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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Home Builder Accounts Payable
User Manual

Part I

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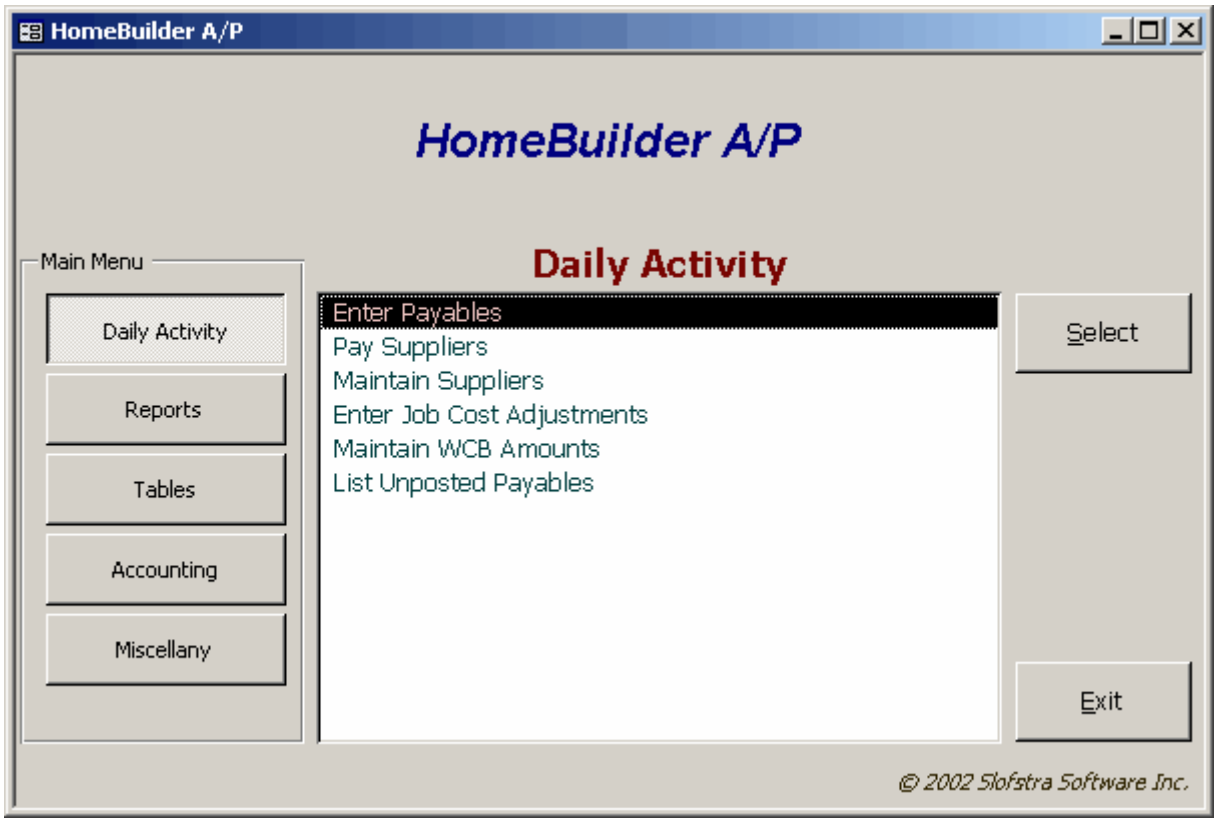
1 HomeBuilder Accounts Payable

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**

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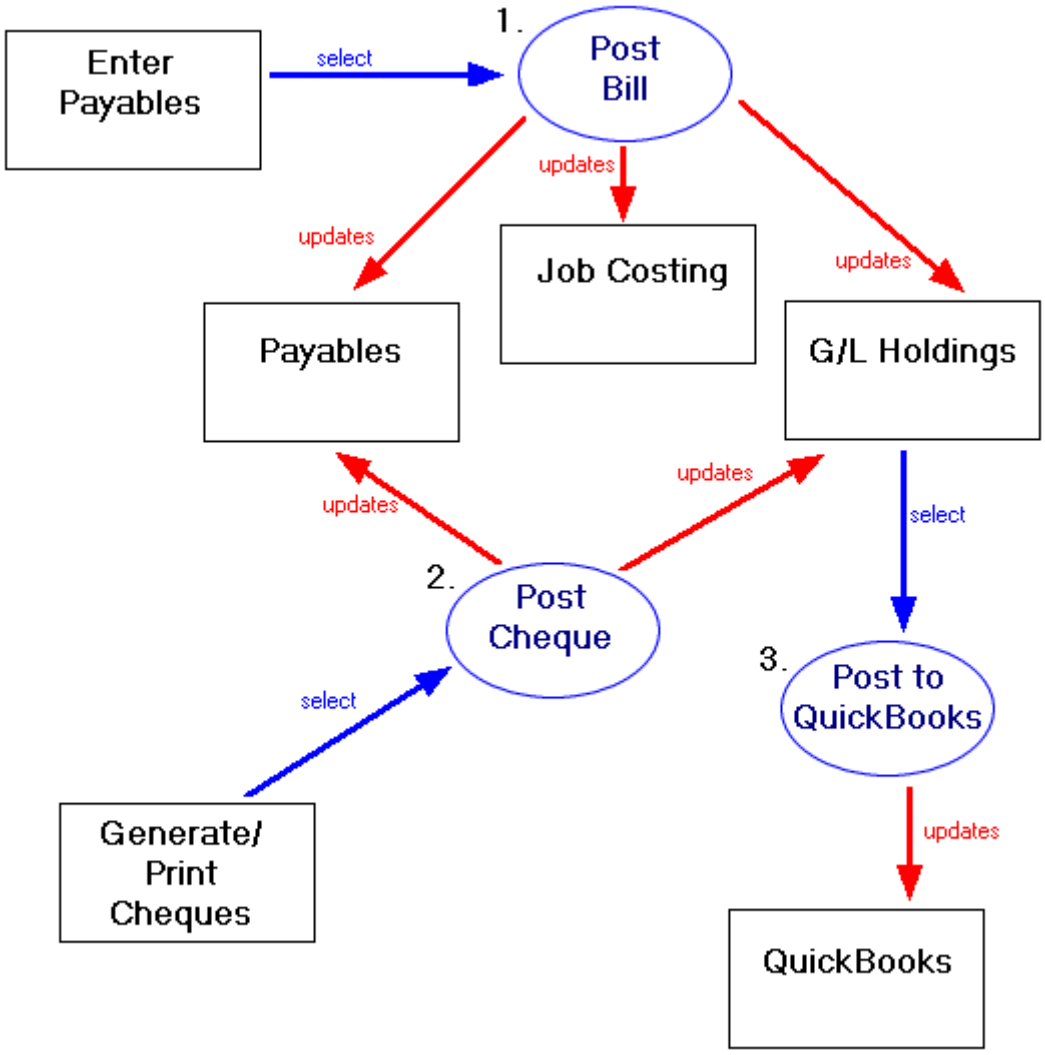
Once cheques have been generated and printed from the menu option Pay Suppliers, the user selects Post Cheques.

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.



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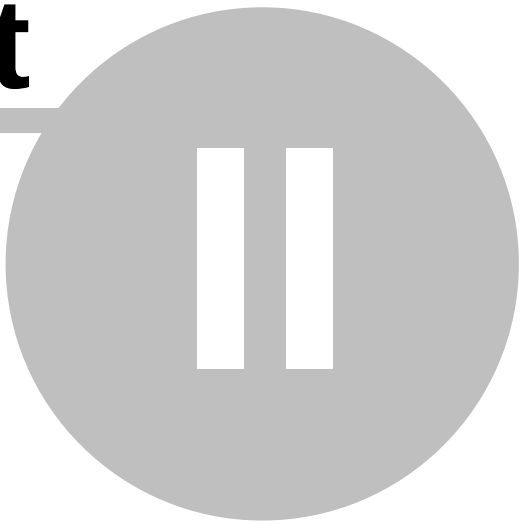
Part



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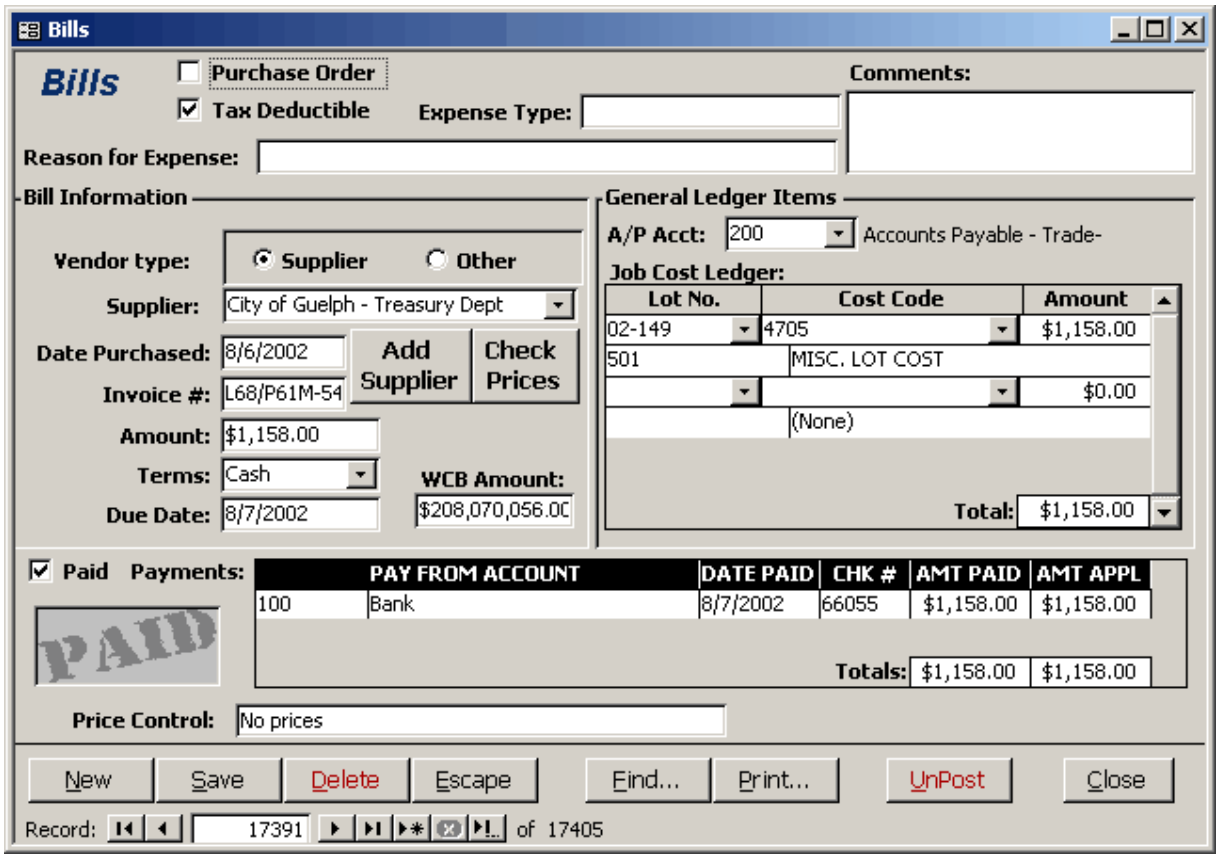
2 Payables

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:



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.

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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.

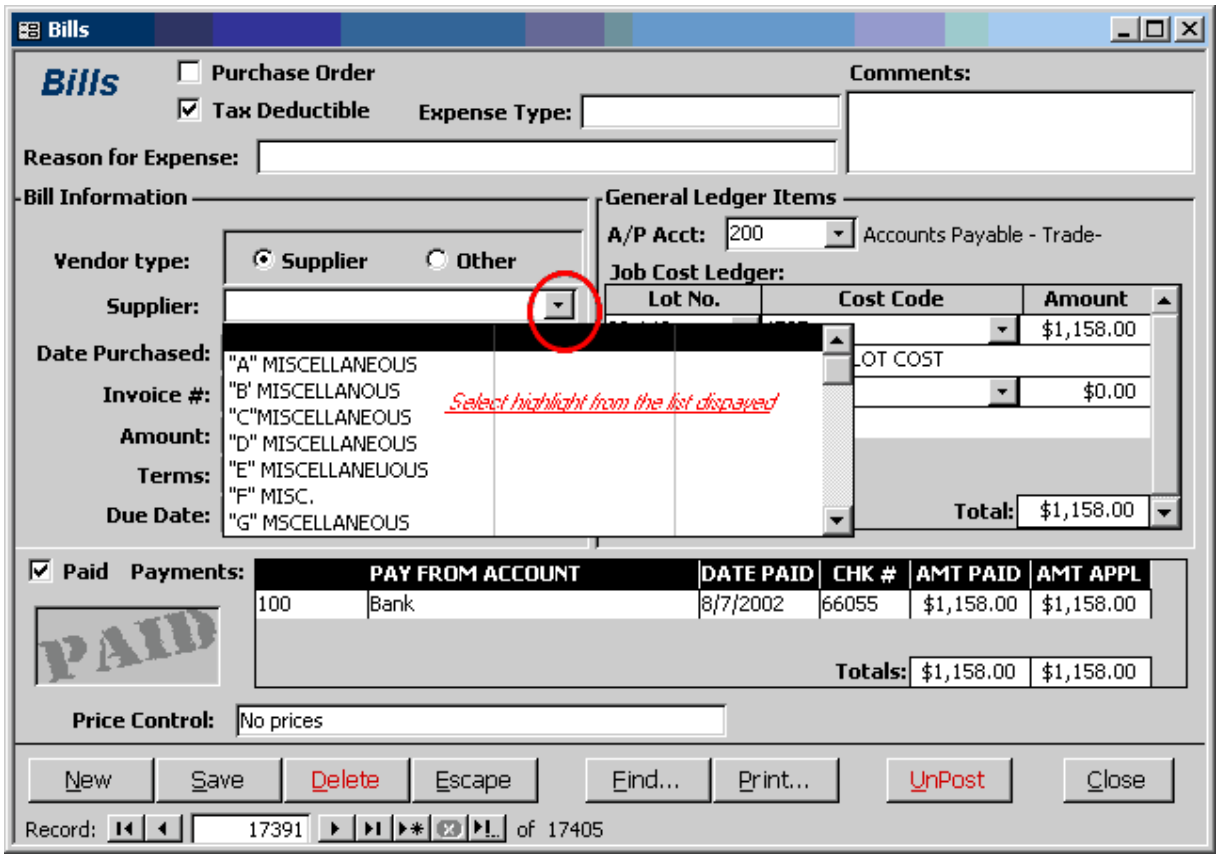
Click the **Close** Button to exit from the bill entry program and to return to the menu.

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.



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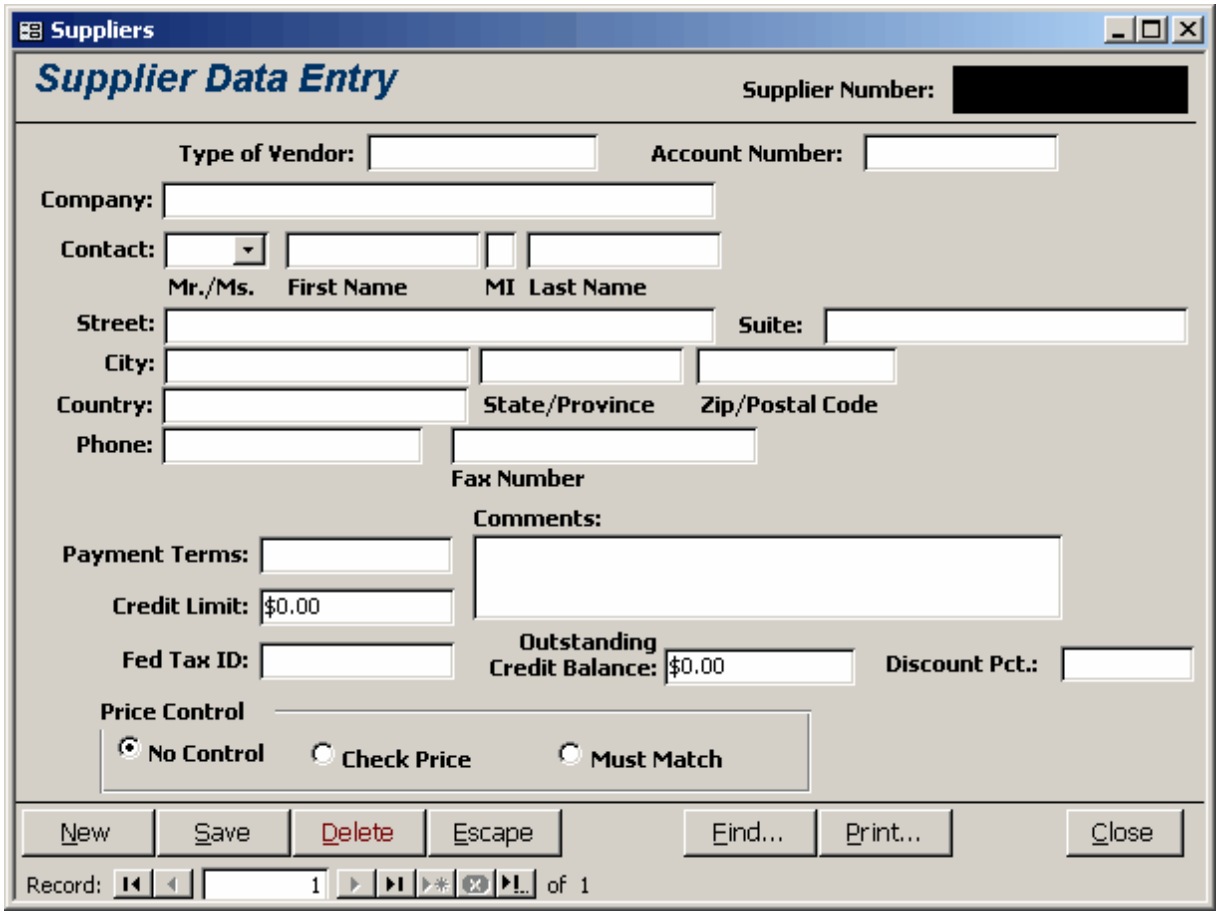
2.1.1 AddSupplier

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



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:

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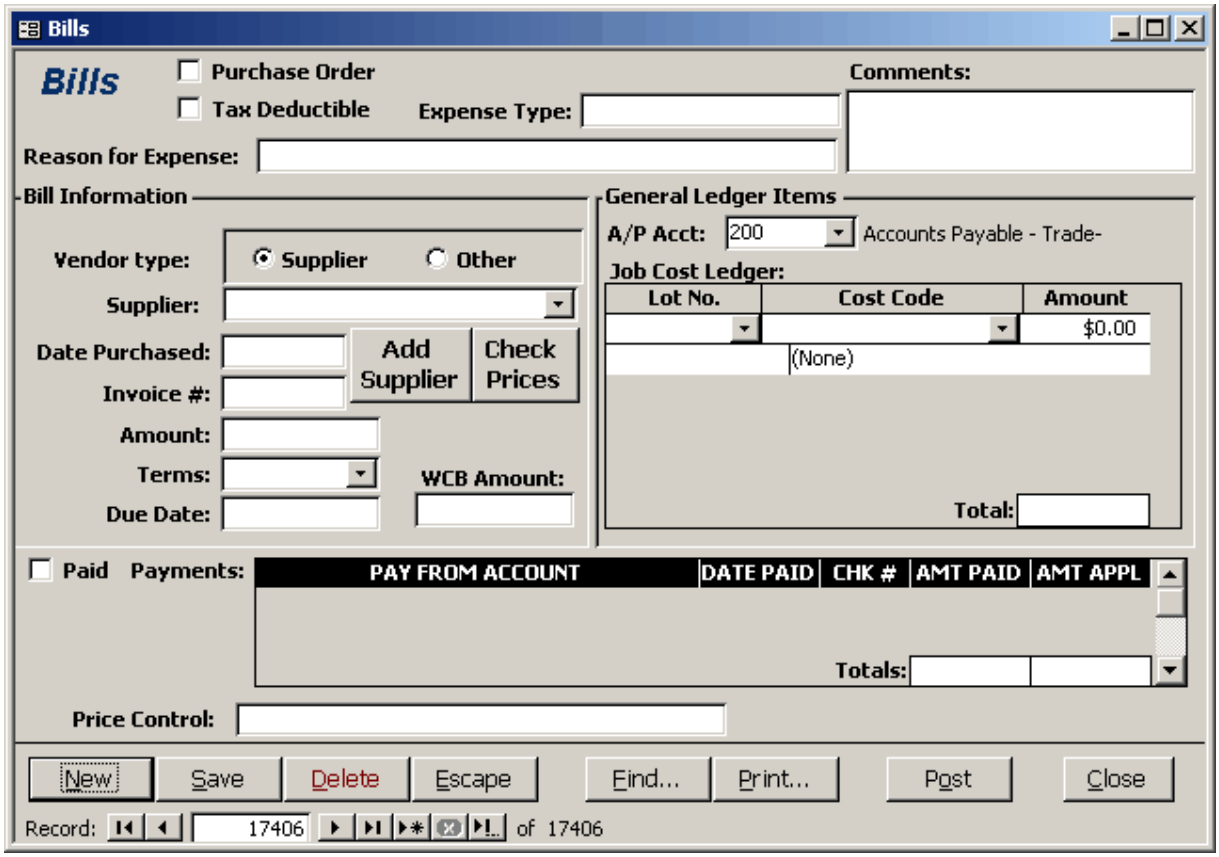

An empty screen will display where the user can enter the new information for a new bill to be added to the system.

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

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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**.

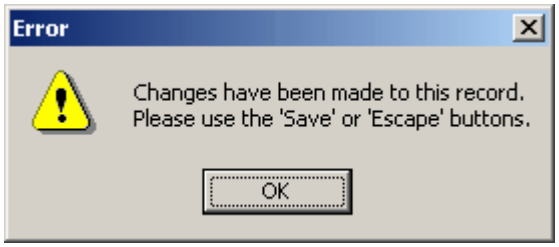
Totals: Total amount of the payment.

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.

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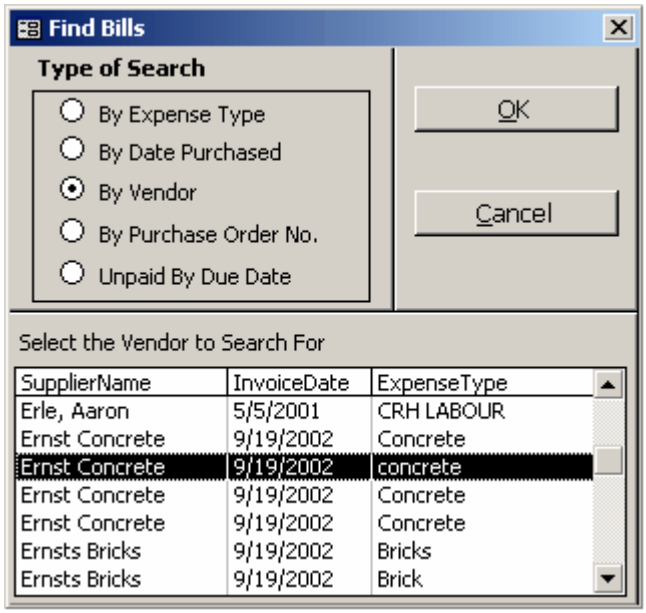
Click the **Escape** button to undo what has been entered without saving (ie. Re-entering the bill information).

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:

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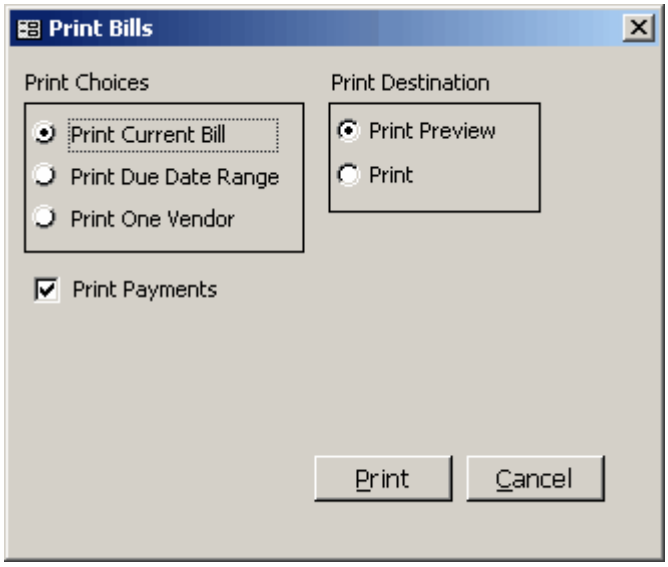
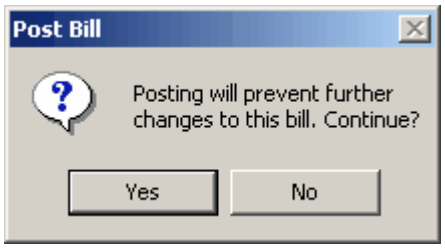


Click the appropriate selection/configuration to print the bill.

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**

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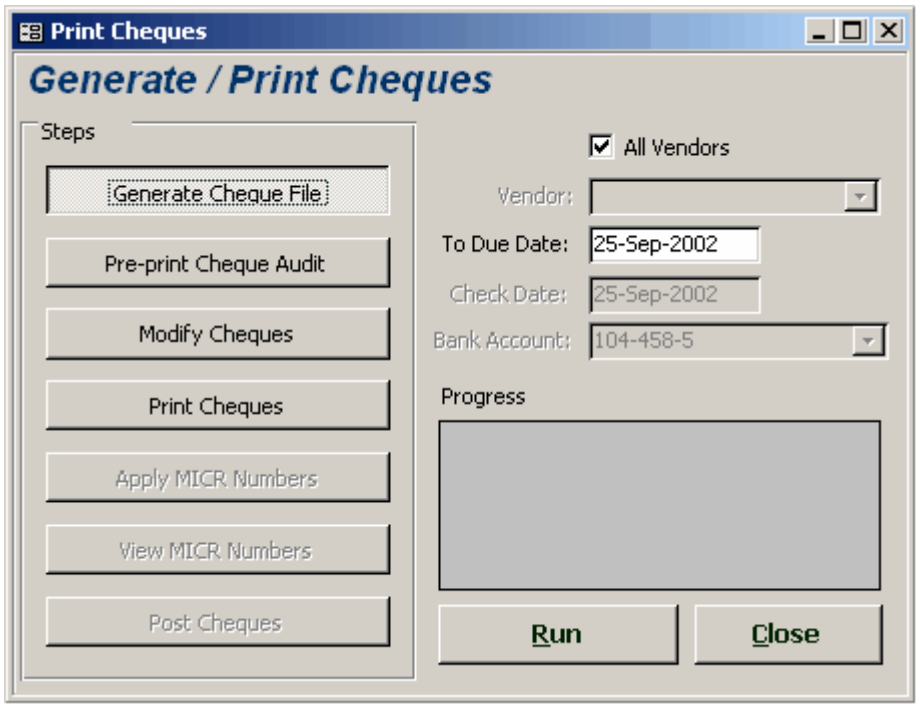
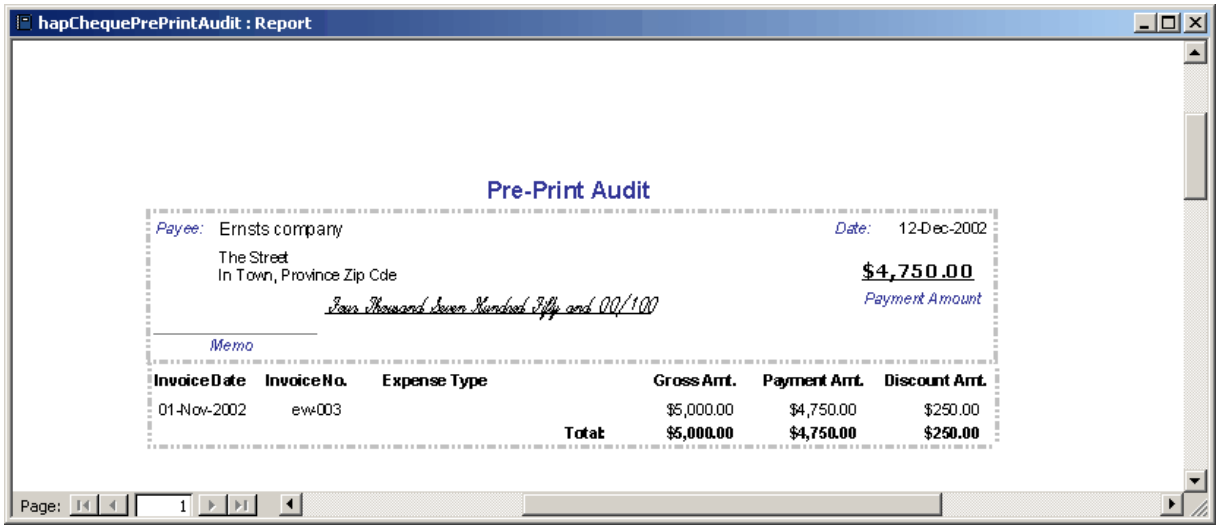
Due Date (for example, you might choose to print all cheques that are due up until the day before the next cheque run) and click **Run** to generate the file. The Progress Box will indicate when the system is done. Once a cheque file has been generated, the system will always revert to this file when 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.

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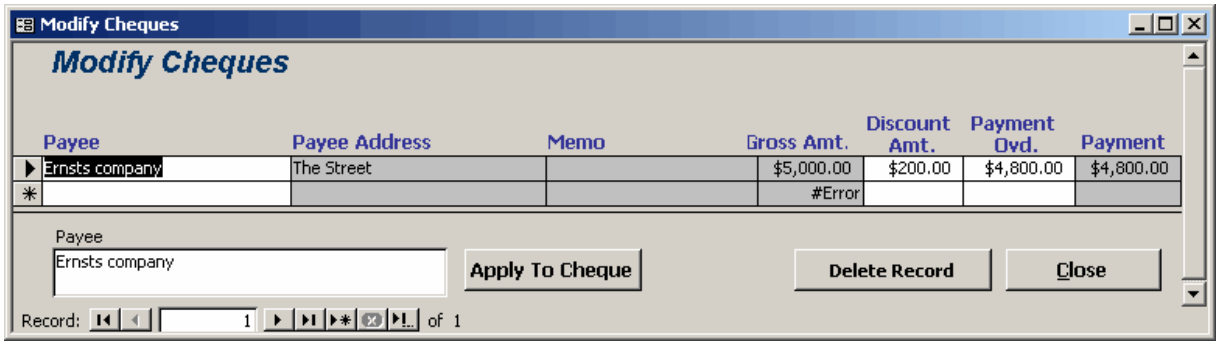
If any changes need to be made, select **Modify Cheques** and press **Run** to make the changes. The system will open a second window that will allow the user to make changes. This window includes an option to delete cheques from the list. The system always reverts to the last generated cheque file.



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.

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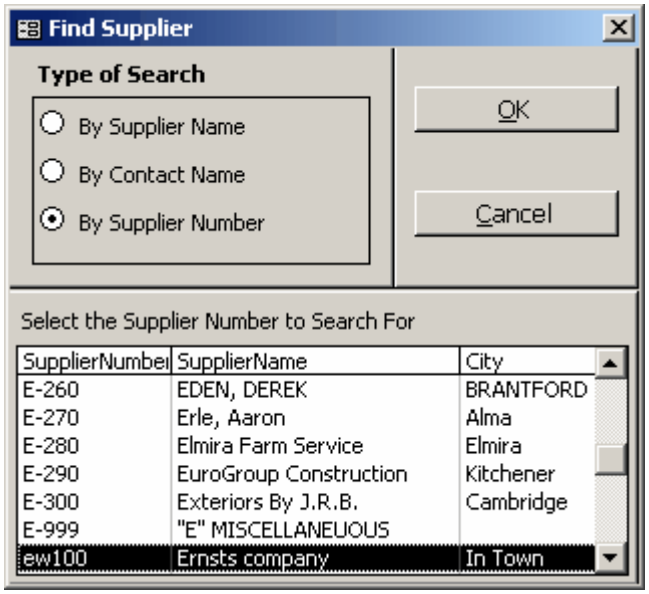
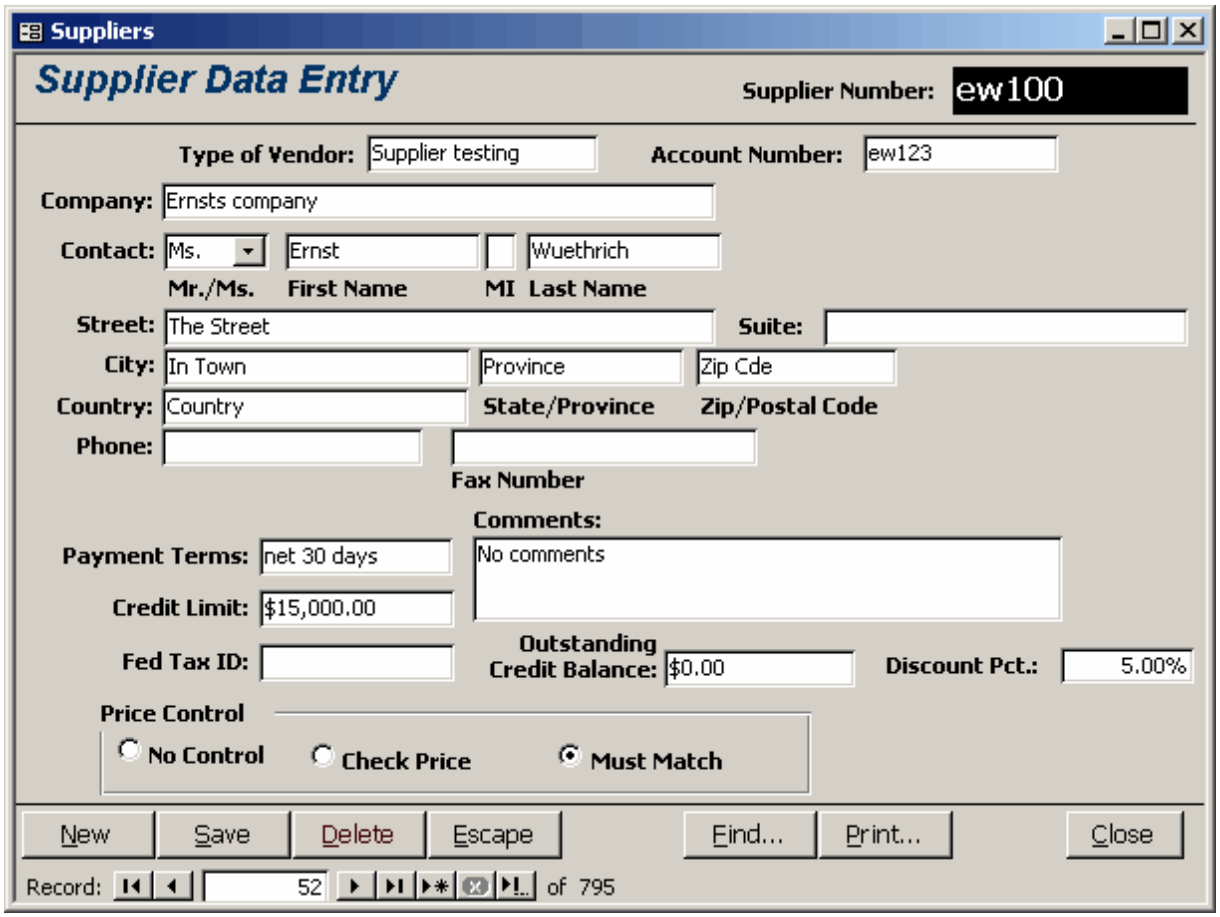


Check the **Type of Search** to be performed. The system will refresh the data in the drop down window. Select the desired supplier from the drop down list and click the **OK** button to retrieve this supplier. The system will return to the modify screen.



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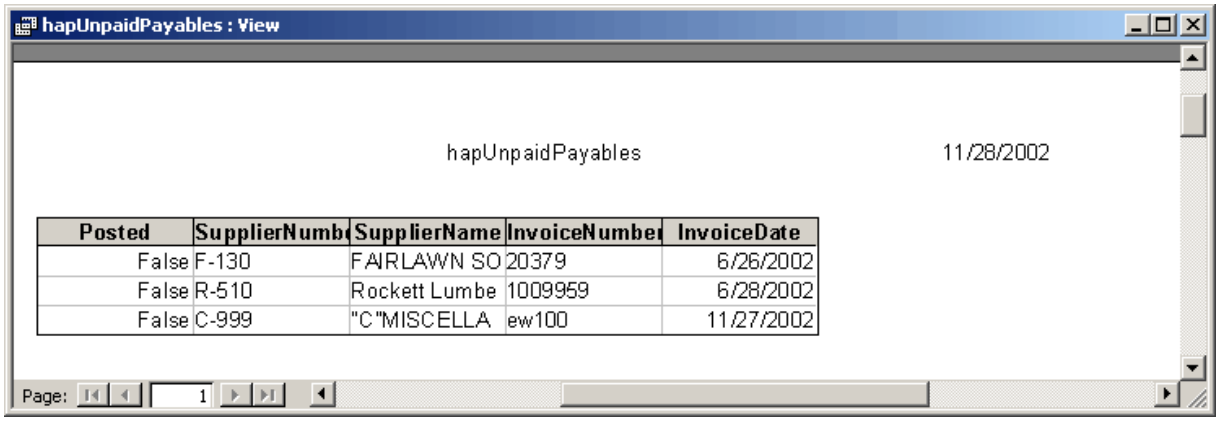
Change or retype any information that requires change and click the **Save** button.

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.



Posted	SupplierNumb	SupplierName	InvoiceNumbe	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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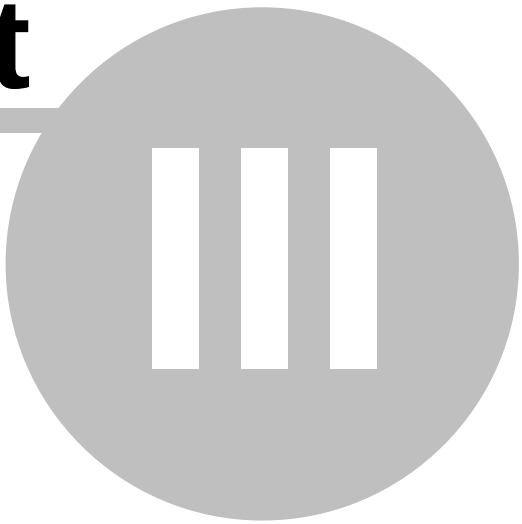
User Manual

Part



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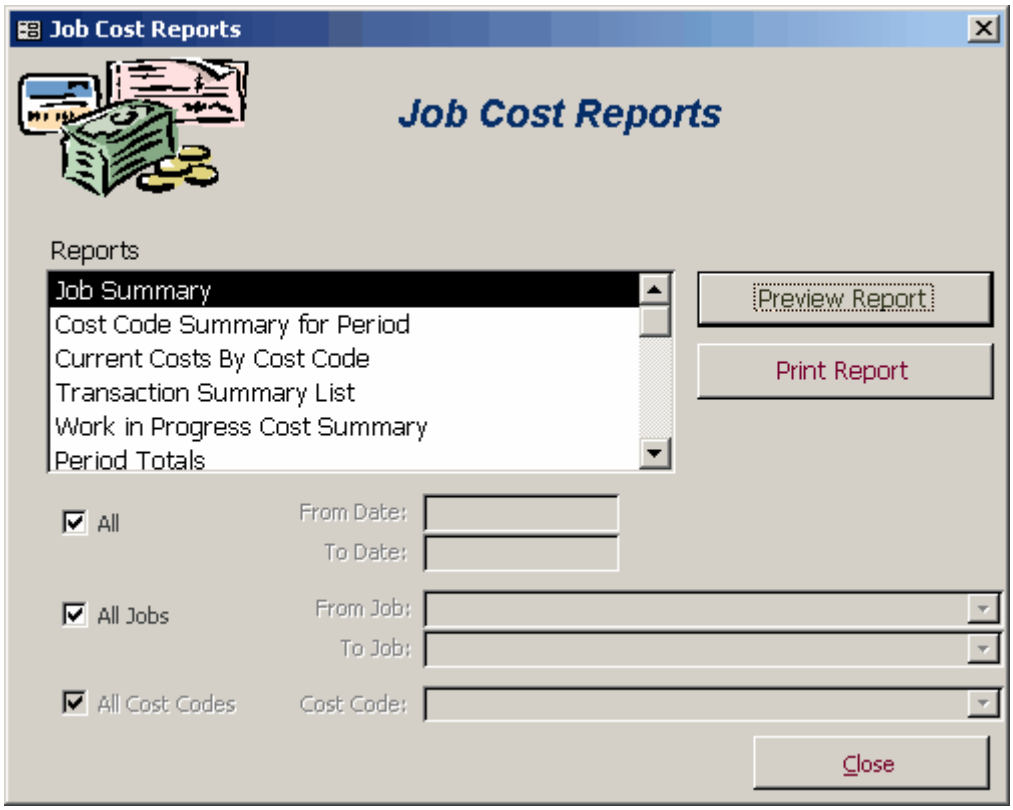
3 Reports

3.1 Job Cost Report Selection

Job Cost Reports.



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

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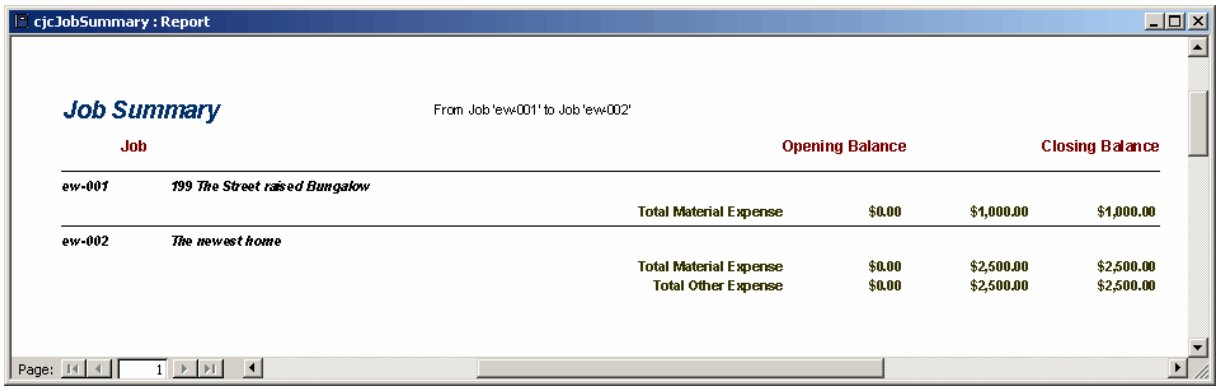
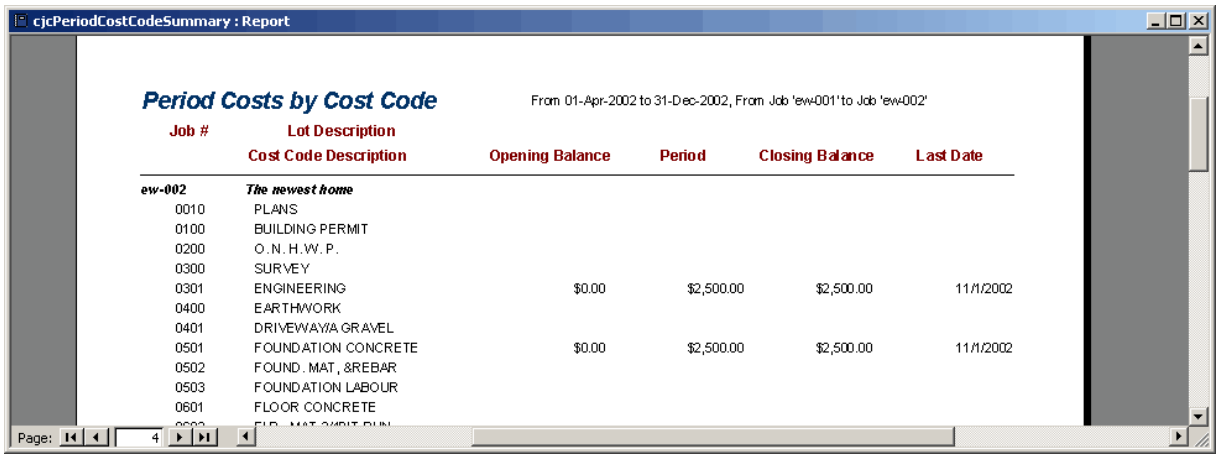
3.1.1 Job Summary

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



3.1.2 Cost Code Summary for Period

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



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.

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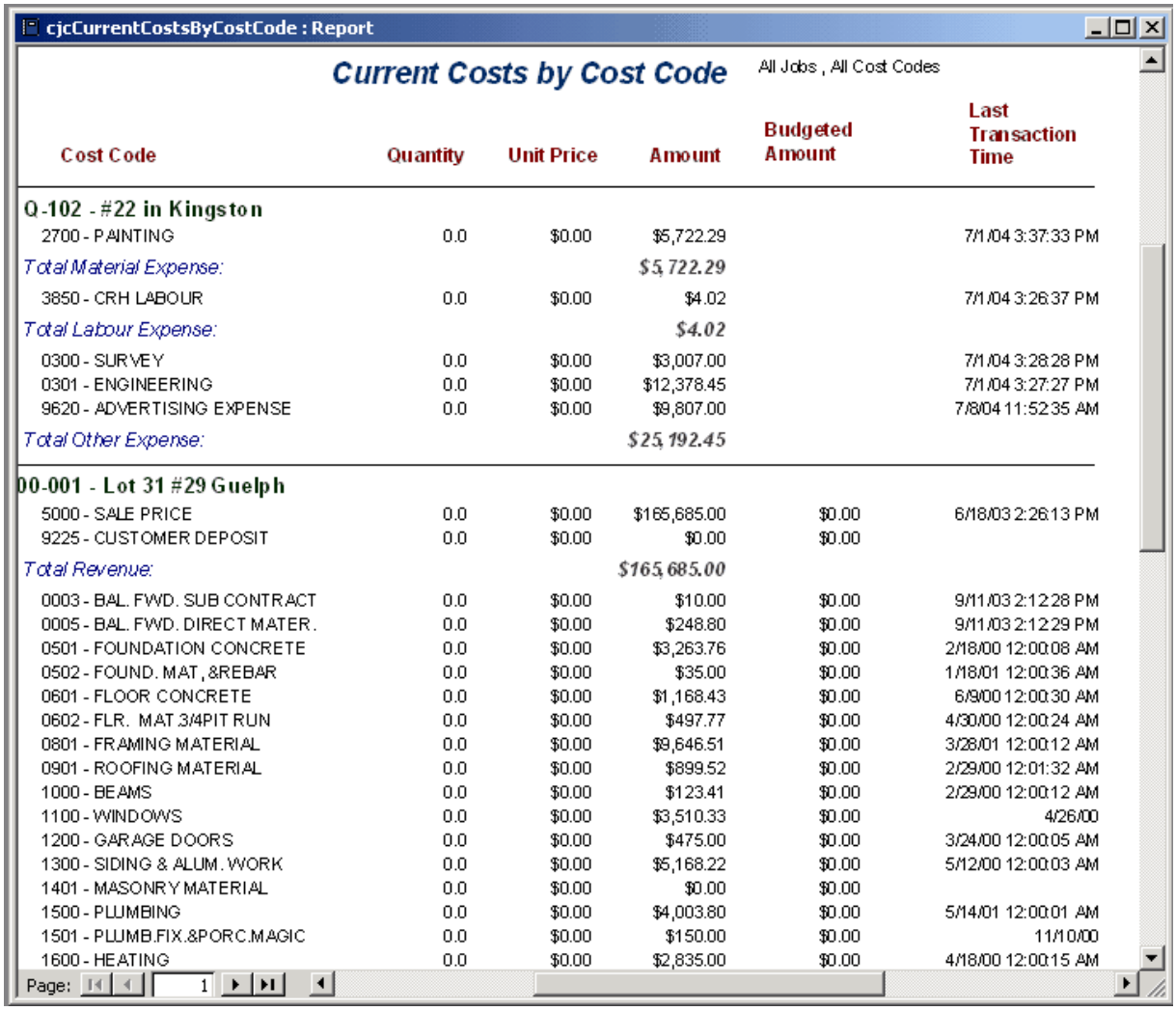

cjcCurrentCostsByCostCode : Report

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
Total Material Expense:			*$5,722.29*		
3850 - CRH LABOUR	0.0	$0.00	$4.02		7/1/04 3:26:37 PM
Total Labour Expense:			*$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
Total Other Expense:			*$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	
Total Revenue:			*$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	11/10/00
1600 - HEATING	0.0	$0.00	$2,835.00	$0.00	4/18/00 12:00:15 AM

Page: 1

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).

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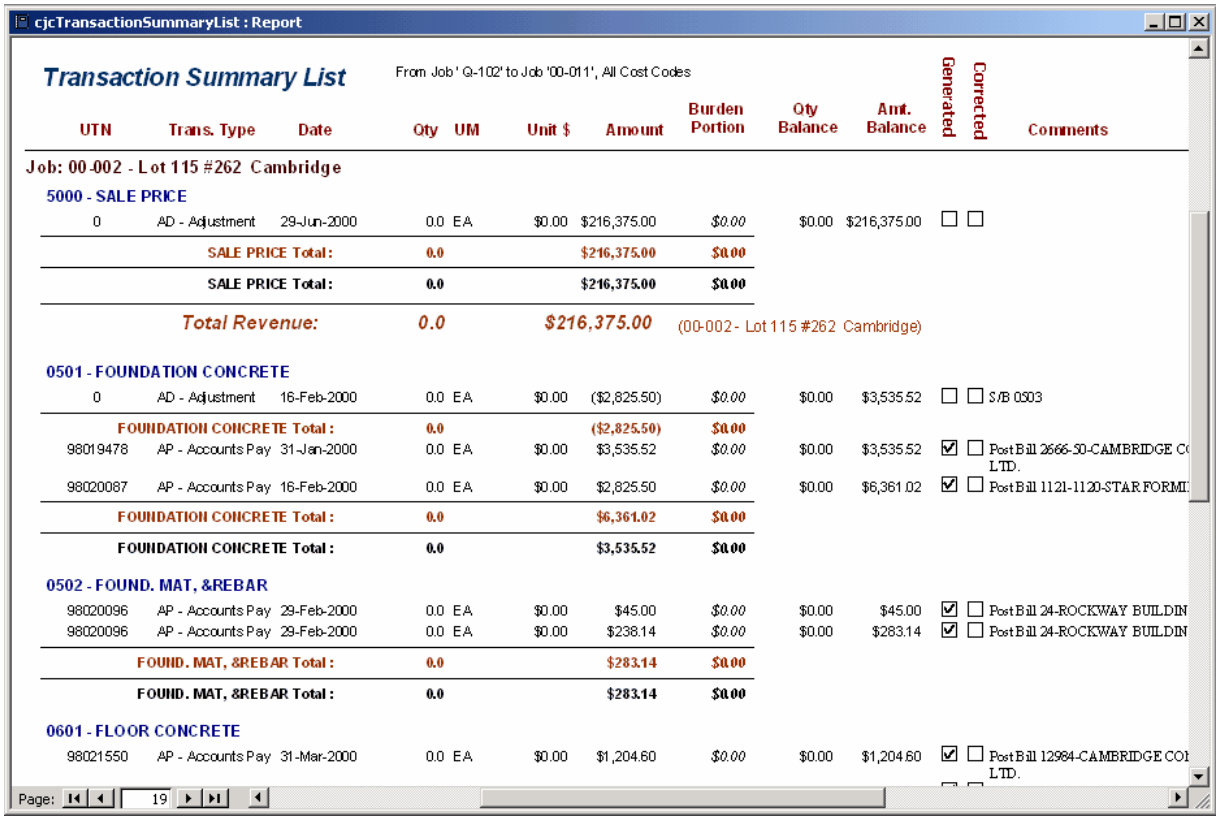
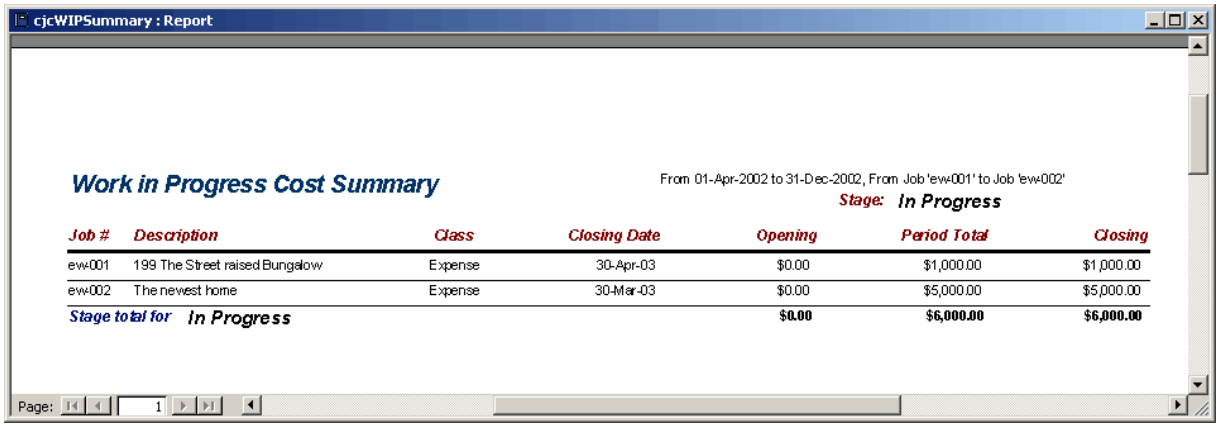


Troubleshooting: Because the **Transaction Summary List** reports every transaction that has occurred in the database, it can take a long time to compile the record. For faster results, limit the record so that it shows only the desired jobs by changing the date, job, or cost code range (see Job Cost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

3.1.5 Work in Progress Cost Summary



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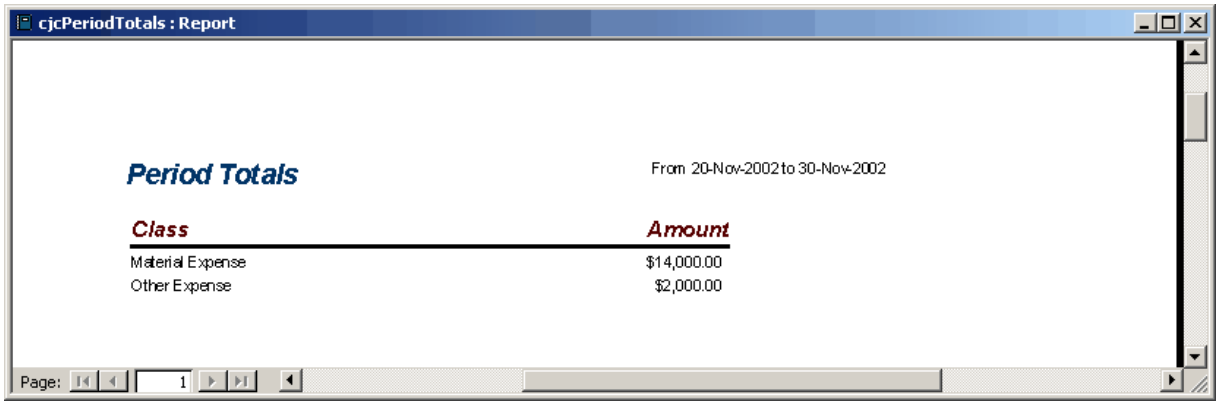
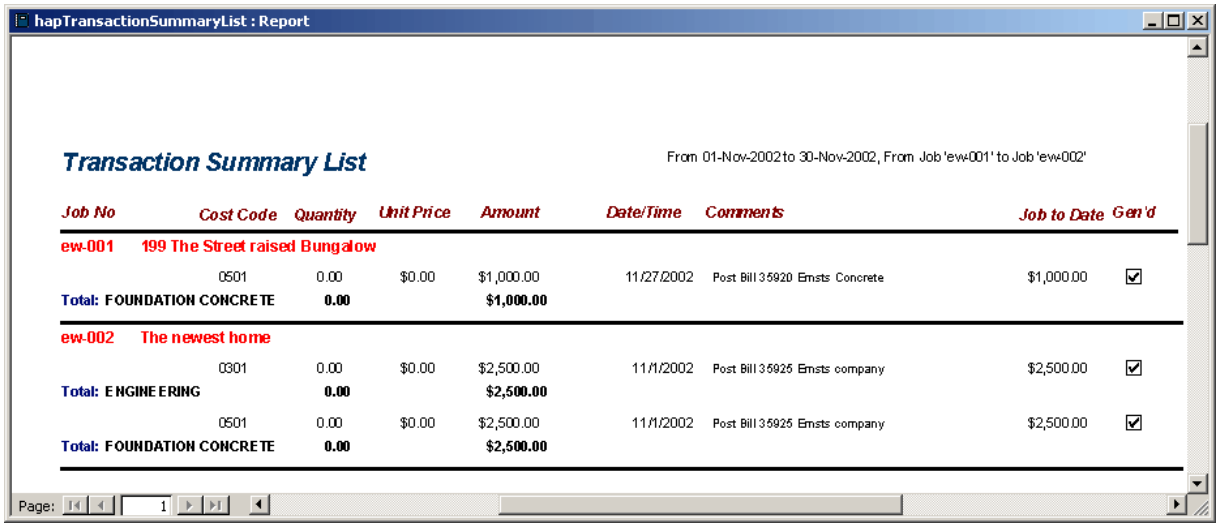
3.1.6 Period Totals



3.1.7 Detailed Cost Breakdown



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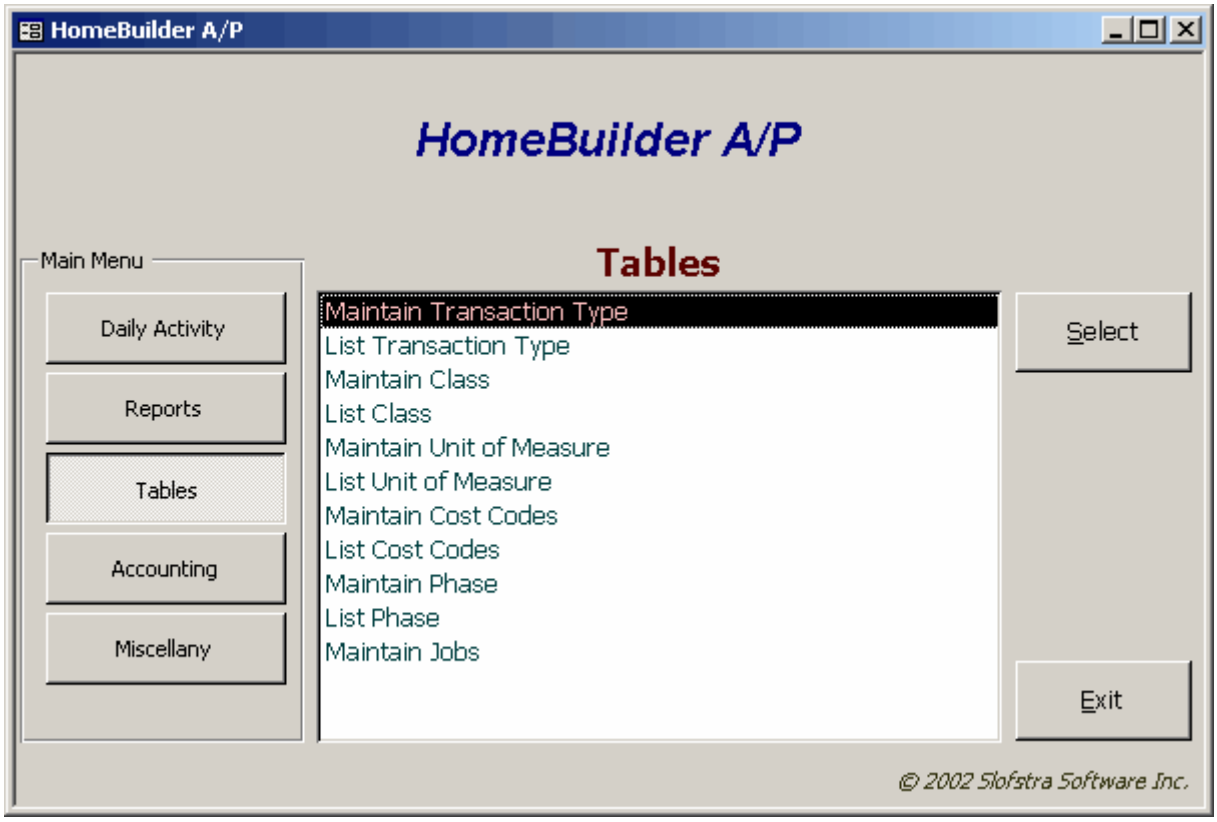
4 Tables

4.1 Maintain Tables

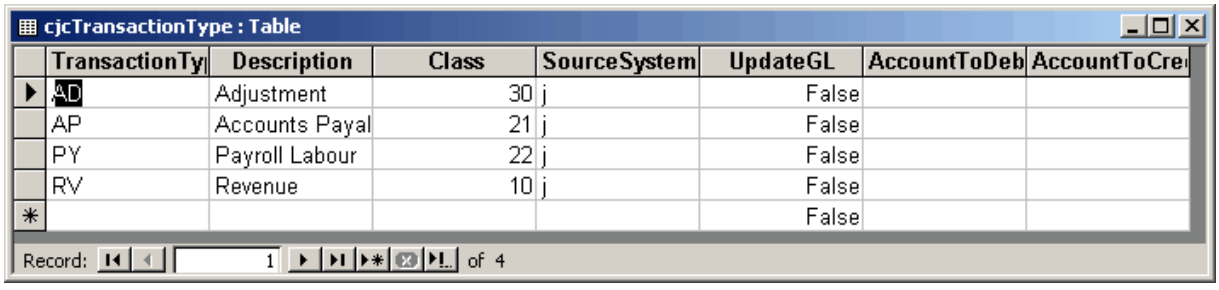
Allows the user to change data in the tables, such as cost codes, and jobs.
Any changes done here are done directly to the database, so please be **careful** of changes to these tables.

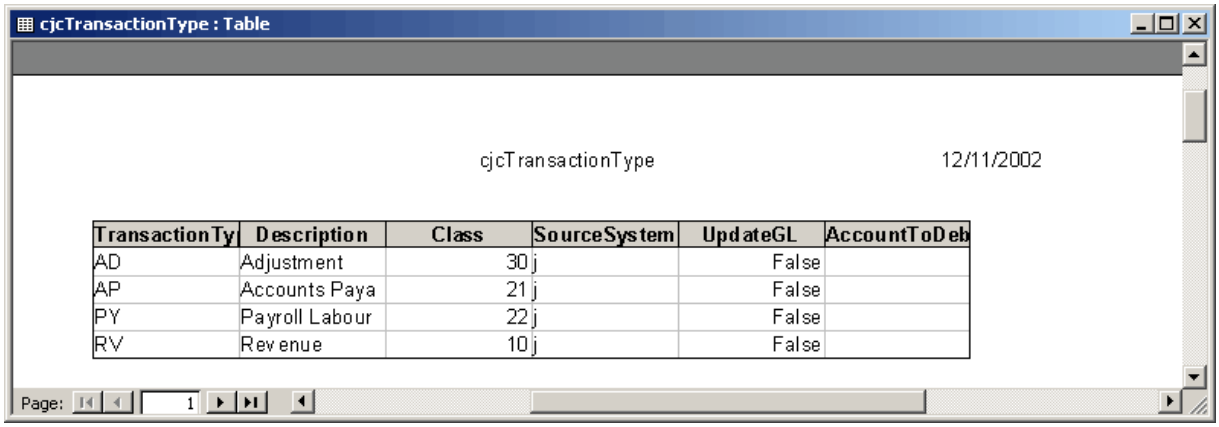


See also:

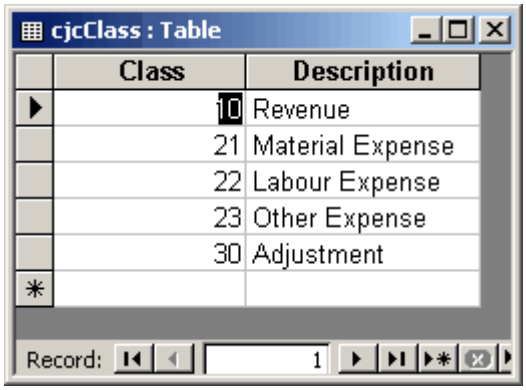
- Maintain or List Transaction Type
- Maintain or List Class
- Maintain or List Unit of Measure
- Maintain or List Cost Codes
- Maintain or List Phase
- Maintain Jobs

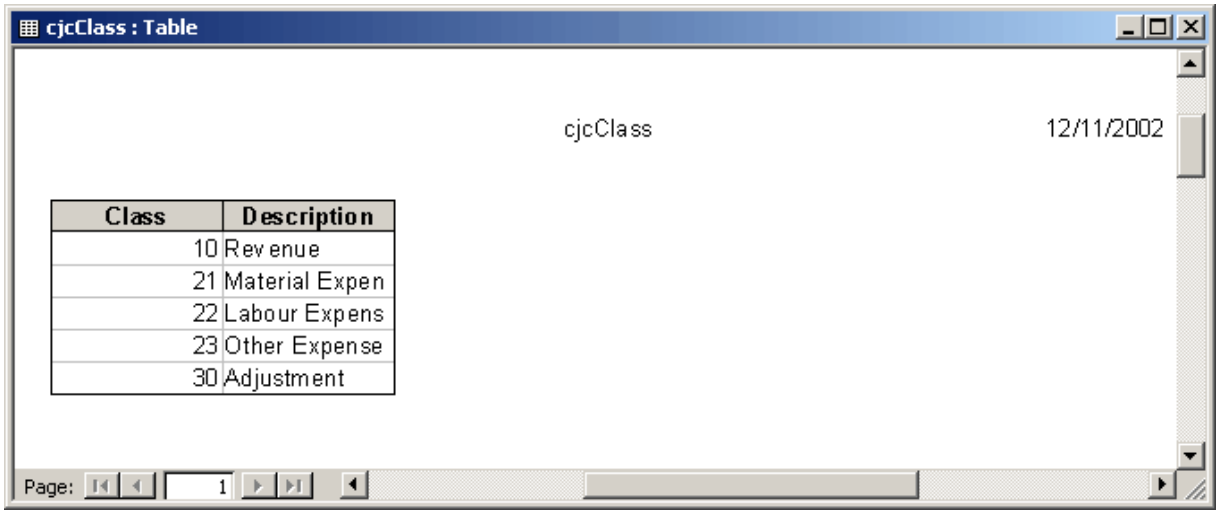
4.1.1 Maintain/ List Transaction Type



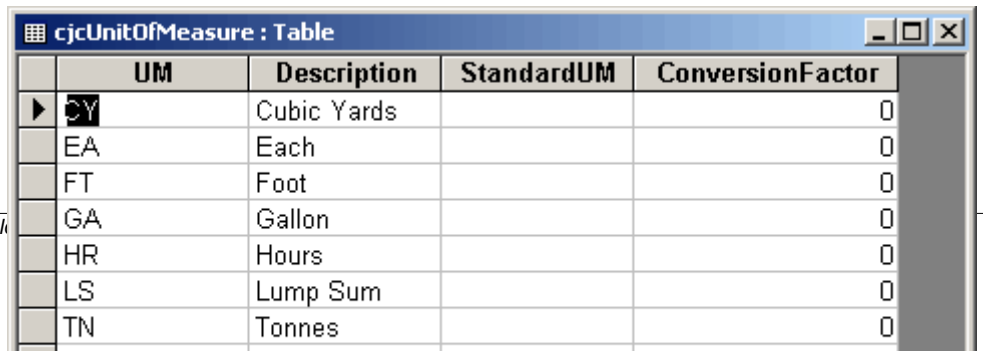


4.1.2 Maintain/ List Class





4.1.3 Maintain/ List Unit of Measure



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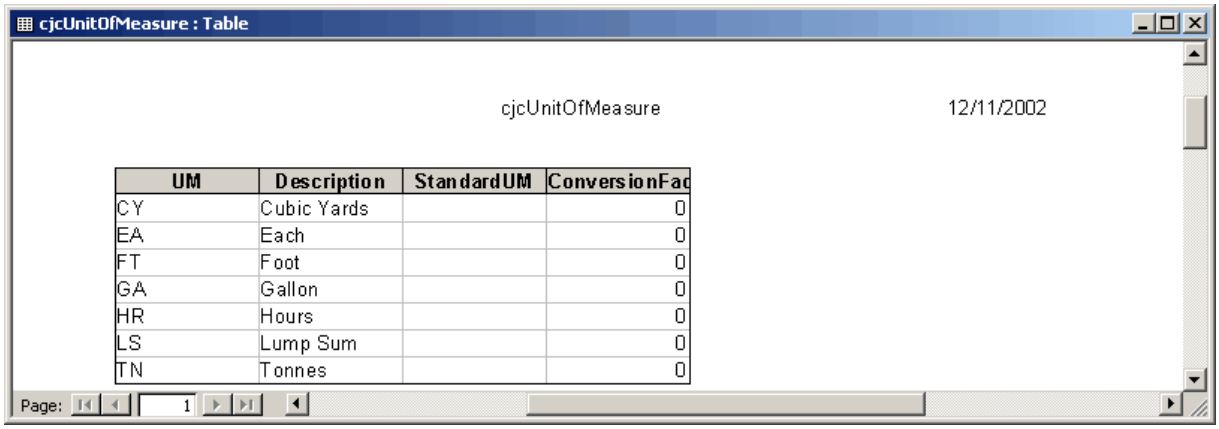
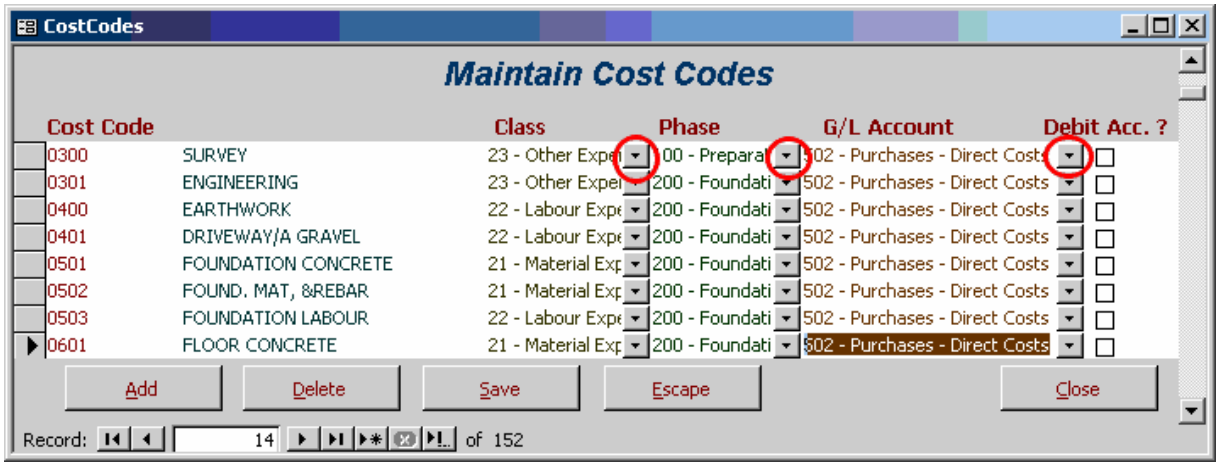
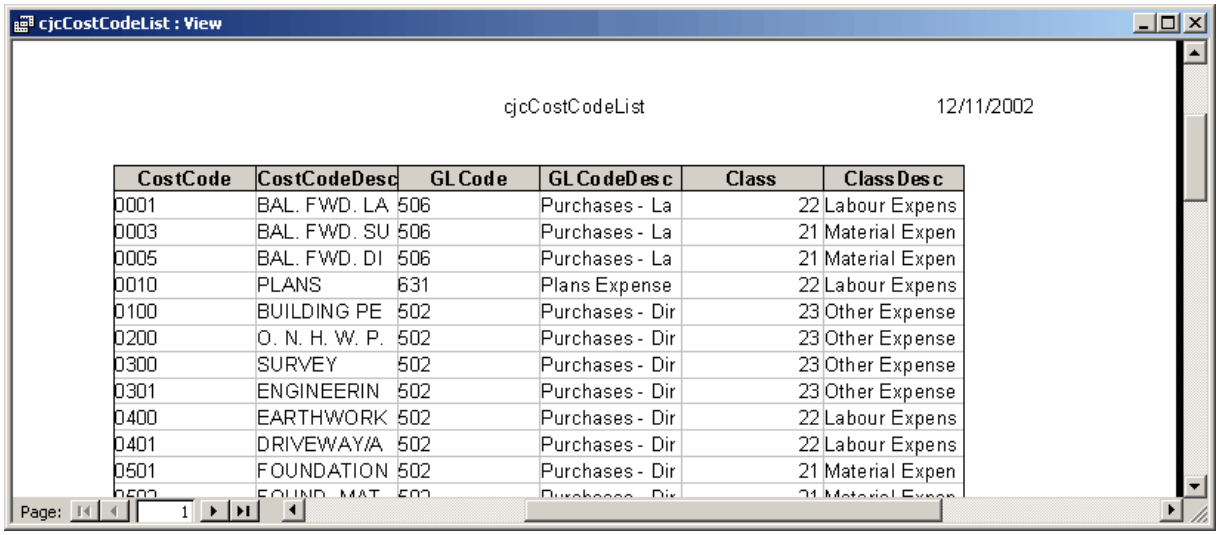
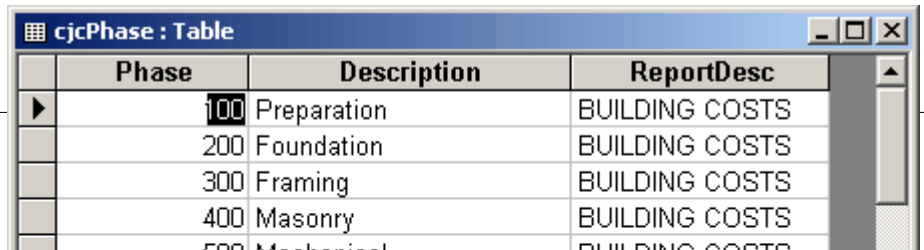


4.1.4 Maintain/ List Cost Codes





4.1.5 Maintain/ List Phase



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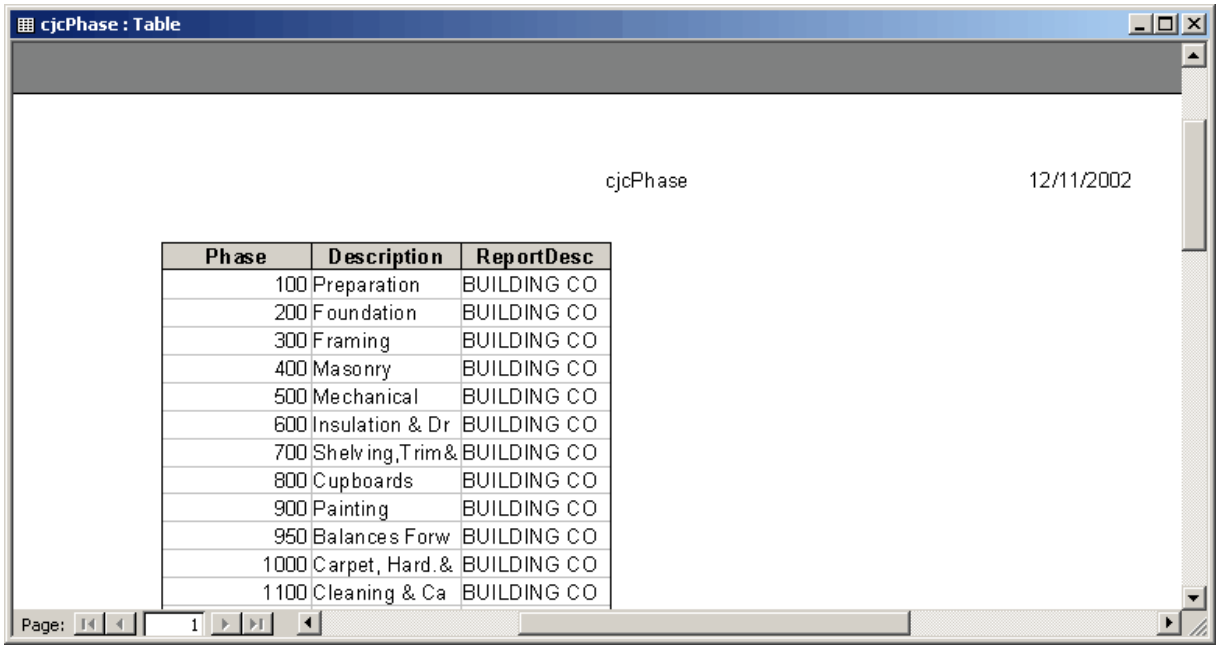
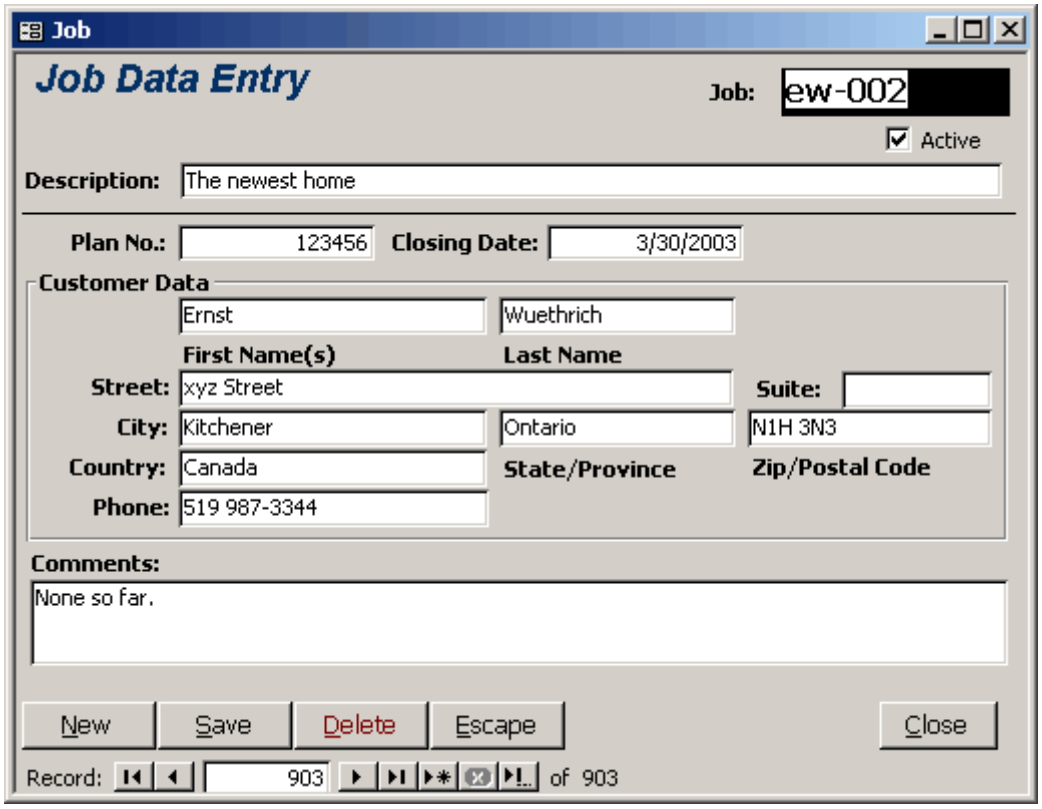


Phase	Description	ReportDesc
100	Preparation	BUILDING CO
200	Foundation	BUILDING CO
300	Framing	BUILDING CO
400	Masonry	BUILDING CO
500	Mechanical	BUILDING CO
600	Insulation & Dr	BUILDING CO
700	Shelving,Trim&	BUILDING CO
800	Cupboards	BUILDING CO
900	Painting	BUILDING CO
950	Balances Forw	BUILDING CO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

4.1.6 Maintain Jobs



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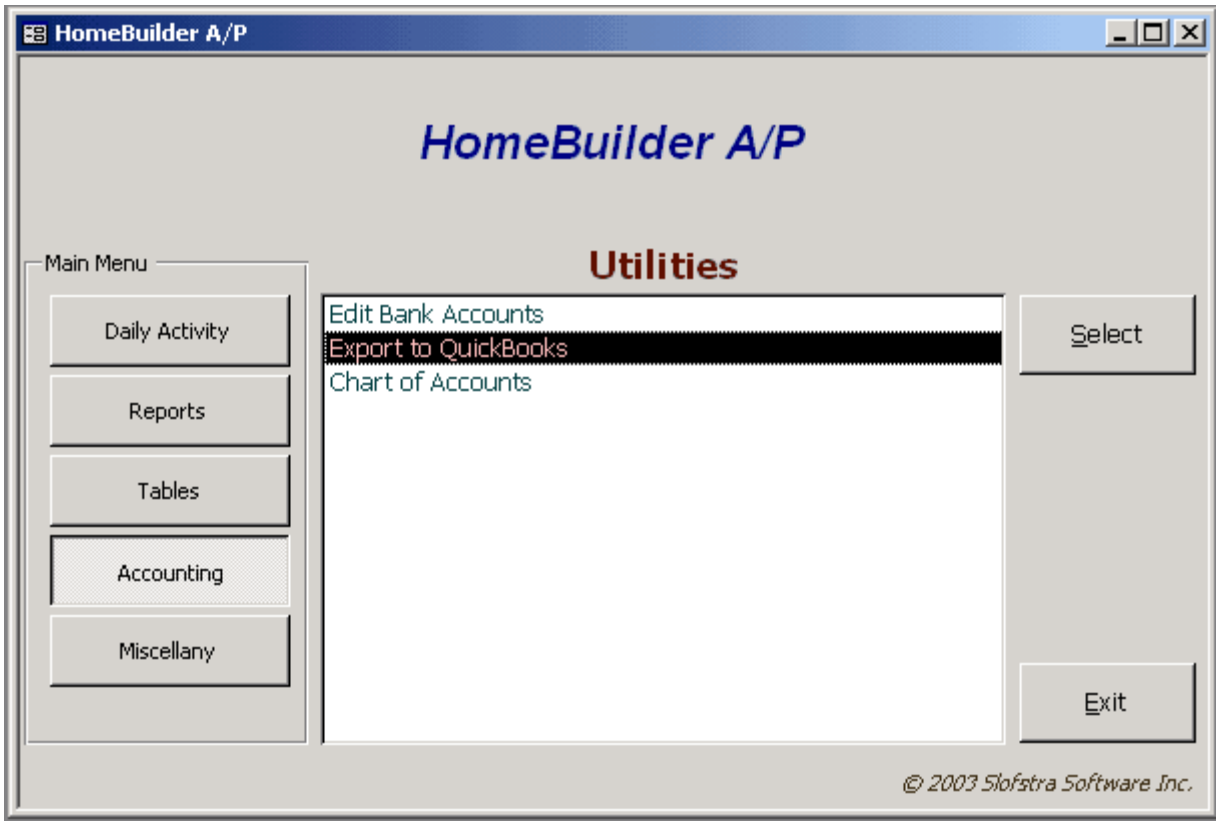
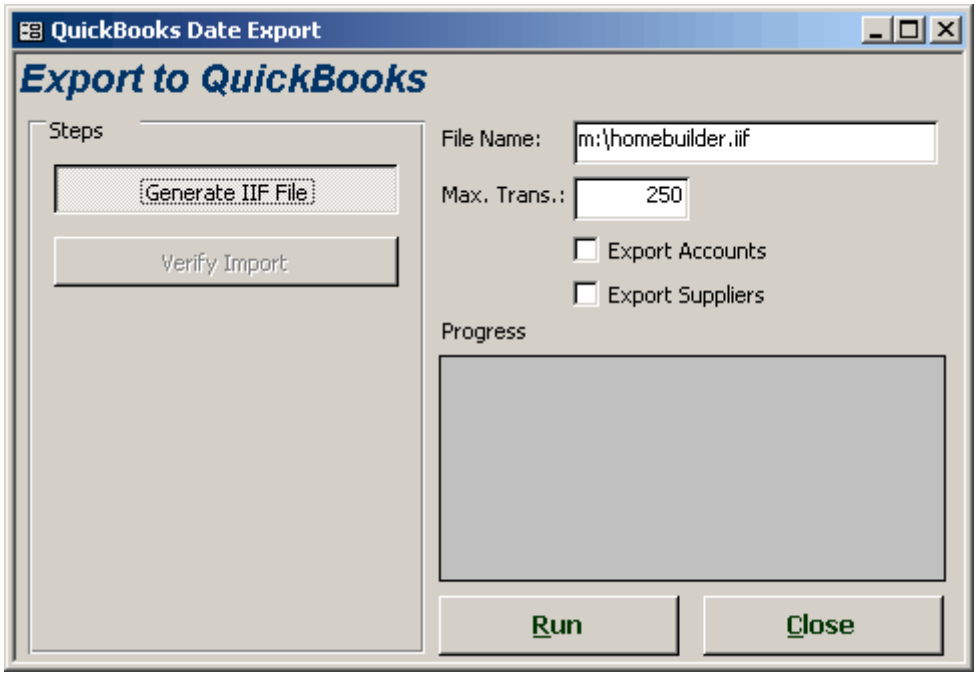
5 Accounting

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.

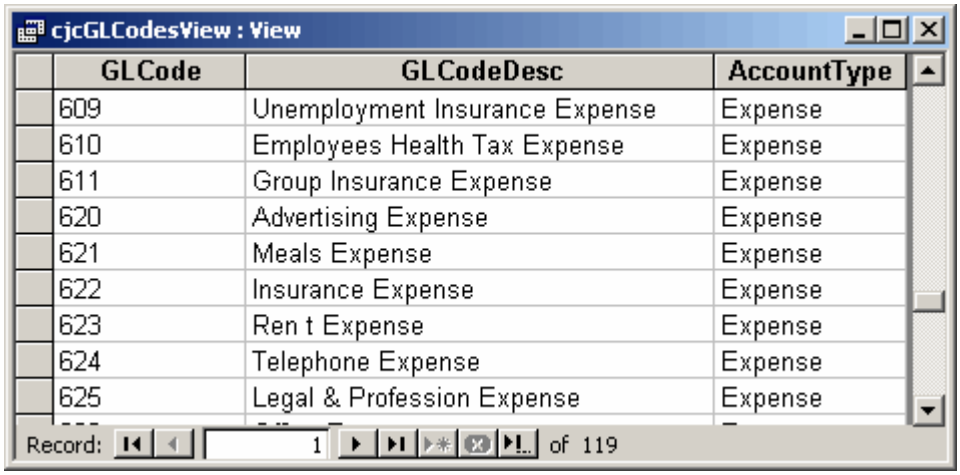


File Name: Enter the path and name of the file for the export.
Max. Trans.: Enter the maximum number of transactions to be exported.
Export Accounts: Click the checkbox to export accounts.
Export Suppliers: Click the checkbox to export suppliers.

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.



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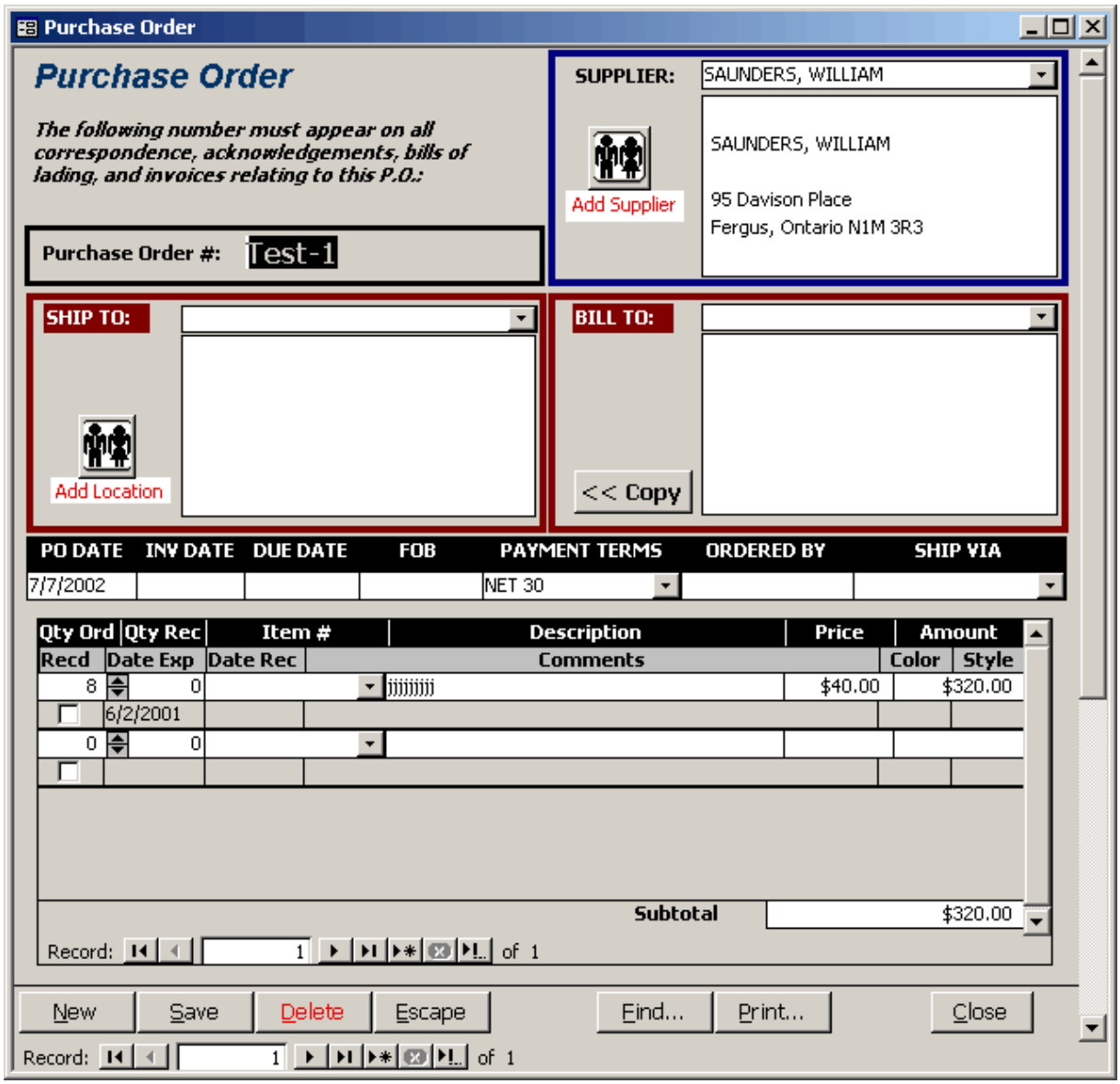
6 Miscellany

6.1 Enter Purchase Order

Purchase Order entry screen.



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