purchase order.
- ④ There must be a schedule for the job.
- ④ (Optional) The schedule can be cost loaded and vendor assigned by linking with a purchase order export for the job.
- ④ The scheduling operator must record activity payment approvals.

If an activity has a percentage complete, Profit Builder® looks to see what has previously been invoiced for that activity and then prepares an invoice for the balance. For example, if the Pour Slab activity was previously 20% complete and is now 100% complete, the program prepares an invoice for 80% of the slab's purchase order.

The scheduling operator uses **Tools > Accounting Interface > Export** to create a file containing the latest inspection approvals for one or more jobs. When this export file is placed in the Inbox folder, a message appears below the menu icons "You have updates from sales and scheduling."

TO CREATE AN INVOICE FROM SCHEDULING:

1. Click "**You have updates from sales and scheduling.**"
2. For every file in the folder, there is an entry. You can select the files to process by checking the box in the **Accept** column and click **OK**.
3. Once the file has been selected, all jobs in the file are displayed. You can select the jobs to process by checking the box next to each job.
4. Click on the **Posting Accounts** tab. It is important during the first post to set the correct General Ledger accounts.
5. In the **Next Invoice Number** field, specify the first invoice number that is generated. Additional invoices have incremental numbers.
6. Verify the account numbers for each of the 5 required accounts.
7. When the accounts are correct, click **OK** and the invoices are created.

If there are any invoices on file related to POs that are To Be Determined (TBD), you can choose to print a list of these files. **Invoices are never auto-created for TBDs.**

You can print the report so that the amounts for materials and subcontract services can be recorded on the report. This list is also used to pick out invoices that need approval from the field since they are based on actual quantities delivered or installed.

You may select dates when the activities are scheduled as well as particular vendors. This keeps the list from being cluttered with items too far in the future or items that are handled at closing only.

The example report below is not filtered by date or vendor. You can see closing items as well as items that have been partially paid. Since most job utilities are TBD based, you see these showing invoice totals to date.



Nature's Walk Builders

TBD Purchase Order List

Purchase orders on this list have quantities or prices to be determined after the PO is issued. Special handling is required for invoices against these purchase orders.								
Item Code	Name	Category	Qty Ordered	Unit Cost	Estimated Total	Finish Date	Qty	Approved for Invoice
Vendor BBT001,	BB&T							
PO BW164A003,	1300 Construction Financing							
1FINANCE	Construction financing.	1300	1.00 LS	2,100.00	\$2,100.00			
PO BW164A069T,								
BLPRINTPKG	Blueprint package	1100	2.00 PKG	620.00	\$1,240.00			
Vendor CLOSE,	Closing							
PO BW164A001,	1000 Land							
1LOTSTD	Standard building lot	9000	1.00 LS	35,000.00	\$35,000.00			
PO BW164A054,	6600 Closing Cost Contribution							
1CLOSING	Contribution to closing costs.	6600	1.00 LS	3,000.00	\$3,000.00			
PO BW164A073T,								
WANDLOT	Contract approval and lot purchase	1140	2.00 EA	20,000.00	\$40,000.00			
PO BW164A076T,								
SALECLOSE	Sales and Closing	9920	6.00 EA	400.00	\$2,400.00			
PO BW164A079T,								
WANDLOT	Contract approval and lot purchase	9920	1.50 EA	20,000.00	\$30,000.00			
PO BW164A082T,								
SALECLOSE	Sales and Closing	9920	10.50 EA	400.00	\$4,200.00			
Vendor EMSERV,	E & M Services							
PO BW164A011,	2160 Erosion- Silt Fence							
2EROFENCE	Silt fence for erosion control, installed as requi	2160	1.00 LF	10.00	\$10.00			

Invoices shown on this report should be attached to the report so that they can be reviewed. The amounts that were actually delivered or installed should be marked on the invoices.

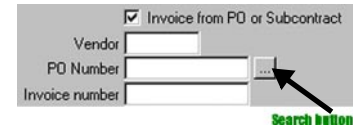
The person who sorts all incoming job related invoices should have this report to help segregate those invoices that need review and approval. Invoices not on this list, should be filed by job. TBD invoices are entered against POs.

Invoice Against a Purchase Order

As mentioned earlier, To Be Determined (TBD) POs are invoiced using this method. The system relies on information entered in purchase orders as the basis for the information automatically filled into the invoice.

TO CREATE AN INVOICE AGAINST A PURCHASE ORDER:

1. Go to **Accounts Payable > Add / Edit > Invoices and Credit Memos**.
2. Check the **Invoice from PO or Subcontract** box.
3. Click the search button next to the PO Number entry field. The list of purchase orders opens.



Remember that you can click any heading in the pick list to sort the list by that heading. For example, you can click the top of the last column to sort the PO list by type and group all TBDs together.

4. Select a PO and enter an invoice number. The purchase order appears with the full balance set to be invoiced.
5. If you are only invoicing a partial amount from this invoice, change the quantities in the This Invoice column.

Item Code	Item Description	Qty Ordered	Open Qty	This Invoice	Unit	Unit Cost	This Invoice \$
4705	5/0 biford 6 pml mas unit	1	1	1	EA	\$58.04	\$58.04
4705	3 1/4 "16 Base MDF 623	26	26	12	EA	\$4.16	\$49.92
4705	5 1/4 bullnose(window stoc	40	40	15	LF	\$0.55	\$8.25
4705	5/0 cased opening wm366l	2	2	2	EA	\$28.93	\$57.86
4705	2 1/4 FJ casing 366	126	126	75	LF	\$0.28	\$21.00
4705	25"8" disappearing stairs	1	1	0	EA	\$75.26	\$0.00
4705	2/0 LH 6pnl mas unit 366lj	2	2	1	EA	\$53.59	\$53.59
4705	2/4 RH 6pnl mas unit 366lj	1	1	1	EA	\$56.51	\$56.51
4705	2/0 RH 6pnl mas unit 366lj	3	3	3	EA	\$53.59	\$160.77
4705	1/6 LH 6pnl mas unit 366lj	1	1	1	EA	\$51.81	\$51.81
4705	2/6 LH 6pnl mas unit 366lj	2	2	2	EA	\$57.13	\$114.26
4705	2/6 RH 6pnl mas unit 366lj	1	1	1	EA	\$57.13	\$57.13
4705	cedar shims bundle	1	1	1	EA	\$5.42	\$5.42

☒ More invoices will follow.
☐ This is the last invoice for this PO. (PO is completed.)

Sales tax (0.0%) \$0.00
 Freight
 Total \$774.89

6. If you are partially invoicing this PO, you must select **More invoices will follow** at the bottom of the window.
7. When you have finished, click **OK**. The invoice screen appears with the information from your purchase order filled in. You cannot change the amounts shown on the invoice.
8. Click **Save** to save the invoice for processing.

Once you saved the invoice for processing, go to **Accounts Payable > Process > Invoices and Credit Memos** to process the invoice.

Adding Invoices with Quick Checks

You can add a new invoice directly from quick checks for invoices that need to be paid immediately. This allows you to issue payment at the same time as entering the invoice without having to process it separately.

When you enter an invoice on-the-fly using Quick Checks, you cannot include Worker's Comp or GLI withholding on the invoice. In addition, the system does not check to if the item is over-budget.

TO CREATE AN INVOICE WITH QUICK CHECKS:

1. Go to **Accounts Payable > Process > Quick Checks**.
2. Click **Setup** in the bottom left corner.
3. Clear the **Show only Vendors** with unpaid invoices box.
4. Click **OK**.
5. In the **Pay to the order of** field, enter the vendor for this invoice.
You can also use the search button to select the vendor from a list.

Quick Checks

Nature Walk Builders, LLC Bank ☐ Standard bank account

Check number 8518
Date 07/19/2004

Pay to the Order of: Gilbert - Baker Ford Inc. \$ \$896.00

*** Eight Hundred Ninety-Six Dollars And No Cents *** Dollars

Memo

Invoice	Unpaid Amount	Unpaid Disc	Pay?	Pay this amount	Take expired disc?
FHSIK564	\$896.00	\$0.00	Y	\$896.00	
*					

Invoice FHSIK564, due , discount expires 07/19/2004

Buttons: Setup Forms Process Cancel Exit

6. At the bottom of the window, click the **Invoice** column of the first blank line in the list of invoices.
7. Enter the invoice number for the new invoice.
Once you have left this field, you cannot go back and change this invoice number.
8. In the **Unpaid Amount** column, enter the gross amount for this invoice. This amount should not include any discounts applied.
9. In the **Unpaid Disc** column, enter any discounts that should be applied to this invoice.

10. In the **Pay this amount** column, click the arrow to enter Job Cost/General Ledger charge information for the new invoice.

Detail for Payment - Invoice FHSIK564

Job	Category	Class	Account	Description	Amount	Pay this amount
NW27C	6850	S	14000	Work in Progress	\$450.00	\$450.00
NW30A	6800	S	14000	Work in Progress	\$250.00	\$250.00
NW47A	6950	S	14000	Work in Progress	\$150.00	\$150.00
NW12B	6900	S	14000	Work in Progress	\$46.00	\$46.00
*						

General Ledger Total Payments \$896.00 Job Cost Total Payments \$896.00

Totals	Invoice	Payments
	\$896.00	\$896.00
Prorated W/C, GLI, Discount	(\$0.00)	(\$0.00)
Net payment	\$896.00	\$896.00

OK Cancel

11. For each invoice line item, enter the Job, Category, Class, Account, Description, Amount, and the amount to pay.
12. When you have finished, click **OK** to return to the quick check.
13. You can enter additional invoices if necessary.
14. When you have finished, click **Process**.

When you click on the Process button, the system gives you the option of printing the check now or you can wait and print a group of checks using the Checks function at **Accounts Payable > Reports**.

Adding Invoices Manually

You can also add an invoice by manually entering information from each line item. This method is typically used if you do not have a PO associated with this invoice. You can also use this method to enter prepaid invoices into Profit Builder®.

NOTE: The system will allow you to enter multiple invoices with identical invoice numbers as long as the vendors are different.

TO ENTER AN INVOICE MANUALLY:

1. Go to **Accounts Payable > Add/Edit > Invoices and Credit Memos.**

Job	Category	Class	Account	Description	Amount	Hold	Payment
WC0404	101200	0	13800	Construction & Development Work in Pro	\$297.64	No	\$0.00
General Ledger Total					\$297.64	Job Cost Total \$297.64	

2. In the **Vendor** field, enter a vendor for this invoice or click search to select a vendor from the vendor list.
3. In the **Invoice Number** field, enter a number for this invoice. If you wish to call up an invoice that is already on file, click the button next to the invoice number field to display the invoice pick list.
Once you have left this field, you cannot go back and change this invoice number or vendor.
4. In the **Description** field, enter a description for this invoice.
5. Enter the date for this invoice. The default date is the processing date set when you start Profit Builder®.
6. If the information on file for this vendor contains payment due defaults, the system automatically calculates the invoice due date. This entry may be changed in the **Due Date** field for this invoice. The date is used for aging analysis.
7. In the **Amount** field, enter the gross amount of the invoice (i.e., the amount before any adjustments or taxes).

8. In the **Adjustment** field, enter any adjustment amounts (e.g., for freight charges, sales tax, etc.). Adjustments can be positive or negative. Enter a minus sign in front of the amount to indicate a negative adjustment.
9. The default retainage rate entered on the vendor's record appears in the **Retainage** field. The retainage for this invoice is automatically calculated based on this rate. You can change the rate for this invoice in the Retainage field.
10. If this vendor's Worker's Comp certificate has expired, a message is displayed in red in the dialog box. If you have entered default Worker's Comp withholding information for this vendor (% labor portion of invoice and a withholding %), the system automatically calculates and display the withholding amount based on the net invoice amount. You can change the withholding amount for this invoice.
11. If this vendor's General Liability Insurance certificate has expired, a message is displayed in red in the dialog box. If you have entered default a General Liability withholding percentage for this vendor, the program automatically calculates and displays the withholding amount based on the net invoice amount. You can change the withholding amount for this invoice.
12. If there is a default discount percentage on file for this vendor, it is displayed and the system calculates the discount amount using the adjusted gross amount of the invoice. On the screen this is shown as the adjusted net amount. You can change the discount amount for this invoice.

The system calculates the NET AMOUNT of the invoice as the gross invoice amount +/- adjustment - retainage. This is also referred to as the adjusted gross invoice amount.

13. If you want to place this invoice on hold so that it cannot be paid, check the **Hold invoice** box.
14. In the bottom portion of the entry screen you can enter job cost and general ledger line items for this invoice. The postings for a single invoice can be spread to multiple job/category combinations and/or GL accounts. You must charge the total net invoice amount in General Ledger before the program allows you to save the invoice.
15. You can choose whether or not to charge the full amount or the discounted amount to Job Cost by selecting a job and category for each line item. If you enter a job and/or category number that is not already on file, a message is displayed and you have the option of adding the job or category now.
16. When you have finished adding line items to you invoice, click Save to save this invoice.
You can apply payments if a check has already been written for this invoice.

Once you have saved an invoice in the system, you can go back and apply payments to that invoice at any time.

TO APPLY PAYMENTS TO AN INVOICE:

1. Go to **Accounts Payable > Edit > Invoices and Credit Memos**.
2. In the **Vendor** field, enter or select the vendor for the invoice you want to apply payments to.
3. In the **Invoice Number** field, enter or select the invoice you want to apply payments to.
4. Click **Apply Payments**.
5. When the Payments window displays, enter the check number used to pay this invoice.
The system checks to see if that number is on file. If it is not on file, click on YES to add it.
6. Accept or enter a new check date. The program enters the invoice due date as the default **Check Date**. It is very important to have a date listed on all AP checks in order to properly reconcile your bank accounts.
7. When you TAB through the amount and discount fields, the program automatically enters the total unpaid amount and discount. If the invoice was partially paid you can change these amounts.
8. In the bottom portion of the payments window, the program prorates net amount paid (i.e., including any discount taken) for each charge line. If partial payment was made, you must adjust these manually.
9. Click **OK** when all entries are complete. The program checks to see that the line payments equal the total payment amount, then returns to the main invoice entry window.
10. On the main invoice screen, you'll note that the program automatically displays the paid amount for each spread line. Click **Save** to save the invoice.

Now, when you process your invoice, the payments are applied and the invoice is recorded in the proper accounts.

Editing and Processing Invoices

After you have entered your invoices, you may occasionally need to edit the invoice to change items or apply payments.

Note: In a multi-user system, you can process and enter AP information simultaneously. However, you must be sure NOT to process any batches that are being created. Processing batches as they are being created can result in lost data.

TO EDIT AN INVOICE:

1. Go to **Accounts Payable > Add/Edit > Invoices and Credit Memos**.
2. Enter or select the vendor for the invoice you want to change.
3. Click the search button next to the **Invoice Number** field.
4. Select the invoice you want to change.
5. Make any necessary changes to the invoice.
6. When you have finished, click **Save**.

TO REMOVE A HOLD FROM AN INVOICE:

1. Go to **Accounts Payable > Add/Edit > Invoices and Credit Memos**.
2. Enter or select the vendor for the invoice you want to change.
3. Click the search button next to the **Invoice Number** field.
4. Select the invoice you want to change.
5. Clear the Hold invoice box.
6. When you have finished, click **Save**.

If the invoice you have changed was already processed, you will need to process it again to record the changes properly in your accounts.

Processing an invoice posts information to your accounts payable journal, general ledger and job cost accounts. If you wish to print a list of items awaiting processing, go to **Accounts Payable > Reports > New Invoices and Credit Memos**.

TO PROCESS AN INVOICE:

1. Go to **Accounts Payable > Process > Invoices and Credit Memos**.
2. The system prompts you to make a preprocessing backup. Verify the backup location and click Make Backup.
3. Select the invoices to process by month and user.
It is very important that you only process invoices from users when you are sure they are no longer entering new items. Processing another user's invoices while they are still entering information can cause a loss of data.

Process from these months	
Month	Processing Date
<input checked="" type="checkbox"/> August, 2004 - 1 item, \$576.00	08/31/2004

Process from these users	
<input checked="" type="checkbox"/> SYSMAN	

Bank account	<input type="text"/>	
Cash	<input type="text"/>	
Accounts Payable	20200	Accounts Payable, Trade
Discounts Earned	91500	Discounts Earned
Worker's Comp Withheld	23200	Workman's Comp Insurance
General Liability Withheld	23300	General Liability Insurance

4. Enter the accounts to be used for processing.
You must fill in each account. The accounts displayed are the accounts that were used the last time you processed invoices. You can change these accounts or keep the displayed accounts.
5. When you are ready to process, click **OK**.

Your accounts are now updated and your invoices printed. If you apply payments or edit any invoices, you will need to process them again to update your accounts.

Preparing Checks

There are two ways to prepare vendor checks in Profit Builder®.

- ① **Checks by Range** – This enables you to select a range of invoices for payment by specifying the vendor, job, due date and/or discount expiration date. The system automatically selects the eligible invoices based on your input. If you specify certain jobs for payment, only the portion of each invoice that is charged to those jobs is paid. You may also select invoices individually.
- ② **Quick Checks** – This allows you to pay individual vendors, one at a time. You can pay one or more invoices that are already on file for that vendor and/or create an invoice on the fly as you write the check. This is the quickest way to prepare a check.

Note: In a multi-user system, you can process and enter AP information simultaneously. However, you must be sure NOT to process any batches that are being created. Processing batches as they are being created can result in lost data.

Checks by Range

Preparing checks by range allows you to cut vendor checks for multiple invoices by selecting criteria for those invoices.

If you need to specify a special printer or tray for printing checks when using checks by range, you must go to **File > Printer Setup** to change your default printer settings before printing checks. When you have finished printing your checks, be sure to go back and reset your default printer settings.

TO PREPARE CHECKS BY RANGE:

1. Go to **Accounts Payable > Process > Checks by Range**.
2. The system prompts you to make a preprocessing backup. Verify the backup location and click Make Backup.
3. The Process Checks window appears.

Vendor	Invoice	Amount	Action	Description	PO	Vendor Ref	Job
JACEMC	151830JULY	\$11.27	Pay	MK900 Electric			
JACEMC	152072JULY	\$11.27	None	MK400 Electric			
NUNCON	276077	\$250.00	Hold	MK800 Exterior Paint			
NUNCON	276078	\$950.00	Pay	MK900 Exterior Paint			
SIBRSA	0030754IN	\$305.12	Hold	MK800 Brick			
SIBRSA	30477IN	\$839.29	None	MK800 Brick			
SIBRSA	30754CHIN	\$42.82	Delete	MK800 Brick			
WACBAN	410047459	\$2,198.33	None	MK 700 & 800 Interest			
WIBRLC	1339131	\$983.68	Pay	MK800 Exterior			
WIBRLC	1339132	\$983.68	Pay	MK900 Exterior			
WIBRLC	1339133	\$983.68	Pay	MK400 Exterior			
WIBRLC	1339135	\$983.68	None	MK700 Exterior			

Cash requirement \$3,912.31 **Pay All**

OK Cancel Filter by vendors, jobs, dates

4. This window initially shows all unpaid invoices. It may take a minute or two to load and display. You can choose how you want to process each individual invoice by changing the value in the **Action** column. You can choose from the following options:
 - **None** – This action leaves the invoice unchanged.
 - **Pay** – This adds the unpaid balance to the list of checks to be issued.
 - **Hold** – This places the invoice on hold so that it cannot be paid.
 - **Delete** – This deletes the invoice.
5. If you want to pay all the listed invoices, click **Pay All** at the bottom of the screen. This changes each individual invoice's action to pay.
6. If you want to filter the list of invoices by vendor, date, or job, click Filter by vendors, jobs, dates in the bottom corner of the window.

7. To filter by vendor, click **All Vendors** and select the vendors you want to include.
8. To filter by job, click **All Jobs** and select the jobs you want to include.
9. If you filter by job, you must also select how you want the invoices filtered.
 - **Show invoices with ONLY this job** will show invoices that include only the jobs chosen.
 - **Show invoices with this job and other jobs to pay only THIS job** will show you invoices that include this job and other jobs but you can only pay on the portion that applies to this job.
 - **Show invoices with this job and other job to pay this job AND other jobs** will show you invoices that include this job and other jobs and allow you to pay the entire invoice regardless of which jobs the payment applies to.
10. To filter by date, select the dates you want to show in the Dates section.
11. If you want to take all expired discounts, check the box at the bottom of the window, and click **OK**.
12. When you have finished, click **OK**.

You can choose to print the checks now or later. If you wish to print them now, load your blank checks into your printer and click OK. If you wish to print the checks later, use the Checks selection on the Reports menu.

Checks by range also supports checks that total \$0. This may occur when there are invoices and credit memos that balance out a vendor's total. Checks that are issued for \$0 are automatically set not to print.

Quick Checks

Using quick checks allows you to pay an individual vendor or to record a handwritten check. You can also pay one or more invoices that are already on file (i.e., entered and processed), create a new invoice, or pay a combination of existing and new invoices.

TO CREATE A CHECK USING QUICK CHECKS:

1. Go to **Accounts Payable > Process > Quick Checks**.
2. The system prompts you to make a preprocessing backup. Verify the backup location and click Make Backup.
3. The quick checks window opens.

Invoice	Unpaid Amount	Unpaid Disc	Pay?	Pay this amount	Take expired disc?
2854538	\$78.95	\$0.00	Y	\$78.95	N/A
2868621	\$16.62	\$0.00	N	\$0.00	N/A
2874487	\$23.74	\$0.00	Y	\$23.74	N/A
2888712	\$27.98	\$0.00	N	\$0.00	N/A

In the **Bank** field, select a bank for this check.

4. The check number is automatically filled in with the next available number. You can change the number if necessary.
5. The date is automatically filled in with the processing date. You can change this date if necessary.
6. In the **Pay To Order of** field, enter or select a vendor.
7. Fill in the amount for this check.
8. If the vendor has unpaid invoices, they appear below. If you want to apply this check to one of the unpaid invoices, enter the amount in the Pay this amount column. For information about entering a new invoice from quick checks, see [“Adding Invoices with Quick Checks”](#) on page 26.
9. Enter a **Memo** for this check.
10. When you have finished, click **Process**.

You can choose to print the checks now or later. If you wish to print them now, load your blank checks into your printer and click OK. If you wish to print the checks later, use the **Checks** selection on the **Reports** menu.

Voiding Checks

You may find it necessary to void an accounts payable check from time to time. This process is simple in Profit Builder but does require an override password.

TO VOID AN ACCOUNTS PAYABLE CHECK:

1. Go to **Accounts Payable > Add/Edit > Checks**.
2. Enter the override password and press **OK**.

Edit Checks							
	Acct	Check	Vendor	Name	Date	Amount	Printed?
	A	152	AMDESY	American Detection Systems, Inc.	1/4/2005	\$150.00	Yes
	A	1003	CRCTER	CRC Svcs Termite & Pest Control In	2/2/2004	\$450.00	No
	A	1004	DLAICO	D & L Air Conditioning	2/2/2004	\$2,880.00	No
	A	2001	EMSERV	E & M Services	2/10/2005	\$100.00	No
	A	10032		** VOID ** VOID ** VOID **	1/4/2005	\$0.00	No
▶	A	10033	AKINFO	Akins Ford	3/10/2005	\$200.00	No
	A	10034	CRCTER	CRC Svcs Termite & Pest Control In	12/10/2004	\$525.00	No
	A	10035		** VOID ** VOID ** VOID **	12/10/2004	\$0.00	No
	A	10047	OMNI	Omni Insurance	9/1/2005	\$0.00	Yes
	A	10048	ALCABR	Alley-Cassetty Brick	9/1/2005	\$25.00	Yes
	A	10052	ASTREN	A & S Trenching	9/9/2005	\$1,994.00	No
	A	10053	BRELCO	Brooks Electrical Contractors, Inc.	9/9/2005	\$1,764.99	No

Buttons: Void Check, OK, Cancel

3. To select a single check to void, use the mouse to click in the blank column to the left of the check line. To select a range of checks to void, hold down the CTL key while you click in the left most column. The entire check line must be highlighted.
4. When the check line is highlighted, click **Void Check** at the bottom of the window. You will be asked to confirm your selection.
5. Click **OK** to void the check(s).

When you click **OK** to exit the check screen, the program generates the reversing postings and prints an audit trail automatically.

Chapter**3**

General Ledger

This chapter offers step-by-step instructions for journal entries, closing periods, adding accounts and using reports.

The general ledger gathers information generated by accounts payable, accounts receivable and journal entries and processes this information by posting it to the proper accounts.

These postings are then used to produce the Balance Sheet and Income Statement. You can use these reports to obtain credit from banks and suppliers and to prepare income tax returns.

Daily Operations

Control Information keeps track of your current accounting month and year. This date identifies the month in the general ledger that is currently open and the totals that are shown as the current balances for Balance Sheet accounts and Income Statement accounts. The current accounting month may or may not be the same as the current calendar month.

Information generated by accounts payable for the current accounting month is posted when processed in that module. If you attempt to post to a month that is not an open accounting period, you are prompted to open the period in order to post to the general ledger. Opening an accounting period requires an override password.

You may have a maximum of twelve consecutive months open at any given time. Opening a month that is closed will result in closing another accounting period. Whenever you post to the general ledger, an audit trail is produced and the posting detail is added to the monthly archive file.

If you need to change any posting information, you must change the information in the area in which it originated. For example, if an invoice is charged to the wrong account, use Add/Edit in the Accounts Payable menu to correct the invoice.

The corrected postings are generated when you process invoices and credit memos in Accounts Payable. Financial reports can be printed at any time during the month to reflect the latest postings.

Journal Entries

Journal entries are used to change the balance of your general ledger accounts. In general operations, journal entries should be used to account for bank charges, deposits and any adjustments that may be necessary. In the CFO Edition you can enter journal entries for multiple open months in a single session.



General Journal entries are used to:

- Establish account balances during setup.
- Record entries for bank charges, cash receipts and disbursements if you are not using Accounts Receivable and/or Payroll, cash activity where no check is written or to reduce and expense prepayments.
- Make correcting entries to your ledger account balances.
- Make period end closing entries.

Note: All payables disbursements should be entered in the Accounts Payable module. Receivables should be entered/modified in Accounts Receivable, if installed.

TO ENTER A JOURNAL ENTRY:

1. Go to **General Ledger > Add/Edit > General Journal Entries**.

Date	CO	Account	Amount	Description	Reference	Rev.
12/10/2004	1	10100 Petty Cash	-\$500.00			
12/10/2004	1	10400 Cash on Deposit, Savings/Money	\$500.00			

Month	Debits	Credits	Proof
12/10/2004	500.00	500.00	0.00

2. In the **Date** column, the current system posting date is displayed. You can change the date if necessary.
3. In the **CO** column, select the company for this journal entry. Entries for each company must balance for each entry session.
4. In the **Account** column, enter or select the account number for this entry. Click on the button to the right of the field to display a list of the accounts you have on file.





5. In the **Amount** column, enter the amount for this entry. Journal entries may be positive or negative. You can precede the entry with a minus sign or you may suffix the amount with C for a credit or D for a debit (e.g., 100.00C for a \$100.00 entry to credit the account). A negative sign can mean a credit or a reduction in the account depending on how you set up your options at **Control Information > General Ledger**.
6. In the **Description** column, enter information to describe this journal entry.
7. In the **Reference** column, enter information to reference this journal entry.
8. In the **Rev** column, check the box to create a reversing journal entry in the next posting month.
9. If you wish to post this entry to Job Cost as well as General Ledger, enter the job, category, and class. In addition, you must specify a valid vendor code and an invoice number. You may wish to set up a dummy vendor code for this purpose. The cost will be posted as an unpaid item.
10. The Proof box at the bottom of the window shows the total debit and credit entries made during this session. The proof amount of those totals should be equal to 0.00 before you exit. The system warns you if your entries are out of balance. If for some reason you must post an out-of-balance entry, you must use the OVERRIDE password to process and exit.
11. When you have finished, click **Process and Exit**.

You can only enter and process journal entries for open accounting periods. Attempting to enter an entry for a closed accounting period prompts you to open the accounting period. An override password is required to open an accounting period.

Importing Journal Entries

You can import a series of journal entries into Profit Builder using an Excel spreadsheet. To utilize this feature, you must be using Excel 10.0 or higher and it must be installed on the same computer as your Profit Builder data. For example, if you use Profit Builder in a networked environment, Excel must be installed on the server where Profit Builder is installed.

CDCI provides an Excel template to use for importing your journal entries. However, if you do not have the template, you can create your own. Your spreadsheet must contain the following columns in the order they are listed.

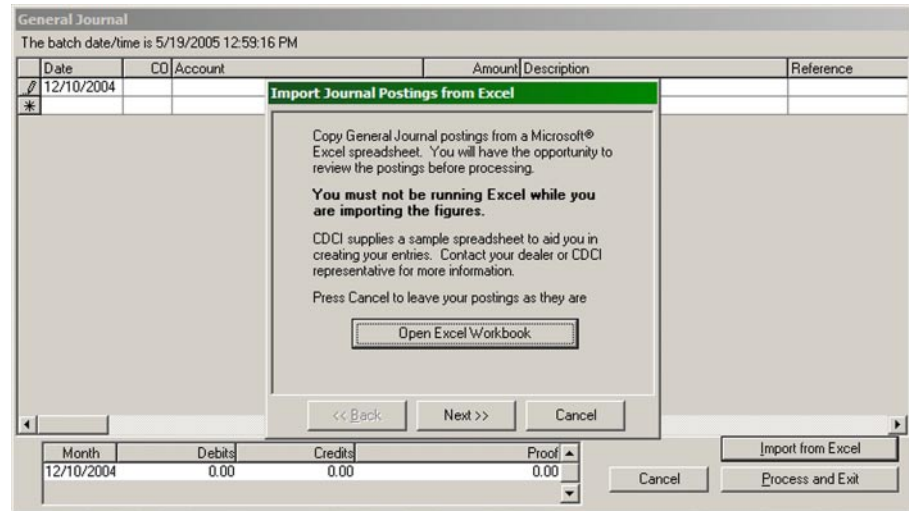
- ⊙ Date
- ⊙ Company
- ⊙ Account
- ⊙ Amount
- ⊙ Description
- ⊙ Reference
- ⊙ Make Reversing Entry (Y/N)
- ⊙ Job
- ⊙ Category
- ⊙ Class
- ⊙ Vendor
- ⊙ Invoice

These columns mirror the columns in Profit Builder's journal entry screen. The information entered into your Excel spreadsheet must match the order and format exactly for the import to work properly.

TO IMPORT JOURNAL ENTRIES:

1. Go to **General Ledger > Add/Edit > General Journal Entries**.
2. At the bottom of the window, click **Import from Excel**.

3. A window opens with additional instructions. Be sure you have closed the Excel program. Click **Open Excel Workbook**.



4. Select the spreadsheet you want to import and click **Open**. Profit Builder will load the spreadsheet and automatically send you to the next screen.
5. Enter the cell number that contains the first date to be posted. The system automatically defaults to cell number A3. If you are using the template CDCI provided, there is no need to change this number. If you are using your own template, be sure to enter the correct cell.
6. Click **Next**.
7. Click **Finish** to copy the posting to your Profit Builder journal entry screen.
8. Check the postings to ensure they are correct and click **Process and Exit** to post the journal entries.

Closing a Period

The Close Period function is used to close the general ledger at the end of a month. This is the LAST step to be performed when closing your books each month.

If you need to record any special entries at the end of a month, quarter or fiscal year, make the necessary journal entries for these adjustments, proof and process these postings and then close the period. You may also want to print a Trial Balance Sheet and Income Statement.

When closing a period, go to **General Ledger > Process > Close Period**. The system first checks to see that all postings for the oldest open accounting month have been made. If not, you are notified that you must Process Postings before you can proceed.

The program then checks to see if the net difference between the Asset and Liability (Balance Sheet) accounts is equal to the net difference between the Income and Expense (Income Statement) accounts.

When the Proof line shows equal amounts for the Balance Sheet and Income Statement accounts, this is the profit/loss amount that will be posted in order to balance the ledger and close the month.

The profit/loss amount to be posted is also shown when you run a TRIAL balance sheet and income statement. When the Proof line amounts are NOT EQUAL, your ledger is out-of-balance. You must exit and make the necessary journal entries to balance your accounts before you can close the month.

Automatic Profit/Loss Posting

The system automatically posts the period end profit/loss amount, transferring the amount from the income account to the capital account. The account numbers to be used are on file in Control Information.

When posting a profit, the Income Statement expense account "Period Profit/Loss" is debited and the Balance Sheet capital account "Profit/Loss Year-to-Date" is credited.

When posting a loss, the Income Statement expense account "Period Profit/Loss" is credited and the Balance sheet capital account for "Profit/Loss Year-to-Date" is debited.

After you have closed the fiscal year, you will need to make journal entries in the first month of the new accounting year to clear the Profit/Loss Year-to-Date account and move the balance to Retained Earnings (i.e., credit Profit/Loss Year to Date and debit Retained Earnings).

Working In More Than One Month

Often it is necessary to work in more than one month in Profit Builder®. For example, say you have not closed September in general ledger, however, it's October and you need to process vendor invoices and checks in accounts payable.

At any given time, you may have twelve consecutive accounting months open. You may reopen past months if necessary to post to the general ledger. An override password is required to open and close accounting periods.

When you reopen an accounting period, each period between the current period and the reopened period is also opened. For example, if it is September and you need to reopen last January, each closed month between January and September will also be reopened. The set of open accounting periods must fall in consecutive months.

Your current set of open accounting periods is shown at **Control Information > General Ledger**.

The screenshot shows the 'Control Information' dialog box with the 'General Ledger' tab selected. The dialog has a title bar 'Control Information' and a tabbed interface with tabs for General, Payables, Receivables, General Ledger, Payroll, Purchase Order, System, and Transfer. The 'General Ledger' tab is active. The text inside the dialog reads: 'These months are open in the General Ledger: May, 2004 through April, 2005'. Below this is a text box 'Month fiscal year ends' with the value '12'. A paragraph states: 'Big Builder will automatically create the last journal entry of each month (your monthly profit or loss) and post it to these two accounts when you use GL Process Period End.' Below this are two rows of controls: 'Balance Sheet' with a dropdown showing '29900' and 'Profit / Loss YTD', and 'Income Statement' with a dropdown showing '99000' and 'Profit / Loss This Month'. At the bottom are three checkboxes: 'Positive amounts are always debit.' (unchecked), 'Maximum detailed GL postings' (checked), and 'Use Direct Cost accounts in invoices and PO's.' (checked). Each checkbox has a descriptive text block. At the very bottom are three buttons: 'OK', 'Cancel', and 'Print'.

Reports

General ledger reports offer an overview of important information concerning your accounts. The reports list below each show a specific aspect of your business and accounts.

The default for printing general ledger reports is to print ALL accounts. To specify the accounts you wish to appear on the report, click on the bar labeled "ALL Accounts" at the bottom of the report selection window.

Follow the instructions in the window for selecting (highlighting) account numbers. Then use the ADD and REMOVE buttons to move the account numbers to and from the "Appear on this report" column. Click on OK when you have made your selections.

Balance Sheet

The balance sheet shows the assets, liabilities, and owners' equity of your company at a particular date.



Nature's Walk Builders

Balance Sheet

For the month of September, 2004

Assets			
Cash			
10200 Cash on Deposit, General		(3,330.00)	
Total Cash			(3,330.00)
Short-Term Investments			
Receivables			
Inventories			
Construction Work in Progress			
14100 Land and Land Development		10,000.00	
14300 Direct Construction Costs (WIP)		90,146.66	
Total Construction Work in Progress			100,146.66
Finished Units, Other Inventory			
Other Current Assets			
Investments and Other Assets			
Property, Plant, and Equipment			
Accumulated Depreciation			
Total Assets			96,816.66
Liabilities and Owners' Equity			
Deposits by Customers			
Accounts Payable			
21100 Accounts Payable, Trade		86,660.50	
Total Accounts Payable			86,660.50
Notes Payable			

TO PRINT A BALANCE SHEET:

1. Go to **General Ledger > Reports > Balance Sheet**.
2. Select the month for which you wish to print a balance sheet. Remember, the report reflects only POSTED amounts.
3. Select to print either a trial (i.e., showing debit and credit account totals with a proof figure) or a standard balance sheet report.
4. Check the **Omit accounts with zero balance** box to leave out information concerning accounts without a balance.
5. Click **All Accounts** at the bottom of the window if you wish to select specific accounts for your report.
6. Click **This Company** at the bottom of the window if you wish to add other companies to this balance sheet.
7. Click **Preview** to preview the report or click **Print** to print the report.



Income Statement

The income statement summarizes the revenues generated and the expenses incurred by your company during a period of time.

TO PRINT AN INCOME STATEMENT:

1. Go to **General Ledger > Reports > Income Statement**.

2. Select the month for the report or select a period in the **Period** section.
3. Select the report type. A trial report shows debit and credit account totals, along with a proof figure.
4. Check the **Omit accounts with zero balance** box to leave out information concerning accounts without a balance.
5. If you want to filter this report by division or department, make these selections in the **Division** and **Department** fields.
6. Click **All Accounts** at the bottom of the window if you wish to select specific accounts for your report.
7. Click **This Company** at the bottom of the window if you wish to add other companies to this income statement.
8. Click **Preview** to preview the report or click **Print** to print the report.



Comparative Report



A comparative report allows you to create a report to compare the actual and budgeted amounts in your accounts for a particular period of time.

TO PRINT A COMPARATIVE REPORT:

1. Go to **General Ledger > Reports > Comparative Report**.

General Ledger > Reports > Comparative Reports

Left Column
☐ Actual
☒ Budget

Middle Column
☒ Actual
☐ Budget

Right Column
☐ Dollars
☒ Percentage

Accounts
☐ Balance sheet
☒ Income statement

This report prints information in three columns. Select the months to appear in the first two columns.

To select more than one month within a column, click on the first month you wish to show, then hold down the Shift key while you click on the last month you wish to show.

The right column displays the difference between the left and middle columns.

Preview
Print
Exit

This Company

2. In the **Left Column** section, select actual or budget to determine which figure you want to see.
3. Select a month for the left column.
4. In the **Middle Column** section, select actual or budget to determine which figure you want to see.
5. Select a month for the middle column.
6. In the **Right Column** section, select how you want to display the difference between the first two columns, either dollars or percentage.
7. In the **Accounts** sections, select which report you want to base your comparison report on.
8. Click **Preview** to preview the report or click **Print** to print the report.

Cash Position



The cash position report shows the current balances of your cash, payables and receivables accounts.

TO PRINT A CASH POSITION REPORT:

1. Go to **General Ledger > Reports > Cash Position**.
2. If you want to filter the companies included on this report, click **This Company** to select the companies to include.
3. Click **Preview** to preview the report or click **Print** to print the report.

Trial Balance Worksheet

This report prints the current debit and credit balances for both balance sheet and income statement accounts. A proof figure is printed at the end. Space is provided for adjusting entries and an adjusted balance for each account.



Nature's Walk Builders

Trial Balance Report

For the month of September, 2004

	Balance		Adjustments		Adjusted Balance	
	Debits	Credits	Debit	Credit	Debit	Credit
10100 Petty Cash						
10200 Cash on Deposit, General		3,330.00				
10300 Cash on Deposit, Payroll						
10400 Cash on Deposit, Savings/Money Mkt.						
10500 Cash on Deposit, held in Escrow						
11100 Certificates of Deposit						
11200 Marketable Securities						
11300 Government Securities						
11900 Other Short-term Investments						

TO PRINT A TRIAL BALANCE WORKSHEET:

1. Go to **General Ledger > Reports > Trial Balance Worksheet**.
2. Select a month for this report.
3. Click **All Accounts** at the bottom of the window if you wish to select specific accounts for your report.
4. Click **Preview** to preview the report or click **Print** to print the report.

Posting Preview

The Posting Preview report lists all items waiting to be posted to the general ledger.

TO PRINT THE POSTING PREVIEW REPORT:

1. Go to **General Ledger > Reports > Posting Preview**.

General Ledger Posting Preview

Posting Source

- ☒ Accounts Payable
- ☒ Accounts Receivable
- ☒ Payroll
- ☒ General Journal

Posting Period

☐ All months

Posting Month

Posting Year

2. In the Posting Source section, check the boxes next to the posting sources you want to see on this report.
3. In the Posting Period section, check the All Months box to include all months in the report or enter the posting month and year.
4. Click **Preview** to preview the report or click **Print** to print the report.

Detail of Ledger

The Detail of Ledger report prints a listing of all posted items in a given time period.

TO PRINT THE DETAIL OF LEDGER REPORT:

1. Go to **General Ledger > Reports > Detail of Ledger**.
2. Select a month or range of months for this report.
3. Click **All Accounts** at the bottom of the window if you wish to select specific accounts for your report.
4. Click **Preview** to preview the report or click **Print** to print the report.

Detail Batches



The Detail Batches report shows lists the postings to the general ledger organized by the batches they are posted in.



Nature's Walk Builders

General Ledger Posting Batches

Includes postings from September 2003 to March 2005

Account	Source	Reference	Description	Amount
Batch 1/24/05 1:57:42 pm				
14300	AP	20050210 01	Process AP Invoices Vendor CRCTER Inv 22	\$300.00
21100	AP	20050210 01	Process AP Invoices Vendor CRCTER Inv 22	(\$300.00)
				1/24/05 1:57 pm Proof \$0.00
Batch 1/24/05 1:58:30 pm				
10100	GJ			\$500.00
10200	GJ			(\$500.00)
				1/24/05 1:58 pm Proof \$0.00
Batch 2/7/05 11:04:38 am				
10200	AP	20050210 02	Process AP Invoices Vendor EMSERV Inv 101	(\$100.00)
14300	AP	20050210 02	Process AP Invoices Vendor EMSERV Inv 101	\$100.00
				2/7/05 11:04 am Proof \$0.00
Batch 2/7/05 11:08:17 am				
10100	GJ			\$500.00
10200	GJ			(\$500.00)
				2/7/05 11:08 am Proof \$0.00
Batch 2/7/05 11:58:12 am				
44100	AP	20050210 02	Process Vend AKINFO Inv GHJ1452	\$200.00
10200	AP	20050210 02	AP Quick Checks Vendor AKINFO, Check 10033	(\$200.00)
				2/7/05 11:58 am Proof \$0.00
Batch 2/7/05 12:01:13 pm				
10200	AP	20041210 01	Process AP Checks Vendor CRCTER Check 10034	(\$525.00)
10200	AP	20041210 01	Process AP Checks Vendor GWCOPD Check 10035	(\$5,100.00)
21100	AP	20041210 01	Process AP Checks Vendor CRCTER Check 10034	\$525.00

TO PRINT THE DETAIL BATCHES REPORT:

1. Go to **General Ledger > Reports > Detail Batches**.
2. Select a month or range of months for this report.
3. Click **All Accounts** at the bottom of the window if you wish to select specific accounts for your report.
4. Click **Preview** to preview the report or click **Print** to print the report.

Chart of Accounts

The Chart of Accounts report is used to check your accounts and show current and previous account balances and budgets.

TO PRINT THE CHART OF ACCOUNTS REPORT:

1. Go to **General Ledger > Reports > Chart of Accounts**.
2. Click **All Accounts** at the bottom of the window if you wish to select specific accounts for your report.
3. Select one of the following options for this report:
 - **Account numbers and names only** – This option prints only the names and numbers of the accounts specified for this report.
 - **Account descriptions** – This option prints the names, numbers and descriptions of each account specified for this report.
 - **Balances and budgets** – This option prints the names, numbers, balances and budgets for each account specified for this report. Check the boxes next to the balances and budgets you want to appear on this report—balances, this year's budgets or next year's budgets.
4. Click **Preview** to preview the report or click **Print** to print the report.

Bank Reconciliation

The Uncleared Items report lists the items that have yet to clear the selected bank account. This report is used to reconcile your bank accounts.

TO PRINT THE UNCLEARED ITEMS REPORT:

1. Go to **General Ledger > Reports > Bank Reconciliation**.
2. In the **Bank Account** field, select the bank account for this report.
3. Enter the closing date for this report.
4. Check the **Show outstanding Accounts Payable checks** box to show any uncleared accounts payable checks written on the selected account.
5. Check the **Show outstanding Payroll checks** box to show any uncleared payroll checks written on the selected account.
6. Check the **Show outstanding Accounts Receivable Receipts** box to show any uncleared accounts receivable payments applied to the selected account.
7. Check the **Show General Journal postings to the cash account** box to show any uncleared journal entries posted to the selected account.
8. Click **Preview** to preview the report or click **Print** to print the report.

Job Reconciliation

The Job Cost Reconciliation report is used to reconcile your job cost accounts. This report shows the general ledger postings for a given month and the job cost postings for the same period.

TO PRINT THE JOB COST RECONCILIATION REPORT:

1. Go to **General Ledger > Reports > Job Reconciliation**.
2. Select a month for this report.
3. Select one of the following options to format your report:
 - **Order by account and then by job within each account**
 - **Order by job and then by account within each job**
 - **Show batches for the month that don't balance**
4. Enter the days you want to show on this report.
5. In the **Include classes** section, check the boxes next to the classes you want to appear on this report.
6. Click **All Accounts** at the bottom of the window if you wish to select specific accounts for your report.
7. Click **All Jobs** at the bottom of the window if you wish to select specific jobs for your report.
8. Click **Preview** to preview the report or click **Print** to print the report.

Adding Accounts

The majority of general ledger accounts were added when your company was set up. However, it may be necessary to add or change an account during daily operation.

Guidelines for Assigning Account Numbers

When creating a new account, you must assign an account number. There are certain guidelines that should be followed when assigning a number to a new account.

The account number must be five digits—no more, no less. Account numbers must be assigned in accordance with the following classifications:

- ⊙ Accounts **10000 - 29999** appear on the Balance Sheet
- ⊙ Accounts **30000 - 99999** appear on the Income Statement

Balance Sheet Accounts:

- ⊙ Assets 10000 - 19999
- ⊙ Liabilities & Capital 20000 - 29999

Income Statement Accounts:

- ⊙ Income 30000 - 39999
- ⊙ Expense 40000 - 99999

Sequence Numbers

Each account number must have a sequence number. A sequence number of 0 (zero) signifies that the account will receive postings. Sequence numbers of 1 - 99 specify the order of printing for non-posting accounts.

Non-posting accounts are used for headings, subheadings and totals on financial reports.

A sequence number of 1 is reserved for a gross margin total account. When a gross margin total account is placed after a total direct cost account, it prints revenue less direct cost totals on the Income Statement.

You may have several non-posting accounts with the same account number; however the sequence number for each of those account numbers must be different. It is the sequence number, then, that determines the order in which the accounts appear on reports. For example, account 10000 sequence 50 prints after account 10000 sequence 40.

Contra Accounts

Some accounts have balances that are contrary to the surrounding accounts and their headings.

For example, Accumulated Depreciation is a fixed asset account with a credit balance (i.e., a reduction in assets). On the Balance Sheet you would expect it to show a negative sign which it does.

This is controlled by the Heading account in front of it. All accounts with the same normal balance as the heading account print a positive amount; those with opposite normal balances print with a negative sign.

Contra accounts are identified as such whenever you select account information or make a general journal entry using that account.

Once postings have been made to an account, you can not change the account's normal balance. To make the change you must enter a new account with the correct normal balance and then use journal entries to zero out the incorrect account information and set the beginning balance for the new account.

TO CREATE A NEW GENERAL LEDGER ACCOUNT:

1. Go to **General Ledger > Add/Edit > Ledger Accounts**.
2. In the **Account** field, enter a number for this account. The number entered should follow the guidelines outlined above.
3. In the **Seq** field, enter a sequence number for this account.

4. In the **Name** field, enter a name for this account.

General Ledger Account Information

Account Seq Asset Account ☒

Name

Setup | This Year | Last Year

Normal balance
☒ Debit
☐ Credit

Account type
☒ Posting
☐ Heading
☐ Subheading
☐ Total

Account usage

Division
 Department

Blank lines to follow ☐ New page to follow
 Print in column
 Subtotal from account number

Cash Flow Analysis: This account is invoiced
☐ Weekly
☐ Bi-Weekly
☐ Semi-monthly
☐ Monthly on the day of the month
☒ Never invoiced

Save Cancel Delete Exit

5. On the **Setup** tab, in the **Normal Balance** section, select Debit or Credit as the normal balance for this account.
 Most asset accounts (10000 - 19999) and expense accounts (40000-99999) have normal debit balances.
 Most liability, capital/equity and income accounts (20000-29999 and 30000-39999) accounts have normal credit balances.
6. In the **Account Type** section, select a type for this account from the following options:
- **Posting** – These accounts carry balances, while all other types are “formatting” accounts for printing your financial reports. If the Sequence Number for the account is 0, it is automatically a posting account.
 - **Heading** – These accounts are used as “titles” to describe a group of accounts (e.g., ASSETS, SALES). The sequence number must be greater than 0 and the normal balance should match the accounts to which it refers. On the balance sheet and income statement reports headings print in bold type.
 - **Subheading** – These accounts are used as subtitles to describe a group of accounts under a heading account (e.g., Current Assets, Contract Sales).
 - **Total** – These accounts are used to print a total for a group of accounts.
7. In the **Account usage** field, select how this account is going to be used.
8. In the **Division** and **Department** fields, you can select a division and department for this account.
9. In the **Blank lines to follow** field, enter the number of blank lines you want to follow this account on reports or check the **New page to follow** box if you want this account to be the last on the page. You can enter up to nine blank lines.



10. In the **Print in column** field, enter the column number you want this account to appear in on reports. Valid entries for this field are 1, 2 or 3.
11. If this is a Total account, in the **Subtotal from account number** field, enter or select the range of accounts to be totaled.
12. In the **Cash Flow Analysis** section, select how you want this account invoiced.
13. Click the **This Year** tab.
14. Enter actual and budgeted amounts for this year and next year for this account.
15. Click the **Last Year** tab.
16. Enter actual and budgeted amounts for last year for this account.
17. When you have finished, click **Save** to save this account.

Deleting Accounts

You may not delete an account if there is a balance in the current year, or if there is no balance in the current year, but there is one in the previous year.

Importing Account Balances and Budgets

You can import your account balances and budgets into Profit Builder using an Excel spreadsheet. This feature is especially useful when first implementing the system. To utilize this feature, you must be using Excel 10.0 or higher and it must be installed on the same computer as your Profit Builder data. For example, if you use Profit Builder in a networked environment, Excel must be installed on the server where Profit Builder is installed..

CDCI provides an Excel template to use for importing both balances and budgets. However, if you do not have the template, you can create your own fairly easily. Your spreadsheet must contain the following columns in the order they are listed.

- Account
- Description

The remaining columns are used for each month you want to enter budgets or balances for. The months are not read from the spreadsheet; the starting month is selected when you import the file. For example, if you want to import budgets or balance beginning with June, you can enter June through May as your column headings but the system will not rely on these headings to determine the month.

In the Account column of your spreadsheet, enter the account number. In the Description column, enter the name of the account. In the remaining columns, fill in the budget or balance amounts for each month you want to import. You may only enter balances for open months.

Although the template is the same, balances and budgets must be imported separately with different spreadsheets. For example, you cannot import both balances and budgets for accounts with the same import.

TO IMPORT ACCOUNT BALANCES:

1. Go to **General Ledger > Add/Edit > Import Budgets from Excel**.
2. Enter the override password.
3. A window opens with additional instructions. Be sure you have closed the Excel program. Click **Open Excel Workbook**.
4. Select the spreadsheet you want to import and click **Open**. Profit Builder will load the spreadsheet and automatically send you to the next screen.
5. If your template contains more than one spreadsheet, you will be prompted to select the spreadsheet that contains the data you want to import. Check the box next to the correct spreadsheet and click **Next**.
6. Click the button next to **I want to import BALANCES**.

General Ledger Import Budgets from Excel

☐ I want to import BUDGETS.
☒ I want to import BALANCES.

Which cell contains the first account number?

Which cell contains the first balance?

What month do the balances start in?

What year do the balances start in?

7. Enter the cell number that contains the first account number. The system automatically defaults to cell number A2. If you are using the template CDCI provided, there is no need to change this number. If you are using your own template, be sure to enter the correct cell.
8. Enter the cell number that contains the balance. The system automatically defaults to cell number C2. If you are using the template CDCI provided, there is no need to change this number. If you are using your own template, be sure to enter the correct cell.
9. Select the month that the balances start in.
10. Enter the year for the balances you are importing.
11. Click **Next**. If you have included balances for months that are not open, you will receive an error. You can only import balances for months that are open.
12. Click **Finish** to update your balances.



TO IMPORT ACCOUNT BUDGETS:

1. Go to **General Ledger > Add/Edit > Import Budgets from Excel**.
2. Enter the override password.
3. A window opens with additional instructions. Be sure you have closed the Excel program. Click **Open Excel Workbook**.
4. Select the spreadsheet you want to import and click **Open**. Profit Builder will load the spreadsheet and automatically send you to the next screen.
5. If your template contains more than one spreadsheet, you will be prompted to select the spreadsheet that contains the data you want to import. Check the box next to the correct spreadsheet and click **Next**.
6. Click the button next to **I want to import BUDGETS**.

General Ledger Import Budgets from Excel

☒ **I want to import BUDGETS.**
☐ **I want to import BALANCES.**

Which cell contains the first account number?

Which cell contains the first budget?

What month do the budgets start in?

What year do the budgets start in?

7. Enter the cell number that contains the first account number. The system automatically defaults to cell number A2. If you are using the template CDCI provided, there is no need to change this number. If you are using your own template, be sure to enter the correct cell.
8. Enter the cell number that contains the budget. The system automatically defaults to cell number C2. If you are using the template CDCI provided, there is no need to change this number. If you are using your own template, be sure to enter the correct cell.
9. Select the month that the budgets start in.
10. Enter the year for the budgets you are importing.
11. Click **Next**.
12. Click **Finish** to update your budgets.

Chapter

4

Job Cost

This chapter walks you through setting up a new job, budgets, updating progress and job reporting.

The Job Cost Ledger stores information for your jobs, including budgets and costs charged to those jobs. The budgets are assigned at the category level (e.g., framing, HVAC, etc.). Then costs from Accounts Payable and Payroll are charged against these budgets.

During setup, you can enter costs directly into Job Cost and record labor costs when you are not running the Payroll module. Each cost item is further identified by type—material, labor, subcontract, equipment, change order or other.

A variety of reports may be produced from your Job Cost Ledger to show cost and payment detail, budget variance and profit/loss. For more information on reports, see [“Reports” on page 65](#).

Once you have created a job and category structure, you can “clone” it to create a new job. For more information on cloning a job, see [“Cloning Job Records” on page 62](#). If you are using the optional Scheduling Interface module, you can print a complete set of schedule reports for the vendor, the builder and the owner from the Job Cost module.

As you complete a job, you can move it to a job archive file. Moving inactive files from your Job Cost Ledger can save disk space and speed reporting time. If new activity is generated for a job that has been archived, it can be added to the archived job.

If you have purchased the optional cPM Scheduling Interface Module you can link scheduling information from CDCI’s Critical Project Management (cPM) with your Job Cost system. Schedule information for your jobs flows directly from the scheduling program to Job Cost in Profit Builder, updating vendor assignments, start and finish dates and percent complete for each accounting category that is linked to a task on the schedule. For more information on integrating jobs with cPM, see [“Integrating with cPM” on page 64](#).

Master Job/Category Sets

Job costs in Profit Builder® are accumulated and organized at two levels of detail, first by category of work (e.g., electrical, mechanical, interior finish, etc.) and then by type of cost (e.g., material, subcontract, etc.) Budgets are set for the category as a whole. Job and category codes may be up to six characters each.

Your Profit Builder® system comes with two “template” job and category sets:

- ⊙ A job called NAHB that contains the standard National Association of Home Builders category set.
- ⊙ A job called CSI that contains a category set for commercial contractors based on UNI format codes.

Whatever category structure you elect to use we recommend that you create your own “master” or template job and category set in Profit Builder®. Entry of budget information is optional.

Then each time you need to set up a new job, you can use the Create New Jobs from Old Jobs function (available at Job Cost > Add/Edit).

Scheduling Interface Considerations

If you are using the cPM Scheduling module, it is important that you use the same category structure in each part of your system.

When you update start/finish dates for job categories in Profit Builder®, the interface program looks for a match between the category list in scheduling and in Profit Builder®’s Job Cost.

If you make changes in one area of your integrated construction management system, be sure to apply that change to all other components that you use. For example if you change any categories in Profit Builder®, be sure to make same change to cPM.



In the Project Management edition, your activity and category IDs default to the same ID.

Creating a New Job Record

To create a new job record from scratch follow the steps below. You can also create a new job from an existing job record. This allows you to use a template job record. For more information on cloning job records, see [“Cloning Job Records” on page 62](#).

TO CREATE A NEW JOB RECORD:

1. Go to **Job Cost > Add/Edit > Job Information**.
2. In the **Job** field, enter the code for this job. The first two characters in this code refer to the community in which this job is being performed.

3. In the **Job Name** field, enter a name for this job.

CATEGORIES

4. On the **Categories** tab, in the **Plan** field, enter the name of the plan used for this job.
5. In the **Bldg permit** field, enter the building permit number for this job.
6. Check the **Built on spec** box if this job is being built on the specification of the plan.
7. Check the **Job closed** box if this job is closed.
8. In the **Contract amount** field, enter the billable contract amount for this job.
9. In the **Default GL** field, enter or select the account number to be used by default for this job.
10. In the **Sales tax rate** field, enter the state sales tax rate for this job.
11. In the **Total SF** field, enter the total amount of square footage for this plan.
12. In the **Heated SF** field, enter the total amount of heated square footage for this plan.
13. In the **Category** column, enter a category code to correspond to a job cost activity.



If you use classes within categories, you should first enter all of your categories and then go back and enter classes for each category. For more information on using classes within categories, see “Control Information” on page 11.

14. In the **Name** column, enter a category name for the code.
15. In the **Budget** column, enter the total budget amount associated with this category. When you charge costs to this category (e.g., when entering invoices) you can specify a cost class or type (e.g., material, subcontract, etc.). The pro-

gram compares the total of all costs charged to this category against this amount for variance reporting.

16. Continue entering categories by repeating steps 14–16.
17. Click the **Dates/Custom** tab.

DATES/CUSTOM

18. In the **Activity** column, enter the activity codes for the milestones listed.\ If you are also using cPM Scheduling, these codes should correspond to your activity codes in scheduling.
19. In the **Scheduled Date** column, enter the planned date for completing each of the listed activities.
20. In the **Actual Date** column, enter the actual date the activity was completed.
21. Click the **Location** tab.

LOCATION

22. Enter the address, city, state, zip and county for the property location.
23. Enter the name and phone number of the location contact person.
24. In the **Purchaser** section, enter the name, address, city, state, zip and phone number for the purchaser.
25. In the **Lender** section, enter the name of the lender and information about the loans involved in purchasing the property.
26. Click the **Directions** tab.

DIRECTIONS

27. You can enter directions to the job site or other notes for the job. These directions will print on purchase orders if you use a special PO form when creating purchase orders.
28. Click the **T&M** tab.

T&M

29. In the **Amount billed from T&M** field, enter the amount that has been billed from time and materials.
30. In the **Markups** section, enter any percentages that the listed classes are marked up.
31. Click **Save** when you have finished. **Cancel** causes the information you have just entered to be discarded. **Delete** removes any job you have called to the screen. An override code is required to delete an existing job record.

Do not delete any jobs that have accounting activity for the current year.

Entering Costs for Jobs in Progress

When entering information for a job in progress, you can record the total cost paid to date in a special category set up for that purpose.

If you are entering a new job and/or category, you will need to **SAVE** the entry before you can enter a cost for that job and category.

TO ENTER COST INFORMATION FOR CATEGORIES:

1. After saving the job, call the job back up.
2. Click **View Category Costs**.

Class	Vendor	Name	Invoice	Invoice Date	Processing	Amount	Commit	Billed	Hours
0	GWCOPD	PO AF230F080 Sewer Tap	107	01/17/2005	01/17/2005	\$1,650.00	Yes	No	0

3. Click on the pick list button in the **Class** field and select the class to identify this cost item—labor, material, subcontract, equipment, change order or other.
4. In the **Vendor** field enter a vendor code or an employee number if it is a labor cost. During setup we recommend that you use a dummy vendor code 'SETUP' to identify the item.
5. Type in a description in the **Name** field.
6. In the **Invoice** field, enter a dummy number.
7. In the **Invoice Date** field, enter the base date.
8. Enter the total cost paid to date amount in the **Amount** field.
9. Click **Save**.

If you wish to record the payment for a cost line item, click on the Total Payment button at the bottom of the cost detail window. Enter check number and the payment amount then click on OK. Be sure to click Save to exit this screen.

Cloning Job Records

Once you have one or more jobs, some of which may have many categories, you can save time when you need to create a new job by using the Create New Jobs From Old Jobs option at **Job Cost > Add/Edit**.

You can set up a “master” job that contains the category set you use, with or without budgets. Then clone new jobs from this master job, adding or adjusting the budget amounts as required.

As mentioned earlier, your system comes with two template jobs on file: NAHB that contains the NAHB recommended category set and CSI that contains a commercial category set based on UNI format.

TO CLONE AN EXISTING JOB:

1. Go to **Job Cost > Add/Edit > Create New Jobs From Old Jobs**.

2. Select the job you want to copy.
3. Click **Add**.
4. In the **Number** field, enter the job number for the new job.
5. In the **Name** field, enter a name for the new job.
6. Check the **Copy budgets** box to copy the budgets from the old job.
7. Click **OK**.

Updating Progress

If you have integrated your job cost module with the cPM scheduling program, you should automatically update progress by importing job schedule information from cPM. For more information about integrating with cPM, see [“Integrating with cPM” on page 64](#).

If you do not use cPM, you can manually update the job progress from the job record as activities are completed.

TO MANUALLY UPDATE JOB PROGRESS:

1. Go to **Job Cost > Add/Edit > Job Information**.
2. Click the search button next to the **Job** field.
3. Select the job you want to update and click **OK**.
The job pick list is sorted by name not code.
4. On the **Categories** tab, in the % column, enter the percentage complete for each task that needs to be updated.
5. You can also update start and finish dates, and actual costs for activities when updating job progress. This information allows you a more accurate picture of where you stand in the job's progress and budget.
6. When you have finished, click **Save**.

Posting Labor Costs to Job Cost

If you need to record labor costs in Job Cost, you can either enter costs to the appropriate job categories or enter and post an invoice in Accounts Payable for a dummy vendor called 'PAYROLL'. This allows you to make the necessary postings to your General Ledger and to Job Cost in a single entry.

The example below shows how to enter a single invoice to post a weekly payroll that consists of the following:

- ⊙ Cash 3724.82
- ⊙ Federal Income Tax Withheld 609.17
- ⊙ State Income Tax Withheld 182.51
- ⊙ FICA/Employee's 376.00
- ⊙ FICA/Employer's 376.00
- ⊙ Federal Unemployment 39.14
- ⊙ State Unemployment 0.00
- ⊙ Salaries 5330.14
- ⊙ 401k Withheld 22.50

The invoice amount is the net payroll amount (gross less payroll deductions), \$3724.88 in this example. The completed invoice spread screen is shown below:

GL Account	Description	Job	Category	Amount
14000	Work in Progress	321	20000	5,330.14
21561	Fed. Inc. Tax			-609.17
21562	State Inc. Tax			-182.51
21563	FICA/Employee's			-376.00
21564	FICA/Employer's			-376.00
21573	Federal Unemployment			-39.14
21564	401k Withholding			-22.50

Integrating with cPM



Profit Builder® is designed to work closely with CDCI's cPM—Critical Project Management Scheduling program. In the Project Management edition, there is a Scheduling button at the top of your Profit Builder main screen. Go to **Control Information > Transfer** to set the path to your scheduling software. Then, when you click the Scheduling button, cPM will open automatically.

Common information to both accounting and scheduling is passed between these programs throughout the life of a job. To accomplish this, the job cost category structure in Profit Builder® must be identical to the scheduling activity list.

Once your job record has been created, you can export this information to scheduling in order to accurately track and update the job's progress. When inspection data is entered in the scheduling program, you can then update the job record by importing that data back into Profit Builder.

For more in depth information on how to effectively use Profit Builder and cPM to track and maintain your jobs, see [“Scheduling the Job” on page 136](#) and [“Updating the Schedule” on page 142](#).

Reports

There are many reports that help you track your job costs and progress. A few of the most helpful and important are outlined below.

Detail Cost Report

You can run this report by going to **Job Cost > Reports > Detail Report**. The Detail Cost report shows individual cost items and hours information by category including:

- ⊙ Vendor
- ⊙ Invoice number and date
- ⊙ Hours
- ⊙ Budget
- ⊙ Cost
- ⊙ Variance

Note: Only categories with costs posted to them will be shown on the report.

You may run this report for ALL jobs or selected jobs; the default is all jobs. To select one or more jobs for the report, click on the bar labeled “All Jobs” at the top of the window. Instructions for picking the job(s) for the report are shown in the Pick window. At the bottom of the Pick window you may specify the categories to include as well.

Budget and hours information can be included or not and you can select the cost classes to include (e.g., material, subcontract, etc.). If you are including budget information on the report, any variance between the budget and actual costs can be shown as either a dollar amount or as a percentage.

Category Variance Report



You can run this report by going to **Job Cost > Reports > Category Variance Report**. The Category Variance report includes the following information, subtotaled by category and then by job.

- ⊙ Cost (total for all cost classes)
- ⊙ Budget
- ⊙ Budget Remaining (cost - budget)
- ⊙ % Complete (% time completed)
- ⊙ Variance

You may run the report for ALL jobs or selected jobs; the default is all jobs. To select one or more jobs for the report, click on the bar labeled “All Jobs” at the top of the window. Follow the instructions in the Pick window. At the bottom of the Pick window you may specify the categories to include as well.

Job Summary

You can run this report by going to **Job Cost > Reports > Job Summary**. This report summarizes, by job the following:

- Total Cost
- Budget
- Budget Remaining
- Variance

Profit/Loss To Date

You can run this report by going to **Job Cost > Reports > Profit/Loss To Date**. This report shows, by job the following:

- Selling Price
- Total Budget
- Total Cost to Date
- Variance
- Profit/Loss to Date.

You can also issue a bonding report from this report. The bonding report shows the following information for the date range selected:

- Job
- Contract Amount
- Total Billings
- Total Cost
- Projected Cost
- % Complete

All open jobs appear on the bonding report regardless of the date range selected. However, the totals for each job changed depending on the date range.

Schedule Reports—Builder, Owner, and Vendor

You can run the schedule reports at **Job Cost > Reports**. The three schedule reports on the Reports menu (Builder, Owner and Vendor) enable you to consolidate schedule items for multiple jobs and print them on a single report.



Closing a Job

We recommend that you close out your jobs in two separate phases. Phase 1 might be called the “posting & reporting” phase; Phase 2, the “archiving and deleting” phase.

The answers to one or two pivotal questions will tell you when the timing is right to perform each phase.

Phase 1

Before starting Phase 1 of a job close, ask yourself these questions:

- ☐ Has all revenue for the job been booked and paid? If you haven’t been paid in full (both for original items as well as changes and extras), then the job shouldn’t be closed.
- ☐ Has sufficient time (two or three Payables check runs) elapsed for final bills from subs and suppliers to “trickle in?”

If you can say “yes” to both of these questions, you are ready for Phase 1 - Posting and Reporting.

In General Ledger:

- ☐ If you use the “Completed Contract” method of accounting, you’ll need to transfer job activity from the Balance Sheet to the Income Statement. Use General Journal entries to transfer costs inventoried as Work In Progress (14000 series accounts on the standard CDCI and NAHB charts of accounts and also shown as the total Job Cost figure on your Job Cost reports for that job) over to the Cost of Sales (41000 series on CDCI chart and 35000 and above on the NAHB chart). For more information on journal entries, see [“Journal Entries” on page 38](#).
- ☐ Transfer any remaining liabilities to parties financing construction (e.g. owner deposits, bank draws, etc.) that have been applied to the sales price, to a job-related revenue account (31000 series on CDCI and NAHB charts).

In Job Cost

- ☐ If you’d like your Job Profit & Loss report to show net profit, instead of gross profit and overhead, you’ll need to allocate indirect and/or overhead expenses (42000 and 43000 and higher expense accounts respectively on the CDCI and NAHB charts of accounts) back to your individual jobs. (You should be consistent - allocate on all jobs or none.) Consult with your accountant and other management when making this decision.

By definition, indirect and overhead costs cannot be captured directly on the job-related transaction (sub or supplier’s invoice, crew’s time card, etc.), and therefore must be allocated back to individual jobs with some formula. Take, for example, a simple percentage formula. Assume last year’s 41000 (job-related expense) accounts totaled \$1,000,000 on the annual Income State-

ment, and that indirect and overhead expenses totaled only \$100,000. That's a 10% overhead factor. You've booked all direct costs, so you can apply this formula to create the overhead posting to the job.

Remember that this overhead cost has already been booked in General Ledger, so you'll need to enter it directly in the Job Cost module. If you plan to allocate overhead back to jobs, you may have even created (and possibly budgeted) an overhead category, or perhaps you plan to post to Cost Class A or O (Administrative or Overhead) of each category.

- ☐ Before running final Job Cost reports, you need to tell the Job Cost module that the job is complete. This lets it know that it should now report actual (not estimated) profit on the job. Call up the job and click on the 100% Complete button at the bottom of the window. This automatically updates all categories. (Home builders may want to create separate "callback" and warranty jobs and then retire the original job.)

Phase 2

Phase 2 involves moving the job out of your Job Cost ledger. To determine if you're ready to move the job out of your Job Cost Ledger, ask yourself these questions:

- ☐ Does your accountant need access to this job for any fiscal year adjustments?
- ☐ Have you booked any transactions or run any reports on this job recently?

If the phase 2 questions have been satisfied, it's time to archive the job, saving a copy of it on floppy or on your hard disk. Once this is done you can delete it from the Job Cost Ledger.

- ☐ On the Main Menu bar, select Modules, then select Housekeeping, Archive Jobs. You will be asked to enter the Override password, specify an .MDB storage file name for your job archives and then the jobs to be transferred to the archive.
- ☐ Go to Add/Edit, Job Cost and delete the job.
Caution: If you need to process a cost item to a job that has been archived and then deleted from the main ledger, be sure to copy it back from the archive BEFORE you enter and process the cost item. When you copy to or from an archive the system overwrites any existing information with like job and category codes, etc.

Chapter

5

Payroll

This chapter offers step-by-step instructions for adding deductions, employees and issuing payroll checks.

Payroll is an important, necessary part of maintaining your business. This chapter outlines the daily operations of maintaining your payroll system and using Profit Builder® to issue payroll checks.

Setting up Payroll Taxes

Payroll taxes, including federal and state withholding, FICA/Medicare and unemployment are calculated and deducted automatically based on your Profit Builder® tax tables and employee exemption information.

You can verify the settings for you federal payroll taxes at **Payroll > Add/Edit > Federal Tax**. These tax tables are updated annually with new tax laws and should not be changed.

State information is stored at **Payroll > Add/Edit > State Tax**. The withholding information for each state is also updated annually with new tax laws. However, you will need to designate the general ledger accounts which you will track state tax withholdings.

TO SET UP STATE PAYROLL TAXES:

1. Go to **Payroll > Add/Edit > State Tax**.
2. In the **State** field, enter the two letter abbreviation for your state.
3. In the **State Income Tax ID** field, enter you state income tax ID.
4. In the **Income Tax GL Account** field, select the general ledger account that will track state income tax withholdings.
5. In the **State Unemployment Tax ID** field, enter you SUT ID.
6. In the **SUT GL Account** field, select the general ledger account that will track state unemployment tax withholdings.
7. In the **State Disability Insurance ID** field, enter your state SDI ID.

8. In the **SDI GL Account** field, select the general ledger account that will track your state disability insurance withholdings.
9. Click **OK**.
10. Repeat these steps for each state in which you do business.

If your employees work in areas that require local taxes to be withheld, you will need to turn on the local tax feature and set up the tax rates for each locality.

To turn on local taxes, go to **Payroll > Add/Edit > Control Information > Payroll**, check the **Enable local tax withholding** box and click **OK**.

TO SET UP LOCAL TAXES:

1. Go to **Payroll > Add/Edit > Local Tax**.
2. In the **Locality** field, enter a six character code for this tax rate.
3. In the **Name** field, enter the locality name for this tax rate.
4. In the **Resident rate** field, enter the tax rate charged to residents of this locality.
5. In the **Nonresident rate** field, enter the tax rate charged to nonresidents working in this locality.
6. In the **Credit method** field, select the credit method used for this locality.
7. In the **Credit Lower limit** field, enter the credit lower limit for this locality.
8. In the **Credit Upper limit** field, enter the credit upper limit for this locality.
9. In the **Account** field, select the general ledger account that will track the local tax withholdings.
10. Repeat this process on a new line for each local tax rate you want to enter.
11. When you have finished, click **OK**.

Entering Deductions, Pays & Contributions

Before you can process your payroll, you must first ensure that all of the required deductions, payments and employer contributions are entered into the system so that they can be applied to employees' checks. Deductions, pays and employer's contributions (ADPs) are set up and then assigned to individual employees.

TO CREATE ADDITIONAL DEDUCTIONS, PAYS AND CONTRIBUTIONS:

1. Go to Payroll > Add/Edit > Deductions, Pays, Contributions.

2. In the **Code** field, enter a code for this deduction. Each additional deduction, pay or contribution is identified by a six character code (use no spaces or special characters).
3. In the **Description** field, enter a description of this item up to 60 characters.

SETUP

4. On the Setup tab, in the Function field, select one of the following functions for this ADP:
 - Miscellaneous deduction
 - Miscellaneous pay
 - Employer's contribution (an expense incurred by the employer on behalf of an employee that does not affect the employee's paycheck)
 - Additional federal withholding
 - Additional state withholding
5. In the **Frequency** field, select the frequency for calculating this ADP.
6. In the **Method** field, select the method for calculating this ADP.
7. Depending on the method selected, enter the appropriate amount in the **Amount** field.
8. Check the **Taxable** box to indicate that this ADP is subject to federal and state income taxes.

9. In the **Cutoff** and **Reset** fields, you can specify a maximum cutoff amount for the ADP. This cutoff amount, along with the reset period specified determine the limits of the ADP amount. The reset entry (e.g., every period, every month, etc.) determines the period that the program looks at to determine whether or not the maximum cutoff amount you specified has been reached.
10. In the **Credit account** and **Debit account** fields, you are required to specify the general ledger account to be credited or debited with the amount. For an employer's contribution you must specify both the debit and the credit accounts.
11. If this item is to be printed on the employee's W-2, indicate the W-2 box in the **Box to print in on W-2** field (e.g., 13 or 14).
12. For items that are to be printed in Box 13, enter the IRS letter code that is to be printed to identify the amount in the **IRS code for W-2 box** field.
13. Check the **Print on Certified Payroll Report** box to print this ADP on payroll reports.
14. Click the **Limits** tab.

LIMITS

15. In the **Jobs** field, you can specify a job or range of jobs to trigger the calculation of this ADP. This means that the item will be calculated only for time card entries with the specified job.
If you want this ADP to appear in job cost, select the specific jobs or enter **1-ZZZZZZ** in this field. Entering this will post this ADP to any job that is entered on a time card.
16. In the **Categories** field, you can specify a category or range of categories to trigger the calculation of this ADP.
17. In the **Crafts** field, you can specify a craft or range of crafts to trigger the calculation of this ADP.
18. In the **Charge to** section, you can select a job, category or class to redirect the charge of this ADP to.
19. In the **Gross pay** field, you can set starting and ending limits for this ADP. This means that this ADP will only be calculated for employees whose gross pay falls within this range.
20. Click the **Advanced** tab.

ADVANCED

21. On the **Advanced** tab, check the boxes for of the advanced setting you want to apply to this ADP.
22. Click **Save** when you have finished. **Cancel** causes the information you have just entered to be discarded. **Delete** removes any ADP you have called to the screen. An override code is required to delete an existing ADP record.

Once you have entered all of your ADPs, you can add them to your employee records.

Payroll Taxes and Exempt Compensation

Many operators have difficulty figuring which taxes apply to certain deductions and payments. The instructions listed below are based on federal and most state codes. Please check with your state if you are not sure how a state treats certain payments.

Section 125 Cafeteria plans – Congress realized that many employers had been paying certain benefits which were never considered compensation and therefore were never included in an employee's payroll. As employers reduced benefits, Congress passed a law allowing these benefits to still be paid by the employer yet the cost could be deducted from the employees' pay.

These deductions would not have any payroll taxes. A cafeteria of benefits would be offered to employees and the employee could decide which ones to buy. There are a couple of basic rules:

- ⊙ The benefit must be disbursed by the employer (the employee cannot receive the funds and then pay for the benefit).
- ⊙ The benefit must qualify—health and disability insurance, day care, and other items are allowed.

Section 125 Deductions are exempt from:

- ⊙ Federal Income Tax
- ⊙ FICA withholding
- ⊙ Medicare withholding
- ⊙ Federal Unemployment Tax
- ⊙ State Income Tax
- ⊙ State Unemployment Tax
- ⊙ Worker's Compensation Insurance

401(k) Retirement Plans – Congress permits certain amounts of normal compensation to be deposited by the employer in specially secured and monitored accounts so that the funds will be available for retirement. Some companies put in matching funds as well. Congress allows the individual to defer payment of Federal Income taxes until the money is withdrawn at retirement. Then, the money is taxed as it is withdrawn. Since no other taxes are placed on this money when it is withdrawn in retirement, the other taxes are paid when the regular payment would have been made on payday.

401(k) Deductions are exempt from:

- ⊙ Federal Income Tax
- ⊙ State Income Tax (most states)

401(k) is NOT exempt from:

- ⊙ FICA withholding
- ⊙ Medicare withholding
- ⊙ Federal Unemployment Tax
- ⊙ State Unemployment Tax
- ⊙ Worker's Compensation Insurance

Employee Reimbursements – When employees purchase tools or supplies for the company and are reimbursed, these payments are exempt from all taxes. The same treatment is given to employee reimbursements for travel, meals and lodging. Uniforms, tuition reimbursements and other benefits may or may not qualify for exemption. Talk with your CPA about how to categorize these items so that they qualify for exemption.

Employee reimbursements are exempt from:

- ⊙ Federal Income Tax
- ⊙ FICA withholding
- ⊙ Medicare withholding
- ⊙ Federal Unemployment Tax
- ⊙ State Income Tax
- ⊙ State Unemployment Tax
- ⊙ Worker's Compensation Insurance

Extra Pay

There may be times when you want to add additional compensation to your employees' paychecks. For example, if one of your employees uses their own tools to complete a job, you may want to pay them a stipend for the use of their tools.

This extra pay can be tracked by the job but posted to an expense account. This way you can keep track of your job cost accurately and the extra pay is written off as an expense.

All of this is accomplished by creating a special ADP for the extra pay. To do this, follow the steps below in setting up your extra pay.

TO CREATE AN EXTRA PAY ADP:

1. Go to **Payroll > Add/Edit > Deductions, Pays, Contributions**.
2. In the **Code** field, enter a code for this payment.
3. In the **Name** field, enter a name for this payment.
4. In the **Function** field, select Miscellaneous pay.
5. In the **Method** field, select how you want the amount of this extra pay determined.

6. In the **Amount** field, enter the amount to be used in conjunction with your selection in the Method field.
7. Check the **Taxable** box if this extra pay is taxable.
8. In the **Cutoff** field, enter a cutoff and reset period if one applies.
9. In the **Debit account** field, select an expense account for this extra pay.
10. If this extra pay is to appear on a W-2, fill in the information about W-2 printing.
11. Check the **Print on Certified Payroll Report** box to have this payment print on the certified payroll report.
12. Click **Limits**.
13. Click **Browse** next to the Jobs field.
14. Select the jobs you want this extra payment to apply to and click **Add**.
15. When you have finished click **OK**.
16. Under **Charge to**, on the Limits tab, select a job to charge this expense to for job cost.
17. Click **Advanced**.
18. Clear any boxes for taxes this item is not subject to.
19. Click **Save**.

Once you have created this ADP, you must also assign it to the employees that will use it. Once it has been assigned to employees, when the job selected is entered on a time-card, the extra pay will be calculated for that employee.

Worker's Compensation

Worker's compensation can be calculated three different ways in Profit Builder. The way it is calculated depends on several factors:

- ⦿ how you pay out worker's compensation
- ⦿ whether or not you use crafts
- ⦿ whether or not you attach ADPs to categories
- ⦿ whether or not default worker's compensation is set on employee records

Paying Worker's Compensation Benefits

If you need to pay an employee worker's compensation benefits you can use a worker's compensation ADP or an Extra Pay ADP. Depending on your state, you may be required to pay a percentage of the employee's regular pay or a dollar amount per hour.

If you are required to pay a dollar amount per hour for worker's compensation benefits, you must use an Extra Pay ADP to pay out these benefits. For more information on creating an extra pay ADP, see ["Extra Pay" on page 74](#).

If you are required to pay a percentage of the employee's regular pay, you must set up and use the worker's compensation ADP available in Profit Builder.

TO SET UP A WORKER'S COMPENSATION ADP:

1. Go to **Payroll > Add/Edit > Deductions, Pays, Contributions**.

Addition Deduction/Pay

Code: WC1 Name: Workers Comp

Setup | Limits | Advanced

Function: Worker's comp
 Frequency: Every period
 Method: Worker's comp Amount: 67.00% ☐ Ask
☐ Taxable
 Cutoff: \$0.00 reset every period
 Credit account: 24200 Workers' Comp. Insurance Payable
 Debit account: 41200 Workers' Compensation Insurance
 Box to print in on W-2: ☐
 IRS code for W-2 box: ☐
☒ Print on Certified Payroll Report

Save Cancel Delete Exit

2. In the **Code** field, enter a code for this ADP.
3. In the **Name** field, enter a name for this ADP.
4. In the **Function** field, select **Worker's comp**.
5. In the **Amount** field, enter the percentage amount required to be paid to employees.
6. In the **Cutoff** fields, enter any cutoff information. Some states have maximum benefits for worker's compensation. Check with your local state laws to determine if cutoff limits apply.
7. In the **Credit account** field, select an account to credit this pay to.
8. In the **Debit account** field, select an account to debit this pay from.
9. When you have finished, click **Save**.

You can create multiple worker's compensation ADPs. Once you have created the ADP, you can attach it to crafts, categories and employee records.

If you want to charge general liability insurance and worker's compensation in a single ADP, you need to combine these rates and create one worker's compensation ADP that includes both. This is necessary because you can only assign one default worker's comp ADP to each employee.

Crafts



Crafts are used in certified payroll to record the activities of employees on timecards. Crafts also play a role in how worker's compensation is calculated. If a craft is assigned a worker's compensation code and entered on an employee's timecard, the code assigned to the craft will be used to calculate worker's compensation benefits.

TO ADD A NEW CRAFT:

1. Go to **Payroll > Add/Edit > Crafts**.
2. In the **Craft** column, enter a code for this craft. This code can be up to four characters.

Payroll Crafts							
	Craft	Description	Unit	Regular Rate	Overtime Rate	Premium Rate	Workers Comp
	FRAM	Framing	HR	17.75	26.63	35.5	WC1
	MASN	Masonry	HR	22.5	33.75	45	WC1
	*						

3. In the **Description** column, enter a description for this craft.
4. In the **Unit** column, enter a unit of measure for the pay rate for this craft. For example, if the craft is paid by the hour, enter hour.
5. In the **Regular Rate** column, enter the regular pay rate for this craft.
6. In the **Overtime Rate** column, enter the overtime pay rate for this craft.
7. In the **Premium Rate** column, enter the premium pay rate for this craft.
8. In the **Workers Comp** column, select the worker's compensation ADP for this craft. The worker's compensation selected treats all payments as straight hourly and does not account for overtime and premium pay.
9. Repeat steps 2–8 for each craft you want to add.
10. When you have finished, click **OK**.

Attaching ADPs to Categories

You can attach specific worker's compensation ADPs to categories in order to specify the worker's comp rate paid for each category. Then, when you select a category on a time card, the worker's comp rate is applied for that time card line-item.

TO ATTACH A CATEGORY TO A WORKER'S COMP RATE:

1. Go to **Payroll > Add/Edit > Deductions, Pays, Contributions**.
2. In the **Code** field, select the worker's compensation ADP that you want to attach a category to.
3. Click the **Limits** tab.

Addition Deduction/Pay

Code: Name:

Setup Limits **Advanced**

This deduction/pay/contribution applies to

Jobs:

Categories:

Crafts:

Charge to

Job:

Category:

Class:

Gross pay Starting: Ending:

4. Click **Browse** next to the **Categories** field.
5. Select the categories you want this ADP to apply to and click **Add**. You can select categories individually or hold down Ctrl to select multiple categories.
6. When you have finished adding categories, click **OK**. The categories you have selected appear in the Categories field.
7. When you have finished, click **Save**.

Setting Default Worker's Comp on Employee Records

You can set a default worker's compensation ADP for each employee. This applies a worker's compensation rate if rates are not set for crafts or categories. If you have not yet entered employee records, see ["Entering Employee Records" on page 80](#).

TO SET A DEFAULT WORKER'S COMP ON EMPLOYEE RECORDS:

1. Go to **Payroll > Add/Edit > Employees**.
2. In the **Employee number** field, select the employee record you want to change.

- Click the **Taxes** tab.

Employee Setup

Employee number: 16 Dennis J. Weaver

Personal | Family | **Taxes** | Rate/Historical | Added Pay/Deduct. | Notes | Performance

Social Security No. 239-11-2015 Default WC WC1 ☐ Exempt from Workers Comp

Non Job Related Overhead 0 Optional (often expense (40000+) account)

Job Related Overhead 0 Optional (often expense (40000+) account)

Federal Tax Information

Federal status Single Federal exemptions 1 Tax State GA

State	Marital status	Personal exemption	Added exemption	Special exemption
▼				
*				

Save Cancel Delete Exit

- In the **Default WC** field, select the default worker's compensation ADP you want used for this employee.
- Check the **Exempt from Workers Comp** box if this employee is exempt from receiving worker's compensation.
- When you have finished, click **Save**.

Important Notes about Worker's Compensation

Worker's compensation rates are applied in the following order:

- By the craft logged on a time card
- By the category logged on a time card
- By the default selected on the employee record



What this means is that the worker's compensation rate is first determined by the craft selected on a time card. If no craft is selected or the craft does not have a worker's comp ADP associated with it, the rate is then determined by the category selected on the time card. If no category is selected or the category does not have a specified worker's comp ADP associated with it, the rate is determined by the default ADP selected on the employee record.

NOTE: In order for worker's compensation to be calculated for salaried employees, you must enter a timecard with 40 hours per week recorded for each employee.

Entering Employee Records

Employee records are used to collect information about your employees. It is important to maintain accurate employee records for payroll and human resources purposes.

Unlike vendors and customers, employees are issued a number instead of a code. Each employee must be assigned an ID, up to six alphanumeric characters (no special characters or spaces allowed).

If you choose to use a numeric ID, you may wish to group the IDs for easier selection on the pick list and for reports. For example you might assign hourly employees ID numbers from 100-600; salaried employees from 700-800.

Using the Employee Pick List

Before you add an employee, make sure that the employee record has not already been added. It is easy to search the employee list by both name and by code.

Go to **Payroll > Add/Edit > Employees** and click the search button next to the Employee number field. Click on the column heading "Employee" and the list will be sorted by the employee number.

You may sort on either the Employee Number or Name by clicking the appropriate column heading. The second click of the column heading reverses the order of the column. By default, the list is sorted by Name.

You can type any letter to jump to that point in the employee list. Typing a letter shows a Find Name field in the employee list. Enter the employee name you are searching for in this field to determine if the employee record has already been created.

Using the search and the employee list makes it much easier to locate existing employee records and prevent unwanted duplicate entries.

Creating New Employee Records

TO CREATE A NEW EMPLOYEE RECORD:

1. Go to **Payroll > Add/Edit > Employees**.
2. In the **Employee number** field, enter a number for this new employee.

The screenshot shows the 'Employee Setup' window with the 'Personal' tab selected. The 'Employee number' field contains '14' and the name 'Pat Pam' is displayed. The 'Personal' tab is active, showing fields for First name (Pat), Last name (Pam), Address (9345 Crescent Circle), City (Adams Run), State (SC), Zip (29147), Phone ((843) 552-1233), Fax ((803) 555-3036), Pager ((803) 552-1234), e-mail (20partner@samplebuilder.com), and Cellular (803-3044). A note on the right side of the form states: 'Ctrl-PageUp and Ctrl-PageDown move between tabs.' At the bottom of the window are buttons for 'Save', 'Cancel', 'Delete', and 'Exit'.

3. On the **Personal** tab, enter the employee's name, address, city, state, zip, phone numbers and e-mail address.
4. Click the **Family** tab.

FAMILY

5. In the **Ethnic group** field, select the ethnicity of this new employee.
6. In the **Sex** field, select male or female.
7. In the **In Case of Emergency, Contact** section, fill in the phone number, name, address, city, stat, zip and relationship of the employee's emergency contact.
8. In the **Children** field, enter the names and ages of any children of the employee.
9. In the **Insurance dependents** field, enter the names and relationships of any insurance dependents this employee may have.
10. Click the **Taxes** tab.

TAXES

11. In the **Social Security No.** field, enter the employee's complete social security number. A valid social security number is required for W-2 reporting.
12. In the **Default WC** field, select the default worker's compensation ADP you want used for this employee.
13. Check the **Exempt from Workers Comp** box if this employee is exempt from receiving worker's compensation.
14. In the **Non Job Related Overhead** field, select the account to charge non-job related payroll overhead expenses for this employee.
If no account is selected here, the system uses the default account specified in the Payroll Calculate function.

Payroll overhead expense (or "burden") is the employer's share of FICA, FUT and SUT. You have several options for charging this expense in your general ledger and job cost. The Payroll Calculate function as well as Employee Information stores the posting instructions for job-related and non-job related overhead.

15. In the **Job Related Overhead** field, select the account to charge job related payroll overhead expenses for this employee.
Job related overhead may be prorated and charged to the jobs/categories and accounts on the time card OR you may specify a separate posting category and cost class.
If you elect not to post overhead to Job Cost the system posts the expense to the Job Related Overhead account on file in Employee Information. If no account is specified, the system uses the default account entered in Payroll Calculate.
16. In the **Federal status** field, select the employee's federal tax status as reported on their W-4.
17. In the **Federal exemptions** field, enter the number of federal tax exemptions claimed on their W-4.
18. In the **Tax State** field, enter the postal abbreviation for the state in which the employee pays taxes.
If you run payroll in more than one state for a single employee, you will need to calculate and print a separate check for each state, changing the state on the employee's record as necessary.
19. In the **State** column, enter the state in which the employee pays taxes.
20. In the **Marital status** column, select the marital status as reported on the employee's W-4.
21. Enter the state tax exemptions claimed on the employee's W-4.
22. Repeat steps 19–21 for each state the employee pays taxes in.
23. Click the **Rate/Historical** tab.

RATE/HISTORICAL

24. In the **Pay rate** field, enter the employee's pay rate. For an hourly employee enter the rate per hour; for a salaried employee enter the salary per pay period.
25. In the **Pay periods per year** field, enter the number of paychecks this employee receives in one year. (e.g., 52 for weekly, 26 for bi-weekly; 24 for semimonthly or 12 for monthly).
26. Select one of the following employee types for this employee.
 - **Hourly** – An hourly employee is paid an hourly rate for the exact number of hours they work. You must enter a time card to generate a payroll check for an hourly employee.
 - **Salaried** – A salaried employee is paid a set salary for a given period of time regardless of the number of hours worked. A time card is not required for a salaried employee unless you wish to charge his/her time to a specific job or general ledger account.
 - **Inactive** – An Inactive employee is one for whom you do not wish to calculate a paycheck. However, they should remain on file in order to receive a W-2 at the calendar year-end.
27. Check the **Variable rate** box if this employee's rate of pay varies.
28. In the **Default Expense Account** field, select a default account for this employee's payroll expense.
29. In the **Vacation hours per year** field, enter the number of vacation hours this employee is entitled to in a year.
30. In the **Vacation hours remaining** field, enter the number of vacation hours this employee has remaining for the current year.
31. In the **Sick hours per year** field, enter the number of sick hours this employee is entitled to in a year.
32. In the **Sick hours remaining** field, enter the number of sick hours this employee has remaining for the current year.
33. Click the **Added Pay/Deduct.** tab.

ADDED PAY/DEDUCT.

34. On the left, select any deductions and employer's contributions that should be added to this employee's paycheck.
You can select multiple entries by holding down Ctrl as you highlight each deduction.
35. Click the arrows to move selected deductions to the right and add them to this employee's paycheck.
36. You can also highlight deductions on the right and move them left to removed them from this employee's paycheck.
37. Using the up and down arrows you can highlight deductions and reorder them in the employee's profile.
38. Click the **Notes** tab.

NOTES

39. Enter any information that is important to this employee's record. For example, you can use this space to record information that may be useful when conducting performance reviews.
40. Click the **Performance** tab.

PERFORMANCE

41. In the **Employment date** field, enter the date this employee began working for your company.
42. In the **Termination date** field, if this employee is no longer with your company, enter the date of the employee's last day with your company.
43. In the **Disciplinary/Safety Warnings** section, you can enter the date, type, description and documentation for any disciplinary action that has been necessary for this employee.
44. In the **Reviews** section, enter the results of any performance reviews you have conducted for this employee.
45. In the **Next review due on** field, enter the date of this employee's next scheduled performance review.
46. Click **Save** when you have finished. **Cancel** causes the information you have just entered to be discarded. **Delete** removes any employee you have called to the screen. An override code is required to delete an existing employee record.

Do not delete any employees that have accounting activity for the current year. These employees may require a W-2 to be printed at the end of the current tax year.

Recording Handwritten Paychecks

This function may be used when setting up a new system to enter year-to-date and/or quarter-to-date payroll history information for each of your employees.

This history information is used for quarterly reports, as well as W-2's at the end of the year. If you are setting up a new payroll system at the beginning of a quarter and do not need to run quarterly reports, you may enter a single, year-to-date check record for each employee.

If you are setting up in the middle of a quarter you may need to enter two check records for each employee—one for the current quarter to date and one for all previous quarters.

During regular operation of the system, this function is used to record and post information about a handwritten payroll check (i.e., one that was not calculated and printed using Profit Builder®).

TO RECORD A HANDWRITTEN CHECK:

1. Go to **Payroll > Process > Handwritten Check**.
2. In the **Bank** field, select the bank account this check was drawn on.
3. In the **Check number** field, the system automatically enters the next available check number, you may change this number if necessary.
4. In the **Date** field, enter the date of this check.
5. In the **Pay to the order of** field, enter or select the employee's name for this check.
6. In the amount field, you can enter the net amount of the check or leave this field blank. After entering other information on the next screen the net amount will be calculated automatically.
7. Click **Next**.
8. The second Handwritten Check window allows you to enter time card information for posting to Job Cost. During setup or when you do not need to post the payroll information to Job Cost you may skip this screen. Otherwise, you can enter the job, category, account, regular and overtime hours for each job on this check. All hourly employees are required to have a timecard entered. If this check is written to an hourly employee this screen is required.
9. Click **Next**.

Handwritten Check Wizard

Regular hours	90	Total pay \$3,000.00 Total deductions \$681.00 Net pay \$2,319.00 Check Difference \$2,319.00	
Regular pay	\$3,000.00		
Overtime hours			
Overtime pay			
Premium hours			
Premium pay			
Federal withholding	\$450.00		
FICA withholding	\$175.00		
Deductions, Miscellaneous Pays, Employer Contributions			
CHILD1 - Child Support			Create New Deduction
CHILD2 - Child Support			
CHILD3 - Child Support			
CHILDS - Child Support			

< Back Next > Cancel

10. Enter the regular hours and pay from this check.
11. Enter any overtime hours and pay from this check.
12. Enter any premium hours and pay from this check.
13. Enter the withholding from this check.
14. As you make entries, the amounts are updated on the side of the window. If you entered an amount for the check on the first screen, the difference must be 0 before you can proceed recording this check.
15. When you have finished, click **Next**.
16. If you did not enter an amount for the check on the first screen the system will alert you to the difference in the amounts and ask if you want to set the check to the new net pay amount. Click **Yes**.

17. In the **Payroll cash account** field, verify or select an account for this check to post to.
18. To adjust any other posting accounts, click **Other Posting Accounts**. Make any changes to other posting accounts and click **OK**.
19. If you need to adjust the check form printing, click **Check Form Setup**.
20. If you do not want to print this check, clear the **Print this check?** box.
21. Select how you want this check to be recorded.
22. Verify the total pay, total deductions and net pay.
23. Click **Next**.
24. If you have selected to print the check, you will be prompted to load your check stock into your printer. Click **Next**. Your check will then begin printing.
25. When it has finished, you will receive a message that your check has been recorded to your payroll accounts and the system will now print your audit trail reports. Click **Finish**.

This process should only be used to record checks that are not processed with your regular payroll. It is not intended to replace the automated payroll system used in Profit Builder®.

Entering Time Cards

Use Add/Edit Time Cards to record hours—standard and overtime—for hourly employees. You must enter a time card in order to calculate a paycheck for an employee designed as “hourly.” You may also enter time cards for salaried employees in order to charge all or part of their salary to Job Cost.

TO ENTER A TIME CARD:

1. Go to **Payroll > Add/Edit > Time Cards**.
2. In the **Employee** field, enter or select the employee who you want to enter a time card for.
3. In the **Weeks worked in this pay period** field, enter the number of weeks in the current pay period.
4. If the hours are to be charged to job cost, enter or select a job and category in the **Job** and **Category** columns. If you enter a job or category code that is not on file, the program gives you the opportunity to add the new code. Then when you have completed the time card entry, go to Job Cost and complete the information for the new job.
5. The **Account** column should fill in automatically. You can change the account if necessary.

6. In the **Regular** column, enter the number of regular hours worked on this job.

If you are entering job hours for a salaried employee, the salary is prorated among the job/categories entered based on the number of regular hours entered on this time card.

For example, if a salaried employee has a time card with 10 hours for one job, 35 for another and 5 for a third (a total of 50 hours), the salary will be prorated 20%, 70% and 10% respectively among the jobs specified.

It makes no difference how many regular hours are entered for a salaried employee. The program assumes that the total regular hours equal the salary regardless of the number of hours entered.

7. In the **Overtime** column, enter the number of overtime hours worked on this job.

Overtime for an hourly employee is calculated using the overtime rate that is on file in Control Information.

Overtime pay for a salaried employee is calculated using the following formula: An hourly rate is computed by multiplying the salary per pay period times the number of pay periods per year and then dividing by 2080 (average hours per year). Next, that rate is multiplied by the number of overtime hours and then by the overtime rate from Control Information.

8. Continue entering time entries for this employee by repeating steps 4–8.
9. If you use certified payroll, you must also enter a craft and day for each line.
10. When you have finished, click **OK** to save the time card. You can continue entering addition time cards for other employees or click **Exit** to close the time card window.

Print the Time Card Report to proof your entries before you calculate the payroll and print the paychecks.

Tracking Vacation and Sick Time

Profit Builder allows you to manually track available and used vacation and sick time on each employee's record. To track vacation and sick time, go to **Payroll > Add/Edit > Employees**. On the **Rate/Historical** tab, you can enter the number of vacation and sick hours the employee receives each year and the number of hours that have been used. This information is not automatically updated when payroll is calculated, you must update this information manually in order to track vacation and sick time in Profit Builder.

When an employee uses vacation or sick time, there are two ways you can pay that employee—with a job or an ADP. The most effective way to track and pay vacation and sick time for both hourly and salary employees is by setting up a job for sick and vacation time.

Creating two separate “dummy” jobs for vacation and sick time allows you to enter this information on time cards when employees utilize these benefits. In the case of hourly employees, entering the job information on the time card generates payment for those hours without requiring additional ADPs to be added to the employee’s paycheck. Using jobs to track vacation and sick time also allows you to print reports for those jobs and update your employee records on a scheduled basis.

To create a job for vacation and sick time, go to **Job Cost > Add/Edit > Job Information**. Enter a code and description for each job and click Save. Now, when you need to utilize the job, enter the job code on the time card just as you would any other job.

The screenshot shows the 'Time Card' form. At the top, it says 'Employee 14' and 'Pat Pam, hourly, \$15.00 per hour'. Below that, it says 'Weeks worked in this pay period 1'. There is a table with columns: Job, Category, Account, Regular, Overtime, Premium, Craft, Units, Day, State, and Local. The first row has 'VATIME' in the Job column, '9999' in the Category column, '80900 Other General & Admin. S.' in the Account column, and '40.00' in the Regular column. Below the table, there are buttons for 'OK', 'Cancel', 'Delete', and 'Exit'.

If you do not want to use jobs to track and pay vacation and sick time, you can also create a miscellaneous pay ADP for both vacation and sick time. This allows you to add additional pay to an employee’s paycheck when they utilize these benefits. To create an ADP for vacation and sick time, go to **Payroll > Add/Edit > Deductions, Pays, Contributions**. For more information about creating an ADP, see [“Entering Deductions, Pays & Contributions” on page 71](#).

Calculating Payroll

If this is the first time you are calculating payroll, you must first set up your payroll posting accounts.

Setting up Payroll Posting Accounts

When setting up the posting accounts you will:

- Setup the posting accounts for payroll expense, and
- Specify how you wish to charge the payroll burden (i.e., the employer’s portion of FICA, FUT and SUT).

TO SET UP PAYROLL POSTING ACCOUNTS:

1. Go to **Payroll > Process > Payroll Calculation > Other Posting Accounts**.

Payroll Postings

Wages & Withholdings | Employer Taxes | Non-Job-Related Overhead | Job-Related Overhead

Enter the account to be used for salaried employees who do not have a time card.

Salaries 70300 Salaries and Wages, Property Mgmt. Pst

The employee's share of federal taxes (the part deducted from his or her paycheck) is posted to these accounts. These are typically liability (20000-29999) accounts.

Federal withholding 23200 Federal PR Tax Withheld and Accrued

Social Security withholding 23100 Social Security and Medicare

Medicare withholding 23100 Social Security and Medicare

401(k) withholding 24110 Accrued Pension and Profit-Sharing Exp.

State withholding 23300 State PR Tax Withheld and Accrued

OK Cancel

2. On the **Wages & Withholdings** tab, select the appropriate accounts for wages and withholdings to be debited from.
3. Click the **Employer Taxes** tab.
4. Select the appropriate accounts to deduct the employer taxes from.
5. Click the **Non-Job-Related Overhead** tab.
6. Select the account to debit non-job-related salaries from.
7. Click the **Job-Related Overhead** tab.
8. Make selections on this tab for how you want employer's shares of taxes to post in relation to job expenses.
9. When you have finished, click **OK**.

Processing Payroll

Once your accounts have been set up you can run payroll and generate the Payroll Preview report.

TO PROCESS PAYROLL:

1. Go to **Payroll > Process > Payroll Calculation**.

Payroll Calculation

All Employees

Posting date 12/10/2004

Period starting date 01/01/2003

Period ending date 01/15/2003

Payroll bank account A Standard bank account

Include

☒ Hourly

☒ Salaried

Check Form Setup Other Posting Accounts Calculate Exit

2. If you want to process payroll for only certain employees, click **All Employees**, make your selections and click **OK**.

3. In the **Posting Date** field, the system automatically fills in the processing date set in control information. Changing this date will change the date for the entire system.
4. In the **Period starting date** field, select a start date for this pay period.
5. In the **Period ending date** field, select an end date for this pay period.
6. In the **Payroll bank account** field, select the bank account you use to issue payroll checks.
7. In the **Include** sections, check the boxes for the types of employees you want to include in this payroll run.
8. When you have finished, click **Calculate**.

When the Calculate process is complete, review the preview report that is produced.

No postings are made until you actually print the checks so you can make any necessary changes to the time cards, employee information, etc. and then recalculate.

You can make changes and then recalculate as many times as necessary BEFORE you print the checks and therefore post the payroll.

Printing Checks and Posting Payroll

After you have calculated the payroll, use the Print Checks function on the Process Menu to print the paychecks.

TO PRINT PAYROLL CHECKS:

1. Go to **Payroll > Process > Print Checks**.
The Print Payroll Checks Wizard appears.
2. Click **Next**.
3. The next screen shows how many checks need to be printed. You can change the check number if necessary.
4. If you need to adjust the alignment of your checks, click **Align Checks**.

Adjusting Check Printing

The first time you use the print program, you should print a check to plain paper and hold it up against an actual check form to check the position. If necessary you can shift the print position on the check until it is correct.

The default unit setting should be left as Twips. Start by entering 500Twips and click OK. Print a check on plain paper and hold up to an actual check form. If too high or low, modify the 500 by + or = - 50 Twips at a time, continuing to test on plain paper. Profit Builder® will save your setup.

5. When you have finished, click **Next**.
6. Once your checks have printed, verify that they match the information on the next screen.
7. If they did not print correctly, select that option on the screen and click **Next**.

8. Enter the numbers of the failed checks and the new starting check number and click **Next**.
9. Print the checks again.
10. If the checks printed correctly, select that option on the screen and click **Next**.
11. Ensure that all of your checks have printed correctly and insert plain paper into your printer to print the GL reports.
12. Click **Finish** to post the checks to your accounts and print your reports.

When printing is complete, you will have a chance to examine the checks. If you need to run another set of check copies on plain paper, you must load plain paper and reprint the checks BEFORE you click on FINISH and therefore post the payroll. Checks cannot be reprinted after the payroll has been posted.

Voiding a Payroll Check

Any payroll check regardless of how it was generated can be voided. Voiding always generates reversing entries throughout Profit Builder in Payroll, Job Cost and General Ledger.

TO VOID A PAYROLL CHECK:

1. Go to **Payroll > Process > Void Checks**.
2. Click OK to make the preprocessing backup.
3. Highlight the check you wish to void.
To select multiple checks, hold down the Ctrl key and then click on the other check numbers.
4. You can temporarily override the Control Information Processing Date for the reversing entries by changing the Posting Date.
5. Click Void Check when you are ready to void the selected checks.

The standard Job Cost and General audit trails will be printed automatically.

Note: Only the last check printed for each employee is shown. If you need to void a check from two check runs ago, you must first delete the last check before you can “see” the check you want to void.

Chapter

6

Accounts Receivable

This chapter offers step-by-step instructions for adding new customers, invoices and recording payments.

Accounts Receivable is used to record customer billings and payments, prepare customer statements and generate the corresponding postings for General Ledger. If you bill customers periodically for a set amount, you can enter groups of recurring invoice items. Payments are tracked by customer and the program provides a journal report for collection follow-up.

During regular operation of the system, you will record billings and process them to add them to the Receivables Journal. Recurring invoices may be processed to add them to the Receivables Journal. Invoices and statements are printed from the Reports menu. Customer payments are recorded using the Quick Receipt function on the Process menu. A deposit slip will be printed along with an audit trail when you process the receipts.

At the end of the fiscal year for each company, the program will move the cumulative sales totals for your customers from “this year” to “last year” when you process the first invoice in the new fiscal year. If you wish to roll customer totals, change the **AR Year End Rollover** option setting at **Accounts Receivable > Add/Edit > Control Information > Receivables**.

Entering Customer Records

Customer information can be entered on-the-fly when starting a house, but it is good practice to enter customer information beforehand so that you do not feel rushed to research critical information when starting a house.

Rules for Assigning Customer Codes

Establishing rules for assigning codes to customers yields predictability, prevention of duplication, and logical ranging capability on reports.

If the customer is	Rule	Example	Code
A person	Use the first six letters of his/her last name.	Bill Shocker	SHOCKE
A company	Use the first three letters of the first two words of the company name.	Ace Plumbing, Inc.	ACEPLU

Using the Customer Pick List

Before you add a customer, make sure that the customer record has not already been added. It is easy to search the customer list by both name and by code.

Go to **Accounts Receivable > Add/Edit > Customers** and click the search button next to the Code field. Click on the column heading "Customer" and the list will be sorted by the customer code.

You may sort on either the Customer Code or Name by clicking the appropriate column heading. The second click of the column heading reverses the order of the column. By default, the list is sorted by Name.

You can type any letter to jump to that point in the customer list. Typing a letter shows a Find Name field in the customer list. Enter the customer name you are searching for in this field to determine if the customer record has already been created.

Using the search and the customer list makes it much easier to locate existing customer records and prevent unwanted duplicate entries.

Creating New Customer Records

TO CREATE A NEW CUSTOMER RECORD:

1. Go to **Accounts Receivable > Add/Edit > Customers.**

Customer

Code

Contact | Payments and Notes

Job Taft, Slab, Stone

Name

Address

City St Zip

Email

Phone Fax

Mobile Pager

Web page

2. In the **Code** field, enter the customer code as determined by your established coding rules. Note that the Customer Code is automatically capitalized as you enter it. Do not use special characters (& \$ % , : * #, etc.) in your customer codes.
3. In the **Job** field, enter or select a job to associate with this customer.
4. In the **Name** field, enter the customer's full name.
5. In the remaining fields on the **Contact** tab, enter this customer's contact information. It is important to provide as much accurate information as possible. This information is used to contact the customer throughout the building cycle.

6. Click the **Payments and Notes** tab.

The screenshot shows the 'Customer' form with the 'Payments and Notes' tab selected. The 'Code' field contains 'KRENTZ'. The 'Sales' section has three fields: 'Invoiced Sales this year' with '\$3,500.00', 'Invoiced Sales last year' with '\$45,000.00', and 'Last invoice or pmt date' with '09/30/2004'. The 'Payments' section has two radio buttons: 'Due in 90 days' (selected) and 'Due on [] day of the month'. Below these are six numbered lines for notes. The first line is empty, the second contains 'Let us know of any change of address.', the third contains 'Quality is important to everyone.', the fourth is empty, the fifth contains 'Save charges. Remit on time.', and the sixth is empty. At the bottom are buttons for 'Save', 'Cancel', 'Delete', and 'Exit'.

7. In the **Sales** section, in the **Invoiced Sales this year** field, enter the dollar amount this customer has been invoiced this year. Profit Builder® continues to update this field.
8. In the **Invoiced Sales last year** field, enter the dollar amount this customer was invoiced last year.
9. In the **Last invoice or pmt date** field, enter the date of the last invoice or payment for this customer.
10. In the **Payments** section, select when this customer's payments are due.
11. You can enter up to six lines of notes in the numbered fields below.
12. Click **Save** when you have finished. **Cancel** causes the information you have just entered to be discarded. **Delete** removes any customer you have called to the screen. An override code is required to delete an existing customer record.

Do not delete any customers that have accounting activity for the current year.

AR Invoices

Accounts receivable invoices allow you to bill your customers for services and materials used on their projects. With AR invoices you can keep track of how much is owed to you from your customers and track payments as they come in.

Entering New Invoices

Before you enter an invoice for a customer, you must first make sure the customer has a record in the system. See “[Entering Customer Records](#)” on page 93 for more information on creating new customer records.

In control information, you can set preferences concerning how you enter invoices for your customers. Go to **Accounts Receivable > Add/Edit > Control Information > Receivables** to set these preferences. Under **Automatically number invoices** select how you want invoices to your customers to be numbered.

Check the **Use item catalog in AR invoices** box to use your master catalog on customer invoices. This option allows you to add specific items to your customer invoices. If you do not want to use this feature, you will enter all line-item information on invoices by hand.

TO ENTER A NEW INVOICES:

1. Go to **Accounts Receivable > Add/Edit > Invoices and Credit Memos**.
2. In the **Customer** field, enter or select the code for the customer you want to enter an invoice for.
3. In the **Invoice number** field, if you do not use auto-numbering, enter a number for this invoice.

Description	Quantity	Unit	\$Per	Total\$	Account
pre paid excavation expenses	1		\$1,200.00	\$1,200.00	12200
				\$1,200.00	

4. In the **Job** field, select or enter a job number for this customer. This field is optional.
5. The current processing date automatically fills in the **Invoice date** field. You can change this date if you like.

6. The system automatically calculates the **Due date** from the invoice date and the information entered on the customer's record. You can change the due date if you like.
7. The system automatically fills in the default **Receivables Account**. You can change this account if you like.
8. The system automatically fills in the default **Sales Tax Account**. You can change this account if you like.
9. In the **Summary Description** field, enter a description for this invoice.
10. In the **Amount** field, enter the total amount for this invoice.
11. In the **Adjustment** field, enter any adjustment amounts that should be made to the invoice total. This amount in this field can be a positive or negative number.
12. If there is sales tax on this invoice, select the sales tax area in the **Sales Tax to** field. This percentage is automatically filled in and calculated. If you need to add a sales tax area, type the name in the field and click **Yes** when prompted to add the sales tax area. The **Net Amount** of the invoice is automatically calculated from the Amount, Adjustments and Sales Tax.
13. If you wish to enter line-items for this invoice, use the grid at the bottom portion of the window to select items from your catalog or enter line items by hand. Line items are not required for an invoice. However, if you choose to enter line items, the total amount of line items entered must match the **Adjusted Gross** total for this invoice.
14. If you use your item catalog on invoices, in the **Item** column, select an item from your catalog.
15. In the **Description** column, enter a description for the item. If you select an item from your catalog the description automatically fills in.
16. In the **Quantity** column, enter the quantity for this item.
17. In the **Unit** column, enter the unit of measure for this item. For example, acre would be an appropriate unit of measure for land. If you selected an item from your catalog the unit is automatically filled in.
18. In the **\$Per** column, enter the price per unit for this item. If you selected an item from your catalog the price is automatically filled in. The **Total** for this line item is automatically calculated.
19. In the **Account** column, select an income account for this line item.
20. Repeat steps 14–19 for each line item you want to add to this invoice.
21. When you have finished, click **Save**.



Credit Memos

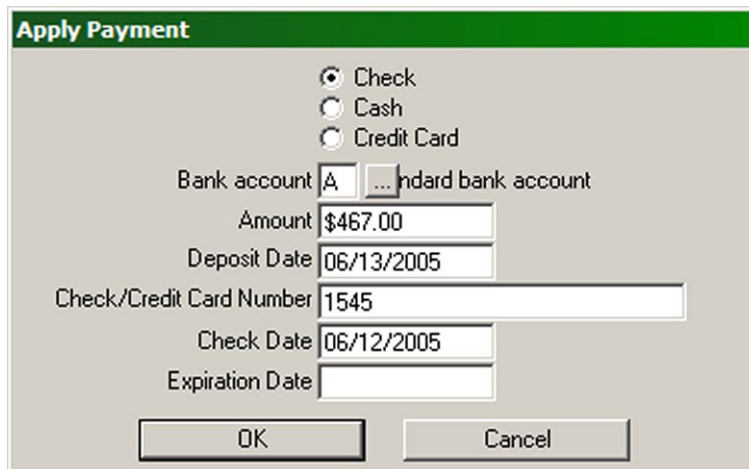
The default setting for this entry screen is for an invoice. You can change the setting to credit memo by clicking the button next to **Credit Memo** on the right side of the window. When you change the setting to Credit Memo the background of the entry window changes color to remind you that this is a credit entry.

Entering a Paid Invoice

Payment information for the invoice can be entered after you have completed the entry fields. (Remember, completion of detail invoice lines is optional).

Click on the **Apply Payment** button. The program will confirm that you wish to SAVE the invoice information and enter a payment for it.

Next, the payment window displays. Complete the payment entry information and click **Save**.



Note: The Apply Payment window is available only when you enter a NEW invoice. You may record a full or a partial payment. Once the invoice has been processed, you cannot add or change payment information.

Use the Quick Receipt function to record a payment against a processed invoice. Use the Void Payment function to change or delete payments for a particular invoice.

For more information on payments, see [“Recording Payments” on page 104](#).

Editing Invoices

You can edit an unprocessed invoice at any time without requiring that the invoice be reposted to the general ledger. Once an invoice has been processed, if you edit the invoice you must reprocess it to post the changes to your general ledger.

TO EDIT AN INVOICE:

1. Go to **Accounts Receivable > Add/Edit > Invoices and Credit Memos**.
2. In the **Customer** field, enter or select the customer code for the invoice you want to change.
3. In the **Invoice number** field, enter or select the invoice number of the invoice you want to change.
4. Make any changes necessary to the invoice. Remember that any line items entered on this invoice must match the adjusted gross total shown at the top of the window.
5. When you have finished, click **Save**.

Changing or Deleting a Paid Invoice

When modifying the invoice amount for a partially paid item, the system will prohibit you from reducing the invoice amount below the total paid on that invoice.

The system will prohibit you from deleting a paid invoice; you must first void all payments associated with that invoice and then delete it.

For more information on payments, see [“Recording Payments” on page 104](#).

Processing Invoices

The process function posts invoice and credit memo information to the Accounts Receivable Journal and to General Ledger. You may wish to print the new or changed information and proof your entries before you process.

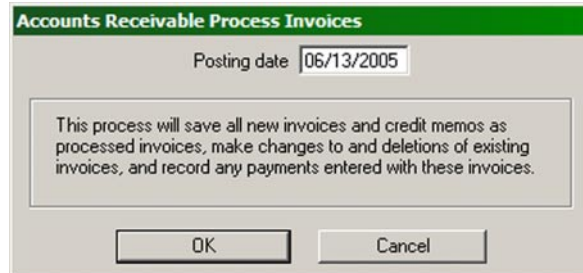
TO PRINT THE NEW ITEMS REPORT:

1. Go to **Accounts Receivable > Reports > New Items**.
2. A window appears detailing the contents of the report. Click **Preview** to view the report, click **Print** to print the report, or click **Cancel** to cancel the operation.
3. Review the items and make any changes necessary.

Once you have proofed any new items, you can process accounts receivable to post the new items and changes to your general ledger.

TO PROCESS INVOICES AND CREDIT MEMOS:

1. Go to **Accounts Receivable > Process > Invoices and Credit Memos**.
2. Make your preprocessing backup. This allows you to backup your data before changing your general ledger with the processing.



3. In the **Posting date** field, the current system processing date is displayed. You may change it. Once changed, this becomes the posting date system wide.
4. Click **OK**.

The system will post all new items to the General Ledger using the accounts specified on the individual invoices and credit memos. This process function also updates the Invoiced Sales This Year and Last Invoice or Payment Date fields in customer information. The processing date is used to select invoices for the Reconciliation Journal report.

Printing Invoices

You can print invoices at any time regardless of if they have been processed or not. Printing invoices allows you to deliver them to your customers.

TO PRINT INVOICES:

1. Go to **Accounts Receivable > Reports > Invoices**.
2. Enter the date you want printed on the invoices.

3. Click **All Customers** to filter the customers you want to print invoices for.
4. Click **All Invoices** to filter the specific invoices you want to print.
5. In the **Select Invoices** section, you can choose to print all invoices or enter a date range for the invoices you want to print. This is helpful if you print invoices at a regularly scheduled time. For example, if you print invoices once week you can enter the date range for the past week and print all of the invoices entered in the previous week.
6. Select the form you want to use for your invoices.
7. If you use the standard form, in the **Standard Form Setup** section, select if you are using a preprinted form with company information or blank paper. If you select blank paper, Profit Builder prints your company information on the invoice.
8. Under **Invoice Message** you can enter up to three messages to appear on the invoices you are printing now. This message only appears on the invoices printed in this batch. If you go back to print the same invoice again you will have to reenter the message for it to appear again.
9. Check the **Show sales tax** box to show sales tax on the invoices.
10. When you have finished, click **Preview** to preview the invoices, **Print** to print the invoices, or **Exit** to cancel and return to the main menu.

Recurring Invoices

Recurring invoices are invoices that you send out on a regular basis, for example, an invoice for a monthly extended warranty fee. These invoices are entered and maintained separately from regular invoices.

Invoices that are normally entered and processed at the same time may be assigned to a “group” (e.g., Monthly, etc.). Each item is assigned an Invoice ID for reference in the recurring invoice file. When you process recurring invoices, the system automatically transfers a COPY of each of the invoices in the selected group to the New Items file.

You supply a starting invoice number and an invoice date at processing time. The recurring items are then available for printing and processing in the usual manner.

TO ENTER A RECURRING INVOICE:

1. Go to **Accounts Receivable > Add/Edit > Recurring Invoices**.
2. In the **Customer** field, enter or select the customer code for this recurring invoice.

Item/Description	Quantity	Unit	\$Per	Total\$	Account
Extended Warranty	1.0000		\$25.00	\$25.00	12200
				\$25.00	

3. In the **Item ID** field, enter an ID used to distinguish this recurring invoice from other recurring invoices.
4. In the **Group** field, select a group for this invoice. For more information on recurring invoice groups, see [“Recurring Invoice Groups” on page 103](#).
5. In the **Job** field, select a job for this invoice.
6. The system automatically fills in the default **Receivables Account**. You can change this account if you like.
7. The system automatically fills in the default **Sales Tax Account**. You can change this account if you like.
8. In the **Summary Description** field, enter a description for this invoice.
9. In the **Amount** field, enter the total amount for this invoice.

10. In the **Adjustment** field, enter any adjustment amounts that should be made to the invoice total. This amount in this field can be a positive or negative number.
11. If there is sales tax on this invoice, select the sales tax area in the **Sales Tax to** field. This percentage is automatically filled in and calculated. If you need to add a sales tax area, type the name in the field and click **Yes** when prompted to add the sales tax area. The **Net Amount** of the invoice is automatically calculated from the Amount, Adjustments and Sales Tax.
12. If you wish to enter line-items for this invoice, use the grid at the bottom portion of the window to select items from your catalog or enter line items by hand. Line items are not required for an invoice. However, if you choose to enter line items, the total amount of line items entered must match the **Adjusted Gross** total for this invoice.
13. If you use your item catalog on invoices, in the **Item** column, select an item from your catalog.
14. In the **Description** column, enter a description for the item. If you select an item from your catalog the description automatically fills in.
15. In the **Quantity** column, enter the quantity for this item.
16. In the **Unit** column, enter the unit of measure for this item. For example, acre would be an appropriate unit of measure for land. If you selected an item from your catalog the unit is automatically filled in.
17. In the **\$Per** column, enter the price per unit for this item. If you selected an item from your catalog the price is automatically filled in. The **Total** for this line item is automatically calculated.
18. In the **Account** column, select an income account for this line item.
19. Repeat steps 12–19 for each line item you want to add to this invoice.
20. When you have finished, click **Save**.

Recurring Invoice Groups

A group name is a tag that is used for selecting invoices for processing. Each invoice may be assigned to one group.

To enter a group name, click **Groups** just above the Exit button. Enter a name on the list. To delete a group name, click in the column to the left of the group name to highlight the name, then click on the Delete button.

Note: Deleting a group name does not delete any recurring invoices that were assigned to that group. In order to process those items, however, they must be assigned to another group.

Processing Recurring Invoices

Processing recurring invoices transfers a COPY of all invoice items in one or more recurring invoice groups to the new items file. You specify an invoice date and a starting invoice number.

Process Recurring Invoices

Reference Group List

QUARTER

Add -->

<-- Remove

To select a recurring invoice group: Click with the mouse.

To select a range of groups: Click on the first group, then hold the shift key down and click on the last group.

To select multiple groups, hold the control key down as you click on groups.

OK

Cancel

Invoice Date 06/13/2005

Starting Invoice Number 16

Selected Groups

MONTHLY

For each invoice copied, the Invoice ID is replaced with an invoice number based on a starting number. This starting invoice number increments by one for succeeding new invoices in the group being processed. The program checks invoices already on file for each customer for duplicates.

The invoice date supplied at process time is inserted as the invoice date. If there is a payment default on file for the customer, the due date will be calculated from the invoice date; otherwise, the due date will be calculated by adding 30 days to the invoice date.

Note: This function does not post the recurring invoices to the Accounts Receivable Journal or to General Ledger. You can print the New Items Report if you wish; then process them in the usual manner.

Recording Payments

When you receive payment from a customer for an invoice on file, you must record that payment in your general ledger. If you receive payment for which there is no invoice on file, use Add/Edit and enter an invoice as a PAID item. For more information about entering paid invoices, see [“Entering a Paid Invoice” on page 98](#).

TO RECORD A CUSTOMER PAYMENT:

1. Go to **Accounts Receivable > Process > Receipts**.
2. Make your preprocessing backup. This allows you to backup your data before changing your general ledger with the processing.
3. Select a deposit date for this payment.

4. Select the bank account you want this money deposited into.
5. Click **OK**. The Receipt window opens.

Invoice	Date	Description	Invoice Amount	Unpaid Balance	This Payment
2	6/13/200		\$599.20	\$599.20	599.20

6. Select the method of payment—Check, Cash or Credit Card.
7. If the payment method is check, enter the **Check number** and **Check date**. If the payment method is credit card, enter **Credit card** and **Expiration date**.
8. In the **Received from** field, select the customer you are recording a payment for. Only customers with open invoices appear in the list.
9. Enter the amount of the payment.
10. The customer's open invoices appear in the grid below. In the **This Payment** column, enter the amount to apply to each invoice from this payment.
11. Click **Process**.
12. Repeat steps 6–11 for each payment you want to record.
13. When you have finished, click **Exit**.

The system automatically prints an audit trail. The payments will be posted to general ledger using the account information on the individual invoices.

Voiding Receipts

It may be necessary to void payments made to you by customers. When voiding a payment the system generates a reversing posting for the general ledger.

TO VOID A PAYMENT RECEIPT:

1. Go to **Accounts Receivable > Add/Edit > Void Receipts**.
2. Enter the override password.
3. Make your preprocessing backup. This allows you to backup your data before changing your general ledger with the processing.
4. Click in the left hand column to highlight the entire receipt line you wish to void. To select multiple receipts hold down the Ctl key while you select each

line. Remember, a single receipt may have been applied as a payment to more than one invoice.

Void Receipts					
	Customer	Name	Deposit Date	Check Number	Amount
	CARLSO		4/30/2003	1007	\$3,500.00
	ODDEN		5/24/2003	771	\$6,580.00
	HUTTER		5/16/2003	51600	\$52,870.00
	DICKEY		5/25/2003	6642	\$24,437.77
	CARLSO		5/31/2003	1008	\$726.00
	KIPP		5/31/2003	6650	\$3,000.00
	SPRIGL		5/31/2003	2953	\$288.75
	HUTTER		6/14/2003	9895	\$44,870.00
	RALL		6/23/2003	118423	\$85,284.00
	WILDIN		6/30/2003	4	\$36,655.00
	RALL		6/30/2003	180120	\$28,000.00
	GADE		6/30/2003	5835	\$2,345.89
	GANSER		6/30/2003	834	\$528.00
	BACON		7/10/2003		\$65.00
	ODDEN		6/13/2005	1545	\$467.00
	KELLJ		6/13/2005	1456	\$599.20

- When you have finished selecting receipts, click **Void Receipts**.
- If you have selected multiple receipts to void, the program asks you to confirm each individual item.

The system creates reversing entries for these payments and the invoices are added back to the list of open invoices.

Printing Statements

You can print statements for your customers to keep them informed of their account activity and remind them when a payment is due.

TO PRINT AN ACCOUNTS RECEIVABLE STATEMENT:

- Go to **Accounts Receivable > Reports > Statements**.
- In the **Statement Date** field, select the date for the statements.
- Select **Standard form** or **Specified form by user**.
- If you have chosen to specify the form, in the **Report** field, enter the name of the report you want to use.
- If you have chosen the standard form, select if you want company information printed or not.
- Check the **Include paid invoices** box to include all activity on each account.
- If you want to enter a statement message to print on each statement do so in the **Statement Message** section.
- If you want to select specific customers, click **All Customers** and select the customers you want to print statements for.
- Click **Preview** to preview your statements, **Print** to print the statements, or **Cancel** to cancel the reports.

Statements are an excellent way to keep your customers informed of the status of their accounts on a regular basis.

Chapter**7**

Draw Request

This chapter introduces you to the daily operations of residential and commercial draws, such as, entering new contracts, releasing retainage, and issuing payment requests.

The Draw Request module is designed to assist you in providing a disbursement schedule for lenders and owners on a contract or job. There are two types of Draw Request that are available in this module—residential and commercial.

Residential draws are maintained in a loan journal and payment requests are issued in the form of accounts receivable invoices. Commercial draws are maintained with contract information and payment requests are issued with AIA G702/703 forms.

Residential draws do not allow for retainage and stored materials while commercial contracts do allow for these features. If available, you can use either of these methods to bill your clients regardless of whether or not the job is residential or commercial. The method you use depends on your needs and how the client prefers to be billed.

Residential Draws

Residential draws are tracked through the loan journal. You enter information about your customers and their financing in the loan journal and then add payment requests when you need funds from this financing.

Processing payment requests for residential draws generates an accounts receivable invoice. This allows you to send this invoice to your customer to receive payment.

Adding a New Loan

You can enter information about the loans you use to finance your residential projects in the loan journal.

TO ENTER NEW LOAN INFORMATION:

1. Go to **Draw Request > Add/Edit > Residential Draw**.

2. In the **Lender** field, enter or select a lender for this loan.
3. In the **Job** field, enter or select a job for this loan.
4. In the **Lender's Loan ID** field, enter the loan number the lender has assigned to this loan.
5. In the **Description** field, enter a description for this loan.
6. In the **Draws Receivable** field, select a default account for loan draws to be received in to.
7. In the **Loans Payable** field, select a default account for loans to be paid from.
8. In the **Cash** field, select a default cash account for this loan.
9. In the **Loan Date** field, enter the date for this loan.
10. In the **Loan Amount** field, enter the amount for this loan.
11. In the **Initial Draw** field, enter the dollar amount of the initial loan draw.
12. Check the **Send to Accounts Receivable** box if you want an AR invoice created for each draw.
13. Click **Save** to save the information you have entered. Click **Cancel** to loose the information you entered. Click **Delete** to delete the current loan.

Once you have entered the loan information you can come back at any time to request additional draws.

Requesting Residential Draws

Requesting a residential draw generates an accounts receivable invoice that you can then forward to the bank or customer. Accounts receivable invoices for residential draws are generated by adding the draw to the loan journal, saving the journal and then processing the request.

TO REQUEST A RESIDENTIAL DRAW:

1. Go to **Draw Request > Add/Edit > Residential Draw**.
2. In the **Request number** field, enter the number for this request.
3. In the **Request date** field, enter the date for this request.
4. Fill in the start and end date for the period this draw applies to.
5. In the **Item** column below, enter the item number for your first draw item.
6. In the **Description** column, enter a description for this item.
7. If this item is a change order, enter the order number in the **C/O** column.
8. In the **Value** column, enter the value for this item.
The **% Loan** column fills in automatically with the percentage of the entire loan.
9. In the **Previous Total** column, enter the amount of any previous draws made on this item.
10. In the **This Request** column, verify or change the amount to request for this item in this draw.
The **This %** column fills in automatically with the percentage of this draw you are requesting.
11. The **Balance** column shows if the item is over budget or out of balance.
12. Make any notes in the **Notes** column.
13. When you have finished with this line, press Tab to go to the next line.
14. Repeat steps 5–13 for each line you want to add.
15. When you have finished adding lines, click **Process** to process the requests and generate accounts receivable invoices.

Commercial Draws

Contract information is maintained on file, providing the basis for the actual draw or payment request, also referred to as the “Application and Certificate for Payment.”

The contract is an agreement to pay for specific work items (pay items) at a specific price or scheduled value. As the work is performed, job progress is recorded for the individual pay items and a request for payment is produced in a format similar to that of the AIA (American Institute of Architects) G702/703 forms.

A receivables invoice can be created automatically for each draw. Payments on the related invoice are then recorded and tracked in the Accounts Receivable module.

Setting Up Commercial Contracts

When setting up commercial contracts, there are a few approaches that can be taken to ensure that all pay items are entered correctly. You can enter a new contract completely from scratch for any contract that is brand new.

You may also want to clone an existing contract if your new contract has similar pay items. You can then edit your new contract and make any changes necessary. Cloning an existing contract is often a valuable time-saver when entering new contracts.

You may find it necessary to create contracts that are already in progress. In that case there are a few special steps involved to ensure that contract events that have already occurred are recorded properly.

The sections below outline how to create a new contract from scratch, enter an in-progress contract and clone an existing contract.

Creating a New Commercial Contract

If you already have a contract on file, that you wish to use as a template for a new contract, see [“Cloning an Existing Commercial Contract” on page 114.](#)

TO CREATE A NEW COMMERCIAL CONTRACT:

1. Go to **Draw Request > Add/Edit > Commercial Draws.**
2. In the **Customer** field, enter or select the customer ID associated with this contract. This field is required.

Contract Billing Information

Customer: BOSS
 Contract ID: GH2874
 Job: AF232F
 Contract date: 12/10/2004
 Project No.: 0056
 Architect: ARCHIT
 Application No.: 1

Period: 12/01/2004 to 01/01/2005
 Due date: 12/05/2005
 Retainage rate for WIP: 10.00%
 Retainage rate for stored mat'ls: 5.00%
 Contract Balance: \$265,135.00
 Retainage Inv: CBGH287400

☒ Send information from this Contract to Accounts Receivable.
 Description:
 GL Accounts: Receivables 12200, Cash 10200, Sales Tax 61100, Retainage 12200, Income 10100

Payment Summary:

	Prior 12/10/04	Current 12/01/05
Base Contract	\$0.00	\$265,135.00
Change Orders	\$0.00	\$0.00
Contract Total	\$0.00	\$265,135.00
Completed & Stored	\$0.00	\$0.00
Prev Applications	\$0.00	\$0.00
WIP Retainage	\$0.00	\$0.00
Stored Material Retainage	\$0.00	\$0.00
Payment Application	\$0.00	\$0.00

Item No.	CO	Status	Description of work	Scheduled	Previous WIP	WIP this period	Stored Materials	%	Compl
1000		N	Finished Lot	\$70,000.00	\$0.00	\$0.00	\$0.00	0.00%	
1200		N	Plans to Insurance	\$185.00	\$0.00	\$0.00	\$0.00	0.00%	
1300		N	Plans to Lender	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%	
1800		N	Dumpster/Trash Rer	\$600.00	\$0.00	\$0.00	\$0.00	0.00%	
1910		N	Water Meter	\$900.00	\$0.00	\$0.00	\$0.00	0.00%	
1920		N	Sewer Tap	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%	
1930		N	Building Permit	\$900.00	\$0.00	\$0.00	\$0.00	0.00%	
1940		N	Temp Electric Fee	\$500.00	\$0.00	\$0.00	\$0.00	0.00%	
1945		N	Temp Water Fee	\$500.00	\$0.00	\$0.00	\$0.00	0.00%	

Enter Status: A = Approved in prior request, N = New this period.

3. In the **Contract ID** field, enter a code to identify this contract. The code can be up to 6 alphanumeric characters. This field is required and used in all pick lists to identify this contract.

4. In the **Job** field, enter or select the job associated with this contract. If there is a default job on file for the customer selected, the ID appears here automatically.
5. In the **Contract date** field, enter a date for this contract. Profit Builder automatically enters the current processing date, you may change this if necessary. This information is on the G702 report and is required.
6. In the **Project No.** field, enter the architect's project number associated with this contract. This field is required.
7. In the **Architect** field, enter or select the vendor code for the architect on this project. If the vendor is not yet on file, you can enter vendor information in the window that pops up. This information is presented on the G702/703 reports.
8. In the **Application No.** field, the system automatically inserts "1" for the application (or payment request) number. Once you process a payment request, the system automatically increments this application number by one in anticipation of the next request. If you are setting up a contract already in progress, you can override this number.

Be very careful to enter the correct application number. Once you process the first payment request, you cannot change the application number.

9. In the **Period** field, enter the to and from dates to be used for payment requests. Typically, this is by month (see the AIA G702 form). As you enter successive payment requests, you will need to update this field. This is a required field.
10. In the **Due date** field, enter the date specified in the contract for job completion. This is a required field.
11. In the **Retainage rate for WIP** field, enter the retainage rate for work in progress. This rate is entered as a percentage.
12. In the **Retainage rate for stored mat'ls** field, enter the retainage rate for materials that have been ordered and received but have not yet been put to use on the building site. This rate is entered as a percentage. For more information on retainage and contracts, see ["Commercial Contract Retainage" on page 112](#).
13. Check the **Send information from this Contract to Accounts Receivable** box to have payment request information sent to AR in the form of customer invoices. For more information about linking to accounts receivable, see ["Accounts Receivable Link" on page 113](#).
14. In the **Description** field, enter a description for the contract. This description appears on the Commercial Draw Information report and identifies this contract on pick lists.
15. In the **GL Accounts** section, enter the GL numbers for the accounts to be used for posting related receivables invoices—Receivables, Cash, Sales Tax, Retainage and Income.

Note: You are required to enter valid GL accounts for each of these fields even if the Accounts Receivable link is off.

16. The spreadsheet type entry grid in the lower portion of the contract window is used for defining the individual pay items that make up the contract. In the **Item No.** column, enter a unique item number for each pay item.
17. The **CO** column is used to differentiate between base (or original) contract items and change orders so that they can be reported correctly on the G702 report. Leave this field blank—but do not enter 0—if the pay item you are entering is part of the base (or original) contract. If the item is a change order, enter a number greater than 0.
18. In the **Status** column, enter the status of this pay item. When you enter a new pay item, either for the base contract or a change order, the status flag is automatically set to N for new. When you process the next payment request, the status flag is reset to A for approved. The system uses the status flag to determine which change orders were added during the period specified for a payment request for reporting on the G702 report.
19. In the **Description of Work** column, enter a short description of the pay item.
20. In the **Scheduled Value** column, enter the contract amount for this pay item. The remaining columns in this spreadsheet are used after the initial contract information is entered. Negative numbers may be entered.
21. Repeat steps 16–20 for each of the pay items for this contract.
22. When you have finished, click **Save**.

Stored Materials versus Work-in-Place (WIP)

Stored materials are materials that have not been installed at the site but have been delivered and paid for. These materials are often stored, either on or off the site, until they are needed for installation in the project.

Stored materials typically carry a different retainage rate than WIP. Usually the retainage is half that of WIP or even nothing at all. When stored materials are placed into the project, the amount of stored materials should be reduced and the WIP for that period should increase. However, another payment for these used materials will not be generated because the stored materials have already been paid for.

Commercial Contract Retainage

When you process a payment request, retainage may be withheld at different rates for work-in-place (WIP) versus stored materials. When you enter payment request information, these percentages are used to calculate the retainage on each line item.

When the Accounts Receivable link is on, an invoice is automatically created for each payment request that you process. The numbering convention for a contract billing invoice created in this manner is: CBddddddnn where ddddd is the contract ID and nn is the payment request number.

The first time you process a payment request for a contract, the system also creates a single retainage invoice that is used to track the retainage for the contract. The contract retainage invoice number is CBdddddd00, where ddddd is the contract ID and 00 indicates that it is the retainage invoice.

Retainage withheld on subsequent payment requests is added to this invoice; likewise, as you release retainage, the retainage reduction is subtracted from it. At the end of the contract, when all retainage has been released, this invoice should have a 0.00 balance.

Releasing Retainage

In order to release retainage on subsequent payment requests, you reduce the retainage percent (for WIP and/or Stored Materials) when you enter the payment request information. The retainage reduction amount is then billed on that payment request. At the end of the contract, enter 0.00% to release all retainage.

To partially release retainage, you must move from globally tracking retainage to tracking it by individual line items. When you attempt to partially release retainage, you get a warning asking if you want to do this and stating that you can no longer use global retainage. After agreeing, you must manually calculate retainage for each line when you make a change. If you do not manually calculate retainage, the system will add no retainage for new work and your contract will calculate incorrectly.

Accounts Receivable Link

When your contracts are automatically linked to accounts receivable, the system creates a receivables invoice when you process a payment request in Draw Request. The AR invoice is then used to record and track payments. In addition the program creates one retainage invoice for each contract. For more information on the retainage invoice, see [“Commercial Contract Retainage” on page 112](#). This invoice is used to record retainage throughout the life of the contract and should have a zero balance at contract completion when all retainage has been released.

When setting up a contract that has already had draws against it, turn the Receivables link on and enter a single payment request reflecting all draws to date. Assuming that you have already billed the draws to date, go to Accounts Receivable and delete the invoice associated with the payment request. DO NOT delete the contract retainage invoice. You must process this invoice to reflect changes in retainage and reverse the general ledger postings from this invoice. For more information about contracts in progress, see [“Commercial Contracts In Progress” on page 113](#).

Commercial Contracts In Progress

A commercial contract in progress is a contract that has already had draws (or payment requests) made against it. The process for setting up this type of contract is similar to creating a new contract but there are a few extra steps that should be included.

TO SET UP A CONTRACT IN PROGRESS:

1. Enter the basic contract information by following the steps on [page 110](#) for creating a new contract. Be sure to turn the Accounts Receivable link on.
2. In the **Application No.** field, set the payment request number to the last payment request made.

3. In the pay items section, enter the total work-in-place and stored materials amounts to date for each pay item.
4. Enter the total retainage withheld to date.
5. Click **Save**.
6. Go to **Draw Request > Reports > Commercial Payment Request** to print the G702 and G703 reports and check your entries.
7. Go to **Draw Request > Process > Commercial Draw** to process the payment request.
8. Go to **Accounts Receivable > Add/Edit > Invoices and Credit Memos**, select the customer and click the search button next to **Invoice number**.
You will see two invoices related to the processed payment request:
 - CBdddddd00, where ddddd is the contract ID and 00 indicates that this is the contract retainage invoice, and
 - CBddddddnn, where ddddd is the contract ID and nn is the payment request number.
9. Delete only the invoice for the cumulative to date payment request since you have already invoiced these draws. DO NOT, however, delete the contract retainage invoice. That invoice is used to track the retainage for the remainder of the life of the contract.
10. Using the general ledger audit trail as a reference, reverse the GL postings with a journal entry.
11. Subsequent payment requests can be entered and processed in the usual manner. For more information about making payment requests, see [“Commercial Payment Requests” on page 116](#).

Cloning an Existing Commercial Contract

You can use an existing contract as a pattern or template for a new contract. This can greatly reduce the data entry time necessary to enter new contracts.

To CLONE AN EXISTING COMMERCIAL CONTRACT:

1. Go to **Draw Request > Add/Edit > Clone Commercial Draw**.

Contract Billing - Copy New Contracts From Old Contracts

Old Contract

Customer: BOSS Esta & John Bossman

Contract ID: GH2874

New Contract

Customer: GORSJ Juanita & Zack Gorsjam

Contract ID: JK7847

Job: AG209F

☒ Include Change Orders.

Buttons: Copy, Cancel, Exit

2. In the **Old Contract** section, select the customer and contract you want to clone.

3. In the **New Contract** section, select the customer you want the new contract created for. If this customer has a default job, it automatically appears in the Job field.
4. In the **Contract ID** field, enter a contract ID for the new contract.
5. Change orders on the old contract will be copied by default. Clear the **Include Change Orders** box if you wish to copy without the change orders.
6. Click **Process** to create the new contract. You can then select the contract and make any necessary additions and/or corrections.

Change Orders

Change orders—positive or negative—may be added to the contract at any time as individual pay items on the base contract. A change order is identified with an entry in the CO field. The program tracks change orders entered in the current payment request period in accordance with the AIA G702 form requirements.

Change orders are shown separately on the G702 and G703 reports. The G702 report shows the total change orders for each period, while the G703 report subtotals the change orders by group and then shows the total for each period.

TO ADD A CHANGE ORDER TO A COMMERCIAL CONTRACT:

1. Go to **Draw Request > Add/Edit > Commercial Draws**.
2. Select the contract you want to add to.
3. Select the next available line in the spreadsheet grid of pay items.
4. Enter a unique item id.
5. Enter a unique change order number in the **CO** column.
6. In the **Status** column, enter N to indicate this change order is new in this period.
7. Enter a scheduled value for this change order. It can be a positive or negative value.
8. When you have finished, click **Save**.

When you process the next payment request for this contract, the change order status is automatically be changed to A for Active regardless of whether or not funds have been requested for that item. All change orders entered during the current period are reported as such on the G702 and G703 reports.

Commercial Payment Requests

Payment or Draw Request for commercial projects are entered by recording job progress information for individual pay items and change orders. You can then print the G702 and G703 format reports and process the payment request to create the receivables invoice.

Recording Progress

In order to begin issuing a payment request, you must record the progress on the contract. The amount of the payment request is determined by the progress that has been made on the contract.

TO RECORD COMMERCIAL CONTRACT PROGRESS:

1. Go to **Draw Request > Reports > Commercial Work Sheet** to print a Payment Request Worksheet. This worksheet uses the G703 format, showing the current status of the contract, including the scheduled value for base contract items and change orders, along with previous WIP amounts and any stored materials.
2. Record the job progress information in the blank WIP This Period and Retainage fields.
3. Go to **Draw Request > Add/Edit > Commercial Draws** and call up the contract. Note that the Application No. automatically increments by one each time you process a payment request; therefore the number displayed should be the one for the next payment request.
4. In the **Period** field, enter the start and end dates covered by this payment request.
5. Enter job progress information for individual pay items (including change orders) by entering a dollar amount in the WIP this Period column or a percentage in the % column.
6. If you have Stored Materials (i.e., materials on the job site but not yet installed), enter as a dollar amount in the Stored Materials column.

Note: When you process a payment request, the stored materials amount is not moved to the Previous WIP column. When the materials have been installed, you must take that amount out of the Stored Materials column and add it to the WIP this Period field for that payment request.

7. When you have finished entering all the progress information, click **Save**.

Printing Commercial Payment Request Reports

Once you have entered the progress information into the contract, you must print the G702 and G703 payment request reports in order to process the payment requests.

TO PRINT COMMERCIAL PAYMENT REQUEST REPORTS:

1. Go to **Draw Request > Reports > Commercial Payment Request**.
2. In the **Select Form** field, select the form(s) you want to print. If you want to first preview the forms, you must choose a single form. If you want to print both forms you can choose BOTH.
3. Click **All Customers** to select which customers you want to print these reports for.
4. Click **All Contracts** to select which contracts you want to print these reports for.
5. On the printed forms, proof the progress information you have entered to ensure it is correct.

Caution: You must print these reports BEFORE you process. This information is not available for reporting once you have processed the payment request.

Processing a Commercial Payment Request

Once you have recorded progress, printed your G702 and G703 reports and proofed your entries, you are ready to process the payment request.

TO PROCESS A PAYMENT REQUEST:

1. Go to **Draw Request > Process > Commercial Draw**.
2. Back up your business information to your hard drive.
3. In the **Processing Date** field, select the date you want this payment processed. Your current working date is automatically entered in this field. Changing the date changes your current working date.
4. Clear any check boxes next to contracts you do not want processed.
5. Click **Process**.
6. Click **Yes** for the warning message that reminds you to print the payment request reports.
7. Your reports will print and if the accounts receivable link is on, the system notifies you that new invoices have been created for this payment request.

The process function does the following:

- ⦿ Moves the WIP This Period amounts to the Previous total column.
- ⦿ When the accounts receivable link is on, it creates a new receivables invoice for the payment request. The format for that invoice number is CBddddddnn where ddddd is the contract id and nn is the payment request number.

Note: The first time you process a payment request, the system also creates a special invoice that is used to track retainage. For more information on contract retainage, see “[Commercial Contract Retainage](#)” on page 112.

If the accounts receivable link is on, you can then go to **Accounts Receivable > Process > Invoices and Credit Memos** to process your new invoices.

Voiding a Commercial Payment Request

Only the last processed payment request can be voided. Voiding a payment request is a two step process consisting of deleting the accounts receivable invoices and voiding the payment request in Draw Request.

TO DELETE THE ACCOUNTS RECEIVABLE INVOICES:

1. Go to **Accounts Receivable > Add/Edit > Invoices and Credit Memos**.
2. In the **Customer** field, select the customer whose invoice you want to delete.
3. In the **Invoice** field, select the corresponding invoice to the payment request you want to delete. (i.e. CBddddddnn, where ddddd is the contract ID and nn is the payment request number).
4. If either invoice has been processed in Accounts Receivable, you must delete the invoice and then process new items to create the reversing postings.

TO VOID A COMMERCIAL PAYMENT:

1. Go to **Draw Request > Add/Edit > Commercial Draws**.
2. Pull up the contract you want to void a payment for.
3. Click **Void Payment** to void the last posted payment.
4. Click **Save**.

The previously recorded progress information is removed from the contract and any recorded retainage is removed from the retainage invoice.

Removing Completed Commercial Contracts

The Remove Commercial Draw function allows you to delete contracts that have been completed.

TO REMOVE A COMPLETED COMMERCIAL CONTRACT:

1. Go to **Draw Request > Add/Edit > Remove Commercial Draw**.
2. In the **Customer** field, select the customer you want to remove a contract for.
3. In the **Contract ID** field, select the contract you want to remove. The remaining fields are filled in automatically.
4. To remove the contract, click the **Delete** button.

Note: A contract must be completed before you can remove it.

Reports

The following reports are available to help you maintain your commercial and residential Draw Request information, collect progress information and make payment requests.

Commercial Draw Information

This report displays the customer and contract information, including contact information, job, contract value and balance, and general ledger accounts.

TO PRINT THE COMMERCIAL DRAW INFORMATION REPORT:

1. Go to **Draw Request > Reports > Commercial Draw Information**.
2. Click **All Customers** to select the customers you want included on this report.
3. Click **All Contracts** to select the contracts you want included on this report.
4. Check the **Show Contract List Only** box if you just want to print a list of your open contracts without any details.
5. Click **Preview** to preview the report before printing. Click **Print** to print the report. Click **Cancel** to return to the main menu.

Commercial Payment Request

The program produces an AIA G702 format cover sheet and G703 format continuation sheet for selected, unprocessed payment requests.

Caution: Once processed the payment request information is no longer available for printing, as the WIP amounts have been moved to the Previous Period column.

TO PRINT COMMERCIAL PAYMENT REQUEST REPORTS:

1. Go to **Draw Request > Reports > Commercial Payment Request**.
2. In the **Select Form** field, select the form(s) you want to print. If you want to first preview the forms, you must choose a single form. If you want to print both forms you can choose BOTH.
3. Click **All Customers** to select which customers you want to print these reports for.
4. Click **All Contracts** to select which contracts you want to print these reports for.
5. On the printed forms, proof the progress information you have entered to ensure it is correct.

You can use Add/Edit to make any necessary changes to the payment request prior to processing.

Commercial Work Sheet

The commercial work sheet is designed to help you record project progress so that it can be entered to generate a payment request. This report is a G703 format report that shows the current scheduled value, Previous Work-in-Place and Stored Materials with blanks for the This Period information.

TO PRINT A COMMERCIAL WORK SHEET:

1. Go to **Draw Request > Reports > Commercial Work Sheet**.
2. Click **All Customers** to select the customers you want included on this report.
3. Click **All Contracts** to select the contracts you want included on this report.
4. Click **Preview** to preview the report before printing. Click **Print** to print the report. Click **Cancel** to return to the main menu.

Residential Draw Journal

The residential draw journal shows a list of your current residential loans. This report is helpful in tracking the number of requests that have been made on each loan and outstanding draws.

TO PRINT A RESIDENTIAL DRAW JOURNAL:

1. Go to **Draw Request > Reports > Residential Draw Journal**.
2. Select how you want the report sorted—by lender or community.
3. Enter a date range for draws to include on the report.
4. Click **All Lenders** to select the lenders you want to include on this report.
5. Click **All Communities** to select the communities you want to include on this report.
6. Click **Preview** to preview the report before printing. Click **Print** to print the report. Click **Cancel** to return to the main menu.

Chapter

8

Purchasing & Production Building

This chapter offers step-by-step instructions for entering your plans, adding them to communities and starting a new house.

Developing a New Plan

The ability to control your building cycle begins with defining the homes you build. This includes all of the parts used in each of the different elevations and options. Every time you add a new plan to your product line, you must go through a series of steps to define the elevations and options for that plan.

Each option is listed and analyzed to determine if it conflicts with any other options or if it requires additional options or elevations. It is very important to accurately list and organize all the parts and work make up each elevation and option.

These definitions are then used for the framework to price the plans in each community. Once these tasks are complete, you are ready to enter your new house starts.

Defining the Structure

Defining the plan structure consists of organizing what the builder does in the order of how the owner buys. This is different from the normal estimating process which follows the building sequence or the division list of homogeneous work.

First, the estimate must be made in terms of work packages—a **work package** is a group of materials or subcontract work that can be delivered/performed by one vendor without interruption. Work packages become purchase orders and scheduling activities.

Many times a plan has several different elevations and the estimate must include all work packages that are common (i.e. the **core**) to every elevation and also every package that is unique to each individual elevation. The term elevations means the front and sides that can be changed to give the plan a different appearance.

In addition to elevations, many plans have options for features available at an additional charge. These options must also be broken into work packages. Materials must be taken off (counted) for each material work package and subcontractors are instructed to bid in this manner. By organizing the job into work packages, the take-off and bidding process is simplified.

Below is an example of how to list the packages for two different options—a 3 sided fireplace and 8 inch columns in the master suite.

Option Code	Description	Activity ID	Description	Vendor ID
06MBRFP	3 sided FP			
06MBRFP	3 sided FP	3000	Dlvr Framins Pkg	84LUUM
06MBRFP	3 sided FP	3015	Framing Sub	WPBCOM
06MBRFP	3 sided FP	3250	Fireplace Inst.	DAVINS
06MBRFP	3 sided FP	3300	Roofing Sub	TAYMNR
06MBRFP	3 sided FP	3600	Dlvr Siding, Shutters & Cornice	TAYMNR
06MBRFP	3 sided FP	3620	Install Siding & Shutters	TAYMNR
06MBRFP	3 sided FP	5125	Inst Fireplace Surround	DAVINS
06MBRFP	3 sided FP	5110	Dlvr Int Trim	84LUUM
06MBRFP	3 sided FP	5130	Inst Interior Trim	TRIMSP
06MBRFP	3 sided FP	5400	Interior Paint	DEPPAI
06MBRFP	3 sided FP	6210	Carpet	ABBEYC
07COLSTE	8 in Cols-Suite			
07COLSTE	8 in Cols-Suite	5110	Dlvr Int Trim	84LUUM
07COLSTE	8 in Cols-Suite	5130	Inst Interior Trim	TRIMSP

Determining Prerequisites, Conflicts & Suggestions

Once you have all elevation and option packages listed, you need to put together rules for selecting packages.

There are three sets of rules to consider:

- **Prerequisites** – Options or elevations that are required in order to select the desired option. You cannot have the Raised Hearth option unless you have already selected the Fireplace option.
- **Conflicts** – Options that cannot both be selected. You cannot have both the Granite Tops and the Solid Surface Tops.
- **Suggestions** – Options which are normally selected with another option. Basement Windows Triple Glazed is suggested when Main House Triple Glazed Windows option is selected.

When selecting your elevations and options, the program highlights suggested options in green and conflicts in red.

Once you have your list of work packages, you need to assign the default vendors. When you place a plan into a community for local pricing, you can still change vendors and pricing.

Creating a New Plan



When you have assembled all of the information about the plan you can create a new plan in Profit Builder®.

TO CREATE A NEW PLAN:

1. Go to **Purchasing > Add/Edit > Plan Takeoff**. All plans on file are displayed.
2. Right-click the word Plan and select **New Plan**.

3. In the **Code** field, enter a short name for this plan.
4. In the **Name** field, enter the name for this plan that you want to see in the Plans menu and on reports.
5. In the **Scope** field you can enter information to further identify this plan. This information is not available when starting a new house but does appear on this screen for anyone modifying this plan. The information entered here is for internal use only.
6. Click **Exit** and save your work.

Your new plan is now created. You can now return to the plan and add the main organizational structure—elevations and options.

It takes some thought and planning to properly organize the structure of the house. The Elevations section should contain a list of elements that are required for construction.

For example, you must have one front elevation and one foundation. The different types of foundations (slab, crawl, basement) should therefore be placed in the elevations area. Elements placed in the Options section are **not** required to build the house and may be ignored by the person creating a new property.

Adding Elevations

It is not required that all elevations, foundations, and options be added during the initial plan creation process. You may come back at any time and add these elements. If you are using this plan in different communities, the added elements appear automatically in each community.

TO ADD ELEVATIONS TO A PLAN:

1. Go to **Purchasing > Add/Edit > Plan Takeoff**.
2. A window opens with a list of the available plans. Check the box next to the plan you want to add elevations to and click **These Plans**.
3. Expand the tree under the plan by clicking the plus sign next to the name of the plan to reveal the Base and Options.

4. Right-click Base and select **New Elevation**.
The first elevation you should add to any new plan is the CORE elevation.
This elevation includes all work packages that will be included in every house.

The screenshot shows the 'Plan Takeoff' application. On the left, a tree view under 'Plans' shows 'Lincoln' > 'Base' > 'Core (in every house)' > 'Fnd Basement' selected. The main area displays the 'Fnd Basement' elevation details:

- Code:** FNDBSMT
- Name:** Fnd Basement
- Scope:** Daylight Basement option includes diywalled stair to main floor, exterior
- Vendor:** (empty)
- Category:** (empty) **Class:** (empty)
- Activity:** (empty)
- TBD PD:** (checked)
- Replaces PKG ID:** (empty) **Merges with PKG ID:** (empty)
- Do not include this elevation if ANY of the items below are selected (conflicting items):** FNDSLAB [Browse]
- Include this elevation only if ALL item below are selected (prerequisites):** [Browse]
- Review this elevation if ALL items below are selected (optional links):** [Browse]

At the bottom are 'Show Detail Lines' and 'Exit' buttons.

5. In the **Code** field, enter a short identifier for this elevation.
6. In the **Name** field, enter the name for this elevation. The name should be clear so that the elevation can be selected without confusion when starting a new house.
All elevations and options are sorted alphabetically by this name.
7. In the **Scope** field you can enter information that helps further identify this elevation. This information is not available when starting a new house but does appear on this screen for anyone modifying this plan. The information entered here is for internal use only.
8. In the **conflicting items** field, enter the codes for any elements that conflict with this elevation. You can also click Browse next to this field to choose from a list of all elements. If conflicting items are selected, both items appear red when starting a new house.
For more information on conflicting items, see [“Determining Prerequisites, Conflicts & Suggestions” on page 123.](#)
9. In the **prerequisites** field, enter the codes for any elements that are required for this elevation. You can also click Browse next to this field to choose from a list of all elements.
For more information on prerequisites, see [“Determining Prerequisites, Conflicts & Suggestions” on page 123.](#)
10. In the **optional links** field, enter the codes for any elements that are recommended when this elevation is selected. Any recommended elements appear green when this elevation is selected for a new house.
For more information on recommendations, see [“Determining Prerequisites, Conflicts & Suggestions” on page 123.](#)
11. When you have finished, click Exit and save your work.

Continue to add all your foundations and elevations in this manner. Be sure that you enter an element for the core elevation—this includes everything that is required but not present in the other elevations and foundations.

Adding Options

Once you have added your elevations, it is time to add options. Options are additional features that are often offered to upgrade a house. Options may be added later if you do not have them fully designed. It is important to realize that subcontractors and material suppliers must have enough information to bid on the work packages that you are specifying.

TO ADD OPTIONS TO A PLAN:

1. Go to **Purchasing > Add/Edit > Plan Takeoff**.
2. A window opens with a list of the available plans. Check the box next to the plan you want to add options to and click **These Plans**.
3. Expand the tree under the plan by clicking the plus sign next to the name of the plan to reveal the Base and Options.
4. Right-click Options and select **New Option**.
5. In the **Code** field, enter a short identifier for this option.
6. In the **Name** field, enter the name for this option. The name should be clear so that the option can be selected without confusion when starting a new house. All elevations and options are sorted alphabetically by this name.
7. In the **Scope** field you can enter information that helps further identify this option. This information is not available when starting a new house but does appear on this screen for anyone modifying this plan. The information entered here is for internal use only.
8. In the **conflicting items** field, enter the codes for any elements that conflict with this option. You can also click Browse next to this field to choose from a list of all elements. If conflicting items are selected, both items appear red when starting a new house.
For more information on conflicting items, see [“Determining Prerequisites, Conflicts & Suggestions” on page 123](#).
9. In the **prerequisites** field, enter the codes for any elements that are required for this option. You can also click Browse next to this field to choose from a list of all elements.
For more information on prerequisites, see [“Determining Prerequisites, Conflicts & Suggestions” on page 123](#).
10. In the **optional links** field, enter the codes for any elements that are recommended when this option is selected. Any recommended elements appear green when this option is selected for a new house.
For more information on recommendations, see [“Determining Prerequisites, Conflicts & Suggestions” on page 123](#).
11. When you have finished, click Exit and save your work.

Once the structure is in place, it is time to enter the work packages and their components for both elevations and options.

Adding Work Packages

A work package is a group of materials or subcontract work that can be delivered/performed by one vendor without interruption. Once you have created new work packages for your elevations and options, you can add catalog items to the work packages.

TO ADD WORK PACKAGES TO A PLAN:

1. Go to **Purchasing > Add/Edit > Plan Takeoff**.
2. A window opens with a list of the available plans. Check the box next to the plan you want to add work packages to and click **These Plans**.
3. Expand the tree under the plan by clicking the plus sign next to the name of the plan to reveal the Base and Options.
4. Expand the tree again to reveal your elevations and options.
5. Right-click the option or elevation you want to add to and select **New Package**.

The screenshot shows the 'Plan Takeoff' window. On the left is a tree view with the following structure:

- incoln
 - Base
 - Core (in every house)
 - Fnd Basement
 - 2200 Grading Basement (highlighted)
 - 2440 Bemt Footings and
 - 2550 Waterproof Basem
 - 3000 Frame Package
 - 3005 Floor Truss Packag
 - 3015 Frame Sub
 - 3100 Plumbing Rough
 - 3400 Windows and Ext
 - 3600 Exterior Siding Sub
 - 4000 Grading- Backfill Bs
 - 4200 Exterior Paint
 - 4300 Drive and Patio Sul
 - 4400 Decks/Porches Mat
 - 4450 Decks/Porches Sub
 - 4500 Gutters
 - 4600 Screens
 - 5120 Stair Package
 - 5910 Hardware Sub
 - Fnd Slab
 - Front Accent Brick

On the right is a form with the following fields:

- Code: 2200
- Name: Grading Basement
- Scope: PO Specs
- Vendor: ASTREN (A & S Trenching)
- Category: 2210
- Activity: 2210
- Class: S
- ☒ TBD PO
- Replaces PKG ID: (empty)
- Merges with PKG ID: 2200
- Do not include this elevation if ANY of the items below are selected (conflicting items): (empty)
- Include this elevation only if ALL item below are selected (prerequisites): (empty)
- Review this elevation if ALL items below are selected (optional links): (empty)

At the bottom are two buttons: 'Show Detail Lines' and 'Exit'.

6. In the **Code** field, enter a short identifier for this package.
7. In the **Name** field, enter the name for this package.
8. In the **Scope** field you can enter information that helps further identify this package. This information is printed on purchase orders. The information entered here should be used to provide contractors and suppliers special instructions about the work package.
9. In the **Vendor** field, select a default vendor for this work package. You can change this later if necessary.
10. In the **Category** field, select a default category for this work package. You can change this later if necessary. Job cost categories cannot be added to any plan until they have been added in a template at Job Cost > Add/Edit > Job Information. For more information on adding categories, see [“Master Job/Category Sets” on page 58](#).
11. In the **Class** field, enter a default class for this work package.

12. In the **Activity** field, select a default activity for this work package.
You can change this later if necessary.
13. Check the **TBD PO** box if this package should create a To Be Determined purchase order. For more information on TBD POs, see [“Special Purchase Orders” on page 154](#).
14. Click Show Detail Lines to add catalog items to this work package.
You can add catalog items now or later. See below for step-by-step instructions for adding catalog items to work packages.
15. When you have finished, click Exit and save your work.

Your work package is now created and added to your plan. Work packages are made up of line items from your main catalog. If you did not add items when you created the work package or if you need to add additional items, follow the instructions below to add items to your work package.

TO ADD ITEMS TO YOUR WORK PACKAGES:

1. Go to **Purchasing > Add/Edit > Plan Takeoff**.
2. A window opens with a list of the available plans. Check the box next to the plan you want to modify and click **These Plans**.
3. Expand the tree under the plan by clicking the plus sign next to the name of the plan to reveal the Base and Options.
4. Expand the tree until you can see the work package you want to add items to.
5. Click on the work package you want to edit.
6. If the Properties for this work package are displayed, click **Show Detail Lines** to display the line items associated with this work package.
7. In the **Item Code** column, enter or select an item code for the line item.
Click the arrow to search for your item in the main catalog.
8. If the item code you enter is not already stored in your main catalog the system prompts you to create the item. If you want to add the item, select Yes.
9. In the **Add Item to Catalog** window, enter or verify the division, description, category, class, unit description, unit cost, and unit tag for this item.

Add Item to Catalog

Item Code: 15INTRIM

Division: 6

Description: 1.5 inch pine trim

Category: 2210

Class: S

Unit Description: FT

Unit Cost: .56

User Tag:

OK Cancel

10. Click **OK**.

11. If your item is already in the catalog the information in the remaining columns is automatically filled it according to the item record and the work package defaults. In the **Quantity** column, enter the quantity of this item that is necessary for this work package.
12. If you need to change any default information, select the information in the appropriate column and make your changes.
13. Continue to add items to this work package and other packages.
14. When you have finished, click **Exit** and save your work.

Once items are added to the work packages your plan is complete and ready to price for your communities.

Costing a Plan



When a plan is finished being entered in the system, you must then place the plan into the community where it is to be built. In order to do this, the communities must be created in Profit Builder®.

TO ADD A COMMUNITY RECORD:

1. Go to **Job Cost > Add/Edit > Community Names**.
2. In the **Community** column, enter a 2 character code to identify the community. This code becomes a part of each Job ID that is built in the community. For example, if the community's name is Roswell Downs, RD would be an appropriate code to identify the community.
3. In the **Name** column, enter the name of the community.
4. In the **Sales Tax %** column, enter the sales tax for this community.
5. When you have finished, click **OK**.

When your communities are entered in Profit Builder®, you can then make plans available in those communities and set up plan pricing.

Adding Plans to a Community

With your community added and your plans defined, you can now add the available plans to your communities and price them accordingly.

TO ADD A PLAN TO A COMMUNITY:

1. Go to **Purchasing > Add/Edit > Plan Costing**.
2. A window appears with the available communities listed. Check the box next to the communities you want to work with. If the community you want is not listed, check any other community and click **These Communities**.
3. The Plan Costing window appears with a tree listing all the available communities. If the community you want is not listed, right-click Communities at the top of the tree, select **New Community**. Find the community you want to add and click **OK**.
4. Right-click the community you want to add to and select **New Plan**.

5. Select the plan you want to add and click **OK**.
6. When you have finished adding plans, click **Exit** and save your work.

The plans you have added are now available in those communities. You can now select those plans when starting a new house in a community.

Starting a New House

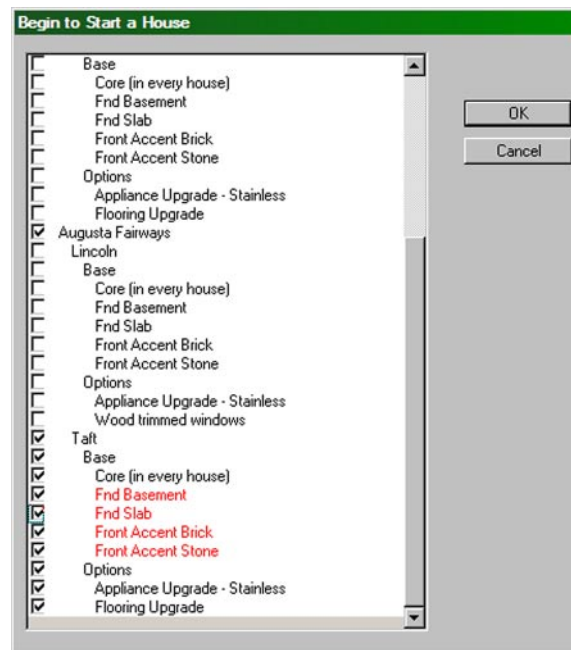


When you start a new house in Profit Builder®, you use the communities and plans that have already been entered in the system. You also enter information about the job, customer and loan for this property.

Once you have started the house and made all the specifications for the property, Profit Builder® automatically creates the POs and budgets for the entire job.

TO START A NEW HOUSE:

1. Go to **Purchasing > Process > Start a House**.
A window appears listing all the communities and the available plans within those communities.



2. Find the community you are building this new house in and locate the plan you want to use. Check the boxes next to the elevations and options you want to use. For example, begin by checking Core because every house contains the core elevation.

3. When you have finished selecting elevations and options, click **OK**.
A window appears for you to enter information about this property and job.

Com.	Lot/Block	Description	Customer	Tax Rate	WIP Acct.
<input checked="" type="checkbox"/> AF	107C	Taft, BSMT, STONE	BACON	7.00%	31000

4. On the **Jobs from Sales** tab, in the **Lot/Block** column, enter the lot and block numbers for this property.
5. In the **Description** column, enter a description for this job.
6. In the **Customer** column, click the arrow to select a customer from your list of customers.
You can enter a new customer on the Customer tab.
7. In the **Tax Rate** column, enter the tax rate for the location of the property.
8. In the **WIP Acct** column, select a general ledger account for this job's work-in-place materials.
9. Click the **Customer** tab.
10. If you are adding a new customer, fill in their information here. If you have selected a customer on the previous tab, verify the customer's information here.
11. Click the **Job** tab.
12. On the Job tab, enter information about this job.
13. Click the **Date Review** tab.
14. On the Date Review tab, you can enter the expected dates for each of the contract events listed. These dates are meant to act as a guide to keep the project on schedule.

Once you have entered the dates, go to **Job Cost > Add/Edit > Job Information > Dates/Custom** to enter activity codes to correspond with these events. When these activity codes are entered, cPM will automatically update these dates as inspection reports are entered.

15. Click the **Loan Setup** tab.
16. On the Load Setup tab, if the customer is using a loan to secure the property, enter information about the loan here.
17. When you have finished, click **Process**.

When you click Process the system automatically creates all the purchase orders necessary for the job. Any job and customer records needed for the project are also created.

Issuing Purchase Orders

Once the purchase orders are auto-created by the system, you should review the budget, make any changes and release the purchase orders to your vendors.

You can review the budget for each job and compare it to the pending purchase orders using the Job Buyout report. You can customize this report to see a detailed or summary view. You can also decide exactly which jobs, vendors, categories, purchase orders and classes you want to appear on the report.

TO VIEW THE JOB BUYOUT REPORT:

1. Go to **Purchasing > Reports > Job Buyout**.
2. At the top of the Job Buyout window, select Detail or Summary report. A detail Report shows you each PO for the entire job.
3. If you select a detail report and want to see all categories and classes regardless of activity, then check the **Include Categories/Classes with no PO Activity** box.
4. Click the buttons below to filter this report. Select the information you want to include and click Add. When you have finished, click OK.
You can filter by vendors, purchase orders, jobs, categories or classes.

- When you have finished, click Preview to see the report before printing. Click Print to print the report.



Nature's Walk Builders

Purchase Order: Job Buyout-Detail

	Budget	Pending	Issued	Invoiced	PO %
Job AF233F - Taft, Slab, Stone					
Cat. 1000 - Finished Lot	35,000.00				
PO AF233F001T Land			35,000.00	0.00	0.00
Cat. 1200 - Plans to Insurance/ Premium Cost	240.00				
PO AF233F002 Builders Risk Ins			240.00	0.00	0.00
Cat. 1300 - Plans to Lender/Const Interest	2,100.00				
PO AF233F003T Construction Financing			2,100.00	0.00	0.00
Cat. 1800 - Dumpster / Trash Removal	400.00				
PO AF233F004 Trash Removal			400.00	0.00	0.00
Cat. 1910 - Water Meter	500.00				
PO AF233F005 Water Meter Permit			500.00	0.00	0.00
Cat. 1920 - Sewer Tap	1,850.00				
PO AF233F006 Sewer tap/ Septic permit			1,850.00	0.00	0.00
Cat. 1930 - Building Permit	600.00				
PO AF233F007 Building Permit			600.00	0.00	0.00
Cat. 1940 - Temp Electric Fee	250.00				
PO AF233F008T Electrical Utility Use			250.00	0.00	0.00
Cat. 1945 - Temp Water Use	250.00				
PO AF233F009T Water Utility Use			250.00	0.00	0.00
Cat. 2100 - Survey/Slab Corners	60.00				
PO AF233F010 Slab Survey			60.00	0.00	0.00
Cat. 2100 - Silt Fence	100.00				
PO AF233F011T Erosion- Silt Fence			100.00	0.00	0.00
Cat. 2170 - Gravel Pad	200.00				
PO AF233F012 Erosion- Gravel Pad			200.00	0.00	0.00
Cat. 2200 - Clear and Grade Pad	560.00				
PO AF233F013 Clear and Grade Pad			560.00	0.00	0.00

The job buyout report shows the budget, pending POs, issued POs, invoiced POs and the percentage of the PO that has been invoiced. This information is helpful in determining if the budget for the job needs to be adjusted.

TO ADJUST A JOB'S BUDGET:

- Go to **Job Cost > Add/Edit > Job Information**.
- Click the search button next to the community field.
- Select the job you want to change from the bottom portion of the window.
- Click OK.
- In the **Budget** column below, make any changes to this job's budget.
- When you have finished, click Save and Exit.

Once you have updated your budget, you may also need to adjust your purchase orders before releasing them.

TO CHANGE A PENDING PURCHASE ORDER:

1. Go to **Purchasing > Add/Edit > Purchase Orders**.
2. Click the search button next to the **Number** field.
3. Select the PO you want to change and click **OK**.
You can sort the PO list by clicking the columns at the top of the window.
4. Make any changes to the PO that are necessary.
5. When you have finished, click **Save** and then **Exit**.

When making changes to a purchase order, it is important to include a variance code. This code tracks the reason for any variance in budget and cost due to these changes. Tracking this code allows executives to keep a close watch on any potential problems with budgets and costing.

After you have reviewed the budget, made any changes and adjusting any purchase orders, you are ready to release the purchase orders to the vendors and subcontractors.

TO RELEASE PENDING PURCHASE ORDERS:

1. Go to **Purchasing > Process > Issue/Print**.
2. The system prompts you to make a preprocessing backup. Verify the backup location and click Make Backup.
The Purchase Order: Issue – Print window appears.

3. In the **Posting Date** field, select the posting date for the POs you are about to release.
4. Select **Issue and Print** to release and print the purchase orders. Select **Issue Only** to release the purchase orders but not print them. Select **Print Only** to print any purchase orders that were previously issued by not printed.
5. Check the boxes next to the type of POs you want included.
Clear any boxes for types you do not want included.
6. If you want to filter the purchase orders you are processing by vendor, click **All Vendors**.
7. Select the vendors you want to include and click **Add**.
8. When you have finished, click **OK**.

9. If you want to filter the purchase orders you are processing by individual PO number, click **All POs**.
10. Select the POs you want to include and click **Add**.
11. When you have finished, click **OK**.
12. If you want to print a verification report, check the **Print Verification Report** box and select how you want the report organized—by category or purchase order number.
13. Select if you want the POs to be printed to a printer or sent to the vendors automatically.
If you select Send by preferred method, the purchase orders are printed, faxed or e-mailed depending on the selection made on each individual vendor record. You can change these settings at Accounts Payable > Add/Edit > Vendors.
14. Click **Process**.

Your purchase orders are now processed and can be sent to your vendors and subcontractors.

With your purchase orders released, it is now time to add this job to Profit Builder®'s companion scheduling system.

Scheduling the Job

Profit Builder® is designed to work closely with CDCI's cPM—Critical Project Management Scheduling program.

Common information to both accounting and scheduling is passed between these programs throughout the life of a job. To accomplish this, the job cost category structure in Profit Builder® must be identical to the scheduling activity list.



In the Project Management edition, there is a Scheduling button at the top of your Profit Builder main screen. Go to **Control Information > Transfer** to set the path to your scheduling software. Then, when you click the Scheduling button, cPM will open automatically.

Exporting Job Information

Once your house has been started in Profit Builder® and the purchase orders have been issued, you can then export the information to the scheduling program to track the job's progress more efficiently.

TO EXPORT A JOB TO SCHEDULING:

1. Go to **Purchasing > Process > Export to Scheduling**.
2. Click **All Jobs**.
3. Select the jobs you want to export and click **Add**.
4. When you have finished, click **OK**.
5. Click **Export**.
6. Choose where you want to save your exported file.
Typically you want to save this file in your Outbox, however you can save it anywhere as long as you can tell the scheduling program where to find it.
7. Click **Save**.
8. A window appears letting you know your export was successful. Click **OK**.

You can now import the saved file to the scheduling program.

Setting up Jobs in Scheduling

When setting up your scheduling system, you can use the job structure imported from accounting to create the job in scheduling. With one activity per category, each activity is cost loaded with the total amount of the POs issued for the matching category in accounting.

After you add the scheduling logic—the duration for each activity and the order in which they must be performed, etc.—this job can be used as a template. When creat-

ing new jobs in scheduling, you can copy a template scheduling job and then import from accounting to update the cost loading and/or vendor assignments.

If you have already set up your scheduling logic, see **page 139** to create a new job in scheduling. It is important to use the instructions on page 33 to prevent having to re-enter your scheduling logic.

TO SETUP A JOB IN SCHEDULING:

1. In cPM Scheduling, go to **File > New > Job**.
2. In the **Job ID** field, enter the ID for this job. This ID must match the accounting ID.

3. In the **Accounting Company ID** field, enter the company number for your company in Profit Builder®. You can find this number at the top of the Profit Builder® window when signed into the company. You must enter the company number here in order to link this job to the accounting information.
4. In the **Projected Start Date** field, check the box next to the date and select the start date for the project.
5. If this job has a deadline that it must be completed by, in the **Mandatory Job Finish Date** field, check the box next to the date and select the date for the deadline.
6. In the **Properties** section, check the box to indicate that you want to create this job based on information from accounting.

7. If you want to update time and budget at the same time, check the box in front of **Yes, I do.** that corresponds to this option at the bottom of the box. Checking this option means that when an activity is complete the vendor will be paid.
8. When you have finished, click **Create**.
9. A window appears asking you to select the file from accounting. Find the file you exported from accounting in the previous section and click **Open**. The schedule window for the new job is displayed.

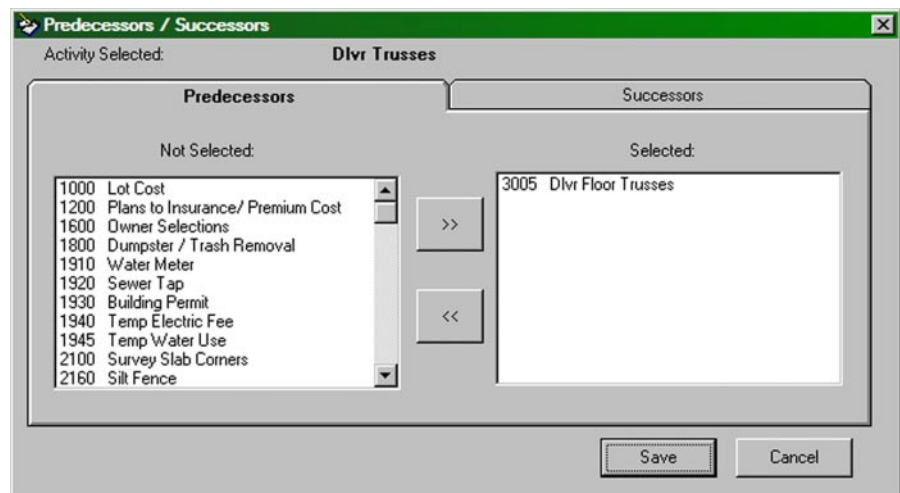
Your job is now created in scheduling based on the information from accounting. Before you can fully utilize the scheduling program, you must define the scheduling logic.

Scheduling logic tells cPM how long a given activity should last and which activities come before and after. This allows the program to map out a schedule according to the dates for the job.

You must set up the scheduling logic in cPM manually. Once you have set up the logic in one job, you can then use that job as a template for other jobs. This means that you do not have to set up the scheduling logic every time you create a new job.

TO SETUP JOB SCHEDULING LOGIC:

1. In cPM, open a job.
2. In the Job Details section, in the **Calendar In Use** field, select the type of calendar to be used for this job.
3. Right-click on the first activity to display the activity detail window.
4. In the **Original Duration** field, enter the typical number of days this activity takes to complete.
5. Click **Pred/Succ.**



6. On the **Predecessors** tab, select any activities that occur immediately before this activity. Use the arrow buttons to move activities between the Not Selected and Selected columns.

7. On the **Successors** tab, select any activities that occur immediately after this activity.
Use the arrow buttons to move activities between the Not Selected and Selected columns.
8. When you have finished, click **Save**.
9. Click **Save** in the Activity Detail window.
10. Continue this process with each of the activities for this job.
11. When you have finished entering all of the activity details, check the **Recalc. Required** box in the Job Details section of the main window.
12. Click **Calculate**.
13. You are asked to supply an inspection date. Because this is the initial setup of this job, select the job start date.
14. Click **OK**.

Take care when you specify the inspection date!

The system always uses the inspection date that you specify for a calculation as the date on which ALL remaining incomplete activities should begin.

For example, if you have a job start date of 8/1/2004 and calculate the schedule with an inspection date of 8/15/2004, all remaining work is scheduled from August 15th forward.

You have now established your scheduling logic and you can use this job as a template for other jobs you create in cPM.

The procedure for creating jobs in cPM once your scheduling logic has been establishing is slightly different from setting up that initial job. The next section outlines the steps for creating additional jobs based on the job template you just created.

Creating a New Job in Scheduling

Once you have set up your scheduling logic, you can create new jobs based on that logic. You can then link those jobs with accounting information to update budgets and progress.

If you have not yet set up your scheduling logic, see [“Setting up Jobs in Scheduling” on page 136](#).

TO CREATE A NEW JOB IN SCHEDULING:

1. In cPM Scheduling, go to **File > New > Job**.
2. In the **Job ID** field, enter the ID for this job. This ID must match the accounting ID.
3. In the **Accounting Company ID** field, enter the company number for your company in Profit Builder®.
You can find this number at the top of the Profit Builder® window when signed into the company.

You must enter the company number here in order to link this job to the accounting information.

4. In the **Projected Start Date** field, check the box next to the date and select the start date for the project.

5. If this job has a deadline that it must be completed by, in the **Mandatory Job Finish Date** field, check the box next to the date and select the date for the deadline.
6. In the **Properties** section, check the box to indicate that you want to use a previous job as a template.
7. In the **Which Job?** field, select the job you want to use as a template.
8. If you want to update time and budget at the same time, check the box in front of **Yes, I do.** that corresponds to this option at the bottom of the box. Checking this option means that when an activity is complete the vendor will be paid.
9. When you have finished, click **Create**.
The system creates the new job using the job you selected as the scheduling logic template.
When it has finished, your new job appears in the cPM window. Before you can work with the new job, you must import the accounting information.
10. Go to **Tools > Accounting Interface > Import**.
11. Click **Accounting File**. Locate the file you exported from Profit Builder® and select Open.
12. Click **Process**.
The system notifies you when it has finished importing the accounting information.

13. You must now recalculate the job schedule with the accounting information. Check the **Recalc Required** box and click **Calculate**.
14. You are asked to enter an inspection date. Because this is a new job, the inspection date is the job start date. Click **OK**.
cPM now calculates the job schedule. When it has finished you can see the schedule in the cPM window.

Take care when you specify the inspection date! The program always uses the inspection date that you specify for a calculation as the date on which ALL remaining incomplete activities should begin. This means, for example, that if you have a job start date of 8/1/2004 and calculate the schedule with an inspection date of 8/15/2004, all remaining work is scheduled from August 15th forward.

Once the schedule has been completed, you can use the Reports menu to print the schedule and to do lists for the job. This information is all very useful for vendors and contractors. It allows you to keep a close watch on the progress of your jobs and ensure that they remain on schedule throughout the building process.


Updating the Schedule

As the project continues, you will need to update the schedule to reflect the progress being made. This is done by recording job inspection information for each activity that has been completed or partially completed.

You can use the Inspection Worksheet to gather information about the activities that need to be updated.

TO PRINT AN INSPECTION WORKSHEET:

1. In cPM, go to **Reports > Inspection > Worksheet**.
2. Select the job(s) you want to include on the worksheet.
3. Check the **Hide Budget Information** box if you want budgets to be omitted from the worksheet.
4. Click **OK**.
5. A preview of the report appears, click the print button to print the report.



Inspection Worksheet										
CDCI										
Activity ID	Description	Vendor ID	Vendor	Budget	Previous %	Inv.	New %	\$	Duration Prev.	Current Early Start
Job ID:	AF232F	Lot 232F Augusta Fairways,Taf								
1000	Lot Cost	CLOSE	Closing Attorney	35,000.00	100	35,000.00			0	1/24/05
1200	Plans to Insurance/Prem	OMNI	Omnili Insurance	240.00	100	240.00			0	1/24/05
1600	Owner Selections	SUPER1	Superintendent 1	0.00	0	0.00			1	1/24/05
1800	Dumpster/ Trash Remo	UNLLAN	Unlimited Landscapers	400.00	0	0.00			1	1/24/05
1910	Water Meter	GWCOPI	Gwinnett Co Public Utilities	500.00	100	500.00			0	1/24/05
1920	Sewer Tap	GWCOPI	Gwinnett County Permit Dept	1,650.00	100	1,650.00			0	1/24/05
1930	Building Permit	GWCOPI	Gwinnett County Permit Dept	600.00	100	600.00			0	1/24/05
1940	Temp Electric Fee	JAELEME	Jackson Electric Membership C	250.00	100	250.00			0	1/24/05
1945	Temp Water Use	GWCOPI	Gwinnett Co Public Utilities	250.00	100	250.00			0	1/24/05
2100	Survey Slab Corners	GWINS	Gwinnett Installers	50.00	100	0.00			0	1/24/05
2160	Sit Fence	EMSERV	E & M Services	100.00	100	100.00			0	1/24/05
2170	Gravel Pad	STLASE	Strategic Land Services, Inc.	200.00	100	200.00			0	1/24/05
2200	Clear and Grade Pad	STLASE	Strategic Land Services, Inc.	560.00	100	560.00			0	1/24/05
2210	Grade Basement	STLASE	Strategic Land Services, Inc.	560.00	100	560.00			0	1/24/05
2240	Basement Footings and	ASTREN	A & S Trenching	6,000.00	100	0.00			0	1/24/05
2440	Pour Footings	MCWAF0	McDaniel Walls and Foundatio	2,900.00	100	0.00			0	1/24/05
2550	Waterproofing & Drains	SWEWAT	Sweet Waterproofing	445.00	100	0.00			0	1/24/05
2600	Termite Protection	CRCRTER	CRC Svcs Termites & Pest Co	225.00	100	0.00			0	1/24/05
2700	Plumbing RI - Dm	RANLOW	Randal Lowe Enterprises	890.00	100	0.00			0	1/24/05
2799	Slab Inspection	SUPER1	Superintendent 1	0.00	100	0.00			0	1/24/05

This report contains places for you to enter new information concerning the percent complete, budget and duration of each activity. From this report, you can then enter information about schedule updates into cPM.

Entering Inspection Data

Once you have compiled the inspection data that needs to be entered, you must enter the progress updates into the system. When you have finished updating the information, you can then recalculate the schedule.

TO ENTER JOB INSPECTION DATA:

1. In cPM, go to **File > Open**.
2. Select the job you want to update and click **OK**.
3. Right-click the activity you want to update.
4. Click **Progress Updates**.

Activity Detail

Activity Description: Dlvr Trusses

General Activity Details | Plug Dates | **Progress Updates**

Actual Start and Finish

Actual Start Date: 1/26/2005 Actual Finish Date: 1/26/2005

Progress Updates

Percent Paid: 75 Amount Budgeted: \$3,755.70

Rem. Duration: 1 Previous Payments: \$0.00

This Payment: \$2,816.78

Save Cancel

5. In the **Percent Paid** field, enter the percentage the activity has been completed.
6. Click **Save**.
The activity now appears in red.
7. Continue updating all of your activities in this way.
When you have finished updating each activity, you need to recalculate the schedule.
8. Notice that the Recalc Required box is checked. Click **Calculate**.
9. Enter the date the job inspections were made. This date is used to calculate the start dates of all remaining activities.
10. Click **OK**.
Your job is now updated with the progress updates.

Once you have entered inspection data and updated your schedule, you must export that information to accounting. Your accounting data is then updated to reflect this progress that has been made on the job.

TO EXPORT TO ACCOUNTING:

1. Go to **Tools > Accounting Interface > Export**.
2. In the **Jobs** field, select the job(s) you want to export.
If you want to filter the list of jobs by the company, select the company ID number in the Filter By Company ID field.
3. Click **OK**.
4. Locate your Profit Builder® Inbox and save the file.

The next time you open Profit Builder® you should receive a message that you have updates from sales and scheduling. For more information about creating invoices from scheduling updates, see [“Auto-creating Invoices via Scheduling” on page 23](#).

Importing the Master Catalog



You can import a series of items into your Profit Builder master catalog using an Excel spreadsheet. This feature is especially helpful when first implementing Profit Builder. To utilize this feature, you must be using Excel 10.0 or higher.

CDCI provides an Excel template to use for importing your catalog items. However, if you do not have the template, you can create your own fairly easily. Your spreadsheet must contain the following columns in the order they are listed.

- **Division** – Enter a division for this item. You can enter up to 6 alphanumeric characters for the division.
- **Catalog ID** – Enter an item code for this item. You can enter up to 16 alphanumeric characters for the catalog ID.
- **SKU** – Enter the vendor's item code for this item. You can enter up to 16 alphanumeric characters for the SKU.
- **Vendor** – Enter the code for the vendor that supplies this item. The vendor code entered must already exist in the system or the import will fail. You can enter up to 6 alphanumeric characters for the vendor.
- **Description** – Enter a description of this item. You can enter up to 255 alphanumeric characters for the description.
- **Price** – Enter a the cost per unit for this item. You can only enter numerals in currency format for the price.
- **Unit** – Enter a unit of purchase for this item. You can enter up to 6 alphanumeric characters for the unit.

These columns mirror the columns in Profit Builder's master catalog screen. The information entered into your Excel spreadsheet must match the order and format exactly for the import to work properly.

TO IMPORT THE MASTER CATALOG:

1. Go to **Purchasing > Process > Update Catalog from Excel**.
2. Locate the catalog spreadsheet, select the file and click **Open**.
3. Confirm that the correct file is selected and click **OK**.

You can verify that your catalog has been updated by going to **Purchasing > Add/Edit > Master Catalog**. If any of your items include a division that is not yet defined, the item will import and create a new undefined division. To complete the division record, go to **Purchasing > Add/Edit > Catalog Divisions**.

Updating Catalog Prices

There will be times when it is necessary for you to update your vendor prices in your master catalog. This is necessary to maintain accurate purchase orders and job budgets. There are four ways to update vendor prices:



- ⦿ **Import Catalog Prices** – Use this method to update your prices in Microsoft Excel and import the spreadsheet.
- ⦿ **Item Scan Method** – Use this method to review prices by catalog division. This is the most efficient way to enter or update prices.
- ⦿ **One Item Method** – Use this method to update individual items.
- ⦿ **Percentage Method** – Use this method to apply a percentage markup or discount to all items in a catalog division.

Import Catalog Prices

You can update your catalog items by importing an Excel spreadsheet with your changes. If you do not already have the CDCI template for importing catalog items, you can create your own. For more information, [see “Importing the Master Catalog” on page 145.](#)

When you want to update your catalog prices by importing a spreadsheet, change the information in the spreadsheet and follow the steps below to import the data.

TO IMPORT THE MASTER CATALOG:

1. Go to **Purchasing > Process > Update Catalog from Excel.**
2. Locate the catalog spreadsheet, select the file and click **Open.**
3. Confirm that the correct file is selected and click **OK.**

You can verify that your catalog has been updated by going to **Purchasing > Add/Edit > Master Catalog.** If any of your items include a division that is not yet defined, the item will import and create a new undefined division. To complete the division record, go to **Purchasing > Add/Edit > Catalog Divisions.**

Item Scan Method

The Item Scan Method provides you with the most efficient way to update prices for a particular vendor.

TO UPDATE PRICES WITH ITEM SCAN:

1. Go to **Purchasing > Add/Edit > Catalog Price Maintenance**.
2. Click the **Item Scan Method** tab.

Purchase Order: Catalog Price Maintenance

Item scan method One item method Percentage method

Vendor: Dishwashers ,Appliance

Division	Com.	Item Code	Description	Cost	Unit	SKU
15	00	15MICROVEN	Microwave Oven	\$150.00	EA	
15	00	15MICROVENUP	Microwave / Stainless panel	\$200.00	EA	
15	00	15RANGEGAS	Gas Range	\$450.00	EA	
15	00	15RANGEGASSS	Gas Range - stainless top and doors	\$550.00	EA	
15	00	15REFRIG	Refrigerator	\$950.00	EA	
15	00	15REFRIGUP	Refrigerator / Stainless	\$1,115.00	EA	

3. In the **Vendor** field, enter or select a vendor from the vendor list.
4. To filter the item list by divisions or communities, click **Filter** in the lower corner of the window.
5. To change the vendor price, tab to the Cost column and type the new price over the old price.
6. Click **Save** when you have completed all your changes for this vendor.

TO ADD NEW ITEMS FOR A VENDOR:

1. On the Item Scan Method tab, enter or select a vendor in the **Vendor** field.
2. Click **Add New Items**.

Purchase Order: Add items from Master Catalog

Master catalog items		Selected items	
15	15HOODNOVENT	Ventless 30 inch hood	
15	15HOODUP	30 in ventless stainless	
15	15HVACROUGH	Rough in HVAC per plan	
15	15HVACROUGHTFT	Rough in HVAC per plan	
15	15HVACTRIM	Trim HVAC per plans ar	
15	15HVACTRIMTFT	Trim HVAC per plans ar	
15	15PLMBTRIM	Plumbing trim per plans	
15	15PLMBTRIMTFT	Plumbing trim per plans	
15	15PLUMBRI	Plumbing Rough Walls	
15	15ROUGHBSMT	Plumbing rough - basem	
15	15ROUGHBSMTTFT	Plumbing rough - basem	
15	15ROUGHSLAB	Plumbing rough in slab	
15	15ROUGHSLABTFT	Plumbing rough in slab	
15	15SEPTANK01	Septic tank installed per	
15	15SETUP	Setup appliances / unc	
15	15WATSEW	Run water / sewer line	
15	15WATSEWER	Furnish and install Wate	
15	15WATSEWERTFT	Furnish and install Wate	

Buttons: Add -->, <-- Remove, OK, Cancel

Instructions: Double-click with the mouse on item to select it. Hold down the Shift key or Ctrl key and click on items to select either a range or individual items.

3. Select the items from your master catalog to add for this vendor and click **Add**.
4. When you have finished, click **OK**.
5. For each item, enter the vendor's price in the Cost column.
6. In the Unit column, enter a unit of measure for each item.
7. When you have finished, click **Save**.

One Item Method

The one item method is typically used when price conversion is needed due to a difference in the units used by vendors in pricing an item and the company in ordering that item. This method allows you to easily make the necessary conversion.

TO UPDATE AN ITEM PRICE WITH ONE ITEM METHOD:

1. Go to **Purchasing > Add/Edit > Catalog Price Maintenance**.
2. Click the **One Item Method** tab.

Purchase Order: Catalog Price Maintenance

Item scan method | **One item method** | Percentage method

Vendor: DWDUI Dishwashers Appliance

Item Code: 15MICROVEN Microwave Oven

Division: 15 Plumbing and HVAC

Community: 00 No community specified

Vendor's SKU:

Pricing: Unit Cost \$130.00 x Conversion 0.8666666666 = Ordering \$150.00

Unit Description: EA

Buttons: Save, Cancel, Exit

3. In the **Vendor** field, enter or select a vendor from the vendor list.

4. In the **Item Code** field, enter an item code or select the item that you wish to change from the list.
Once you select an item, the division, community, vendor's SKU, unit cost and unit description values appear.
5. In the **Unit Cost** field, type the new unit cost for the item.
6. Tab through the Conversion field to update the conversion factor.
For example, if plywood is ordered by the sheet (32 sq. ft.), but is priced by the hundred square foot (CSF), the system converts the pricing information into ordering information.
7. In the **Unit Description** field, type a different unit description if necessary.
8. To change the unit cost for another item, use the First, Previous, Next or Last buttons to display all the records in this division for this vendor.
Note: Only items that have been assigned to this vendor appear. For more information on assigning items to vendors, see ["Item Scan Method"](#) on page 147.
9. When you have finished, click **Save**.

Percentage Method

Frequently, commodity items like dimensional lumber change pricing by percentage. This method allows you to change a particular vendor's prices throughout a division or on all items the vendor supplies.

TO UPDATE VENDOR PRICES BY A PERCENTAGE:

1. Go to **Purchasing > Add/Edit > Catalog Price Maintenance**.
2. Click the **Percentage Method** tab.

The screenshot shows a software window titled "Purchase Order: Catalog Price Maintenance". It has three tabs: "Item scan method", "One item method", and "Percentage method", with the last one being active. Inside the window, there are fields for "Vendor" (containing "DWDUI") and "Percentage" (containing "5.67%"). To the right of these fields is the text "Dishwashers ,Appliance". Below these are two horizontal bars labeled "All Communities" and "All Divisions". At the bottom, there is a table with four columns: "Division", "Item", "Old Unit Cost", and "New Unit Cost". Each column has an empty input field below it. At the very bottom of the window are three buttons: "Save", "Cancel", and "Exit".

3. In the **Vendor** field, enter or select a vendor from the vendor list.
4. In the **Percentage** field, enter the percentage amount to change the prices.
To decrease the price, enter a minus (-) sign before the percentage.
For example, to reduce prices by five and a quarter percent, enter -5.25.
5. To filter the communities included in this reprice, click **All Communities** and select the communities to include.

- To filter the divisions included in this reprice, click **All Divisions** and select the divisions which contain the items to be repriced.

CAUTION: All the vendor's items within the selected divisions and communities will be repriced.

- When you have finished, click **Save**.

Creating Purchase Orders

Purchase orders are an integral part of the building process. POs tell your vendors what materials and services you need to complete your scheduled jobs. In addition to auto-creating purchase orders when starting a house, you can also enter purchase orders directly into Profit Builder®.

There are three other ways to create purchase orders:

- Entered directly in Profit Builder® – A new PO can be entered manually in Profit Builder® from Purchasing > Add/Edit > Purchase Orders.
- Cloned from an existing PO – A new PO can be created by copying an existing purchase order.
- Importing from a Bid Team estimate – Using CDCI's estimating program, purchase orders can be imported from customer estimates.

Manually Entering Purchase Orders

Entering a purchase order from scratch is the most time consuming way to enter purchasing information, but allows you to control every aspect of the purchase order.

TO ENTER A PURCHASE ORDER MANUALLY:

- Go to **Purchasing > Add/Edit > Purchase Orders**.
The Purchase Order window opens.

Purchase Order: Standard

Number: GT117111 Revision: 1 Vendor: REXSOU REXEL SOUTHERN Field PO

Type: Standard Status: Invoiced PO Net: \$1,000.00

☒ Overrun Budget ☐ Allowance ☒ Confirmed ☐ Estimate

General Line Details Tax Freight and Scope

Description: LIGHTING Buyer: SYSMAN F.O.B.: Jobsite Ship Via: Best Way Form Name: POZPlain.rpt Edit Terms Quotation Form: Pozqstd.Rpt

Job: GT117 GT #117, WATSON SLAB Community: 00 GL Account: 14300 Category: 6710 LIGHT FIXTURES Class: Material

Vendor Order Address

DEPT.-0902
P.O. BOX 120902
DALLAS, TX 75312-0902

Delivery Destination Address

5108 PATIENCE DR
SMYRNA, TN 37167

Save Delete Cancel Exit



2. In the **Number** field, enter the number for the PO you are creating. If you use autonumbering, leave this field blank. The number may be up to 10 characters.
3. In the **Vendor** field, enter the vendor or select one from the vendor list.
4. In the **Type** field, select a type for this PO. The default type is standard. For more information about other types of POs, see [“Special Purchase Orders” on page 154](#).
5. Check the **Overrun Budget** box if you want to allow this purchase order to go over the allotted budget for this job without requiring reason and resolution codes. This box must be checked before any line items are entered on the next tab.
6. In the **Status** field, the status of the purchase order appears. Valid statuses are New, Issued, Revised, Pending and Complete.
7. In the **PO Net** field, the net amount of the purchase order appears.
8. On the General Tab, in the **Description** field, enter a description for the purchase order you are creating. Up to 50 characters.
9. In the **Buyer** field, enter the name of the buyer. The default is the user currently logged in.
10. In the **FOB** field, enter the point at which the freight charges are paid.
11. In the **Ship Via** field, enter the shipping instructions for the order.
12. Click **Edit Terms** to change the terms for this order. This defaults to the terms that have been entered in vendor information in Accounts Payable.
13. In the **Form Name** field, select the purchase order form name from the drop-down list. Go to **Control Information > Purchase Orders** to set default forms.
14. In the **Quotation Form** field, select the quotation form from the drop-down list. This field is optional.

When selecting forms, you have five options:

- Ⓐ Pozfmsub.rpt
- Ⓑ Pozplain.rpt
- Ⓒ Pozqfstd.rpt
- Ⓓ Pozf 505.rpt
- Ⓔ Pozf525.rpt

If you select Pozplain.rpt, the purchase order will be formatted to print on plain paper. Pozfmsub.rpt is the subcontract form. Pozqfstd.rpt is the quotation request form. You can have directions to the job site printed on your purchase orders using a special form. If you are interested in utilizing this feature, contact CDCI support.

15. In the **Job** field, enter the job code or select it from the job list. Multiple jobs on a single PO are not permitted.
16. In the **Category** field, after selecting the job code, enter or select the category. Job cost categories cannot be added to any purchase order until they have been added in a template at Job Cost > Add/Edit > Job Information. For more information on adding categories, see [“Master Job/Category Sets” on page 58](#).

17. In the **Class** field, enter the class (Labor, Material, etc.) or select from the drop-down menu.
18. In the **GL Account** field, enter the GL Account Code or select it from the GL Account List.
19. Click the **Line Details** tab to enter the item details for the purchase order.

The screenshot shows the 'Pendings Purchase Order' window with the 'Line Details' tab selected. The window has a header bar with the title 'Pendings Purchase Order'. Below the header, there are fields for 'Number' (AF200E002), 'Revision' (0), 'Vendor' (OMNI Omni Insurance), and 'Type' (Standard). There are also fields for 'Status' (Pending) and 'PO Net' (\$150.00). To the right of these fields are radio buttons for 'Allowance', 'Confirmed' (selected), and 'Estimate'. A 'Field PO' button is also present. Below these fields are three tabs: 'General', 'Line Details' (selected), and 'Tax Freight and Scope'. The 'Line Details' tab contains a table with the following data:

Division	Item Code	Item Description	Category	Qty Ordered	Unit	Unit Cost	Extended Cost
1	1INSRISK	Builders risk policy	1200	1	LS	\$150.00	\$150.00

At the bottom of the window are buttons for 'Save', 'Delete', 'Cancel', and 'Exit'.

20. In the **Division** column, enter the division or select one from the Catalog Division list.
21. In the **Item Code** column, enter an item code or select one from the list. If the item code does not exist, you are prompted to add it to the catalog on the Add New Items window. Click Add to add the item to the catalog.
22. In the **Category** column, enter a category or enter a job code, then select the job category from the list. Job cost categories cannot be added until they have been added in a template at Job Cost > Add/Edit > Job Information. For more information on adding categories, see [“Master Job/Category Sets” on page 58](#).
23. In the **Quantity Ordered** column, enter the quantity for this item.
24. In the **Activity** column, enter the activity code for import into scheduling.
25. Click the **Tax Freight and Scope** tab to enter tax, discount, freight and memo fields.

The screenshot shows the 'Pendings Purchase Order' window with the 'Tax Freight and Scope' tab selected. The window has the same header and fields as the previous screenshot. Below the tabs, there are two main sections: 'General' and 'Tax Freight and Scope'. The 'Tax Freight and Scope' section contains a table for calculating the net amount:

Gross		150.00
Sales Tax	0.00% +	0.00
Freight	0.00% +	0.00
Net	=	150.00
Discount	0.00%	0.00

Below the table is a 'Memo - Scope' text area. At the bottom of the window are buttons for 'Save', 'Delete', 'Cancel', and 'Exit'.

26. In the **Sales Tax** field, enter a tax rate here if it is different from the default. This defaults to the tax rate on file for the vendor or the rate on file for the job.
27. In the **Freight** field, enter the freight amount.
28. In the **Discount** field, enter the discount rate.
29. In the **Memo - Scope** field, enter any specifications you want printed on the PO or subcontract form.
30. In the **Remarks** section, select up to four permanent remark codes that are printed on the bottom of the PO/Subcontract form. Enter a code, and then the full remark. Profit Builder® stores your entries for use on future POs.
31. When you have finished, click Save to create the purchase order.

Cloning an Existing Purchase Order

The Copy Existing POs (Cloning) function from the Add/Edit menu allows you to create a purchase order based on information copied from an existing purchase order. The existing purchase order serves as a template for cloning the new purchase order.

TO CLONE AN EXISTING PURCHASE ORDER:

1. Go to **Purchasing > Add/Edit > Copy Existing POs (Cloning)**.
2. In the Existing PO's section, use the following buttons to select the existing PO information from which you want to create the new purchase order.
 - All Vendors: Click to select vendors from the vendor list.
 - All PO's: Click to select POs from the PO list.
 - All Jobs: Click to select jobs from the PO-Job list.
 - All Categories: Click to select categories from the PO-Job list.
 - All Classes: Click to select classes from the JC class list.

3. In the **New PO's** section, leave the **Vendor** field blank. This ensures that the vendors from the POs being copied are used. Selecting a vendor in this field will result in all of the copied POs being issued to the selected vendor.
4. In the **Job** field, enter or select a job from the job list.
5. In the **Sales Tax** field, enter the applicable tax rate.
6. Click **Taxable Classes** and select the classes to which the tax rate is to be applied.
7. Check the **Preview verification report** box to display the Cloned POs Report, which shows the purchase orders which were copied and the new purchase order information.
8. Click **Copy** to create the purchase order(s).

Special Purchase Orders

There are four types of purchase orders that can be used instead of a standard PO. These special purchase orders are used under special circumstances.



- **Field PO** – A field purchase order is used when you want to assign a purchase order number before the order is complete. Typically when a purchase order is created manually the number is automatically assigned when the order is saved. With a field purchase order, the number is assigned before submitting the order. Because of this, cancelling a field PO throws away the number it was assigned. If the PO is to be associated with a job, enter the job number before clicking the Field PO button.



- **Variance** – A variance purchase order is used to assign a variance to an entire purchase order to account for deviations from the budget. Because any budget overages are already accounted for, the budget is not checked when submitting the purchase order.



- **TBD** – To be determined (TBD) purchase orders are used to estimate the amount of materials or labor that may be required for a particular job. TBDs are used for purchases where there is no way to know exactly how much of the materials is needed to complete the job. For example, electricity at a job site is typically estimated on a TBD because there is no way to know beforehand how much electricity will be used on any given job.
- **Change Order** – A change order indicates a change to the original budget that is paid for by the owner. The budget adjustment postings for a change order add to the original budget and to the PO/Contract budget, leaving the uncommitted budget amount the same.

Chapter**9**

Custom Building

This chapter offers step-by-step instructions for setting up a custom plan using Profit Builder®'s automated purchasing system.

Custom plans are plans that are only going to be built once. These plans are one-of-a-kind and must be set up differently in Profit Builder®.

Setting up a custom plan requires that you create a template plan to use as your base. You can then copy and customize this plan to adjust for any new or changed elements. Then you can specify the prices for items included in each work package. You will repeat this process for each custom plan you intend to build.

Once the custom plan is established in Profit Builder® you can use the Start a House feature to generate the purchase orders, jobs and budgets automatically. This eliminates much of the tedious updating typically involved in custom building.

Creating a Template Plan



It is important to create a template that can be used to create each individual plan. Although each plan is one-of-a-kind, they all contain the basic elements necessary to build a house. Using a template as a starting point saves time when creating each individual plan.

The template should contain all of the basic elevations and work packages necessary to build the home. You can then customize the available items and pricing for each individual house.

The template is created the same way any production plan would be created, by adding a plan, elevations, options and work packages.

Creating a Plan

You must first create a plan to begin your template. You can create multiple templates by repeating the steps outlined below.

TO CREATE A NEW PLAN:

1. Go to **Purchasing > Add/Edit > Plan Takeoff**. All plans on file are displayed.
2. Right-click the word Plan and select **New Plan**.

The screenshot shows the 'Plan Takeoff' window. On the left is a 'Plans' list with 'Lincoln', 'Template', and 'Taft'. The main area contains the following fields and options:

- Code:** TEMPLATE
- Name:** Template
- Scope:** (empty text box)
- Vendor:** (empty text box)
- Category:** (empty text box)
- Activity:** (empty text box)
- ☐ TBD PO
- Replaces PKG ID:** (empty text box) **Merges with PKG ID:** (empty text box)
- ☐ Do not include this elevation if ANY of the elevations below are selected (conflicting items): (empty text box) **Browse**
- ☐ Include this elevation only if ALL elevations below are selected (prerequisites): (empty text box) **Browse**
- ☐ Review this elevation if ALL elevations below are selected (optional links): (empty text box) **Browse**

At the bottom are **Show Detail Lines** and **Exit** buttons.

3. In the **Code** field, enter a short name for this plan.
4. In the **Name** field, enter the name for this plan that you want to see in the Plans menu.
5. In the **Scope** field you can enter information to further identify this plan. This information is for internal use only.
6. Click **Exit** and save your work.

Your new plan is now created. You can now return to the plan and add the main organizational structure—elevations and options.

Adding Elevations

It is not required that all elevations, foundations, and options be added during the initial plan creation process. You may come back at any time and add these elements.

TO ADD ELEVATIONS TO A PLAN:

1. Go to **Purchasing > Add/Edit > Plan Takeoff**.
2. A window opens with a list of the available plans. Check the box next to the plan you want to add elevations to and click **These Plans**.
3. Expand the tree under the plan by clicking the plus sign next to the name of the plan to reveal the Base and Options.

4. Right-click Base and select **New Elevation**.
The first elevation you should add to any new plan is the CORE elevation.
This elevation includes all work packages that will be included in every house.

5. In the **Code** field, enter a short identifier for this elevation.
6. In the **Name** field, enter the name for this elevation. The name should be clear so that the elevation can be selected without confusion when starting a new house.
All elevations and options are sorted alphabetically by this name.
7. In the **Scope** field you can enter information that helps further identify this elevation. This information is not available when starting a new house but does appear on this screen for anyone modifying this plan. The information entered here is for internal use only.
8. In the **conflicting items** field, enter the codes for any elements that conflict with this elevation. You can also click Browse next to this field to choose from a list of all elements. If conflicting items are selected, both items appear red when starting a new house.
For more information on conflicting items, see [“Determining Prerequisites, Conflicts & Suggestions”](#) on page 123.
9. In the **prerequisites** field, enter the codes for any elements that are required for this elevation. You can also click Browse next to this field to choose from a list of all elements.
For more information on prerequisites, see [“Determining Prerequisites, Conflicts & Suggestions”](#) on page 123.
10. In the **optional links** field, enter the codes for any elements that are recommended when this elevation is selected. Any recommended elements appear green when this elevation is selected for a new house.
For more information on recommendations, see [“Determining Prerequisites, Conflicts & Suggestions”](#) on page 123.
11. When you have finished, click Exit and save your work.

Continue to add all your foundations and elevations in this manner. Be sure that you enter an element for the core elevation—this includes everything that is required but not present in the other elevations and foundations.

Adding Options

Once you have added your elevations, you can add options. Options are additional features that are often offered to upgrade a house. Because you are building one-of-a-kind plans, you will continue to develop new options. If you wish, each successive plan can become a new template for the next plan.

TO ADD OPTIONS TO A PLAN:

1. Go to **Purchasing > Add/Edit > Plan Takeoff**.
2. A window opens with a list of the available plans. Check the box next to the plan you want to add options to and click **These Plans**.
3. Expand the tree under the plan by clicking the plus sign next to the name of the plan to reveal the Base and Options.
4. Right-click Options and select **New Option**.
5. In the **Code** field, enter a short identifier for this option.
6. In the **Name** field, enter the name for this option. The name should be clear so that the option can be selected without confusion when starting a new house. All elevations and options are sorted alphabetically by this name.
7. In the **Scope** field you can enter information that helps further identify this option. This information is not available when starting a new house but does appear on this screen for anyone modifying this plan. The information entered here is for internal use only.
8. In the **conflicting items** field, enter the codes for any elements that conflict with this option. You can also click Browse next to this field to choose from a list of all elements. If conflicting items are selected, both items appear red when starting a new house.
For more information on conflicting items, see [“Determining Prerequisites, Conflicts & Suggestions” on page 123](#).
9. In the **prerequisites** field, enter the codes for any elements that are required for this option. You can also click Browse next to this field to choose from a list of all elements.
For more information on prerequisites, see [“Determining Prerequisites, Conflicts & Suggestions” on page 123](#).
10. In the **optional links** field, enter the codes for any elements that are recommended when this option is selected. Any recommended elements appear green when this option is selected for a new house.
For more information on recommendations, see [“Determining Prerequisites, Conflicts & Suggestions” on page 123](#).
11. When you have finished, click Exit and save your work.

Once the structure is in place, it is time to enter the work packages and their components for both elevations and options.

Adding Work Packages

A work package is a group of materials or subcontract work that can be delivered/performed by one vendor without interruption. Once you have created new work packages for your elevations and options, you can add catalog items to the work packages. These items will be priced later according to the specific custom plan you are creating.

TO ADD WORK PACKAGES TO A PLAN:

1. Go to **Purchasing > Add/Edit > Plan Takeoff**.
2. A window opens with a list of the available plans. Check the box next to the plan you want to add work packages to and click **These Plans**.
3. Expand the tree under the plan by clicking the plus sign next to the name of the plan to reveal the Base and Options.
4. Expand the tree again to reveal your elevations and options.
5. Right-click the option or elevation you want to add to and select **New Package**.

The screenshot shows the 'Plan Takeoff' window. On the left is a tree view under 'Plans' with 'Template' expanded, showing 'Base' and 'Core (in every house)'. Under 'Core', there is a list of items including '1000 Land', '1200 Builders Risk I', '1300 Construction', '1800 Trash Remov', '1910 Water Meter', '1920 Sewer tap/ St', '1930 Building Permi', '1940 Electrical Utilit', '1945 Water Utility I', '2100 Slab Survey', '2160 Erosion- Silt F', '2170 Erosion- Grav', '2200 Clear and Gre', '2600 Termite Treat', '2700 Plumb in Slab', '2830 Slab Turnkey', '3040 Roof Truss Pe', '3050 Frame Roof', '3060 Roof Material', '3110 Water/ Sewer', and '3250 Fireplace Inse'. On the right is a form with the following fields: 'Code' (1000), 'Name' (Land), 'Scope' (empty), 'Vendor' (CLOSE), 'Closing Attorney' (empty), 'Category' (1000), 'Class' (0), 'Activity' (1000), and a checked 'TBD PO' checkbox. Below these are three sections: 'Replaces PKG ID' (empty), 'Merges with PKG ID' (empty), and 'Do not include this elevation if ANY of the items below are selected (conflicting items)' (empty). There are three 'Browse' buttons corresponding to these sections. At the bottom are 'Show Detail Lines' and 'Exit' buttons.

6. In the **Code** field, enter a short identifier for this package.
7. In the **Name** field, enter the name for this package.
8. In the **Scope** field you can enter information that helps further identify this package. This information is printed on purchase orders. The information entered here should be used to provide contractors and suppliers special instructions about the work package.
9. In the **Vendor** field, select a default vendor for this work package. You can change this later if necessary.
10. In the **Category** field, select a default category for this work package. You can change this later if necessary.
11. In the **Class** field, enter a default class for this work package.
12. In the **Activity** field, select a default activity for this work package. You can change this later if necessary.

13. Check the **TBD PO** box if this package should create a To Be Determined purchase order. For more information on TBD POs, see [“Special Purchase Orders” on page 154.](#)
14. Click Show Detail Lines to add catalog items to this work package.
You can add catalog items now or later. See below for step-by-step instructions for adding catalog items to work packages.
15. When you have finished, click Exit and save your work.

Your work package is now created and added to your plan. Work packages are made up of line items from your main catalog. If you did not add items when you created the work package or if you need to add additional items, follow the instructions below to add items to your work package.

The items you add to your template work packages should be items that can later be customized in price and supplier.

TO ADD ITEMS TO YOUR WORK PACKAGES:

1. Go to **Purchasing > Add/Edit > Plan Takeoff.**
2. A window opens with a list of the available plans. Check the box next to the plan you want to modify and click **These Plans.**
3. Expand the tree under the plan by clicking the plus sign next to the name of the plan to reveal the Base and Options.
4. Expand the tree until you can see the work package you want to add items to.
5. Click on the work package you want to edit.
6. If the Properties for this work package are displayed, click **Show Detail Lines** to display the line items associated with this work package.
7. In the **Item Code** column, enter or select an item code for the line item.
Click the arrow to search for your item in the main catalog.
8. If the item code you enter is not already stored in your main catalog the system prompts you to create the item. If you want to add the item, select Yes.
9. In the **Add Item to Catalog** window, enter or verify the division, description, category, class, unit description, unit cost, and unit tag for this item.

Add Item to Catalog

Item Code: 15INTRIM

Division: 6

Description: 1.5 inch pine trim

Category: 2210

Class: S

Unit Description: FT

Unit Cost: .56

User Tag:

OK Cancel

10. Click **OK.**

11. If your item is already in the catalog the information in the remaining columns is automatically filled it according to the item record and the work package defaults. In the **Quantity** column, enter the quantity of this item that is necessary for this work package.
12. If you need to change any default information, select the information in the appropriate column and make your changes.
13. Continue to add items to this work package and other packages.
14. When you have finished, click **Exit** and save your work.

Once items are added to the work packages your template is complete and ready to customize for the individual project.

Customizing the Template

When you have your template plan created, you can then clone that plan and create your new custom project based on the template. This allows you to still utilize Profit Builder®'s automated features and create one-of-a-kind plans for your clients.

Cloning the Template



Before you can begin creating your custom plan, you must first copy your template to create a new plan.

TO CLONE THE TEMPLATE:

1. Go to **Purchasing > Add/Edit > Plan Takeoff**.
2. A window opens with a list of the available plans. Check the box next to your template and click **These Plans**.
3. Right-click the template and select **Copy**.
4. Right-click Plans and select **Paste**.
5. Select the copied plan and click **Show Properties**.

6. In the **Code** field, enter a new code for your custom plan.

7. In the **Name** field, enter a new name for you custom plan.
8. In the **Scope** field you can enter information that helps further identify this custom plan. This information is not available when starting a new house but does appear on this screen for anyone modifying this plan. The information entered here is for internal use only.
9. When you have finished, click **Exit** and save your work.

You now have a cloned template as your new custom plan. Now, you must create a new individual community for this custom plan.

Creating a Community

Each custom plan must have its own individual community. This allows you to customize the prices for each item necessary for the plan. Placing custom plans into a community with other houses would change the prices for all the items in that community.

TO ADD A COMMUNITY RECORD:

1. Go to **Job Cost > Add/Edit > Community Names**.

Job Cost Communities		
Community	Name	Sales Tax %
AF	Augusta Fairways	7.00%
AG	Atlanta Gardens	8.00%
RS	Rock Springs	5.00%
SH	Savannah Hills	7.00%
TM	Templates	7.00%
JP	Parker Summer Home	7.00%
*		
OK		

2. In the **Community** column, enter a 2 character code to identify the community. This code becomes a part of each Job ID that is built in the community. For example, if the custom plan is for John Parker, JP would be an appropriate code to identify the community.
3. In the **Name** column, enter the name of the community.
4. In the **Sales Tax %** column, enter the sales tax for this community.
5. When you have finished, click **OK**.

When this community is entered in Profit Builder®, you can then add your custom plan and set up costing.

Adding the Plan to the Community

With your community added and your custom plan defined, you can now add the plan to the community and price it accordingly.

TO ADD A PLAN TO A COMMUNITY:

1. Go to **Purchasing > Add/Edit > Plan Costing**.
2. A window appears with the available communities listed. Check the box next to the custom community you want to work with. If the community you want is not listed, check any other community and click **These Communities**.
3. The Plan Costing window appears with a tree listing all the available communities. If the community you want is not listed, right-click Communities at the top of the tree, select **New Community**. Find the community you want to add and click **OK**.
4. Right-click the community you want to add to and select **New Plan**.
5. Select your custom plan and click **OK**.
6. When you have finished adding plans, click **Exit** and save your work.

You can now customize the plan costing for this individual property.

Adjusting Plan Costing



Because you have created an individual community for your custom plan, you can adjust the costing and budget for the plan without affecting any of your other projects.

TO ADJUST PLAN COSTING:

1. Go to **Purchasing > Add/Edit > Plan Costing**.
2. A window appears with the available communities listed. Check the box next to the custom community you want to work with. If the community you want is not listed, check any other community and click **These Communities**.
3. Expand the tree next to the plan you want to adjust to see the elevations, options and work packages.
4. You can adjust the prices of individual items by changing the amounts in the unit cost column.
You can only change prices on individual items not on an entire package.

If the window is showing packages, click Show Detail Lines at the bottom to see the line items.

Communities	Vendor	Item	Description	Unit cost	Quantity	Total	Category	Activity
Atlanta Gardens	GWCDPD	1BLDGPERMIT	Building permit	600.00	1	\$600.00	1930	1930
Augusta Fairways	MMCLSE	1CLEANPRESS	Pressure wash per plans a	150.00	1	\$150.00	6330	6330
Parker Summer Home	MMCLSE	1CLEANROUGH	Rough clean per plans and	25.00	1	\$25.00	6300	6300
Core (in every house)	UNLLAN	1CLEANTRASH	Trash removal per specific	400.00	1	\$400.00	1800	1800
Core (in every house)	MMCLSE	1CLEANWIN	Clean windows per plans c	150.00	1	\$150.00	6320	6320
Core (in every house)	CLOSE	1CLOSING	Contribution to closing cos	3500.00	1	\$3,500.00	6600	6600
Core (in every house)	BBT001	1FINANCE	Construction financing	2100.00	1	\$2,100.00	1300	1300
Core (in every house)	OMNI	1INSURIFT	Builders risk insurance for	240.00	1	\$240.00	1200	1200
Core (in every house)	CLOSE	1LOTSTD	Standard building lot	65,000.00	1	\$65,000.00	1000	1000
Core (in every house)	GWCDPD	1SWRTAPGWIN	Sewer tap Gwinnett Count	1650.00	1	\$1,650.00	1920	1920
Core (in every house)	CRCTER	1TERMITE	Termite treatment per plans	225.00	1	\$225.00	2600	2600
Core (in every house)	JAELEME	1UTILELECT	Temporary electric power c	250.00	1	\$250.00	1940	1940
Core (in every house)	GWCDPU	1UTILWAT	Consumption of water dur	15.00	1	\$15.00	1945	1945
Core (in every house)	NOPO	1WARRANTY	Home buyer's warranty	300.00	1	\$300.00	6500	6500
Core (in every house)	GWCDPU	1WATERPERMIT	Fee for water meter	250.00	1	\$250.00	1910	1910
Core (in every house)	EMSERV	2EROFENCE	Silt fence for erosion contr	100.00	1	\$100.00	2160	2160
Core (in every house)	STLASE	2EROGRAVEL	Gravel pad for erosion con	200.00	1	\$200.00	2170	2170
Core (in every house)	UNLLAN	2GRADEFINAL	Final grading per plans and	300.00	1	\$300.00	4000	4000
Core (in every house)	STLASE	2GRADE	Clear and grade std buildin	560.00	1	\$560.00	2200	2200
Core (in every house)	UNLLAN	2LANDSCAPE	Furnish all labor and materi	2200.00	1	\$2,200.00	4760	4760
Core (in every house)	GWINS	2SLABSURVEY	Slab survey - Locate corne	60.00	1	\$60.00	2100	2100
Core (in every house)	VETCON	3SLABTAFT	Labor and material to form	5900.00	1	\$5,900.00	2830	2830
Core (in every house)	RCSI	6CABINETTFT	Furnish and install cabinet	2480.00	1	\$2,480.00	5300	5300
Core (in every house)	WIBRLC	6CASINGFLUTEDx68	5/8x6"-8FT ONLY FLUTE	25.40	1	\$25.40	5100	5100
Core (in every house)	WIBRLC	6DSTAIR9TRED	251/2x54-8 9 LOK TRED	67.50	1	\$67.50	5100	5100
Core (in every house)	WIBRLC	6GM142CHAIRCAPFJ	GM142 CHR RAIL CAP 1	0.69	8	\$5.52	5100	5100

- When looking at the packages, you can add freight charges in the Freight column. Freight charges are exempt from sales tax.
- When you have finished adjusting the prices for the entire plan, click Exit and save your work.

You can use the plan costing window to keep track of your progress when customizing plans. To see all of the communities and their costing, click Communities at the top of the tree. All of the items in each community are listed. You can then sort by item number to ensure that you have updated everything that requires changing.

Once your custom plan has been adjusted, you can use the Start a House feature just as you would if you were creating a house from a normal plan. For more information on starting a house, see ["Starting a New House" on page 130](#).

Appendix

This chapter offers additional information and tools for you to utilize during your daily operations.

Checklists

In this section you will find several easy-to-use checklists to walk you through some of the operations tasks you perform on a regular basis.

These checklists are intended to remind you of the basic steps necessary to carry out the operations. For more detailed information on each step, refer to the chapter in this guide covering that activity.

Click the links below to jump to that checklist. The following checklists are available in this section:

- 🔗 [“Creating a New Plan” on page 166](#)
- 🔗 [“Start a House” on page 167](#)
- 🔗 [“Creating a New Job in Scheduling” on page 168](#)
- 🔗 [“Closing the Accounting Month” on page 169](#)
- 🔗 [“Closing a Job” on page 170](#)



Creating a New Plan

- ❑ **Create the plan record** – Go to **Purchasing > Add/Edit > Plan Takeoff**. All plans on file are displayed. Right-click the word **Plan** and select **New Plan**. Enter a code, name, and scope for this plan. Click **Exit** and save your work.
- ❑ **Add elevations** – Go to **Purchasing > Add/Edit > Plan Takeoff**. Select the plan you want to add elevations to and click **These Plans**. Right-click **Base** and select **New Elevation**. Enter a code, name, and scope for this elevation. Select conflicting items, prerequisites, and optional links for this elevation. Click **Exit** and save your work. Continue entering all of your elevations.
- ❑ **Add options** – Go to **Purchasing > Add/Edit > Plan Takeoff**. Select the plan you want to add options to and click **These Plans**. Right-click **Options** and select **New Option**. Enter a code, name, and scope for this option. Select conflicting items, prerequisites, and optional links for this option. Click **Exit** and save your work. Continue entering all of your options.
- ❑ **Add work packages** – Go to **Purchasing > Add/Edit > Plan Takeoff**. Select the plan you want to add work packages to and click **These Plans**. Right-click the option or elevation you want to add to and select **New Package**. Enter a code, name, and scope for this package. Select a default vendor, category, class, and activity for this work package. Check the **TBD PO** box if this package should create a To Be Determined purchase order. Add catalog items to this work package. Click **Exit** and save your work. Continue entering all of your work packages.
- ❑ **Create a community** – If the community you are building this plan in has not been added to Profit Builder®, go to **Job Cost > Add/Edit > Community Names** and add the new community.
- ❑ **Place the plan in a community** – Go to **Purchasing > Add/Edit > Plan Costing**. Check the box next to the communities you want to work with and click **These Communities**. Right-click the community you want to add to and select **New Plan**. Select the plan you want to add and click **OK**.
- ❑ **Review vendors and prices** – For each plan, review the default vendors and make any changes necessary to use locally available vendors. Also, review and change any prices as necessary. You must make at least one edit to each plan in order to save that plan in the community. When you have finished, click **Exit** and save your work.



Start a House

- ❑ **Select elevations and options** – Go to **Purchasing > Process > Start a House**. Check the boxes next to the elevations and options you want to use and click **OK**.
- ❑ **Enter job information** – Enter the lot and block numbers for this property. Enter a description for this job. Select a customer from your list of customers or add a new customer on the Customer tab. Enter the tax rate and WIP account for this job. **(optional)**
- ❑ **Enter scheduling information** – On the **Date Review** tab, enter the expected dates for each of the contract events listed. **(optional)**
- ❑ **Enter loan information** – On the **Loan Setup** tab, enter information about the customer's loan. Click **Process**. **(optional)**
- ❑ **Review job buyout report** – Go to **Purchasing > Reports > Job Buyout**. Select how you want to view the report. Click Preview to see the report before printing. Click Print to print the report.
- ❑ **Make any budget adjustments** – Go to **Job Cost > Add/Edit > Job Information**. Select the job you want to change and click OK. In the **Budget** column below, make any changes to this job's budget. Click Save and Exit.
- ❑ **Make any changes to pending purchase orders** – Go to **Purchasing > Add/Edit > Purchase Orders**. Select the PO you want to change and click **OK**. Make any changes to the PO that are necessary. If these changes cause you to exceed budget for any category, you must place a variance for the amount of the overrun on the appropriate PO lines. Click **Save** and then **Exit**.
- ❑ **Release pending purchase orders** – Go to **Purchasing > Process > Issue/Print**. Verify the backup location and click Make Backup. Select the posting date for the POs. Select how you want to release the purchase orders and which POs you want to release. Set any filters you want to include. Click **Process**.

Creating a New Job in Scheduling

- ❑ **Export job information** – Go to **Purchasing > Process > Export to Scheduling**. Select the jobs you want to export. Click **Export**. Choose where you want to save your exported file. Click **Save**.
- ❑ **Create a new job record** – In cPM Scheduling, go to **File > New > Job**. Enter the ID for this job. Enter the company number for your company in Profit Builder®. Select the start date for the project. Check the box to indicate that you want to use a previous job as a template. Select the job you want to use as a template. Click **Create**.
- ❑ **Import accounting information** – Go to **Tools > Accounting Interface > Import**. Locate the file you exported from Profit Builder® and select Open. Click **Process**.
- ❑ **Recalculate the schedule** – Check the **Recalc Required** box and click **Calculate**. Enter an inspection date. Click **OK**.

Closing the Accounting Month

This checklist applies to closing an accounting month when depreciation is recognized on an annual basis.

- ❑ **Make any additional journal entries** – If you need to record any special entries at the end of a month—such as, depreciation or AR write offs—go to **General Ledger > Add/Edit > General Journal Entries**.
- ❑ **Reconcile Accounts Receivable** – Print the Reconciliation Journal at **Accounts Receivable > Reports > Reconciliation Journal**. Balance the receipts spent on jobs with the AR accounts in the general ledger.
- ❑ **Reconcile Accounts Payable** – Print an open Accounts Payable summary at **Accounts Payable > Reports > Payables Journal**. Verify the balance in the Trade Payables account in the general ledger.
- ❑ **Reconcile Job Cost** – Print the Job Reconciliation report at **General Ledger > Reports > Job Reconciliation**. When printing this report, select all jobs and the appropriate WIP account. Print and retain a Job Cost Summary report for your records.
- ❑ **Reconcile General Ledger** – Print a trial balance sheet and income statement at **General Ledger > Reports**. Verify that the proofs for each report match. Print a detail of all postings for the month at **General Ledger > Reports > Detail of Ledger**. Bind this report for your records.
- ❑ **Reconcile Bank Accounts** – Print the Bank Reconciliation report for each account at **General Ledger > Reports**. Print a check register with invoices and payments at **Accounts Payable > Reports > Check Register**. Compare these two reports and clear all items in your monthly bank statements.
- ❑ **Close the account period** – Go to **General Ledger > Process > Close Period**. Enter the override password. The system examines your account balances.
- ❑ **Backup your information** – Select where you want to backup information and click **Make Backup**.
- ❑ **Verify your accounts are in balance** – The program checks to see if the net difference between the Asset and Liability (Balance Sheet) accounts is equal to the net difference between the Income and Expense (Income Statement) accounts.
- ❑ **Process the accounting period** – When the Proof line shows equal amounts for the Balance Sheet and Income Statement accounts, click **Process**.
- ❑ **Print reports** – Print your Balance Sheet and Income Statements at **General Ledger > Reports**.

Closing a Job

This checklist applies to closing a job using the completed contract method.

- ☐ **Verify work payments** – Print accounts payable and accounts receivable journals for the job to ensure that all work payments have been received. This includes payments you make to vendors and subcontractors and payments made to you by customers.
- ☐ **Print the Job Cost Detail** – Go to **Job Cost > Reports > Detail Report**. Print this report for your records.
- ☐ **Move WIP Costs** – Using a journal entry, move your work in progress costs from WIP account 14000 to Direct Cost account 40000.
- ☐ **Move Revenue** – Using a journal entry, move your revenue from Construction Advance account 20000 to Sales account 30000.
- ☐ **Change WIP account** – Go to **Job Cost > Add/Edit > Job Information**. Change the Default GL account from the WIP account to the Warranty Costs account.
- ☐ **Mark Job Closed** – In Job Information, click the **Set 100% Complete** button. This will set all job categories to 100% complete.
- ☐ **Archive Job** – At the end of the fiscal year, archive all closed jobs when completing your year-end procedures.

How To...

In this section you will find straightforward step-by-step instructions to walk you through some of the operations tasks you perform on a regular basis.

These how tos are intended to remind you of the basic steps necessary to carry out the operations. For more detailed information on each step, refer to the chapter in this guide covering that activity.

Click the links below to jump to that how to. The following how tos are available in this section:

- ⦿ [“Field PO” on page 172](#)
- ⦿ [“Change Order PO” on page 173](#)
- ⦿ [“Variance PO” on page 174](#)
- ⦿ [“Reconciling a Bank Statement” on page 175](#)
- ⦿ [“Releasing Retainage” on page 176](#)
- ⦿ [“Placing Vendors on Hold” on page 177](#)



Field PO

A field purchase order is used when you want to assign a purchase order number before the order is complete. Typically when a purchase order is created manually the number is automatically assigned when the order is saved.

With a field purchase order, the number is assigned before submitting the order. Because of this, cancelling a field PO throws away the number it was assigned.

TO ENTER A FIELD PURCHASE ORDER:

1. Go to **Purchasing > Add/Edit > Purchase Orders**.

2. If this PO is to be associated with a job, in the **Job** field, enter or select a job for this PO and enter any additional information about the job.
3. Click **Field PO** to assign a number to this purchase order.
4. In the **Vendor** field, enter the vendor or select one from the vendor list.
5. In the **Type** field, select a type for this PO. The default type is standard. For more information about other types of POs, see [“Special Purchase Orders” on page 154](#).
6. On the General Tab, fill in any additional information about this purchase.
7. Click the **Line Details** tab and enter the item details for the purchase order.
8. Click the **Tax Freight and Scope** tab to enter tax, discount, freight and memo fields.
9. When you have finished, click **Save** to create the purchase order.

Change Order PO

A change order indicates a change to the original budget that is paid for by the owner. The budget adjustment postings for a change order add to the original budget and to the PO/Contract budget, leaving the uncommitted budget amount the same.

TO ENTER A CHANGE ORDER PO:

1. Go to **Purchasing > Add/Edit > Purchase Orders**.

2. In the **Number** field, enter the number for the PO you are creating. If you use autonumbering, leave this field blank. The number may be up to 10 characters.
3. In the **Vendor** field, enter the vendor or select one from the vendor list.
4. In the **Type** field, select Change Order. **Reason** and **Resolution** fields appear with selections already made. These selections indicate that the change is customer requested and approved.
5. In the **Status** field, the status of the purchase order appears. Valid statuses are New, Issued, Revised, Pending and Complete.
6. In the **PO Net** field, the net amount of the purchase order appears.
7. On the **General** Tab, fill in any additional information about this purchase.
8. Click the **Line Details** tab and enter the item details for the purchase order.
9. Click the **Tax Freight and Scope** tab to enter tax, discount, freight and memo fields.
10. When you have finished, click **Save** to create the purchase order.



Variance PO

A variance purchase order is used to assign a variance to an entire purchase order to account for deviations from the budget. Because any budget overages are already accounted for, the budget is not checked when submitting the purchase order.

You can create a new variance purchase order or add a variance to an existing purchase order.

TO ENTER A NEW VARIANCE PO:

1. Go to **Purchasing > Add/Edit > Purchase Orders**.

2. In the **Number** field, enter the number for the PO you are creating. If you use autonumbering, leave this field blank. The number may be up to 10 characters.
3. In the **Vendor** field, enter the vendor or select one from the vendor list.
4. In the **Type** field, select Variance.
5. In the **Reason** field, select a reason for this variance.
6. In the **Resolution** field, select a resolution for this variance.
7. In the **Status** field, the status of the purchase order appears. Valid statuses are New, Issued, Revised, Pending and Complete.
8. In the **PO Net** field, the net amount of the purchase order appears.
9. On the **General** Tab, fill in any additional information about this purchase.
10. Click the **Line Details** tab and enter the item details for the purchase order.
11. Click the **Tax Freight and Scope** tab to enter tax, discount, freight and memo fields.
12. When you have finished, click **Save** to create the purchase order.

TO ADD A VARIANCE TO AN EXISTING PO:

1. Go to **Purchasing > Add/Edit > Purchase Orders**.
2. In the **Number** field, enter the number for the PO you want to change. Use the search button next to the field to search for the PO.
3. In the **Revision** field, enter the revision number for this PO.
4. In the **Type** field, select Variance.
5. In the **Reason** field, select a reason for this variance.
6. In the **Resolution** field, select a resolution for this variance.
7. Click the **Line Details** tab and make any changes to the item details for the purchase order.
8. When you have finished, click **Save** to save the purchase order.

Reconciling a Bank Statement

Reconciling your bank statement in Profit Builder® allows you to reconcile your checking account statement to its associated general ledger account balance.

The first time you use the bank reconciliation function, you will need to setup the reconciliation to flag all checks written with Profit Builder® as cleared. Then rerun the reconciliation to flag outstanding items and actually reconcile the statement.

TO SETUP RECONCILIATION:

1. Go to **General Ledger > Add/Edit > Reconcile Bank Account**.
2. Select the bank account you want to set up reconciliation for.
3. Enter a statement end date.
4. Click **Begin Reconciliation**.
5. The system attempts to compute the balance and display an out of balance message. Ignore this message and click **Proceed**.
6. All checks issued with Profit Builder® should be listed on the checks tab. Click **Clear All** to mark all of the checks as cleared.
7. Manually “unclear” any items that are currently outstanding by clicking the button in the **CLR** column.
8. Repeat steps 6–7 for deposits and general journal entries.
9. Click **OK** and accept the “Out of Balance” warning.

TO RECONCILE A BANK STATEMENT:

1. Go to **General Ledger > Add/Edit > Reconcile Bank Account**.
2. Select the bank account you want to set up reconciliation for.
3. Enter a statement end date.
4. Enter the opening balance, closing balance, service charges and interest earned.
5. Click **Begin Reconciliation**.
Profit Builder® then calculates the balance based on your entries, the actual account balance in General Ledger and all outstanding or “uncleared” items on file—checks, deposits and GL journal entries.
6. On the **Checks, Deposits** and **General Journal** tabs, mark any cleared items by clicking the button in the **CLR** column.
A running total of cleared items, along with the bank reconciliation proof is displayed at the top of the window.
7. When the reconciliation is complete (i.e., the proof is zero), click **OK**. The system prints a report listing all cleared items, etc. that should be filed with your bank statement.

Releasing Retainage

Retainage on an invoice is not posted to either the general ledger or job cost until it is released and therefore eligible for payment. Use the Retainage report in Accounts Payable to track retainage either by vendor or by job. Retainage may be released or confiscated using the Process Retainage function.

TO RELEASE RETAINAGE:

1. Go to **Accounts Payable > Reports > Retainage** and print a detail report by vendor or job.
2. Go to **Accounts Payable > Process > Retainage**.
3. Click **All Vendors** and select the vendors you want to include.
4. Click **All Jobs** and select the jobs you want to include.
5. Click the button next to **Release**.
6. Click **OK**.
7. Click **Yes** to confirm your selections.



Placing Vendors on Hold

Placing a vendor on hold prevents any checks to be issued to that vendor. This is a common practice when a vendor's insurance information has expired, however you may place a vendor on hold for a number of other reasons.

TO PLACE A VENDOR ON HOLD:

1. Go to **Accounts Payable > Add/Edit > Vendors**.
2. In the **Code** field, enter or select the code for the vendor you want to place on hold.
3. Click the **Payments** tab.
4. At the bottom of the tab, check the **On Hold. Do not pay this vendor** box.
5. In the **By order of** field, enter your name.
6. In the **Reason** field, enter the reason for placing this vendor on hold.
7. Click **Save**.

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