



Home Builder Accounts Payable

Thursday, August 26, 2004

Home Builder Accounts Payable

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Printed: August 2004 in St. Jacobs, Ontario

Publisher

Slofstra Software Inc.

Special thanks to:

We want to thank EC Software who wrote this great help tool called HELP & MANUAL which printed this document.

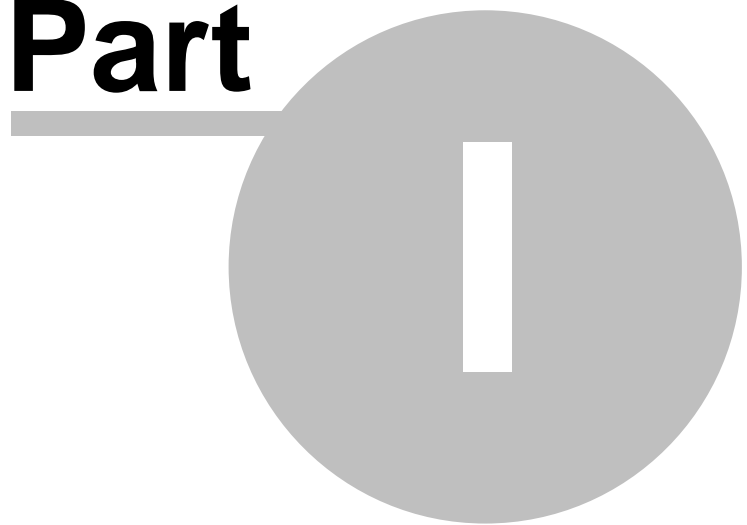
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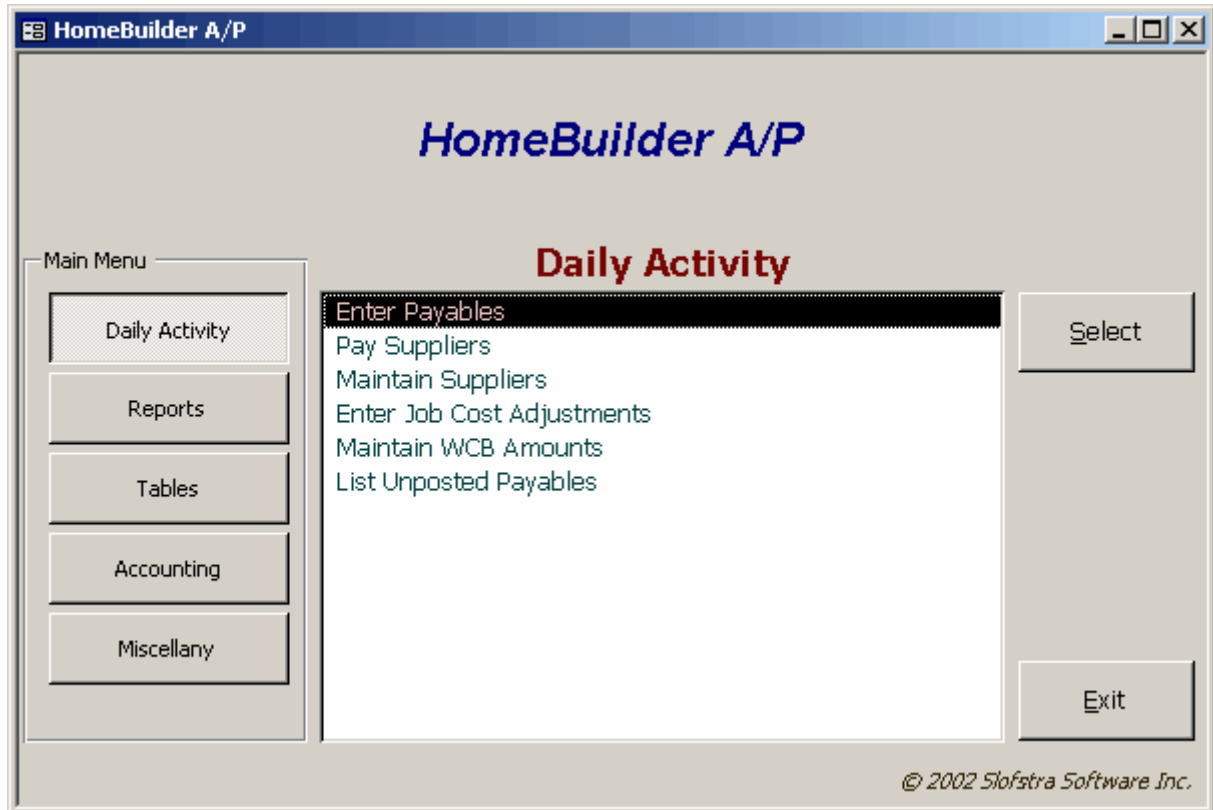
Part



1 HomeBuilder Accounts Payable

1.1 General Overview & Menu Options

The HomeBuilder Accounts Payable system allows the user to keep track of Bills, Payments to suppliers, Cheque writing and Reporting.



Main Menu Options of the A/P System:

Daily Activity

[Enter Payables](#)

[Pay Suppliers](#)

[Maintain Suppliers](#)

Enter Job Cost Adjustments

Maintain WCB Amounts

[List Unposted Payables](#)

Reports

[Print Job Cost Report](#)

[Job Summary](#)

[Cost Code Summary for Period](#)

[Current Costs by Cost Code](#)

[Transaction Summary List](#)

[Work in Progress Cost Summary](#)

[Period Totals](#)

[Detailed Cost Breakdown](#)

[Tables](#)

The user can modify all tables in the A/P system with this menu option. Just select the appropriate table for modification.

Accounting

[Export to QuickBooks](#)
[Chart of Accounts](#)

Miscellany

[Enter Purchase Orders](#)

1.2 General User Info (Keyboard Movements)

Description of functions that apply uniformly to the whole system.

Field movement.

Press **Tab** to move to the next field on the screen.

Press **Shift/Tab** to move to the previous field on the screen.

Drop Down Lists.

Use the following commands or buttons to move around in the drop down list.

Press **CTRL/End** to go to the end of the list.

Press **CTRL/Home** to go to the top of the list.

Press **Page Up/Page Down** to move a page at the time.

Press the **Up/Down** arrow to move up or down in the list.

Press **Alt/DownArrow** to open a drop down list from the keyboard.

Record movement in the database



Move to the **first** record in the database.



Move to the **last** record in the database



Move to the **previous** record in the database



Move to the **next** record in the database



Create a **new** record in the database



Delete a record in the database

1.3 How the System Works

The HomeBuilder Accounts Payable program has three databases within the system: **Payables**, **Job Costing**, and **General Ledger Holdings (G/L Holdings)**.

The system also connects to an exterior system, **QuickBooks**.

When users do one of three main actions, anywhere from one to all of these databases are updated.

1. Post Bill

Fill in a bill on the [Enter Payables screen](#) and press **Post**.

This action updates the **Payables**, **Job Costing** and **G/L Holdings** databases.

2. Post Cheque

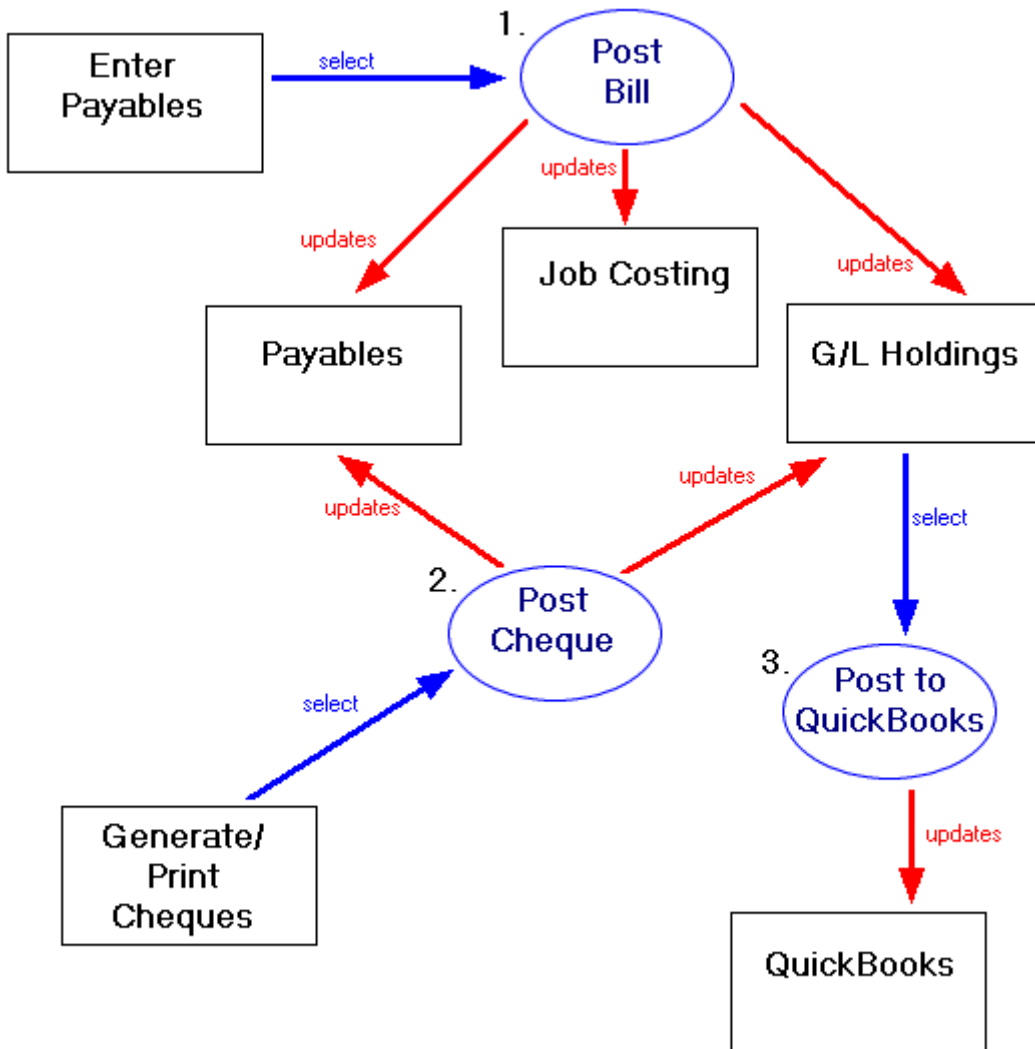
Once cheques have been generated and printed from the menu option [Pay Suppliers](#), the user selects [Post Cheques](#).

This action updates the [payment information](#) section of the **Payables** records, well as the **G/L Holdings** database.

3. Post to QuickBooks

From the Accounting menu option select [Export to QuickBooks](#).

This action updates the QuickBooks database.



Home Builder Accounts Payable User Manual

Part



2 Payables

2.1 Enter Payables

Selecting **Enter Payables** will open a Window that allows the user to enter the details for a bill. The bill entry screen is a two step process screen. The first portion of the entry is the **Bill Information**, including the supplier info. This info must be saved before further entries can be made for the second portion, the **Job Cost Ledger**. The system will prompt you to save automatically if you enter ledger info before saving the supplier information. Most fields are self explanatory.

The Invoice Entry Window:

Bills Purchase Order Tax Deductible Expense Type: Comments:

Reason for Expense:

-Bill Information-

Vendor type: Supplier Other

Supplier: City of Guelph - Treasury Dept

Date Purchased: 8/6/2002

Invoice #: L68/P61M-54

Amount: \$1,158.00

Terms: Cash

Due Date: 8/7/2002

General Ledger Items

A/P Acct: 200 Accounts Payable - Trade-

Job Cost Ledger:

Lot No.	Cost Code	Amount
02-149	4705	\$1,158.00
501	MISC. LOT COST	
	(None)	\$0.00
Total:		\$1,158.00

Paid Payments:

PAY FROM ACCOUNT	DATE PAID	CHK #	AMT PAID	AMT APPL
100 Bank	8/7/2002	66055	\$1,158.00	\$1,158.00
Totals:			\$1,158.00	\$1,158.00

Price Control: No prices

Record: 17391 of 17405

Expense Type: This is a descriptive field only.

Buttons:

Click the **New** Button to enter a new bill.

Click the **Save** Button to save the entered information to the system.

Click the **Delete** Button to delete a bill from the system.

Click the **Escape** Button to back out from a partial entered bill without saving.

Click the **Find** Button to find a bill.

Click **Print** to print a bill. A Popup Window will display to give the user several options for printing. Check the appropriate options and then click the Print Button on the Popup Window.

Click **Post** to post the bill to the General Ledger. The same button will show **UnPost** if the bill has already been posted, so the user can reverse the entry. After reversing the user can post the transaction again if desired.

Click the **Close** Button to exit from the bill entry program and to return to the menu.

Job Cost Ledger Drop Down Boxes

The bill amount and the total for the Job Cost Ledger must be equal before a bill can be posted. Under the Job Cost Ledger, the user can enter as many Lot/Cost Codes as needed. Clicking the dropdown for the Lot will show a list of all Lots in the system for user selection. Clicking the dropdown for the Cost will show a list of all Cost Codes in the system for user selection.

Supplier List Drop Down Box:

Clicking the Supplier drop down arrow will open a selection list with all suppliers in the system. From the list select the desired supplier with a mouse click.

If the desired Supplier is not in the drop down list, the Supplier has not yet been added to the database. Select **Add Supplier** from the Bills screen, or **Maintain Suppliers** from the **main menu** in order to add a new supplier.

Bills Purchase Order Tax Deductible Expense Type: Comments:

Reason for Expense:

Bill Information Vendor type: Supplier Other Supplier: ▼

General Ledger Items A/P Acct: 200 Accounts Payable - Trade-
Job Cost Ledger:

Lot No.	Cost Code	Amount
		\$1,158.00
	LOT COST	\$0.00
Total:		\$1,158.00

Select highlight from the list displayed

Paid **Payments:**

PAY FROM ACCOUNT	DATE PAID	CHK #	AMT PAID	AMT APPL
100 Bank	8/7/2002	66055	\$1,158.00	\$1,158.00
Totals:			\$1,158.00	\$1,158.00

Price Control:

New Save Delete Escape Find... Print... UnPost Close

Record: 17391 of 17405

2.1.1 AddSupplier

Clicking the **Add Supplier** button will open a popup window to allow the user to enter/add new suppliers to the system.

The screenshot shows a window titled "Suppliers" with a sub-header "Supplier Data Entry". The form contains the following fields and controls:

- Supplier Number:** A blacked-out text field.
- Type of Vendor:** A text input field.
- Account Number:** A text input field.
- Company:** A text input field.
- Contact:** A dropdown menu followed by three text input fields for "Mr./Ms.", "First Name", and "MI".
- Last Name:** A text input field.
- Street:** A text input field.
- Suite:** A text input field.
- City:** A text input field.
- Country:** A text input field.
- State/Province:** A text input field.
- Zip/Postal Code:** A text input field.
- Phone:** A text input field.
- Fax Number:** A text input field.
- Comments:** A large text area.
- Payment Terms:** A text input field.
- Credit Limit:** A text input field with the value "\$0.00".
- Fed Tax ID:** A text input field.
- Outstanding Credit Balance:** A text input field with the value "\$0.00".
- Discount Pct.:** A text input field.
- Price Control:** A group box containing three radio buttons: "No Control" (selected), "Check Price", and "Must Match".

At the bottom of the window, there is a navigation bar with buttons: "New", "Save", "Delete", "Escape", "Find...", "Print...", and "Close". Below the buttons is a record indicator: "Record: [Navigation icons] 1 of 1".

Enter the information in every field and then click the **Save** button to add a new supplier.

2.1.2 New

Clicking the **New** button will display as follows:

An empty screen will display where the user can enter the new information for a new bill to be added to the system.

Header Information

Purchase Order: Check if this is a purchase order.
Purchase Order #: Enter the appropriate purchase number or select from the list. (Only visible when Purchase Order is clicked).
Tax Deductible: Check if this is a tax deductible expense type.
Expense Type: Descriptive Field.
Reason for Expense: Enter a short description for the reason of the expense.
Comments: Enter any user comments for this bill.

Bill Information

Vendor Type: Click **Supplier** for suppliers in the system or **Other** for any other type of bill.
Supplier: **Select** the desired supplier from the list in the drop down box, or select **Add Supplier** to add a new supplier.
Date Purchased: Enter the Purchasing date in the format of **MM/DD/YY**. (Month,Day,Year)
Invoice Number: Enter the bill number, which can be a combination of text and numeric.
Amount: Enter the bill amount.
Terms: Select the terms from the drop down list.
Due Date: Enter the bill's due date (ie. when it must be paid by) in the format of **MM/DD/YY**. (Month,Day,Year)
WCB Amount: Enter the Workers Compensation Board amount.

General Ledger Items

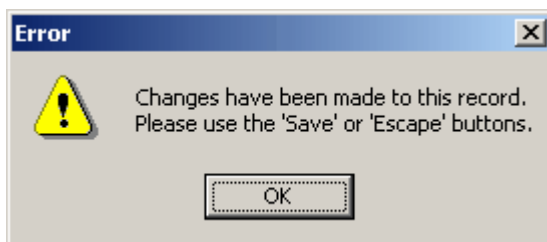
A/P Account: Select the account from the drop down list.
Lot No.: Select the appropriate lot number from the drop down list. If the desired lot is

- not in the list, it can be added to the database by selecting [Maintain Jobs](#) from the [Tables menu](#).
- Cost Code:** The cost code summarizes what type of expense the bill covers. Select the appropriate cost code from the drop down list. If the desired cost code is not in the list, it can be added to the database by selecting [Maintain Cost Codes](#) from the [Tables menu](#).
- Amount:** Enter the bill amount.
When one row in the **job cost ledger** has been filled, a new row will appear below it, to allow multiple jobs to be covered in one bill payment. If no other jobs need to be added, simply leave the row empty.
- Total:** Automatically calculates and displays the total for all entered lot/cost-code combinations.
- Payment Information
- Paid:** Click if the bill has already been paid. The payment details will display. If the bill has not been paid, this option cannot be selected.
- Payments:** All [payments](#) made to the supplier for this bill will display. If a cheque was voided and the supplier did not receive a payment, the payment can be deleted from the database. Select the voided payment by clicking in one of the boxes describing the particular payment under any of **Pay from account, Date Paid, Chk #, Amt Paid, or Amt Appl**, then press **Delete**.
- Totals:** Total amount of the payment.
- Price Control:** ??Not sure here??

2.1.3 Save

Click the **Save** button to save information on the screen.

You may see some messages that prompt you to save, before entering more information.



2.1.4 Delete/Escape

Click the **Delete** button to delete an invoice.

The system might display some error messages or processes that need to be done before a record can be deleted.

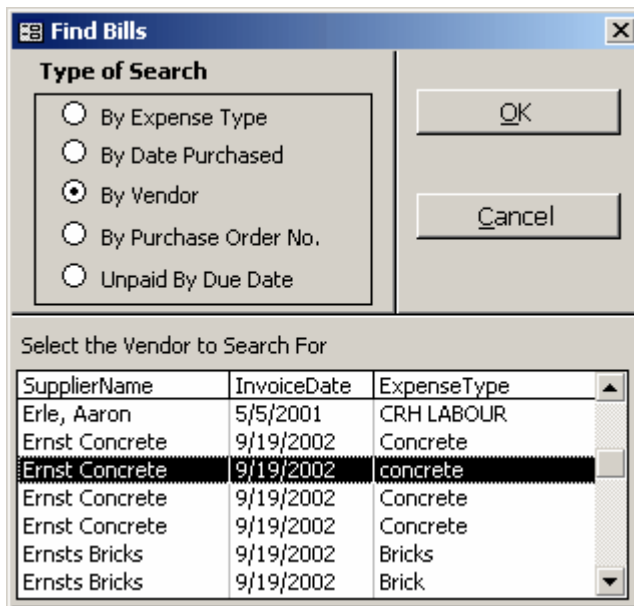


Click the **Escape** button to undo what has been entered without saving (ie. Re-entering the bill information).

2.1.5 Find

Clicking the selection Arrow on the Supplier field will list all Suppliers in the system. Click on the supplier of choice to enter a bill.

A Popup Window will be displayed to give the user several search options. From the dropdown list select the appropriate Supplier/Cost Code etc.



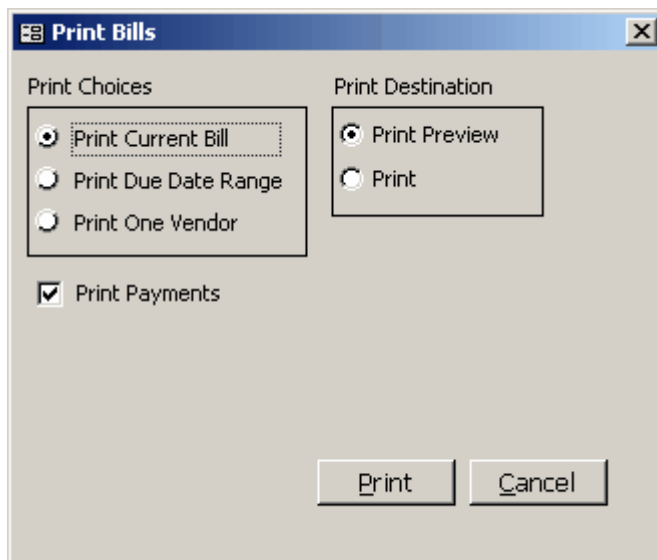
Highlight/select the desired supplier from the drop down list.

Clicking the **OK** button will select the chosen bill and return to the entry screen with the appropriate information.

Clicking the **Cancel** button will exit from the Search/Find window.

2.1.6 Print

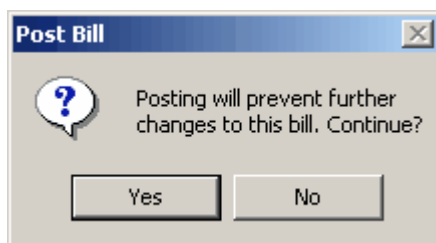
Clicking **Print** will display a popup window:



Click the appropriate selection/configuration to print the bill.

2.1.7 Post/Unpost

Clicking the **Post** button will post the entered bill information to the system (see [How the System Works](#)).



When a bill is posted, no changes can be made to any of its data.

Clicking the **UnPost** button will reverse a posted transaction. After unposting, the transaction will be available for further changes if so required by the user.

If a cheque has been printed to pay the bill (see [Pay Suppliers](#)), the bill cannot be unposted. If the cheque has been voided and the supplier was not paid, the payment must be deleted from the database (see [Payment Information](#)) before the transaction can be unposted.

2.1.8 Close

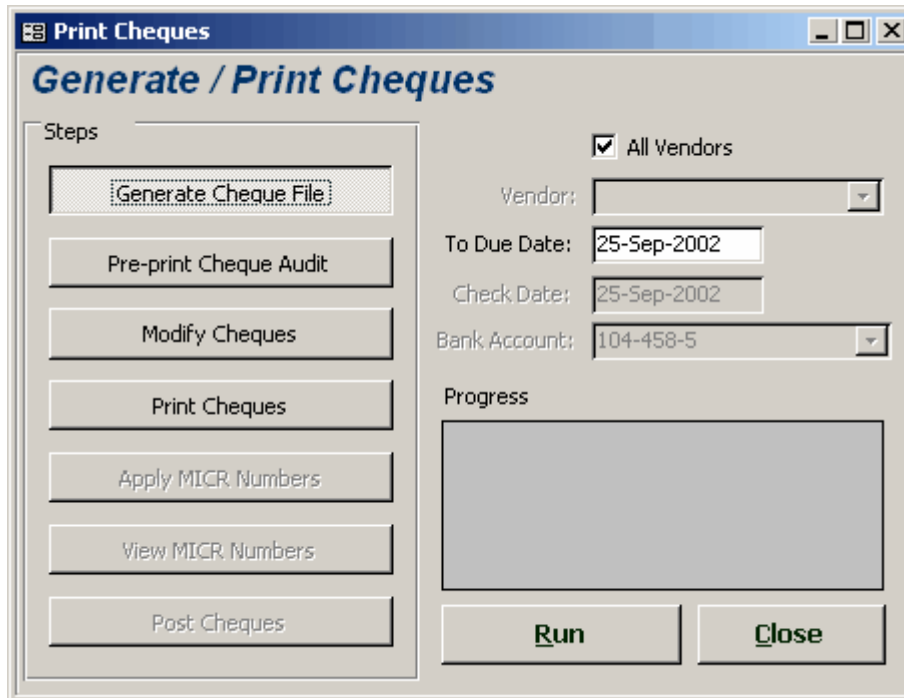
Clicking the **Close** button will terminate this session of bill entry and return to the main menu.

2.2 Pay Suppliers

Selecting this option will open a second window for generating/writing cheques for Suppliers. Cheques can be generated for all or for one selected Supplier.

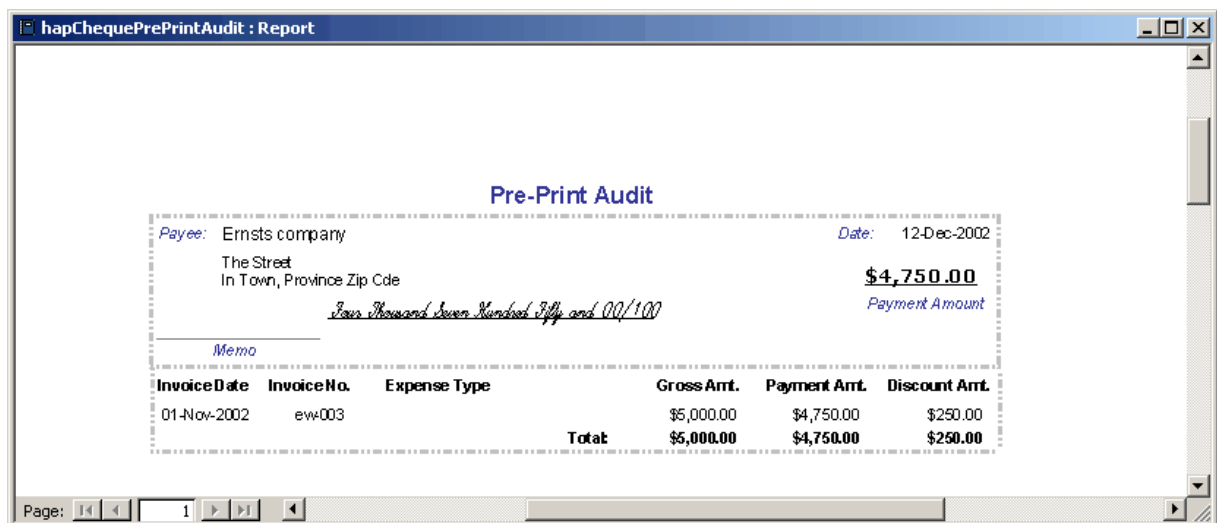
Creating cheques is a multi-step process. The first step requires the creation of a cheque file. Click **Generate Cheque File** to create the file. If required, uncheck **All Vendors**. From the dropdown list select the appropriate supplier to generate cheques for the desired supplier. Enter the **To**

Due Date (for example, you might choose to print all cheques that are due up until the day before the next cheque run) and click **Run** to generate the file. The Progress Box will indicate when the system is done. Once a cheque file has been generated, the system will always revert to this file when the user reenters this program or clicks any other buttons from the screen. If the user changes any options like Vendor, Date etc., the system will ignore those changes unless a cheque file is generated.



In the next step, the system will automatically select **Pre-Print Cheque Audit**. Press the **Run** button again.

The system will display all cheques in a pre-print format on the screen so the user can check for correctness before printing.



Close the window by clicking **Close** in the top menu.

If any changes need to be made, select **Modify Cheques** and press **Run** to make the changes. The system will open a second window that will allow the user to make changes. This window includes an option to delete cheques from the list. The system always reverts to the last generated cheque file.

Payee	Payee Address	Memo	Gross Amt.	Discount Amt.	Payment Ovd.	Payment
Ernst's company	The Street		\$5,000.00	\$200.00	\$4,800.00	\$4,800.00
*			#Error			

Payee: Ernst's company

Buttons: Apply To Cheque, Delete Record, Close

Record: 1 of 1

Make any changes to the Cheque as required. The user can make changes in the **Payee**, **Discount Amt.** or **Payment Ovd.** fields. Click **Apply to Cheque** to make the changes permanent for this payment.

Click **Delete Record** if you wish not to make this payment.

Apply MICR Numbers.

Applies each cheque with a MICR number (an actual bank cheque number).

The MICR number will then be in the database, so that later any cheque can be easily matched with its bill.

View MICR Numbers.

After applying the MICR numbers, select this option to check the numbers for errors, and correct if needed.

Post Cheques.

Posts all cheques to the general ledger holding file, and the payables file (see [How the System Works](#)).

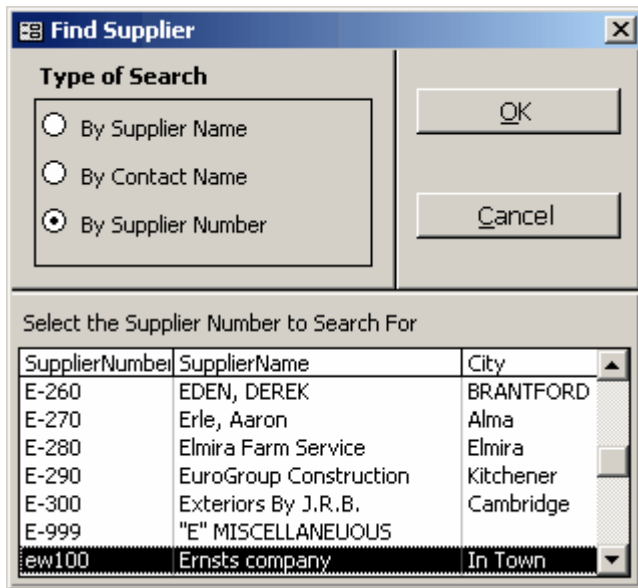
So when the Cheque Run has been completed, the [Payment section](#) in each of the affected Payable records will be updated.

2.3 Maintain Suppliers

Allows the user to add a new supplier, modify an existing supplier or to delete a supplier.

To add a new supplier click the **New** button.

To modify or delete a supplier, click the **Find** button to search for suppliers.



Find Supplier

Type of Search

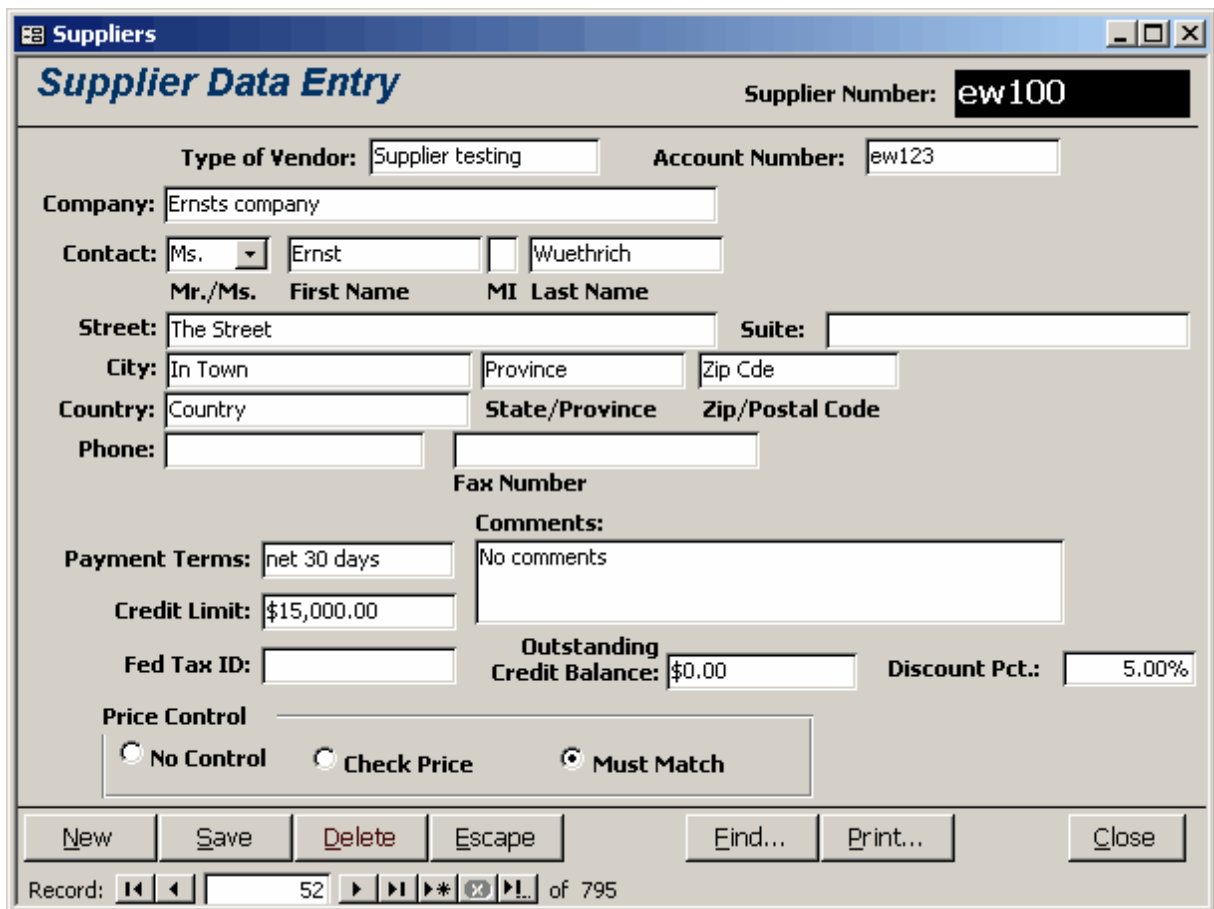
By Supplier Name
 By Contact Name
 By Supplier Number

OK
Cancel

Select the Supplier Number to Search For

SupplierNumber	SupplierName	City
E-260	EDEN, DEREK	BRANTFORD
E-270	Erle, Aaron	Alma
E-280	Elmira Farm Service	Elmira
E-290	EuroGroup Construction	Kitchener
E-300	Exteriors By J.R.B.	Cambridge
E-999	"E" MISCELLANEOUS	
ew100	Ernsts company	In Town

Check the **Type of Search** to be performed. The system will refresh the data in the drop down window. Select the desired supplier from the drop down list and click the **OK** button to retrieve this supplier. The system will return to the modify screen.



Suppliers Supplier Number: ew100

Supplier Data Entry

Type of Vendor: Supplier testing Account Number: ew123

Company: Ernsts company

Contact: Ms. Ernst Wuetrich

Mr./Ms. First Name MI Last Name

Street: The Street Suite:

City: In Town Province Zip Cde

Country: Country State/Province Zip/Postal Code

Phone: Fax Number

Payment Terms: net 30 days Comments: No comments

Credit Limit: \$15,000.00

Fed Tax ID: Outstanding Credit Balance: \$0.00 Discount Pct.: 5.00%

Price Control

No Control
 Check Price
 Must Match

New Save Delete Escape Find... Print... Close

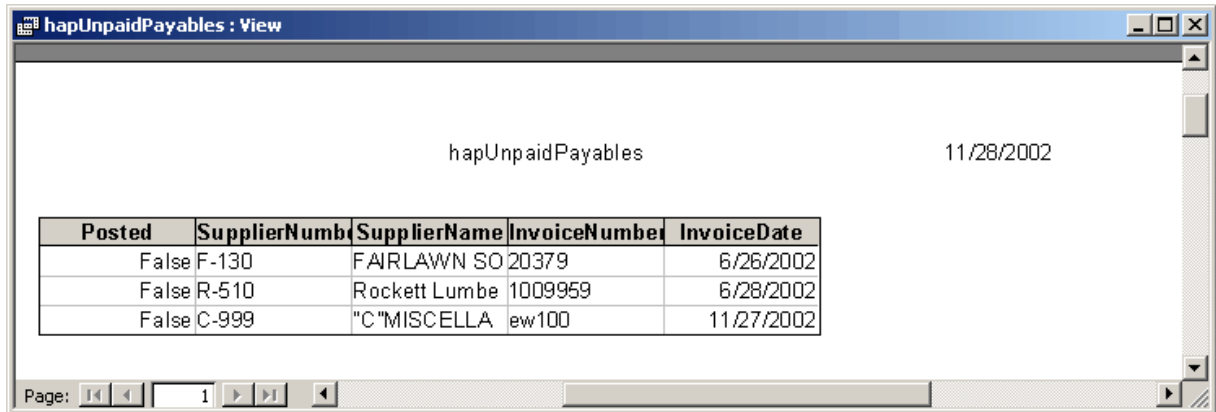
Record: 52 of 795

Change or retype any information that requires change and click the **Save** button.

To delete the supplier click the **Delete** button.

2.4 List UnPosted Payables

This selection will produce a list, on the screen, of all unposted supplier bills in the system.



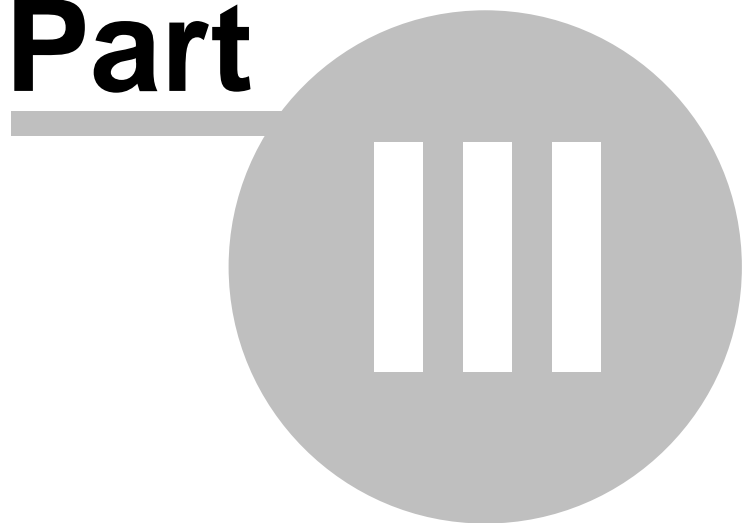
hapUnpaidPayables 11/28/2002

Posted	SupplierNum	SupplierName	InvoiceNumber	InvoiceDate
False	F-130	FAIRLAWN SO	20379	6/26/2002
False	R-510	Rockett Lumbe	1009959	6/28/2002
False	C-999	"C" MISCELLA	ew100	11/27/2002

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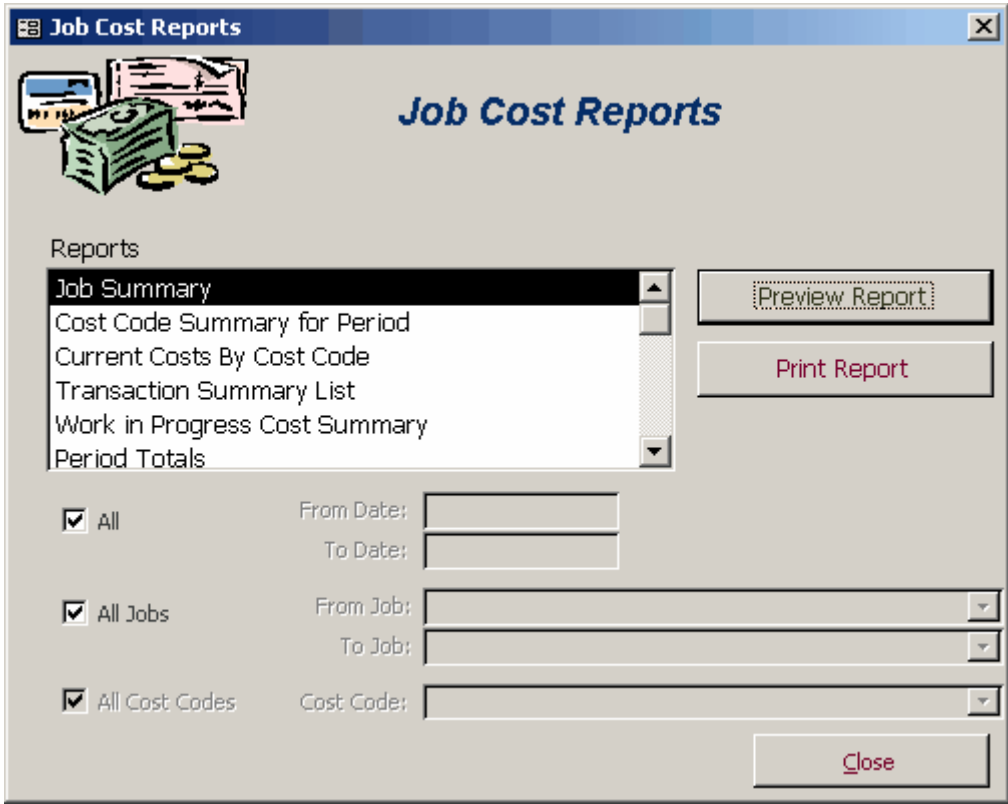
Part



3 Reports

3.1 Job Cost Report Selection

Job Cost Reports.



The screenshot shows a software window titled "Job Cost Reports". The window has a blue title bar and a close button in the top right corner. Below the title bar is a decorative graphic of a stack of money and coins. The main area of the window is titled "Job Cost Reports" in a large, bold, blue font. Below this title is a list of reports under the heading "Reports". The list includes: "Job Summary" (highlighted), "Cost Code Summary for Period", "Current Costs By Cost Code", "Transaction Summary List", "Work in Progress Cost Summary", and "Period Totals". To the right of the list are two buttons: "Preview Report" and "Print Report". Below the list are three sets of filters, each with a checked checkbox and a corresponding input field: "All" with "From Date:" and "To Date:" fields; "All Jobs" with "From Job:" and "To Job:" dropdown menus; and "All Cost Codes" with a "Cost Code:" dropdown menu. At the bottom right of the window is a "Close" button.

Select the report, then select the desired criteria, choosing whether the report should show all dates, jobs and cost codes, or specific ranges.

Unchecking the **All** checkbox gives the user the option of entering a date range for the report. Date entry format is **MM/DD/YY**.

Unchecking the **All Jobs** checkbox gives the user the option of entering a range of Jobs to be printed. Select the starting job and ending job from the drop down list boxes.

Unchecking the **All Cost Codes** checkbox gives the user the option of selecting one specific cost code.

When all selection is complete, click the **Preview Report** or **Print Report** button to view or produce a hardcopy of the report.

See Reports:

- [Job Summary](#)
- [Cost Code Summary for Period](#)
- [Current Costs by Cost Code](#)
- [Transaction Summary List](#)
- [Work in Progress Cost Summary](#)
- [Period Totals](#)
- [Detailed Cost Breakdown](#)

3.1.1 Job Summary

This option will print a report of all jobs in the system and total the expenses per job for Material, Labour and Other.

The screenshot shows a window titled 'cjcJobSummary : Report'. The main heading is 'Job Summary' with a subtitle 'From Job 'ew-001' to Job 'ew-002''. The table below lists two jobs with their respective expenses.

Job	Opening Balance	Closing Balance
ew-001 799 The Street raised Bungalow		
Total Material Expense	\$0.00	\$1,000.00
ew-002 The newest home		
Total Material Expense	\$0.00	\$2,500.00
Total Other Expense	\$0.00	\$2,500.00

3.1.2 Cost Code Summary for Period

This option produces a report of all cost codes, and the amount spent on each.

The screenshot shows a window titled 'cjcPeriodCostCodeSummary : Report'. The main heading is 'Period Costs by Cost Code' with a subtitle 'From 01-Apr-2002 to 31-Dec-2002, From Job 'ew-001' to Job 'ew-002''. The table below lists various cost codes for job 'ew-002'.

Job #	Lot Description	Cost Code Description	Opening Balance	Period	Closing Balance	Last Date
ew-002	The newest home					
	0010	PLANS				
	0100	BUILDING PERMIT				
	0200	O. N. H. W. P.				
	0300	SURVEY				
	0301	ENGINEERING	\$0.00	\$2,500.00	\$2,500.00	11/1/2002
	0400	EARTHWORK				
	0401	DRIVEWAY/GRAVEL				
	0501	FOUNDATION CONCRETE	\$0.00	\$2,500.00	\$2,500.00	11/1/2002
	0502	FOUND. MAT. & REBAR				
	0503	FOUNDATION LABOUR				
	0601	FLOOR CONCRETE				

3.1.3 Current Costs by Cost Code

The selection can be for all or selected jobs, and all or selected cost codes. The report organizes all transactions by [lot](#), and within a given lot by [cost code](#). For any given lot, the report displays the total expenses for each used cost code. To view the individual transactions that occurred within each cost code, print the [Transaction Summary List](#).

cjcCurrentCostsByCostCode : Report					
Current Costs by Cost Code				All Jobs , All Cost Codes	
Cost Code	Quantity	Unit Price	Amount	Budgeted Amount	Last Transaction Time
Q-102 - #22 in Kingston					
2700 - PAINTING	0.0	\$0.00	\$5,722.29		7/1/04 3:37:33 PM
<i>Total Material Expense:</i>			\$5,722.29		
3850 - CRH LABOUR	0.0	\$0.00	\$4.02		7/1/04 3:26:37 PM
<i>Total Labour Expense:</i>			\$4.02		
0300 - SURVEY	0.0	\$0.00	\$3,007.00		7/1/04 3:28:28 PM
0301 - ENGINEERING	0.0	\$0.00	\$12,378.45		7/1/04 3:27:27 PM
9620 - ADVERTISING EXPENSE	0.0	\$0.00	\$9,807.00		7/8/04 11:52:35 AM
<i>Total Other Expense:</i>			\$25,192.45		
00-001 - Lot 31 #29 Guelph					
5000 - SALE PRICE	0.0	\$0.00	\$165,685.00	\$0.00	6/18/03 2:26:13 PM
9225 - CUSTOMER DEPOSIT	0.0	\$0.00	\$0.00	\$0.00	
<i>Total Revenue:</i>			\$165,685.00		
0003 - BAL. FWD. SUB CONTRACT	0.0	\$0.00	\$10.00	\$0.00	9/11/03 2:12:28 PM
0005 - BAL. FWD. DIRECT MATER.	0.0	\$0.00	\$248.80	\$0.00	9/11/03 2:12:29 PM
0501 - FOUNDATION CONCRETE	0.0	\$0.00	\$3,263.76	\$0.00	2/18/00 12:00:08 AM
0502 - FOUND. MAT. & REBAR	0.0	\$0.00	\$35.00	\$0.00	1/18/01 12:00:36 AM
0601 - FLOOR CONCRETE	0.0	\$0.00	\$1,168.43	\$0.00	6/9/00 12:00:30 AM
0602 - FLR. MAT 3/4PIT RUN	0.0	\$0.00	\$497.77	\$0.00	4/30/00 12:00:24 AM
0801 - FRAMING MATERIAL	0.0	\$0.00	\$9,646.51	\$0.00	3/28/01 12:00:12 AM
0901 - ROOFING MATERIAL	0.0	\$0.00	\$899.52	\$0.00	2/29/00 12:01:32 AM
1000 - BEAMS	0.0	\$0.00	\$123.41	\$0.00	2/29/00 12:00:12 AM
1100 - WINDOWS	0.0	\$0.00	\$3,510.33	\$0.00	4/26/00
1200 - GARAGE DOORS	0.0	\$0.00	\$475.00	\$0.00	3/24/00 12:00:05 AM
1300 - SIDING & ALUM. WORK	0.0	\$0.00	\$5,168.22	\$0.00	5/12/00 12:00:03 AM
1401 - MASONRY MATERIAL	0.0	\$0.00	\$0.00	\$0.00	
1500 - PLUMBING	0.0	\$0.00	\$4,003.80	\$0.00	5/14/01 12:00:01 AM
1501 - PLUMB.FIX.&PORC.MAGIC	0.0	\$0.00	\$150.00	\$0.00	11/1/00
1600 - HEATING	0.0	\$0.00	\$2,835.00	\$0.00	4/18/00 12:00:15 AM

3.1.4 Transaction Summary List

The transaction summary lists prints a record of every transaction that has occurred for any given lot. The report lists each lot included in the report.

Under each [lot](#) heading, the [cost codes](#) that have been applied to the lot are listed in blue.

Finally, the report lists every transaction that has taken place for each cost code.

The expense and the supplier for each transaction are shown, as well as whether each transaction has been generated (ie. [posted](#)) or corrected (ie. [unposted](#)).

Transaction Summary List From Job 'Q-102' to Job '00-011', All Cost Codes

UTN	Trans. Type	Date	Qty	UM	Unit \$	Amount	Burden Portion	Qty Balance	Amt. Balance	Generated	Corrected	Comments
Job: 00-002 - Lot 115 #262 Cambridge												
5000 - SALE PRICE												
0	AD - Adjustment	29-Jun-2000	0.0	EA	\$0.00	\$216,375.00	\$0.00	\$0.00	\$216,375.00	<input type="checkbox"/>	<input type="checkbox"/>	
SALE PRICE Total:			0.0			\$216,375.00	\$0.00					
SALE PRICE Total:			0.0			\$216,375.00	\$0.00					
Total Revenue:			0.0			\$216,375.00						(00-002 - Lot 115 #262 Cambridge)
0501 - FOUNDATION CONCRETE												
0	AD - Adjustment	16-Feb-2000	0.0	EA	\$0.00	(\$2,825.50)	\$0.00	\$0.00	\$3,535.52	<input type="checkbox"/>	<input type="checkbox"/>	S/B 0303
FOUNDATION CONCRETE Total:			0.0			(\$2,825.50)	\$0.00					
98019478	AP - Accounts Pay	31-Jan-2000	0.0	EA	\$0.00	\$3,535.52	\$0.00	\$0.00	\$3,535.52	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PostBill 2666-50-CAMBRIDGE CO LTD.
98020087	AP - Accounts Pay	16-Feb-2000	0.0	EA	\$0.00	\$2,825.50	\$0.00	\$0.00	\$6,361.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PostBill 1121-1120-STAR.FORMI
FOUNDATION CONCRETE Total:			0.0			\$6,361.02	\$0.00					
FOUNDATION CONCRETE Total:			0.0			\$3,535.52	\$0.00					
0502 - FOUND. MAT. &REBAR												
98020096	AP - Accounts Pay	29-Feb-2000	0.0	EA	\$0.00	\$45.00	\$0.00	\$0.00	\$45.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PostBill 24-ROCKWAY BUILDIN
98020096	AP - Accounts Pay	29-Feb-2000	0.0	EA	\$0.00	\$238.14	\$0.00	\$0.00	\$283.14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PostBill 24-ROCKWAY BUILDIN
FOUND. MAT. &REBAR Total:			0.0			\$283.14	\$0.00					
FOUND. MAT. &REBAR Total:			0.0			\$283.14	\$0.00					
0601 - FLOOR CONCRETE												
98021550	AP - Accounts Pay	31-Mar-2000	0.0	EA	\$0.00	\$1,204.60	\$0.00	\$0.00	\$1,204.60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PostBill 12984-CAMBRIDGE COI LTD.

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Troubleshooting: Because the **Transaction Summary List** reports every transaction that has occurred in the database, it can take a long time to compile the record. For faster results, limit the record so that it shows only the desired jobs by changing the date, job, or cost code range (see [Job Cost Report Selection](#)).

3.1.5 Work in Progress Cost Summary

Work in Progress Cost Summary From 01-Apr-2002 to 31-Dec-2002, From Job 'ew001' to Job 'ew002'

Stage: In Progress

Job #	Description	Class	Closing Date	Opening	Period Total	Closing
ew001	199 The Street raised Bungalow	Expense	30-Apr-03	\$0.00	\$1,000.00	\$1,000.00
ew002	The newest home	Expense	30-Mar-03	\$0.00	\$5,000.00	\$5,000.00
Stage total for In Progress				\$0.00	\$6,000.00	\$6,000.00

Page: 1

3.1.6 Period Totals

cjcPeriodTotals : Report

Period Totals From 20-Nov-2002 to 30-Nov-2002

Class	Amount
Material Expense	\$14,000.00
Other Expense	\$2,000.00

Page: 1

3.1.7 Detailed Cost Breakdown

hapTransactionSummaryList : Report

Transaction Summary List From 01-Nov-2002 to 30-Nov-2002, From Job 'ew-001' to Job 'ew-002'

Job No	Cost Code	Quantity	Unit Price	Amount	Date/Time	Comments	Job to Date	Gen'd
ew-001	199 The Street raised Bungalow							
	0501	0.00	\$0.00	\$1,000.00	11/27/2002	Post Bill 35920 Ernsts Concrete	\$1,000.00	<input checked="" type="checkbox"/>
Total:	FOUNDATION CONCRETE	0.00		\$1,000.00				
ew-002	The newest home							
	0301	0.00	\$0.00	\$2,500.00	11/1/2002	Post Bill 35925 Ernsts company	\$2,500.00	<input checked="" type="checkbox"/>
Total:	ENGINEERING	0.00		\$2,500.00				
	0501	0.00	\$0.00	\$2,500.00	11/1/2002	Post Bill 35925 Ernsts company	\$2,500.00	<input checked="" type="checkbox"/>
Total:	FOUNDATION CONCRETE	0.00		\$2,500.00				

Page: 1

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Part

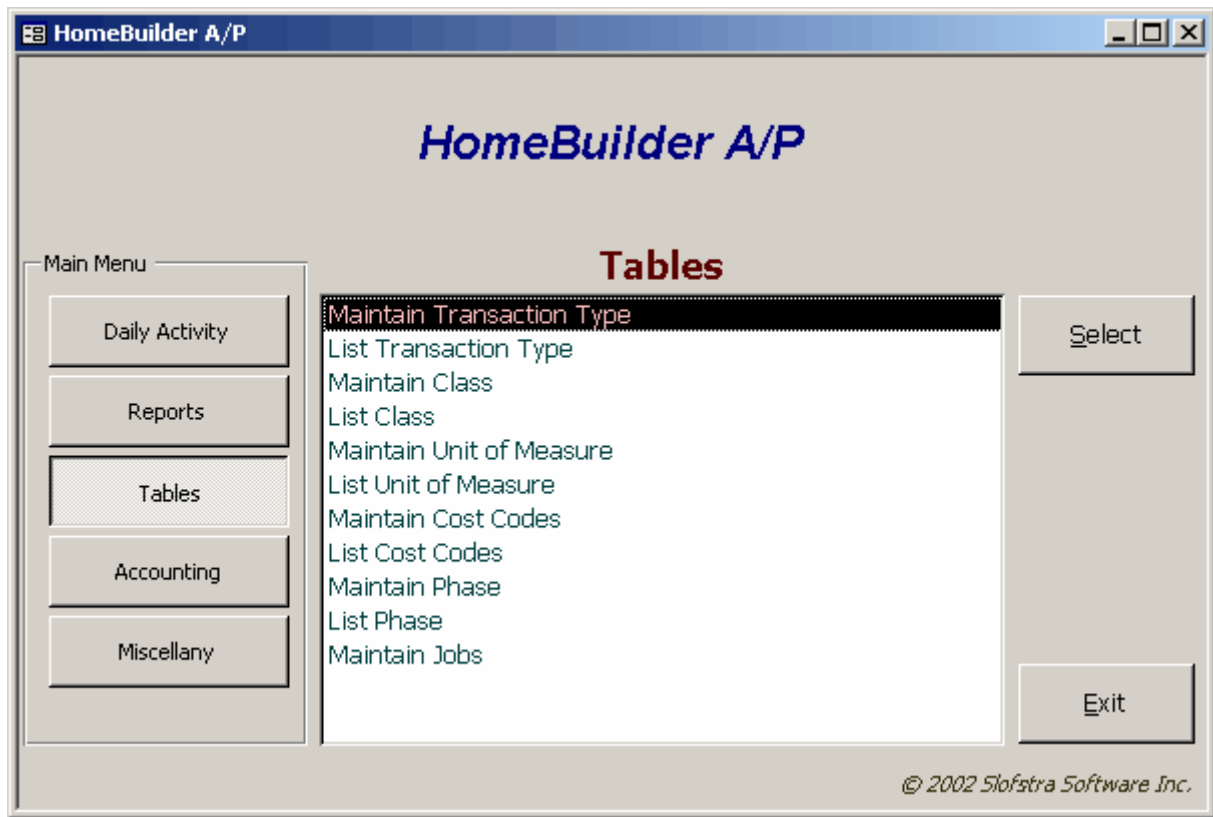


IV

4 Tables

4.1 Maintain Tables

Allows the user to change data in the tables, such as [cost codes](#), and [jobs](#). Any changes done here are done directly to the database, so please be **careful** of changes to these tables.



See also:

- Maintain or List Transaction Type
- Maintain or List Class
- Maintain or List Unit of Measure
- Maintain or List Cost Codes
- Maintain or List Phase
- Maintain Jobs

4.1.1 Maintain/ List Transaction Type

TransactionTy	Description	Class	SourceSystem	UpdateGL	AccountToDeb	AccountToCre
AD	Adjustment	30 j		False		
AP	Accounts Payal	21 j		False		
PY	Payroll Labour	22 j		False		
RV	Revenue	10 j		False		
*				False		

cjcTransactionType : Table

cjcTransactionType 12/11/2002

Transaction Ty	Description	Class	SourceSystem	UpdateGL	AccountToDeb
AD	Adjustment	30 j		False	
AP	Accounts Paya	21 j		False	
PY	Payroll Labour	22 j		False	
RV	Revenue	10 j		False	

Page: 1

4.1.2 Maintain/ List Class

cjcClass : Table

Class	Description
10	Revenue
21	Material Expense
22	Labour Expense
23	Other Expense
30	Adjustment
*	

Record: 1

cjcClass : Table

cjcClass 12/11/2002

Class	Description
10	Revenue
21	Material Expen
22	Labour Expens
23	Other Expense
30	Adjustment

Page: 1

4.1.3 Maintain/ List Unit of Measure

cjcUnitOfMeasure : Table

UM	Description	StandardUM	ConversionFactor
BY	Cubic Yards		0
EA	Each		0
FT	Foot		0
GA	Gallon		0
HR	Hours		0
LS	Lump Sum		0
TN	Tonnes		0

cjcUnitOfMeasure : Table

cjcUnitOfMeasure 12/11/2002

UM	Description	StandardUM	ConversionFac
CY	Cubic Yards		0
EA	Each		0
FT	Foot		0
GA	Gallon		0
HR	Hours		0
LS	Lump Sum		0
TN	Tonnes		0

Page: 1 of 1

4.1.4 Maintain/ List Cost Codes

CostCodes

Maintain Cost Codes

Cost Code		Class	Phase	G/L Account	Debit Acc. ?
0300	SURVEY	23 - Other Exp	100 - Prepara	502 - Purchases - Direct Costs	<input type="checkbox"/>
0301	ENGINEERING	23 - Other Exp	200 - Foundati	502 - Purchases - Direct Costs	<input type="checkbox"/>
0400	EARTHWORK	22 - Labour Exp	200 - Foundati	502 - Purchases - Direct Costs	<input type="checkbox"/>
0401	DRIVEWAY/A GRAVEL	22 - Labour Exp	200 - Foundati	502 - Purchases - Direct Costs	<input type="checkbox"/>
0501	FOUNDATION CONCRETE	21 - Material Exp	200 - Foundati	502 - Purchases - Direct Costs	<input type="checkbox"/>
0502	FOUND. MAT, &REBAR	21 - Material Exp	200 - Foundati	502 - Purchases - Direct Costs	<input type="checkbox"/>
0503	FOUNDATION LABOUR	22 - Labour Exp	200 - Foundati	502 - Purchases - Direct Costs	<input type="checkbox"/>
0601	FLOOR CONCRETE	21 - Material Exp	200 - Foundati	502 - Purchases - Direct Costs	<input type="checkbox"/>

Buttons: Add, Delete, Save, Escape, Close

Record: 14 of 152

cjcCostCodeList : View

cjcCostCodeList 12/11/2002

CostCode	CostCodeDesc	GL Code	GL CodeDesc	Class	Class Desc
0001	BAL. FWD. LA	506	Purchases - La	22	Labour Expens
0003	BAL. FWD. SU	506	Purchases - La	21	Material Expen
0005	BAL. FWD. DI	506	Purchases - La	21	Material Expen
0010	PLANS	631	Plans Expense	22	Labour Expens
0100	BUILDING PE	502	Purchases - Dir	23	Other Expense
0200	O. N. H. W. P.	502	Purchases - Dir	23	Other Expense
0300	SURVEY	502	Purchases - Dir	23	Other Expense
0301	ENGINEERIN	502	Purchases - Dir	23	Other Expense
0400	EARTHWORK	502	Purchases - Dir	22	Labour Expens
0401	DRIVEWAY/A	502	Purchases - Dir	22	Labour Expens
0501	FOUNDATION	502	Purchases - Dir	21	Material Expen
0502	FOUND. MAT	502	Purchases - Dir	21	Material Expen

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4.1.5 Maintain/ List Phase

cjcPhase : Table

Phase	Description	ReportDesc
100	Preparation	BUILDING COSTS
200	Foundation	BUILDING COSTS
300	Framing	BUILDING COSTS
400	Masonry	BUILDING COSTS
500	Mechanical	BUILDING COSTS

cjcPhase : Table

cjcPhase 12/11/2002

Phase	Description	ReportDesc
100	Preparation	BUILDING CO
200	Foundation	BUILDING CO
300	Framing	BUILDING CO
400	Masonry	BUILDING CO
500	Mechanical	BUILDING CO
600	Insulation & Dr	BUILDING CO
700	Shelving, Trim &	BUILDING CO
800	Cupboards	BUILDING CO
900	Painting	BUILDING CO
950	Balances Forw	BUILDING CO
1000	Carpet, Hard. &	BUILDING CO
1100	Cleaning & Ca	BUILDING CO

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4.1.6 Maintain Jobs

Job ew-002

Job Data Entry Active

Description: The newest home

Plan No.: 123456 Closing Date: 3/30/2003

Customer Data

Ernst Wuehrich

First Name(s) Last Name

Street: xyz Street Suite:

City: Kitchener Ontario N1H 3N3

Country: Canada State/Province Zip/Postal Code

Phone: 519 987-3344

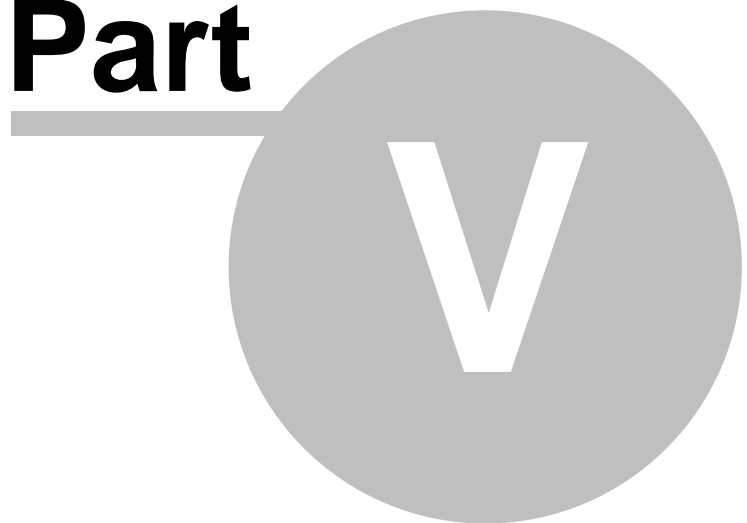
Comments:
None so far.

New Save Delete Escape Close

Record: 903 of 903

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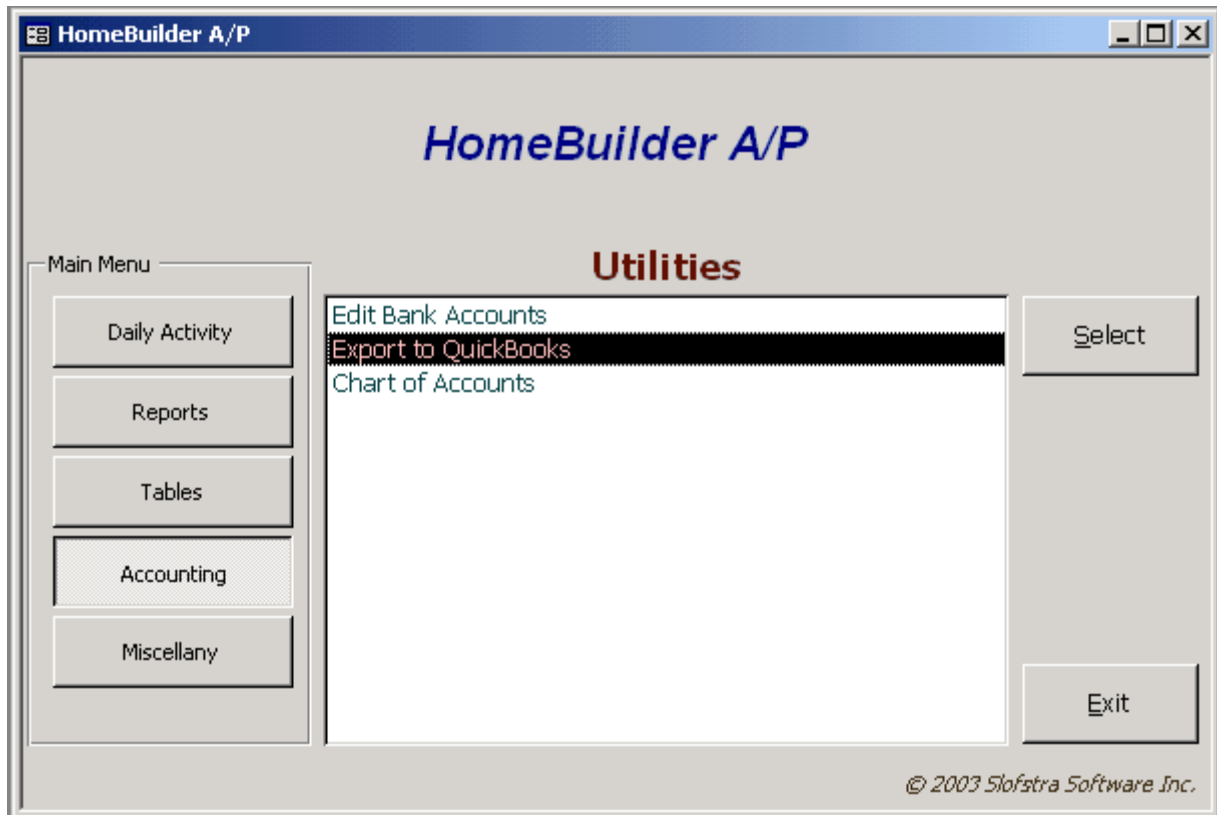
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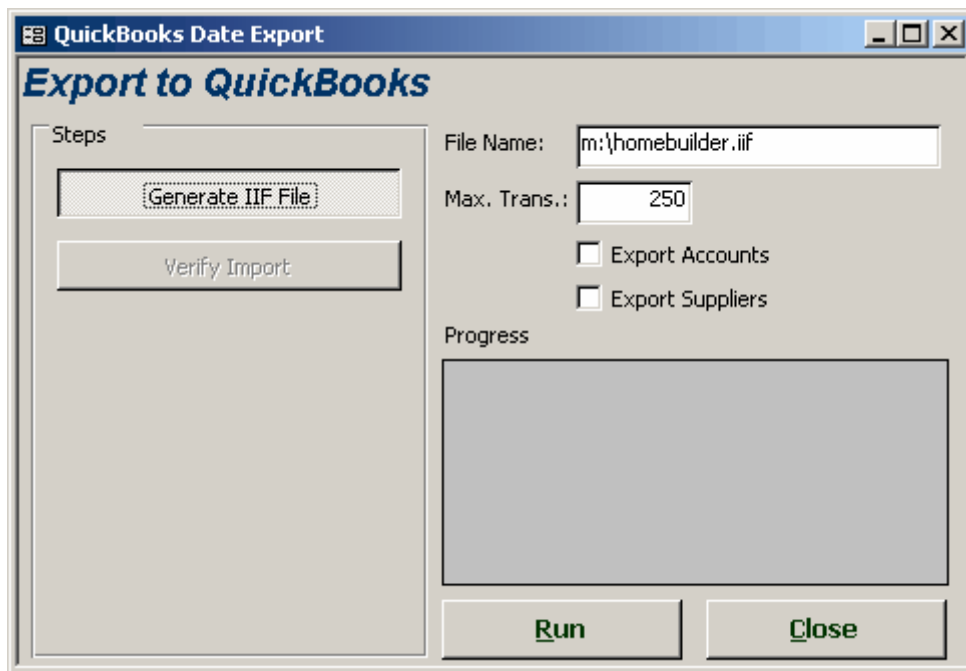
5 Accounting

5.1 Export to QuickBooks

The user can export the data to QuickBooks Accounting. Select **Accounting** then **Export to QuickBooks**.



This will open a new window.



- File Name:** Enter the path and name of the file for the export.
Max. Trans.: Enter the maximum number of transactions to be exported.
Export Accounts: Click the checkbox to export accounts.
Export Suppliers: Click the checkbox to export suppliers.

After all options are entered, click the **Run** button to export and create the file.

5.2 Chart of Accounts

Maintain and change G/L account information. This is a direct update to the table in the database. Great care should be taken when changing data in this table.

GLCode	GLCodeDesc	AccountType
609	Unemployment Insurance Expense	Expense
610	Employees Health Tax Expense	Expense
611	Group Insurance Expense	Expense
620	Advertising Expense	Expense
621	Meals Expense	Expense
622	Insurance Expense	Expense
623	Rent Expense	Expense
624	Telephone Expense	Expense
625	Legal & Profession Expense	Expense

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VI

6 Miscellany

6.1 Enter Purchase Order

Purchase Order entry screen.

Purchase Order

The following number must appear on all correspondence, acknowledgements, bills of lading, and invoices relating to this P.O.:

Purchase Order #: **Test-1**

SUPPLIER: SAUNDERS, WILLIAM

SAUNDERS, WILLIAM
95 Davison Place
Fergus, Ontario N1M 3R3

Add Supplier

SHIP TO:

Add Location

BILL TO:

<< Copy

PO DATE	INV DATE	DUE DATE	FOB	PAYMENT TERMS	ORDERED BY	SHIP VIA
7/7/2002				NET 30		

Qty Ord	Qty Rec	Item #	Description	Price	Amount
8	0)))))))))	\$40.00	\$320.00
0	0				
Subtotal					\$320.00

Record: 1 of 1

New
Save
Delete
Escape

Eind...
Print...
Close

Record: 1 of 1